

Meopham Parish Council

All correspondence to:

The Windmill, Meopham Green, Meopham, Kent DA13 0QA

Telephone: 01474 813779

Clerk: Mrs S Eggesden E-Mail: clerk@meopham.org

www.meopham.org



31st August 2016

Dear Sir/Madam,

There will be a meeting of the **ENVIRONMENT AND AMENITIES COMMITTEE** on **Tuesday 6th September 2016 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 approve minutes of previous meeting (7/6/2016) (*)
- 4 To consider matters arising from the above Minutes
- 5 Village Greens/Harvel Pond
 - 5.1 Harvel Pond - update on meeting with Kent Wildlife Trust and to agree, if appropriate, £300 for a survey of Harvel Pond by Kent Wildlife Trust
 - 5.2 Village Greens – Update on the registering of the Village Greens (*) (to follow)
 - 5.3 To agree for councillors to carry out the annual survey of Parish Council maintained village greens in the parish (*) (to follow)
- 6 Rights of Way, including Footpaths Groups
 - 6.1 Update on Millsole Green
- 7 Voluntary Litter Pick - update
- 8 Youth Club - update
- 9 Service Contract
 - 9.1 Annual Review (*)
- 10 Allotments – update
- 11 To consider any potential E&A projects for 2017-18 in preparation for the forthcoming Pre Budget meeting in October
- 12 Financial Matters
 - 12.1 To approve the Environment and Amenities Committee Expenditure from 01/06/16 to 31/08/2016 (*)
 - 12.2 To note the Environment and Amenities Committee Income and Expenditure to date for the 2016/2017 financial year (*)

- 13 Correspondence
13.1 To note correspondence received (*)

CLOSED SESSION

Pursuant to Standing Order 5 – Motion to exclude the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business

14. To consider and approve the following quotations

- 14.1 To consider the quotations submitted for work on the edging of the wet pour area at Judson's Recreation Ground and approve a contractor (*) (to follow)
- 14.2 To consider the quotations submitted for a new metal litter bin for Judson's Recreation Ground and approve a contractor (*) (to follow)
- 14.3 To consider the quotations submitted for tree work behind the fenced in play equipment area at Judson's Recreation Ground (*) (to follow)
- 14.4 To consider the quotations submitted for cutting back the perimeter vegetation on Judson's Recreation Ground (*) (to follow)
- 14.5 To consider the quotation submitted for the replacement memorial trees for Judson's Recreation Ground and Hook Green and approve if appropriate (*) (to follow)
- 14.6 To consider the quotations submitted for work on the War Memorial at Meopham Green and approve a contractor (*) (to follow)

DISTRIBUTION LIST: Cllrs D Bramer, S Buchanan, S Gofton (Chairman), P Hasler, P Howard, R Knott (Vice Chairman) and B Wade

Agenda only : K Dare and G Willsher (M&DFG)

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 7th June 2016 at 7.30 p.m.
at the Windmill, Meopham Green**

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

In attendance: Mrs N Jerram (Clerical Assistant), Cllr M Bramer, Cllr McTavish, G Willsher (M&DFG)

Item 1 **To receive Apologies for Absence**

E.1 Apologies were received from Cllr P Howard (work commitments) and Ken Dare (M&DFG)

Item 2 **To receive Declarations of Interest**

E.2 There were no declarations of interest.

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

E.3 The minutes of the meeting held on 09/02/16 were approved as a correct record on a proposal by Cllr Buchanan and seconded by Cllr Knott and all voted in favour.

Item 4 **Matters Arising**

E.4 There were no matters arising from the above.

Item 5 **Planning Applications**

E.5 The following applications were considered by this Committee

2016/0431 - Albert Cottage, Wrotham Road, Meopham, Gravesend Kent DA13 0AN

Erection of first floor extension over existing garage to form master bedroom with en-suite shower-room and walk-in wardrobe, with one further bedroom.

Cllr Buchanan declared an interest in this property.

Cllr Wade proposed a motion to recommend objection on the grounds of neighbours' concerns and over-development in the buffer zone of the conservation area, this was seconded by Cllr Hasler. 4 voted in favour of this motion and there were 2 abstentions.

