

Meopham Parish Council

All correspondence to:
The Windmill, Meopham Green, Meopham, Kent DA13 0QA
Telephone: 01474 813779

Clerk: Mrs S Eggesden e-mail: clerk@meopham.org
www.meopham.org



Distribution below

13th January 2016

Dear Sir/Madam,

SUMMONS & AGENDA – PLANNING AND PROJECTS COMMITTEE MEETING

There will be a presentation from Jim Boot, Freelance Community Planner, on the report from the Parish/Neighbourhood Planning workshop, on **Tuesday 19th January 2016 at 7:30 p.m.** to be held at the **Windmill, Meopham Green.**

This will be followed by the meeting of the **PLANNING & PROJECTS COMMITTEE** on **Tuesday 19th January 2016 at 8:00 p.m.** to be held at the **Windmill, Meopham Green.** Please find attachments to items marked (*).

Yours faithfully,

Clerk

AGENDA

- 1 To receive Apologies for Absence
- 2 To receive Declarations of Members' Interests
- 3 To approve minutes of previous meetings (03/11/2015) (*)
- 4 To consider matters arising from the above Minutes
- 5 Planning Applications
 - 5.1 To consider and make recommendations on Planning Applications (*) (to follow)
- 6 Highways: Transport Issues, Bus Shelters and Street lighting
 - 6.1 To consider and approve the design for new bus shelters at Station Approach and Station Road, to be paid for via a KCC grant (*)
- 7 Local Plan Core Strategy - update
- 8 Affordable Housing
 - 8.1 To note the date for the Affordable Housing Sub Committee
- 9 Neighbourhood Plan
 - 9.1 To consider a motion proposed by Cllr McTavish to agree a recommendation to propose to full council on whether to proceed with a Neighbourhood Plan or a Parish Plan

10 Parish Guide 2015-17

10.1 To note the publication and distribution date for the new Parish Guide.

11 Consultations received

11.1 Department for Communities and Local Government - National Planning Policy Consultation on proposed changes – deadline for response Monday 25th January 2016. To agree to draft a suitable response and circulate for approval (*)

11.2 KCC – Kent Minerals and Waste Local Plan (MWLP) 2013-30. Further proposed modifications consultation document – deadline for response Friday 4th March 2016. To agree to draft a suitable response and circulate for approval (*)

12. Community Festivities

12.1 Proposed Queen's Birthday event in the Parish – update on progress

13 Financial Matters

13.1 To note expenditure for the Planning and Projects Committee Expenditure from 28th October 2015 to 19th January 2016 (*) (to follow)

13.2 To note the Planning and Projects Committee Income and Expenditure to date for the 2015/16 financial year (*) (to follow)

14 To note correspondence received (*) (to follow)

CLOSED SESSION

Pursuant to Standing Order 5 - Motion to exclude the press and public as publicity would prejudice the public interest by reason of the confidential nature of the business.

15 Bus Shelter Refurbishment

15.1 To consider the estimates submitted for the refurbishment of bus shelters and approve a contractor, subject to the allocation of grant funding from KCC (*) (to follow)

Distribution: P&P Committee Members: Cllrs Bramer D, Bramer M, Buchanan, Gofton, Hasler, Howard, Knott, McTavish, Powell and Wade

Meopham Parish Council
Minutes of Meeting of a Planning & Projects Committee
held on Tuesday 3rd November 2015 at 8:00pm
in the Windmill, Meopham Green

Committee Members present: Cllrs McTavish (Chairman) D Bramer (Vice Chairman),
M Bramer, Buchanan, Gofton, Hasler, Howard (arrived
8.10pm) Knott, and Wade

In attendance: Mrs S Eggesden (Parish Clerk), Cllr Leyshon,
Cllr J Burgoyne (Borough Cllr)

Item 1 **To receive Apologies for Absence**

P.27 There were apologies from Cllr Powell (family commitment)

Item 2 **To receive Declarations of Interests**

P.28 There were no declarations of interest.

Item 3 **To approve the minutes of previous meeting: 01/09/15**

P.29 The minutes of the meeting held on the 01/09/2015 were approved as a true record of the meeting on a proposal by Cllr Buchanan and seconded by Cllr D Bramer. All councillors present at this meeting voted in favour of approval.

