

**Meopham Parish Council**  
**Minutes of Planning & Projects Committee**  
**held on Tuesday 14<sup>th</sup> November 2017 at 7.30pm**  
**in the Windmill, Meopham Green**

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

**In attendance:** Borough Councillor Harding, N Jerram (Clerical Assistant)

Cllrs McTavish welcomed everyone to the meeting and advised that the meeting was being recorded.

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

**PP.69**      Apologies were received from Cllr Gofton (family commitment), Cllr Luxford (family commitment) and Cllr Wade

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

**PP.70**      There were no declarations of interest.

**Item 3**      **To approve minutes of previous meeting (19/09/17)**

**PP.71**      The minutes of the meeting held on the 19.09.17 were approved as a true record of the meeting on a proposal by Cllr Buchanan and seconded by Cllr M Bramer. All voted in favour.

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

**PP.72**      **Item 4, PP.39** - No information had been received from the Scouts District Commissioner regarding arrangements for the lighting of the Beacon at Hopehill Scouts for 'A Nations Tribute' 11/11/18. Members discussed and it was agreed the clerk continues to try and make contact. **Action: Clerk**

**Item 5**      **Highways Issues**  
**Parking Issues - Working Group**  
**5.1.1 Update on the launch event**

**PP.73**      Members agreed that the launch of the Parking Issues Campaign on Monday 13<sup>th</sup> November was very well attended and a success. Cllr McTavish

thanked all those involved and Cllr Buchanan gave special thanks to the Clerk, Cllr McTavish and the Clerical Assistant for their hard work arranging the event.

Going forward Cllr McTavish confirmed the next Working Group Meeting scheduled for 22<sup>nd</sup> November would be to discuss the next phase of the campaign.

**5.1.2 Update on expenditure from the grant and to consider making a donation from the remainder of the budget to go towards the cost of a Christmas event for children which would have a road safety theme**

**PP.74** Members considered the grant expenditure to date and agreed to discuss any donations from the remainder of the budget at the Working Group meeting next week.

**5.2 Update on traffic concerns on the A227**

**PP.75** Cllrs McTavish explained that she had asked the clerk to contact Kent County Councillor Bryan Sweetland for advice with reference to setting up a meeting with KCC Highways and the Police. The Parish Office has received an email confirming KCC's Schemes Manager will be in contact upon his return from leave with a view to taking this forward.

**5.3 Update from the KCC Highways Seminar on 23/10/17**

**PP.76** Cllr McTavish advised that Cllrs D Bramer, Buchanan and Luxford attended the seminar. Cllr D Bramer reported that useful information was provided relating to figures and statistics. Cllr McTavish thanked the councillors concerned for attending on behalf of MPC.

**Item 6** **6 Bus Shelters**

**6.1 To note the results of the survey on parish council owned bus shelters and consider any potential work that needs actioning immediately and any work to be considered for future grant applications**

**PP.77** Members discussed the results of the survey and decided to ask the service contractor to quote for vegetation removal from certain bus shelters and any minor repair works needed. On a proposal from Cllr McTavish, seconded by Cllr Buchanan, all members agreed to spend up to £250 for these works.  
**Action: Clerk**

**Item 7** **Local Plan Core Strategy**

**7.1 Update on the Cabinet Meeting (Item withdrawn from agenda)**

**PP.78** Cllr McTavish confirmed to members that the above item had been withdrawn from the Cabinet Meeting Agenda, to be reinstated in January 2018.

**Item 8** **Lower Thames Crossing – update**

**PP.79** Cllr McTavish advised that there had not been any recent meetings on the above. A project update by email had been received in the parish office from LTC and circulated to all councillors for information.

**Item 9** **Affordable Housing**  
**9.1 Update from the meeting with GBC on 27/09/17**

**PP.80** Cllr McTavish said members had a constructive meeting with GBC. Discussions followed on various locations to be considered and Cllr McTavish mentioned she would be speaking to GBC with regard to possible interest from English Rural Housing on future affordable housing development in Meopham.

**Item 10** **Community Festivities/Events**  
**10.1 Picnic on the Green**

**PP.81** **To note the date agreed with the cricket club (12.08.18)**  
Members noted the date. Cllr Buchanan proposed a motion that the clerk write to the cricket club to confirm the date for picnic on the green next year, this was seconded by Cllr M Bramer and all voted in favour. Members discussed future dates and agreed the clerk ask the cricket club for a date in June for 2019.  
**Action: Clerk**

**PP.82** **To agree type of event to be held**  
Members discussed and agreed that the event would be similar to 2017 with a few more attractions which will be considered by the Working Group in January. Cllrs D Bramer suggested the WG look into sponsorship for the event.