2016/04221 - Greenfarm Cottages, Meopham Green, Meopham, Gravesend Kent DA13 0QE

Erection of two storey side and rear extensions.

Cllr Wade declared an interest in this property.

Cllr Hasler proposed a motion to recommend objection on the grounds of strong objection from neighbours, out of character and over-development in the conservation area. This was seconded by Cllr Knott, 4 voted in favour with 1 abstention.

2016/0411 - Beaumaris Norwood Lane, Meopham, Gravesend Kent DA13 0YE

Alterations to the existing roof height with construction of two dormer windows in the front elevation and two additional dormer windows in the rear elevation to create additional habitable living space.

Cllr Knott proposed a motion of no objection, subject to neighbour consultation. This was seconded by Cllr Hasler and all voted in favour. The motion was agreed.

2016/0400 - Ye Olde Forge, Wrotham Road, Meopham, Gravesend Kent DA13 0AT

Erection of a rear oak framed orangery.

Cllr Buchanan proposed a motion of no objection, subject to conservation area considerations. This was seconded by Cllr Knott; all voted in favour and the motion was agreed.

KCC/GR/0103/2016 - Meopham Library, Wrotham Road, Meopham, Gravesend, Kent DA13 0AH

Single storey new replacement library building, with associated external landscaping and car parking.

Cllr Buchanan proposed a motion of no objection, this was seconded by Cllr Hasler and all voted in favour. The motion was agreed.

2016/0404 - Westview Wrotham Road, Meopham, Gravesend DA13 0QB

Erection of a single storey rear extension with an open porch. Installation of a window in the rear elevation.

Cllr Hasler proposed a motion of no objection, subject to neighbour consultation. This was seconded by Cllr Buchanan and all voted in favour.

2016/0492 - 9 Hadley Close, Meopham, Gravesend, Kent DA13 0NX

Construction of a dormer extension in the rear roof slope and a dormer window in the front roof slope incorporating alterations to the hipped roof to form gable ended roof, installation of two lights in the front and side roof slopes, conversion of the loft space into three bedrooms, ensuite wet room/wc and a bathroom, erection of a single storey rear extension to form enlarged kitchen and erection of single storey front extension to form hall incorporating alterations to the hipped roof at the front to form gable end and erection of front porch.

Cllr Wade proposed a motion of no objection, subject to neighbour consultation, this was seconded by Cllr Buchanan and all voted in favour. The motion was agreed.

2016/0472 - 27 Nursery Road, Meopham Gravesend, Kent DA13 0NE

Erection of a single storey rear extension.

Cllr Wade proposed a motion of no objection, subject to neighbour consultation. This was seconded by Cllr Buchanan and all voted in favour. The motion was agreed.

2016/0482 - Rabbits Corner, David Street, Meopham, Kent DA13 0BT

Demolition of the existing sunroom and erection of enlarged sunroom at the side of the house.

Cllr Wade proposed a motion of no objection, subject to the application meeting listed building regulations. This was seconded by Cllr D Bramer and all voted in favour. The motion was agreed.

2016/0483 - Rabbits Corner, David Street, Meopham, Kent DA13 0BT

Application for Listed Building Consent for the demolition of the existing sunroom and erection of enlarged sunroom at the side of the house.

Cllr D Bramer proposed a motion of no objection, subject to the application meeting listed building regulations. This was seconded by Cllr Wade and all voted in favour. The motion was agreed.

2016/0163 - Challex, Ridge Lane, Meopham, Kent DA13 0DP

Erection of a single storey front extension with alterations to the roof incorporating a dormer window in the front roof slope to form rooms in the roof space and erection of a conservatory.

Cllr Buchanan proposed a motion of no objection, subject to the application meeting Green Belt Policy. This was seconded by Cllr Knott and all voted in favour. The motion was agreed.

2016/0261 - The Ivy House, Wrotham Road, South Street, DA13 0QJ

Conversion of existing outbuildings to provide 2 no. one bedroom self-contained residential annexe's for use ancillary to the main dwelling.

