



Broadstairs & St Peter's Town Council

7th November 2024

To the Members of the Environmental Committee:
Cllrs: Chair Joanne Bright, Vice Chair Steve Roberts, Kevin Pressland, Colin Kemp, Paul Moore, Mike Garner, James Hobson.
Officer: Ms. A Barton – Civic & Support Officer

Notice is given that there will be a meeting of the Environmental Committee on

**Monday 18th November 2024 Pierremont Hall
Council Chamber 7pm**

A. Barton

Abigail Barton
Civic & Support Officer

AGENDA

1. CHAIRS WELCOME OPENNESS AND TRANSPARENCY

To remind those present of the following:
The right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

To receive from Sub-committee members and the presiding clerk declarations of interest in accordance with the Code of Conduct adopted by the Council on Adopted 29 July 2024.

4. MINUTES OF LAST MEETING

To receive and approve the minutes of the meeting held on 16th September 2024.

ATTACH 1

5. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

To consider any matters arising.

6. QUESTIONS AND/OR OBSERVATIONS FORM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S

- i. To agree to suspend the meeting in accordance with Standing Orders 3e,3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.

7. TRAFFIC WORKING MEETING

- i. To receive an update from the Civic & Support Officer regarding the Traffic working Party Meeting that took place with KCC, TDC and Kent Speed watch on 4th November 2024.
- ii. To receive the Power point presentation showed to KCC TDC and Speed watch, breaking down the top 5 areas and traffic issues.
- iii. To consider the next steps offered to the Town Council by KCC and Speed watch.

8. TRAFFIC COMMUNITY OUTREACH

To discuss community engagement/ school engagement

9. FOSTERS AVENUE MEADOW PROJECT

- i. To receive an update from the Civic and support officer.
- ii. To consider new site locations.

10. TAPS PROJECT With TDC

To receive an update from the Civic & Support Officer regarding the Taps Project.

11. LAND AT FAIRFILED AND RUMFIELDS / RIVERSIDE

To receive documents supplied by the Town Clerk.

ATTACH 2

12. BROADSTAIRS IN BLOOM CONTACT

To receive Box Greens updated contact that was agreed for approval.

Enc 1

13. BUDGET

To consider the financial impact of any recommendations made during this meeting and review budget allocations.

ATTACH 3

14. PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Date of next meeting 7pm Monday 13th January 2024



ATTACH 1

Broadstairs & St Peter's Town Council

ENVIRONMENTAL COMMITTEE

Minutes of the Environmental Committee meeting held 7pm on 16th September 2024.

Cllrs Present: Chair Joanne Bright, Vice Chair Steve Roberts, Kevin Pressland, James Hobson, Mike Garner.

Officer: Abigail Barton – Civic & Support Officer
Member of the Public.

Before the meeting commenced, the Chairman, Cllr J Bright welcomed everyone and drew their attention to the openness and transparency legislation confirmed in several notices around the room.

17. CHAIRS WELCOME/OPENNESS AND TRANSPARENCY

To remind those present of the following: The right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

18. APOLOGIES FOR ABSENCE

Apologies with reason were given by Cllr Kemp and Moore these were accepted by resolution of the committee.

19. DECLARATIONS OF INTEREST

None Received.

20. MINUTES OF LAST MEETING

RESOLVED:

That the minutes of the Council meeting held on 15th July 2024 can be approved and duly signed as a true record by the Chairman.

21. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE IN THE AGENDA

None received.

22. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S

- j. To agree to suspend the meeting in accordance with Standing Orders 3e,3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.

None received.

23.TRAFFIC INFORMATION DROP IN SESSIONS

Members received an update from the Civic & Support Officer detailing the success of the Traffic Information drop-in sessions (TIDS) Event that took place on 27th August 2024. It was noted that nearly 200 residents attended, 89 surveys were completed on the day making a total of 104 surveys completed by residents.

It was agreed by all members that the event was a success and well received by all parties and that it was a positive experience working with external agencies. Members thanked the Civic and Support Officer for organising the event.

