

WALMER PARISH COUNCIL

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Dated this 17th day of March 2021

To:

Councillors: Mrs S Le Chevalier, Mr D Thompson, Mr R Oram, Mr V Recas & Miss A Herring

Local Residents: Chapman's Landscape & Garden Contractors

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You are hereby summoned to attend a meeting of the Walmer in Bloom Committee to be held on **Tuesday 23rd of March 2021** via 'Zoom' Video Conferencing at 7.00pm to transact the business set out below

IMPORTANT NOTE

Please ensure that when you join the conference call (or the queue for it) you mute your telephone unless actively speaking as otherwise it will cause feedback that will make it very difficult for everyone, including you, to hear the call.

Meeting ID: 224 572 9770

Password: 294456

Telephone Number (Free): 0203 695 0088

If you experience technical difficulties immediately prior to or during the meeting please call
07828221924

Mrs Sue Le Chevalier
Acting Clerk to the Parish Council
Email to: Darran Solley, DDC

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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. OPENNESS & TRANSPARENCY

To remind those present of the following: -

The right to record, film and to broadcast meetings of the council, committees and sub committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. While those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings, those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Any person or organisation choosing to film, record or broadcast any meeting of the Council or a committee is responsible for any claims or other liability from them so doing.

4. MINUTES OF LAST MEETING

To approve the minutes of the meeting held on Tuesday 23rd of February 2021.

Attach 1

5. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

6. HAWKSHILL

To receive/discuss a copy of the Hawkshill Management Plan

Attach2

7. BUDGET

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

Attach 3

8. LOCAL CAMPAIGN 2021

A) FLORAL DISPLAYS

(i) To receive an update on: -

a) Fixed planters

b) Hanging floral displays.

B) KEY ACTIVITY DATES

i) To receive a draft copy of the Campaign's key activity dates for 2021.

Attach 4

C) SCHOOL/YOUTH ACTIVITIES

(i) To discuss and agree the alternative to the school poster competition

8. HEALTH & SAFETY

To consider arrangements for the annual inspection of hanging baskets and fixed planters.#

9. ENTRANCE TO CANADA ROAD

To receive information from Cllr D Thompson

10. DATE OF NEXT MEETING

27th of April via 'Zoom' Video Conferencing at 7.00pm

WALMER IN BLOOM COMMITTEE

Minutes of the zoom online meeting of the Walmer in Bloom Committee held on Tuesday 23rd of February 2021 at 7.00 pm.

Present: Mrs S Le Chevalier, Mr D Thompson & Cllr J Murray

Officer present: Sarah Plews

Also Present: Mr V Recas

1413. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Mr R Oram

1414. DECLARATIONS OF INTEREST

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

Cllr s Le Chevalier wished to declare a VOI as is now the Acting Clerk of Walmer Parish Council

1415. MINUTES OF LAST MEETING

The Walmer in Bloom Minutes of the meeting, held on Tuesday 12th January 2021, were approved as a correct record, and will be signed by the Chairman at the earliest convenience

1416. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA.

There were no matters arising

1417. HAWKSHILL

i) To receive/discuss a copy of the Hawkshill Management Plan

RESOLVED:- Cllr S Le Chevalier (Acting Clerk) wished to remind all members that due to lockdown still in place, no work can be undertaken until at the earliest the 29th of March

ii) To receive/discuss the Hawkshill inspection report and attached pictures.

RESOLVED:- Members discussed the inspection report the Assistant Clerk had carried out and the accompanying photographs.

Members agreed to the Assistant Clerk requesting a quotation from our approved contractor for the collection and disposal of fly tipping within the carpark area

1418. BUDGET

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

RESOLVED:- Members agreed to note

1419. LOCAL CAMPAIGN 2021

A) FLORAL DISPLAYS

(i) To receive an update on: -

a) Fixed planters.

RESOLVED:- Cllr S Le Chevalier (Acting Clerk) wished to remind all members that due to lockdown still in place, no work can be undertaken until at the earliest the 29th of March

