

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



Distribution overleaf

3rd February 2016

Dear Sir/Madam,

There will be a meeting of the ENVIRONMENT AND AMENITIES COMMITTEE on Tuesday 9th February 2016 at 8.00 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 (17/11/2015) (*)
- 4 To consider matters arising from the above Minutes
- 5 To consider and make recommendations on Planning Applications (*) (to follow)
- 6 Village Greens/Harvel Pond
 - 6.1 On a motion proposed by Cllr Gofton, to consider either a bench or a suitable memorial in each of the 3 wards to celebrate the Queen's 90th Birthday and approve funding
 - 6.2 Update on the replacement of posts on the Village Greens (*)
 - 6.3 Update on work required from the Village Greens Survey (*)
 - 6.4 To consider work on Harvel Pond
 - 6.5 To consider a 6 monthly review of the current Service Contract arrangements
- 7 Rights of Way, including Footpaths Groups
 - 7.1 Update on Millsole Green
 - 7.2 To note the attendance of members at the KCC Old Chalk New Downs Project
- 8 Recreation Ground and Playground Equipment
 - 8.1 To receive a report from the Judsons Pavilion Rebuild Sub Committee from the meeting on 4/2/16
 - 8.2 To receive an update on the work in the play area following the annual play inspection report (*)
- 9 Notice boards
 - 9.1 To consider the replacement of the notice boards for Culverstone, Judsons Recreation Ground and Camer Parade and to approve funding

- 10 Litter Pick
 - 10.1 To note the date of the next litter pick in the village
- 11. Grant Policy
 - 11.1 On a motion proposed by Cllr D Bramer, to consider reviewing Meopham Parish Council's Grant Policy (*)
- 12 Financial Matters
 - 12.1 To approve the Environment and Amenities Committee Expenditure from 11/11/15 to 02/02/16 (*)
 - 12.2 To note the Environment and Amenities Committee Income and Expenditure for the 2015/2016 financial year (*) (to follow)
- 13 Correspondence
 - 13.1 To note correspondence received (*) (to follow)

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 Trees
 - 14.1 To consider the quotations submitted for the tree work in the parish following the Tree Survey and approve a contractor (*) (to follow)

Distribution:

Environment and Amenities Committee

Cllrs D Bramer, M Bramer, S Buchanan, S Gofton (Chairman) P Hasler, P Howard, R Knott, A Leyshon, D Powell and B Wade

Meopham & Districts Footpaths Group

K Dare - §

G Willsher - §

§ - agenda only

**Meopham Parish Council
Environment & Amenities Committee
held on 17th November 2015 at 8.00 p.m.
at the Windmill, Meopham Green**

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

In attendance: Mrs S Egglesden (Parish Clerk), Cllr Ogden, G Willsher (MF&DG)
1 member of public (from 8.20pm)

Item 1 **To receive Apologies for Absence**

E.67 They were no apologies.

Item 2 **To receive Declarations of Interest**

E.68 Cllrs Knott and Buchanan declared an interest in item 11.1 (d) as members of Meopham Village Hall Committee. There were no other declarations.

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

E.69 The minutes of the meeting held on 22/09/15 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.70 There were no matters arising.

Item 5 **Planning Applications**

E.71 The following applications were considered by this Committee

2015/1039 11 HADLEY CLOSE MEOPHAM GRAVESEND KENT DA13 0NX
Erection of a single storey side extension to form annexe comprising of lounge, bedroom, kitchen and shower room wc. Cllr Buchanan proposed a motion of no objections and this was seconded by Cllr Howard. All voted in favour of no objections and the motion was agreed.

2015/1018 MEOPHAM SCHOOL WROTHAM ROAD MEOPHAM GRAVESEND KENT
DA13 0AH
Siting of two temporary accommodation blocks for a 30 month period. Cllr D Bramer proposed a motion of no objection and this was seconded by Cllr Hasler. There were 9 votes in favour and 1 abstention from Cllr Buchanan who declared an interest as a School Governor. The motion of no objection was agreed.

