



LOOSE PARISH COUNCIL ENVIRONMENT COMMITTEE MINUTES

Meeting held on Monday 10 August 2020 at 7.30pm

In attendance: Councillors: Chairman Charlie Hollister (CH), Peter Rigby (PR), Velma Bennett (VB), Jim Andrew (JA), Jane Butler (JB), Bridget Kenny (BK), Malcolm Summers (MS) and Kim Owen (Clerk) (KO) took the minutes

There were no members of the public in attendance.

1. To Elect a Chairman for the Environment Committee

MS proposed CH and it was seconded by JA. The Committee **AGREED** and CH was duly re-elected as Chairman of the Environment Committee.

2. To Elect a Vice Chairman for the Environment Committee

JA proposed VB and it was seconded by PR. The Committee **AGREED** and VB was duly elected as Vice Chairman of the Environment Committee.

3. To receive any apologies for absence

Apologies were received from Susan Luckhurst.

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, 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 17 July 17

None.

7. To sign as a correct record, the minutes of the meeting held on 10 February 2020 (pages 321-325)

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

AGENDA ITEM	NOTE OF DISCUSSION	WHO TO ACTION
8. Questions/ comments from the public including any matters put forward by local Community groups (3 mins)	None.	

AGENDA ITEM	NOTE OF DISCUSSION	WHO TO ACTION
9. Correspondence & phone calls received by the office	a. A complaint has been received from a resident about the state of the Closed Cemetery particularly where the ashes are laid to rest. The Clerk has been to the cemetery and taken photos. She has contacted the contractor who is responsible of the upkeep of the cemetery and asked for their comments on the complaint. JA advised that in the specification for the work in closed cemetery it does say that the appearance of the cemetery shall continue to be improved year on year.	Clerk to Monitor
	b. A resident has complained about the footpath by the stream as the surface is deteriorating. The Clerk has contacted KCC footpaths and reported the issue. She will monitor the situation.	Clerk to Monitor
	c. A resident has made a complaint about Walnut Tree Avenue junction and the parking on the ghost island area. There is no signage in this area and the resident has asked if a permanent sign could be put in place. The Council feel that there is little they can do as the lines are white not yellow. After discussion it was AGREED that the issue will be discussed with KCC when the Highway Improvement Plan (HIP) meeting takes place. Clerk to advise the resident and add to the agenda for the HIP meeting.	Clerk to add item to agenda for HIP meeting and advise resident.
	d. A complaint has been received from a resident about speeding along Busbridge road and motorist not keeping to the 30 miles per hour speed limit. Traffic signs are covered by foliage. A lamppost on the corner of Stockett Lane/Busbridge road was hit by a lorry and has not been replaced. Is there anything the Council can do? The Council AGREED that for the Clerk will report the lamppost issue to KCC, add the item to the HIP meeting agenda re the possibility of installing sleeping policemen.	Clerk to Action
	e. A resident from Hubbards Lane has written in to complain about the amount of dog mess on the field opposite Haste Hill Road. She thought there was originally a bin there at the end of the footpath KM66. Councillors could not remember a bin being sited there. The Clerk suggested that she could speak to the Community Warden to get some signs about dog fouling put up in the area.	Clerk to Action
10. The Village Green & The Triangle	a. Update on circular bench around the Jubilee tree The Clerk has contacted the contractor for an update on the installation of the circular bench. They advise that it will take at least another two months to season the wood. The bench will be made of cedar. The contractor said he would quote for the planters but the quote has not arrived.	

AGENDA ITEM	NOTE OF DISCUSSION	WHO TO ACTION
	<p>b. To discuss the reconfigurations of the Village Green CH advised that Isles have tidied up the Village Green. She is sorting out quotes for planters. There are some that are self-watering, which are plastic and some are wood. The Council AGREED to wait until the Circular Bench is in and then agree the type of planters to be put on then green.</p> <p>c. Update on the new bins from MBC John Edwards has advised that the bins will be installed on the Green by 21 August 2020. It was AGREED that JA and CH would meet on the green to check the where the bins should be placed.</p> <p>d. Discuss the maintenance contract to include a tidy up of the Green annually? After discussion the Committee AGREED to add the tidy up of the Village Green to the specification. The wording will be agreed when JA and CH meet on the Green to discuss the placement of the new bins.</p> <p>e. To receive an update on the Planter at the top of Old Loose Hill The planter is currently full of mushrooms and it needs the compost to be removed and replaced with fresh new compost and more robust plants. CH advised that she will meet with JB and SL to discuss the way forward with the planting of the planter.</p> <p>f. Triangle Planting update CH advised that the Handyman has planted the plants in the triangle and watered them. The Committee AGREED to pay him £30 for planting and watering the bulbs.</p>	
11. Brooks Field – Pond – Roy's Wood	<p>a. Meadow in Brooks Field update CH has met with Andy Wright from Isles and he has advised that it will be possible to set up the meadow in October and should come up in the Spring. She ask the Committee to look at the seeds from www.wildflowers.co.uk and this will be discussed at the next meeting on 14 September 2020.</p>	Clerk to Action
	<p>b. Update on damaged fence by the Chequers The Clerk advised that she has contacted LAA and they advised that they have not heard from KCC about ownership. It appears that the fence is not owned by anyone. It was AGREED that the Clerk will get a quote for the repairs and then speak to LAA and the Chequers to see if the cost can be split three ways. JA suggested that we speak to our insurers about the liability once work is completed. Clerk to check.</p>	
12. Cemetery	<p>a. To receive updates for work on the ragstone wall for the Cemetery and Kirkdale and make any necessary decisions KO advised that she had requested an update from Hurstway re work on ragstone walls. She has not had a response. The clerk will chase for update.</p>	Clerk to Action

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	b. Update on the knotweed issue in Cemetery CH advised that the knotweed has been cleared at the Cemetery. KO advised that she has advised the resident who raised the initial concern.	
13. KGVFP	a. Update on BT manhole cover issue KO advised that she has made a formal complaint to Openreach about the manhole cover that is a trip hazard. The Committee AGREED for the Clerk to get the trip hazard fixed and then ask Openreach why the manhole has been placed in KGVFP without the Council's agreement.	Clerk to Action
	b. Update on dead tree overhanging the playing field The tree belongs to Haydon House. The owner of the house has said he will help with the cost of removing the dead branches. The RFO Has instructed Hoods Tree Ltd to do the work.	
14. Risk/General Maintenance	a. To arrange dates for: <ul style="list-style-type: none"> Boundary walk, Boulder Check and KGVFP Walkabout All three will be completed by KO and CH. They will arrange a date accordingly. Cemetery Hand tests CH will arrange date with JA to do the Cemetery Hand tests. 	Clerk and CH to Action
	b. To receive update on the new bin to be placed on the footpath by McAlpine Allotments John Edwards had advised that it is not possible to place a bin on the footpath by the allotments. Where do we want the bin placed? After discussion the Committee AGREED that KO will go back to John Edwards to see if they can have a smaller bin on the allotment footpath. Bus shelter – John Edwards advised that the offer of a new bus shelter at the top of Old Loose Hill has had to be removed as a shelter was needed in another area of the Borough.	Clerk to Action
	c. To receive information on the water issue at Wool House The matter has now been resolved.	
	d. To discuss the trees in the Parish and make any necessary decisions The following trees need looking at: Cemetery – Tree above memorial bench needs cutting back Cemetery - tree as you enter the gates on the left hand side does not look good Triangle – Walnut tree needs cutting back. Clerk to arrange quotes for the work needed.	Clerk to Action
15. Finance	a. To review the RFO report and to agree any further actions (ongoing) The Finance report was received and noted by the Committee.	

AGENDA ITEM	NOTE OF DISCUSSION	WHO TO ACTION
16. Monitoring and Ratification of any ROUND ROBIN decisions	All Round Robins have been ratified by the Full Council.	
17. To discuss and agreed any additions or changes to the Website and Publications	None.	
18. To discuss the Highway Improvement and make any decisions necessary	Jennie Watson from KCC advised that she is available for a meeting on 19, 20, 25 and 27 August 2020. After discussion the Council AGREED to arrange a meeting on 25 August 2020 at 3pm. Clerk to organise meeting.	Clerk to Action
19. Update on the camera issue in Walnut Tree Avenue	CH advised that it is unlikely that the Police will be putting a camera on the lamppost at Walnut Tree Avenue as the person who installs them has not been trained and all training has been suspended due to Covid 19.	
20. To receive an update on the Tree Report for the Parish	The Council AGREED that the KO will obtain 3 quotes for the next Tree report. The agreement will be done by Round Robin.	Clerk to Action
21. To receive an update on the Kent Men of the Trees Competition	The KMOTT have advised that due to the Covid 19 the annual competition will not take place this year.	
22. Other items (discussion only)	<ul style="list-style-type: none"> a. The new Notice Board for Holmesdale Close has arrived and the Clerk has applied to KCC for a grant to cover the cost of the installation. She is currently awaiting a response. b. The Clerk asked if the Management Plan is to be on the September Agenda. The Committee asked that it is added to the next agenda. c. PR advised that the KCC consultation report on the A229 corridor has been published in July 2020 and is on the KCC website. 	
23. Date of Next Meeting	14 September 2020	

Meeting closed at 8.35pm

Minutes agreed by the Chairman to the Committee

Signed.....

Date.....