

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 13th March 2018 at 7.30 p.m.
at the Windmill, Meopham Green**

Committee Members Present: Cllrs Buchanan, Gofton, (Chairman), D Bramer, M Bramer, Hasler, and Wade

In attendance: N Jerram (Clerical Assistant)
I. Carey (Pond Warden)

Item 1 **To receive Apologies for Absence**

E.119 Apologies were received from Cllr Luxford (unwell), K. Dare and G. Willsher (M&DFG)

Item 2 **To receive Declarations of Interest**

E.120 There were no declarations of interest.

Item 3 **To approve minutes of the previous meeting**

E.121 The minutes of the meeting held on 16.01.18 were approved as a correct record on a proposal by Cllr M Bramer, seconded by Cllr Wade and all voted in favour.

Item 4 **To consider matters arising from the above Minutes**

E.122 Item 6, E.107, Members agreed to a correction to change Parish Council to Windmill Trust.

Item 8, E111, Cllr D Bramer confirmed that she and Cllr Gofton did not visit Vigo Youth Club.

Item 5 **Village Greens/Harvel Pond**
5.1 To receive an update on Harvel Pond

On a proposal from Cllr Buchanan, seconded by Cllr D Bramer, all members agreed to suspend standing orders to allow I. Carey (Pond Warden) to speak.

E.123

I. Carey reported that the floating duck house had been refurbished and needed one more coat of paint. A depth gauge has been constructed which can be situated behind the duck house; photographs of both were circulated to members. At present the pond is approximately 6ft deep. There are ducks on the pond and wildlife is beginning to return.

Cllr Gofton thanked I. Carey for his update and asked if he would take photographs when the floating duck house is installed. Cllr Gofton confirmed to members that MPC will hear the outcome of the grant application submitted at the end of March.

5.2 To consider and agree, if appropriate, to proceed with the installation of 2 wooden removable posts to replace the entrance gate on Harvel Green

E.124

Members considered the above and Cllr D Bramer proposed a motion that MPC consult Harvel Village Hall Committee on the positioning of the 2 wooden removable posts at the forthcoming HVH AGM, this was seconded by Cllr Buchanan and all voted in favour.

Cllr Gofton moved to **Item 5.6** to allow I. Carey to be present during discussions on this item.

5.6 To note a request from Harvel Residents Association to erect a bench on Harvel Green in memory of a resident, in replacement of an old existing bench in poor condition on the green and to make a recommendation to Full Council for final approval

E.125

Cllr Gofton advised that Harvel Village Hall Committee were in the process of raising funds for a memorial bench in memory of a Harvel resident. Discussions followed and Cllr M Bramer proposed a motion to recommend the above request to Full Council for final approval on condition HVH Committee maintain the bench in perpetuity. This was seconded by Cllr Buchanan and all voted in favour.

8pm – I. Carey left the meeting.

5.3 Work to be carried out on Pitfield Green (quotations to be discussed in closed session)

E.126 Cllr Gofton confirmed the above item would be discussed at the end of the meeting in closed session.

5.4 To note the work carried out on the track leading up to Green Farm Cottages

E.127 Members noted the work carried out by the contractor and agreed to visit the site to survey the track when the electricity company had finished undertaking work at the cottages.

5.5 Benches – to note list of bench maintenance for 2018

E.128 Members noted list of bench maintenance to be carried out by the Service Contractor.

5.6 To note a request from Harvel Residents Association to erect a bench on Harvel Green in memory of a resident, in replacement of an old existing bench in poor condition on the green and to make a recommendation to Full Council for final approval

E.129 This item was discussed earlier in the meeting.

5.7 To consider a request from a resident to allow metal detecting on parish council owned land and if appropriate make a recommendation to Full Council for final approval

E.130 Cllr D Bramer advised that the resident enquiring has all the appropriate insurances in place for carrying out metal detection. Discussions followed on specific areas within the parish which could be suitable and all members agreed that the above request be recommended to Full Council for final approval. The clerk was asked to draw up a list of minor greens for consideration.

Action: Clerk

5.8 To note email from a resident regarding proposed resurfacing of driveway to a property around Meopham Green

E.131 Members noted the above and Cllr Gofton confirmed that the resident was liaising with the Conservation Officer at Gravesham Borough Council on the above matter.

Item 6 **Rights of Way, including Footpaths Groups**
6.1 Update from Meopham & Districts Footpath Group

E.132 Apologies for absence were recorded from K. Dare and G. Willsher from the footpaths group. Cllr Gofton read an email received from K. Dare.

E.133 Members discussed a planning issue at Heron Hill and Cllr Buchanan advised that this would be raised at the chairman's meeting with GBC.

Item 7 **Recreation Ground and Playground Equipment**
7.1 Play area repairs – Update

E.134 Cllr Gofton spoke regarding repair work needed to the wetpour surface around the edging of the roundabout as flagged up in the annual report carried out by GBC. The clerk is to arrange a site meeting with Abacus Playgrounds and members asked the clerk to find out what guarantee Abacus give for repair works carried out.

