

Meopham Parish Council

All correspondence to:
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Clerk: Mrs S Egglesden E-Mail: clerk@meopham.org
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30th August 2017

Dear Sir/Madam,

There will be a meeting of the ENVIRONMENT AND AMENITIES COMMITTEE on 5th September 2017 at 7.30 p.m., to be held at The Windmill, Meopham Green. Please find attachment to items marked *.

Yours faithfully

Sarah Egglesden

Clerk

AGENDA

- 1 To receive Apologies for Absence
- 2 To receive Declarations of Members' Interests
- 3 To approve minutes of previous meeting (27/06/17) (*)
- 4 To consider matters arising from the above Minutes
- 5 To consider and make recommendations on Planning Applications (*) (to follow)

20170794 - 4 South Street Cottages, Wrotham Road, Culverstone
Erection of a side and rear first floor extension

20170801 - Lindenwood Manor, Gravesend Road, Fairseat
The felling of (T7, T23 and T24)

20170775 - Bluebells, Ridge Lane, Meopham
Continued use of the stable block as a playroom and gym ancillary to the main dwelling

20170805 - Rabbits Corner, David Street, Meopham
Demolition of existing sunroom and erection of enlarged sunroom at the side of the house

20170806 - Rabbits Corner, David Street, Meopham
Application for listed building consent for the demolition of the existing sunroom and erection of enlarged sunroom at the side of the house

20170746 - Well Cottage, The Street, Meopham
Replacement of the existing single paned wooden front facing windows with wooden framed casement windows in a Georgian style

20170778 - Barn at Meopham Valley Vineyard, Meopham Green
Application for determination as to whether prior approval is required for the proposed change of use of the agricultural building to a 4 bedroom dwelling under Class Q(a) and (b) with associated building operations of the Town and Country Planning (General Permitted Development) (Order) 2015

20170890 – Foxendown House, Foxendown Lane, Meopham
Application for Lawful Development Certificate in respect of the proposed detached garage

- 6 Allotments Update
 - 6.1 to note the damage to the fence and the recent theft and vandalism issues
- 7 Village Greens/Harvel Pond
 - 7.1 Harvel Pond
 - 7.1.1 To note emergency work carried out at Harvel Pond to repair the fence.
 - 7.1.2 Update on Harvel Pond project
 - 7.2 Pitfield Green – following the site visit by Cllrs Buchanan and Gofton to obtain further information from the resident regarding planting trees, to recommend that further advice is sought from Woodland Trust on the suggested planting and maintenance
 - 7.3 Meopham Green – to discuss and agree, if appropriate to obtain quotations for cutting back basal growth to Lime Trees
 - 7.4 Weeds/dandelions on side greens – to discuss appointing contractor to apply appropriate weed killer to these areas
 - 7.5 Harvel Gate – Update on the widening of the Harvel Green access for vehicles
- 8 Rights of Way, including Footpaths Groups
 - 8.1 Update from Meopham & Districts Footpath Group
 - 8.2 KCC Consultation on rights of Way Improvement Plan – to note the consultation
- 9 Recreation Ground and Playground Equipment
 - 9.1 Update on hedge/tree work on perimeter fence behind the fenced in play area
 - 9.2 Following the site visit by Cllrs Gofton and Howard - to discuss playground equipment repairs and agree, if appropriate to pay the sum of £105 for a site survey by a Playdale engineer
 - 9.3 Wetpour – discuss and agree, if appropriate, for Abacus Playgrounds to survey wetpour surface which is free of charge
- 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 (28th October 2017)
- 13 Financial Matters
 - 13.1 To approve the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations, 5.2 (*) (to follow)

- 13.2 To note the Environment and Amenities Committee expenditure up to 2017/2018 (*) (to follow)

14 Correspondence

- 14.1 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

15 To consider and approve the following quotations:

15.1 War Memorial work

- To consider the quotations received for work on the War Memorial and to appoint a contractor (*)
- To agree to accept the grant offer from the War Memorial Trust (*)
- To approve Meopham Parish Council paying 25% of the cost of the work
- To approve the contract between Meopham Parish Council and the War Memorial Trust (*)

- 15.2 To consider the quotations received for hedge/tree work at Judson's Recreation Ground on perimeter fence behind the fenced in play area (*) (to follow)

- 15.3 To consider the design and quotations received for the Meopham Parish Council sign for the Windmill Site (*)