- b) New Drill Field planter
RESOLVED:- Cllr S Le Chevalier (Acting Clerk) wished to remind all members that due to lockdown still in place, no work can be undertaken until at the earliest the 29th of March
- c) S & SE in Bloom
RESOLVED:- Cllr S Le Chevalier (Acting Clerk) advised members that this year, unfortunately, Walmer in Bloom will not be entering S & SE in Bloom this year due to the COVID-19 restrictions. Members supported this decision.
- (ii) To consider: -
 a) Quotation for the Permit Application from Kent County Council
RESOLVED:- That the assistant clerk completes the permit application on behalf of the committee.
RECOMMENDATION: That the Assistant Clerk pays up to £40 for the cost involved for the permit application
- b) Quotation for Chapmans Landscapes maintenance contract
 Members received a quotation, for this year's Maintenance Contract, from Chapman Landscape & Garden Contractors of £158.40, plus VAT, per week (for watering three times per week), + £130.00 plus VAT, (for transportation and erection of 56 baskets), with an estimated total cost of £2,791.12 plus VAT, for 14 weeks or £3,171.28 plus VAT, for 16 weeks
RECOMMENDATION: That the quotation from Chapmans Landscapes of £158.40, plus VAT, per week (for watering three times per week), + £130.00 plus VAT, (for transportation and erection of 56 baskets), with an estimated total cost of £2,791.12 plus VAT, for 14 weeks or £3,171.28 plus VAT, for 16 weeks be accepted.
- B) KEY ACTIVITY DATES**
 To receive a draft copy of the Campaign's key activity dates for 2021.
 Members agreed to note
- C) SCHOOL/YOUTH ACTIVITIES**
- (i) To discuss and agree if the school poster competition will take place this year
RESOLVED:- Cllr S Le Chevalier (Acting Clerk) advised members that this year, after discussions with the school involved, this year's school poster competition will not be proceeding.
 However, Cllr S Le Chevalier (Acting Clerk) advised members that this year of the proposal of construction a school poster competition made up of all past winning posters/photographs.
- (ii) To receive a draft copy of Walmer in Bloom publicity article
RESOLVED:- That Cllr S Le Chevalier (Acting Clerk) alongside the Assistant Clerk, make amendments be made to the publicity article and submit to members for approval at the next meeting.

1420. DATE OF NEXT MEETING

23rd of March via ‘Zoom’ Video Conferencing at 7.00pm

The meeting closed at 19:35pm.

Signed _____

Dated _____

MONTHLY GUIDELINES FOR WORK HAWKSHILL	
JANUARY	AS PER WINTER PLAN Any cutting back to be done.
FEBRUARY	AS PER WINTER PLAN Eastern hedge cut back 1/3rd of length per year. Brambles AS PER WINTER PLAN Maintenance work. Brambles
MARCH	Maintenance work General tidy up after winter. Access area to Freedom plateau trimmed CUTTING USUALLY STOPS MID MARCH-START OF BIRDS NESTING SEASON
APRIL	NESTING SEASON
MAY	General maintenance only as per summer plan. Car park site lines NESTING SEASON
JUNE	General maintenance only as per summer plan. Path hole filling. Car park site lines. Keep all paths trimmed back NESTING SEASON
JULY	General maintenance only as per summer plan. Car park site lines. Keep all paths trimmed back NESTING SEASON
AUGUST	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.
SEPTEMBER	General maintenance only as per summer plan. Car park site lines. Paths trimmed back Start of Autumn and Winter Maintenance work. Volunteers meet 1st Sunday of Month
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 Freedom	
Ivy should not be totally eradicated as this provides a valuable source of nesting places and food. Sapling/Whips/Flowers/bulbs/plants/shrubs etc. of any kind or variety should not be planted on Freedom.	
No grass seed or wild flower seed to be used or spread on the Freedom 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 clean 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	
WINTER MAINTENANCE PLANS	
As per Summer maintenance plan with increased focus on cutting back blackthorn and brambles to aid the preservation of chalk grass land.	
SUMMER GENERAL MAINTENANCE: 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 Freedom 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 Freedom without hurting themselves. Inform office of any problems, damage etc.	
AREA Western side/off northy 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 2020/2021

ITEM	SUBMISSION 2020/2021	SUBMISSION 2021/2022
FLORAL DISPLAYS	£1,500.00	£1,500.00
PLANTING		
Hanging basket plants	£763.84	
Planters	£108.00	
EQUIPMENT		
Hanging Baskets & Brackets		
KCC Permission	£26.50	
New Planter	£769.25	
Delivery of new Planter	£35.00	
PLANTER REPAIRS		
CONTRACTORS' COSTS	£2,500.00	£2,500.00
Watering & maintenance	£1,993.00	£2,534.40
Collect Baskets	£120.00	£130.00
Removal of baskets		£50.00
PUBLICITY	£300.00	£300.00
Banners		
Leaflet printing & Delivery		
COMPETITION COSTS	£250.00	£250.00
Mrs J Doulton		
S & SE in Bloom		
B Bailey		
Downs Donation		
Prizes		
Presentation event – food etc.		
Sea Scout Hut		
MISCELLANEOUS/	£50.00	£50.00
CONTINGENCY		
SPEND - Committed	£3,011.34	£2,664.40
TOTAL BUDGET	£4,700.00	£4,700.00
Difference	£1,888.66	£2,235.60

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 th of June & 6 th 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 at Sea Scout Headquarters.	TBC
Floral displays taken down.	Third week in September