

WALMER PARISH COUNCIL

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

Tel/Fax: 01304 362363

Web site: www.walmercouncil.co.uk E-mail: clerk@walmercouncil.co.uk



Dated this 17th day of February 2021

To:

Councillors: Mrs S Le Chevalier, Mr D Thompson, Mr R Oram, Mr D Symons
& 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 February 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 12th January 2021.

Attach 1

5. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

6. HAWKSHILL

- i) To receive/discuss a copy of the Hawkshill Management Plan
- ii) To receive/discuss the Hawkshill inspection report and attached pictures

Attach2

Attach 3

7. BUDGET

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

Attach 4

8. LOCAL CAMPAIGN 2021

A) FLORAL DISPLAYS

- (i) To receive an update on: -
 - a) Fixed planters;
 - b) New Drill Field planter
 - c) S & SE in Bloom
- (ii) To consider: -
 - a) Quotation for the Permit Application from Kent County Council
 - b) Quotation for Chapmans Landscapes maintenance contract

Attach 5

B) KEY ACTIVITY DATES

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

Attach 6

C) SCHOOL/YOUTH ACTIVITIES

- (i) To discuss and agree if the school poster competition will take place this year
- (ii) To receive a draft copy of Walmer in Bloom publicity article

Attach 7

9. DATE OF NEXT MEETING

23rd of March 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 12th January 2021 at 7.00 pm.

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

Officer present: Sarah Plews

Also Present: Mr V Recas

1404. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Cllr D Symonds

1405. DECLARATIONS OF INTEREST

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

1406. MINUTES OF LAST MEETING

The Walmer in Bloom Minutes of the meeting, held on Tuesday 20th October 2020, were approved as a correct record, and will be signed by the Chairman at the earliest convenience

1407. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA.

Cllr Sue Le Chevalier requested that Richard Oram be Co-opted onto the Walmer in bloom committee, Cllr A Herring seconded the request. All members voted in agreement.

RECOMMENDATION: Mr V Recas be co-opted as a voting Member and members agreed that Mr V Recas will be a valuable member on the Walmer in Bloom committee. The Assistant Clerk will arrange for Mr V Recas to sign all necessary paperwork in due course including a DPI form.

i) *Mins 1402* Cllr D Thompson & Cllr D Symonds informed members of their New proposal at Drill Field

RESOLVED: That Cllr D Symonds and Cllr D Thompson advised members that they had met up at the site and will defer this item till the next agenda in order to provide more exact details

RESOLVED: Cllr D Thompson advised members that he and Cllr D Symonds had not had the opportunity to meet up and will update members at the next meeting on the 23rd of February

1408. HAWKSHILL

i) Management Issues

The Assistant Clerk advised members of an email received from Dover District Councils' Environmental Officer. The Environmental officer had attended land owned by Walmer Parish Council, and has identified waste that has been deposited on it, therefore requested us to remove it

RESOLVED: The Assistant Clerk advised members that this had been arranged.

ii) To receive a verbal report from Cllr D Thompson

Cllr D Thompson advised members that he had been tending to various works up at Hawkshill, however, he was advised that due to the stay-at-home rule, he should cease from any further works until advised otherwise

RESOLVED: Cllr D Thompson agreed

iii) Members received information from DDC regarding unauthorised encampments
RESOLVED: Members agreed to note

1409. LOCAL CAMPAIGN 2021

(A) FLORAL DISPLAYS

(i) To receive an update on: -

a) Fixed planters - autumn/winter planting.

i) The Assistant Clerk raised a concern that the two planters adjacent to Walmer Parish Hall required a new member to tend to them

RESOLVED: Mr V Recas advised members that he would happily take on this responsibility on Behalf of Walmer in Bloom

ii) The Assistant Clerk advised members that the new planter for the Drill field has now been delivered to our approved contractor, Mr S Chapman

RESOLVED: That the Assistant Clerk thanks Mr S Chapman for taking delivery. however, members agreed that until the stay-at-home rule has been lifted, the Assistant Clerk informs Mr S Chapman, that a date will be arranged at the earliest convenience for him to meet with Cllr S Le Chevalier and Mr D Thompson.

