

# Meopham Parish Council

All correspondence to:  
The Windmill, Meopham Green, Meopham, Kent DA13 0QA  
Telephone: 01474 813779  
Clerk: Mrs S Egglesden E-Mail: [clerk@meopham.org](mailto:clerk@meopham.org)  
[www.meopham.org](http://www.meopham.org)



21<sup>st</sup> June 2017

Dear Sir/Madam,

There will be a meeting of the ENVIRONMENT AND AMENITIES COMMITTEE on 27th June at 7.30 p.m., to be held at The Windmill, Meopham Green. Please find attachment to items marked \*.

Yours faithfully

  
Clerk

## AGENDA

- 1 To receive Apologies for Absence
- 2 To receive Declarations of Members' Interests
- 3 To appoint a Vice Chairman for the Environment & Amenities Committee
- 4 To approve minutes of previous meeting (14/03/17) (\*)
- 5 To consider matters arising from the above Minutes
- 6 Village Greens/Harvel Pond
  - 6.1 Harvel Pond
    - 6.1.1 To note the grant application for Harvel pond has been submitted
    - 6.1.2 To note the appointment of a pond warden (Ian Carey to give an update on progress)
    - 6.1.3 Update on the pond
  - 6.2 Pitfield Green – request from resident to look into replanting trees along the boundary fence
  - 6.3 War Memorial – Update on grant
  - 6.4 Registering of Village Greens - Update
  - 6.5 To receive an update on bench work
  - 6.6 To discuss an email from Shorne Parish Council with regard to sharing a contractor for cutting of roadside greens and verges
  - 6.7 Harvel Gate – Update on the widening of the Harvel Green access for vehicles
- 7 Rights of Way, including Footpaths Groups
  - 7.1 Update from Meopham & Districts Footpath Group
    - 7.1.1 To discuss email received from M&DFG regarding tool storage
- 8 Old Chalk Downs Project
  - 8.1 To note email from OCND Project Manager and to discuss, if appropriate, any questions to feed back to Project Manager

- 9 Recreation Ground and Playground Equipment
  - 9.1 Hedge/tree work on perimeter fence behind the fenced in play area – Quotations received to be discussed in closed session.
  - 9.2 Update on playground inspection and wetpour area repair
- 10 Notice Boards – Update on condition of parish notice boards
- 11 Youth Club – Update
- 12 Litter Pick - Update
  - 12.1 To note next litter pick date (29th July 2017)
- 13 Meopham Allotments – Report from Chairman of the Allotment Committee
  - 13.1 To note the date of the allotments open day – Sunday 2<sup>nd</sup> July 2017
- 14 Financial Matters
  - 14.1 To approve the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations, 5.2 (\*)
  - 14.2 To note the Environment and Amenities Committee expenditure up to 2017/2018 (\*)
- 15 Correspondence
  - 15.1 To note correspondence received (\*)

#### **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**

- 16 To consider and approve the following quotations:
  - 16.1 To consider the quotations submitted for fence work on Harvel Pond and approve, if appropriate, a contractor (\*) (to follow)
  - 16.2 To consider the quotations submitted for tree work at Judson's recreation ground and approve a contractor (\*) (to follow)

#### **Distribution:**

##### ***Environment and Amenities Committee***

Cllrs D Bramer, M Bramer, S Buchanan, S Gofton (Chairman) P Hasler, P Luxford, B Wade

##### ***Meopham & Districts Footpaths Group***

K Dare - §  
G Willsher - §

##### ***Allotment Committee***

P Benn – §

##### ***Pond Warden***

I. Carey - §

§ - agenda only

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.

**Meopham Parish Council  
Environment & Amenities Committee Meeting  
held on 14<sup>th</sup> March 2017 at 7.30 p.m.  
at the Windmill, Meopham Green**

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

**In attendance:** Mrs N Jerram (Clerical Assistant), Ken Dare and Gillian Willsher (M&DFG)

**Item 1**      **To receive Apologies for Absence**

**E.104**      Apologies were received from Cllr Hasler (family commitments) and Cllr Wade (unwell)

**Item 2**      **To receive Declarations of Interest**

**E.105**      There were no declarations of interest.

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

**E.106**      The minutes of the meeting held on 17/01/17 were approved as a correct record on a proposal by Cllr Buchanan, seconded by Cllr D Bramer and all voted in favour.

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

**E.107**      Cllr D Bramer asked for an update on the proposed parish office sign to be placed at the end of the driveway. Members noted that the conservation officer at GBC needs to be informed before a sign is erected.

