

## WALMER PARISH COUNCIL

8 The Strand, Walmer, Deal, Kent, CT14 7DY

Tel/Fax: 01304 362363

Web site: [www.walmercouncil.co.uk](http://www.walmercouncil.co.uk) E-mail: [clerk@walmercouncil.co.uk](mailto:clerk@walmercouncil.co.uk)



Dated this 23<sup>rd</sup> day of July 2021

To:

Councillors: Cllr S Le Chevalier, Cllr D Thompson & Cllr P Jull

Local Residents: Mr R Oram & Mr V Recas

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You are hereby summoned to attend a meeting of the Walmer in Bloom Committee to be held on **Tuesday 29<sup>th</sup> of July 2021** Deal Parochial School at 7.00pm to transact the business set out below

Mr Richard Styles  
Clerk to the Parish Council

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### AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members in respect of business to be transacted on the agenda

Where a Member has a new or registered Disclosable Pecuniary Interest (DPI) in a matter under consideration, they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter, they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting

Where a Member is declaring an Other Significant Interest (OSI), they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared an OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules

**3. MINUTES OF LAST MEETING**

To approve the minutes of the meeting held on Tuesday 25<sup>th</sup> of May 2021.

**Attach 1**

**4. HAWKSHILL**

i) Management Issues

ii) To receive a verbal report from Cllr D Thompson

iii) To review a copy of the Working Group yearly planner and discuss any work to be carried out

**Attach 2**

**5. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA**

**6. BUDGET**

(i) To receive a budget update for 2021/2022.

**Attach 3**

**7. LOCAL CAMPAIGN 2021**

**(A) FLORAL DISPLAYS**

(i) To receive an update on: -

a) Fixed planters;

b) Hanging baskets;

**(B) KEY ACTIVITY DATES**

To receive an updated copy of the Campaign's key activity dates for 2021.

**Attach 4**

**(C) LOCAL COMPETITION**

(i) Preliminary Judging

To consider the arrangements for this year's preliminary round judging: -

(a) To review division of responsibility of area judging (preliminary round)

(b) To confirm arrangements for final judging.

(c) To consider a draft generic Competition poster.

(ii) To organise a working party to send out commended letters and certificates.

**8. PRESENTATION OF AWARDS**

To consider: -

The Presentation of Awards event

**9. ISSUES FOR INCLUSION ON NEXT AGENDA**

**10. DATE OF NEXT MEETING**

Tuesday 20<sup>th</sup> of July 2021 at 7.00 pm at the Parish Office, 8 The Strand, Walmer

**DRAFT Minutes of the meeting of the Walmer in Bloom Committee held on Tuesday 25<sup>th</sup> May 2021 at 8 The Strand, Walmer, Deal at 7.00 pm.**

**Present: Mrs S Le Chevalier, Miss A Herring, & Mr D Thompson**

**Officer present: Sarah Plews**

**Also Present: Mr R Oram**

**1441. APOLOGIES FOR ABSENCE**

Apologies with reason were received and accepted from Mr R Recas

**1442. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2021/2022**

Members considered the election of a Chairman and Vice-Chairman for 2021/2022.

**RESOLVED:**

- i) That Cllr Mrs S Le Chevalier be appointed as Chairman.
- ii) That Cllr Ms A Herring be appointed as Vice-Chairman

**1443. TERMS OF REFERENCE**

Members reviewed Walmer in Bloom committee's terms of reference.

**RESOLVED: - Members accepted the current Walmer in Bloom committee's terms of reference**

**1444. DECLARATIONS OF INTEREST**

No declarations of interest were received from Members in respect of business to be transacted on the Agenda.

**1445. MINUTES OF LAST MEETING**

The Minutes of the meeting, held on Tuesday 27<sup>th</sup> of April 2021, were approved as a correct record and signed by the Vice Chairman

#### 1446. HAWKSHILL

i) Management issues

a) Cllr Sue Le Chevalier discussed with members that an up-to-date map of the boundaries of Hawkshill be shared with members/contractors to ensure specific tasks/locations are accurately identified to ensure clarity of future works.

**RESOLVED: - The Assistant Clerk will provide the boundary map included with the deeds to all members tomorrow.**

b) Cllr Sue Le Chevalier also informed members that the car park is in a terrible state as gravel has spread across Liverpool Road. Kent County Council will be resurfacing and adding a sleeping policeman to calm traffic in the area as agreed in mins 1435 i) Members received a quotation to resurface entrance to prevent grit from down washing onto Liverpool Rd

**RECOMMENDATION: - That Members accept the quotation to resurface entrance to prevent grit from down washing onto Liverpool Rd at a cost of £4,051.05**

**RESOLVED: - Members agreed to note**

c) Cllr Sue Le Chevalier advised members that there are no signs up at Hawkshill advising visitors of 'Parking is at owners' own risk' in the car park. Also 'Welcome to Hawkshill' signs advising visitors of more information about this special natural chalk grassland.

Mr R Oram also wished to include Please do not pick the flowers, they are a vital part of the food chain as he has previously witnessed a visitor collecting flowers.

