



**LOOSE PARISH COUNCIL**  
**ENVIRONMENT COMMITTEE MINUTES**  
**Meeting held on Monday 26 October 2020**  
**at 7.30pm**

**In attendance:** Councillors: Chairman Charlie Hollister (CH), Peter Rigby (PR), Velma Bennett (VB), Jim Andrew (JA), Jane Butler (JB), Susan Luckhurst (SL) and Kim Owen (Clerk) (KO) took the minutes

There were no members of the public in attendance.

**AGENDA**

**1. To receive any apologies for absence**

Apologies have been received from Bridget Kenny and Malcolm Summers.

**2. To receive and agree any decision regarding any item to be taken as confidential**

None.

**3. To receive any declarations of pecuniary interest on items in the agenda**

(In accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition, any declaration of personal or prejudicial interest. *(as agreed by LPC 21 Jan 13)*

None.

**4. To receive any signed dispensation requests for any item on this agenda**

(For Councillors to approve/disapprove as appropriate and to agree the reason for the dispensation if approved. (see dispensation form). This follows the agreement made by the LPC at the meeting held on the 17 July 17)

None.

**5. To sign as a correct record, the minutes of the meeting held on 10 August 2020 (Pages 326-330)**

The minutes of the meeting on 10 August 2020 were **AGREED** as a true and accurate record and will be signed by the Chairman and passed to the Clerk accordingly.

**6. Questions/comments from the public or Community groups (3mins)**

None.

**7. Correspondence & phone calls received by the office**

- a. A resident has contacted the Council to see if it is possible to have a bench installed and a tree planted just below Roy's Wood opposite Kirkdale in memory of his mother. All costs of installation and annual maintenance will be paid for by the family. The Committee **AGREED** that a bench and additional tree by the stump in Roy's Wood is a

good idea. JA, JB and CH will meet with resident to discuss location and type of bench to be installed. The Clerk will arrange the meeting.

- b. Phil Riches from Bicknor Wood, a local charity, has asked if we could advise our residents of the charity's activities to see if anyone is interested in helping in some way. As this is not in the Parish JB will contact Phil Riches and arrange for details of the Charity to be put on the local Facebook page. The Clerk will respond to request to say that the Committee supports the activities of the charity and advise that JB will be in touch.
- c. All Saints Church have advised that there will not be a Remembrance Service in the Closed Cemetery this year. Instead it will be included in a service at the Church. Residents will need to book online to take part. The Committee **AGREED** to purchase a wreath and ask Rita Hood if she is able to lay it on behalf of the Council. If she is not available PR will attend the service on behalf of the Council. Clerk to Action.

## 8. Village Green-The Triangle

- a. Update on circular bench around the Jubilee tree  
No further update at the present time and no quote received for planters for the Village Green. The bench is unlikely to be installed before the summer next year. The Clerk will put this item back on the agenda in the spring.
- b. To discuss the reconfigurations of the Village Green  
CH and JA visited the Village Green and agreed the sites for the two new bins to be placed. The Clerk has advised MBC of the positions (see item 8c) and still needs to contact the Gas Board to advise them of the proposed placements.  
At the Environment meeting on 10 February 2020 it was **AGREED** to get all benches in the Parish varnished. The new caretaker for the Pavilion says he would be happy to varnish them as additional hours in his role. The Committee **AGREED** the caretaker can do the work.  
CH advised that she had sent out some information about self-watering planters. The Committee **AGREED** to purchase two black and gold planters at a cost of £427.00 each plus the cost of having Loose Parish Council put on each one (Total cost approximately £500 each).
- c. Update on the new bins from MBC  
The Clerk has contacted John Edwards from MBC and asked that the bins be placed as follows:
  - i. One behind the old bench on the green that is to be removed once the circular bench is in place and
  - ii. One between the telephone kiosk and the stone stepsJA advised that he had spoken to residents who advised that the bin at the end of the stream by Tylers has been particularly noxious this summer. The bin is often overflowing and not pleasant. After discussion it was **AGREED**:
  - To get a quote to swap the bin at the end of the stream with the bin in Brooks Field by the Kirkdale gate.
  - For the Clerk to respond to the residents to say that the matter has been discussed and a quote will be organised to ascertain the cost of swapping bins but it is unlikely we can do anything about it. Also suggest that if the bin is overflowing they can report it to MBC giving them the link.PR advised that the new bin at the Bus Stop is an improvement to the area.
- d. To receive an update on the Planter at the top of Old Loose Hill  
JB advised that she has arranged with the McAlpine Trust to purchase some peat free compost and a date has been arranged to work on the planter this weekend. The

