

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 17th January 2017 at 7.30 p.m.
at the Windmill, Meopham Green**

Committee Members: Cllrs Knott (Vice Chairman), D Bramer, Buchanan, Howard, and Wade

In attendance: Mrs N Jerram (Clerical Assistant), Cllr Luxford, Ken Dare and Gillian Willsher (M&DFG), Pascal Benn (Meopham Allotments Committee)

Item 1 **To receive Apologies for Absence**

E.76 Apologies were received from Cllr Gofton (unwell) and Cllr Hasler (family commitments)

Item 2 **To receive Declarations of Interest**

E.77 There were no declarations of interest.

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

E.78 The minutes of the meeting held on 01/11/16 were approved as a correct record on a proposal by Cllr Buchanan, seconded by Cllr Howard and all voted in favour.

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

E.79 Members discussed the new duck house to be situated on Harvel Pond which a resident has offered to build. The costs for materials are intended to be included in the grant application currently being processed.

Cllr Luxford asked if the resident who offered to dredge the pond had offered his services free of charge. Members agreed this should be confirmed.

Action: Clerk

Cllr Wade informed members the erection and dismantle of the Christmas tree on Meopham Green was carried out successfully.

Item 5 **Village Greens/Harvel Pond**

5.1 To receive an update on the Village Greens

E.80 Members discussed the proposed closure of the public toilets owned by Gravesham Borough Council located at Pitfield Green and the possibility of the parish council taking responsibility for them.

Cllr Wade reported that the toilets were used regularly by motorists, bus drivers and walkers. Members were not aware of any antisocial behaviour which had been suggested by GBC, but it was agreed the Clerk ask the Community Warden if any problems had been reported.
Action: Clerk

Cllr Luxford suggested the parish council contact GBC and ask for a breakdown of the maintenance costs for the toilets. All members agreed to this action. Cllr Bramer suggested a meeting be arranged with the E&A Committee and GBC to find out exactly what the borough council are proposing and the implications for the parish council. Members agreed to this and for the clerk to look into the lease terms.

Action: Clerk

Discussions followed on the general closure of toilets in Gravesend and members agreed this should also be discussed with GBC.

E.81

Cllr Buchanan spoke regarding a residents request to have the ivy removed from his fence adjoining parish land which he will be replacing. Cllr Buchanan had a site meeting with the resident and the service contractor who will be preparing a quotation for these works. All members agreed that a photograph of the fence position should be taken before the works begin. Cllr Knott volunteered to do this.

Action: Cllr Knott

5.1.1 To consider a request from Harvel Residents to install a double gate on Harvel Green

E.82

Cllr D Bramer confirmed to members the reasons for considering a double gated entrance to Harvel Green is to allow vehicles on to the green for maintenance and events. Discussions followed and on a proposal from Cllr Buchanan and seconded by Cllr D Bramer, all voted in favour of proceeding with the work. Quotations from contractors to be discussed in closed session.

5.1.2 To review the post work on Meopham Green

E.83

Discussions took place regarding the numerous posts that need attention on Meopham Green. Members agreed that the service contractor should continue his work to repair and replace the damaged posts around the green.

5.2 To receive an update on the proposed work at Harvel Pond and the grant application

E.84

Cllr Bramer reported to members that quotations were being obtained from pond contractors to carry out the dredging of the pond and a meeting was arranged for later in the month to meet with KCC and their contractor to discuss dredging and drainage works.

Cllr D Bramer informed members that a grant from Tesco Bags of Help was in the process of being finalised with the help of Kent Wildlife Trust.

5.2.1 To agree if appropriate for the tree work at Harvel Pond to be carried out prior to 1st March 2017 (tree work quotations to be discussed in closed session)

- E.85** Members discussed the tree work needed at Harvel Pond. All members agreed that this work should be carried out and would discuss the quotations received in closed session.

5.2.2 To review the work schedule for the removal of the sludge from Harvel Pond in respect of the quotations received to date

- E.86** Discussions followed and members agreed this work should be reviewed after the meeting with KCC and their contractor and when all quotations have been received.

Item 6 Rights of Way, including Footpaths Group

- E.87** On a proposal by Cllr Wade and seconded by Cllr Buchanan, all members agreed to suspend Standing Orders to allow Ken Dare from M&DFG to speak.

Ken Dare said the footpaths group will support keeping the public toilets open for walkers. Clerk to forward contact details of person dealing with the proposed closure to MD&FG to register their concerns.

Action: Clerk

Standing Orders were then reinstated.

