

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
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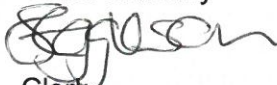


26th October 2016

Dear Sir/Madam,

There will be a meeting of the ENVIRONMENT AND AMENITIES COMMITTEE on Tuesday 1st November 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 (06/09/16) (*)
- 4 To consider matters arising from the above Minutes
- 5 To consider and make recommendations on Planning Applications (*)
- 6 Village Greens/Harvel Pond
 - 6.1 To note the results of the annual survey of the village greens, Judsons Recreation Ground and Southdown Shaw and to approve any work required (*)
 - 6.2 To receive an update on Harvel Pond and to note the results of the green survey carried out by KWT(*) (to follow)
 - 6.3 To note date and venue of meeting with residents of the parish concerning Harvel Pond
 - 6.4 To approve the removal of the duck house on Harvel Pond
 - 6.5 To set up a working group for Harvel Pond
 - 6.6 To authorise the clerk to spend up to £2000 from the Village Green/Harvel Pond budget to remove the sludge from the pond
 - 6.7 To authorise the clerk to seek grant funding for work on Harvel Pond
- 7 Rights of Way, including Footpaths Groups
 - 7.1 Update on Millsole Green
 - 7.2 Update from Meopham & Districts Footpath Group
- 8 Recreation Ground and Playground Equipment
 - 8.1 To receive an update on the wetpour repairs at Judsons play area
 - 8.2 To receive an update on the cutting back of the perimeter vegetation and the tree work behind the fenced in play equipment.
 - 8.3 To approve and agree, if appropriate, the purchase of 1 no. Cardiff litter bin with generic key to replace broken bin on recreation ground

9. Allotments
 - 9.1 To discuss points raised by an allotment holder
 - a) Allotment Agreement (*)
 - b) Relevance of the 1950 Allotment Act In respect of the tenancy agreement
 - c) Compostable Toilets
 - d) Rainwater Catcher
 - e) Seed Bank
 - f) Use of weed killer on the allotment site
 - g) Are the M&D Allotment Association members of the National Allotment Society
10. Youth Club – Update
11. Litter Pick – Update
12. Christmas Events
 - 12.1 To approve costs for the purchase and erection of a Christmas tree on Meopham Green
 - 12.2 To note the arrangements for turning on the lights for the Christmas tree on Meopham Green
 - 12.3 To note the arrangements for the carol singing event on Meopham Green
13. Financial Matters
 - 13.1 To consider and approve the small grant applications submitted (*) (to follow)
 - 13.2 To approve the Environment and Amenities Committee Expenditure from 06/09/2016 to 26/10/16 (*)
 - 13.3 To note the Environment and Amenities Committee Income and Expenditure for the 2016/2017 financial year (*)
 - 13.4 To consider and approve the proposed Action Plan for 2017/2018 (*)
 - 13.5 To consider and approve the proposed Environment and Amenities Committee budget for the 2017/2018 financial year (*)
14. Correspondence
 - 14.1 To note correspondence received (*)

**Meopham Parish Council
Environment & Amenities Committee Meeting
held on 6th September 2016 at 7.30 p.m.
at the Windmill, Meopham Green**

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

In attendance: Mrs S Egglesden (Clerk), Cllr M Bramer, Cllr McTavish, K Dare and G Willsher (M&DFG) and 5 residents

Item 1 **To receive Apologies for Absence**

E.23 There were no apologies

Item 2 **To receive Declarations of Interest**

E.24 There were no declarations of interest.

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

E.25 The minutes of the meeting held on 07/06/16 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.26 Cllr Wade asked about the MPC name on the Culverstone notice board. Cllr Gofton reported that stick on letters had now been purchased and they needed to be put up.

Item 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**

E.27 Cllr Gofton spoke about the meeting with Kent Wildlife Trust. It has been confirmed with KCC that MPC do own Harvel Pond as part of Harvel Green. Moving forward, KWT can carry out a survey of the pond for £300 (which could potentially be recouped via grants). Nature and wildlife at the pond is currently sparse but it could be rejuvenated. The water for the pond runs off the road. MPC want to work with residents of Harvel on this project and will be looking to hold a meeting with residents, MPC and KWT in Harvel in due course. It was suggested that KWT could contact any members they have in Meopham on this.

