



LOOSE PARISH COUNCIL
ENVIRONMENT COMMITTEE MINUTES
Meeting held on Monday 8 November 2021
at 7.30pm in Loose Parish Pavilion

In attendance: Councillors: Charlie Hollister (Chairman) (CH), Susan Luckhurst (SL), Peter Rigby (PR), Velma Bennett (VB), Andrew Richards (AR) and Jim Andrew (JA). Also in attendance: Kim Owen (Clerk) (KO) and Nicky Bourne (Deputy Clerk) (NB) who took the minutes.

There were 0 members of the public in attendance.

AGENDA

1. To elect a Vice Chairman to the committee

This matter had been postponed because the Vice Chairman was unable to be present at the meeting on 14 June 2021 when the Chairman was elected. The Council unanimously **AGREED** to re-elect Velma Bennett as Vice Chairman and this was accepted by VB.

2. To receive any apologies for absence

None.

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

None.

4. 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.

5. 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.

6. To sign as a correct record, the minutes of the meeting held on 13 September 2021

The minutes of the meeting on 13 September 2021 (Pages 356-361) were duly **AGREED** as a true and accurate record and signed by the Chairman.

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

None

8. Correspondence & phone calls received by the office

The Loose Gardeners' Society had raised concern that the scheduled work on the east border of the allotments from the gate to the north border had not been completed by Isles. It is listed in the groundworks specification to be done by their mid-November bonfire deadline. The Clerk contacted Isles to chase and the work was started on 1 November 2021. An email was received on 2 Nov 2021

with photographs showing it unfinished and with debris on the floor. The Committee **AGREED** that the Clerk should contact Isles to ask them to ensure that the work would be completed by 10 November 2021. Clerk to action.

9. Brooks Field – Pond - Roy's Wood

a. **To receive an update on the meadow extension and make any necessary decisions**

Phase 2 of the meadow was measured and marked out by CH and KO and the top surface removed by volunteer Joe Matthews on Sunday 31 October. Isles will be rotivating and sowing the seeds on Saturday 14 November. The seed and the fencing need to be given to Isles by this date. Clerks' Office to action. The Committee **AGREED** that a bottle of wine and a card should be purchased for Mr Matthews. Clerk to action.

b. **To update on the pond clearance and make any necessary decisions**

The pond clearance took place over 3 days (Friday 20 October to Sunday 22 October) and made significant progress. The report by organiser Derek Corbett was circulated to the Committee shortly afterwards, including before and after photographs and some requests that were discussed at the meeting. The Committee **AGREED** to fund two further skips for future working parties in the autumn and winter. Action: Clerks Office to inform Derek Corbett and arrange as required. The Committee also **AGREED** to fund the timber boards required for exploratory work. These would be inserted into the trough to divert the flow of water from the stream to the pond, to hopefully increase pond flow rate and flush some of the silt. Action: Clerks' Office to inform Derek Corbett to go ahead. The Environment Committee asked for their thanks to be passed on the Derek. Clerks' Office to action.

10. Highways

a. **To receive an update on the traffic survey on the A229, Well Street and Busbridge Road, and to make any necessary decisions**

The traffic survey company have agreed to repeat the survey free of charge. It has been scheduled to be installed on Tuesday 16 November. The meeting due to be arranged between the LPC Chairman, MBC Ward Councillor and KCC Division Councillor took place on 15 September 2021. The outcome of their meeting was for Simon Webb to convene a meeting with senior colleagues in KCC Highways, which he is still trying to do.

SL suggested that even though LPC has already obtained information on the costs of speed reduction from Boughton Monchelsea Parish Council, it would be helpful to consult again to learn the processes they went through. The Committee **AGREED** that the Clerks' Office should contact BMPC to ask who would be the most appropriate individual and then SL would set up a meeting and report back. Action Clerks' Office and SL.

b. **To receive an update on the damaged kerbs in Well Street and make any necessary decision**

Following the matter of tyres damaged by sharp and broken kerb stones in Well Street being reported to KCC Highways, the Deputy Clerk attended a zoom meeting with KCC Highways staff to discuss options. The history of the repairs was explained and all present agreed that the damage was caused by the kerb stones being unavoidably driven over regularly, due to the narrow road, with cars parked opposite. It was explained that double yellow lines would not be an option as residents would not support losing the parking spaces when there are no alternatives. The engineer described two repair options: the kerb stones could be replaced with standard kerb stones, fully funded by KCC. Alternatively, they could be repaired with a mock conservation stone that is more in keeping with the area, but this would require LPC to pay the additional cost of approximately £30 per 90cm stone. The engineer would be visiting the site to measure the section required and prepare the costings. The Committee **AGREED** that this matter could not progress until the detailed proposals were received, but they also **AGREED** that an allowance, based upon a stretch of 50m should be put into the budget. Clerk to action.