Item 7 Recreation Ground and Playground Equipment

7.1 To note completion of wetpour repairs

- E.88** Members noted works had been completed.

7.2 To receive an update on the tree work behind the fenced in play equipment

- E.89** Cllr Knott informed members that the service contractor would be cutting back and tidying this area by the end of this week.

7.3 To note the Annual Playground Inspection and the recommendations

- E.90** Members noted the report and agreed the wetpour surface should be treated with moss killer as soon as possible with a view to jet washing in the spring. Members asked the clerk to find out when the service contractor will be carrying this out.
Action: Clerk

- E.91** Cllr Knott informed members of costs received to replace the field maple tree on Judson's Recreation Ground. Members discussed and agreed to revised costs.

Item 8 **Youth Club – Update**

- E.92** Cllr Knott read out an email from The Grand regarding a youth van to visit Meopham and do outreach work. Discussions followed and members agreed due to the cold weather it would be better to wait until the spring holidays.

Cllr Knott asked the clerk to contact The Grand and thank them for their offer but the PC will look into this again in the spring. On a proposal from Cllr Buchanan, seconded by Cllr Wade all voted in favour to defer until the next E&A meeting in March.

Action: Clerk

Item 9 **Litter Pick**

9.1 To note next litter pick date (28th January 2017)

- E.93** Members noted the date. Cllr Knott informed members that the PC now has litter hoops to attach to rubbish sacks.

Item 10 **Meopham Parish Council's Small Grants**

10.1 To consider a late grant application from Meopham Historical Society

- E.94** Discussions followed and on a proposal from Cllr Buchanan, seconded by Cllr Howard, all voted in favour to defer this grant application to the following year. Members agreed the deadline date for grant applications to be in should be advertised well in advance.
Action: Clerk

Item 11 **To consider if appropriate, the erection of a 'Parish Council Office' sign at the top of the driveway to the office**

- E.95** Members agreed a sign was a good idea and could possibly be placed on the wall with a directional arrow indicating the location of the parish office.

Cllr Buchanan proposed a motion that a simple sign with an arrow be erected at the top of the driveway, this was seconded by Cllr Howard and all voted in favour.

Action: Clerk

Item 12 **Meopham Allotments**

12.1 To look at a request from Meopham Allotments Committee to:

- a) Allow a compostable toilet to be installed with disabled access
- b) To allow small lockable sheds for plot holders

E.96 On a proposal by Cllr Buchanan and seconded by Cllr Howard, all members agreed to suspend Standing Orders to allow a member of Meopham Allotments Committee to speak.

E.97 Pascal Benn from Meopham Allotment Committee put to the council suggestions for a compostable toilet and lockable sheds.

Members agreed that further information was needed from the Allotment Association as to the specification of items to be considered and invited Pascal Benn to attend the next E&A meeting in March with an update for further discussion.

Cllr Knott thanked Pascal Benn for attending the meeting.

Standing Orders were then reinstated.

A member of the Allotment Committee left the meeting.

Item 13 **Financial Matters**

13.1 To approve the Environment & Amenities Committee Expenditure from 01/11/16 to 11/01/17

E.98 On a proposal from Cllr Wade, seconded by Cllr Bramer, all members voted in favour of approval of the Environment and Amenities Committee Expenditure.

13.2 To note the Environment and Amenities Committee Expenditure to date for the 2016/2017 financial year

E.99 Members noted the above.

Item 14 **Correspondence**

14.1 To note correspondence received

E.100 Members noted correspondence list.

E.101 Cllr D Bramer asked if the clerk could contact Culverstone Primary School and inform the head mistress that residents have complained about dangerous parking at the corner of Willow Walk and Wrotham Road and if they could appeal to parents not to park at this location.
Action: Clerk

Cllr Knott thanked Ken Dare and Gillian Willsher for attending the meeting.

Ken Dare and Gillian Willsher (M&DFG) left the meeting.

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 15 **To consider and approve the following quotations:**

15.1 To consider the quotations submitted for tree work on Harvel Pond and approve a contractor

E.102 Members discussed quotations received and on a proposal from Cllr Wade, seconded by Cllr Knott all voted in favour to appoint JD. Garden Services to carry out the work.

15.2 To consider the quotation submitted for the gate on Harvel Green and approve a contractor

E.103 Members discussed quotations received and on a proposal from Cllr D Bramer, seconded by Cllr Buchanan all voted in favour to appoint Highview Tree Services to carry out the work.

Meeting closed at 9.10pm

Smash 14/3/17.