The Chairman proposed that Standing Orders were suspended to allow residents to speak. This was seconded by Cllr Knott and all voted in favour.

Residents spoke on the history of the pond, the fence and maintenance carried out by one resident.

Standing orders were then reinstated.

- E.28** Cllr Buchanan proposed that the committee agree to instruct KWT to carry out a survey of Harvel Pond at the cost of £300. This was seconded by Cllr Howard and all voted in favour. The motion was agreed.

Action: Clerk

5 residents left the meeting.

5.2 Village Greens – Update on registering the Village Greens

- E.29** Cllr M Bramer spoke on his visit, along with the Clerk, to see Melanie McNeir at KCC. The clerk has produced 2 lists for council of its maintained village greens and non-council maintained village greens. This is currently work in progress. It was agreed a photographic record of the greens would be useful to have on file. The clerk would now speak to KCC Legal regarding getting all the PC maintained greens registered for the ones that have not yet been done.

Action: Clerk

5.3 To agree for councillors to carry out the annual survey of Parish Council maintained village greens in the parish

- E.30** Survey forms were handed out to members to be returned to the parish office by Friday 21st October, in time for the next E&A meeting. It was agreed that members should also look at the village greens not owned by the council and report back.

Action: Clerk

Item 6 Rights of Way, including Footpaths Group

6.1 Update on Millsole Green

- E.31** As the council does not own this village green it does not have any power to maintain this. The issue is regarding encroachment from another property and it was agreed that the clerk would obtain a definitive map from KCC so the boundaries can be checked.

Action: Clerk

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

Standing orders were then reinstated.

Item 7 **Voluntary Litter Pick - Update**

E.32 Cllr Gofton reported on last Saturday's litter pick attended by 4 residents and 4 councillors. 10 black sacks of rubbish were collected. Communication is an issue when publicising the litter picks and this was being worked on for the next litter pick on 3rd October 2016.

Item 8 **Youth Club - update**

E.33 Cllr Knott reported that she has spoken with Jackie Cooper and Henry at the Grand and they are looking into arrangements for a youth bus but would still need access to toilets/facilities for providing drinks. With Judson's Pavilion closed it was agreed to look into alternative venues. Cllr Gofton agreed to contact Meopham Leisure Centre and Meopham Scouts.
Action: Cllr Gofton

Item 9 **Service Contract**

9.1 **Annual Review**

E.34 Councillors reported that they were happy with the service contractor's work to date. It was agreed to amend the work schedule to include all the parish maintained greens and the bus shelters. The clerk reported that the contractor has been maintaining all of these areas.
Action: Clerk

Item 10 **Allotments - update**

E.35 Cllr Gofton reported that the clerk has instructed the contractor to cut the rough grass area in September, the service contractor will be setting in new posts at the allotment and re-hanging the gate plus strimming round the gate area and that there are currently vacant plots at the allotment which the council has helped to advertise

Cllr Wade reported that 1 fence panel is collapsing near to the gate and it was agreed the clerk would inform the service contractor to repair this. It was also agreed the clerk would request a map of the water pipe locations from the Allotment Association.
Action: Clerk

Item 11 **To consider any potential E&A projects for 2017-18 in preparation for the forthcoming Pre Budget meeting in October**

- E.36** Harvel Pond is already noted as a project for 2017-18. Cllr Gofton requested members to forward any ideas they might have to her before the October meeting.

Action: All Members

Item 12 **Financial Matters**

12.1 **To approve the Environment and Amenities Committee Expenditure from 01/06/16 to 31/08/2016**

- E.37** Cllr Buchanan proposed a motion to approve expenditure, this was seconded by Cllr Howard and all voted in favour.

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

- E.38** This was noted by all members

Item 13 **Correspondence**

13.1 **To note correspondence received**

- E.39** This was noted by all members

The meeting closed to member of the public at 8.50pm. Members of the public and Cllrs M Bramer and McTavish left the meeting.