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

P.30 Cllr Buchanan reported that she had carried out Item 9, P.22 and had circulated correspondence on this to members.

P.31 Cllr Wade asked what had happened with Bakers Meadow site meeting. Cllr McTavish reported that the members from the Regulatory Board decided on a site meeting which the Parish Council were not able to attend as it was not a public meeting but for members only. The application was approved with a lot of conditions. The decision notice can be viewed on the GBC website.

Item 5 **Planning Applications**

P.32 The following planning applications were considered by this Committee:

2015/1013 7 Fairview Gardens, Meopham, Kent DA13 0NG

Erection of a first floor rear and side extension. Cllr Knott proposed a motion of no objections subject to neighbour consultations. Cllr Wade seconded this and all voted in favour. The motion of no objection subject to neighbour consultation was agreed.

2015/0868 Downend, Norwood Lane, Meopham, Kent DA13 0YE

REVISED PLAN Removal of existing rear single storey extensions and erection of 2 storey rear extension to form kitchen/diner with 2 bedrooms over and balcony at roof level; conversion of the integral garage and erection of a two storey front extension to form a playroom and porch; single storey side extension to form enlarged lounge; alterations to the roof to form rooms in the roof and erection of a detached double garage at the front with play room/office over.

Members noted the revised plans but still had concerns about the size of the extension and in particular the balcony which would overlook a number of neighbouring gardens. The garage appears to be too near the house and has inadequate space for access. This was recommended on a motion proposed by Cllr Mctavish and seconded by Cllr Buchanan. All voted in favour of submitting the concerns raised.

Item 6**Highways: Transport Issues, Bus Shelters and Street Lighting**

(a)

To note the response to KCC on the consultation on the proposed bus stop improvements in Meopham

P.33

Members noted the response. Members need to consider a location for a new shelter. Following discussion, the Clerk was asked to contact KCC about the following: any ongoing maintenance costs that might be passed onto the Parish Council if KCC provide a new shelter, to request a site meeting to look at renaming some of the bus stops, inform KCC that members are looking at applying for a bus shelter grant and to suggest looking at a shelter for the stop opposite Culverstone School.

Action: Clerk

(b)

To consider and approve, if appropriate, applying for a KCC Bus Shelter Grant for any Parish Council owned shelters

P.34

The deadline for an application is 29/1/16. It was agreed the clerk would forward the list and photographs of shelters to members, allocating a member from each ward to view the shelters for potential work and set a date for the response. Cllr McTavish proposed that the task of completing the application is delegated to the Clerk and Cllr M Bramer seconded this. All voted in favour.

Action: Clerk

(c)

To note the damage to the bus shelters at Station Approach and Denesway and, if appropriate, consider approval of funds for repair work.

P.35

Cllr McTavish proposed that the panel at Station Approach is replaced with a polycarbon panel and the Denesway shelter lower part with a metal panel, with the costs to be included in the bid for a grant to KCC. This was seconded by Cllr Buchanan. All voted in favour.

(d)

To note and consider, if appropriate, a response to KCC Highways and Transportation questionnaire.

P.36 It was agreed that Cllrs Gofton and Knott would complete the survey. All member were invited to pass on any relevant information on this to both Cllrs.
Action: Cllrs Gofton and Knott

(e) Too note and consider, if appropriate, a response to KCC's consultation document and online questionnaire on street lighting.

P.37 It was agreed that Cllrs Gofton and Knott would also complete this questionnaire.
Action: Cllrs Gofton and Knott

(f) KCC Highways Parish Seminar – update from Cllrs D and M Bramer
P.38 A note had had been circulated prior to the meeting. Discussion took place on the Parish Caretakers Scheme. It was agreed that the Clerk would find out more about this scheme.
Action: Clerk

P.39 A request for any parish owned street lights had been requested from KCC Highways Steward. It was agreed that the Clerk would chase this up.
Action: Clerk

(g) To note the request to KCC Highways for large salt bags to St Johns Centre and Harvel Village Hall.
P.40 Members noted this.