2015/1064 GRAVENEY LODGE WROTHAM ROAD MEOPHAM GRAVESEND KENT
DA13 0AQ
Erection of a four bedroom detached dwelling in the grounds to the rear of the existing dwelling. Cllr Hasler proposed a motion of no objection subject to

neighbour consultation and this was seconded by Cllr Powell. There were 6 votes in favour and 4 abstentions (including Cllrs Gofton and Wade who declared an interest as the applicant is known to them). The motion of no objection subject to neighbour consultation was agreed.

2015/1015 LAND SOUTH EAST OF COZENDEN WOOD COPTHALL ROAD COBHAM GRAVESEND KENT DA13 9AU

Retention of existing mobile home and site/store. Cllr Powell proposed a motion of recommending to GBC that they allow temporary permission for 1 year. This was seconded by Cllr Hasler. There were 9 votes in favour and 1 abstention. The motion was agreed.

LINDEN WOOD MANOR

Cllr Buchanan proposed a motion that following receipt of an email from Vigo Parish Council, that the clerk contacts GBC Enforcements on behalf of the Council to raise concerns regarding the siting of the fence. This was seconded by Cllr Leyshon and all voted in favour. The motion was agreed.

Item 6 **Village Greens**

6.1 **To note the response from Maltbys regarding the easement valuation and to then consider and approve, if appropriate, the request from the resident to allow work to be carried out on Meopham Green for electricity and water services**

E.72 The valuation figure of £6000 from Maltbys for the easement was noted. Following discussion Cllr Gofton proposed a motion that the Clerk ask Kent Legal Services to include a condition in the contract with regard to the increasing value of the land if sold and the value goes up by more than 30%, then the easement payable should be increased. This was seconded by Cllr Powell. Cllrs Gofton, Hasler, Howard, Knott, Powell and Wade voted in favour and Cllrs D Bramer, M Bramer, Buchanan and Leyshon voted against. The vote was recorded, as requested by Cllr M Bramer. The motion was agreed.

Action: Clerk

6.2 **To receive an update on the relevant post work around the greens**

E.73 Cllr Knott reported that post work has been carried out on Harvel Green. The contractor will be moving onto Culverstone Green, Priestwood Green then returning to Meopham Green

6.3 **Annual Survey of Village Greens, Judsons Recreation Ground and Southdown Shaw for 2015**

E.74 Cllrs were requested to complete the allocated green survey form due in by 4th December 2015. As post work is still in progress this was not to be included.

Action: All Cllrs

E.75 Cllr Knott reported on her discussion with a resident regarding the amount of leaves on Edmund Green.

Item 7 **Rights of Way, including Footpaths Groups****7.1** **Update on Millsole Green**

E.76 The land registry search had been carried out and the two owners are registered as living in Middlesex. It was agreed that the boundaries need to be established and Cllrs Goffton and Wade would visit the site and report back.

Action: Cllrs Goffton and Wade

7.2 **Update from Cllr Knott on Meopham & Districts Footpath Group AGM**

E.77 Cllr Knott gave a report. There is a change of chairmanship.

E.78 Discussion took place regarding byway NS287 and the funding request from County Councillor B. Sweetland. It was noted that the Clerk is looking into legal ownership of the byway and this request will be addressed at the next FC meeting.

Cllr Goffton proposed standing orders were suspended to allow Gillian Willshire to speak. This was seconded by Cllr Buchanan and all voted in favour.

Standing Orders were then reinstated.

Item 8 **Recreation Ground and Playground Equipment****8.1** **Judsons Sub Committee****8.1.1** **Health and Safety inspection update**

E.79 Cllr Howard reported that the inspection of the Judsons building had been carried out last week and the report will follow.

8.1.2 **To approve and agree, if appropriate, the recommendations from the Judson's Sub Committee from the meeting dated 29/9/15**

E.80 Cllr Goffton proposed that as we do not have the health and safety report that any recommendations from the Judsons sub committee are put on hold until we know the condition of the building. Cllr Buchanan raised concerns about the current safety of the building. Cllrs Powell and Wade confirmed that the Pavilion is not currently in use by anyone. Cllr Powell also confirmed that an electricity inspection had been carried out approximately 3 years ago, with details in the parish office. Cllr Powell proposed the agenda item motion and this was seconded by Cllr Hasler. All voted in favour and the motion to approve the recommendations was agreed.

Action: Judsons Sub Committee

8.2 **To receive an update on the wetpour at Judsons Play area**

E.81 It was agreed to discuss this in closed session

Item 9 **Grants****9.1** **To consider appointing a member of the E&A Committee to look at grant information, in conjunction with the Clerk, with a view to**

looking for appropriate grants to assist with any E&A Committee Projects

E.82 Following discussion, it was agreed that the clerk would publish a link to the Kent 4 Community grants information on the parish website.

Action: Clerk

Item 10 Christmas Events

- 10.1** To approve costs for the purchase and erection of a Christmas tree on Meopham Green
- 10.2** To note the arrangements for turning on the lights for the Christmas tree on Meopham Green
- 10.3** To note the arrangements for the carol singing event on Meopham Green.

E.83 Cllr Gofton requested we look at the above 3 items together. Cllr Wade confirmed that £200 would cover requirements for the tree and she was in the process of organising this, with the tree going up on Friday. The switching on of the lights and carol singing, organised by the Church is taking place on 16/12/15 at 8pm. Cllrs Hasler and Wade agreed to take the lead in organising someone to turn on the lights.

Action : Cllrs Hasler and Wade

Item 11 Financial Matters

11.1 To consider and approve a request for a grant from the following:

- a) Meopham Mother and Toddlers Group
- b) Meopham & District Footpath Group
- c) Meopham over 60s
- d) Meopham Village Hall

E.84 Following discussion on all the grant applications, Cllr Powell proposed a motion to approve all grant requests and this was seconded by Cllr Gofton. All voted in favour and the motion agreed.

Action: Clerk

11.2 To approve the Environment and Amenities Committee Expenditure from 16/9/15 to 11/11/15

E.85 Cllr Knott proposed a motion to approve the expenditure and this was seconded by Cllr Buchanan. All voted in favour and the motion was agreed.

11.3 To note the emergency work to replace the gate on Harvel Green

E.86 This was noted

11.4 To note the Environment and Amenities Committee Income and Expenditure for 2015/2016 financial year

E.87 Cllr Wade queried the amount for August under the Service Contract budget heading. The Clerk would inform members.

Action: Clerk

11.5 **To consider and approve the proposed Environment and Amenities Committee budget for the 2016/2017 financial year**

E.88 Cllr Gofton requested a meeting with the 3 Committee Chairman and the Parish Council Chairman to look at the budget proposals. It was agreed that the Clerk would arrange this meeting and the E&A budget would be forwarded to the A&R Committee meeting for approval.

Action: Clerk

Item 12 **Correspondence**

12.1 **To note the correspondence received**

E.89 Members noted the correspondence

CLOSED SESSION

Item 13 **Trees**

13.1 **To consider the quotations submitted for the tree survey for all the village green and approve a contractor**

E.90 Cllr Leyshon proposed a motion to appoint The Original Tree Surgeons Limited and Cllr Wade seconded this. All voted in favour and the motion was approved.

Action: Clerk

Item 8.2 **to received an update on the wetpour at Judsons Play area**

E.91 Quotations received were looked at. Following recommendations from one contractor and the GBC Inspection report, it was agreed to defer any work required here until the spring. It was agreed the clerk would contact the Service Contractor to request the leaves are cleared and moss removed from the wetpour areas.

Action: Clerk

The meeting closed at 10:10PM

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

POST WORK ON MEOPHAM GREENS – PROGRESS REPORT @ 2.2.16

POST WORK – AGREED WORK	
Harvel Green	Work completed
Culverstone Green	Work completed
Priestwood Green	Work completed
Meopham Green	In progress
Hook Green	2 posts to be replaced
ADDITIONAL POST WORK	
Harvel Green	1 post knocked over
Fowlers Stone Green	2 posts missing

VEGETATION/OTHER ISSUES ON THE GREENS – MEOPHAM PARISH COUNCIL

Melliker Green

Longfield Road	Green encroaching /can't see the kerbstone. Needs clearing	Service contractor	
on the green	Metal spike to be removed	Service contractor	√

Pitfield Green

Bylaws missing	suggested displaying on toilet fence	Clerk	

Culverstone

Vegetation encroachment	At eastern side	Service contractor	
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Fowlers Stone Green

