

WALMER PARISH COUNCIL

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Dated this 18th day of May 2021

To:

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

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You are hereby summoned to attend a meeting of the Walmer in Bloom Committee to be held on **Tuesday 25th of May 2021** 8 The Strand, Walmer 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. **ELECTION OF CHAIRMAN AND VICE-CHAIRMAN FOR 2021/2022**
3. **TERMS OF REFERENCE**
To review 'Walmer in Blooms' terms of reference

Attach 1

4. **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

5. MINUTES OF LAST MEETING

To approve the minutes of the meeting held on Tuesday 27th of April 2021.

Attach 2

6. 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 3

7. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA

8. BUDGET

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

Attach 4

9. 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 5

(D) LOCAL COMPETITION

(i) To receive an update on the preparation of publicity material.

10. ENTRANCE TO CANADA ROAD

To receive a verbal report from Cllr D Thompson

11. ISSUES FOR INCLUSION ON NEXT AGENDA

12. DATE OF NEXT MEETING

Tuesday 25th June 2021 at 7.00 pm at 8 The Strand, Walmer

WALMER PARISH COUNCIL TERMS OF REFERENCE FOR THE WALMER IN BLOOM COMMITTEE

MEMBERSHIP

- The Walmer in Bloom Committee shall consist of **FOUR** Councillors (plus the Chairman and Vice Chairman of the Parish Council, unless they signify that they do not wish to serve) who shall be elected and may be re-elected each year at the Annual Meeting of the Parish Council.
- Up to 8 additional members of the electorate or from the local area may be co-opted on to the committee and their co-option will be confirmed at the first committee meeting after the Annual Meeting.
- All members (councillors & co-opted) shall have full voting rights on the committee on matters relating to the management of the "in bloom" campaign.
- All Councillors will receive papers for committee meetings and have the right to attend meetings and speak but not vote on Agenda Items.

PROCEDURES

- The Committee will operate in accordance with Local Government law and in accordance with the Council's Standing Orders.
- At the first meeting of the Committee after the Annual Meeting of the Parish Council the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the Committee membership. The Chairman and Vice Chairman may be re-elected.
- The Committee will submit minutes of meetings to the next meeting of the Parish Council and seek approval for recommendations made.
- The Committee will submit a budget (if required) to the Council for the forthcoming financial year at the appropriate meeting (normally November).
- The Clerk to the Council or an appropriate officer shall provide administrative support for the Committee.
- Members and their partners/spouses, including family members living at the same address as a Committee Member, are precluded from taking part in any Walmer in Bloom competition, with the exception of the School Poster Competition, which is judged anonymously.

FREQUENCY OF MEETINGS

The Committee shall normally meet monthly between January and October each year unless varied by the agreement of the Committee.

COMMITTEE FUNCTIONS

- To make plans to promote the visual enhancement of Walmer as part of its "In Bloom" Campaign
- To determine contracts and oversee specific works required in line with agreed budgets in the following areas.
 - a) Provision, planting, erection and maintenance of floral displays
 - b) Staging and promotion of appropriate competitions and activities
- To liaise with all appropriate organisations and individuals to encourage
 - a) The development of permanent landscaping schemes in appropriate areas
 - b) The promotion of sustainable development initiatives
 - c) The improvement of areas of the Parish which have become untidy or derelict
- To make recommendations to the Council regarding participation in appropriate external competitions e.g. South East in Bloom, Britain in Bloom
- To nominate appropriate liaison officers, representatives or sub-committees to facilitate the work of the committee unless previously appointed by the Council.
- Undertake any other functions as may be required by Council.

WALMER IN BLOOM COMMITTEE

DRAFT Minutes of the zoom online meeting of the Walmer in Bloom Committee held on Tuesday 27th of April 2021 at 7.00 pm.

