



# LOOSE PARISH COUNCIL

## ENVIRONMENT COMMITTEE MINUTES

Meeting held on Monday 11<sup>th</sup> November 2019  
at 7.30pm in the Parish Pavilion.

**In attendance:** Councillors: Chairman Charlie Hollister (CH), Susan Luckhurst (SL), Peter Rigby (PR), Jim Andrew (JA), Jane Butler (JB), Velma Bennett (VB), Bryan Hillman (BH), Bridget Kenny (BK), Jan Capon (RFO)(JC) and Kim Owen (Clerk) (KO) took the minutes

There were no members of the public in attendance.

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

There were no apologies for absence.

**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<sup>st</sup> Jan 13)**

None.

**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.

**5. To sign as a correct record, the minutes of the meeting held on 23<sup>rd</sup> September 2019 (pages 312-315)**

The minutes of the meeting held on 23<sup>rd</sup> September 2019 were approved by the Committee and signed by the Chairman.

AGENDA ITEM	NOTE OF DISCUSSION	Who to Action
<b>6. Questions/ comments from the public including any matters put forward by local Community groups (3 mins)</b>	None.	
<b>7. Correspondence &amp; phone calls received by the office</b>	None.	
<b>8. The Village Green &amp; The Triangle</b>	a. To discuss the reconfigurations of the Village Green As the drawings and costings were not available for Jubilee Bench the Committee <b>AGREED</b> to move this agenda item to next meeting.	
	b. Update on circular bench around the Jubilee tree	Clerk

	<p>The residents who wish to place a memorial bench round the Jubilee tree on the Green have advised that measurements have been taken and they are waiting to receive the drawings and costings for the bench. They would like to come to the next available meeting to discuss the matter further. The Committee <b>AGREED</b> that the clerk will contact them and ask them to attend the next LPC meeting on 9<sup>th</sup> December 2019.</p>	
	<p>c. Triangle Planting update The Chairman advised that 400 bulbs have been purchased for winter planting and Bob Hall has agreed to plant the bulbs for £20.00. The Chairman will be buying more plants for the triangle.</p>	
9. Brooks Field – Pond – Roy's Wood	<p>a. Meadow in Brooks Field The meadow was discussed and the following was <b>AGREED</b>:</p> <ul style="list-style-type: none"> <li>• JB will work on the meadow and try to get volunteers to help with the process in the spring.</li> <li>• For the clerk is to organise a meeting with CH, JB and Isles to look at the best course of action to get the meadow growing ie take of the top soil, harrow and then plant the seeds.</li> <li>• For a round Robin be used once the costs have been confirmed by Isles.</li> <li>• SL will start preparing an Environment Policy. It will also require input from the PCH Committee.</li> <li>• The clerk will send some sample policies to SL.</li> <li>• The Deputy Clerk will put the Environment Policy on the next PCH agenda for consideration.</li> <li>• Once the environment policy is completed it will be forwarded to the next available LPC meeting for approval.</li> </ul> <p>JA advised that it would also be good to improve the wildlife habitat on the field for example stag beetles, bats and owls once the meadow is growing.</p> <p>b. Update on damage fence by Chequers The clerk will correspond with LAA regarding the damaged fence.</p> <p>c. Pond Clearing The LAA have completed a lot of work on the Pond Clearing. They are hoping to have another working party during this month. Councillor Susan Grigg has agreed to pay for replacement chest and boot waders from her community fund and the LPC agreed to pay for another skip when the working party commences. The Committee <b>AGREED</b> to send a letter of thanks to the LAA. Clerk to Action.</p>	Clerk and Deputy Clerk
10. Cemetery	<p>a. To receive updates for work on the ragstone wall for the Cemetery and Kirkdale and make any necessary decisions The quotes have been received, agreed and accepted. The Committee is currently waiting for the works to be completed.</p>	Clerk

	<p>b. Damage to stones at the Cemetery At the Boundary walkabout on 2<sup>nd</sup> October 2019 JA and CH checked the stones for damage and found that four had damage to them. It looked like the damage was caused by a mower or strimmer. The clerk has been asked to speak to the Council's contractors who maintain the cemetery and also speak to a stone mason about repairs to the stones.</p>	
	<p>c. To receive update on Cemetery stones hand test The hand test was carried out by JA and CH on 2<sup>nd</sup> October 2019. All category 3s and suspect looking others were checked and all OK. No remedial action required.</p>	
<b>11. Boundary Walks etc</b>	<p>a. To receive Boundary Walk report and make any decisions necessary The Boundary walk was carried out on 2<sup>nd</sup> October 2019 by CH and the Clerk and the following areas of concern were raised</p> <ul style="list-style-type: none"> <li>a. Brooks Field - The use of the Community Payback Scheme has not progressed so the outstanding work needs to be considered including treatment of benches and gates. The Deputy Clerk will arrange for quotes to treat the benches and gates</li> <li>b. Cemetery - Damaged graves stone discussed under item 10b</li> <li>c. War memorial needed cleaning. Work was organised by the Deputy Clerk and carried out prior to the Remembrance Day Service yesterday.</li> <li>d. The Triangle – Walnut Tree needs cutting back. The Clerk has contacted John Hood for quote.</li> <li>e. Parish Boards were checked. They are in need of repair/placement over the next couple of years so will need to be added to the budget for 2020/2021 (item 14) The Deputy Clerk will arrange quotes for the purchase and fitting of the boards.</li> <li>f. Herts Crescent – Road sign is now in place but the cover stones for the wall have not been replaced. The Deputy Clerk will contact Golding Homes.</li> <li>g. KGVFP - Tree in Toddler area. This needs cutting back from the Multiplay area. The Clerk has contacted John Hood for a Quote.</li> <li>h. KGVPF – Shrubs /Trees overhang by Pavilion (see item 12b)</li> <li>i. KGVPF Tree in hedge along right side of field as you stand next to Pavilion. It is touching telephone wires. The Clerk has contacted John Hood for a quote to either cutback or remove the tree.</li> </ul> <p>The Committee <b>AGREED</b> to agree quotes via Round Robin.</p>	Clerk and Deputy Clerk
<b>12. KGVPF</b>	<p>a. Damage gate in corner of the KGVPF The work on the damage gate has been completed.</p>	Clerk

	<p>b. Update on Request to cut back a tree/shrub overhanging the footpath behind the cottages at the back of the Pavilion</p> <p>This contract was awarded by Round Robin but the work has still not been completed. The other quote received was for £76.50. The Committee <b>AGREED</b> that the second quote should now be accepted and for the future, the work should be on the Groundwork Specification. Clerk to Action</p>	
	<p>c. Missing goal post cover</p> <p>The contractor advised the office that they have made two spares and they have already been paid for. The Chairman advised that in future all sports equipment will come under PCH not Environment.</p>	
<b>13. Risk/General Maintenance</b>	<p>a. To receive update on the new bin to be placed on the footpath by McAlpine Allotments and make any necessary decisions.</p> <p>MBC have advised that the request for the litter bin to be installed on the end of the Bray Gardens footpath on the Loose road is not possible as there is a lack of space on the path and installing a bin wouldn't provide the 1.6 meters needed for a busy path. The Committee <b>AGREED</b> for the Clerk to speak to MBC to find a solution to the problem.</p>	Clerk
<b>14. Finance</b>	<p>a. To review the RFO report and to agree any further action (ongoing)</p> <p>The report was received and noted.</p> <p>b. To agree the budget for 2020/2021</p> <p>The budget was discussed by the committee and the following <b>AGREED</b></p> <ul style="list-style-type: none"> <li>To increase the proposed budget for Street Furniture to £850 to include the costs of treating the benches and the gates.</li> <li>To increase the budget for Bulbs/planters to £500 to include new planters.</li> <li>To increase the budget to £1000 for the pond works to form an island at Brooks field.3\</li> <li>To contact the Council's insurers to ascertain if a tree report is needed on a yearly bases and if it has to be completed by arborist. Deputy Clerk to Action</li> </ul>	Deputy Clerk
<b>15. To receive information on the ENO energy for the street lighting and make any necessary decisions</b>	<p>The street light electricity is with EON electric. At the July 2019 meeting this matter was discussed agreed (item15 22nd July19) to stay with current provider. This is because it is very difficult to find a provider who can offer unmetered supplies.</p>	
<b>16. Monitoring and Ratification of any ROUND ROBIN decisions</b>	<p>The Round Robin for the HIP was not used.</p>	
<b>17. To discuss and agreed any additions or changes to the Website and Publications</b>	<p>At the last meeting it was agreed to make changes to the ENV pages of the website and the Communication and Media Clerk is currently doing the updates.</p>	

<b>18. To discuss the Highway Improvement and make any decisions necessary</b>	JA has updated the Highways Improvement Plan and it has been circulated to Councillors. The Committee <b>AGREED</b> to move this item to the next meeting.	
<b>19. To receive update on the repairs laid out in the Tree Report for the Parish</b>	At the last meeting it was agreed to accept a quote for the works following the Annual Tree Report. The contractor has advised that work will start on 26 <sup>th</sup> November 2019.	
<b>20. To receive update on the signing of the Tree Charter</b>	The Clerk advised that the Tree Charter had been signed.	
<b>21. Other items (discussion only)</b>	JA advised that PR and himself met Paul Hopkins (KCC bridges) on 7 <sup>th</sup> November 2019. Two residents also attended parts of the meeting. The meeting included a walk around all the streets requiring signage. Options for signs and their location were discussed in detail. As the bridge has been deemed weak it has to have a suite of associated signage with it to warn motorists. After a discussion Paul was sympathetic to the needs of the area and will provide details of revised signage to the Council for comment. He will need to get clearance on some of the ideas but if this is forthcoming the proposals will include smaller signs at less obtrusive locations and black posts. They will also double up with some footpaths signs (entrance to Kirkdale). JA is waiting for a response from Paul Hopkins.	
<b>22. CLOSED SESSION – to discuss any quotes received or any other items of confidential nature</b>	None.	
<b>23. Date of Next Meeting</b>	10 <sup>th</sup> February 2020 BH advised that he will not be able to attend the next meeting on 10 <sup>th</sup> February 2019 as it is his wife's Birthday.	

Meeting closed at 9.35pm

Minutes agreed by the Chairman to the Committee,

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