Cllr S Le Chevalier requested that The Assistant Clerk contacts Mr S Chapman to ask for a quote to be provided for any costs implicated to far.

b) Erection of hanging baskets along the seafront.

The Assistant Clerk advised members that Youngs Nursery have our baskets ready to plant up for this year's floral displays. Mr S Chapman will liaise with Youngs Nursery and the Assistant Clerk

RESOLVED: Members agreed to note

c) DDC planting schedule for 2021.

The Assistant Clerk advised members that she had requested information regarding DDC's planting schedule particularly colour schemes. Unfortunately DDC had yet to reply.

RESOLVED: Members agreed to note

(ii) To consider: -

a) Sponsorship.

Members considered contacting local organisations to request sponsorship for the 2021 Campaign

RESOLVED: Members all agreed that this year Walmer in Bloom would not be contacting local organisations to request sponsorship for the 2021

(iii) To review maintenance contract and weed control.

Members received a draft copy of the maintenance contract, including weed control, for this year's Campaign.

RESOLVED: Members agreed to a couple of amendments that the Assistant Clerk will change. Members then agreed to note.

(B) KEY ACTIVITY DATES

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

RESOLVED: Members agreed to note.

(C) SCHOOL/YOUTH ACTIVITIES

To consider: -

a) The School Poster Competition specification.

Members received a draft copy of this year's 2021 School Poster competition specification to discuss.

RESOLVED: That the specification be slightly amended, and local schools be contacted immediately.

1410. BUDGET

(i) Members received a budget update for 2020/2021

RESOLVED: Members agreed to note.

1411. ISSUES FOR INCLUSION ON NEXT AGENDA

S & SE in Bloom 2021 (To ensure Cllr D Thompson has received hard paper copies)

1412. DATE OF NEXT MEETINGS

Zoom Online on Tuesday the 23rd of February 2021 at 19:00

The meeting closed at 20:00pm.

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
APRIL	CUTTING USUALLY STOPS MID MARCH-START OF BIRDS NESTING SEASON
MAY	NESTING SEASON General maintenance only as per summer plan. Car park site lines.
JUNE	NESTING SEASON General maintenance only as per summer plan. Path hole filling, Car park site lines. Keep all paths trimmed back
JULY	NESTING SEASON General maintenance only as per summer plan. Car park site lines. Paths trimmed back
AUGUST	General maintenance only as per summer plan. Car park site lines. Paths trimmed back
SEPTEMBER	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.
Saplings/Whips/Flowers/bulbs/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 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 IN 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

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.

Litter picking on a regular basis.

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 of north 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 PARISH COUNCIL 01304 362363

Dec-19

WALMER PARISH COUNCIL - HAWKSHILL INSPECTION REPORT

Inspection to be carried out in March & October each year

Note: Footpaths to be covered by Footpath Inspection Form

Tree Safety Inspection to be carried out every 3 years

Structure/Area	Type of Check eg visual/physical	Previous condition November 2020	Current condition February 2021	Action/Priority High/Med/Low
Liverpool Road Car Park Area				
Surface	Visual	loose but satisfactory	loose but satisfactory	
Visual sight lines for cars entering/existing area		satisfactory at the moment	satisfactory	
woodland area possible dumping site	visual	Whole area neat	Cleared and new trees planted	
Overhanging trees (potential danger to cars)		shortly to be cut back	Top of walkway onto Glen tree overhanging	
Benches	Physical check of secureness of ground fixings and slats	all benches clean and solid	all benches clean and solid	
Litter Bins/Dog Bins/Bollards				
Bin 1 - Green bin in car parking area	Physical check of secureness of ground fixings	satisfactory	satisfactory	
Bin 2 - Red dog bin at base of the footpath		satisfactory	satisfactory	
Bin 3 - Green bin next to bollards		satisfactory	satisfactory	
Bollards at edge of grass plateau		satisfactory	satisfactory	
Bollard at bottom of ED46		off centre of path	off centre of path	
Bollards in car park area		good apart from fence collapsed	fly tipping issues ie car door and a case from a lamppost on floor	low
Dog Fouling & Litter	Visual	None noticed	None noticed	
Dog Notices				
Information Boards	Visual and physical check of secureness of ground fixings	satisfactory	satisfactory	