2016/0262 - The Ivy House, Wrotham Road, South Street, DA13 0QJ

Application for Listed Building Consent for the conversion of existing outbuildings to provide 2 no. one bedroom self-contained residential annexe's for use ancillary to the main dwelling.

Deferred for comment awaiting GBC site visit.

Cllr Jo McTavish left the meeting

Item 6 **Village Greens/Harvel Pond****6.1** **To consider work required on Harvel Pond****E.6**

Cllr Gofton spoke of her meeting with Louise Martin to discuss the works required on the pond and the issue that Harvel Pond is not registered as MPC owned.

Cllr M Bramer pointed out that the records in the Parish Office showed evidence that the pond was owned by MPC and the residents of Harvel were of the opinion MPC needs to accept ownership.

Cllr Wade said we need to register Harvel Pond with the Land Registry before carrying out any works.

Cllr Buchanan suggested that in the interim we need to take responsibility for the pond and seek to register the pond in due course.

Cllr D Bramer suggested we approach Groundworks to look at the pond and assess what work needs to be done. Members were in agreement to this action.

Action: Clerk

E.7

It was agreed by members that a letter should be sent to Louise Martin informing her that we will be addressing her issues and concerns but no works will be carried out while the moor hens and ducks are nesting.

Action: Clerk

- E.8** Discussions followed regarding the boundary of the pond for registering. Cllr Gofton suggested contacting the land registry for the boundary details of Pond Farm House to establish the boundary of Harvel Pond. **Action: Clerk**

6.2 To look into registering any unregistered Village Greens

- E.9** Members discussed the above and Cllr Buchanan proposed a motion that the council look into registering all unregistered village greens, this was seconded by Cllr Gofton and all members voted in favour.

6.2.1 To receive any recommendations from A&R concerning registration of Meopham Green and if appropriate to approve any necessary expenditure

- E.10** Cllr M Bramer informed members that the A & R Committee recommended that the Council looks into registering all of Meopham Green. The area leased by the cricket club would automatically trigger registration. A&R recommended registering the remaining part of Meopham Green, subject to E&A approving expenditure. Agreement for registering the greens has been agreed in the above item, 6.2, ref.E.9.

6.3 Village Green Review

- E.11** Cllr Wade suggested all village greens that are not owned by MPC are listed and to look into finding out ownership of these greens.

6.4 To discuss letter received from resident requesting footpath at Culverstone Green

- E.12** Cllrs Knott and Gofton visited the Green and the recommendation was there is no need for a footpath currently. Discussions followed and all members agreed to reply to the resident as above.
Action: Clerk

Item 7 Rights of Way, including Footpaths Group

Cllr Gofton proposed standing orders were suspended to allow Gillian Willsher (M&DFG) to speak. This was seconded by Cllr Buchanan and all voted in favour.

Standing orders were then reinstated.

7.1 Update on Millsole Green

No update.

7.2 To note an incident on Footpath NS261

Members noted the incident.

Item 8 **Recreation Ground and Playground Equipment****8.1** **To consider the replacement of the wetpour area following a report from GBC advising edges lifting and becoming a possible trip hazard**

E.13 Cllr Wade advised members that the park side edge of the wetpour had lifted ½ inch and was in need of repair. Members discussed repairing the wetpour in parts as and when necessary and to obtain 3 quotations.

Action: Clerk

8.2 **To consider and approve if appropriate the purchase of the paint for the teen shelter**

E.14 Members discussed the purchase of paint for the teen shelter and Cllr Hasler informed members he had anti-graffiti paint to coat the shelter when painted. Cllr Buchanan proposed a motion to approve the purchase of paint, this was seconded by Cllr Knott and all voted in favour.

Action: Clerk

8.3 **To consider and approve replacing the broken wooden bin on Judson's Recreation Ground**

E.15 Cllr Wade spoke of the green metal bins purchased in the past which are closed in and prevent birds from entering them and fires being started. Discussions followed and it was agreed by all members that the Clerk investigates into the cost of 3 of these metal bins.