**Item 5**      **Village Greens/Harvel Pond**

**5.1**      **Harvel Pond**

**5.1.1 To note the work carried out to date by KCC Highways and the tree contractor**

**E108**      Members noted the works carried out by KCC and the tree work completed by the tree surgeon on 27<sup>th</sup> & 28<sup>th</sup> February. Cllr Gofton commented on the positive feedback received from parishioners on the works to date to improve the pond.

Members also noted KCC will be organising another road closure for the gullies to be cleared on 22<sup>nd</sup> March 2017.

**5.1.2 To note the arrangements for the silt lagoon currently sited on Harvel Green and to approve a draft update for the website / Harvel notice board in respect of the arrangements for this.**

**E109**

Cllr Gofton confirmed the arrangements for the silt which is to be moved to a local farm when dry, in conjunction with KCC. Depending on the weather the drying out process could take several months. KCC will reinstate the green.

Members agreed that an update on the above works should be finalised with the clerk for publication on the parish council website and notice boards.

**Action: Cllr Gofton/Clerk**

**5.1.3 Update on the current status of the fence around the pond and to agree if any further work is required**

**E110**

Members agreed that KCC had done a good job of reinstating the old fence following the de-silting works. Plans for new fencing around the pond will be part of the grant application in progress.

**5.1.4 Update on the next stage for the work at Harvel Pond**

**E111**

Cllr D Bramer informed members that the Tesco grant application had been completed and forwarded to Kent Wildlife Trust for any comments/amendments.

Cllr Knott enquired as to the whereabouts of the two duck houses removed from the pond. Cllr D Bramer informed members that they were with a Harvel resident awaiting refurbishment.

Cllr Gofton spoke regarding a site meeting which is to be arranged w/c 20<sup>th</sup> March between the PC and KWT to discuss the next steps forward and the introduction of new plant life into the pond.

**Action: Clerk**

**5.2 Registering of Harvel Village Greens – Update (earmark reserves to be agreed under financial matters)**

**E112**

Cllr Gofton confirmed to members that this is work in progress. The clerk is waiting for further information and guidance from KCC.

**Item 6**

**Rights of Way, including Footpaths Groups**

**6.1 Update from Meopham & Districts Footpaths Group**

- E113** On a proposal by Cllr Buchanan and seconded by Cllr Knott, all members agreed to suspend standing orders to allow Ken Dare from M&DFG to speak.

Ken Dare informed members the latest publication of M&DFG Spring Newsletter was available to view online with a programme of walks and further information.

Ken spoke on behalf of M&DFG in support of the improvement works being carried out at Harvel pond

Standing Orders were then reinstated.

## **Item 7** **Recreation Ground and Playground Equipment**

### **7.1 To receive an update on the wetpour treatment at Judsons play area**

- E114** Cllr Gofton confirmed to members that the maintenance contractor had treated the wetpour area with moss killer. The area will be checked in a couple of weeks to review if a further application is required.

### **7.2 To receive an update on the installation of the new bin to be installed on recreation ground**

- E115** Cllr Gofton confirmed that the maintenance contractor had installed the new bin on the recreation ground and had disposed of the old bin.

### **7.3 To discuss getting a quotation for further hedge/tree work on perimeter fence area behind the fenced in play area**

- E116** Discussions followed and members agreed to ask the clerk to obtain 3 quotations for the above works.  
***Action: Clerk***

## **Item 8** **Youth Club – Update**

- E117** Cllr Gofton confirmed that previous discussions with the Grand to link up with an organisation to provide a facility for the youth had not resulted in a satisfactory conclusion. Cllr Gofton agreed to speak to the Grand again to re-confirm that this is the case.  
***Action: Cllr Gofton***

## **Item 9** **Litter Pick – Update**

### **9.1 To note the next litter pick date (29<sup>th</sup> April 2017)**

- E118** Members noted the next litter pick date. Cllr Knott reported on the success of the last litter pick with approximately 15 people participating, resulting in numerous sacks of rubbish being collected.

Cllr Gofton asked if the clerk would enquire as to whether Gravesham Borough Council would collect the sacks of rubbish following future litter picking dates.

**Action: Clerk**

**Item 10** **Meopham Allotments – Update**

**10.1 To note the appointment of a new chairman at Meopham Allotments Committee**

- E119** Members noted the appointment of a new Chairman. Cllr Gofton confirmed that the new chairman would be reporting to the council at the next E & A meeting in June.

**Item 11** **Financial Matters**

**11.1 To approve the Environment and Amenities Committee Expenditure from 17/01/2017 to 08/03/2017**

- E120** On a proposal from Cllr Buchanan, seconded by Cllr D Bramer, all members voted in favour of approval of the Environment and Amenities Committee expenditure.

