

WALMER PARISH COUNCIL

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8 March 2018

**To: Councillors D Thompson, Mrs M Beard-Gould & C Grant
Mr John Gooding, Mrs Lindsay Gorringer, Mr Stan Stockley, Dr Michael Sykes & Mr
Eddie Turner**

Email Copy: G Harlow

I am writing to confirm that the next meeting of the **Hawkshill Freedown Working Group** will take place on **Thursday 15 March 2018** at 7pm at the Parish Council Offices, 8 The Strand, Walmer to discuss matters set out below: -

Kirsty Holroyd
Clerk to Walmer Parish Council

Copied to: Kirk Alexander (White Cliffs Countryside Project) and Councillor P Heath

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A G E N D A

1. **WELCOME AND APOLOGIES**
2. **MINUTES OF THE PREVIOUS MEETING**
To approve the minutes of the meeting held on Thursday 18 January 2018 **Attach 1**
3. **MATTERS ARISING NOT COVERED ELSEWHERE.**
4. **MANAGEMENT ISSUES**
 - i) To receive a verbal update on working parties' progress
 - ii) To discuss use of machinery by volunteers
 - iii) To consider the 2018 risk assessment document and amend if necessary **Attach 2**
 - iv) To consider a quote to cut the plateau
 - v) To consider a quote to cut the grass bank
 - vi) To receive the list of payments for 2017/18 **Attach 3**
5. **MONITORING**
To receive reports from volunteers working at the Freedown
6. **PUBLICITY & EVENTS**
7. **ANY OTHER BUSINESS**
8. **DATE OF NEXT MEETING - Thursday 3 May 2018 at 7 pm at the Parish Office**

Minutes of the meeting of Hawkshill Freedown Working Group held on Thursday 18 January 2018 at 7pm at the Parish Council Office.

Present: Cllrs C Grant, D Thompson & Mrs M Beard-Gould
Dr M Sykes, Mr J Gooding, Mr E Turner and Mr S Stockley

Officer Present: Mrs K Holroyd

662. WELCOME & APOLOGIES FOR ABSENCE

Mrs Gorrings' apologies with reason were offered and accepted.

663. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on Thursday 9 November 2017 were agreed as a true record and duly signed by the chairman.

664. MATTERS ARISING NOT COVERED ELSEWHERE

Minute 655 111 a). **RESOLVED: that the clerk purchase new first aid equipment to replace the out of date items in the shed. Mr Stockley confirmed he has a second first aid box which is kept permanently in the boot of his car.**

Minute 655 111 b) **RESOLVED: That the Clerk contact Graham to discuss the brush cutter training course to take place in March.**

Cllr Grant reported that the seat damaged and removed by a contractor whilst cutting the grass has been mended and replaced.

665. MANAGEMENT ISSUES

i) Working Parties: Cllr David Thompson reported that a total of three people had attended the working party on Sunday 7 January and four on Sunday 14 January. Mr Stockley had lit a small bonfire with some of the woody material cut down by volunteers. Members considered whether to have a large bonfire in view of the large amount of material as a result of more frequent working parties.

RESOLVED: That cut material continues to be stored in the usual place with small bonfires held by Mr Stockley at his discretion. Members will consider whether to pay to have the cut material taken away by a contractor or whether to have a large bonfire once the storage facility is full.

Cllr Thompson reported that a member of the public had brought to his attention the large amount of winter heliotrope growing on the side of the path by the substation. Apparently it is invasive and can affect other species. Mr Turner was wary of spraying the plant since inevitably other plants will be damaged. He considers that digging it out is the best course of action. Other members agreed.

RESOLVED: The Clerk will try to obtain an opinion from the White Cliffs Country-side Partnership.

ii) Health and Safety

Members considered the wording of a small card to be distributed to volunteers outlining their responsibilities to themselves and others whilst working on the Freedown.

RESOLVED: that cards be produced and distributed to all volunteers.

666. MONITORING

i) No monitoring reports were received from volunteers due to the time of year.

RESOLVED: that Cllr Thompson will ask Jim Whalley if he would be willing to take monitoring photos of the Freedown.

Cllr Thompson noted that the logs marking out the new pathway in the recently cleared land adjacent to the car park have been stolen. He suggested asking Walmer Castle staff for some logs when English heritage starts the extensive tree works connected with its new garden

project. It was agreed payment could be offered and that new logs would be pegged down securely.

667. PUBLICITY AND EVENTS

None

668. ANY OTHER BUSINESS

A car has been spotted driving to the top of the private road where the driver lets out her dog without getting out herself.

RESOLVED: That everyone keep an eye of the situation since driving up onto the Freedown cannot be encouraged.

Cllr Thompson suggested the embellishment of the commemorative stand by means of the engraving of crosses on the concrete base. Although most members felt the stand was effective in its simplicity, Cllr Thompson will bring some designs for consideration to the next meeting.

669. DATE OF NEXT MEETING

Thursday 15 March 2018 at 7pm at the Parish Office.