Action: Clerk

8.4 **On a motion proposed by Cllr Gofton, to consider investigating The cost of an information sign at Judson's Recreation Ground**

E.16 Cllr Wade said there was a metal information sign at Judson's in the past which was vandalised. Cllr Buchanan suggested the council look into this again when the Pavilion is re- built. Members discussed the possibility of a small sign being erected in the interim.

Item 9 **Youth****9.1** **To discuss a possible venue for Youth Activities for the summer**

E.17 Cllr Gofton said there was no venue facility for the youth of the parish to congregate in the summer. Members discussed the need to re-engage with the Grand to use Judson's. Cllr Gofton asked Cllr Hasler to speak with his contact at the Grand and to liaise with the Clerk on contacting them.

Action: Cllr Hasler/Clerk

Item 10 **Small Grant Policy****10.1** **To agree the arrangements for the small grant policy 2016/2017****E.18** Discussions took place and it was agreed to:

- Advertise in the September issue of the Meopham Review
- Distribute details around all notice boards in September
- Post details on MPC website during September
- Advertise in the next Meopham Mercury

Potential applicants to be aware that if they wish to apply for a small grant, applications should be in by Friday 28th October 2016.

Action: Clerk

Item 11 **Notice Boards****11.1** **Update on replacement of Culverstone Notice Board**

E.19 Members discussed that the contractor had omitted to add the name of the Council at the top of the new notice board at Culverstone. Cllr Gofton informed members this issue was being addressed.

Item 12 **Financial Matters****12.1** **To approve the Environment and Amenities Committee Expenditure from 01/04/16 to 07/06/16**

E.20 Cllr Buchanan proposed a motion to approve expenditure, this was seconded by Cllr Knott and all voted in favour.

12.2 **To note the Environment and Amenities Committee Income and Expenditure for the 2016/2017 financial year**

This was noted by all members

Item 13 **Correspondence****13.1** **To note correspondence received**

This was noted by all members

The meeting closed at 9.30PM

Signed.....Dated.....

The contract with Highview Trees (Paul Agley, Service Contractor) is 1 year into a 3 year contract this month. The contract states that there will be a review each year.

Below is the list of routine tasks carried out by the contractor.

2. Provision of the Service

2.1 The routine tasks are:

- a. Judson's recreation Ground.
 - Keep play area clean (playground plus MUGA, washing both at least once a month), clear litter/debris first thing every day morning, excluding weekends and Bank Holidays.
 - Remove any graffiti, particularly on play area, MUGA, and football pavilion.
 - Keep hedges, grass and edges within and around the play area trimmed and tidy.
 - Report any damage, in writing, immediately to the Parish Office
 - Keep drains around the football pavilion clear and free from silt.
- b. Bus Shelters.
 - Check the interior of all bus shelters weekly, sweep out, remove litter, graffiti and fly posters. (Note - a separate contract is in place to clean both the inside and outside once a month)
 - Report any damage, in writing, immediately to the Parish Office.
- c. Village Greens.
 - Check Meopham, Hook Green, Harvel, Priestwood, Culverstone, Village Greens weekly, clear litter, report any post damage or damage to benches, in writing to the Parish Office.
 - Remove vegetation encroachment
 - Maintain memorial benches by painting/staining once a year and carrying out minor repairs.
- d. War Memorial and Water Fountain on Meopham Green.
 - Cut grass and trim hedges when necessary.
 - Remove any graffiti
 - Report any damage, in writing, immediately to the Parish Office.
- e. Notice Boards.
 - Tidy the Parish Councils Notice boards and remove old surplus staples and fixing pins once per month.

2.2 Ad Hoc Tasks

Ad hoc work will be carried out and paid on a pre agreed time/hourly rate basis. Benchmarking will be carried out on a random basis by obtaining quotes for selected tasks to ensure the Council continues to obtain “Best value for money”.