Present: Mrs S Le Chevalier, Cllr D Thompson & Mr V Recas

Officer present: Sarah Plews

1431. APOLOGIES FOR ABSENCE

Apologies with reason were received and accepted from Mr R Oram

1432. 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

1433. MINUTES OF LAST MEETING

The Walmer in Bloom Minutes of the meeting, held on Tuesday 23rd of March 2021, were approved as a correct record, and will be signed by the Chairman at the earliest convenience.

1434. MATTERS ARISING NOT COVERED ELSEWHERE ON THE AGENDA.

There were no matters arising

1435. HAWKSHILL

i) Management Issues

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

ii) To receive a verbal report from Cllr D Thompson

RESOLVED: - Cllr D Thompson advised members that the following works have been actioned at Hawkshill

- Car park are trimmed down, benches examined, and litter picking carried out
- Cladding reported has been replaced at Rays Bottom and all bramble cleared
- Cllr D Thompson requested that the Assistant Clerk writes to the resident whose trees are hanging over into Hawkshill common to request that they require trimming back. Cllr D Thompson also requested if they can kindly remove the large tree branches left adjacent to their property on Walmer Parish Council Land

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

RESOLVED: - Members agreed to note

1436. BUDGET

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

RESOLVED: - Members agreed to note

1437. LOCAL CAMPAIGN 2021

A) FLORAL DISPLAYS

- (i) To receive an update on: -

i) Fixed planters.

Members requested when would be the most appropriate time to start planting for this year's floral displays.

RESOLVED: - Members were advised as to when they should commence this year's planting schedule for the fixed planters

Cllr D Thompson requested that the new Drill Field planter can now be moved into position with help from our approved contractor.

RESOLVED: - That Cllr D Thompson makes contact with our approved contractor to arrange a date suitable.

iii) Lifeboat station Planters

Members received correspondence from a volunteer expressing the need to use the outdoor tap for watering the lifeboat planters.

RESOLVED: - Members requested that the Assistant Clerk contacts the relevant officer at Dover District Council to request on behalf of Walmer Parish Council to help assist our volunteer.

iv) Hanging Floral displays

RESOLVED: - The Assistant Clerk advised members that there are no further updates regarding this year's hanging floral displays

B) KEY ACTIVITY DATES

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

RESOLVED: - Members agreed to note

C) LOCAL COMPETITION

- (i) To receive an update on the preparation of publicity material.

RESOLVED: - That this item be deferred till the next meeting on the 25th of May

1438. HEALTH & SAFETY

- i) To consider arrangements for the annual inspection of hanging baskets and fixed planters.

RESOLVED: - Members agreed to defer this item until the baskets have been erected.

- ii) Members and volunteers were advised to adhere to the requirements of the Walmer Parish Council Health and Safety Manual, distributed to all personnel in May 2013.

RESOLVED: - Members agreed to note

1439. ENTRANCE TO CANADA ROAD

Members received information from Cllr D Thompson who updated members with a drawn-up plan for this new venture

RESOLVED: - Members agreed to Cllr D Thompsons outline plan/proposal, however, due to the proposed installation of Cllr J Lonsdale's electrical car charging points in the same site, members agreed that Cllr D Thompson will delay any works until further information has been received from Cllr J Lonsdale.

1440. DATE OF NEXT MEETING

25th of May at 7pm at 8 The Strand, Walmer

The meeting closed at 19:40pm.

Signed _____

Dated _____

ATTACH 3

ATTACH 3

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 General maintenance only as per summer plan. Car park site lines
MAY	NESTING SEASON General maintenance only as per summer plan. Path hole filling, Car park site lines. Keep all paths trimmed back
JUNE	NESTING SEASON General maintenance only as per summer plan. 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 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	Start of Autumn and Winter Maintenance work. Volunteers meet 1st Sunday of Month Plateau cut by Contractor between 1st of June & 1st of October as per RHS guidelines
OCTOBER	AS PER WINTER PLAN
NOVEMBER	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/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 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	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.
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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 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