

Meopham Parish Council

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Clerk: Mrs S Egglesden e-mail: clerk@meopham.org
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12th September 2017

Dear Sir/Madam,

SUMMONS & AGENDA – PLANNING AND PROJECTS COMMITTEE MEETING

There will be a meeting of the **PLANNING & PROJECTS COMMITTEE** on **Tuesday 19th September 2017** at **7.30 p.m.** to be held at the **Windmill, Meopham Green.**

Please find attachments to items marked (*).

Yours faithfully,

Sarah Egglesden

Clerk

AGENDA

- 1 To receive Apologies for Absence
- 2 To receive Declarations of Members' Interests
- 3 To approve minutes of previous meetings (13/06/17 & (25/07/17) (*)
- 4 To consider matters arising from the above Minutes
- 5 Highways Issues
 - 5.1 Update from Working Group meeting - Parking Issues
 - 5.2 To note the correspondence from a resident concerning traffic concerns on the A227 (*)
 - 5.3 To note the correspondence received regarding the A2 Bean and Ebbsfleet preferred route announcement (*)
 - 5.4 To note the KCC Highways Seminar on 23/10/17 and attendance by MPC member(s)
- 6 Bus Shelters
 - 6.1 To note the response from Highways regarding vegetation around certain bus shelters (*)
 - 6.2 To consider carrying out a survey by members of all the parish owned bus shelters, so any potential work can be identified and considered for any future grant applications in 2018.
- 7 Local Plan Core Strategy - update

- 8 Lower Thames Crossing – update
- 9 Affordable Housing
 - 9.1 To note that a meeting has been arranged with Gravesham Borough Council for 27/09/17 and to agree agenda items
- 10 Community Festivities/Events
 - 10.1 Picnic on the Green
 - To note the feedback from the 2017 event
 - To note the successful grant application for Picnic on the Green 2017
 - 10.2 To consider community festivity events for 2018
 - 10.3 Harvel 'Pop Up Café' - to discuss the future of this event
- 11 Community Action Team - update
- 12 Consultations Received:-
 - 12.1 KCC Local Flood Risk Management Strategy 2017-2023 – consultation ends on 08/10/17 (*)
 - 12.2 South East Water draft drought Plan 2017 – consultation ends on 29/10/17 (*)
 - 12.3 Department of Digital, Culture, Media and Sport - the design of Broadband Universal Service Obligation – consultation ends on 5/10/17 (*)
 - 12.4 Dartford Borough Council – Statement of Community Involvement – consultation ends on 20/10/17 (*)
- 13 Parish Guides
 - 13.1 To consider the request from SB Publishing to approve the publication of a new Parish Guide for publication in 2018
 - 13.2 To consider whether we update the Over 60's Guide in 2018 and how the guide should be funded
- 14 Financial Matters
 - 14.1 To approve the Planning and Projects Committee schedule of payments in accordance with Financial Regulations 5.2 (*)
 - 14.2 To note the Planning and Projects Committee expenditure up to August 2017 (*)
- 15 Correspondence - to note correspondence received (*)

Committee Members: Cllrs D Bramer (Vice Chairman), M Bramer, Buchanan, Gofton, Luxford, McTavish (Chairman) and Wade

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulation 2014

Meopham Parish Council
Minutes of Meeting of a Planning & Projects Committee
held on Tuesday 13th June at 7.30pm
in the Windmill, Meopham Green

Committee Members present D Bramer (Vice Chairman), M Bramer, Buchanan, Gofton, Luxford, Wade

In attendance: N Jerram (Clerical Assistant)

Item 1 **To receive Apologies for Absence**

PP.1 Apologies were received from Cllr McTavish (unwell) and Cllr Luxford who was attending another meeting and would be late.

Item 2 **To receive Declarations of Interests**

PP.2 There were no declarations of interest.

Item 3 **To approve minutes of previous meeting (28.03.17)**

PP.3 The minutes of the meeting held on the 28.03.17 were approved as a true record of the meeting on a proposal by Cllr Buchanan and seconded by Cllr Gofton. All voted in favour.

Item 4 **To consider matters arising from the above minutes**

PP.4 P.113 - Cutback to certain shelters in the parish - Cllr M Bramer asked If KCC had appointed a new contractor for vegetation cutbacks to certain bus shelters in the parish. Cllr D Bramer confirmed that the Highways Steward was looking into this and would be reporting back to the parish office.

PP.5 P114 – Excessive flyposting – Cllr D Bramer reported that a circus owner had been asked to cease flyposting in the parish and he had confirmed he would remove any existing posters. Members discussed another circus that had been flyposting in the village and it was agreed the clerk would write and ask this circus to stop flyposting in future.

Action: Clerk

PP.6 Two items were discussed from previous minutes dated 31.01.17 as follows:

P.102 – Rural Community Energy Funding for Parish Councils – Other parish councils in the Gravesham area had been asked if they were interested in pursuing this scheme but the office had not received a response to date.

P.104 – Lighting of the beacon at Hopehill Scouts for 'A Nations Tribute' 11/11/18 – The District Commissioner had not confirmed if the lighting of the beacon would be possible for this event. Cllr D Bramer told members that Cllr Hasler said he would look into this.

Action: Cllr Hasler

Item 5

Highways Issues

5.1 Update from Working Group meeting - Parking Issues

PP.7

Cllr Buchanan confirmed that a grant had been secured from KCC for this project and that local schools had been contacted regarding a poster design competition to be judged in July. Banners are to be prepared and a survey was in the process of being completed to establish the views of residents, shop owners and staff on parking issues on Camer Parade.

5.1.1 To approve authority to the clerk, in consultation with the working group, to spend up to the grant amount for this project on the items listed on the grant form

PP.8

Cllr M Bramer proposed a motion to approve the above item 5.1.1, this was seconded by Cllr Buchanan and all voted in favour.

5.2 Update on meeting with KCC Highways Steward and to note bollards to be installed on the corner of Willow Walk

Members discussed the location of the bollards now installed on the corner of Willow Walk and agreed they were not ideally positioned to stop dangerous parking at this location. Members noted highways were repainting the yellow lines throughout the village and a new highways steward had been appointed.

5.3 To discuss Speedwatch Scheme and agree, if appropriate who will be involved in the organisation

PP.9

Cllr D Bramer said that Cllr Hasler had been involved in a previous Speedwatch Scheme 3 years ago but the results collated had not been registered by the authorities. Discussions followed and members agreed to look at this again at a later date.

Item 6

Bus Shelters

6.1 Update on vegetation cutback to certain shelters in the parish

PP.10 Cllr D Bramer re-confirmed that this was being looked into by KCC Highways

6.2 To note the repairs carried out on the shelter next to The George PH

PP.11 Members noted that emergency repairs had been carried out to the cantilever bus shelter located next to the George Public House. Members agreed that the installer of the shelter should be informed that the rivets holding the roof in place are not sufficiently strong enough to withstand a person climbing on top.

Action: Clerk

Item 7 **Local Plan Core Strategy – update**

PP.12 No update reported

Item 8 **Lower Thames Crossing – update**

PP.13 Members agreed to return to this item when Cllr Luxford arrived from attending the Lower Thames Crossing Meeting.

Item 9 **Affordable Housing**

9.1 To discuss arranging a meeting with Gravesham Borough Council

PP.14 Discussions followed and members agreed to ask the clerk to set up a meeting with Gravesham Borough Council regarding affordable housing in the parish.

Action: Clerk

Item 10 **Community Festivities**

10.1 Update on the Rural Kent Coffee and Information Project in Harvel Village

PP.15 Cllr M Bramer reported that the project was going well and was very well attended. Cllr M Bramer asked if one or two other councillors could attend the third meeting on July 7th and commented that the project was clearly helping people. Members agreed the project had been a success.

8pm – Cllr Luxford arrived at the meeting

10.2 To review the proposed arrangements for Picnic on the Green and to note the date – 13th August 2017

PP.16 Members noted the date – Sunday 13th August.

Cllr Gofton suggested that the information leaflets available at the Harvel Village Coffee and Information Project were on display at the picnic. Cllr Gofton asked Cllr Buchanan if she would contact the secondary school regarding use of their car parking facilities for the event. Cllr Buchanan agreed to this.

Action: Cllr Buchanan

Members discussed the possibility of hiring Morris Dancers and Cllr Luxford said she would look into this. **Action: Cllr Luxford**

Cllr Wade agreed to ask the cricket club if they would be able to provide a BBQ for the event this year. **Action: Cllr Wade**

Cllr Gofton told members that a 5 piece jazz band had been booked, and arrangements were in hand to inform residents and Gravesham Borough Council of the planned festivities.

Cllr M Bramer suggested the clerk contact Harvel Village Hall Committee to ask if the parish council could borrow their gazebo for the event. All members agreed to this action.

Action: Clerk

10.3 To discuss the possibility of an MPC stall at the Allotment Open Day on 2nd July

PP.17

Members discussed and agreed that due to the fact that many councillors were not available on this date, the parish council would not be pursuing this but would discuss again the possibility of a MPC stall in the future.

PP.18

Members agreed to return to Item 8 – LTC update

Cllr Luxford updated members on the meeting she had just attended and emphasised her concerns regarding the implications the new crossing will have on the A227. Following discussion, it was agreed that Cllr Luxford and the clerk, would draft a letter to KCC and GBC, with a copy to MP Adam Holloway, highlighting these concerns. **Action: Cllr Luxford/Clerk**

Item 11

PAT Meeting – Update

PP.19

Cllr D Bramer attended the last meeting and reported that the group were looking at organising a limited survey on traffic issues etc. and she felt the group needed further assistance in securing funding and setting up a website. Cllr Gofton suggested the PAT group report to the next FC with an update on their progress. Discussions followed and all members agreed that the chairman of PAT should be invited to the next P&P meeting (19.09.17) to update the parish council.

Action: Clerk

Item 12 **Consultations**

12.1 To agree to respond, if appropriate, on the South Eastern Rail Franchise Consultation – Deadline 30th June 2017

PP.20

Cllr D Bramer felt this was a consultation worth responding to and volunteered to respond with the clerk. Cllr Buchanan proposed a motion to respond on the South Eastern Rail Franchise Consultation, this was seconded by Cllr Luxford and all members voted in favour.

Action: Cllr D Bramer/Clerk

Item 13**Financial Matters**

13.1 To note all the Planning and Projects Committee Expenditure up to 13.06.17 for the 2017-18 financial year

PP.21

Members noted. (Appendix 1)

13.2 To approve the schedule of payments in accordance with Financial Standing Order 5.2

PP.22

Cllr Buchanan proposed a motion to approve the schedule of payments (Appendix 1), this was seconded by Cllr Luxford and all members voted in favour.

13.3 To add a further budget heading for 'Parking Issues' to the P&P budget and allocate the grant received from KCC for the parking issues campaign

Cllr Buchanan proposed a motion to agree to the above item 13.3, this was seconded by Cllr Wade and all members voted in favour.

Item 14**Correspondence - to note correspondence received****PP.23**

Members noted correspondence received. Cllr D Bramer asked if members had any comments on an email received from GBC regarding a planning application for 2017/0255 Clackmannan House, Ridge Lane, to be passed by the LPA which MPC had opposed. Members discussed and it was agreed not to pursue this application to the Regulatory Board.

Meeting closed 9.00pm

Appendix 1

Planning and Projects Committee Expenditure
From 1/04/17 to 7/06/17

Schedule of Payments

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
1843	03/04/2017	Meopham Village Hall	PAT Meeting – April 2017	£28.75		£28.75
1865	19/05/2017	Element UK Limited	Bus Shelter cleaning – 22/4/2017	£201.68	£33.60	£168.00
1877	05/06/2017	Queenbury Shelters Ltd	Emergency repair to shelter roof	£300.00	£50.00	£250.00

DRAFT

Meopham Parish Council
Minutes of Extraordinary Planning & Projects Committee
held on Tuesday 25th July at 6.45pm
in the Windmill, Meopham Green

Committee Members present: Cllrs D Bramer (Vice Chairman), M Bramer, Buchanan, Gofton and Wade

In attendance: **Community Action Team Members:** Susan McNally (Chairman), Laura Vines (Vice Chairman), Phil Harcus, Bronwyn Chatman
N Jerram (Clerical Assistant)

On a proposal by Cllr Buchanan, seconded by Cllr Wade, members agreed to adjourn the start of the meeting for 5 minutes to wait for members held up in traffic on the A227 to arrive.

Item 1 **To receive Apologies for Absence**

PP.24 Apologies were received from Cllr McTavish (unwell) and Cllr Luxford who was attending another meeting.

Item 2 **To receive Declarations of Interests**

PP.25 There were no declarations of interest.

Item 3 **To receive a report on the Community Action Plan by the team outlining:**

- **Progress to date**
- **Current funding needs and anticipated benefits of proposed activities**
- **Future plans including funding arrangements**

PP.26 On a proposal from Cllr D Bramer, seconded by Cllr M Bramer, all members voted in favour to suspend standing orders to allow members of the Community Action Team to speak.

PP.27 Susan McNally (Chairman of CAT) confirmed to members that the team had met for numerous consultations following the public meeting held in January and had decided to concentrate on 2 main issues highlighted by parishioners as follows:

- **Transport/Parking**
- **Amenities/Leisure**

PP.28 Moving forward, proposed activities and points for discussion were indicated as follows:

- Public Survey plans
- Budget to start process
- Website
- Grant/Funding

PP.29 Laura Vines (Vice Chairman CAT) explained that the team had prepared a simple draft survey for residents to complete aimed at the 2 key issues of particular interest to the community i.e. transport and amenities. Members discussed the questionnaire which is currently in draft form for comment before being finalised.

PP.30 Cllr D Bramer acknowledged that the team needed money to continue the community action plan and the Chairman of CAT confirmed that if they received the budget money all expenditure would be audited.

PP.31 Cllr M Bramer offered to help with setting up a link for the public survey on the CAT website to be designed, similar to a link which had been prepared recently for a survey on the parish council website.

PP.32 Cllr Gofton raised the question of the team applying for grants to fund further activities proposed. Discussions followed on means of obtaining funding and the team agreed they would further investigate the bidding process for grant applications.

PP.33 Cllr Buchanan congratulated the group on their efforts so far and confirmed that money had been allocated to the Planning & Projects Committee budget for the purposes of a parish plan.

Standing orders were then reinstated.

Item 4 **To consider transferring the remainder of the Parish Plan budget (2017/18 - £1000) to the bank account of the Community Action Team as a grant to support their activities prior to their obtaining funding from other sources**

PP.34 On a proposal by Cllr M Bramer, seconded by Cllr Buchanan, 4 members voted in favour of the above motion with 1 abstention. The motion was therefore agreed.

Cllr D Bramer thanked the group for attending the meeting.

Meeting closed at 7.25pm