

Meopham Parish Council
Minutes of Meeting of a Planning & Projects Committee
held on Tuesday 15th November 2016 at 7.30pm
in the Windmill, Meopham Green

Committee Members present Cllrs McTavish (Chairman) D Bramer (Vice Chairman),
M Bramer, Buchanan, Gofton, Knott

In attendance: Mrs N Jerram (Clerical Assistant), Cllrs Wade, Powell,
Borough Cllr Burgoyne

Item 1 **To receive Apologies for Absence**

P.53 Apologies were received from Cllr Luxford

Item 2 **To receive Declarations of Interests**

P.54 There were no declarations of interest.

Item 3 **To approve minutes of previous meetings (26/08/16) (20/09/16)**

P.55 The minutes of the meeting held on the 26/8/16 were approved as a true record of the meeting on a proposal by Cllr D Bramer and seconded by Cllr Gofton. All voted in favour.

P.56 The minutes of the meeting held on the 20/9/16 were approved as a true record of the meeting on a proposal by Cllr M Bramer and seconded by Cllr Buchanan. All voted in favour.

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

Members noted the following:

P.57 Minutes 26/8/16 – Page 12, P.27. Planning Officer at GBC explained criteria for displaying site notices for general public viewing as follows:
“Major or contentious applications or if landowners are not known, at the discretion of planning officer”

Discussions followed on asking the planning officer to attend the next Full Council meeting (13.12.16) to answer questions like the above. Cllr McTavish asked if the clerk could contact GBC and arrange this. All members agreed to this action.

Action: Clerk

Item 5 **Planning Applications****5.1 To consider and make recommendations on Planning Applications:**

2016/0923	Old Barn Bungalow Priestwood Road, Meopham, DA13 0DJ Erection of a detached double garage at the side. Cllr M Bramer proposed a motion of no objection, this was seconded by Cllr Knott and all members voted in favour.
2016/0707	***REVISED PLANS*** White Horse Riding Centre, White Horse Lane, Harvel DA13 0UE Construction of a horse walker and lunging ring. Cllr M Bramer proposed a motion of no objection, this was seconded by Cllr Buchanan and all members voted in favour.
2016/0940	2 Tradescant Drive, Meopham, DA13 0EE Erection of rear and front first floor extensions. Cllr McTavish proposed a motion of no objection, this was seconded by Cllr M Bramer and all members voted in favour.
2016/0957	9 Tradescant Drive, Meopham, DA13 0EL Erection of single storey rear extension incorporating the continuation of the parapet wall across the existing single storey rear extension. Cllr Gofton proposed a motion of no objection, this was seconded by Cllr McTavish and all members voted in favour.
2016/0733	Barnsfield, Norwood Lane, Meopham, DA13 0YF Erection of one replacement stable block and one tractor shed. Cllr McTavish proposed a motion of no objection subject to neighbour consultation and planning policy, this was seconded by Cllr D Bramer and all members voted in favour.

2016/0961	4 The Medlars, Meopham, Kent, DA13 0HD Erection of single storey side and rear extension to form enlarged garage, shower/utility room and kitchen/diner. Cllr Knott proposed a motion of no objection, this was seconded by Cllr Gofton and all members voted in favour.
2016/1041	59 NURSERY ROAD, MEOPHAM, KENT DA13 0NE Erection of single storey rear and side extension. Cllr McTavish proposed a motion of no objection, this was seconded by Cllr Buchanan and all members voted in favour.
2016/0953	LONDIS, 11 THE PARADE, WROTHAM ROAD, DA13 0JL Application for the removal of condition 4 attached to planning permission reference number 20150384 for change of use from A1 retail to A3/A5 use and installation of extractor flue pipe on the side elevation; to allow deep fat frying and the retention of the existing ventilation extraction system. Cllr Wade proposed a motion of objection on the grounds of noise, pollution and food smells and possible disturbance to neighbours. This was seconded by Cllr McTavish and all members voted in favour.
2016/1040	19 WILLOW WOOD ROAD, MEOPHAM DA13 0QT Erection of a part two storey and part single storey side extension to form replacement garage, lounge and hall with two bedrooms and bathroom at first floor level. Cllr M Bramer proposed a motion of objection on the grounds of overdevelopment, this was seconded by Cllr D Bramer and all members voted in favour.
2016/0955	PURVIL WOOD COTTAGE, LEYWOOD ROAD, MEOPHAM DA13 0UH Demolition of existing conservatory and erection of a two storey and part single storey extension to the south end of the building to form living and