It was noted that Kent police, Kent Speed watch and KCC had reached out to the Civic and Support Officer to express their interest in continuing this project.

RESOLVED:

It was agreed by all members that the natural progression for the project now is to form a Traffic Working Party group, with members of the Environmental committee, Kent Police, Kent Speed watch and KCC.

Members agreed that the new working party will filter into the Environmental Committee with the end goal to update the HIP. The Civic & Support Officer is to schedule the first meeting before the next Environmental meeting.

It was noted that Cllr J Bright and the Civic & Support Officer are to arrange a date to extract the content from the surveys and discuss this at the agreed working party meeting.

24.BROADSTAIRS IN BLOOM CONTRACT

Members considered the documents supplied by current contract holder/preferred contractor, Box Green LTD for a further year renewal of the Broadstairs in Bloom contract. The newly supplied quotes include the addition of Osbourne Road works and maintenance into the renewal and long term meadow maintenance for a further site to be included.

Members noted they were happy with the documents supplied and that the current quote is increased under the current inflation rate.

RESOLVED:

It was noted by all members that the quote is to be approved, and the contract renewed for a further year.

APPROVED CONTRACT/ QUOTE FOR January 2025/January 2026:

Broadstairs & St Peter's Town Planters seasonal displays & Osbourne Road
Wildflower meadow maintenance

Town Planters seasonal display

To supply and install 2no. bedding displays per year to the 13no. sites as provided within the town, using a mixture of evergreen & flowering feature shrubs, variegated grasses for structure, seasonal bedding and bulbs (in the autumn planting) to provide year-round striking displays. Each replant- top up & replenish with fresh compost as needed, incorporate appropriate fertilisers according to the season and tidy existing shrubs that are to remain.

Price per replant £2965.00 + VAT
£5930.00 + VAT

Maintenance schedule

June & September, weekly visits to dead head, weed, water & tidy planters as needed

8no. visits

July & August, bi-weekly visits to dead head, weed, water & tidy planters as needed

16no. visits

October- Nov, April - May, fortnightly visits to dead head, weed, water & tidy planters

8no. visits

Price per visit £95.00 + VAT
£3040.00 + VAT

Hanging baskets

To plant & install 120no. 30cm wicker baskets with plastic liner, planted with a mixture of trailing and upright seasonal bedding, fertilisers and water retention crystals to be added to the compost. Baskets to be watered when hung. Removal & storage of baskets.

Price per basket £17.75 each
£2130.00 + VAT

Osbourne Road Wildflower meadow maintenance

First year

Meadow to be cut down late August, clippings left on ground for seeds to drop, rake and remove 2-3days after mowing (Ideally done with a strimmer)

Price
£75.00 + VAT

Last cut late September/October removing all arisings

Price

£135.00 +VAT

Second year & on-going

Early cut in Spring by the end of April, to the reduce height of grass allowing flower seedlings to emerge, removing arisings

As the meadow starts to grow, visit to hand weed docks, thistles & stingers if/as they emerge

Meadow needs to be cut down late August, clippings left on ground for seeds to drop, rake and remove 2-3days after mowing (Ideally done with a strimmer)

Last cut late September/October removing all arisings

Price per annum

£325.00 +

VAT

25. BROADSTAIRS IN BLOOM GARDENING GRANT

Members received a Gardening Grant application from a member of the public to install planters on the pathway next to Botany Bay car park. The Civic & Support Officer and Cllr Robberts met with the applicant before the meeting to discuss details of the application.

It was advised by the Civic and Support Officer that this project was not viable for a grant as the project was not an in bloom initiative. The applicant was further advised to Send in a formal proposal to full Council to request assistance with the concerns regarding traffic issues at Botany Bay Car park. The applicant was also invited to the traffic information drop-in sessions where they were given further advice.

resolved:

members agreed to note.