Distribution:

Environment and Amenities Committee

Cllrs D Bramer, M Bramer, S Buchanan, S Gofton (Chairman) P Hasler, P Luxford (Vice-Chairman), 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 27th June 2017 at 7.30 p.m.
at the Windmill, Meopham Green**

Committee Members Present: Cllrs Gofton (Chairman), Buchanan, Hasler, Luxford and Wade

In attendance: N Jerram (Clerical Assistant), Ken Dare and Gillian Willsher (M&DFG), Theresa Seeley (Secretary - Meopham Allotment Association), Ian Carey and Louise Martin (Harvel Residents Association),
2 x members of public

Item 1 **To receive Apologies for Absence**

E.1 Apologies were received from Cllrs Dawn & Max Bramer

Item 2 **To receive Declarations of Interest**

E.2 There were no declarations of interest.

Item 3 **To appoint a Vice Chairman for the Environment & Amenities Committee**

E.3 Cllr Gofton nominated Cllr Luxford to be Vice Chairman of the Environment & Amenities Committee, this was seconded by Cllr Hasler and all voted in favour. Members welcomed Cllr Luxford to the committee.

Item 4 **To approve minutes of the previous meeting**

E.4 The minutes of the meeting held on 14/03/17 were approved as a correct record on a proposal by Cllr Buchanan, seconded by Cllr Gofton and all voted in favour.

Item 5 **To consider matters arising from the above Minutes**

E.5 There were no matters arising.

Item 6 **Village Greens/Harvel Pond**

6.1 Harvel Pond

6.1.1 To note the grant application for Harvel pond has been submitted

- E.6** Members noted that the grant had been submitted.

6.1.2 To note the appointment of a pond warden (Ian Carey)

- E.7** Members noted the appointment of a pond warden for Harvel pond and Cllr Gofton welcomed Ian Carey.

On a proposal by Cllr Buchanan, seconded by Cllr Luxford, all members agreed to suspend standing orders to allow Ian Carey to speak.

Ian Carey informed members that the water level of the pond had raised and tadpoles and water beetles had been spotted along with ducks and ducklings on the pond. Some planting had been carried out on the banks of the pond and Ian mentioned that the installation of a depth gauge would be useful to monitor the water levels. Discussions followed, Cllr Gofton said that MPC would be referring back to Kent Wildlife Trust and KCC for further guidance on the ongoing project. The floating duck house which is being renovated will be returned to the pond when the water level has risen further and Louise Martin from HRA said she would let the parish office know when the duck house was ready to be reinstalled.

Standing orders were then reinstated.

- E.8** Cllr Wade spoke regarding the edges of village greens that had not been cut back by GBC and that weeds are becoming a problem. Following discussion, members agreed that the clerk should speak to GBC Horticultural Department about these areas. **Action: Clerk**

- E.9** On a proposal by Cllr Gofton, seconded by Cllr Luxford, all members agreed to suspend standing orders to allow a member of the public to speak regarding the importance of some vegetation left uncut to benefit the wildlife.

Standing orders were then reinstated.

6.1.3 Update on the pond

- E.10** Cllr Gofton confirmed that residents of Harvel Village had agreed to donate a sum of money towards the replacement of the fence around

Harvel pond. Discussions followed and members agreed that the fence should be made secure and MPC will review again following the outcome of the grant submitted.

6.2 Pitfield Green – request from resident to look into replanting trees along the boundary fence

- E.11** Cllr Hasler advised members that a resident from Pitfield Green would like to contribute financially to the planting of up to 6 new trees along the boundary fence. Cllr Gofton confirmed this request was being looked into along with looking at any grants available for tree planting.

Ian Carey and Louise Martin (HRA) left the meeting

6.3 War Memorial – Update on grant

- E.12** Cllr Gofton informed members that the grant for renovation works to the war memorial was to be submitted by the end of the week.

6.4 Registering of Village Greens - Update

- E.13** Cllr Gofton advised members that the clerk would be meeting with KCC this week.