	bedroom with en-suite at first floor level and addition of a new entrance door and open canopy to the west elevation. Cllr D Bramer proposed a motion of no objection, this was seconded by Cllr Buchanan and all members voted in favour.
2016/0994	65 BEECHWOOD DRIVE, MEOPHAM, DA13 0TX Retention of the lean-to storage shed to the side of the garage, erection of detached motorcycle storage shed and entrance gates. Cllr Buchanan proposed a motion of no objection, this was seconded by Cllr D. Bramer and all members voted in favour.
2016/1007	OLD OAK COTTAGE, 53 BEECHWOOD DRIVE, MEOPHAM DA13 0TX Erection of single storey rear extension with pitched roof to provide a lounge area on the ground floor and study area at first floor level including new dormer window; with single storey side extension to existing utility room. Cllr Buchanan proposed a motion of no objection, subject to neighbour consultation. This was seconded by Cllr D. Bramer, 5 members voted in favour with 1 abstention.
2016/0983	TOULOUSE, WROTHAM ROAD, MEOPHAM Application for a Lawful Development Certificate in respect of the proposed loft conversion with side dormer extension. Members noted the above.
2016/0586	71 EDIVA ROAD, MEOPHAM DA13 0ND ***REVISED DESCRIPTION*** Application for a lawful Development Certificate in respect of the constructed dormer extension in the rear roof slope and conversion of roof space into habitable rooms. Members noted the above.
2016/0443	THE HAVEN, BRIMSTONE HILL, MEOPHAM, DA13 0BN Appeal reference 2016/00016/REF Construction of a subterranean building comprising a swimming pool,

	changing rooms, shower, plant room, and garage for three vehicles with canopy, erection of gabion retaining walls and entrance staircase with alteration to the ground level. Members noted the above. Cllr McTavish suggested that objections to contentious planning applications by MPC should contain more detail in the content of the objection submitted to GBC.
2016/0422	1 GREEN FARM COTTAGES, MEOPHAM GREEN, DA13 0QE Appeal Reference 201600017/REF Erection of two storey side and rear extensions Members noted the above.
2016/0750	***REVISED PLANS*** Meopham Valley Vineyard, Meopham Green DA13 0PY Erection of a barn to provide additional storage, workshop, office, winery, staff room and w.c. meeting room for visitors to the vineyard, hardstanding for parking and turning. Cllr Buchanan proposed a motion of no objection subject to clarification of access; this was seconded by Cllr M Bramer. 3 voted in favour, 1 voted against and there were 2 abstentions. The motion was therefore agreed.

Item 6 **Highways Issues**

6.1 Update from the KCC Highways Seminar

P.58

Cllr M Bramer informed members that KCC are short of money and are planning to cut spending resulting in cuts in services. These services and associated administration is likely to be passed on to Parish Councils. If these changes are to be implemented then the council will need to look into building up its reserves and employing additional staff.

Cllr McTavish questioned if KALC are looking into this and asked Cllrs Buchanan and Ogden if they could raise this question at the forthcoming KALC AGM they will be attending.

6.2 Update regarding lorries parking around Meopham Green

P.59

Cllr Wade informed members that the lorries were no longer parking around the Green.

6.3 To note the email from a resident regarding the parking concerns on double yellow lines at Camer Parade

P.60

Cllr Buchanan confirmed that she had informed the resident that the council were trying to get the enforcement office at GBC to organise more patrols.

Cllr Knott informed members she had seen an officer patrolling near Meopham Primary School at school finishing time.