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

Item 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

E.40 Cllr Gofton proposed that the quote for Playdale is accepted, subject to them carrying out a new site survey. This was seconded by Cllr Wade and all voted in favour. The motion was agreed.
Action: Clerk

14.2 To consider the quotations submitted for a new metal litter bin for Judson's Recreation Ground and approve a contractor

E.41 Cllr Wade informed members that the council should have the same bin currently in the area because of the key for GBC to empty the bins. It was agreed to defer this item.
Action: Clerk

14.3 To consider the quotations submitted for tree work behind the fenced in play equipment area at Judson's Recreation Ground

E.42 Cllr Wade proposed that the quote for The Original Tree Surgeons is accepted. This was seconded by Cllr Hasler and all voted in favour. The motion was agreed.
Action: Clerk

14.4 To consider the quotations submitted for cutting back the perimeter vegetation on Judson's Recreation Ground

E.43 Cllr Wade proposed that the quote from Highview Trees is accepted. This was seconded Cllr Buchanan and all voted in favour. The motion was agreed.
Action: Clerk

14.5 To consider the quotation submitted for the replacement memorial trees for Judson's Recreation Ground and Hook Green and approve if appropriate

E.44 The WI had confirmed that they would be replacing the tree on Hook Green. Cllr Howard proposed that the quote from Highview Trees is accepted subject to confirmation that the tree being placed with like

for like; a mature tree. Cllr Buchanan seconded this and all voted in favour. The motion was agreed.

Action: Clerk

14.6 To consider the quotations submitted for work on the War Memorial at Meopham Green and approve a contractor

E.45

A pre grant application has been submitted to the War Memorial Trust. This can take up to 10 weeks to pre approve the application then a further application is submitted which takes approximately 6 weeks. The grant is for up to 75% of the cost. Cllr Knott also reported on her discussion with GBC and their memorial cleaning programme which may be able to assist us and she would continue to look into this with GBC. Discussion took place regarding cleaning the memorial using the English Heritage guidelines and waiting to obtain a grant for further extensive cleaning

Cllr Gofton proposed that we accept Cllr Hasler's offer to clean the memorial for now and we continue with looking into grants for the work on the memorial. This was seconded by Cllr Knott and all voted in favour.

Action: Cllr Hasler/Cllr Knott/Clerk

The meeting closed at 9.19pm

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

	PLANNING APPLICATIONS – E & A MEETING 01.11.2016	
2016/0884	LOMER FARM ESTATE, WROTHAM ROAD, MEOPHAM KENT Conversion of existing stables to 2 no. residential dwellings with associated parking. Comments: <i>To follow</i>	BW
2016/0893	NORWAY HOUSE, WROTHAM ROAD, MEOPHAM DA13 0AU Erection of first floor rear extension to form bedroom with en-suite and walk-in wardrobe, and small external balcony. Re-design of ground floor to provide open plan kitchen/diner and installation of new bay window with window seat, new bi-fold doors. Comments: <i>To follow</i>	SB
2016/0145	THE OLD DAIRY BOCODA HILL FARM, WROTHAM ROAD, SOUTH STREET, MEOPHAM DA13 0QG **AMENDED PLAN** Loft conversion to create larger roof space to existing first floor landing area, study and two bedrooms, with single storey rear extension to form garden room. Comments: <i>To follow</i>	BW

[illegible]