Structure/Area	Type of Check eg visual/physical			Action/Priority High/Med/Low
Walmer Parish 2 No Car Parking Signs	Visual and physical check of secureness of ground fixings	satisfactory	satisfactory	
Public Rights of Way	Visual	unofficial butterfly path is very well used	walkways clear but almost too clear	Is this a concern?
War Memorial Area	Visual	roses and other floral plants	tree left adjacent in 2 parts on the grass	med
Trees	Visual plus separate 3 year check by arboriculturist		lots of tree clearing and planting especially looking out onto liverpool road	
Woodland area behind houses (potential fire hazard)	Visual check of evidence of camp fires & potential ignition sources	not checked	not checked	
Other Issues				
1. Pot holes on Freedown and adjacent to some benches	Visual	numerous holes made by animals	no holes noted	
2. Some encroachment of bushes on North end of Freedown	Visual	satisfactory	satisfactory	
5. Commemorative Stand				
Signature:	S Plews	satisfactory	satisfactory	

Inspection Hawkshill – 15 February 2021



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	£1,993.00
Collect Baskets	£120.00	£120.00
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	£2,113.00
TOTAL BUDGET	£4,700.00	£4,700.00
Difference	£1,888.66	£2,787.00

ATTACH 5

Chapman

Landscape & Garden Contractors

8 Kennedy Drive, Walmer, Deal, Kent CT14 7TQ

Telephone: 01304 365680 Mobile: 07702553034

F. A. O. Sarah,
Walmer Parish Council,
8 The Strand,
Walmer,
Kent.
CT14 7AP

11th February 2021,

Dear Sarah,

Quotation

Re: Walmer in Bloom 2021

To collect 56 baskets from Youngs Nursery
and erect onto existing brackets.

£130.00 + VAT

Watering 3 times per week 56 hanging baskets
And planters (total 72 units) to include feeding and
Dead heading. Billed monthly

£158.40 + VAT per week

Removal of baskets at end of season.

£50.00 + VAT

I hope you find this quotation acceptable.

Assuring you of my best attention at all times.

Yours faithfully,



Simon Chapman

Proprietor: S.J. Chapman

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

HELP WALMER BLOOM THIS SUMMER

Walmer Parish Council's Walmer in Bloom Committee have launched their 2021 campaign with the proposed annual School Poster Competition. This will hopefully be open to pupils at both The Downs and The Parochial CEP schools, following government guidelines.

There is always a very good response from pupils, who enjoy using their creative talents to brighten the wider community.

With the start of the new Campaign, the Committee are calling on Walmer residents to consider nominating their front gardens for the Local Garden Competition. Judges will be touring the Parish, beginning of July, looking for vibrant and eye-catching floral displays, with final judging taking place the week after. Members want to assure parishioners that it is not necessary to have a large front garden to enter the Competition, as there are categories for the Best use of a Small Space, Wildlife Friendly and Outstanding Containers.

Last year, the Chairman of the Walmer in Bloom Committee, Cllr Sue Le Chevalier commented that 'The residents of Walmer always make a dynamic impact on the local scenery, whether it is with carefully sculpted flower beds or vibrant cascading hanging baskets and containers.' This year, the Committee hope that residents will make an extra special effort as was gratefully respected last year, so watch out for the judges touring Walmer in July, selecting front gardens for 'Commended' certificates or entry into the final round of judging.

Categories for 2021 are: -

- Business and Other Organisations – Lower, Middle and Upper Walmer;
- Front gardens (residential) – Lower, Middle and Upper Walmer;
- 'Best small garden' – Lower, Middle and Upper Walmer;
- Best Container (basket/tub/window box) – Lower, Middle and Upper Walmer;
- Best Wildlife Friendly garden – Lower, Middle and Upper Walmer
- Best overall Container receives the Walmer in Bloom Chairman Award.
- Best overall garden receives the Walmer Parish Council Trophy

The Committee also carries out the maintenance of floral planters, located throughout the Parish, and hanging floral displays, erected at the end of May, along the seafront and The Strand.

If you would like to sponsor this year's Walmer in Bloom Campaign or obtain further details about the Local Garden Competition, then contact the Parish Office on 01304 362363 or email assistantclerk@walmercouncil.co.uk