Cllr McTavish suggested councillors meet with the head of enforcement to discuss if anything further can be done.

Action: Clerk

6.4 To note the contact from a resident concerning the fencing in Culverstone shop parking area

P.61

Cllr D Bramer reported that a resident's fence has broken panels caused by vehicles that park in the shop's car park. Cllr McTavish confirmed that a Borough Councillor for that ward would be contacting the owner of the shop.

6.5 Update on cleaning road signs in the Parish

P.62

Cllr D Bramer told members that KCC Highways had confirmed they would only be able to clean a few signs in the Parish.

Cllr McTavish suggested the Clerk speak to the Community Warden regarding the possibility of 'community payback' being involved in cleaning the village signs. All members agreed to this action.

Action: Clerk

Item 7

Bus Shelters

7.1 To agree to review the contract arrangement for the bus shelter cleaning for the parish prior to the end of the current contract in March 2017

P.63

Cllr McTavish suggested the Clerk attempts to obtain 3 quotations. If this proves too difficult, to renew the existing contract.

Action: Clerk

Cllr D Bramer asked if the Clerk could inform councillors when the current contractor is due to carry out the next cleaning process in order for members to check work is satisfactory.

Action: Clerk

7.2 Update on the vegetation cut back to certain shelters in the Parish

- P.64** Cllr McTavish suggested a list of affected bus shelters is drawn up with photographs to be provided by ward councillors and forwarded to the clerk. It was agreed that a letter would then be drafted to KCC confirming that the work has still not been carried out.

Action: Ward Councillors/Clerk

7.3 Update on the OS map for bus shelters

- P.65** Discussions followed and it was agreed by all members that due to the costs involved the council would not pursue this.

Item 8 Local Plan Core Strategy

8.1 Update following the Local Plan Meeting held at GBC on 20.9.16

- P.66** Cllr McTavish said there was very little feedback to report but GBC were working on a shortlist of sites which would be publicised in February 2017.

Item 9 Affordable Housing - Update

9.1 Update following the Affordable Housing Committee Meeting at GBC on 08/09/16

- P.67** Cllr McTavish confirmed the meeting at GBC was a very positive meeting and many questions were answered.

Members discussed the various sites in the parish being looked at for possible affordable housing development. Cllr McTavish informed members that a further meeting was planned between the Borough Council and Moat Housing and GBC would inform the parish council of the outcome in due course.

9.2 To agree if attendance at the GBC Affordable Housing Liaison meetings should only be open to appointed Sub Committee Members

- P.68** Members discussed the number of councillors attending the above meetings and Cllr Buchanan suggested a total of 6 members attend, comprising of the sub-committee members plus any further councillors if appropriate up to a maximum of 6 representatives. This motion was proposed by Cllr Buchanan seconded by Cllr McTavish, 4 voted in favour with 2 abstentions.

Item 10 10.1 To note the proposed public meeting to be held on 23/01/17 at St. John's Church

- P.69** Cllr McTavish advised members that this date had yet to be confirmed as there were no firm arrangements with the proposed speakers for this meeting.

10.2 To agree the final arrangements for the stall at the Xmas Fayre at St. John's Church on 19/11/16

- P.70** Members discussed the arrangements. Cllr McTavish confirmed the stall would be manned by councillors on a rota basis and the plan was to engage with the community and to publicise forthcoming events.

Item 11 Community Events

11.1 Update on community events for 2017

- P.71** Cllr McTavish informed members that she had spoken to the Chair of the Meadow Rooms and they did not anticipate that the Meadow Rooms Committee would have any objections to Meopham Parish Council organising an event along similar lines to 'Munches on the Meadow'.

Cllr McTavish said she had approached the Chairman of Meopham Cricket Club who said availability for any forthcoming event was dependent on match fixtures. He advised MPC to write to the club with a couple of potential dates for consideration.

Item 12 Financial Matters

12.1 To note expenditure for the Planning and Projects Committee Expenditure from 20/9/16 to 09/11/16

- P.72** It was noted by all members.