Committee **AGREED** the cost of £42.00 and asked the Clerk to send out Risk Assessments to be completed prior to start of the work.

e. Triangle update

The Clerk has requested a quote from John Hood to cut back the Walnut Tree in the triangle as it is interfering with the telephone cables to the cottages opposite. It will not free up the cables going through the middle of the tree to the Walnut Tree Public House but will improve the overall shape by shortening the sides. The Committee **AGREED** the quote at a cost of £350 excluding VAT. Clerk to Action. CH has put 5 shrubs in the triangle and they seem to be doing well. She still wants to put more in and would like it on the agenda in the new year to discuss further. Clerk to Action.

## 9. Brooks Field – Pond - Roy's Wood

a. Meadow in Brooks Field update

Isles have agreed to rotavate the meadow area this weekend. They will hire the rotavator and we will need to cover the cost. A date and time will be organised to put the seeds in depending on the weather. The cost will be agreed by **ROUND ROBIN**. The Committee also **AGREED** to send a formal letter of thanks to Joe Matthews who used his digger to dig over the meadow area in Brooks Field.

b. Update on damaged fence by the Chequers

No further forward with the repair. The Committee **AGREED** for the Clerk to approach the Caretaker to see if he can repair the fence.

c. Remedial work on Roy's Wood (From LPC Meeting 21 September 2020)

JA advised that he did some remedial work on the trees and will do some more work next week so they are fine over the winter. He will contact the caretaker to see if he can help him. The committee **AGREED** that this item will be put on the agenda in the spring to discuss further work. Clerk to send over contact details for the Caretaker to JA

## 10. Cemetery

a. To receive updates for work on the ragstone wall for the Cemetery and Kirkdale and make any necessary decisions

Hurstway have advised that the work should be commenced by mid-November. The Committee was concerned about doing the work in the winter and that they would prefer the work to be done in the spring. The Clerk will speak to the company about delaying the work to the Spring. Clerk to Action

There is some additional work needed on the ragstone wall in the Cemetery. The Clerk and CH will liaise and see if Hurstway can quote for that work as well.

b. Update on hand tests on cemetery stones

CH and JA completed the hand test on the cemetery stones. CH and the Clerk will liaise about any changes to categories.

c. Update on strimming around the flat stones in the cemetery

Isles has cleared the growth between the flat stones by hand in order to ensure no damage. The Committee **AGREED** to write a letter of thanks to the contractors and the Clerk will advise the resident who raised the concern, that the work has been completed. The Committee also **AGREED** to contact the Church and ask the them to ensure that the flat stones are placed so they are level to help with strimming the area. Clerk to Action.

## 11. KGVPF

- a. Update on BT manhole cover issue  
The Committee was still waiting for a response from BT re manhole cover. Clerk to chase.
- b. Update on dead tree overhanging the playing field  
Work has been completed on the tree to remove the dead wood overhanging the playing field. The Clerk will write to the owner to thank them.

## 12. Update on new Notice Board for Holmesdale Close

A grant of £300 has been approved and received from KCC to install the new notice board. The new board is currently with KCC who are fitting it and it will be erected shortly.

## 13. To receive information on proposed tree planting in the Parish and make any necessary decision

Susan Grigg (MBC Ward Councillor for Loose) has had discussion with Cllr Paul Wilby (South Ward) about an option of tree planting behind Herts Crescents to give further protection in that area. The planting will be dense with a one-meter buffer to the front of uncut grass. The trees will be Hazel, Crab Apple, Field Maple and Hawthorn. It is hoped this will take place in November. The Committee **AGREED** the planting of the trees and the Clerk will advise Sue Grigg accordingly.

## 14. To discuss the salt bin at McAlpine Crescent

Following the walkabout in September CH advised that the salt bin is out of shape and water is getting in. CH asked if the Clerk can contact John Edwards to see if we can do anything. Clerk to Action.