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

- E121** Members noted.

**11.3 To recommend a list of earmarked reserves to Full Council for approval, subject to any amendment in respect of any works being carried out before the 31/3/2017**

- E122** Discussions followed and members agreed that listing earmarked reserves would be put on hold.

Members agreed that further discussion was necessary with Harvel Residents Association with regard to plans for a wider access on to Harvel Village Green for events.

Members also discussed registering some village greens with the land registry and it was agreed to wait for further guidance from KCC Legal Dept on costs involved.

**Item 12**      **Correspondence****To note correspondence received****E123**      Members noted correspondence.

Members discussed an email received from a resident of School Close which is to be referred to the Planning and Projects Committee for action.

Cllr Gofton thanked Ken Dare and Gillian Willsher (M&DFG) for attending the meeting.

8.45pm Ken Dare and Gillian Willsher left the meeting.

**Confidential Items****Item 13**      **Quotations****13.1 To approve the quotation for Pitfield Green vegetation work and to note the schedule of work****E124**      On a proposal from Cllr Gofton, seconded by Cllr Knott, all members approved the quotation and schedule of work.

Cllr Buchanan asked if the clerk would speak to GBC regarding the maintenance of this area by GBC following these works.

**Action: Clerk**

Meeting Closed at 8.49pm



ENVIRONMENT AND AMENITIES COMMITTEE - EXPENDITURE TO BE NOTED - 27.06.17

| CHQ  | DATE       | PAYEE                  | DETAILS                               | GROSS   | CTTEE | BUDGET           | TEE PAYMENT APPROVAL | PRIOR APPROVAL/CONTRACT IN PLACE |
|------|------------|------------------------|---------------------------------------|---------|-------|------------------|----------------------|----------------------------------|
| 1832 | 20/03/2017 | Southern Water         | Drinking Fountain - Meopham Green     | £16.53  | E&A   | Village Greens   | Approved             | contractual                      |
| 1837 | 22/03/2017 | Highview Tree Services | Service contract up to 14/03/2017     | £450.00 | E&A   | Service contract | Approved             | Contract                         |
| 1838 | 31/03/2017 | All Wiring Matters     | Install defibrillator                 | £100.00 | E&A   | Grants           | Approved             | FC- 13.12.17                     |
| 1853 | 25/04/2017 | Highview Tree Services | Replacement maple tree - Judsons      | £190.00 | E&A   | Trees            | approved             | E&A - 6.9.17                     |
| 1854 | 25/04/2017 | Highview Tree Services | Service Contract - 15.3.17 to 14.4.17 | £450.00 | E&A   | Service Contract | approved             | CONTRACTUAL                      |
| 1862 | 19/05/2017 | Highview Tree Services | Service Contract - Up to 14/05/17     | £450.00 | E&A   | Service Contract | approved             | CONTRACTUAL                      |
| 1886 | 19/06/2017 | Highview Tree Services | Service Contract - Up to 14/06/17     | £450.00 | E&A   | Service Contract | approved             | CONTRACTUAL                      |

2017-2018

2. Environment & Amenities Committee

|                                   | O/Budget (£)     | Apr           | May           | Jun           | Jul         | Aug         | Sep         | Oct         | Nov         | Dec         | Jan         | Feb         | Mar         | Totals          | Balance (£)      | Virement | Earmarked | Balance (£)      |
|-----------------------------------|------------------|---------------|---------------|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------|------------------|----------|-----------|------------------|
| 5203 Cleansing & Litter Contract  | 6,500.00         | 450.00        | 450.00        | 450.00        |             |             |             |             |             |             |             |             |             | 1,350.00        | 5,150.00         |          |           | 5,150.00         |
| 5204 Southdown Shaw Maint         | 220.00           |               |               |               |             |             |             |             |             |             |             |             |             | -               | 220.00           |          |           | 220.00           |
| 5205 Notice Boards                | 500.00           |               |               |               |             |             |             |             |             |             |             |             |             | -               | 500.00           |          |           | 500.00           |
| 5206 Village Greens & Harvel      | 1,000.00         |               |               |               |             |             |             |             |             |             |             |             |             | -               | 1,000.00         |          |           | 1,000.00         |
| 5207 Memorial Benches - maint     | 0.00             |               |               |               |             |             |             |             |             |             |             |             |             | -               | -                |          |           | -                |
| 5208 Trees, inc Comm Woodland     | 3,000.00         | 190.00        |               |               |             |             |             |             |             |             |             |             |             | 190.00          | 2,810.00         |          |           | 2,810.00         |
| 5209 Environmental Imp Scheme     | 0.00             |               |               |               |             |             |             |             |             |             |             |             |             | -               | -                |          |           | -                |
| 5210 Judson's Play Area - maint   | 2,500.00         |               |               |               |             |             |             |             |             |             |             |             |             | -               | 2,500.00         |          |           | 2,500.00         |
| 5211 Judson's Play Area - sinking | 2,000.00         |               |               |               |             |             |             |             |             |             |             |             |             | -               | 2,000.00         |          |           | 2,000.00         |
| 5214 Grants                       | 2,500.00         |               |               |               |             |             |             |             |             |             |             |             |             | -               | 2,500.00         |          |           | 2,500.00         |
| 5215 Youth Provision              | 3,000.00         |               |               |               |             |             |             |             |             |             |             |             |             | -               | 3,000.00         |          |           | 3,000.00         |
| 5216 Harvel Pond                  | 2,000.00         |               |               |               |             |             |             |             |             |             |             |             |             | -               | 2,000.00         |          |           | 2,000.00         |
| <b>Totals</b>                     | <b>23,220.00</b> | <b>640.00</b> | <b>450.00</b> | <b>450.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>1,540.00</b> | <b>21,680.00</b> | <b>-</b> | <b>-</b>  | <b>21,680.00</b> |