6.5 To receive an update on bench work

- E.14** Cllr Gofton circulated the list of bench work in progress to members. It was agreed that Cllr Wade would work with the clerk in updating the list of memorial benches funded by residents. **Action: Cllr Wade/Clerk**

6.6 To discuss an email from Shorne Parish Council with regard to sharing a contractor for cutting of roadside greens and verges

- E.15** Following discussion, members asked the clerk to reply to Shorne Parish Council to advise that MPC are monitoring the situation and will consider the idea of sharing a contractor when and if it becomes necessary. **Action: Clerk**

6.7 Harvel Gate – Update on the widening of the Harvel Green access for vehicles

- E.16** Members discussed the replacement of the gate at Harvel Green with drop-down posts to create a wider access for vehicles to enter and exit the green for events. Cllr Luxford volunteered to monitor the situation at the Harvel Fete on Saturday and report back. **Action:**
Cllr Luxford

Item 7 **Rights of Way, including Footpaths Groups**

7.1 Update from Meopham & Districts Footpath Group

- E.17** On a proposal by Cllr Buchanan, seconded by Cllr Hasler, all members agreed to suspend standing orders to allow Ken Dare from M&DFG to speak.

- E.18** Ken Dare congratulated Cllr Luxford on her appointment as Vice Chairman to the E&A committee and said her knowledge of footpaths and rights of way would be a great asset.

Ken updated members on the tree walk organised for Sunday 17th September 2017 to be led by the tree warden from Kent Tree and Pond Partnership and that a number of people had signed up to take part.

Ken mentioned the dry weather had helped with the path clearing programme. Discussions followed on ideas for tool storage needed within the parish for the group.

Standing orders were then reinstated.

7.1.1 To discuss email received from M&DFG regarding tool storage

- E.18** Members agreed this item had already been covered in Item 7.1.

Item 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

- E.19** Members noted the email and that the first newsletter had been published. There were no questions to be forwarded at present.

Item 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.

- E.20** Cllr Gofton spoke of further tree and vegetation work needed behind the play area and confirmed quotations received would be discussed in closed session.

9.2 Update on playground inspection and wetpour area repair

- E.21** Following discussions on the repair work, members agreed the repair to the wetpour surface should be carried out as an emergency. Maintenance work to be carried out on the playground equipment, following the playground inspection report, was in hand with Playdale. **Action: Clerk**

- E.22** Members discussed recent complaints of anti-social behaviour at Judson's Recreation Ground which had been reported to the police. Further discussions followed on the possibility of a gate being installed on the approach to the recreation ground to be locked at night. Members agreed that this should be investigated further and Cllr Luxford agreed to look into this. **Action: Cllr Luxford**

Item 10 **Notice Boards – Update on condition of parish notice boards**

- E.23** Members agreed that some of the notice boards were in need of repair. Cllr Gofton asked if the maintenance contractor could remove the staples from the notice boards on Camer Parade and Neville Parade as soon as possible. The condition of the notice boards would continue to be monitored. **Action: Clerk**

Cllr Hasler left the meeting.

Item 11 **Youth Club – Update**

- E.24** Members discussed the ongoing Judson's Pavilion project and possible venues for youth services in the interim. Cllr Gofton said she would be speaking to the leisure centre again. **Action: Cllr Gofton**

Item 12 **Litter Pick – Update**

- E.25** Cllr Gofton confirmed that litter picking events were organised 4 times a year and advertised in the Meopham Review, on the notice boards and on social media.

12.1 To note next litter pick date (29th July 2017)

Members noted the date.

Item 13 **Meopham Allotments – Report from Chairman of the Allotment Committee**

E.26 On a proposal by Cllr Buchanan, seconded by Cllr Wade, all members agreed to suspend standing orders to allow Theresa Seeley from Meopham Allotment Association to speak.

Theresa Seeley confirmed the date of the open day – 2nd July 2017 and that MP Adam Holloway would be opening the event. She informed members that the committee had their first AGM in May and has 7 members, at present there are 2 allotment plots available.

Discussions followed on recent thefts from the allotment site reported and Theresa confirmed that the Crime Prevention team would be attending the open day to give advice.

A member of the public confirmed that she would be attending the open day promoting awareness of bumble bees and advised members to be aware that sky larks had been spotted nesting in the long grasses.

E.27 Cllr Gofton thanked everyone for their reports.

Standing orders were then reinstated.

Theresa Seeley and 1 member of public left the meeting.

13.1 To note the date of the allotments open day – Sunday 2nd July 2017

E.28 Members noted the date.