## 15. To discuss the management plan and make any necessary decisions

After discussion the Committee **AGREED**:

- To change the layout to make it easier to read
- For the Clerk to discuss the layout with the RFO to make the plan easier to follow and all committees will use the same plan.

## 16. Risk/General Maintenance

- a. To receive update on the new bin to be placed on the footpath by McAlpine Allotments  
John Edwards has confirmed that it is not possible for a bin to be placed on the allotment footpath. After discussion it was **AGREED** to replace the bin near the picnic table on KGVFP with the new bin. Clerk to Action
- b. To discuss the trees in the Parish and make any necessary decisions  
Work is required on the Cemetery Trees including felling the Fir by the gate, trim Fir around seat next to war memorial and clear Ivy, Ash seedlings and Elder under Irish Yew. The cost of the works is £400 excluding VAT. The Committee **AGREED**:
  - The quote for the works
  - To contact the church to request permission to do the work
  - That the Clerk will put in planning Application for the Fir to be felled (Conservation area)
  - Once approval from the Church is received and planning permission granted advise contractor to do the work.
- c. Over 30 sheds have been broken into the McAlpine Allotments. Access was gained through a fence between Brooks Field and the Allotments. A temporary repair is in

place but it urgently needs replacing. The Chairman advised that the work to the fence will be completed by the McAlpine Trust so no further action from the Committee is needed.

- d. SL raised a concern about the entrance into the KGVPF at the far end of the field on the right hand side by Walnut Tree Lane. There is a trip hazard. The Committee **AGREED** for the Clerk to contact the Caretaker to have a look at the entrance to see how to resolve the issue.

## 17. Finance

- a. To review the RFO report and to agree any further actions (ongoing)  
The RFO's report was sent to Councillors along with the Budgets for 20/21 and it was noted.  
PR raised the issue of the bin quote on the report. The Committee **AGREED** that the Clerk should check the quote as the bin is now to be placed in the KGVPF. Clerk to Action

## 18. Monitoring and Ratification of any ROUND ROBIN decision

The **ROUND ROBIN** for the tree work in the cemetery is not now needed as the decision has been made at this meeting.

## 19. To discuss and agree any additions or changes to the Website and Publications

The Press Release for the Meadow will be put on Facebook by the Chairman. Clerk to send the final copy to her. SL asked if the press release has been put on the Website as a pop up? The Clerk will check.

## 20. To receive update on the Highway Improvement Plan and make any decisions necessary

Following the meeting with KCC regarding the Highways Improvement Plan Jennie Watson has updated the plan with what KCC can do and sent details of the companies who carry out traffic surveys. A further update has been received today which includes the following:

- Paul Hopkins who is dealing with the weak bridge sign will contact us shortly about changes to the signs.
- She carried out a site visit on Friday to look at the school signing and this is trickier than she originally thought. She has spoken to the Street Lighting Team to see if she is able to change the existing signs to a yellow backed sign with a plate underneath saying "School". Unfortunately, the posts will not take any more signs so the whole post would need replacing which she does not have the budget to do. She has looked at installing a new post just for the signs and leaving the school crossing patrol lights where they are, but it is very limited with space. She will arrange for some SLOW markings to be painted next to the signs for the time being.

After discussion the Committee **AGREED** for the Clerk to contact one of the companies to arrange a meeting so they can advise the best place for the surveys to be done and then get further quotes from other companies.

## 21. Update on the camera issue in Walnut Tree Avenue

Currently there is no further news on the camera.

## 22. To receive an update on the Tree Report for the Parish

The Clerk has not arranged quotes for a tree report as there is no actual list of trees that the Parish is responsible for. The Committee **AGREED** that the Clerk should organise a full list of trees that the Parish is responsible for. Any costs involved will be agreed by **ROUND ROBIN**.

**23. Other Items (discussion only)**

JA informed the Committee that Derek Corbett has advised that the pond will be cleared next month. The Clerk will check to see if a skip is needed and if so when.

The Clerk advised that the layout of the Minutes may not be able to be done in a table format as the current layout is not accessible to all. The Clerk will see what she can do.

**24. Date of Next Meeting – 9 November 2020**

**Meeting closed at 9.25pm**

**Minutes agreed by the Chairman to the Committee**

**Signed.....**

**Date.....-**