26. OSBORNE ROAD MEADOW PROJECT

Members received an update from the Civic & Support Officer regarding the Osborne Road Tree Planting Project. It was noted that the project had been approved by KCC until 2026. It was noted that with the addition of the recently agreed maintenance schedule, maintenance work can now take place over the winter period ready for spring summer.

RESOLVED:

Members agreed to note.

27. PROPOSAL FOR FOSTERS AVE MEADOW PROJECT

Members received a proposal from councillor bright and information from the Civic and support Officer for a new Meadow site on fosters Avenue,

Including a draft site plan for the proposed works, which includes working with The town Team to install tasty planters creating engagement with local residents. Members also considered a quote for the Meadow site supplied by preferred contractor Box Green.

The Civic and Support Officer has met with Thanet District Council, who have agreed to work collaboratively with the Town Council on this project while using this site as a trial for other potential wilding projects across Thanet. During this meeting it was discussed that Thanet District Council would potentially plant 5 fruit trees to create a mini orchard on this land however this is depending on the surveys that will need to be undertaken before site works begin due to the potential electrical mains underneath this plot of land.

RESOLVED:

It was agreed by all members that this proposal is to be approved as the second Meadowing site that the Town Council is to fund following the site surveys supplied by Thanet District Council, confirming the safety of the site.

It was agreed by all members that the quote for the Meadowing supplied by Box Green is to be approved with use of the alternative bee and pollinator seed mix to be used, due to its year round flowering options.

The civic and Support Officer is to ask the contractor about dandy lions seeds and if there is a mix without.

Members also agreed that signs similar to those used at Osborne Road site can also be erected once the site has started. The Town Council is also to make use of the Town Council notice board that is already at the site.

28. REFILL PROJECT WITH TOWNS ORGANISATIONS

Members received a report and update from the Civic & Support Officer. It was noted that The Civic and Support Officer has done the first push for this project on socials working with members of the Town Team, Chamber of commerce and Visit Broadstairs. So far 3 businesses have signed up however the Civic and Support Officer has created content ready to do an in person push with the businesses to take this project off the ground in early spring next year. The current plan is to visit shops over the winter, asking to place refill friendly stickers in business windows and to make note of all of the businesses taking part in this project. This register would then be available to the information kiosk for visitors and available on the Town Council's own website, listing local businesses involved in this refill project.

RESOLVED:

members agreed they are happy with the Civic and Support officers' plans for the project so far. Members agreed to notes the Civic and Support Officers suggestions.

29. TAPS PROJECT WITH TDC

Members received an update from the Civic and Support Officer. It was noted that the install of the drinking tap in collaboration with working with TDC Officer Lisa Collingwood was successful and well received by residents.

Councillor Roberts noted that there had been some complaints regarding the water tap being used for other activities other than water bottle refill. It was discussed that the current shower on Viking Bay is not in the best place, so residents are opting to use the water tap to wash their feet instead.

It was also discussed that as this was such a positive and well received project that a new site is to be researched and considered with TDC. The recommended sites discussed were the Viking Bay promenade and Balmoral gardens.

Members also received an invoice paid in conjunction with the town Clerk under financial regulations 4 point 1.6 for the tap signage.

RESOLVED:

That the Council is to make a recommendation to TDC to move the shower or install a boardwalk around the current shower to avoid feet washing in the new drinking water tap. The Civic and Support Officer is to contact Lisa Collingwood of Thanet District Council to discuss this matter.

That the requested new sites are to be investigated with Lisa Collingwood of Thanet District Council the Civic and Support Officer will report back to the committee with findings.

Members agreed to note paid invoice.

30. BROMESTONE LAND

Members received an update from councillor Garner who had received a draft terms of reference from Riverside Housing. After discussions it was noted that councillor Garner is to make a full proposal to Council for this project to move forwards.

RESOLVED:

members agreed to note.

31. PROPOSED FORWARD AGENDA ITEMS & DATE OF NEXT MEETING

Date of next meeting Monday 18th November 2024, 7pm Council chamber.