12.2 To note the Planning and Projects Committee Income and Expenditure to date for the 2016/17 financial year

- P.73** It was noted by all members.

12.3 To consider and approve the proposed Planning and Projects Action Plan for 2017-2018

- P.74** On a motion proposed by Cllr Buchanan and seconded by Cllr Gofton, all members voted in favour of approval of the Planning and Projects Action Plan for 2017-2018.

12.4 To consider and approved the proposed Planning and Projects Committee budget for the 2017-2018 financial year

- P.75** On a motion proposed by Cllr M Bramer and seconded by Cllr Knott, all members voted in favour of approval of the Planning and Projects Committee budget for the 2017-2018 financial year.

Item 13 **To note correspondence received**

P.76 Members noted list of correspondence.

The meeting closed at 10.15pm

DRAFT

MEETING WITH KCC HIGHWAYS – 18/1/17

Tony Atherton – Operations Engineer
 Sami Cribbens – Highways Steward
 Cllr Jo McTavish – MPC
 Cllr Dawn Bramer - MPC
 Sarah Egglesden – Clerk, MPC

The meeting had been arranged by KCC Highways to discuss any highways issues in the parish.

Cleaning of road signs – It was confirmed that unless safety critical, they would not be cleaning signs as they don't have the budget for this. The only signs being cleaned from the signs reported prior to Christmas were the shop sign on the island by Camer Parade and a direction white sign at the Green Lane junction. Vegetation obstructed signs were discussed. There is not a legal requirement for KCC to remove the vegetation obstructing a sign. The signs in Norwood Lane that are obscured by vegetation were discussed. It is the landowner's responsibility. It was suggested that MPC encourage landowners to remove any vegetation from their land that overhangs the highway/obstructs signs.

Verge Markers (black and white small bollards on the verge). These are not always replaced due to funding so considered low priority. Talked about a residents concern about the junction with Willow Walk/Wrotham Road and vehicles parking on the DYL during school drop off/pick up times. Highways would not be put markers here as already DYL and the ongoing maintenance issues on replacing damaged markers. Recommendations is to contact GBC parking enforcements and request that parking officers attend this location for 1 week and to contact the school to advise of the issues here.

Lorry Issues - Cllr Bramer reported that a lorry is parked in the bus layby by Heron Hill/Chapman Way today. Highways do not have the power to carry out any action here. Whilst discussing Heron Hill, it was mentioned that the first 100m of Heron Hill is public then beyond that is private, registered as a byway until the last 100m prior to David Street which is public.

Street lighting - The Clerk asked about the reporting system for the parish council streetlights maintained by GBC. It is understood that GBC contract KCC to carry out the repairs but should the council report these direct to KCC as since Rob Bright left GBC, they didn't seem to know the procedure regarding this. It was suggested that the Clerk contacts Matthew Evans on the street lighting team for clarification on the system for fault reporting the parish/borough lights.

Parish Portal Items

- Longfield Road – post stump left in the ground by the notice board. The Clerk had asked for the post to be reinstated last year and the portal advised that work had been completed but this was not the case. Sami agreed to reinstate this portal item and arrange for the work to be carried out.

- Bus timetable needs reinstating on Wrotham Road/Meadfield Road junction – This has been raised on the parish portal. It would have been referred to the bus shelter team and it was advised to keep the timetable in the office for now until we get a response.

A-board signage on the footway – this was discussed. Permission is required for any signage on the footway and it is legal to remove any unauthorized signage although it is a balance with signage that is up for a week or so eg. school advertising a fete.

Cutting of vegetation - this was discussed and clarification on who does what. It was suggested that we contact Paul Woodhatch in soft landscaping for the schedule from KCC and Martin Waites at GBC for any areas that GBC maintain. The rural cut is taking place once a year now and will only be a swathe length of the cutter in places (approx 1m). KCC Highways do not have any legal requirement in respect of maintaining the vegetation.