Mr R Oram suggested an event based on all Walmer in Bloom activities, when covid restrictions are more relaxed to get more residents interested and new volunteers.

ii) To receive a verbal report from Cllr D Thompson

Cllr D Thompson shared with members a report of present and future pictures and accompanying reports all provided alongside Mr V Recas.

- ¾ of the area called Rays Bottom has been cleared
- Brambles cleared from the Bank/Car Park
- Fallen trees have been cleared
- Bluebells have now emerged
- There has been no reports of vandalism or theft of late
- Cllr D Thompson expressed the need for a recycling bin within the area

**RESOLVED: Members agreed to note and thanked Cllr D Thompson and will thank Mr V Recas when they meet next for this insightful report.**

#### 1447. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA.

Mr V Recas would like to attend a Chainsaw and Brushcutter course and Mr D Thompson a 1<sup>st</sup> Aid course

**RESOLVED: The Assistant Clerk will find companies that offer these services and report back with any updates.**

#### 1448. BUDGET

(i) Members received a budget update for 2021/2022

**RESOLVED: Members agreed to note**

**1449. LOCAL CAMPAIGN 2021**

**A) FLORAL DISPLAYS**

i) Fixed planters

i) Members have now started work on their prospective planters

**RESOLVED: Members agreed to note**

ii) Members discussed the planter outside the office and considered moving it to a new location as the new office may not have permission to place it outside the office front.

**RESOLVED: Members agreed to considering other appropriate locations.**

ii) Hanging Floral Displays

The Assistant clerk advised members that there were no updates but would contact 'Youngs Nurseries' to request any updates

**RESOLVED: Members agreed to note**

**B) KEY ACTIVITY DATES**

Members received an updated copy of the Campaigns key activity dates for 2021

**RESOLVED: That the information be noted**

**C) LOCAL COMPETITION**

i) Members received an update on the preparation of publicity material.

**RESOLVED: Mr R Oram apologised for not having the time to arrange a publicity poster containing all previous winning school poster entries, but will advise the Chair Cllr Sue Le Chevalier if he would have the time to complete it before the 22<sup>nd</sup> of June**

**1450. ENTRANCE TO CANADA ROAD**

Cllr D Thompson has arranged to meet with our contractor to collect and deliver the new planter at the entrance to the Drill Field Saturday the 29<sup>th</sup> of May at 10am

**RESOLVED: Members agreed to note**

**1451. ISSUES FOR INCLUSION ON NEXT AGENDA**

None

**1452. DATE OF NEXT MEETING**

Tuesday 22<sup>nd</sup> June 2021 at 7:00pm at the Parish Office, 8 The Strand, Walmer, Deal.

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The meeting closed at 8:30pm.

Signed \_\_\_\_\_

Dated \_\_\_\_\_



**WALMER IN BLOOM 2020/2021**

ITEM	SUBMISSION 2021/2022
<b>FLORAL DISPLAYS</b>	<b>£1,500.00</b>
<b>PLANTING</b>	
Hanging basket plants	£763.84
Planters	£25.96
<b>EQUIPMENT</b>	
Hanging Baskets & Brackets	
KCC Permission	£29.00
New Planter	
Delivery of new Planter	
<b>PLANTER REPAIRS</b>	
<b>CONTRACTORS' COSTS</b>	<b>£2,500.00</b>
Watering & maintenance	£2,534.40
Collect Baskets	£130.00
Removal of baskets	£50.00
<b>PUBLICITY</b>	<b>£300.00</b>
Banners	
Leaflet printing & Delivery	
<b>COMPETITION COSTS</b>	<b>£250.00</b>
Mrs J Doulton	
S & SE in Bloom	
B Bailey	
Downs Donation	
Prizes	
Presentation event – food etc.	
Sea Scout Hut	
<b>MISCELLANEOUS/</b>	<b>£50.00</b>
<b>CONTINGENCY</b>	
<b>SPEND - Committed</b>	<b>£2,740.36</b>
<b>TOTAL BUDGET</b>	<b>£4,700.00</b>
<b>Difference</b>	<b>£2,159.64</b>

MONTHLY GUIDELINES FOR WORK HAWKSHILL	
JANUARY	AS PER WINTER PLAN Any cutting back to be done. AS PER WINTER PLAN Eastern hedge cut back 1/3rd of length per year. Brambles AS PER WINTER PLAN Maintenance work. Brambles
FEBRUARY	
MARCH	Maintenance work General tidy up after winter. Access area to Freedown plateau trimmed <b>CUTTING USUALLY STOPS MID MARCH-START OF BIRDS NESTING SEASON</b>
APRIL	<b>NESTING SEASON</b> General maintenance only as per summer plan. Car park site lines
MAY	<b>NESTING SEASON</b>
JUNE	General maintenance only as per summer plan. Path hole filling, Car park site lines. Keep all paths trimmed back <b>NESTING SEASON</b>
JULY	General maintenance only as per summer plan. Car park site lines. Keep all paths trimmed back <b>NESTING SEASON</b> General maintenance only as per summer plan. Car park site lines. Paths trimmed back Tidy brambles only at Western Bank (unofficial path) before Wild Flower Talk.
AUGUST	General maintenance only as per summer plan. Car park site lines. Paths trimmed back
SEPTEMBER	<b>Start of Autumn and Winter Maintenance work. Volunteers meet 1st Sunday of Month</b>
OCTOBER	Plateau cut by Contractor between 1st of June & 1st of October as per RHS guidelines
NOVEMBER	AS PER WINTER PLAN AS PER WINTER PLAN Brambles trimmed back at base of Eastern Hedge
DECEMBER	AS PER WINTER PLAN Brambles trimmed back Western Edge/ Trim along access road