Item 7 **Local Core Plan Strategy**

P.41 Cllr Burgoyne reported that a meeting has been held regarding the Culverstone Valley area. The consultation is due to be published in the Q1 next year, which will be available on the GBC website.

Item 8 **Affordable Housing Sub Committee**

(a) To report on the affordable Housing meeting at GBC on 27.10.15.

P.42 Cllr McTavish reported on the meeting at GBC. The meeting discussed the current issues with social housing following recent government policy and the difficulty in being able to build more social housing, the allocation policy at Edmeades Close and they looked at possible sites within the parish.

Item 9 **Neighbourhood Plan**

(a) To report on the proposed workshop
P.43 Cllr McTavish has spoken with Kathy Bugden at ARCK and is putting things in motion to hold a workshop in the week commencing 7/12/15. It was agreed that an evening meeting would be suitable with a 7:30pm start. We are eligible for an SOS villages grant for the workshop; paying the facilitator, K Bugden's time, venue and refreshments. Cllr McTavish has been in touch with interested parties. A public meeting would be held after the workshop. The Clerk is sourcing a suitable venue. Cllr McTavish asked if Cllr M Bramer would assist with the setting up the invitations for the workshop, which he agreed to.

Action: Clerk / Cllr M Bramer

Item 10 **Parish Guide 2015-17**

- (a) To consider, and if appropriate, recommend a virement from within the P&P budget within the P&P budget for distribution costs for the new Parish Guide.

P.44 the draft has been circulated to all members and comments are invited by 8/11/15. The front cover options were also discussed. Cllr D Bramer and the Clerk will then review this on Monday.

Action: Clerk / Cllr D Bramer

P.45 Cllr D Bramer proposed a motion to virement £500 from the Highways and Street lighting budget to cover the cost of the distribution via Royal Mail (cost is £500 to all DA13 properties, including Vigo and Luddesdown plus businesses in the parish). This was seconded by Cllr Hasler and all voted in favour.

Item 11 **To review contacts/telephone numbers for Meopham Parish Council Emergency Plan**

P.46 Cllr D Bramer reported that she had heard that KCC are producing a template for emergency plans which is imminent. It was agreed that the Clerk would find out when this is to be available.

Action: Clerk

P.47 It was agreed that the contact page would be updated, removing old councillors as contacts and adding in the new councillors. This would be circulated to councillors. Cllr Buchanan offer to be the lead co-ordinator.

Action: Clerk

Item 12 **Financial Matters**

- (a) To note expenditure for the Planning and Projects Committee Expenditure from 25th August 2015 to 28th October 2015

P.48 Members noted this.

- (b) To note the Planning and Projects Committee Income and Expenditure to date for the 2015/16 financial year

P.49 Members noted this. £55 for the ARCK Community Housing Seminar was questioned as to why to it was under Planning and Investigations? The Clerk explained that it had previously been agreed to be put under the P&P budget and not the training budget.

P.50 The budget for Highways and Street lighting was queried as it was not clear why the Council had a budget for this. As previously agreed the clerk would investigate into any parish owned street lighting.

Action: Clerk

- (c) To consider and approve the proposed Planning and Projects Committee Budget for the 2016/17 financial year

P.51 Proposed budget figures were circulated prior to the meeting. Cllr D Bramer suggested that an amount is put in the budget for Queen's birthday. Cllr Gofton suggested holding a tea party for any resident who is 90 in 2016. It was agreed that a small group of members interested in organising such an event get together. Cllr Buchanan would also include this in the Meopham Review, advising that the Parish Council are considering this event.

P.52 Cllr M Bramer proposed a motion that £500 is moved from Highways and Streetlights budget to Community Festivities for 2016/17 budget. Cllr Buchanan seconded this and all voted in favour.

Item 13 To note correspondence received

P.53 Correspondence was noted. The letter regarding a presentation on the Meopham School to the Parish Council was noted. It was agreed to wait until after the presentation on 11/11/15 to see if would be of interest to members. The Clerk would respond to the letter accordingly.

Action: Clerk

The meeting closed at 09:40 pm

Signed.....Dated.....