Vegetation encroachment	Brambles to the rear need cutting back	Service contractor	
Branches from neighbouring properties overhanging and leaning on rear fence causing damage	Branches need cutting – contact properties/addresses required	Clerk	
Curb stones not visible, mainly on the bend	Remove soil slippage	Service contractor	

Priestwood Green

Trees on green	Ivy encroachment – not reported in the tree survey	Appointed contractor for tree work	
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Harvel Green

Dean Lane side	Holly Tree needs cutting back	Service Contractor	
Corner of Dean Lane/Harvel Road	Kerbstone needs replacing	KCC Highways dealing with this	
Area adjacent to man hole cover	Soil slippage needs removing to reveal kerb	Service contractor	

BENCHES REFURBISHMENT @ JANUARY 2016 – MEOPHAM PARISH COUNCIL

Meopham Green

MPC	Metal bench near the pavilion	Needs painting
Memorial - Robert Scorers	Wood - Opp 6 Wellington Cottage	Needs attention
Memorial – Zoe Hogan-Gabell (paid £500)	Wood - War memorial	Needs attention
Memorial – Adam Carpenter	Wood - War memorial	Needs attention
Memorial – Ron Corder (not in asset register)	Wood – opp Langton House	Needs attention

Hook Green

Memorial – John Palterman	Wood and metal	Needs attention
Memorial – James Carley	Wood	Needs attention

Priestwood Green

MPC – no information held	Wood	Going green due to moss
Millenium bench	Wood	Going green due to moss

Harvel Green

Seat to the rear of the green	Wood	Slats loose due to missing/loose bolts. Bench uneven as has been lifted with concrete slabs.
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Judsons

bench outside play area	metal	Requires painting
Bench outside play area	metal	Requires painting

Culverstone Green

Bench - MPC	wood	Requires cleaning
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Culverstone – opposite the school

Memorial – Tom Hole	wood	Requires staining
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JUDSON'S RECREATION GROUND – WORK REQUIRED FOLLOWING ANNUAL PLAY INSPECTION

Safer surfacing areas	Require cleaning to remove algae	Moderate risk	In Progress - Playdale recommended algae removing product for wetpour - on order for the Service contractor (SC)
Yellow gates in play area	Adjustments recommended to close between 3-8 seconds	Low risk	Ask SC to if he can adjust
Teen shelter	Panel bowing/fixing missing to roof panels	Low risk	Request SC to remove
	Fire damage to 1 seat	Low risk	
	Remains of a bin by the shelter base need removing as trip hazard	Moderate risk	
Recreation ground area	Roundabout and overhead rotator have been installed in front of both gates. This may create a movement clash		Recommended we monitor
Roundabout	Platform holding water and not draining		Regular cleaning – advise SC to clean on a regular basis
wetpour	Surface lifting/timber shrinking		monitor
Spring Seat	Movement to the base fixing of the spring.	Low risk	Refix to secure – Ask SC if can re-fix
Multi unit	Donut covers missing. Replacement recommended	Low risk	Clerk to order from playdale
Rotator	Wetpour surfacing is shrinking		Recommended we monitor
2 flat swings and 1 basket swing	To note on the Basket swing - technically there is a finger entrapment to the plastic fixings	This is considered to be low risk	No action
	To note that a RA based on previous accidents indicates that a safety chain is		Speak with Playdale on this?

	required to each chain set to the basket seat.		Recommended to monitor
	Flat swing seat – minor damage and splitting		Recommended fraying is cut back – Ask SC
	Basket seat chain covers are fraying	Low risk	Monitor
	Wetpour – separation of coloured areas	Low risk	Reinstatement – ask SC to reinstate
Adventure Trail	Erosion to side of wobble log	Low risk	Reinstatement – ask SC to reinstate

MEOPHAM PARISH COUNCIL
GRANT POLICY AND PROCEDURE

1. All applicants are required to complete an application form.
2. Grants will only be considered for organisations who are locally based in Meopham which can demonstrate a need for financial support to benefit the local community.
3. The organisation must be either non-profit making or charitable and grants will not be made to individuals.
4. Only one application for a grant will be considered from each organisation in any one financial year and must be made in advance of the project commencing.
5. Grants will not be made retrospectively.
6. Organisations will be required to provide a copy of their written constitution and demonstrate a clear need for funding.
7. An up-to-date copy of the organisation's latest audited accounts and balance sheet must be submitted with the completed application form.
8. Receipted invoices are required to evidence spend of the full amount of any grant allocation.
9. Grants must be spent within the financial year (1st April – 31st March) in which they are awarded.
10. If the project is not completed the full amount awarded must be returned to the Parish Council.

