

## Meopham Parish Council

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

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



14<sup>th</sup> September 2016

Dear Sir/Madam,

### **SUMMONS & AGENDA – PLANNING AND PROJECTS COMMITTEE MEETING**

There will be a meeting of the **PLANNING & PROJECTS COMMITTEE** on **Tuesday 20<sup>th</sup> September 2016** at **2.00 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 (21/06/16) (\*)
- 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 Issues
  - 6.1 To update on meeting with KCC Highways (\*)
- 7 Bus Shelters - update
- 8 Local Plan Core Strategy - update
- 9 Affordable Housing - update
- 10 Parish Plan
  - 10.1 Update on the Parish Action Team
  - 10.2 To agree to delegate authority to the Clerk to authorise expenditure up to £250 for the Parish Action Team for promotional work and initial meeting costs
- 11 Community Festivities - update

12 To consider any potential P&P projects for 2017-18 in preparation for the forthcoming Pre Budget meeting in October.

13 Financial Matters

13.1 To note expenditure for the Planning and Projects Committee Expenditure from 21<sup>st</sup> June 2016 to 14<sup>th</sup> September 2016 (\*)

13.2 To note the Planning and Projects Committee Income and Expenditure to date for the 2016/17 financial year (\*)

14 To note correspondence received (\*)

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

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 21<sup>st</sup> June 2016 at 7.30pm**  
**in the Windmill, Meopham Green**

**Committee Members present:** Cllrs McTavish (Chairman), Buchanan, Gofton, Knott

**In attendance:** Mrs N Jerram (Clerical Assistant), Cllr Wade

**Item 1**      **To receive Apologies for Absence**

**P.1**          There were apologies from Cllrs D Bramer and M Bramer (Holiday)

**Item 2**      **To receive Declarations of Interests**

**P.2**          There were no declarations of interest.

**Item 3**      **To approve the minutes of previous meeting: 19.01.16**

**P.3**          The minutes of the meeting held on the 19.01.16 were approved as a true record of the meeting on a proposal by Cllr Buchanan and seconded by Cllr Knott. All voted in favour.

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

**P.4**          Cllr McTavish pointed out page 1, Item 4, P.57 should be corrected to read Bakers Meadow and Lyndhurst.

Page 3, P.64 – 2015/1198 Lindenwood Manor. Members discussed the vegetation which is planted along the boundary fence is already encroaching on to the pavement. All members agreed that this matter should be raised with Vigo Parish Council and a letter should also be drafted to GBC.

***Action: Clerk***

**Item 5**      **Planning Applications**

**5.1 To consider and make recommendations on Planning Applications:**

**2016/0443 - THE HAVEN, BRIMSTONE HILL, MEOPHAM, GRAVESEND,  
KENT DA13 0BN**

Construction of a subterranean building comprising a swimming pool,

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

changing rooms, shower, plant room and garage for three vehicles with canopy, erection of gabion retaining walls and entrance staircase, with alterations to the ground floor level.

Members noted an objection from CPRE Kent

On a motion proposed by Cllr Buchanan and seconded by Cllr McTavish, members agreed the need for further information from the Planning Department at GBC before commenting. All voted in favour.

**2016/0410 - THE ORCHARD, PRIESTWOOD ROAD, MEOPHAM, GRAVESEND, KENT DA13 0DA**

Erection of a two storey rear extension incorporating three dormer windows in the rear roof slope and erection of a single storey side extension.

Cllr McTavish proposed a motion of no objection, subject to planning policy and neighbour consultation, seconded by Cllr Buchanan. All voted in favour.

**2016/0474 - PARKERS COTTAGE, DAVID STREET, MEOPHAM, GRAVESEND KENT DA13 0BT**

Replacement of the existing window on the north flank elevation and two windows at first floor level on the rear elevation from timber single glazed windows to timber double glazed windows and replacement of existing timber single glazed double doors on the rear elevation with timber double glazed doors.

Cllr Buchanan proposed a motion of no objection, subject to Conservation Officers approval. Cllr Knott seconded this and all voted in favour.

**2016/0475 - PARKERS COTTAGE, DAVID STREET, MEOPHAM, GRAVESEND KENT DA13 0BT**

Application for Listed Building Consent for the replacement of the existing window on the north flank elevation and two windows at first floor level on the rear elevation from timber single glazed windows to timber double glazed windows and replacement of existing timber single glazed double doors on the rear elevation with timber double glazed doors.