Meopham Parish Council
Meopham Green Surveys 2016

Green	Register No.	Fences and Posts	Trees	Vegetation Infringements & Encroachments	Other Infringements/ Encroachments	Appearance	Seats	Litter Clearance	Bye-Laws Exhibited	Improvements / Other Comments
Melliker	VG.9	No markers	Query one tree oldest trunk peeling possibly check because of age	No.	No	Round green on each side needs weed clearance on edge/road	No seats	No litter and no bins.	No	
Pitfield (Wrotham Road)	VG.20	no posts	The weeping tree behind the bus shelter could possibly do with a cut back	Yes, land immediately beside first house in Pitfield Drive needs to be tidied up and cut back	No	Could do with a cut. Land in front of toilets (GBC) needs cutting back and weeding	none	No litter. Bins emptied.	Yes but are across the road on the notice board	Would benefit from dog waste bin as evidence of dog mess
Hook	VG.8	OK	Work in progress?	n/a	n/a	Yes, good condition.	3 benches to be rubbed down and stained	No litter. Bins emptied.	No	Possible large flower tubs by MPC sign? (secured) Sponsored?
Culverstone	VG.6	Posts in good order	OK	OK will need cut back by spring	No	Good condition.	1 bench in good order	1 bin. Little rubbish	No	Obviously very well used as a footway to Culverstone Rec. Good facility all round.
Pond	VG.220	Yes, ok	No action.	Yes	Yes	could do with weeding	None.	No litter and no bins.	No	
Fowlers Stone	VG.138	2 or 3 missing on Harvel Road side. Posts have reflectors that need cleaning - some posts are missing reflectors.	N/A	Considerable bramble encroachment to rear needs cutting back and large tree broken off and laying on green. Needs removing.	Some tree branches coming through fence need cutting back and some overhanging branches.	Yes, good condition.	None.	A little litter, no bin.	No	The curbing round the green is not visible on Harvel Rd side. Soil slippage needs removing from highwat and top of curb. Add By-laws. There is an unofficial footpath across the green linking Whitepost Lane and the footpath into the rear of Vigo Shops cutting off the corner of Whitepost Lane and Harvel Road. A bench could be reasonably located here with a litter bin adjacent.
Edmund		There are no markers as the green has self boundary	yes	Very minor	No.	Good condition.	none	No and no bins	No	None.
Priestwood	VG.10	2 x posts leaning at about 15-20 degrees. No immediate danger of falling.	Yes	No	No	Recently cut with edging maintained	2 benches - one seat covered in moss, needs clean and varnish.	Yes	Only no horse riding sign present	Neat and tidy green, looks pleasant to the eye.
Harvel (excluding the Pond)	VG.7	One post missing on main road side and 1 missing Dean Lane side. 3 posts on 'Riding School' have been replaced by lighter posts for access purposes (Harvel VHC should be contacted about this)	Yes	Light trim of rear vegetation required to keep down annual encroachment	No	Yes, good condition.	3 - Seat to rear still not repaired. Status of bench near gate needs clarifying. Is it a MPC memorial bench? (names Bill & Vi Venson) All benches need rubbing down and remove lichen and given a coat of sandolin.	Yes - 2 litter bins and 1 dog bin	Yes	Kerb on Dean Lane side around drain needs cleaning of soil encroachment. Harvel VHC state that the newly replaced gate does not give sufficient room to manoeuvre vehicles out to the road (see also comments on posts) They would prefer drop down posts but perhaps this should be funded by them?

Meopham	VG.20	50 posts need to be replaced.	Epicomic growth at base of lime trees needs cutting back.	No	No.	Posts need attention. These ruin the look of the green.	4 wooden seats urgently needs staining and 1 metal seat needs painting. Both reported last year.	Yes	Yes	The green adjacent to A227 has sunken where drainage was put in. The green needs to be levelled and then seeded. The edges of the road running from the War Memorial to the Cricket Pavilion needs building up in places.
Steales	VG.90	No posts applicable	Trees need urgent attention	overgrown, needs cutback	overgrown, needs cutback	overgrown, needs cutback	None.	No litter and no bins.	No	General tidy up. Badger set running under Lane.
Judsons		Concerned over new fencing erected on PC property/taken out considerable vegetation - see photo	1 tree (Memorial Tree). Work in progress	see sketch/in progress	As agreed perimeter needs cutting down - in progress	Dog excrement - need more notices and information on website	2 x benches needs a coat of paint	Yes	No	Agreed cut back of vegetation, new vegetation, painting of 2 benches. Perhaps further dog bin as quite a lot of excrement on field. Small hole in wall of Judsons. Big enough to put hazardous stuff through? Children from Meopham Junior School (wearing uniform) messing about with the door of pavilion.
Allotments		Gate and fence at Chestnuts end is nearly complete, one section of fence to go.	Yes, good condition	no	The allotment holders are still parking on MPC part of the field.	Grass has been cut.	none	Litter	n/a	1 bag of litter removed and polythene bags from the side. Allotment holders are dumping bags in the bushes and garden waste. Some of the allotments are in poor condition and there is a lot of rubbish on unused sites. The toilet has been removed from the winter. Need a map of water pipes (requested)

AN AGREEMENT made this ninth Day of February Two thousand and twelve

Between Meopham Parish Council of The Windmill, Meopham Green DA13 0QA (hereinafter called "the Council") of the one part and Meopham & District Allotment Association of The Timbers, Melliker Lane, Meopham DA13 0JB (hereinafter called "the Tenant") of the other part.

