



## LOOSE PARISH COUNCIL ENVIRONMENT COMMITTEE MINUTES

Meeting held on Monday 14 June 2021  
at 7.30pm in Loose Parish Pavilion

**In attendance:** Councillors: Charlie Hollister (Chairman) (CH), Susan Luckhurst (SL), Jim Andrew (JA), Peter Rigby (PR), Luke Lenz (LL), Bridget Kenny (BK), Kim Owen (Clerk) and Nicky Bourne (Deputy Clerk) (NB) who took the minutes.

**Absent:** No apologies received from Velma Bennett (Vice Chair).

There were no members of the public in attendance.

### AGENDA

**1. To elect a Chairman to the Committee for the forthcoming year.**

A nomination was put forward by CH and seconded by JA that Cllr Charlie Hollister should continue as Chairman for the forthcoming year. This was unanimously **AGREED** by the Council and accepted by **CH**.

**2. To elect a Vice Chairman to the Committee for the forthcoming year**

The current Vice Chairman was not present at the meeting. After discussion it was **AGREED** that the election of Vice Chairman would take place at the next meeting.

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

None.

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

None.

**5. 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.

**6. 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.

**7. To sign as a correct record, the minutes of the meeting held on 11 January 2021**

The minutes of the meeting on 11 January 2021 (Pages 344-349) were **AGREED** as a true and accurate record. They will be signed by the Chairman and passed to the Clerk accordingly.

**8. To discuss and agree any additions or changes to the Terms of Reference**

The Terms of Reference were **AGREED** without amendment.

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

None

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

**a. To receive a resident's request to plant a memorial sapling and make any necessary decisions**

A resident whose late father had lived in Loose since 1983 and had enjoyed walking in the Loose Valley had emailed to ask whether they could plant a memorial sapling tree in a position agreed by the council. After discussion it was **AGREED** that this could go ahead in Brooks Field or the resident should be advised to contact LAA if they specifically wished for it to be in the valley. Clerks' Office to respond to the resident.

**b. To receive information on a resident enquiry for a wildflower area in the closed cemetery and make any necessary decisions**

A resident had contacted the office to ask the committee to consider whether areas of the cemetery could be left to allow wildflowers to grow. A second resident had emailed to express objection to any cessation of mowing, requesting that the cemetery should be maintained as it currently is. After discussion it was **AGREED** that because the cemetery is not actually a closed cemetery, and is currently accessed by many visiting members of the public, it should be maintained in its current fashion. Clerks' Office to respond to both residents.

**c. To receive information regarding the tree at the Linton Road end of Salts Avenue**

A resident who is a local tree surgeon had spoken to CH regarding the large tree at the Linton Road end of Salts Avenue. In his opinion it required some work to boost its health including removal of dead wood and the ivy creeping up the trunk. He had offered to do the job at a discounted price as he felt KCC would not do anything because it was not urgent or dangerous. The Office had logged the concern with KCC and has recently received confirmation from KCC soft landscaping that the tree had been inspected and works raised to have the ivy and dead branches removed.

**11. Village Green-The Triangle**

**a. To receive an update on the Village Green and make any necessary decisions including:**

**i) The new planters and bins**

Two new bins have been installed by MBC. The planters have arrived and plans for installing and filling them are in progress. Various attempts to find a source of water were unsuccessful but Isles had quoted £120 to hire a bowser. It was **AGREED** this should be confirmed and arranged on the earliest date that Isles could facilitate it. Clerk's Office to action.

**ii) The circular bench and plaque**

The bench legs have been encased and the memorial tribute engraved onto the wood. The plaque from the old bench has been received and was circulated. It was noted as being in poor condition so it was **AGREED** that the cost of a new plaque should be sought and a decision made by **ROUND ROBIN**. Permission to put a plaque on the bench should also be sought from the family who installed the bench. Clerks' Office to action.

- iii) **Making good the site of the old bench and tidying of the edges of the green**  
Previously the committee had asked for a quote to tidy up the site of the old bench and remove the concrete base. On recent inspection it appears that the concrete has been removed and the area is recovering. It was **AGREED** the area should be monitored and reviewed at the next meeting. SL had suggested Isles be asked to tidy the edges of the green once the planters have been installed. It was **AGREED** that Isles to be asked and if necessary, the job to be added to their regular schedule. Clerks' Office to action.

- b. **To receive an update on the wall at the Triangle and make any necessary decisions**  
All loose bricks from the wall had been moved to the outdoor store. The Deputy Clerk had circulated a recent photograph. Previous quotes would no longer be valid as the damage is now much more extensive. After discussion about possible solutions it was **AGREED** the wall should be minimised and quotes should be sought and a decision made by **ROUND ROBIN**. Deputy Clerk to action.