Cllr Buchanan proposed a motion of no objection, subject to Conservation Officers approval. Cllr Knott seconded this and all voted in favour.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**2015/1244 - HIGHVIEW, LONGFIELD ROAD, LONGFIELD, DA3 7AP**

*Retrospective planning consent for the storage of vehicles, trucks and heavy good vehicles, their maintenance and repair and distribution to the UK and global markets (sui generis) retention of maintenance and repair building, ancillary portacabin office, staff restroom and toilet together with two storage containers for small tools, plant and spare vehicle parts, boundary landscaping, and hardstandings.*

Cllr Buchanan proposed a motion of no objection, subject to conditions regarding hours of operation and other matters as laid down by GBC, this was seconded by Cllr Knott and all voted in favour.

**2016/0261 - The Ivy House, Wrotham Road, South Street, DA13 0QJ**

Conversion of existing outbuildings to provide 2 no. one bedroom self-contained residential annexe's for use ancillary to the main dwelling.

On a motion proposed by Cllr McTavish and seconded by Cllr Buchanan, members agreed to defer this application for comment, awaiting GBC site visit. All voted in favour.

**2016/0262 - The Ivy House, Wrotham Road, South Street, DA13 0QJ**

Application for Listed Building Consent for the conversion of existing outbuildings to provide 2 no. one bedroom self-contained residential annexe's for use ancillary to the main dwelling.

On a motion proposed by Cllr McTavish and seconded by Cllr Buchanan, members agreed to defer this application for comment, awaiting GBC site visit. All voted in favour.

**Item 6**

**Highway Issues:**

**6.1 To discuss ongoing parking issues in the parish and agree on any further action**

**6.2 To discuss and agree if appropriate, MPC supporting any potential measures to reduce accidents on Wrotham Road in the Meopham Green area and agree what action to take**

**P.5**

Members agreed to discuss the above two points as one item to be addressed.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**P.6** Cllr Buchanan spoke regarding the double yellow lines which have recently been painted at the north end of Camer Parade outside NFU. Discussions followed on the possible removal of these double yellow lines. Members agreed they are unnecessary and cars parking in this area are not considered to cause any problems.

All members agreed that the Clerk should contact KCC and ask if these double yellow lines could be removed.

**Action: Clerk**

**P.7** Cllr Gofton mentioned the ongoing problem of dangerous parking on the yellow lines outside the layby at Camer Parade. Illegal parking here is causing restricted view to traffic existing the parade.

Members agreed the Clerk should contact KCC Highways to undertake further discussions with regard to parking issues at Camer Parade.

**Action: Clerk**

**P.8** Cllr Wade spoke of the accident at Meopham Green when a car crashed into a resident's wall one night at 2am. Members discussed the possibility of warning signs put in place on the approach to the bend or chevrons.

Discussions took place regarding the possibility of a highway inspection for the Meopham Green area. It was agreed that the Clerk contact the Highways Officer to meet with Cllrs Buchanan and Wade and to gather evidence of accidents in the area. It was agreed also Borough Cllrs Cubitt, Burgoyne and Sweetland should be copied in on these actions.

**Action: Cllrs Buchanan/Wade/Clerk**

#### **Item 7** **Bus Shelters – Update**

**P.9** Members agreed the refurbishment works currently in progress were going well.

**P.10** A suggestion was put forward for a map of the Parish to be fixed to the wall of the bus shelters at both sides of the road near the station.

It was agreed that the Clerk would speak to KCC regarding a map of the village, it was also agreed the clerk would look into how much a map would cost in a protected cover.

**Action: Clerk**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Item 8**      **Local Plan Core Strategy – Update**

**P.11**      Cllr McTavish informed members she had not seen any recent consultations.

**Item 9**      **9.1 To note the date for the Affordable Housing Meeting at GBC**

**P.12**      The date was noted by members (Wednesday 13<sup>th</sup> July at 10am).

**9.2 To agree members of the Affordable Housing Sub Committee**

**P.13**      Cllr McTavish confirmed that Cllrs D Bramer and M Bramer would like to remain on the Affordable Housing Sub Committee. Discussions followed and it was agreed members of the Sub Committee remain as Cllrs McTavish, Hasler, D Bramer, M Bramer, and Buchanan.

