

Meopham Parish Council
Minutes of Planning & Projects Committee
held on Tuesday 9th October 2018 at 7.30pm
in the Windmill, Meopham Green

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

In attendance: N Jerram (Clerical Assistant)

Item 1 **To receive Apologies for Absence**

PP.18 There were no apologies for absence.

Item 2 **To receive Declarations of Interests**

PP.19 There were no declarations of interest.

Item 3 **To approve minutes of previous meeting (10.07.18)**

PP.20 The minutes of the meeting held on the 10.07.18 were approved as a true record of the meeting on a proposal by Cllr Buchanan and seconded by Cllr D Bramer. 5 members voted in favour with 1 abstention due to non-attendance at the last meeting.

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

PP.21 There were no matters arising.

Item 5 **Highways Issues**
5.1 Parking Issues Working Group - Update from meeting held on 31st August

PP.22 Cllr McTavish advised that the working group had reconvened on 31st August after the summer break. The Parking Issues Campaign is to recommence with banners to be placed in strategic locations. The Parking Services Manager at Gravesham Borough Council has been invited to the next working group meeting scheduled for October 15th. Members discussed the ongoing parking problems at Camer Parade.

5.2 Lower Thames Crossing – To note email from Highways England that they will have a mobile unit for consultation on LTC

PP.23 Members noted that the mobile unit for public information will be located in Bartellas car park on Thursday 22nd November between 10am and 2pm.

5.3 To note the traffic count results on the A227

PP.24 Members noted the traffic count results and thanked Cllr D Bramer for analysing the results provided by KCC Highways. Councillors agreed that MPC would respond to Highways England to register concerns following the analysis and will be publishing this response in the Meopham Mercury, Meopham Review, and on the parish website and social media.
Action: Cllr D Bramer/Clerk

5.4 To note correspondence from residents regarding recent accidents on Wrotham Road

PP.25 Cllrs McTavish spoke of various emails received from residents concerned about the number of road traffic accidents on Wrotham Road. Members discussed and agreed that the parish office will monitor and keep a log of all accidents on the A227 reported by parishioners and from other sources from January this year.
Action: Clerk

5.5 To discuss email received from resident regarding commercial vehicle parking

PP.26 Members discussed and agreed that MPC would write to the contractor to advise them of a complaint received and inform the resident concerned of our response.
Action: Clerk

5.6 Big Conversation Bus Summit - to discuss and agree, if appropriate, for a councillor to attend

PP.27 Members noted that the bus summit will take place on 30th October (the same date as Full Council Meeting). Discussions followed and members agreed that MPC will not attend the summit but asked the clerk to contact the commissioning programme manager to ask that MPC are kept informed.
Action: Clerk

5.7 To note Clerical Assistant attending Highways Seminar with one other

PP.28 Members noted the above and Cllr Gofton volunteered to attend with the Clerical Assistant.

Item 6 **Grass Cutting – to discuss responses from KCC and GBC**

PP.29 Cllr McTavish confirmed that MPC were unhappy with the grass cutting this year. GBC have explained that grass cutting to the areas they are responsible for will improve next year as they had a problem with long-term staff sickness this year. KCC Soft Landscaping have said that they cut the verges 6 times during the growing season. Members asked the clerk to write to KCC outlining extreme concerns about the service the parish received this year and will be monitoring closely next year.

Action: Clerk

Item 7 **Local Plan – Update**

PP.30 No update. The results of the Local Plan consultation are awaited.

Item 8 **Affordable Housing – Update**

PP.31 No update.

Item 9 **Community Festivities/Events**

9.1 Picnic on the Green – Debrief from 2018 Event

PP.32 Cllr Gofton provided a debrief and members discussed looking into funding and sponsorship for future events. The working group will meet early in the new year to plan for 2019 and report back.

9.1.2 To note the funds received from the raffle (now banked) and to agree to earmark the funds towards a community defibrillator

PP.33 Members noted funds received. Cllr McTavish proposed a motion to agree to earmark the funds received from the raffle towards a community defibrillator. This was seconded by Cllr Buchanan, there were 5 votes in favour and 1 abstention.
Action: Clerk

9.1.3 To note expenditure and the remaining grant budget from the 2018 picnic

PP.34 Members noted the above.

9.1.4 To agree to hold a community event for 2019 and set up a Working Group

PP.35 After discussion, Cllr McTavish proposed the above motion which was seconded by Cllr Gofton. There were 5 votes in favour with 1 abstention.

9.2 Remembrance Service – Update from the Working Group

PP.36 Cllr Wade updated members on arrangements in progress for the 100th Anniversary of WW1 Commemoration Service to be held at the war memorial on Sunday 11th November at 3pm. She informed members that the names of the deceased will be read out and members of local groups will lay wreaths while poems are read. Poppies will be placed on a ring netting around the boundary hedge.

9.3 Christmas Tree – Update

PP.37 Members noted that a new contractor will be supplying and erecting the Christmas tree on Meopham Green this year. Details to be confirmed.

Item 10 **Parish Plan**

PP.38 Cllrs Buchanan, D Bramer and McTavish will be meeting to discuss updating the parish plan.
Action: Cllrs D Bramer/Buchanan/McTavish

Item 11 **Parish Guides – Over 60's Guide Update**

PP.39 Cllrs Buchanan and McTavish are working on updating the Over 60's Guide and advised members that this is work in progress.
Action: Cllrs Buchanan/McTavish

Item 12 **Meopham Parish Guide**

PP.40 Discussions followed on the updating of the Meopham Parish Guide. Cllr D Bramer volunteered to do this in conjunction with the clerk. Cllr McTavish asked the clerk to contact the publishers to confirm timescales for publication.
Action: Cllr D Bramer/Clerk

Item 13 **Purchase and installation of a defibrillator for the north end of the village**

PP.41 Cllr McTavish has been in contact with the British Heart Foundation. MPC qualify for funding from BHF who have advised that the parish council would need to raise £600 and they will provide a defibrillator. MPC would also have to provide the case. This is work in progress with further investigation into the best location at the north end of the village.

Item 14 **Consultations**

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14.1 KCC Household Waste Recycling Centre (HWRC) - Consultation closes on Thursday 1st November 2018

PP.42 Members agreed not to respond to this consultation.

14.2 Government Shale Gas Exploration and Production Planning Consultations – deadline 25th October 2018

PP.43 Members agreed not to respond to this consultation.

14.3 GBC Licensing and Gambling Policy Consultations – Deadline 23rd October 2018

PP.44 Members discussed and agreed to respond to GBC advising them that MPC is in support of their decision on a ‘no casinos’ resolution.
Action: Clerk

Item 15 **Financial Matters**

15.1 To approve the Planning and Projects Committee schedule of payments in accordance with Financial Regulations 5.2 (Appendix 1)

PP.45 The above schedule of payments had previously been approved.

15.2 To note the Planning and Projects Committee expenditure up to 09.10.18

PP.46 Members noted the above.

15.3 To consider and approve the proposed Planning & Projects Committee Budget for the 2019/2020 financial year

The above was approved on a proposal from Cllr McTavish, seconded by Cllr Gofton, and all voted in favour.

Item 16 **Correspondence - to note correspondence received**

PP.47 Members noted the correspondence list.

Cllr Gofton was concerned that frequently crime reports from the police were received in the office some while after the incident. Members agreed and asked the clerk to query whether more timely info was possible with a more specific location relating to a crime which has taken place on Wrotham Road.

Action: Clerk

Meeting closed at 9.27pm

Appendix 1**PROJECTS AND PLANNING EXPENDITURE - FROM 11.07.18 to 03.10.18**

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
DIRECT DEBIT	20.07.18	HFE SIGNS	BANNERS - PICNIC ON THE GREEN	£108.00	£18.00	£90.00
2183	31.07.18	FOLLIES	PICNIC - FACEPAINTING	£162.00	£27.00	£135.00
2187	31.07.18	HIGHVIEW TREE SERVICES	ERECTING PARKING SIGNS	£50.00		£50.00
2188	03.08.18	J DOYLE	FIRST AID - PICNIC ON THE GREEN	£50.00		£50.00
2190	16.08.18	MICKY THE MAGICIAN	MAGICIAN - PICNIC ON THE GREEN	£180.00		£180.00
2191	16.08.18	SE DUNN	BAND - PICNIC ON THE GREEN	£300.00		£300.00
2192	16.08.18	GREEN LEAF DESIGN LTD	POSTER DESIGN - PICNIC ON THE GREEN	£20.00		£20.00
2194	16.08.18	SANDTASTIC FUN	SAND ART - PICNIC ON THE GREEN	£168.00		£168.00