Action: Clerk

7.2 Wetpour Cleaning – Update

E.135 Cllr Gofton confirmed that a contractor had been appointed to carry out the cleaning of the wetpour surface. Works had been delayed due to bad weather but would be re-scheduled within the next couple of weeks.

7.3 Tree work (quotations to be discussed in closed session)

E.136 Cllr Gofton advised that this item was to be discussed in closed session. Cllrs M Bramer and D Bramer wanted it noted that they did not support any tree work being carried out during the nesting season.

Item 8 **Youth Club - Update**

E.137 Cllr Gofton reported that a trial period for youth club provision was underway with The Grand and Meopham Leisure Centre. The first session was held on Friday 18th February, The Grand provided 2 youth workers, 16 youths of mixed ages attended and the feedback from parents was

very positive. Cllr Gofton read a wish list itemising the youth's requests which is for further discussion with The Grand and the Leisure Centre. Members congratulated Cllr Gofton for organising this facility.

Item 9

Litter Pick

9.1 Update on Litter Pick on Saturday 27th January

E.138

Cllr Gofton reported that the last litter pick was a great success with 21 people attending.

9.2 To note date of next litter pick (Saturday 28th April)

E.139

Members noted the date.

Item 10

Allotments

10.1 To note the work carried out to the allotment main front gate by the Service Contractor

E.140

Cllr Gofton said this was work in progress. The service contractor will carry out the repair under the remit of his contract agreement.

E.141

Cllr Gofton read an enquiry from a potential allotment holder regarding the use of BBQ's on the allotment site. Members discussed and agreed that the decision should be made by the Allotment Association. If the Association agree to the use of BBQ's on site, the necessary risk assessments should be in place and their public liability insurance must comply. MPC would request a copy of the relevant documentation be kept on file at the parish office.

Item 11

Financial Matters

11.1 To approve the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations, 5.2 (Appendix 1)

E.142

On a proposal from Cllr M Bramer, seconded by Cllr D Bramer, all voted in favour of approval of the above.

E.143

Cllr Wade said that a post had been missing on Meopham Green for some time and asked if the clerk would check the audit sheet for post work on Meopham Green.

Action: Clerk

E.144 Cllr M Bramer requested that the financial information be circulated at least 24 hours prior to future meetings to give committee members time to read the information before the meeting.

11.2 To note the Environment and Amenities Committee expenditure up to 2017/2018

E.145 Members noted expenditure.

11.3 To recommend a list of earmarked reserves from the E&A Committee budget to Full Council for approval, subject to any amendment in respect of any works being carried out before the 31/3/2018

E.146 Cllr D Bramer proposed a motion to recommend the above item, this was seconded by Cllr Buchanan and all members voted in favour.

Item 12 **Correspondence**
12.1 To note correspondence received

E.147 Members noted correspondence list.

Closed Session
Pursuant to Section 1(2) of the Public Bodies Admission to Meetings Act 1960, that due to the confidential nature of the next item the public and press will be asked to leave the meeting

Item 13 **To consider the quotations submitted and approve a contractor**

13.1 Tree work at Judson's Recreation Ground

E.148 Members discussed the quotations provided and on a proposal from Cllr M Bramer, seconded by Cllr Buchanan, all members voted in favour of appointing Cherish Trees to carry out the tree work behind Judson's play area before 1st April.

Members asked the clerk to confirm with RSPB and Kent Wildlife Trust the correct procedure for carrying out tree work during March.

Action: Clerk

13.2 Ground work at Pitfield Green

E.149

Members considered the quotations provided and on a proposal from Cllr Buchanan, seconded by Cllr Gofton, all voted in favour of appointing Meopham Garden Maintenance to carry out the ground work on Pitfield Green.

Meeting closed at 9.17pm

Appendix 1

**E&A Committee expenditure - from
17/03/18 to 13/03/18**

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
2021	30/01/2018	Highview Tree Services	service contract - up to 14.1.18	£450.00		£450.00
2022	07/02/2018	Business Stream	Water fountain bill - 27/7/17 to 25/1/18	£22.83		£22.83
2025	19/02/2018	Highview Tree Services	Service Contract - up to 14.2.18	£450.00		£450.00
2033	26.02.18	Kent Tree Wardens	donation to tree warden scheme	£25.00		£25.00
2034	26.02.18	Kent Pond Wardens	donation to pond warden scheme	£25.00		£25.00
2035	06.03.18	Hoopers & Sons Limited	Repair to track to Green Farm Cottages	£1,140.00	£190.00	£950.00
2037	13.03.18	Highview Trees	Post Work - Meopham Green	£142.00		£142.00
2038	14.03.18	Highview Trees	Service Contract - up to 14.3.18	£450.00		£450.00