## Hawkshill Freedown

Ivy should not be totally eradicated as this provides a valuable source of nesting places and food. Saplings/Whips/Flowers/bulbs/plants/shrubs etc of any kind or variety should not be planted on Freedown. No grass seed or wild flower seed to be used or spread on the Freedown unless approved by WPC. Work only to take place at designated and approved times, (Usually 10.00-12.00 First Sunday in month) Check emails for any changes to date or time Care taken to preserve the Western Bank as this is a special site of interest. Eastern hedge 1/3 rd length only cut each year in winter to allow for birds and insects etc. to re establish. Bramble suckers can be removed anytime, these are the sprouting brambles. New Commemorative stand base kept clear of overgrowth and checked each month. ALL RUBBISH/CUTTINGS SHOULD BE TAKEN AT THE END OF EVERY SESSION TO AREA ON WESTERN SIDE. NO PILES OF CUTTINGS TO BE LEFT EN SITU Plateau cut once a year between 1st June and 1st October as per RHS guidelines	
<b>WINTER MAINTENANCE PLANS</b> As per Summer maintenance plan with increased focus on cutting back blackthorn and brambles to aid the preservation of chalk grass land. <b>SUMMER GENERAL MAINTENANCE:</b> Keeping paths accessible (for example the one from the carpark past the sub station). Site lines for cars coming out of carpark Litter picking on a regular basis. Seats kept free of vegetation Checks on all footpaths onto Freedown please notify Office with any problems. Base of New Commemorative Stand to be kept clear of vegetation. Stand wiped clean. Only additional work in the summer to be undertaken after request to, and prior approval of Parish Office. AREA Under Castle trees on North side. This area does not need regular cutting. It usually dies down in Winter. AREA North Boundary. No limbs of trees cut unless Castle request. These are valuable habitat for birds and provide protection from wind. AREA North Boundary Castle trees overhanging plateau are subject to Castle tree inspection. Dead branches should be reported to the Parish Office who will inform Castle staff. AREA Path from Liverpool Road along Castle fence to Plateau. No further Ivy should be removed. AREA Plateau. Keep vegetation around seats trimmed. AREA Access Paths, keep lightly trimmed so walkers can access Freedown without hurting themselves. Inform office of any problems, damage etc. AREA Western side/off northly side of Car Park, little or no work on a regular basis.	



## VOLUNTEERS

All Volunteers have to be registered at the Parish Office and receive Health and Safety notifications. Volunteers are not able to work until office has their full details for insurance requirements.

No lone working unless Office informed in advance. Working sessions usually first Sunday of month 10.00-12.00 or by mutual agreement. Meet Liverpool Road Carpark

Working sessions will be once a month from September to March unless specific projects undertaken

There will be minimal working sessions March to September. Specified days and times only throughout year to comply with insurance requirements.

Volunteers can be offered courses after minimum of 12 hours volunteer work has been undertaken.

First Aid box kept up to date and Volunteers made aware of location.

Volunteers should have a mobile phone with them when working.

WPC will not grant permission for bird boxes on its land and therefore will not hold responsibility for any birdboxes or similar structures on WPC land

The Shed containing tools is placed on private land. Please respect the householders privacy at all times. The Lead Volunteer will have the key, if necessary an arrangement to collect a spare key from the WPC Office can be made.

Volunteers can only use equipment for which they have been trained.

Protective wear, gloves etc. must be worn as necessary.



## WALMER IN BLOOM – KEY ACTIVITY DATES 2021

Members select summer planting quantities	January
Order Spring/Summer Planting	January
Letters sent out to Sponsors	February
School Poster Competition runs for 5-6 weeks. Entries circulated amongst committee members to shortlist winners.	Early February – March
Final judging for Poster Competition.	?? of April meeting
Order publicity leaflets	End of April
Letters sent out to businesses.	Mid May
The Downs CE School & Parochial CE School presentation. At presentations, deliver publicity material for distribution via book bags.	(10 <sup>th</sup> of June & 6 <sup>th</sup> June) 2019 years dates
Floral displays mounted on lampposts along The Strand and on seafront.	Last Bank Holiday weekend in May or early June
Poster Competition press release to local media.	Early June
Delivery of publicity flyers to shops, library etc. /press release local media advertising Local Garden Competition.	Mid June
Business Prize collection	July
Preliminary judging week commencing ?? of July 2020	
Final judging	July/August
Press Release – Local Garden Competition results.	TBC
Presentation date TBC	TBC
Floral displays taken down.	Third week in September