Item 6 – Bus Shelters Refurbishment programme

Following a meeting on 17th December 2015 with KCC, Cllr D Bramer and County Cllr Bryan Sweetland to review the bus shelters in the Parish, KCC has requested an estimate of the costs for remedial work to the shelters in the parish that require this as they have grant money available for this. They have also suggested that PC considers replacing 2 bus shelters at Station Approach and Station Road as KCC felt it would be appropriate to replace these 2 considering their current condition, again paid for by KCC grant money. We can either replace with like for like or KCC have suggested replacing with wooden shelters, as shown in the photographs below.

KCC contractors will clear away any vegetation encroaching on identified bus shelters, apart from Culverstone school shelter, which the school have agreed to clear.

We are currently seeking estimates from 3 contractors for refurbishment work to shelters which includes a polycarbonate panel replacement at the Deneways Shelter (4) and a metal panel replacement at Meopham School shelter (8). On the 4 brick shelters, we are looking at repainting the inside of the shelters and fascia boards and checking roof tiles as some are loose. (Camer Corner (6), Meopham Green (9), Ridley Turning (10) and Culverstone School (11)) Estimates to follow for the P&P meeting.



Clerk - Meopham Parish Council

From: administrator <administrator@kentalc.gov.uk>
Sent: 21 December 2015 10:24
Subject: DCLG Consultation - National Planning Policy Consultation on proposed changes - deadline 25 January 2016

Dear Member Councils

The Department for Communities and Local Government (DCLG) has issued a consultation on proposed changes to the National Planning Policy Framework (see <https://www.gov.uk/government/consultations/national-planning-policy-consultation-on-proposed-changes>). **The deadline for responses is Monday 25 January 2016.**

DCLG advise that the consultation is proposing changes in the following areas:

- broadening the definition of affordable housing, to expand the range of low cost housing opportunities for those aspiring to own their new home
- increasing residential density around commuter hubs, to make more efficient use of land in suitable locations
- supporting sustainable new settlements, development on brownfield land and small sites, and delivery of housing allocated in plans
- supporting delivery of starter homes

Responses to DCLG can be made online or by e-mail to planningpolicyconsultation@communities.gsi.gov.uk or by writing to:

Planning Policy Consultation Team
Department for Communities and Local Government
3rd floor Fry Building
2 Marsham Street
London SW1P 4DF

If your Council does respond, could you please copy your response to KALC so that we can consider it when finalising our response at our Executive Committee meeting on 23 January 2016.

Kind Regards

Terry Martin
Chief Executive
Kent Association of Local Councils
Tel 01304 820173
Website: www.kentalc.gov.uk

Clerk - Meopham Parish Council

From: Alice.Beeken@kent.gov.uk
Sent: 08 January 2016 08:59
Subject: Kent MWLP 2013-30 Proposed Further Modifications

Dear Consultee,

I am writing to inform you that you are invited to comment on the proposed further modifications to the *Kent Minerals and Waste Local Plan (MWLP) 2013-30*. The consultation will be open for eight weeks from **Friday 8th January to Friday 4th March 2016 (8 weeks in duration)**.

You are receiving this email because you, or a person/organisation you represent, made comments on Minerals and Waste Local Plan documents at previous stages of consultation or you requested to be kept informed about progress on the Plan. Please let us know if the contact details in this letter are incorrect or if you no longer wish to be contacted.

Kent County Council is now proposing further main and additional (minor) modifications to the Plan in addition to those initial modifications that arose following discussions with the Planning Inspector and representors at the Kent MWLP 2013-30 Examination hearings, which ended in May 2015. The first set of modifications was put out to consultation by the County Council during **17th August 2015 to 12th October 2015**.

The proposed further main modifications seek to address issues of potential unsoundness. In addition the County Council is also proposing a number of further minor changes. Whilst these additional (minor) modifications do not affect the overall soundness and legal compliance of the Plan, the County Council is keen to improve the clarity of the Plan.