APPLICATION FOR A GRANT FROM
MEOPHAM PARISH COUNCIL

Please read the Council's Policy and Procedures for awarding grants before completing this form. You may use a continuation sheet if necessary.

Please complete in BLOCK CAPITALS

Name, Address and Position within the Organisation of the Individual Responsible for the Application:

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.....

Name and Address of Organisation:

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.....

Please state whether local, national or charitable body (Charity No.)

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Contact Telephone Number E-Mail

Cheque payee details:

Is the organisation properly constituted? YES NO

Total membership Target age groups:.....

What are the organisation's current net assets? £

(An up-to-date copy of the organisation's latest audited accounts and balance sheet **must** be submitted with this completed application form).

Total Project Cost £.....

How much is requested from Meopham Parish Council? £.....

How is the organisation intending to make up any difference in these amounts?

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Reason for application – brief project description with its aims and objectives:

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What is the anticipated start date of the project?

What is the timescale for completion, or phases, of the project?

Why do you think Meopham Parish Council should support this application? Please note that you are required to demonstrate a benefit to some or all of the Meopham Parish residents.

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I certify that the above information is correct to the best of my knowledge.

Signed

Dated

Please send your completed application form to: The Clerk, Meopham Parish Council, The Windmill, Meopham Green, Meopham, Kent, DA13 0QA

ENVIRONMENT AND AMENITIES COMMITTEE - EXPENDITURE TO BE APPROVED

CHQ	DATE	PAYEE	DETAILS	GROSS	CTTEE	BUDGET	CTTEE PAYMENT APPROVAL	PRIOR APPROVAL/CONTRACT IN PLACE
1516	10/12/2015	Meopham Toddler Group	2015 grant	£200.00	£200.00	E&A donations	Approved E&A 17.11.15	
1517	10/12/2015	Meopham & Districts Footpath Group	2015 grant	£340.00	£340.00	E&A donations	Approved E&A 17.11.15	
1519	10/12/2015	Meopham Village Hall	2015 grant	£500.00	£500.00	E&A donations	Approved E&A 17.11.15	
1520	10/12/2015	Highview Tree Services	Monthly Service contract - Oct/Nov 15	£450.00	£450.00	E&A Service Contract	TO BE APPROVED	
1525	15/12/2015	The Original Tree Surgeons Ltd	Tree Survey	£420.00	£70.00	E&A Trees	Approved E&A - 17.11.15	Contract
1528	21/12/2015	EDF Energy Customers	Judsons Pav.	£36.03	£1.71	E&A Judsons Pavilion and Ground	TO BE APPROVED	Contract
1541	20/01/2016	Highview Tree Services	Service Contract - Nov/Dec 2015	£450.00	£450.00	E&A Service Contract	TO BE APPROVED	Contract
1542	20/01/2016	Highview Tree Services	Service Contract - Dec/Jan 16	£450.00	£450.00	E&A Service Contract	TO BE APPROVED	Contract
1543	20/01/2016	Highview Tree Services	Post work - Harvel Green	£136.00	£136.00	E&A Village Greens	TO BE APPROVED	Contract
1545	20/01/2016	Over 60s club	2015 grant - replace chq 1521	£275.00	£275.00	E&A donations	Approved E&A -22/9/2015	
1551	02/02/2016	L.F.L. Sims	Christmas tree	£200.00	£200.00	E&A environment scheme 5209	Approved E&A 17.11.15	
1552	02/02/2016	Highview Tree Services	Repair Fence at container site	£42.00	£42.00	E&A Service Contract	Approved E&A -17/11/2015	
1553	02/02/2016	Highview Tree Services	Replace Gate at Harvel	£210.00	£210.00	E&A Village Greens	Approved E&A -22/9/2015	