



LOOSE PARISH COUNCIL ENVIRONMENT COMMITTEE MINUTES

Meeting held on Monday 22nd July 2019
at 7.30pm in the Parish Pavilion.

In attendance: Councillors: Chairman Charlie Hollister (CH), Jane Butler (JB), Susan Luckhurst (SL), Malcolm Summers (MS) Peter Rigby (PR) and Kim Owen (Clerk) (KO) took the minutes

There was one member of the public in attendance.

1. To receive any apologies for absence

Apologies of absence were received from Bryan Hillman, Jim Andrew and Bridget Kenny

2. To receive and agree any decision regarding any item to be taken as confidential (9iii)

It was **AGREED** to take item 9iii as confidential.

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 21st Jan 13)

None received.

4. To receive any signed dispensation requests for any item on this agenda, and 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 17th July 17

None received.

5. To sign as a correct record, the minutes of the meeting held on 1st April 2019

The minutes of the meeting held on 1st April 2019 (pages 303-306) were approved by the Committee and signed by the Chairman.

AGENDA ITEM	NOTE OF DISCUSSION	Who to Action
6. Questions/comments from the public (3 mines/per person)	a. A resident, from the organisation Extinction Rebellion spoke about his concerns for the village and asked what the Council is doing to help with the global emergency including loss of habitat, over strimming and meadow areas. After a discussion it was hoped that the Council could work to help with the issues raised and are grateful for any assistance they receive from residents and local organisations.	
7. Correspondence & phone calls received by the office	a. Update on request to cut back a tree/shrub overhanging the footpath behind the cottages at the back of the Pavilion The work has not been completed and the Council AGREED that the Clerk will chase the contractor.	The Clerk
	b. Update on damage fence by the Chequers The Clerk contacted the Chequers and they advised that the fence is not theirs. The Deputy Clerk is contacting Land Registry to ascertain who is responsible for the fence.	Deputy Clerk

	<p>c. Update on resident's concerns at the turning for Northleigh Close on Pickering Street The concerns of the resident were reported to KCC and KCC have confirmed that they have checked the situation and no further action is planned.</p>	
	<p>d. Resident complaint regarding damage to broadband connection while repairing the kissing gate on the KGVPF An e-mail has been received today regarding the damage to BT wires while the kissing gate was being repaired. It has left half of Walnut Tree Lane without phone lines and broadband. The Council AGREED to:</p> <ol style="list-style-type: none"> 1. Send a letter of apology to the residents effected by the issue. 2. Respond to the resident's e-mail and advise what we are doing. 3. Ask the RFO if there are any maps of the KGVPF with the BT wires marked. 4. Contact BT to see where the wires are located. 5. Send a copy of the resident's e-mail to our contractors. 	Clerk
	<p>e. A Request has been received from a Personal Training Company to hold fitness classes on Brooks Field After discussion it was AGREED to say no to the fitness classes due to the meadow areas on the field. The Deputy Clerk will advise the company accordingly.</p>	Deputy Clerk
8. The Village Green & The Triangle	<p>a. Update on Planter It has been a struggle to keep plants alive in the warm weather. It is hoped to do a more formal planting with shrubs. The Committee AGREED to:</p> <ul style="list-style-type: none"> • Put the planter on the agenda for the January 2020 meeting. • Write a thank you letter to Keith O'Brien who has watered the planter for the Council on a voluntary basis. 	Clerk
	<p>b. Update on Wall in Walnut Tree Avenue The work on the wall was completed at the end of March 2019. The wall has since been hit again with damaged to the front but the damage has not affected the integrity of the wall. It has been affected cosmetically.</p>	
	<p>c. To discuss the reconfigurations of the Village Green SL produced a document with suggestions to improve the Village Green. In the Neighborhood Plan there is a statement about the Village Green being the entrance to the Parish. The seat facing the post office has been turned around. The drop kerb that allows wheelchair access to the Green is usually covered by parked cars so need to look at options to make the Village Green more accessible. After discussion the Committee AGREED:</p> <ol style="list-style-type: none"> 1. SL will look at the costs of non-freestanding planters. 2. CH to research the costs of freestanding planters. 3. Clerk to find the original costs of lectern and artwork on Brooks field. 4. JA to look at the costs of a seat round the jubilee tree. 	SL, CH, JA and Clerk
	<p>d. Grass cutting schedule update</p>	