**Item 10**      **Parish Plan****10.1 Update on the Parish Plan and to note the date of the first meeting of the Parish Action Team**

**P.14**      Cllr McTavish informed members she would be speaking to Jim Boot to agree an Agenda for the first meeting. Discussions followed regarding the positive feedback received from people and that interested residents would be invited to the first meeting.

Cllr D Bramer has volunteered to collate all the comments from the leaflets received from the Picnic on the Green ready for the first PAT meeting.

**Action: Cllr D Bramer**

**P.15**      Cllr Buchanan suggested the meeting should be advertised in the Meopham Review and all members agreed.

**Item 11**      **Community Activities****11.1 Report on the event organised to celebrate the Queen's 90<sup>th</sup> Birthday – The Picnic on the Green**

**P.16**      Cllr Buchanan gave her congratulations to all who were involved in the success of the Picnic on the Green, with special thanks to Cllr McTavish who led the organisation with Cllrs Gofton and Knott. Also thanks to Cllr Howard for all his help.

Members discussed the good feedback received from attendees at the picnic and their wish for further community festivities to be organised by

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

MPC. Suggestions were made for a Mid-Summer Picnic next year to be held on Meopham Green.

Cllr McTavish gave special thanks to Mandy Cason (Community Warden) for her hard work on the day of the picnic and to Cllr Peter Howard for all his help with health and safety matters.

**11.2 Financial Matter – to note the expenditure on the Tea Party and the Picnic on the Green and agree, if appropriate, to review if any virement is required within the P&P budget at the end of the financial year**

**P.17** Cllr McTavish suggested members review the budget at the end of the financial year. All members were in agreement.

**Item 12 To agree to investigate into potential grant funding for a defibrillator for Meopham Village Hall**

**P.18** Discussion took place on the location of a defibrillator; pros and cons of having it inside or outside the hall. Research had revealed that if the defibrillator was inside the hall then every club or group using the facility would need to be trained on how to operate it. Cllr Wade had concerns that there may be problems with vandalism if positioned on the outside wall.

It was thought that all the groups e.g. Tennis Club, Table Tennis Club, Country Club, Village Hall, should have access to the defibrillator.

Cllr McTavish suggested Meopham Village Hall should apply to the Rural Forum for the funding of a defibrillator. It was agreed the Clerk would speak to Trixie Leyshon (Vice Chairman) regarding Neighbourhood Forum Grants for 2017 to make a bid.

***Action: Clerk***

**Item 13 Financial Matters**

**13.1 To note expenditure for the Planning and Projects Committee Expenditure from 1<sup>st</sup> April 2016 to 21<sup>st</sup> June 2016**

**P.19** It was noted by all members

**13.2 To note the Planning and Projects Committee Income and Expenditure to date for the 2016/2017 financial year**

**P.20** It was noted by all members

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Item 14**      **To note correspondence received**

**P.21**            Members noted the correspondence.

**P.22**            It was noted that Cllrs Buchanan, Knott and Ogden had attended the Armed Forces Day.

**P.23**            Cllr McTavish informed members of an email received from a resident in the Camer and Meopham Green Ward regarding parking issues. Members discussed contacting Gravesham BC and Cllr Buchanan suggested the resident applies for a dropped curb.

Cllr McTavish suggested MPC forward the resident's email, with her permission, to GBC with a supporting letter from MPC. Members agreed to this action.

**Action: Cllr McTavish/Clerk**

The meeting closed at 8.50pm

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

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_



## NOTES FROM HIGHWAYS MEETING – 21/7/16

**Attendance :** Cllr D Bramer, Sarah Egglesden (Clerk) and Lisa Gillham (KCC Highways – District Manager, Gravesham)

**Apologies :** Cllr J McTavish and Sami Cribben (KCC Highways Steward)

Sami is the Highways Steward for Meopham and she is currently on long term sick leave so Highways very short staffed at the moment.

**Cleaning signs** - Discussed cleaning of all the road signs in one go through the village. KCC cannot do this as contract is not set up to operate like this. It is reactive rather than pro-active. If we report on all the signs in the village that need cleaning, they can send out a team to focus on this for a day but they need exact location details.

**Recent traffic incidents on Wrotham Road/Meopham Green area** – cannot have traffic calming on an 'A' road. Talked about cllrs wanting a site meeting to discuss options. We need to submit our request on the parish portal and this will be forwarded to the Scheme's Delivery Team. They will decide if a site meeting is necessary. Good idea to keep Cllr Bryan Sweetland in the loop on this.

**Speed restrictions** – talked about roads in Harvel. Lisa has been in contact with Louise Martin from Harvel Resident's Association and the majority of Harvel's requests have been carried out re road safety issue although no funding available for a white gate. It was suggested we invite Louise to future meetings with Highways. Talked about a resident's concern re Chapman Hill and request to reduce the speed limit. Oak Farm Lane (under TMBC) is not an official 20mph. Rural roads are not 20 or 30mph. KCC do annual reviews of all accident data for 'hot spots', which have to involve either actual injury or death. From this a number of crash remedial schemes are implemented. Funding for any scheme is ranked and prioritized according to funds available. Slow signs were discussed but this involves line markings plus DoT do not support putting signage up everywhere. DB mentioned the Conservation Area Report which mentioned about speed limits.

### **Outstanding Parish Portal Items @ 21.7.16**

Harvel Pond - jetting the lines for the drainage. A job has been raised with the Drainage Team at KCC (Simon). There isn't any money to do this unless there is likely flooding. If there is an issue, the PC or Mr Hinds (resident at Pond Farm) should contact Highways, either raise a further enquiry quoting previous report number or ring if an emergency.

Signage to be cleaned (5 signs) – all to be cleaned and broken sign repaired.

Trees, Nurstead to the station – KCC currently investigating into the work to be done here.

School Close, Bamboo in resident's garden causing the pavement to lift – KCC to write to the owner.

**Raising awareness with parishioners for fault reporting direct to Highways** – Agreed to focus on this, putting information on the website and in the Meopham Mercury. Also remind parishioners to keep a note of the enquiry number given to them.

**Future Meetings** – Agreed to hold quarterly meetings with Sami.







1. Planning and Projects Committee

|                                     | O/Budget (£)    | Apr          | May           | Jun           | Jul           | Aug             | Sep           | Oct         | Nov         | Dec         | Jan         | Feb         | Mar         | Total           | Balance (£)   | Virement | Earmarked       | Balance (£)     |
|-------------------------------------|-----------------|--------------|---------------|---------------|---------------|-----------------|---------------|-------------|-------------|-------------|-------------|-------------|-------------|-----------------|---------------|----------|-----------------|-----------------|
| 5004 Bus Shelter Repairs & Ren      | 1,200.00        |              |               |               |               | 1,520.00        |               |             |             |             |             |             |             | 1,520.00        | ( 320.00 )    |          | 1,520.00        | 1,200.00        |
| 5005 Bus Shelters Cleaning          | 800.00          |              |               | 168.00        |               |                 |               |             |             |             |             |             |             | 168.00          | 632.00        |          |                 | 632.00          |
| 5006 Parish Plan                    | 1,000.00        |              | 183.30        | 123.30        |               |                 | 153.30        |             |             |             |             |             |             | 459.90          | 540.10        |          | 4,500.00        | 5,040.10        |
| 5007 Planning Fees / Investigations | 200.00          |              |               |               |               |                 |               |             |             |             |             |             |             |                 | 200.00        |          |                 | 200.00          |
| 5010 Festivities                    | 500.00          | 50.00        | 688.19        | 48.97         | 68.30         | 50.00           |               |             |             |             |             |             |             | 905.46          | ( 405.46 )    |          |                 | ( 405.46 )      |
| <b>Totals</b>                       | <b>3,700.00</b> | <b>50.00</b> | <b>688.19</b> | <b>232.27</b> | <b>359.60</b> | <b>1,570.00</b> | <b>153.30</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>3,053.36</b> | <b>646.64</b> | <b>-</b> | <b>6,020.00</b> | <b>6,666.64</b> |