The ***Kent MWLP 2013-30 – Further Proposed Modifications*** consultation document incorporates all the County Council's proposed further main and additional (minor) modifications. The proposed further modifications are available online at http://consult.kent.gov.uk/portal/mwcs/mwlp-submission/kent_mwlp_dec_2015.

You are invited to comment on these further proposed main and additional (minor) modifications to the Plan and the accompanying *Sustainability Appraisal Addendum*, *Habitat Regulation Assessment Addendum* and the *Equality Impact Assessment Update* (December 2015). At this stage in the plan making process, the County Council is only inviting comments related to matters of legal compliance and soundness.

Representations received before the deadline at **5pm on Friday 4th March 2016** will be considered by the Planning Inspector alongside the proposed modifications when preparing his final report on the Plan.

Representations must be made in writing and may be submitted electronically via the [consultation portal](#), by email (mwdf@kent.gov.uk), or by post to: Minerals and Waste Planning Policy, Invicta House, Maidstone, Kent ME14 1XX. Representation forms are available from the online portal, on request by contacting the team, or in hard copy at the locations listed.

The Statement below details where to view hard copies of the *Kent MWLP 2013-30 - Proposed Further Modifications* document, the *Sustainability Appraisal Addendum*, *Habitat Regulation Assessment Addendum*, *Equality Impact Assessment Update*, representation forms and guidance notes.

All evidence documents relating to the Plan's submission, Examination and proposed modifications are available in the online [Examination library](#).

If you have any queries regarding the consultation please do not hesitate to contact the team by telephone on 03000 419973 / 03000 413344 or by email to mwdf@kent.gov.uk.

Yours faithfully,

Sharon Thompson
Head of Planning Applications
Environment, Planning and Enforcement
Tel: 03000 413468

Kent Minerals and Waste Local Plan 2013-30 - Proposed Further Modifications Guidance for making representations

Statement of Representation Procedure and Availability of Documents

Subject matter and area covered:

The *Kent MWLP 2013-30* describes the spatial vision and strategic objectives for the sustainable development of minerals supply and waste management in Kent, for the period up to 2030. It includes minerals and waste delivery strategy policies, including the identification of two strategic sites, and development management policies for determining minerals and waste related planning applications. The Plan also includes a policy monitoring schedule and adopted policies maps. The area covered is the administrative area of Kent County Council.

Introduction:

The publication of the *Kent Minerals and Waste Local Plan 2013-30 - Proposed Modifications* document follows the Submission and Independent Examination of the Plan, including the public hearings held in April and May 2015. The hearings were attended by some of the parties who had made formal representations on the soundness of the Submission version of the Plan (published for consultation in July 2014). The Plan, supporting evidence and the formal representations received were reviewed and discussed with the Planning Inspector and the representors in attendance at the hearing.

Following discussions with the Planning Inspector and representors at the Examination hearings (April – May 2015), the County Council proposed main and additional (minor) modifications to the Plan. The main modifications sought to address potential unsoundness and legal compliance issues. Furthermore, having listened to the various representations during the Examination hearings, the County Council proposed a number of minor changes. Whilst these additional (minor) modifications did not affect the overall soundness and legal compliance of the Plan, the County Council was keen to improve the clarity of the Plan.

Kent County Council is now proposing further main and additional (minor) modifications to the Plan, in addition to those that were consulted upon in the summer 2015.

Consultation:

Comments are invited on the soundness and legal compliance of the proposed major and additional (minor) modifications. Comments are also invited on the Plan's accompanying Sustainability Appraisal Addendum, Habitat Regulation Assessment Addendum and Equality Impact Assessment Update. The written representations received during the consultation period will be sent to the Planning Inspector for consideration.

Representation period: The consultation is commencing at 9am on Friday 8th January for eight weeks, closing at 5pm on Friday 4th March 2016.

Representations must be made in writing and submitted electronically or by post to:	
Minerals and Waste Planning Policy Team Invicta House County Hall Maidstone	Consultation portal: http://consult.kent.gov.uk/portal/mwcs/mwlp-submission/kent_mwlp_dec_2015

Representation forms can be completed and submitted online on the consultation portal. Alternatively, the form is available from the County Council's consultation portal (see weblink above) or may be requested by contacting the team by telephone, email or letter.