**Civic & Support Officer
Meeting closed at 8:20pm**

Signed _____

Date _____

ATTACH 2

General Risk Assessment

Task / activity or premises assessed: Staff & Volunteers Work

Location: Land at junction of Rumfields Road and Fairfield Road, Broadstairs

Name of assessor: Kirsty Holroyd

Date of assessment: October 2024

Review Date: October 2025

Hazards and Effects	Affecting Whom	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Outline of activity/task: Staff & Volunteers undertaking clearance of shrubs and replanting of long disused area for public enjoyment.. Tasks include weeding, planting, clearing of rubbish, mowing and watering.					
Working on roadside of a very busy junction. Risk of impeding sight lines Risk of workers stumbling into path of traffic Risk of causing distraction to divers.	Volunteers, Paid staff, contractors, pedestrians motorists.	32	<ul style="list-style-type: none"> Advice and safety plan to be sought from Kent Highways soft verges team. Banksman to be watching for traffic and pedestrians whilst others work Forest school volunteers to be trained in working on the highway Forest school to devise own RAMS and be responsible for their own H&S on site. 	16	
Underground utility supplies. Potential electric shock if cables damaged whilst digging. Possibility of damaging water or gas pipes	Volunteers/ staff and passers by.	32	<ul style="list-style-type: none"> Full subterranean survey to be undertaken prior to commencement of works. Maps and plans to be supplied to workers at planning stage to be incorporated with design. 	12	
Noise and mess caused by contractors and/or volunteers. ASB on site once opened up as a meeting place.	Risk of nuisance to residents in neighbouring properties	Reputational only	<ul style="list-style-type: none"> Residents in neighbouring properties to be consulted. 	Manageable if residents kept informed	

Uneven/slippery paths and surfaces. Risk of slipping, stumbling and injury.	Staff, Volunteers and general public.	8	<ul style="list-style-type: none"> Ensure pathways are clear of obstacles, e.g. hose pipes and tools. If in use, they are located at the edge of pathways. Any large stones or bricks are removed on a regular basis. Rubbish, plant materials etc are cleared away as they are removed from bedding areas. 	4	
Discarded Needles Risk of injury.	Staff and Volunteers	16	<ul style="list-style-type: none"> Do not pick up discarded needles. Discarded needles to be picked up by a designated person and placed in a sharps box, or area to be notified to Thanet District Council for clearance. 	8	
Lifting of heavy/awkward objects. Risk of injury – strains/sprains/pulled muscles	Staff and Volunteers	16	<ul style="list-style-type: none"> Do not move/lift objects unnecessarily. Use a wheelbarrow for transportation. Handle items with the appropriate number of people. Break up into smaller loads. Always use a good lifting technique. Stop immediately if suffering from pain or discomfort. Seek medical attention if ill effects persist. 	8	
Animals Risk of disturbing habitat/loose dogs – possible bites/scratches	Staff and Volunteers	8	<ul style="list-style-type: none"> Wear appropriate clothing. Beware of loose dogs. Seek medical attention as soon as possible if bitten. 	4	
Lone Working Risk of isolation in case of an incident.	Staff and Volunteers	24	<ul style="list-style-type: none"> Volunteers are not permitted to work alone. Be aware of aggressive and difficult people. 	6	