Meeting with Gravesham Borough Council Parking Enforcements
8th December at 2.30pm, The Windmill Chamber

Re: Camer Parade (dangerous parking on double yellow lines)

Those present: Cllrs McTavish, D Bramer, M Bramer, S Buchanan, S Gofton, P Hasler, P Luxford, J Ogden, R. Knott, B Wade, N Jerram (Clerical Assistant)

Rob Bright – Engineering Officer GBC

Ian Baruch – Parking Services Manager GBC

Key Points/Actions

- Parking meter system (i.e. 1 hr) (would need to consult with shopkeepers and residents on the parade / feedback or mini survey.
- Camera in bus stop layby (CCTV enforcement taken away from councils) (cost of camera £20-25,000) unlikely.
- Additional Parking Enforcement Officers (6 to be recruited by GBC)
- School Close car park (Poor lighting and surface, PC and GBC to look into; involve borough councillors for Camer and Meopham Green ward.
- Additional signage indicating further parking at rear of shops.
- Roundabout at junction with Longfield Road (unlikely)
- Approach shop owners, staff, and tenants of flats above re: their views/ideas on parking/parking meter.
- Approach owner of area behind Tesco (Jazz the owner of builder's yard – Peter Hasler possible contact) look at using this area for additional parking.
- Rob Bright GBC looking into the possibility of barriers being erected to stop dangerous parking on double yellow lines towards parade exit.
- Ian Baruch GBC looking into stats re: number of PCN's issued over the last 3 years.
- PCN statistics to be publicised in Meopham Review/Meopham Mercury/public/community meeting.
- Approach St. Pauls Catholic Church re: possibility of using large car park for school parking at drop off and collection times (B.Wade said PC had asked church before but they were not forthcoming).

Clerk - Meopham Parish Council

From: Sam.Yates@kent.gov.uk
Sent: 17 January 2017 11:40
To: Sam.Yates@kent.gov.uk
Subject: Freight Action Plan for Kent Public Consultation

Good Morning,

Kent County Council is currently updating its Freight Action Plan for the county. Since the first Plan was adopted in 2012 Kent County Council have implemented a number of measures to reduce the negative impacts of road freight on residents and visitors in Kent. The latest version of the Freight Action Plan outlines what we have already done and what we plan to do next to mitigate these negative impacts, whilst still recognising the positive benefits to our economy. This consultation is an opportunity for people and organisations within Kent to express their views, including the extent to which they agree with our actions and approach to freight issues.

The Plan outlines five major actions which are:

1. *To tackle the problem of overnight lorry parking in Kent*
2. *To find a long term solution to Operation Stack*
3. *To effectively manage the routing of HGV traffic to ensure that such movements remain on the strategic road network for as much of its journey as possible*
4. *To take steps to address the problems caused by freight traffic to communities*
5. *To ensure that KCC continues to make effective use of planning and development control powers to reduce the impact of freight traffic*

The **consultation has launched** today and will run for eight weeks until the **12th March 2017**.

We would be grateful if you could take this opportunity to read our Freight Action Plan for Kent and complete the **online questionnaire**, both of which can be found on our website www.kent.gov.uk/freightactionplan.

Alternatively you can send a **written response** to the consultation to sam.yates@kent.gov.uk or

FAO Sam Yates
 1st Floor Invicta House
 Kent County Council
 County Hall
 Maidstone
 Kent
 ME14 1XX

Kind Regards,

Sam

Sam Yates

Senior Transport Planner | Transport Strategy Team | Environment, Planning & Enforcement | Kent County Council | Invicta House, Maidstone ME14 1XX | ☎03000 412398 | www.kent.gov.uk

Kent Association of Local Councils
Gravesham Area Committee
c/o The Windmill
Meopham Green
Wrotham Road
Meopham
Kent DA13 0QA

Ask for: David Hughes
Telephone: 01474 33 73 80
Fax:
Email: david.hughes@gravesham.gov.uk
My ref:
Your ref:
Date: 11 October 2016

Dear Sirs

Parish Council – Planning Application Consultation (Provision of Drawings)

Thank you for your letter dated 20 August 2016 (received on 16 September 2016) and please accept my apologies for having been unable to respond sooner.