Item 14 **Financial Matters**

14.1 To approve the Environment and Amenities Committee Schedule of Payments in accordance with the Financial Regulations, 5.2

E.29 Members were in approval of the schedule of payments (Appendix 1)

14.2 To note the Environment and Amenities Committee expenditure up to 2017/2018

E.30 Members noted expenditure.

Item 15 Correspondence

15.1 To note correspondence received

E.31 Members noted correspondence.

E.32 Cllr Gofton thanked Ken Dare and Gillian Willsher (M&DFG), and the member of public for attending the meeting.

Ken Dare, Gillian Willsher and the member of public left the meeting.

CLOSED SESSION

Pursuant to Section 1(2) of the Public Bodies Admission to Meetings Act 1960, that due to the confidential nature of the next item the public and press will be asked to leave the meeting

Item 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

E.33 Discussions followed on the condition of the fence in place around Harvel pond and members agreed to wait until the outcome of the grant submitted before any repair works are undertaken. In the meantime Cllr Luxford said she would speak to KCC on appropriate safe fencing. **Action: Cllr Luxford**

16.2 To consider the quotations submitted for tree work at Judson's recreation ground and approve a contractor

E.34 Following consideration, members agreed that further information was needed to specify what height the trees are to be cut to and Cllr Gofton asked if the clerk would speak to the contractors before proceeding any further. **Action: Clerk**

Meeting Closed at 9.25pm

Appendix 1**Environment and Amenities Committee Expenditure
From 20.03.17 to 19.06.17**

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
1832	20/03/2017	Southern Water	Drinking Fountain - Meopham Green	£16.53		£16.53
1837	22/03/2017	Highview Tree Services	Service contract up to 14/03/2017	£450.00		£450.00
1838	31/03/2017	All Wiring Matters	Install defibrillator	£100.00		£100.00
1853	25/04/2017	Highview Tree Services	Replacement maple tree - Judsons	£190.00		£190.00
1854	25/04/2017	Highview Tree Services	Service Contract - 15/3/17 to 14/4/17	£450.00		£450.00
1862	19/05/2017	Highview Tree Services	Service Contract - Up to 14/05/17	£450.00		£450.00
1886	19/06/2017	Highview Tree Services	Service Contract - Up to 14/06/17	£450.00		£450.00

CORRESPONDENCE FOR ENVIRONMENT & AMENITIES MEETING – 05/09/17

05/07/17	Email from Rural Kent re: Kent's New Rural Housing Protocol (AC)
	Email from KALC re: Defibrillators & Accessories Purchase Scheme (AC)
	Email from GBC re: Agenda for Overview Scrutiny Committee 13.7.17
07/07/17	Email from Kent 4 Community Newsletter (AC)
	Email from KCC re: Kent resident email scam (AC)
10/07/17	Email from GBC re: Agenda for Community Services Cabinet 18.07.17 (AC)
	Email from GBC re: Playsite Check (SG/PL)
	Email from GBC re: Minutes for Housing Cabinet 5.7.17 (AC)
11/07/17	Email from KALC re: Legal Topic Note 54 – Update (AC)
	Email from GBC re: Pitfield Green Toilets (AC)
	Email from GBC re: Meopham Lodge & Meopham Cricket Club (AC)
12/07/17	Email from GBC re: Decision for Cabinet 11.07.17 (AC)
	Email from Daniel Killian, GBC re: 10 year maintenance figures for Pitfield Green toilets (AC)
13/07/17	Email from GBC re: Minutes for Cabinet 11.7.17 (AC)
	Email from KCC re: Old Chalk New Downs Project (AC)
	Email from GBC re: Picnic on the Green (SG/Pho/RK/PL)
14/07/17	Email from NALC re: Fortnightly information bulletin (AC)
	Email from KCC re: Kent Country Parks Strategy 2017-2021 (AC)
	Email from Kent Police re: Annual Policing Survey (AC)
	Email from KALC re: Events for September 17 (AC)
17/07/17	Email from GBC re: Playsite check (SG/PL)
	Email from KALC re: confirmation on defibrillator & cabinet location and registered with SECambs (Meopham Village Hall Chairman)
19/07/17	Email from GBC re: Minutes for Finance & Audit Committee 10.07.17 (AC)
	Email from Daniel Killian, GBC re proposed Community toilet scheme with The Cricketers PH
20/07/17	Email from Darry Haden, Kent FA re: request for site meeting with the Football Foundation on 9.08.17 (Judson's Pavilion Committee)
21/07/17	Email from GBC re: Minutes for Regulatory Board (Planning) 19.7.17 (AC)
	Email from GBC re: Minutes for Community Services Cabinet Committee 18.07.17 (AC)
22/07/2017	Email from resident re: Gate and fence across a footpath in Hope Hill Woods
24/07/17	Email from GBC re: Minutes for Overview Scrutiny Committee 13.7.17 (AC)
	Email from KALC re: KALC Events Autumn 2017 (AC)
	Email from GBC re: Playsite Check (SG/PL)
	Email from KCC re: Temporary Road Closure Dabbs Place, Cobham (AC)