All supporting evidence base documents for the submission of the *Kent MWLP 2013-30*, plus the post-submission evidence to support the proposed modifications to the Plan, are available from the online Examination library at: <http://consult.kent.gov.uk/portal/mwcs/mwlp-eip/eip-library/>

The *Kent MWLP 2013-30 Proposed Further Modifications* consultation document is available in a range of alternative languages and formats on request.

The *Kent MWLP 2013-30 Proposed Further Modifications* document, the *Sustainability Appraisal Addendum*, *Habitat Regulation Assessment Addendum*, *Equality Impact Assessment Update*, representation forms and guidance notes are available for inspection in hard copy format from Kent's main libraries, Gateways and the main County Council offices as listed below:

Main Kent County Council Libraries:

- Canterbury Library, 18 High Street, Canterbury CT1 2RA
- Dartford Library, Central Park, Market Street, Dartford DA1 1EU
- Dover Library, Dover Discovery Centre, Market Square, Dover CT16 1PH
- Folkestone Library, 2 Grace Hill, Folkestone, CT20 1HD
- Gravesend Library, Windmill Street, Gravesend DA12 1BE
- Maidstone Library, History & Library Centre, James Whatman Way, Maidstone ME14 1LQ
- Sevenoaks Library, Buckhurst Lane, Sevenoaks TN13 1LQ
- Sittingbourne Library, Central Avenue, Sittingbourne ME10 4AH
- Tonbridge Library, 1 Avebury Avenue, Tonbridge TN9 1TG
- Tunbridge Wells Library, Mount Pleasant Road, Tunbridge Wells TN1 1NS

Gateways:

- Ashford Gateway Plus, Church Road, Ashford TN23 1AS
(Mon-Wed & Fri 9am-6pm; Thurs 9am-8pm; Sat 9am-6pm).
- Dover Gateway, 69-71 Castle Street, Dover CT16 1PD
(Mon-Fri 9am-5pm; Sat, 9am-1pm).
- Eden Centre Gateway, Four Elms Road, Edenbridge TN8 6BY
(Mon-Fri 9am-6pm; Sat 9am-1pm).
- Gravesham Gateway, Windmill Street, Gravesend DA12 1AU
(Mon-Fri 9am-5pm).
- Maidstone Gateway, King Street, Maidstone ME15 6JQ
(Mon 8.30am-5.30pm; Tue-Wed & Fri 9am-6pm; Thurs 9am-8pm; Sat 9am-5pm).
- Sheerness Gateway, 38-42 High Street, Sheerness ME12 1NL
(Mon-Fri 9am-6pm; Sat 9am-5pm).
- Tenterden Gateway, Manor Row, Tenterden TN30 6HP
(Mon-Fri 9am-5.30pm; Sat 9am-4pm).
- Thanet Gateway Plus, Cecil Street, Margate, Kent, CT9 1RE
(Mon-Wed, Fri & Sat 9am-6pm; Thursday 9am-8pm).
- Tonbridge Gateway, Tonbridge Castle, Castle Street, Tonbridge TN9 1BG
(Mon-Sat 8.30am-5pm; Sun 10.30am-4pm).
- Tunbridge Wells Gateway, 8 Grosvenor Road, Tunbridge Wells, TN1 2AB
(Mon-Wed & Fri 9am-5pm; Thurs 9am-6.30pm; Sat 9am-1pm).

Kent County Council Offices:

- Sessions House, County Hall, Maidstone ME14 1XQ (Mon-Fri 8am-5pm).
- Joynes House, New Road, Gravesend DA11 0AT (Mon-Fri 9am-5pm).
- Kroner House, Eurogate Business Park, Ashford TN24 8XU (Mon-Fri 9am-5pm).

- Montague House, 9 Hanover Road, Tunbridge Wells TN1 1EZ (Mon-Fri 9am-5pm).
 - St. Peter's House, Dane Valley Road, Broadstairs CT10 3JJ (Mon-Fri 9am-5pm).
 - Worrall House, 30 Kings Hill Avenue, West Malling ME19 4AE (Mon-Fri 9am-5pm).
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