To provide a context for this matter, a cross-party Overview Scrutiny working group was set up to look into the issue of planning performance and, through that process, Members became aware that all consultations are now carried out via electronic means, except for Parish consultations where this method has been resisted. As a result, the Overview Scrutiny Committee recommended that the provision of paper documentation should cease unless any Parish wished to pay a set annual fee for continuing with this method of consultation. Clearly, in the event that a major proposal is submitted, as for now the applicant would be asked to provide additional copies to facilitate consultation. Cabinet approved that recommendation and it is now for officers to implement that decision.

Whilst I note your concerns, given that the majority of applications relate to the un-parished parts of the borough and that members of the public utilise the electronic service when making representations on schemes that affect them, I find it difficult to understand why the parishes within Gravesham believe that this is not workable for them. I therefore sought to understand what happens elsewhere, given that you neither wish to be consulted in this manner nor do you wish to pay for continuing with paper-based consultation. I note that KCC made the change to paperless consultation in 2013 so I presume consultations you receive from them is dealt with electronically? It may be hardware or software which is the barrier for you? If training would assist, we could arrange to attend Parish planning committee meetings to explain how to make best use of the Public Access system.

Persuading town and parish councils to work electronically remains one of the main barriers to LPAs going paperless, a fact recognised in an article on the Planning Portal (<https://blog.planningportal.co.uk/2014/06/05/lessons-learned-from-a-paperless-parish/>). However, that article goes on to refer to an event dealing with these issues and provide the example of Dunkerton Parish Council in the area of Bath & North East Somerset, where the Chairman of that parish set out a range of positive outcomes for his parish embracing electronic consultation (which can be found at <http://www.bathnes.gov.uk/services/planning-and-building-control/planning/planning-advice-and-guidance/parish-and-town-council/>), including:

Switchboard 01474 56 44 22
Minicom 01474 33 76 17
Website www.gravesham.gov.uk

- No need to store files in your homes or collect and deliver them from each other
Save the clerk time by emailing links to applications around to councillors and residents rather than handling the paper files
- The paper files could be out of date as soon as they are printed whereas the B&NES Public Access web page has the most up to date information about all current applications, including contributions from other interested parties, planning history back to 2005 and planning constraints
- Quicker for consultation and re-consultation
- Will enable compliance with the Data Protection Act by not keeping paper copies of applications, including applicant's personal information, in councillors / clerks homes
Can insert links on the parish council website to B&NES planning applications for easy access
- More people will come to parish/town council meetings
- Opportunity for everyone to view the drawings and plans online before the meeting and be better prepared
- Compatible with other business, council departments, local authorities where digital is the default
- Transparency of the Parish / Town council meetings, planning processes, contributions and decisions
- Encourages people to talk at parish meetings because they can all easily see the proposal on the screen at the same time
- For relatively little cost there are potential income generation opportunities to be had

The presentations for the event also demonstrates how Dunkerton Parish Council has used this media to present planning applications and enhance the information provided and also examples of early work on developing a neighbourhood plan.

Bath & North East Somerset council introduced electronic consultation with all its Parish and Town Councils from 1 April 2016.

There are examples of other councils going 'paperless', e.g. East Riding who moved to electronic consultation in July 2015, and we are currently investigating the use of the Consultee Access facility as, if it allows parish clerks to see everything in the parish as soon as they log in, this would be an added benefit. There are also examples of where, if parishes wish to continue receiving paper copies of applications, they pay a set fee per application / per annum.

It must be remembered that, whilst District Councils are required to consult with Parish Councils on planning applications, there is no requirement that this consultation is in a paper form. The District Councils do not have a statutory requirement to supply paper copies of application documents and plans to Parish Councils for them to display / make available within their respective Parish offices, but this is a service which a Parish Council can provide at their own discretion should they wish to do so.

Interestingly, I also found the following on the Planning Portal website: