

**Minutes of a meeting of the
Environment and Amenities Standing Committee
held on Tuesday 14th June 2022 at 7:30pm
at Meopham Cricket Pavilion**

Committee Members Present: Cllr D Bramer - Chairman of E&A
Cllr M Bramer
Cllr S Buchanan
Cllr S Gofton (**arrived 19.37**)
Cllr B Wade – Vice Chairman of E&A

In attendance: S Fishenden – Clerk
C Collings – Assistant Clerk
L Brown - Meopham and District Footpaths Group

Item 1: To receive and accept apologies for absence

E.1 Cllr Sims was absent but no apologies had been received.

Item 2: Declarations of Members' Interests

E.2 Cllr M Bramer declared an interest in Item 19 as a Trustee of Meopham Windmill Trust

Item 3: To receive minutes of previous meeting (02.11.21)

E.3 The minutes from the meeting of 25.01.22 were received and formally approved.
PROPOSED: Cllr Buchanan. SECONDED: Cllr Wade. All voted in favour.

Item 4: E & A Chairmans update

E.4 The chairman's update was received and is attached as an appendix to these minutes.

Item 5: Items for information

E.5 Cllr Buchanan confirmed the Judsons sign has now been installed by GBC.

Item 6: Adjournment of the meeting to receive reports

E.6 Cllr Wade PROPOSED suspending closing orders. SECONDED: Cllr Buchanan. All In favour.

6.1 Meopham and District Footpath Group

E.7 L. Brown gave an update on Meopham and District Footpaths Group.

- L. Brown took over as Chairman this year.
- It is their 60th Anniversary this year. A couple of special walks are planned and a lunch at the Hilltop to celebrate.
- Currently short of committee members and short of walk leaders for the summer months.

Signed.....

E&A Committee – 14.06.22

- The group will no longer be completing path clearing due to insurance issues. The group will report path clearing requests to KCC in future and make MPC aware.
- The bench at Priestwood Green will still be maintained by the group.

E.8 L. Brown was thanked for her update, and decided to remain for the meeting. The Committee then returned to Standing Orders.

6.2 Meopham and District Allotments Association

E.9 No report was received.

Item 7: Southdown Shaw Allotment Site

7.1 Community Orchard: To consider the proposal for the creation of a community orchard at the Chestnuts end of the allotments.

E.10 The committee agreed to delegate to the Clerk to conduct further investigation to include yearly maintenance costs, grant funding, and researching other local community orchards.

PROPOSED: Cllr Wade. SECONDED: Cllr D Bramer. All in favour.

7.2 Other proposals: to consider uses for the unused area of Southdown Shaw, on the perimeter with the A227.

E.11 It was agreed to conduct a consultation with the community to seek ideas for potential uses for the site. This will then be discussed at the next E&A meeting. Cllr Gofton offered to assist in drafting a survey for the Meopham Review and social media.

PROPOSED: Cllr Wade. SECONDED: Cllr Gofton. All in favour.

Item 8: Parish Projects:

8.1 Noticeboards: To consider a report from the Clerk and whether to progress this project.

E.12 No further action required. This will be reviewed when budget setting.

PROPOSED: Cllr Wade. SECONDED: Cllr D Bramer. All in favour.

8.2 Village Green posts: to consider the possibility of using Plaswood when replacing village green posts.

E.13 It was agreed that as posts need replacing at Culverstone Green and Fowlers Stone Green that Plaswood (or another brand) posts will be used as a trial.

PROPOSED: Cllr M Bramer. SECONDED: Cllr B Wade. All in favour.

E.14 It was agreed that the installation of the new drop-down posts at Harvel Green would be wooden.

PROPOSED: Cllr D Bramer. SECONDED: Cllr M Bramer. All in favour.

Signed.....

E&A Committee – 14.06.22

- 8.3 Covid 19 Memorial Garden: To consider the proposal from Cllr Wade for a Covid memorial garden once the yew tree area of Meopham Green has been cleared.**

E.15 It was agreed to wait for the area to be cleared. The Clerk will explore fence ownership, and to bring plans to the next E&A meeting.

PROPOSED: Cllr M Bramer. SECONDED: Cllr B Wade. All in favour.

- 8.4 Bus Shelters: To receive a proposal on approaching Clear Channel to provide parish bus shelters and agree whether to progress with this project.**

E.16 It was agreed to conduct further research with other parishes and arrange a site visit. This will be considered at the next E&A meeting.

PROPOSED: Cllr D Bramer. SECONDED: Cllr S Buchanan. All in favour.

- 8.5 Outdoor Gym: To consider the proposal of an outdoor gym at a location to be decided and agree any actions to progress this project.**

E.17 It was agreed that Camer Park and Culverstone Recreation Grounds were both suitable locations but owned by GBC. The clerk is to contact GBC about installation at either park and future maintenance of the equipment. The project will only be viable if grant funding is secured. Bring update to the next E&A meeting.

PROPOSED: Cllr D Bramer. SECONDED: Cllr B Wade. All in favour.

- 8.6 Wildflower Meadow at Meopham Green: To consider the proposal of a small wildflower meadow on the side green of Meopham Green and agree any actions to progress the project.**

E.18 The committee agreed to seek advice from GBC regarding wildflower meadows.

- 8.7 Culverstone Silver Band Hut: To consider approaching the trustees of the hut regarding future uses for the derelict band hut.**

E.19 It was agreed the Clerk in consultation with the Chairman of E&A will compose a letter to the trustees.

PROPOSED: Cllr S Buchanan. SECONDED: Cllr Gofton. All in favour.

Item 9: Judsons Recreation Ground

- 9.1 Extension to the patio area: To consider the request from Meopham. Colts to extend the patio area in front of the Pavilion by 3 Metres.**

E.20 The committee agreed to this proposal in principle, but it will be presented to the next Full Council meeting as there will be lease implications.

PROPOSED: Cllr D Bramer. SECONDED: Cllr Buchanan. All in favour.

- 9.1 Diamond Jubilee Trees: To agree any actions necessary to fulfil the installation of the plaque for the Jubilee trees, to purchase a replacement tree and arrange an unveiling ceremony.**

Signed.....

E&A Committee – 14.06.22

- E.21** The committee agreed the Clerk be delegated £500 from the Trees budget for the purchase of the Jubilee plaque.

PROPOSED: Cllr D Bramer. SECONDED: Cllr M Bramer. All in favour.

Item 10: Flagpole

10.1 Flag Flying Policy To consider the draft policy for flag flying.

- E.22** The committee agreed to review this at the next E&A meeting. Additionally, to review the flying of the Ukraine Flag.

PROPOSED: Cllr M Bramer. SECONDED: Cllr Wade. All in favour.

10.2 Purchase of Flags: To consider authorising the purchase of a 'Lest We Forget' flag for Remembrance Day, 'Merry Christmas' flag and 'Happy Halloween' flag at a cost of £14.40.

- E.23** The committee agreed not to purchase the flags. The motion fell as no one proposed or seconded.

Item 11: Pitfield Green Toilets

11.1 To note performance concerns with the cleaning contractor and receive an update from the Clerk.

- E.24** The performance concerns are noted. In consultation with the A&R Chairman and Vice Chairman the Clerk is to draw up a letter to send to the cleaning contractors. Any reply will go to the next A&R meeting.

11.2 Melda White Tribute: To receive an update from the Clerk and consider any actions necessary to progress a tribute to the former Parish Clerk, in terms of an accessible toilet refurbishment.

- E.25** The committee agreed that we need to get quotes for the disabled toilet refurbishment and to include a baby change facility.

- E.26** The council agreed to invite Melda White's daughter to the next Full Council meeting.

PROPOSED: Cllr Wade. SECONDED: Cllr Buchanan. All in favour.

Item 12: Boundary Markers

12.1 Ownership: To note after investigation, it has been established the Southdown Shaw, Whitepost Lane and the A227 junction with Harvel Road were installed by the Parish Council during the Millennium celebrations and therefore we are responsible for their maintenance. The Clerk will add these to the asset register and insurance.

- E.27** This was noted.

12.2 Future Maintenance: To agree a future maintenance programme for these markers.

Signed.....

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- E.28** The committee agreed that the office staff would conduct annual inspections of the boundary markers.
PROPOSED: Cllr D Bramer. SECONDED: Cllr M Bramer. All in favour.

Item 13: Memorial Benches

13.1 Maintenance: To agree a programme of maintenance for the memorial benches.

- E.29** The committee agreed that works would be identified on the next Village Green Surveys. The possibility of using an ad – hoc contractor will be considered.

PROPOSED: Cllr D Bramer. SECONDED: Cllr Wade. All in favour

13.2 Future Benches: To consider amending the Memorial Bench policy so that Plaswood benches are offered as an option to applicants for memorial benches and for replacement of existing benches.

- E.30** The committee agreed that Plaswood benches would be offered at the discretion of the committee.
The overall bench policy will be reviewed at the next E&A meeting.

PROPOSED: Cllr Wade. SECONDED: Cllr M Bramer. All in favour

- E.31** L. Brown left the meeting.

Item 14: Streetlights

To receive an update from the clerk on the 63 lights to the parish council and the seeking of electricity suppliers

- E.32** The Clerk will be meeting the Clerks from Higham and Vigo to agree a plan of action for chasing GBC.

Item 15: Community Grants 2022-2023

To agree the proposed timetable for the parish council's 2022-2023 Community Grants Scheme.

- E.33** The committee agreed the proposed timetable.

PROPOSED: Cllr D Bramer. SECONDED: Cllr Buchanan. All in favour

Item 16: Registration of Village Greens

To receive an update from the clerk on the Village Greens being handled by Invicta Law.

- E.34** Land Registry process is expected to be completed in October 2022.

Item 17: Parish Online

To consider making a recommendation to the A&R committee on the possibility of subscribing to the Parish Online Software in order to map the councils land and assets.

- E.35** Councillors unable to use the test system. A&R will be considering next week.

Signed.....

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Item 18: Financial Matters

18.1 To approve the Environment and Amenities Committee Schedule of payments in accordance with Financial Regulations 5.2

E.36 The payments were approved.

PROPOSED: Cllr D Bramer. SECONDED: Cllr M Bramer. 4 in favour. 1 abstain.

18.2 To receive the Environment and Amenities Committee receipts and payments report up to 07.06.22.

E.37 The report was withdrawn and will be presented at the next scheduled Full Council meeting following the correction of errors.

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

Cllr D Bramer PROPOSED entering closed session. SECONDED: Cllr Buchanan. All in favour.

Item 19: Windmill Trust Grant 2021 – 2022

To note the letter from Meopham Windmill Trust and consider the request to amend what the grant is used for.

E.38 It was agreed to cancel the 2021 – 2022 grant and invite them to apply with revised details.

PROPOSED: Cllr D Bramer. SECONDED: Cllr Gofton. 4 In favour. 1 abstain.

Item 20: Flagpole Inspections

To consider quotes received for a maintenance inspection for the flagpole located in the Windmill Gardens.

E.39 It was agreed to seek further advice from GBC and Zurich, and reconsider at the next E&A meeting.

PROPOSED: Cllr D Wade. SECONDED: Cllr D Bramer. All in favour

Item 21: Replacement Car Park Fencing

To consider quotes for replacement car park fencing for the car park and agree the amount to be re charged to the Colts.

E.40 It was agreed to defer to the next meeting after consultation with the Colts, and obtaining comparable quotes.

PROPOSED: Cllr M Bramer. SECONDED: Cllr D Bramer. All in favour

The meeting closed at 9:51pm

Signed.....