	<p>The Clerk requested a grass cutting schedule from KCC with no response. The request has been escalated to a formal complaint and awaiting an outcome.</p>	
	<p>e. Triangle Planting update CH AGREED to organise ground cover and bulbs for the Triangle.</p>	
<p>9. Brooks Field – Pond – Roy’s Wood</p>	<p>a. To receive update on Roy’s wood and make decisions where necessary</p> <p>i. Missing tree Alun Griffiths from KMOTT cannot attend opening ceremony. The Committee AGREED that at the walkabout for the KMOTT Competition JA to ask judge if he can identify the missing oak from Roy’s wood.</p> <p>ii. Opening Ceremony The Committee AGREED</p> <ol style="list-style-type: none"> 1. To cover the costs of the teas and coffee from the Chequers. 2. Councillors and Clerk will meet at 1.30 to prepare the site prior to Open Ceremony. 3. The clerk to prepare green bows for the site and bring scissors to the event. <p>iii. To agree quote for work on stump The committee AGREED to the quote (£28.00 plus VAT) for sealing the artwork on the stump.</p> <p>iv. Meadow update The Meadow is not growing as well as expected. SL advised that MBC have been successful creating a meadow on the Shepway estate. The Committee AGREED that JB should contact the MBC Conservation officer for help with the meadow areas in Brooks Field.</p>	<p>Cllrs & Clerk</p>
<p>10. Cemetery</p>	<p>a. Knotweed in Cemetery CH advised the Committee she is monitoring the Knotweed in the Cemetery and will spray if necessary.</p> <p>b. The Clerk advised that she had contacted the Church to ascertain the layout of the plots for cremations. The Church confirmed that there will be three rows of plots in the cremation area of the cemetery.</p>	
<p>11. Boundary Walks etc</p>	<p>a. To arrange dates for</p> <p>i. Boundary Walk in August to include pre check on KGVPF prior to Fete and boulder check on Old Loose Hill The Committee AGREED that CH, MS and the Clerk would complete the walkabout on 22nd August 2019 at 2pm starting at the Chequers.</p> <p>ii. Post Fete walkabout of the KGVPF The post Fete walkabout will be completed by MS and the Clerk. Date to be arranged.</p> <p>iii. Cemetery stones hand tests CH will arrange a date with JA to complete the cemetery stones hand tests.</p>	<p>CH, MS, JA and Clerk</p>
<p>12. KGVPF</p>	<p>a. Damage gate in corner of the KGVPF The Committee AGREED to get quotes for the repair of the damaged gate and to agree the quote by Round Robin.</p> <p>b. CH has received concerns that the hedge needs cutting around the KGVPF and the Allotment boundary also needs to</p>	<p>Clerk</p>

	be cut. It was AGREED that the Clerk would contact Isles to check when the work will be done.	
13. Risk/General Maintenance	a. To receive update on the new bin to be placed on the footpath by McAlpine Allotments and make any necessary decisions. On 9 th July 2019 the Council was advised that the bin had been placed by the bus shelter near the allotment's footpath. PR and the Clerk would not find the bin and MBC have since been advised that the bin is on the replacement list and it should be installed within the week or so.	Clerk
	b. LAA advised that the spring that provides the self-closing action to the gate on Brookes Field (Kirkdale side) is no longer working. This is allowing dogs to get into the field. The Committee AGREED that the clerk will get quotes for the spring to be repaired and the quote agreed by Round Robin.	Clerk
14. Finance	a. To review the RFO report and to agree any further action (ongoing) The budget report was received by the Committee and noted. There is currently approximately £400 grant available from Susan Grigg the MBC Ward Councillor (SG). At the LPC extraordinary meeting the Council AGREED that any committee that would like to bid for the outstanding monies needs to contact Susan Grigg. The Committee AGREED that CH would contact SG accordingly.	CH
	b. To agree S106 monies for Village Green and Rural Lanes There are some funds available that can be use in 20/21 budget. The committee AGREED that they would put this item on the November agenda to discuss allocation of money.	Clerk
15. To review the street lighting in McAlpine Crescent and make any necessary decisions	a. To review cost of e-on (street lighting electric charges) The RFO advised that she has tried to find comparative prices including through a broker but has been unable to do so. The Committee AGREED to stay with current provider.	
	b. To receive update on repairs of streetlights At the ENV meeting on 11 th February 2019 the Committee AGREED to get the street lights repaired. This has not yet been done. The clerk has checked the quotes with the contractor and they still stand. Do we want to pay for the street lamps to be painted as this protect the streetlight from corrosion? The cost is £165.00 and can be spread over 5 years on the maintenance contract. The Committee AGREED to get the painting done and as the money is available not to spread it over a 5-year period.	Clerk
16. Monitoring and Ratification of any ROUND ROBIN decisions	a. To ratify RR agreement for Artwork for Roy's Wood (JA, CH, SL & BH) The Committee AGREED to ratify the RR.	
	b. To ratify RR agreement for cutback of foliage by cottages at Pavilion (JA, SL & BH) The Committee AGREED to ratify the RR.	
17. To discuss and agreed any additions or changes to the Website and Publications	The Committee AGREED to put pictures from Roy's Wood official opening Ceremony onto the Website and send photos to KMOTT. Communication and Media Clerk to Action.	Comms and Media Clerk
18. Highway Improvement plan	Information from KALC/KCC	Clerk

	The Committee AGREED for the Clerk to send out the information received from KALC about the Highway Improvement Plan and move this agenda item to the September meeting	
19. To receive the Tree Report for the Parish and make any necessary decisions	The tree report was received by the Committee and it was AGREED that: <ol style="list-style-type: none"> 1. Quotes will be requested for the work that needs to be completed. Deputy Clerk to action. 2. The Clerk will contact the owner of the Castanea sativa that overhangs the KGVPF to advise that it has major deadwood. 3. The Clerk will advise the Chairman of the cost of the tree report. 	Clerk & Deputy Clerk
20. Other items (discussion only)	There were no other items.	
21. CLOSED SESSION – to discuss any quotes received or any other items of confidential nature	None	
22. Date of Next Meeting	23 rd September 2019	

Meeting closed at 9.35pm

Minutes agreed by the Chairman to the Committee,

Signed..... Date.....