Ad Hoc tasks may include, but will not be limited to, such tasks as:

- Clearing debris after damage to bus shelters
- Snow clearing on Meopham Parish Council property
- Metal seats cleaned and painted
- Repairing minor damage to property or equipment
- Temporarily securing property after damage
- Basic maintenance to playground equipment

ENVIRONMENT AND AMENITIES COMMITTEE - EXPENDITURE TO BE APPROVED 06.09.16
CHQ DATE PAYEE DETAILS

CHQ	DATE	PAYEE	DETAILS	GROSS	CTTEE	BUDGET	CTTEE PAYMENT APPROVAL	PRIOR APPROVAL L/CONTRACT IN PLACE
1647	13/06/2016	The original Tree Surgeon	Tree work	£1,194.00	£995.00	Trees	APPROVED	E&A - 9.2.16
1652	15/06/2016	Highview Tree Services	Service contract - June 2016	£450.00	£450.00	Service contract	APPROVED	contractual
1670	14/07/2016	JC Brooker	Grass cutting - Southdown Shaw	£108.00	£90.00	Allotments	TO BE APPROVED	Clerk - Delegated authority
1679	05/08/2016	OTS LTD	Tree work	£192.00	£160.00	Trees	TO BE APPROVED	Clerk - Delegated authority
1684	05/08/2016	Highview Tree Services	Service contract - July 2016	£450.00	£450.00	Service contract	APPROVED	contractual
1688	16/08/2016	Highview Tree Services	Service contract - up to 14/8/16	£450.00	£450.00	Service contract	APPROVED	contractual

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	6,000.00	450.00	450.00	450.00	450.00	450.00								2,250.00	3,750.00			3,750.00
5204 Southdown Shaw Maint	200.00			90.00										90.00	110.00			110.00
5205 Notice Boards	800.00		300.00											300.00	500.00		300.00	800.00
5206 Village Greens & Harvel	3,000.00	15.06												15.06	2,984.94		983.00	3,967.94
5207 Memorial Benches - maint	500.00														500.00		2,500.00	3,000.00
5208 Trees, Inc Comm Woodland	4,500.00		300.00	995.00	160.00									1,455.00	3,045.00		995.00	4,040.00
5209 Environmental Imp Scheme	500.00														500.00			500.00
5210 Judson's Play Area - maint	2,500.00	20.00												20.00	2,480.00		2,520.00	5,000.00
5211 Judson's Play Area - sinking	2,000.00														2,000.00		12,000.00	14,000.00
5214 Grants	2,300.00														2,300.00			2,300.00
Youth Provision	3,000.00														3,000.00			3,000.00
Totals	25,300.00	485.06	1,050.00	1,535.00	610.00	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,130.06	21,169.94	-	19,298.00	40,467.94

Correspondence List for E & A Committee Meeting – 6th September 2016

18/07/16	Email from KCC re: SOWN Longfield Road (AC)
19/07/16	Email from KALC re: Kent Minerals and Waste Local Plan (AC)
	Email from GBC re: Supplementary Pack for Reg Board 20.7.16 (AC)
20/7/16	Email from GBC re: Agenda for Standards Committee (AC)
	Email from KCC re: Gravesham Neighbourhood Forums 2015/16 (AC)
21/7/16	Email from Cllr McTavish re: The Haven, Reg Board refusal of planning permission (AC)
22/7/16	Email from KALC re: Community Round Up (AC)
	Email from Kent 4 Community re: Funding Alerts and News (AC)
	Email from GBC re: Decision sheet for regulatory board (AC)
	Email from Government Knowledge re: Professional training courses (AC)
	Email from UK Power Networks re: New National Phone No. 105 (AC)
25/7/16	Email from KCM re: New North Kent Coordinator Erin Scott (AC)
	Email from GBC re: Supplementary Pack to Agenda for Standards Ctte (AC)
	Email from GBC re: Minutes for Finance and Audit Ctte (AC)
	Email from KCC re: Services supporting hate crime (AC)
26/7/16	Email from KCC re: Fraudsters claiming to work for drainage company (AC)
	Email from KALC re: Parish News July 2016 (AC)
27/7/16	Email from GBC re: Supplementary AOB – implications of Brexit on Property Funds (AC)
	Email from KALC re: Revised Legal Topic Notes – 69 Anti-social behaviour (AC)
	Email from GBC re: Minutes for Regulatory Board 20.7.16 (AC)
28/7/16	Email from NALC re: DIS 889
29/7/16	Email from Rural Kent re: Inside Track Issue (AC)
	Email from Kent 4 Community Newsletter (AC)
	Email from KALC re: Autumn Learning Programme (AC)
30/7/16	Email from KCC re: Equality & Human Rights Consultation (AC)
01/8/16	Email from KALC re: NALC Community Led Housing Survey (AC)
	Email from Cllr McTavish re: Village SOS Latest News (AC)
02/8/16	Email from Denise Roffey re: Old Chalk Downs Project (AC)
	Email from Care Choices re: Kent Care Services Directory (AC)
	Email from KALC re: Councillors Commission Roundtable Event (AC)
	Email from KALC re: Bulletin on National Developments and Mtgs (AC)
03/8/16	Email from KALC re: Councillors Commission event now full (AC)
	Email from KALC re: NALC/CAMRA Workshop at London Olympia (AC)
	Email from NWK Volunteers re: Corporate Volunteering for a Day (AC)