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

- a. **To receive information on the damaged fence at Roy's Wood and make any necessary decisions**  
Photographs of the damaged wooden fence in Roy's Wood had been circulated. It was suggested that the damage is caused by the overgrowth from vegetation on LAA land. It was **AGREED** that CH would speak to Isles as they had previously fixed the fence.
- b. **To receive information on a damaged sapling and make any necessary decisions**  
JA reported that a common oak sapling had not survived. It was **AGREED** that the Clerks' Office should look into obtaining a replacement via an environmental initiative (e.g. by Woodland Trust or Kent Men of the Trees) that provides free trees. Action Clerks' Office.
- c. **To receive an update on the meadow in Brooks Field and to discuss the meadow extension and make any necessary decisions**  
Recent photos of the flourishing meadow had been circulated and it was noted that there had been some very positive coverage on social media. CH proposed that the second phase should go ahead in October 2021 and it was **AGREED** to put this on the agenda for the next meeting so specific plans could be made. In the meantime, enquiries could be made to those involved in creating the first phase so they can be costed. Clerks' Office to action.

## 13. Cemetery

- a. **To receive an update on the repair of the war memorial**  
The churchwarden has been in communication with the Deputy Clerk and confirmed, on 29 May 21, that an application for a faculty has been made. We await the response.

It was **AGREED** that any decisions required to move the matter on should be made by **ROUND ROBIN**. Deputy Clerk to action when necessary.

- b. **To receive an update on the removal of the fir tree in the closed cemetery**  
The fir tree has been removed, along with some of the ivy.
- c. **To receive an update on the hand tests and ragstone wall repair work**  
KO confirmed that all the paperwork had now been updated.
- d. **To receive an update on the cemetery and KGVPF gates and make any necessary decisions**  
JA met with contractors and 3 quotes were obtained and it was **AGREED** by Round Robin to go with Avery Engineering. Deputy Clerk to action.

#### 14. KGVPF

- a. **To receive an update on BT man-hole cover issue**  
KO is continuing to chase BT as they have not yet responded. KO to action.
- b. **To update on the replacement of the picnic bench**  
The wheelchair-friendly picnic bench was installed by MBC on 28 May 2021.
- c. **To receive information from observations during the KGVPF walkabout and make any necessary decisions (trip hazard issue at the far right entrance and hole in the fencing)**  
The Deputy Clerk advised that wear at the far right entrance has left rocks protruding further, which could be a trip hazard. It was **AGREED** that Isles should be approached to advise and quote for a solution. Decision by **ROUND ROBIN**.  
  
A hole appeared in the wire mesh fence on the corner of the toddler play area. It appeared to be an animal route. The caretaker has fixed it and it will be monitored.
- d. **To receive information on the perimeter hedge and make any necessary decisions**  
The left-hand hedge (running alongside Walnut Tree Ave footway to houses) contains a wire fence that was in place whilst the hedge grew sufficiently. JC is of the opinion it could now be removed. It was **AGREED** that Isles should be approached to advise and if agree, then quote for removal. Decision by **ROUND ROBIN**.

#### 15. Highways - To receive an update and make any necessary decisions including

- a. **Traffic Survey on A229, Well Street and Busbridge Road**  
KO advised that one quote had been received but the full detail of the positions was still awaited. It was **AGREED** to proceed with the company. Dates were discussed and KO to propose week beginning 19 July 2021 to the company to collect the information before the school holidays start and traffic is reduced. Clerk to action.
- b. **Hubbards Lane speed reduction from 40mph to 30mph**  
The Clerk from Boughton Monchelsea Parish Council contacted the Office with a resident query raised at their Annual Parish meeting. The resident had asked whether the speed limit on Hubbards Lane could be reduced from 40mph to 30mph to tie in with the new limits on Haste Hill Road and Heath Road (funded mainly by BMPC). KO had contacted BMPC for further information and received a breakdown of the costs

that was circulated to councillors. The committee discussed that, whilst they would like to support speed reduction in Hubbards Lane, they already had a Highways Improvement Plan in place and it was **AGREED** that they needed to prioritise this as it had been agreed by KCC. The council was also currently addressing Well Street traffic issues which had been raised before Hubbards Lane. Clerks' Office to respond to Boughton Monchelsea Parish Council Clerk.

c. **Northleigh Close parking and refuse collection issue**

The office has received 2 requests for help with the issue of parking on the corner of Northleigh Close and Pickering Street. Cars park too close to the junction preventing access to the refuse collection vehicle, so residents have not had bins collected on several occasions. The office had contacted the MBC Parking Services Manager who had helpfully explained that MBC had no enforcement powers since there were no restrictions in place (e.g. yellow lines). It would be unlikely that an application for yellow lines would be successful because there is no evidence of any incidents resulting in serious injury on the crash map data. Highway obstruction is an offence but Kent Police would be unlikely to respond as they only have resources to respond to incidents on the primary road network. It was advised that using the 101 non-emergency number would allow the PCSO to identify persistent offenders so they could then make a polite door knock reminder of the requirements of Rule 243 of the Highway Code (no parking within 10 metres of a junction).

