

Meopham Parish Council
Minutes of Planning & Projects Committee
held on Tuesday 12th July 2022 at 7:30pm
at Meopham Cricket Pavilion

Committee Members present: Cllr Buchanan
Cllr Green
Cllr J McTavish (Chairman)
Cllr Price
Cllr Gofton

In attendance: S Fishenden (Clerk)
C Collings (Assistant Clerk)

Item 1 **To receive apologies for absence**

PP.1 Cllr D Bramer apologies accepted - Holiday
It was noted that no apologies were received from Cllr Rose.

Item 2 **To receive declarations of pecuniary and non-pecuniary interests**

PP.2 Cllr Green declared an interest in the Windmill Trust.
Cllr Price declared an interest in Item 14

Item 3 **To receive minutes of previous meeting**

PP.3 The minutes of the meeting held on 19.04.22 were received.
This was proposed by Cllr Buchanan, seconded by Cllr Green.
All in favour.

Item 4 **P&P Chariman's Update**

PP.4 Update Received.

Item 5 **Events Debrief**

**5.1 To receive a verbal report on the Jubilee Afternoon Tea from
Cllr McTavish and Cllr Gofton**

PP.5 The event was a great success. It was well attended and enjoyed by all.
The hall was decorated wonderfully with colourful balloons and bunting.

The tables were laid up beautifully by the WI. The WI provided a high standard delicious afternoon tea. The Deputy Mayor engaged with all the guests.

Thank you to all that made it happen – many hands make light work!

5.2 To receive a written report on the Platinum Party on Meopham Green from Cllr Wade.

PP.6

Report noted from Cllr Wade.

Great event attended by 100's of villagers throughout the day and the evening.

Many thanks to Cllr Wade, Meopham Cricket Club and all the volunteers that helped make it a great success.

5.3 To receive a verbal report on the Housing Open Day from Cllr McTavish

PP.7

The event itself was a great success, with many people enquiring about and visiting the new houses. There were representatives from Gravesham Borough Council, Gravesham Church Housing Association, Meopham Parish Council and McCulloch Homes.

However, there were many disappointed people who didn't meet the criteria for the new houses as all 9 houses are 3 bedrooms and some of the applicants are already suitably housed in private rented accommodation.

The Parish Council have been informed that the houses will be completed and handed over to Gravesend Church Housing Association on the 29th August 2022.

People who have registered on Gravesham Borough Council's housing waiting list <https://www.gravesham.gov.uk/housing/apply-social-housing> and are interested in being considered for one of the houses should note that the properties will be advertised on Kent Home Choice www.kenthomechoice.org.uk from around the middle of August for five days

5.4 To consider any lessons learnt from the above events and improvements that can be made for future planning

PP.8

- Decisions made as a corporate body rather than individual councillors.
- All event paperwork for MPC and events on MPC land ideally submitted to the Clerk 1 month before the event.

- Explore costs for seeking potential advice for legal responsibilities as a freeholder in regards to events at Judson.

Item 6 **Mens Sheds: to consider whether to progress this project**

PP.9 Decision was made to conduct more research into existing groups to establish if there is a need for a Mens Shed within the Parish.

Cllr Price, Cllr McTavish and maybe Cllr Rose to visit established Sheds in other Parishes.

Invite the “pop up” Kent Shed to the village and invite the U3A and other groups to attend.

Proposed Cllr Green Seconded Cllr McTavish All in favour

Item 7 **Neighbourhood/Parish Plan: To receive the report from the small sites planning group and to consider its recommendations.**

PP.10 The Clerk will explore specialist consultant costs for both plans.
Cllr McTavish will give the Clerk some details of consultants who specialise in working on Plans with Parish Councils
The Clerk in consultation with the Chair of the council will write a basic specification.
No further work until Spring 2023.

Proposed Cllr Green Seconded Cllr Price All in favour

Item 8 **Assets of community value: to consider the report from the Clerk and consider its recommendations**

PP.11 The following were agreed to be registered as assets of community value, with paperwork submitted a few at a time:

- Meopham Scouts Hut
- Meopham Guide Hut
- Judsons Pavilion and Recreation Ground
- Cricket Pavilion
- Culverstone Community Centre and Recreation Ground
- Meopham Village Hall

- Harvel Village Hall
- Camer Park

PP.12 Meopham Windmill will be considered as an asset of community value at a later date.

Proposed Cllr Buchanan Seconded Cllr Price 4 in favour, 1 abstain

Item 9 **Local Council Award Scheme: To receive an update from the LCAS working group**

PP.13 Cllr Price and Cllr D Bramer attended training
Agreed Foundation Level is achievable
Cllr Price and Clerk to work through the application and submit to Full Council on 9th August.

Proposed Cllr Green Seconded Cllr Gofton All in favour

Item 10 **Future Events**

10.1 Remembrance Service: To consider arrangements for the Remembrance Sunday Service.

PP.14 Chair to contact Sandy Price to enquire if wishing to organise.

10.2 Christmas Tree: To consider purchasing the Christmas Tree

PP.15 A budget of £250 was delegated to the Clerk for the purchase of the Christmas tree.

Proposed Cllr McTavish Seconded Cllr Price All in favour

10.3 Carols on the Green: To consider arrangements for the Carols on the Green Service.

PP.16 Enquire if Cllr Wade wishes to organise the event.

Item 11 **Defibrillator**

11.1 Defibrillator Maintenance Contract: To consider renewing the annual maintenance contact with Community Heartbeat Trust for £135 (net)

PP.17 Contract to be renewed August 2022.

Proposed Cllr McTavish Seconded Cllr Price All in favour

11.2 Telephone Box: To note damage to the telephone box and consider arranging repairs.

PP.18 Clerk to chase Community Heartbeat for an update on repairs and get quotes if necessary.

Item 12 **Camer Parade**

12.1 To receive an update on the Camer Parade Consultation

PP.19 Update noted.
The Clerk has written to KCC twice to see if further consultation will take place on the amended plan.
Cllr McTavish has also been in touch with Ian Grigor but has not received a response

12.2 To receive an update from the clerk and assistant clerk on the actions agreed by Full Council on 31.05.2022

PP.20 Clerk has met with THB for School Close car park quote.
Clerk has written to GBC about installing an enforcement camera.

PP.21 Outstanding actions:
Investigate costs of instructing our own highways engineer
Enquire about enforcement costs with Nick May

Item 13 **Affordable Housing**

13.1 To note the minutes of the meeting held between GBC and MPC on 28.03.2022

PP.22 Minutes noted.
Next meeting September 2022.

Item 14 **Highways**

14.1 To note minutes of the last Parking and Traffic Working Group meeting held on 30.05.22.

PP.23

Minutes noted.

Cllr Green to organise zoom link for the next meeting on 27th July 2022.

14.2 To review comments received from KCC on the Highways Improvement Plan submitted in March 2022.

PP.24

The working group will review and make recommendations to the next meeting.

Formally ask Mr Price to monitor the school traffic.

Proposed Cllr Green Seconded Cllr McTavish 4 in favour, 1 abstain

Item 15

Parish Guide: To receive an update from the clerk on advice sought on KALC on potential publishers

PP.25

The communications officer at KALC doesn't know of any publishers still printing, with the majority of councils now moving online.

Clerk to investigate moving options to go online.

Item 16

Local Plan: To receive an update on GBC's Local Plan

PP.26

GBC no idea when going out to consultation again

Contact Wendy Lane when calling in PC for another meeting.

Item 17

Speedwatch: To receive an update on Meopham Speedwatch

PP.27

Update from Cllr Frank Wardle - registered volunteers dwindling.

Cllr Wardle will try and organise a further roadside session but if he is unable to get sufficient volunteers then we may have to consider ending this initiative. Advice has been sought but not yet received from Kent Speedwatch.

Cobham Speedwatch has recently ceased running.

Item 18

Meopham Mercury: To consider the quote received for postal delivery of the Meopham Mercury

PP.28

Quote accepted.
Councillors to email contribution reports to the clerk.

Proposed Cllr Buchanan Seconded Cllr Green 4 in favour, 1 abstain

Item 19

Financial Matters

19.1 To consider approving the expenses claimed by Cllr McTavish.

PP.29

Expenses approved

Proposed Cllr Buchanan Seconded Cllr Green 4 in favour, 1 abstain

19.2 To approve the schedule of payments in accordance of financial regulation 5.2.

PP.30

Approved.

Proposed Cllr Buchanan Seconded Cllr Green all in favour

19.3 To receive the receipts and payments report up to 05.07.22

PP.31

Approved.

Proposed Cllr Green Seconded Cllr Price All in favour

Item 20

Correspondence List: To note correspondence received.

Noted

Meeting Closed at 9.17pm