04/8/16	Email from KCC re: Beware false claims by solar panel salesmen (AC)
05/8/16	Email from Kent 4 Community Newsletter (AC)
	Email from KCC re: Safeguarding Scam Alert (AC)
	Email from GBC re: Playground check for 25/7/16 and 1/8/16 (AC)
	Email fwd from Cllr McTavish re: Village SOS – latest news (AC)
08/8/16	Email from KALC re: Flood Warden Seminar (AC)
	Email from KALC re: Bulletin on National Developments (AC)
	Email from KCC re: July Monthly Bus Updates (AC)
	Email from KCC re: Participate in KCC Consultation on Local Transport Plan 4 (AC)
09/8/16	Email from KCC re: Estuary Festival 2016 (AC)
	Email from KCC re: KCC Local Transport Plan Consultation (AC)
	Email from KALC re: Unsafe and Illegally parked HGVs Police Article (AC)
10/8/16	Email from KCM re: Wrotham Road theft from motor vehicle (AC)
	Email from KCM re: Burglary at Oddfellows Cottages (AC)
11/8/16	Email from GBC re: Playground Inspection (AC)
	Email from GBC re: Strategic Housing Mattes Newsletter (AC)
	Email from KALC re: Transparency Code and Transparency Fund (AC)
12/8/16	Email from Kent 4 Community Newsletter (AC)
	Email from KCM re: Fake British Gas Utility bill emails (AC)
15/8/16	Email from GBC re: Strategic Housing Matters Newsletter (AC)
	Letter from MDFG to Cllrs Gofton/Buchanan re: invitation to AGM (SG/SB)
18/8/16	Email from GBC re: Playground check (AC)
19/8/16	Email from KALC re: Autumn 2016 Events (AC)
	Email from Kent 4 Community re: Funding Alerts and News (AC)
24/8/16	Email from GBC re: Playground check (AC)
	Email from KCM re: Distraction Burglaries in North Division (AC)
	Email from resident re business signage on a private residence in Culverstone (Culverstone & Harvel ward members)
25/8/16	Email from GBC re: Agenda for Cabinet 5.9.16 (AC)
	Email from KCC re reminder on current KCC consultations (AC)
26/08/16	Email from Kent 4 Community re Funding Alerts (AC)
	Email from GBC re agenda for Community Cabinet Committee (AC)
	Email from KCC re citizens advice bureau telephone scam (AC)
	Email from Groundwork re Tesco bags of help grant (AC)
30/08/16	Letter from the Windmill Trust – copy of letter to resident (AC)
31/08/16	Email from GBC re Agenda for the Regulatory Board – 7/9/16 (AC)
	Email from GBC re playsite check (SG & RK)
	Email from KALC re Flood Warden Bulletin August 2016 (AC)
	Email from Kent Police Neighbourhood watch re distraction burglaries (AC)