After discussion it was **AGREED** that KCC member Simon Webb should be alerted to the issue and photographs already collected by the Clerks' Office should be sent to the PCSO. Clerks' Office to action.

**16. To receive an update on the bins at Salts Wood and make any necessary decisions**

At the LPC meeting on 19 April 2021, Boughton Monchelsea Amenities Trust (BMAT) had asked if LPC would fund the provision and maintenance of 3 bins in Salts Wood. JC was asked to look into the budget and find out if the money set aside for MBC bin maintenance would be required. CH proposed that, if the money set aside was available, LPC should go ahead and fund the bins. This was seconded by JA. No formal confirmation has been received, and no quotes have been sought yet. Following inspection of the area CH raised discussion on the matter and CH and SL requested to call in the decision to provide 3 bins. Clerk to add to the LPC agenda for 21 June 2021 and inform BMAT.

**17. To discuss the Parish Bus Stop Shelter Grant Procedure and make any necessary decisions**

The Office received and circulated information from MBC regarding a making an application for a Bus Stop Shelter Grant. It was suggested that the procedure should be investigated further to see whether improvements could be made to the bus stop at the top of Old Loose Hill that has no seating. At a previous meeting (10 Feb 2020) John Edwards (MBC) had confirmed a new shelter would be available, but in August 2020 he advised a shelter was needed elsewhere. PR **AGREED** to look into the grant procedure and report back to the committee. Action PR.

**18. To discuss the Queen's Jubilee Tree Planting initiative and make any necessary decisions (SL)**

SL had shared a press release about the Queens Jubilee Tree Planting initiative. It was **AGREED** that when further details on how to apply were released the office should action. Linked to Agenda item 12b it was **AGREED** the office should seek any sources of free trees. Clerks' Office to action.

**19. To receive an update on the camera in Walnut Tree Avenue**

The electrics for the camera in Walnut Tree Avenue were in place in December 2019 but due to Covid 19 all applications for cameras were cancelled. LPC can re-apply from 1 July 2021. It was **AGREED** that the Clerk should re-apply when applications are open.

**20. Risk/General Maintenance**

**a. To receive an update on the list of trees in the Parish and make any necessary decisions**

KO and JA completed a walkabout identifying the trees using an app. Most trees were able to be logged, with the exception of some in Roy’s Wood what were not yet in leaf. KO and JA will re-visit when in leaf.

**b. To arrange the annual walkabout (due in August)**

The annual walkabout is due in August. CH agreed to be present and NB proposed some dates. It was **AGREED** that JC should be asked for her availability. Deputy Clerk to action.

**21. Finance**

**To review the RFO report and to agree any further actions (ongoing) (JC)**

The finance report was received and noted by the committee.

**22. To discuss the management plan and make any necessary decisions**

It was noted that the second phase of the meadow was on the management plan. It was **AGREED** that the management plan should be added to the next Environment committee meeting where it would be scrutinised and updated. Clerks’ Office to action.

**23. Monitoring and Ratification of any ROUND ROBIN decisions**

The following ROUND ROBINS were ratified:

2 May 2021 – To agree the quote for additional work on the wall in the cemetery **AGREED** (CH, JA, PR, SL, LL & VB). Clerk to chase for a date.

8 Jun 2021 – To agree the contractor and planned repairs to the cemetery and King George V Playing Field gates. **AGREED** Avery Engineering (SL, PR & VB). Deputy Clerk to arrange to proceed.

**24. To discuss and agree any additions or changes to the Website and Publications**

The cancellation of the fete as discussed and it was **AGREED** it would be mentioned in “In and Around Loose” and on the website. Action AR.

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

NB advised that at the last routine check of the defibrillator on 11 June, it was missing from the cabinet. CH advised that she knew it had recently been deployed at an incident and would try to obtain more information so the Deputy Clerk could make enquiries for its return.

**26. Date of Next Meeting – 13 September 2021**

Meeting closed at 9.15pm.

Signed .....

Dated.....