			<ul style="list-style-type: none"> • Withdraw rather than face conflict. • Single members of staff/organiser to have access to a mobile telephone. • Staff to ensure office is aware of working times. (Check in/out). • Wear hi-vis clothing. • Volunteers are not to work out of site of group. • Medical attention to be sought following any assault/injury. 		
Irritants – plants, bulbs, compost. Irritation and allergic reactions	Staff & Volunteers	16	<ul style="list-style-type: none"> • PPE/appropriate clothing should be worn at all times. • Beware of dangerous plants and possible adverse reactions. • Wash exposed skin thoroughly on completion of work. • Seek medical attention for unusual or suspicious symptoms are contact with vegetation. 	8	
Use of tools including garden forks, spades, bulb planters, secateurs, pruning saws, hand tools. Injuries such as cuts, grazes and bruising. Injury and trips from discarded tools.	Staff, Volunteers and general public	24	<ul style="list-style-type: none"> • Wear appropriate clothing/PPE when using tools. • Appropriate training to be given to staff and volunteers on use. • Use according to instructions. • Do not leave tools lying or ground so as to prevent injury/trips. • Be mindful of those working around you and the general public. 	8	
			<ul style="list-style-type: none"> • Use correct equipment according to the job required. • Ensure tools are returned/put away in appropriate storage area after use. 		
Handling Green Waste. Irritation Risk of trips from incorrectly placed waste bags.	Staff, Volunteers and general public.	8	<ul style="list-style-type: none"> • Gloves/correct clothing to be worn when collecting up green waste. • Waste to be disposed of in correct bags. • Waste to be placed at correct collection point. 	4	
Use of larger equipment (strimmers/mowers etc) Injury	Staff	24	<ul style="list-style-type: none"> • Correct PPE to be worn at all times. • Ensure appropriate distance from general public/work colleagues. • Ensure tools are appropriate stored in a safe place when not in use. • Ensure tools are returned to storage after use. • Ensure fuel for tools is used correctly and a COSHH risk assessment is carried out. • Powered tools are not to be used by Volunteers. 	8	
Weather Sunburn/sunstroke/dehydration/ Hypothermia/slips/falls	Staff and volunteers	16	<ul style="list-style-type: none"> • Correct clothing to be worn according to weather (sun hats, covered skin in sun & layered clothing, hats etc in cold). • Wear sun screen in the summer months. • Cancel volunteer sessions if bad weather forecast • Staff to carry out other duties if bad weather forecast. 	6	

			<ul style="list-style-type: none"> • Cease work if bad weather occurs during working/volunteer session. • Ensure food and drink are eaten/drunk at regular intervals. 		
Clothing Slips/injury if incorrect clothing worn	Staff and Volunteers	16	<ul style="list-style-type: none"> • Ensure correct clothing is always worn including footwear for the time of year and the job being carried out. 	6	
Hosepipes Trips	Staff, Volunteers and general public	16	<ul style="list-style-type: none"> • Ensure hosepipes do not cover the public walkway areas. • Ensure all staff and volunteers are aware of where the hosepipes are being used. • If hosepipe does cause an obstruction, ensure general public are made aware of where they are located. • Ensure hosepipes are stored away directly after use. 	6	
Insects Allergic reaction/stings/bites	Staff and Volunteers	24	<ul style="list-style-type: none"> • Ensure a first aid kit is on site • Ensure those with known allergies have their correct medication to hand. • Seek medical attention for unusual or suspicious symptoms. 	6	



Signature of Assessor: _____

Date: _____

Cultivation of land at junction of Rumfields and Fairfield Road belonging to Riverside Housing

Risk analysis

Risk is an uncertain event or condition that, if it occurs, will have an effect on the achievement of an authority's objectives. Risk management is the process whereby authorities methodically address the risks associated with what they do and the services which they provide. The focus of risk management is to identify what can go wrong and take proportionate steps to avoid this or successfully manage the consequences. Good risk management allows stakeholders to have increased confidence in the authority's corporate governance arrangements and its ability to deliver its priorities.

Risk management is not just about financial management; it is about protecting the achievement of objectives set by the authority to deliver high quality public services. The failure to manage risks effectively can be expensive in terms of litigation and reputation and can impact on the ability to achieve desired outcomes. The authority generally and members individually are responsible for risk management.

(source: Joint Panel on Accountability and Governance: A Practitioners Guide 2023)

Hazard = Something with the potential to cause harm.

Risk = The likelihood of a hazard causing harm & its associated severity.

Insurance considerations

In response to queries as to whether projects would be covered by the Town Council's existing policy Zurich, the Town Council's insurer has previously stated that "Provided that you are identifying potential risks and controlling them where possible via reasonable precautions then I can confirm that the Public Liability cover would apply in the event you are found legally liable."