The meeting closed at 7.50 pm

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Signature

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Date

Risk Assessment : Hawkshill Common March 2018

RISK RANKING

S = HAZARD SEVERITY

- 1 = Minor/ Injury
- 2 = Serious Injury Resulting in Temporary Disability
- 3 = Permanent Disability or Loss of Life

L =HAZARD LIKELIHOOD

- 1 = Improbable
- 2 = Occasional Occurrence Likely
- 3 = Common or Frequent Occurrence

RATING = Severity x Likelihood

- 1 – 2 LOW
- 3 – 4 MEDIUM RISK
- 6 – 9 HIGH RISK

Assessment Date: March 2018

Review Date: March 2019

	Assessment Date: March 2018		Our Controls	Review Date: March 2019				Action
	Hazard and Risk	People at risk		S	L	SxL	Rating	
1	Road/ vehicular traffic -traffic accidents	Pedestrians Vehicle passengers	Bollards in place to prevent vehicular access onto grassland plateau and slope climbing by 4xwheel drive vehicles Encourage people to use footpaths not road. Notices to discourage vehicle use of Hawkshill Camp Rd Monitoring of car parking area – surface, sight lines	2	1	2	Low	Regular monitoring of car park sight lines
2	Fixed furniture, e.g. benches, Commemorative Stand etc - Injury	General Public	Benches are bolted to the ground – fixings inspected 6 monthly Dog & litter bins inspected and emptied weekly. Information boards inspected 6 monthly. Any damage/vandalism formally reported and repaired.	1	1	1	Low	Regular monitoring
3	Quarry along Liverpool Road (Compartment 2) -Falls & slips -Use of slope for snow boarding	General Public	Encourage people to use footpaths Filling of hollows on slope as uncovered by scrub clearance Possible future controls: Warning signs Dead hedge/trimmings along edge of former quarry to create green barrier	2	1	2	Low	No control required at present

4	Public Rights of Way - Trips, slips falls.	General Public	No vehicles permitted. Steps & railings improved by KCC contractors Defects to footpath are repaired as soon as practical, damage with H&S implications repaired as priority. Monthly inspections undertaken by working party members Damage to footpaths, caused by tree roots, monitored and actioned where damage is likely to pose trip hazard. Slippery surfaces to be improved by addition of chippings/gravel	1	2	2	Low	Regular monitoring. Monthly inspections
5	Trees - Collapse - structural damage	General public Vehicles	Respond to complaints if concern raised about tree condition. Ivy cut from trees along Liverpool Road Action taken on recommendations after trees inspections. Record of inspections kept.	2	2	4	Medium	Formal tree inspection every 3 years
6	Vegetation -poisoning, skin irritation	General public Volunteers	Formal Tree inspection every 3 years Ragwort removed each summer by organised pull. Protective clothing to be worn Monitoring of vegetation each year	1	2	2	Low	
7	Fires - burns, smoke inhalation	General Public	Fires only allowed under supervision of Parish Council volunteers: Illegal camping and fires reported to the police DDC guidelines followed				Low	
8	Woodland Fire	Neighbouring Properties	Regular monitoring Regular removal of cut material	1	1	1	Low	
9	Volunteers working on site - Violence - Accident	Volunteers	Minimum of two volunteers work together if using tools/equipment First Aid box kept on site and checked every six months Volunteers advised of safe lone working practice. Untrained volunteers to be supervised at all times. Appropriate training provided for regular workers (First Aid, Leading Groups Safely, Strimming & Brushcutting)	1	2	2	Medium	
10	Use of drugs/sexual activities - Volunteers and/or public coming into contact with drugs, needles, body fluids etc.	General Public Volunteers	Employees advised not to touch needles but to report to police immediately. Prompt response to complaints by public. Police advised if problem reported	1	1	1	Low	
Assessor's Signature:			Clerk's Signature:					
Date:			Date:					

Walmer Parish Council
Listing of Payments in each Code for Cost Centre - 8 Land Management
 (Between 01/04/2017 to 08/03/2018)

Cost Centre 8 Land Management		16 81 Hawkshill									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
70	14/06/2017		Unity Bank	865308774	Dog Fouling signage	DDC	S	45.12	9.02	54.14	
71	14/06/2017		Unity Bank	273201607	Bank clearance	James Heathorn	X	600.00	0.00	600.00	
91	05/07/2017		Natwest Current	4254	Fuel for Brushcutter	Clir C Grant	X	5.81	0.00	5.81	
99	20/07/2017		Unity Bank	492490302	Clearance of boundaries	James Heathorn	X	250.00	0.00	250.00	
116	24/07/2017		Unity Bank	568477006	Banner	Birdy Banners via clerk	S	24.99	5.00	29.99	
156	19/08/2017		Natwest Current	4269	Hawkshill tools	Homebase via Clir D Thompson	S	43.60	8.72	52.32	
200	19/10/2017		Unity Bank	433510477	Grass bank cut	James Heathorn	X	350.00	0.00	350.00	
226	21/11/2017		Unity Bank	341182834	Vouchers for volunteers	Clerk	X	25.00	0.00	25.00	
228	21/11/2017		Unity Bank	818936809	Hawkshill Info boards	Clare Limbrey	X	100.00	0.00	100.00	
248	05/12/2017		Natwest Current	4294	Grass plateau cut	Rhino Plant Hire	S	820.00	164.00	984.00	
249	05/12/2017		Natwest Current	4295	Liverpool road hedge flail cut	Rhino Plant Hire	S	190.00	38.00	228.00	
257	13/12/2017		Unity Bank	not noted	Hawkshill signage	Absolute graphix	S	268.60	53.72	322.32	
Subtotal for Code: 81 Hawkshill								£2,723.12	£278.46	£3,001.58	
Subtotal for Cost Centre: 8 Land Management								2,723.12	278.46	3,001.58	
TOTALS								£2,723.12	£278.46	£3,001.58	

Total budget agreed for 2017/18 was £4350

To include: - general management of the site £3000
 - Five days' labour on grass bank £600

Predicted
 under spend
£1627
 Highways
 - Cutting of vegetation on Liverpool £750.
 road when instructed by Kent

Attach 3