11. Risk/General Maintenance

a. **Monitoring of the stability of LPC owned ragstone walls**

The annual check was completed by CH and JA on 12 October 2021. Some repointing will be required in an area of the cemetery wall and where the ivy has been taken off the Old Loose Hill wall (Brooks field side). The Clerks' Office has approached Hurstway to inspect and quote. The Committee **AGREED** that this should be included in the budget. Clerk to action.

b. **Cemetery headstone check**

The annual check was completed by CH and JA on 12 October 2021. JA provided the Clerks' Office with information to update the paperwork. Action: Clerk to update the records.

The following matters had arisen and were discussed:

- Headstones 3 and 56 were identified as likely to need remedial work to stabilize. The Committee **AGREED** that Mid Kent Memorials (or similar) should be contacted to comment and quote. Clerks' Office to action.
- Headstone 68 sheared to ground during the inspection so was left lying flat. Age and erosion prevent any identification but the Committee **AGREED** that All Saints church should be informed of the changed situation. Clerks' Office to action.
- It was noted that grave 96 has recently been rebuilt in white marble and the Committee **AGREED** that whilst contacting All Saints Church the Deputy Clerk should gain confirmation that the work was permitted and did not need to meet the conditions that the war memorial repairs are subject to. Deputy Clerk to action.
- Hazel growth amongst rose bushes was spotted and it was also noted that the path through the cemetery was indistinct and requires reinstating. The Committee **AGREED** that the groundworks specification should be checked and if included, Isles should be asked to complete these works, and if not within the specification, they should be asked to quote. Decision by **Round Robin**. Clerks' Office to action.

12. To review the groundworks specification and make any necessary decisions

The groundworks specification had been pre-circulated prior to the meeting. The Committee **AGREED** to the proposal by JA that he would amend the document with the agreed changes after the meeting and would circulate the updated document for agreement by Round Robin. Action JA.

The following were discussed as possible items for removal:

- **Section 3 and 4 (maintenance of the gullies and verges on Old Loose Hill and High Banks).**
The Committee **AGREED** that KCC should be approached to find out if these should be their responsibility, in which case they could be removed from the specification. Clerks' Office to action and feedback.
- **Section 9 (King George V Playing Field spiking and rolling of the field).**
JA queried whether this was included from the days of cricket being played and whether it was actually undertaken or still necessary. The Deputy Clerk confirmed that Isles had been paid for spiking the field in March and October 2020, and rolling it in October 2020. The Committee **AGREED** that advice should be sought regarding the necessity of these procedures now that it is only used for football. Clerks' Office to action and feedback.

The following were put forward as additions:

- **Maintenance of the Village Green** – removal of weeds and overhanging grass back to the stone boundary, twice a year in April and October. The Committee **AGREED** that SL and JA should meet to confirm details of the work required on the village green. Action SL & JA.

13. To discuss the management plan and make any necessary decisions

The Management Plan had been pre-circulated for scrutiny by councillors as agreed at the last meeting. After discussion the Committee **AGREED** the following:

- Remove all completed work shaded blue
- Remove the replacement of the bench at top of Old Loose Hill as it is functional, but it could be a potential site for a memorial bench if requested by a resident
- Remove replacement of bin adjacent to council's bus shelter as already replaced by MBC

- Amend Roy’s Wood oak trees remedial works comment to “Ongoing/Monitor”
- Remove replanting of borders in KGVPF as it is on the PCH management plan
- Add in additional plaque for Queen’s Platinum Jubilee on the Ragstone boulder
- Add in Phase 3 of the meadow
- Add in a separate “Rural Lanes” section to the Highways Improvement Plan to reflect the ongoing investigations. This will be updated following the meeting being convened by Simon Webb with senior Highways personnel.
- Add a review date (8 November 2021) and “Reviewed annually” to the title

14. Finance

a. To review the contract for Street Lighting servicing and maintenance

The Street Lighting servicing and maintenance agreement was reviewed and the Committee **AGREED** without amendment. Clerks’ Office to update the contract and agreements diary schedule.

b. To agree the budget for 2022-23

The Clerk had pre-circulated a finance report and budget information. After discussion the Committee **AGREED** the budgets as follows:

- General Maintenance - Budget £2,500.00
 - Street lighting and Maintenance contract - Budget £320.00
 - Street Furniture - Budget £1500.00
 - All tree works and arboricultural report - Budget £2000.00
 - Planters refurbishment and upkeep and includes planting for the Queens Platinum Jubilee- Budget £750.00
 - Pond works/equipment/skips - Budget £1,000
 - Village Green Improvements including plaque for Queen Platinum Jubilee and banner – Budget £1500.00
 - Meadow – Third phase - Budget £1,000
 - War memorial (Save to invest) - Budget £300.00
 - Fencing (Save to invest) - Budget £400
 - Notice Boards - New notice board outside Loose Primary School - Budget £1,500.00.
- The following items are ring-fenced
- Rural Lanes £370.00
 - Roy’s Wood £458.00 (Work needed on trees)
 - Meadow including fencing £567.00

15. Monitoring and Ratification of any ROUND ROBIN decisions

None

16. Other Items (Discussion only)

Andrew Richards informed the meeting that he would like to join the Environment Committee.

17. Date of Next Meeting – 14 March 2022

Meeting closed at 9.25 pm.

Signed

Dated.....