This Agreement is subject to the Allotments Acts 1908 - 1950; to any Regulations endorsed to or on this Agreement; and to the following Conditions:

WHEREBY

1. The Council agrees to let and the Tenant agrees to take for a term of seven years, commencing on 1st April 2012, all that parcel of land containing 7.5 acres or thereabouts and more particularly delineated on the plan annexed hereto and thereon shown outlined in grey and identified as "Allotment Area = 32,160sq m, situate at Southdown Shaw (hereinafter called "the Allotments"), at a yearly rental of £340.00 payable annually by the 30th June and without deduction otherwise than allowed by statute. Rent will be subject to a review every two years on the anniversary of this agreement and any increase will not be more than the rate of inflation current at the time.
2. The Tenant agrees with the Council, as follows:-
 - a) The Tenant shall cause the land to be used for Allotment Gardens, within the meaning of that expression as defined in section 22(1) of the Allotments Act, 1922, only (that is to say wholly or mainly for the production of vegetable or fruit crops for consumption by the plot holder and his (her) family) and not for commercial gain.
 - b) The Allotments shall be kept reasonably free from weeds and well fertilised and otherwise maintained in a proper state of cultivation and in good condition, and any pathway or vehicle access included therein or abutting thereon shall be kept reasonably free from weeds. Plots that remain unoccupied will be kept in reasonable order by members of the Association.
 - c) No nuisance or annoyance shall be caused or permitted to the occupier of any other land belonging to the Council and no obstruction or encroachment shall be caused or permitted on any path or roadway set out by the Council for the use of the occupiers of the Allotments.
 - d) No buildings (including greenhouses) shall be erected, no fixed lighting shall be installed and no trees shall be planted upon the Allotments without the consent of the Council (other than dwarf fruiting trees and/or fruiting bushes of a height not exceeding two metres).
 - e) No timber or other trees upon the Allotments shall be cut or pruned (apart from recognised pruning practices of fruit trees as above) and no mineral gravel sand earth or clay shall be taken or carried away without the consent of the Council.

- f) Any fencing or barriers erected on the allotments shall not exceed a height of 1.2 metres.
 - g) The Council shall be responsible for maintenance of the boundary fences, hedges and gates and of land not in use as allotments as defined on the plan. All other maintenance shall be the responsibility of the Tenant.
 - h) The Tenant shall be responsible for the complete day to day running of the Allotments, including payment of water charges, maintenance of water supply equipment and security of the site including provision of locks and keys of the allotment gate entrance into the main car park as shown on the plan.
 - i) The area defined on the plan as allotments shall comprise no more than 170 plots, excluding areas set aside for car parking.
 - j) The Tenant shall maintain Public Liability and any other necessary insurance, shall provide a copy of the current policy and premium receipt to the Council, shall carry out any necessary risk assessments and health and safety surveys as appropriate and shall be and remain a member of a recognised representative body such as the National Society of Allotment and Leisure Gardeners.
 - k) The Tenant shall let individual plots to members of Meopham & District Allotment Association and shall determine and collect rents. Membership of Meopham & District Allotment Association shall be limited to residents of the Borough of Gravesham. The terms and conditions of letting agreements for individual plots shall be approved by the Council.
 - l) The Tenant shall have authority and responsibility for the giving of notice to individual plot-holders for non-cultivation and /or non-payment of rent.
 - m) The Tenant shall maintain a list of potential allotment holders and shall let any vacant plot in list order.
3. Any officer or agent of the Council shall be entitled at any time, when so directed by the Council, to enter and inspect the Allotments or to access those areas of land maintained by the Council.
 4. This Agreement may be determined:
 - a) By either the Council or the Tenant giving to the other twelve months notice in writing expiring on or before 6th April or on or after 29th September in any year..
 - b) By re-entry by the Council at any time after giving three months previous notice in writing to the Tenant on account of the land being required
 - i) for any purpose (not being the use of the same for agriculture) for which they have been appropriated under any statutory provision.
 - ii) for building mining or any other industrial purpose or for roads or sewers necessary in connection with any of the purposes.

c) By re-entry by the Council at any time after giving one months previous notice in writing to the Tenants

i) if the rent or any part thereof is in arrears for not less that forty days whether legally demanded or not

OR

ii) if it appears to the Council that the Tenant not less that three months after the commencement of the Agreement has not duly observed the conditions contained therein.