## Correspondence List for P & P Meeting – 20.9.16

|          |                                                                                                                                                |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------|
| 31.8.16  | Email from GBC re: Agenda for Performance/Administration Cabinet Cttee (AC)                                                                    |
|          | Email from DVH Trust Members re: AGM Notice (J Mc/P Ha)                                                                                        |
|          | Email from KALC re: Bulletin on National Developments and Meetings (AC)                                                                        |
| 01.9.16  | Email from Bluewater Land Securities re: Community Forum Meeting (AC)                                                                          |
|          | Email from KCM re: Theft of BMW in Arnold Avenue (AC)                                                                                          |
|          | Email from KALC re: Event Announcement Introducing Allotment Law (AC)                                                                          |
| 02.09.16 | Email from Kent 4 Community – Funding update (AC)                                                                                              |
|          | Email from Ash-Cum-Ridley PC – Neighbourhood Plan Consultation (AC)                                                                            |
|          | Email from GBC re: Agenda for Community Services Cabinet meeting (AC)                                                                          |
|          | Email from Kent Community re: Fire station open day, Swanscombe (AC)                                                                           |
|          | Email from NALC re Bulletin on national developments (AC)                                                                                      |
| 03.09.16 | Letter from Sandra Price re Remembrance Service arrangements for Meopham War Memorial (SB)                                                     |
| 05.09.16 | Email from GBC re: Agenda Finance & Audit Committee (AC)                                                                                       |
|          | Email from resident re memorial bench enquiry                                                                                                  |
| 06.09.16 | Email from KALC re: Chairman workshop (Chairman & Committee Chairman)                                                                          |
|          | Email from Kentcan – Newsletter (AC)                                                                                                           |
|          | Email from KALC – My Community, weekly round up (AC)                                                                                           |
|          | Email from GBC re Judsons inspection (SG & RK)                                                                                                 |
|          | Email from GBC re: Agenda Gravesham Joint Transportation Board (AC)                                                                            |
| 07.09.16 | Email from GBC re: Agenda supplementary pack Regulatory Board (AC)                                                                             |
|          | Email from GBC re: Agenda Scrutiny committee (AC)                                                                                              |
|          | The Clerk – SLCC Magazine Sept 2016 (in the office)                                                                                            |
|          | Email from B. Cllr J Burgoyne re: GBC Local Plan Meeting, 7.30pm 20.9.16 (AC)                                                                  |
|          | Email from Kent Police re: theft of caravan in Whitepost Lane (AC)                                                                             |
|          | Clerk & Councils Direct – Sept 2016 issue (in the office)                                                                                      |
|          | Email from GBC Parking Services Manager re DYL at Camer Parade outside the NFU building (P&P)                                                  |
|          | Email from GBC re enquiry on cutting the vegetation encroaching on the footpath next to Culverstone Rec in Whitepost Lane (C & H ward members) |
| 08.09.16 | Email form GBC re: Regulatory Board Agenda (AC)                                                                                                |
|          | Email from GBC re: Finance & Audit Committee Agenda supplementary (AC)                                                                         |
|          | Email from GBC Elections Office re nil return for both election candidates                                                                     |
|          | Email from KALC re DCLG Neighbourhood planning – government response (AC)                                                                      |
|          | Email from KCC Highways re Salt Bags for Winter 2016 (AC)                                                                                      |
| 09.09.16 | Email from Kent 4 Community – Funding Alerts (AC)                                                                                              |

|          |                                                                                                |
|----------|------------------------------------------------------------------------------------------------|
|          | Email from GBC re 11 The Parade Meopham – 20150384 (AC)                                        |
|          | Email from Richard Hart/GBC re: Lindenwood Manor aftercare details (AC)                        |
|          | Email from GBC re: Finance & Audit agenda – supplement (AC)                                    |
|          | Email from GBC re: Decision sheet for Cabinet on 5.9.16 (AC)                                   |
|          | Email from KCC re: Blue Badge scam (AC)                                                        |
| 12.09.16 | Kent Association of Parish Councils – Gravesham Area Committee minutes 19/7/16 (AC)            |
|          | Email with notes from the LTCA meeting, 6.9.16 (AC)                                            |
|          | Email from GBC re: Agenda Gravesham Joint Transportation Board (AC)                            |
|          | Email from GBC re: Playsite check at Judsons (SG & RK)                                         |
| 13.09.16 | Email from GBC re: calling in to the Regulatory Board Harvel Horse Riding Centre (JM, DB & MB) |
|          | Email from Kent Police re: fraudulent emails (AC)                                              |
|          | Email from resident re bus stop at Wrotham Road/Nash Road (P&P)                                |
|          | Email from KCC re: Gravesham Rural Forum Meeting, 12/10/16 (AC)                                |
|          | Email from GBC re: Parish Council Chairmen – 21/09/16 (SB)                                     |
|          | Email from KALC re: NALC Policy Consultation/Neighbourhood Planning Bill (AC)                  |
|          | Email from GBC re: Agenda, Environment & Cabinet Committee (AC)                                |
|          | Email from GBC re: Agenda, Overview Scrutiny committee (AC)                                    |