	Email from CAT re : Community Action Plan report for P&P meeting on 25.7.17 (P&P members)
25/07/2017	Email from PRS for Music re: Documents for music at Picnic on the Green (SG/Pho)
	Email from KALC re: CE Bulletin July 2017 (AC)
	Email from KCC Highways re: Temp Closure Luddesdown (AC)
26/07/2017	Email from GBC re: Road Closure Order for Picnic on the Green (SG/RK/Pho/JM)
	Letter from KCC re: Update of Volunteer Support Warden Scheme (AC)
	Email from resident re: overhanging tree branches on footpath between Camer Parade and opposite Shipley Hills Road
	Email from Kent CAN re: Networking Event on 19/9/17 (AC)
	Email from Dartford Borough Council re: DP Plan Adoption Statement (AC)
	Email from Kent CAN re: Cross Sector Networking Event (A/C)
	Email from resident re: Windmill visit for Beaver Club
28/07/2017	Email from Kent 4 Community re: Funding alerts (AC)
	Email from KCC re: Old Chalk, New Downs – Walks and study days (AC)
	Email from KCC Highways re: Sole Street Cobham road closure (AC)
	Email from Rural Kent re: Social Media Workshop (AC)
31/07/2017	Email from KCC re : Old Chalk New Downs – Parish Action Plan (AC)
01/08/17	Email from Kent Pension re: new dedicated staff contact
	Letter from Chief Executive, David Hughes, GBC – response to letter re Pitfield Green toilets closure (AC)
02/08/17	Email from KALC re: Invitation to Low Carbon Britain 2017 Event (AC)
03/08/17	Email from Kent CAN re: Volunteering Roadshow Dartford (AC)
	Email from resident re: Street light not working
	Email from Sevenoaks Council re: Local Plan Issues Consultation 2017 (AC)
04/08/17	Email from GBC re: Mayor & Mayoress of Gravesham's Charity Garden Party (AC)
	Email from Kent 4 Community Newsletter (AC)
06/08/17	Email from M&DFG re: Autumn Newsletter (AC)
	Email from KCC re: road closure – Park Hill Meopham (AC)
	Email from KCC re: road closure – Downs Road, Istead Rise (AC)
07/08/17	Letter from The Gravesham & Rochester Agricultural Association re a Ploughing Match on 23.09.17
09/08/17	Email from Gravesham Volunteers re: Invite to Fair (AC)
10/08/17	Email from KCC re: Doorstep Criminals (AC)
11/08/17	Email from Kent 4 Community Newsletter (AC)
	Email from KCC re: Old Chalk New Downs re a free workshop (AC)
	Email from KCC re: Consultation – Public Rights of Way Improvement Plan (AC)
	Email from Cllr Sweetland re: John Cubitt (AC)

16/08/17	Email from Dartford & Gravesham NHS Trust re: AGM 28.09.17 (PHa & JM)
18/08/16	Email from GBC, Peter Price re: Judson's Planning application
	Email from KCC Highways re : Staff Changes (AC)
	Email from Arriva re: Changes to Timetable (AC)
21/08/17	Email from KALC re: Local Flood Risk Management Strategy (AC)
	Email from KALC re: DCLG – Community Rights (AC)
	Email from Arriva re: Latest Bus Network Timetables (AC)
	Email from KentCAN re: VCSE Newsletter (AC)
	Email from GBC re Playsite checks for 14.8.17 & 21.08.17 (SG/PL)
22/08/17	Email from KALC re: NaCTSO Industry Briefing (AC)
24/08/17	Email from GBC re: Agenda for Cabinet 4.9.17 (AC)
25/08/17	Email from Kent 4 Community Newsletter (AC)