5. On determination of this agreement, under any of the circumstances described in clause 4 above, the Allotments shall be returned to the Council in no worse a condition than at the commencement of this Agreement.

6. Any notices required to be given to either party are to be given at the address at the head of the agreement or such other address as is notified in writing to the other party. Any notice required to be given by the Council to the Tenant may be given by sending by special recorded delivery or by the recorded signed for postal service a written notice from the Clerk to the Council or other authorised officer of the Council for the time being or by affixing the same in some conspicuous manner on any one of the allotments comprised in the Agreement. Any notice required to be given by the Tenant to the Council shall be sufficiently given if signed by the Secretary of the Allotments Association and sent by pre-paid post to the Clerk to the Council.

7. Should the council, using its discretion, fail to enforce or apply any of the clauses under this agreement, it shall not be construed that the council approves or agrees to any breach of the agreement as a whole or that it loses its right to enforce the terms of this agreement in full at any time during the tenure.

IN WITNESS whereof the Clerk to the Council and the Tenant have set their hand and seal to the original hereto and the counterpart hereof the day and year first before written.

Signed on behalf of 

Signed on behalf of the Meopham and District Allotment Association

Date 9th February 2012

Witnessed by

Witnessed by

.....2012

.....2012

ENVIRONMENT AND AMENITIES COMMITTEE - EXPENDITURE TO BE APPROVED 01.11.2016

CHQ	DATE	PAYEE	DETAILS	GROSS	CTTEE	BUDGET	CTTEE PAYMENT APPROVAL	PRIOR APPROVAL/CONTRACT IN PLACE
1717	10/10/2016	Highview Tree Services	Service Contract - up to 14/9/16	£450.00	E&A	Service contract	APPROVED	CONTRACTUAL
1719	10/10/2016	The original Tree Surgeons Ltd	Tree work - Judson's on 29/9/16	£816.00	E&A	Trees	APPROVED	E&A - 6/9/16
1725	21/10/2016	Highview Tree Services	Service contract - Oct 2016	£450.00	E&A	Service contract	APPROVED	contractual
1726	21/10/2016	Highview Tree Services	Allotment - gate & fence repair	£385.00	E&A	Southdown Shaw Maint.	TBA	delegated authority repair
1728	25/10/2016	Playdale	part for seesaw	£9.24	E&A	Judson's play area maintenance	TBA	delegated authority repair

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	450.00	450.00						3,150.00	2,850.00			2,850.00
5204 Southdown Shaw Maint	200.00			90.00				385.00						475.00	(275.00)			(275.00)
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	1600.00		680.00							2,135.00	2,365.00		995.00	3,360.00
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
5215 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	1,130.00	835.00	0.00	0.00	0.00	0.00	0.00	6,095.06	19,204.94	-	19,298.00	38,502.94

MEOPHAM PARISH COUNCIL
ENVIRONMENT AND AMENITIES COMMITTEE ACTION PLAN 2017-2018

	ACTION	AIM/OBJECTIVE	RESPONSIBILITY	DATE DUE
1	Harvel Pond improvements	Work with MPC, Harvel residents and Kent Wildlife Trust to make improvements to the pond. To implement recommendations following the survey and residents meetings	Environment and Amenities Committee	summer 2017
2	Parish Council Village Greens	To ensure all legal documents are in place and look into registering any unregistered council land – to continue	Environment and Amenities Committee	March 2018
3	Judson's Recreation Ground/Village Greens/Harvel Pond	To manage all the council's open spaces as agreed and to ensure best value is obtained for the work	Environment and Amenities Committee/Service Contractor	March 2018