**CORRESPONDENCE FOR ENVIRONMENT & AMENITIES MEETING – 27/06/17**

|          |                                                                                                                    |
|----------|--------------------------------------------------------------------------------------------------------------------|
| 06/03/17 | Email from GBC re: Agenda for Regulatory Board 14.6.17 (AC)                                                        |
|          | Email from Vigo Parish Council re: new PCSO (AC)                                                                   |
| 07/06/17 | Email from North West Kent Volunteer Centre AGM (AC)                                                               |
|          | Email from GBC re: Agenda for Overview Scrutiny Committee 15.6.17 (AC)                                             |
| 08/06/17 | Email from KALC re: NALC Chief Executive Bulletin (AC)                                                             |
|          | Email from KALC re: Call to Action June 17 (AC)                                                                    |
|          | Email from KCM re: Property ownership scam (AC)                                                                    |
| 09/06/17 | Email from Dartford Borough Council re: Update from Planning Policy Team (AC)                                      |
|          | Email from KCC re: Temporary Road Closure – Dabbs Place, Cobham (AC)                                               |
|          | Email from Kent 4 Community Newsletter (AC)                                                                        |
| 12/06/17 | Email from GBC re: Cancelled Joint Transport Board 22.6.17 (AC)                                                    |
|          | Email from KALC re: Parish News June 2017 (AC)                                                                     |
|          | Email from Kent Police re: Open Day 2 <sup>nd</sup> July (AC)                                                      |
|          | Email from GBC re: Agenda for Planning, Regeneration and Business Development Cabinet 20.6.17 (AC)                 |
| 13/06/17 | Email from GBC re: Meeting cancelled – Performance/Admin 6.7.17 (AC)                                               |
| 14/06/17 | Email from GBC re: Fleet Leisure Project Update to agenda 15.6.17 (AC)                                             |
|          | Email from KCC re: Emergency road closure Norwood Lane 19 <sup>th</sup> June (AC)                                  |
| 15/06/17 | Email from GBC re: Decision sheet for Reg Board 14.6.17 (AC)                                                       |
|          | Email from Bluewater Landsec re: Community Forum Summer Social Event 6.7.17 (AC)                                   |
| 16/06/17 | Email from Kent 4 Community Newsletter (AC)                                                                        |
|          | Email from KALC re: Event Announcement: Councillors Conference 2017, 08.07.17 (AC)                                 |
|          | Email from KALC re: Invitation to East Kent Listening Events: Transforming Health & Social Care (AC)               |
|          | Email from GBC re: Minutes for Reg Board 14.6.17 (AC)                                                              |
| 19/06/17 | Email from GBC re: Agenda for Council 27.6.17 (AC)                                                                 |
|          | Email from KALC re: Listening Events (AC)                                                                          |
|          | Email from Vigo Parish Council re: KALC Gravesham Area Minutes of Meeting held on 26 <sup>th</sup> April 2017 (AC) |
| 20.06/17 | Email from KCM re: North Kent EGM (AC)                                                                             |
|          | Email from KCC re: Road Closures: Dean Lane, Chandlers Road and Strawberry Hill (AC)                               |
|          |                                                                                                                    |
|          |                                                                                                                    |
|          |                                                                                                                    |
|          |                                                                                                                    |