It is therefore part of the Town Clerk role to ensure all projects are properly risk assessed. The Council's Financial Regulations (clause 16) state:

The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

Please see list of identified hazards attached. This will be developed into a risk assessment which will detail how the Town Council is going to manage the risks of

undertaking this project and identify any areas in which risks cannot be reduced to an acceptable level.

Step one: Hazard Identification

Area of risk	What kind of hazard	Associated concern
Health and Safety	Staff and volunteers	Land is uncultivated. No-one has prior experience of managing this piece of land.
		What lies under the ground? Utilities, Pipework, gas, water supply. Two streetlamps stand on the site so electricity is certainly present.
		Works cannot commence until full subterranean survey takes place.
		Land is situated next to the highway at a very busy junction.
		Works cannot commence until advice obtained from Kent Highways on good practice when working on the highway.
Financial	Cost to the Town Council and the local tax payer	Contract committing the Town Council to unknown and/or significant expenditure
		Identified costs <ul style="list-style-type: none"> • Staff salaries and on-costs • Professional costs – site survey • Tools • Machinery • Equipment • Training • Line management • Insurance • Waste clearance – green and flytipped • Water
		Piece of unsecured and unprotected land open to the public and the elements all year round. Costs could be limitless and inhibit the Town Council's ability to work on other projects.
Operational	Who or what?	
	Staff	Current gardening staff at capacity. Would require additional staff member.
		What plan to follow? Who will make the final decision about how the land will be managed.
	Use of volunteers	Who will manage and train volunteers?
		How to attract and retain sufficient volunteers
		What to do if insufficient volunteers remain committed

		How to ensure safe working practices when staff and volunteers are away from supervision and monitoring?
	Tools and equipment	Transportation of tools and equipment to site Safe storage of tools and equipment on site
		How to withstand vandalism or theft?
	Plants and green waste	How to transport plants and green waste to and from the site?
		Who will choose the type and number of plants? How to plant suitable plants which will thrive in the seafront location?
		Who will decide the overall strategy? What has priority? Sustainability, visual amenity or cost?
		How to handle differences of opinion in what to plant, when and how to manage the land?
Legal	Litigation	
	With Landowner	How to work safely in a public area with limited resources Risk of landowner not approving of the planting plan or method of operating, or interfering with it. Risk of damage to surrounding area, or services, utilities underground. Litigation with landowner over disputed areas of responsibility
	With staff and volunteers	Being accused of negligence as an employer due to lack of knowledge and training on land management. Risk of staff sustaining injury whilst working due to poor practice and procedures. Who will oversee the set up? Harmful plants and chemicals, COSHH regulations and health & Safety. Who will oversee, implement procedures and monitor?
	With the public	Risk of public coming to harm as a result of Town Council's actions or inactions.
Reputational	If it all goes wrong	
	Exit strategy	How to exit the agreement if the Town Council wishes to? The Town Council risks being accused of ignoring the local people's wishes
	Evaluating success	How to manage public opinion if it is divided over the delivery and results of the project?

ATTACH 3

Environmental Committee budget

Budget 2025/26

Project budget	24/25	Notes	25/26 Budget Request	Notes	Council Approval
Broadstairs in Bloom	£20,000 Spent so far: £9,109.80 actual	In Bloom contract, Business baskets, other In Bloom Projects, Grants	£20,000	More has been added to the current contract to include a new flower meadow.	
Tree Planting Budget	Budget set at £10,000 Spent £10,000	Full £10,000 has been promised to TDC for their tree planting plan.	£5,000	TDC tree initiatives and joint projects may cover our own tree planning plans for the year ahead.	
Environmental initiatives	Budget set at £10,000 Spent £5,502.38 actual	Tap project, Traffic signs and event	£10,000	Another tap, Plus any other projects to be discussed	
Traffic initiatives	£0	To cover costs of HIP investigation, small traffic projects such as speed watch	£5,000		
Total spent so far:	£24,612.18		Total: £40,000		
Forecast:	£40,000				