MEOPHAM PARISH COUNCIL									
ENVIRONMENT & AMENITIES COMMITTEE									
PROPOSED BUDGET FOR 2017-2018									
		Budget 2016-2017	Earmarked 2016-2017	Total budget & E/M	Predicted Expenditure 2016-17	Proposed Earmarked 2017-18	Proposed Budget 2017-18		
Cleansing & litter contract		£ 6,000.00			£ 6,000.00		£ 6,500.00		
Southdown Shaw Maint		£ 200.00			£ 180.00		£ 220.00		
Notice Boards		£ 800.00	£ 300.00	£ 1,100.00	£ 300.00	£ -	£ 500.00		
Village Greens		£ 3,000.00	£ 983.00	£ 3,983.00	£ 3,983.00		£ 1,000.00		
Harvel Pond							£ 2,000.00		
Memorial Benches		£ 500.00	£ 2,500.00	£ 3,000.00	£ -	£ 2,500.00	£ -		
Trees including Community Woodland		£ 4,500.00	£ 995.00	£ 5,495.00	£ 2,135.00	£ -	£ 3,000.00		
Environmental Scheme		£ 500.00			£ 250.00		£ -		
Judson's Play area maintenance		£ 2,500.00	£ 2,520.00	£ 5,020.00	£ 5,000.00		£ 2,500.00		
Judson's Play area sinking fund		£ 2,000.00	£ 12,000.00	£ 14,000.00	£ -	£ 14,000.00	£ 2,000.00		
Grants		£ 2,300.00	£ -		£ 2,300.00		£ 2,500.00		
Youth Provision		£ 3,000.00			£ -		£ 3,000.00		
		£ 25,300.00	£ 19,298.00	£ 44,598.00	£ 20,148.00	£ 16,500.00	£ 23,220.00		

Correspondence List for E & A Committee Meeting – 1st November 2016

11/10/16	Email from GBC re: Playground check (SG/RK)
	Email from KCC re: Invitation to Parish Seminar (AC)
	Email from KCC re: Safety Notice - Samsung Galaxy Note 7 (AC)
12/10/16	Email from GBC re: Minutes for Cabinet 10/10/16 (AC)
	Email from GBC re: Agenda for Overview Scrutiny Committee – 20/10/16 (AC)
14/10/16	Email from Kent 4 Community Newsletter (AC)
	Email from NALC re: DIS Extra 893 (AC)
	Email from GBC re: Grand opening of new kitchen at Vigo Village Hall (AC)
	Email from KCC re: Notification of easement fee & legal fees (SE)
17/10/16	Email from KALC re: Event Announcement – Dynamic Councillor 27.10.16 (AC)
	Email from GBC re: Minutes for Council 11.10.16 (AC)
	Email from KALC re: Rural Weekly Report 14.10 (AC)
18/10/16	Email from KCM re: Kent Fire & Rescue at Bluewater (AC)
	Email from KCM re: Medway Neighbourhood Watch (AC)
	Email from Kent Police re: Have your Say – Safer in Kent Survey (AC)
	Email from Alan Everett re: Pavilion Planning App. (AC)
	Email from resident re: Traffic concerns A227 (SB)
	Email from Ken Dare re: Tree Walks (AC)
19/10/16	Email from KCM re: Pensioners Fair (AC)
	Email from Communications Kent re: Advice Halloween & Bonfire Night (AC)
20/10/16	Email from KALC re: Bulletin on national developments and meetings (AC)
	Email from KALC re: My community weekly digest (AC)
	Email from GBC re: Pause to remember service (AC)
	Email from Rural Kent re: Inside Track Issue 241 (AC)
21/10/16	Email from KALC re: Update for Finance Conference (MB)
	Email from KCM re: burglary attempt in local area (AC)
	Email from KCC re: Gravesham Neighbourhood Forum – Application Form (AC)
	Email from Kent 4 Community Newsletter (AC)
	Email from KCM re: North Kent Neighbourhood Watch Encouragement (AC)
	Email from KALC re: Event Announcement Introducing Allotment Law and Management to Local Councils (AC)
	Email from KALC re: Announcement : Emergency Planning and Resilience Conference (AC)
24/10/16	Email from Ken Dare re: Old Chalk New Downs Project (AC)
25/10/16	Email from GBC re: Agenda for Reg Board 2 nd November (AC)
	Email from KALC re: Autumn and Winter Events (AC)
	Email from KALC re: My Community Weekly Digest (AC)
	Email from KALC re: Policing in Kent 2017-2021 – Autumn Survey (AC)

