

CAPEL PARISH COUNCIL

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Falmouth Place
Five Oak Green
Kent. TN12 6RD
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Minutes of a meeting of the Recreation Ground & Allotments Working Party held virtually at 19:00hrs on Thursday 23 March 2023

Present: Cllrs Saunders (Chair), Fenton, MacKenzie, Malpas, Patterson
Friends of Five Oak Green Representative: Jeff Fenton
Five Oak Green Community Gardening Group: Sophie Peers, Jose Twynam,
In attendance: Louise Goldsmith, Clerk; 1 member of the public

Minutes

314. 1. **APOLOGIES FOR ABSENCE:**
None received.
315. 2. **APPROVAL OF MINUTES:**
It was resolved that the Minutes of the Recreation Ground & Allotments Working Group meeting held on the 24 November 2022 be signed as a true and accurate record.
316. 3. **COUNCILLOR DECLARATIONS:**
None
317. 4. **ADJORNMENT TO HEAR FROM MEMBERS OF THE PUBLIC:**
It was noted that the Clerk has received 6 emails from allotment holders who have written in support of a proposal to install CCTV in the allotments.
318. 5. **FRIENDS OF FIVE OAK GREEN RECREATION GROUND**
a) To receive an update on fund raising for picnic tables
Jeff Fenton advised that the group has received a small donation from a quiz night held at the Dovecote Inn and a further £250.00 from a comedy night held at the Masonic Hall. The group may approach Capel Greenbelt Protection Society for a top up grant to enable them to purchase the picnic tables. In any event the group hope to install the benches in time for the busiest period over the summer.
b) To receive an update on a proposal for a bike track:
Jeff Fenton advised that the group have submitted a grant application to the Kent Community Foundation Fund for funding for the whole bike track project. A decision is awaited.
319. 6. **RECREATION GROUND**
It was agreed to take agenda item 6 (b) next.
b) Proposal to upgrade or replace the CCTV at the recreation ground
Cllr. Patterson, Saunders and the Clerk met with EJ Vision, the preferred contractor, to discuss the specification on the 27 February 2023. The quote to replace all the existing cameras and to increase the coverage to include the pavilion, MUGA and playground, as per the original tender, has been slightly amended and has reduced slightly from £13,851 to £13,324. Both the original and amended quote are based on solar cameras been used for the MUGA/playground. The key changes are the removal of one camera from the pavilion which was considered to not be needed and moving the suggested cameras on the post to the allotments, which would have also needed to be solar, to the roof of the toilets meaning they can be hardwired in and will record on the central video recorder in the Parish Office. It was noted that recordings from cameras not connected by cable need to be accessed by local wi-

fi by taking a laptop to the camera location. A wider choice of cameras is also available if a cable connection is used. It was noted that the CCTV cameras covering the gate to the allotment will not cover the driveway nor the central area or rear section of the allotments. Cllr. Saunders explained that most of the issues experienced, which in the main are anti-social behaviour and criminal damage, occur at the rear of the allotments. The contractor has provided an optional quote of £5,795 to install solar cameras on a 5m column in the turning area of the allotments. This would bring the total cost to £19,029. At an additional cost of £2,400 the proposed solar cameras for the MUGA/playground and the centre of the allotments could be hardwired in. The total cost for this solution would be £21,429. It was suggested that the Clerk should approach both the CCA and the Cricket Club for a financial contribution towards the cost of the proposed system. It was agreed that the Clerk should present a menu of options for Full Council to decide the final package at the meeting due to be held on the 27 March 2023.

It was agreed to take item 6e next

e) To consider a proposal for a finger post

It was agreed to continue to pursue installing a finger post in the car park. The Clerk had circulated some information on cast iron finger posts which would be both hard wearing and aesthetically pleasing. A cast iron finger post with approximately 5-6 direction signs would cost in the region of £2000. Various locations were considered. Cllr. Saunders offered to draw up a plan and design for the finger post to enable the Clerk to obtain 3 quotes.

19.43hrs Jeff Fenton left the meeting

It was agreed to take item 6g next

g) Five Oak Green Community Gardening Group

i) To receive an update on the Community Orchard

Jose Twynam presented the final design for the inspiration board to the working party which includes a QR code to the Parish Council website. It was agreed that further information about the Community Orchard could be added to the Parish Council website. Members were impressed with the design and thanked Jose for all her hard work in both raising the funds and designing the board. It was suggested and agreed that the group gift the inspiration board and picnic bench to the Parish Council so that it can be added to the asset register and be maintained and insured by the Parish Council. The newly planted trees have taken well.

ii) To discuss planters on the village green

Sophie Peers explained that the Gardening Group would like to minimise the ongoing maintenance of the planters in the village by having flower beds. The planters require maintaining and the watering was an issue last summer. Sophie Peers is considering installing a flower bed on the green between the bench and the path. The edge of the village green was also discussed and it was agreed that the Clerk should obtain a quote to remove the remaining posts and chain. It was agreed that neither a hedge nor further planting would be required and that the concrete and pebbles around the edge of the green would suffice. Sophie Peers advised that she is also considering refreshing the bed at the Tonbridge end of the green. The Five Oak Green Community Gardening Group will be holding a meeting on Friday 21 April 2023 at 7pm at The Hoppers where these ideas will be discussed and hopefully more volunteers will come forward to support the work of the group.