**10.2 To report on any update on a potential event to be organised to commemorate the anniversary of the end of WW1**

**PP.83** Following discussions Cllr McTavish volunteered to speak to the Chairman of Meopham Historical Society regarding any arrangements. Cllr McTavish suggested involving local schools and possibly contacting residents who had been involved in any conflict of war.  
**Action: Cllr McTavish**

**10.3 Christmas Events**  
**To approve costs for the purchase and erection of a Christmas tree on Meopham Green**

**PP.84** Cllr Buchanan proposed a motion to approve the costs for the purchase and erection of the Christmas tree on Meopham Green, this was seconded by Cllr M Bramer and all voted in favour.

**To note the arrangements for turning on the lights for the Christmas tree on Meopham Green**

**PP.85** Members noted the arrangements - Wednesday 20<sup>th</sup> December at 8pm.

**To note the arrangements for the carol singing event on Meopham Green**

**PP.86** Members noted arrangements were the same as above.

**Item 11** **Community Action Team - update**

**PP.87** Cllr McTavish reported that following resignations received from team members, the future of the Community Action Team will be discussed at the next meeting on 15<sup>th</sup> November. Cllr McTavish said she will be attending the meeting.

**Item 12** **Consultations Received:-**  
**12.1 KCC Highways Tracker Survey – Closing date Friday 1<sup>st</sup> December 2017**

**PP.88** Members agreed not to respond on the above survey

**12.2 KFRS Consultation – deadline 9.00am 15<sup>th</sup> January 2018**

**PP.89** Members agreed not to respond on the above consultation

**12.3 The Boundary Commission for England Review of Parliamentary Constituencies – deadline 11<sup>th</sup> Dec 2017**

**PP.90** Members discussed the above and Cllr McTavish said she would look into this consultation and decide on a response. All members agreed to this action.  
**Action: Cllr McTavish**

**Item 13** **Parish Guides**  
**13.1 To note the lead times for publication for 2018**

**PP. 91** Members noted the lead times for future publications of Parish Guides. Cllr McTavish mentioned that the Over 60's Guide was very popular and it was agreed that Cllrs Buchanan and McTavish would work on the editorial in the new year. Members also discussed looking into sources of funding for the guides.

**Item 14** **Financial Matters**

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

**PP.92** Cllr M Bramer proposed a motion to approve the above, this was seconded by Cllr Buchanan and all members voted in favour.

**14.2 To note the Planning and Projects Committee expenditure up to Oct 2017**

**PP.93** Members noted expenditure.

**14.3 To consider and approve the proposed Planning & Projects Committee Budget for the 2018/2019 financial year**

**PP.94** Cllr D Bramer queried the proposed budget for Festivities. Discussions followed and Cllr M Bramer explained as festivities for this financial year had been fully funded by a grant it had been suggested that the remaining budget from this year is earmarked for next year's picnic event, although it is hoped to obtain a further grant or sponsorship if possible. Earmarked reserves would be set before the end of the financial year.

**PP.95** Cllr Buchanan suggested a Meopham Village calendar for 2019. All members agreed this was a good idea. Item to be added to Full Council Agenda in December.

**PP.96** Cllr Buchanan then proposed a motion to approve the Proposed Planning & Projects Committee Budget for the 2018/19 financial year, this was seconded by Cllr McTavish and all members voted in favour.

**Item 15** **Correspondence - to note correspondence received**

**PP.97** Members noted correspondence list.

**15.1 To note email received from resident regarding changes to train timetable for May 2018**

**PP.98** Members discussed the above and agreed to ask the Clerk to respond to the resident's email informing them that MPC will be writing to Southeastern

Railways highlighting concerns on residents not being consulted on the timetable changes for 2018 and the implications of these changes. Members also agreed that MP Adam Holloway should be included in correspondence.

**Action: Clerk/Cllr McTavish**

Cllr McTavish thanked everyone for attending the meeting.

Meeting closed at 9.18pm

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**Appendix 1**

CHQ	DATE	PAYEE	DETAILS	GROSS	VAT	NET
<b>P&amp;P Meeting - 14.11.17</b>						
1941	22/09/2017	The Friends Of Meopham Parish Church	Christmas Fayre Stall - Parking issues/MPC info	£15.00		£15.00
1949	10/10/2017	Harvel Village Hall Management	Harvel Pop Up Café - donation (S.137)	£100.00		£100.00
1964	02/11/2017	Element UK Limited	Bus Shelter cleansing - 18/10/17	£205.80	£34.30	£171.50
<b>Payments to be approved</b>						
1965	02/11/2017	HFE Signs	Banners - parking campaign	£324.00	£54.00	£270.00
1977	09/11/2017	We Brand it	pedometers (paid for by a grant)	£255.00	£42.50	£212.50
1978	09/11/2017	Design Shack Limited	Flyers, posters & design fee (paid for by a grant)	£252.80	£11.20	£241.50
1981	14/11/2017	H Antwiss	Erect banners/ deliver exhibition board/supply stakes	£138.00		£138.00