20:03hrs Sophie Peers and Jose Twynam left the meeting

c) Queen's Canopy Project

It was agreed to plant the remaining two oak trees that were purchased in support of the Queen's Canopy Project at the entrance to the L-shaped section of the recreation ground to create a gateway. Cllr. Saunders offered to plant the trees.

d) Benches

The Clerk reported that the bench next to the Parish Office has splintered and is beyond repair. It was agreed that the Clerk should find out if any of the residents would like to purchase a memorial bench for a member of their family to be placed on the recreation ground. Any bench would need to be made from sustainable materials.

f) Hedge Cutting

The Clerk reported that all the hedges around the recreation ground have now been cut. The hedge between Falmouth Place and the allotments has still not been cut by Town & Country Housing. The Clerk has contacted Town & Country Housing on numerous occasions and has now reported the condition of the hedge to KCC. The Highways Steward has inspected the hedge and has issued Town and Country with a Notice to cut the hedge within 28 days or KCC will take further action and arrange for the hedge to be cut and will then recuperate the cost. Cllr. Saunders asked the Clerk to find out how much of the border Town and Country actually own. It was suggested that the Parish Council could ask to take ownership of the hedge in the future.

a) RoSPA – To discuss the annual and monthly inspection reports

The Clerk has circulated the monthly report carried out by Capel Groundcare. The Clerk had asked Capel Groundcare for a quote to carry out the remedial works to include removing the moss from the MUGA, filling bolt holes on the MUGA, and removing the moss from the balancing beam and securing it to the ground. It was noted that Capel Groundcare has actually completed these works today at a cost of £236.00 (excluding VAT).

320. 7. **ALLOTMENTS**

a) To receive an update on the status of the rentals

The Clerk reported that all the allotments are currently let out.

b) To receive feedback from the allotment inspection

Cllr. Saunders and the Clerk carried out an inspection of all the allotments on the 14 March 2023. Cllr. Saunders shared photographs of plots 2a/2b and 20a/21a which are held by two different allotment holders. Members agreed that the plots have not been cultivated to the required standard as set out in the tenancy agreement.

b) To agree to serve Notice on plots 2a/2b and 20a/21a

It was agreed to recommend to Full Council that a resolution is passed at the meeting due to be held on the 27 March 2023 for Notice to be served on the allotment holders for plots 2a/2b and 20a/21a. The Clerk will hand deliver the Notices on Tuesday 28 March 2023 and will advise the holders to remove all personal belongings. The Clerk will ask the holder of plots 20a/21a to remove the shed that is partly constructed.

321. 8. **CAPEL VILLAGE HALL**

a) To receive any update

Cllr. Patterson advised that the next Trustees meeting will be held on the 6 April 2023. The accounts for the previous year still need to be signed off by the previous Trustees and submitted to the Charity Commission. Some progress has been made and the Trustees are now signatories on the account and are in the process of setting up Committees to run the hall.

322. 9. **CAPEL VILLAGE HALL CAR PARK**

a) Electric vehicle charging points – to receive an update

Members noted that the legal agreement has now been signed for the installation of an electric vehicle charging point in the car park which will serve two parking spaces. The power for the charging point will be taken from the road. It was also noted that the new legal agreements do not offer a licence fee. The Clerk is waiting for KCC to advise when the installation will take place.

b) To discuss the hedge planting around the public toilets

Cllr. Saunders advised that the new hedge planted using the saplings obtained for the Queen's Canopy Project has taken well and is starting to bud. A new access directly from the recreation side of the car park has also been created and needs to be paved. The Clerk will ask Capel Groundcare if they can install a couple of slabs.

323. 10. **PUBLIC TOILETS**

a) To receive an update on the remedial works to the toilet doors

The Clerk is in the process of obtaining a quote for new door frames, new doors and a new locking system. This will be considered by the next Finance & Resources Committee meeting.

324. 11. **DATE OF NEXT MEETING:**

Due to be held virtually at 19:00hrs on Tuesday 13 June 2023.

With no further business the meeting closed at 20:47hrs

Signed: Dated: