

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

Committee Members present: Cllrs S Buchanan, J McTavish (Chairman), B Wade

In attendance: N Jerram (Clerical Assistant), Cllrs S Innes and A Rose

Cllr McTavish welcomed new councillors Stephen Innes and Andrew Rose who were in attendance to observe the meeting. Cllr McTavish then confirmed that the meeting was quorate with 3 members of the Planning & Projects Committee present.

Item 1 **To receive Apologies for Absence**

PP.1 Apologies received from Cllrs D Bramer, M Bramer & S Gofton (holiday)

Item 2 **To receive Declarations of Interests**

PP.2 There were no declarations of interest.

Item 3 **To approve minutes of previous meeting (12.03.19)**

PP.3 The minutes of the meeting held on the 12.03.19 were approved as a true record of the meeting on a proposal by Cllr Buchanan, seconded by Cllr Wade and all members voted in favour.

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

PP.4 **PP.54 - Item 6 Grass Cutting** – Cllr McTavish advised that The Horticultural Department at GBC had cut the rough grass area at the allotments for the open day on 14th July. Members agreed KCC Highways have shown an improved service in the areas they maintain this year.

PP.62 – 8.2 To note request from Wards Estate Agents to use Meopham Green for a fund raising event

PP.5 Following correspondence with Wards they confirmed they will be holding a charity event in support of Ellenor at Meopham Leisure Centre on 18th August.

Item 5 **Highways Issues**
5.1 Meeting with Highways Steward – Update from meeting held on 04.04.19

PP.6 Cllr McTavish reported on the meeting held with the new Highways Steward on 4th April and updated members on the queries which had been raised. The clerk was asked to query the decision on the portal regarding salt bin requests for Harvel Village Hall and St. Johns Centre car park.
Action: Clerk

5.2 Parking Issues Working Group – Update from meeting held on 17.06.19

PP.7 Cllr McTavish advised members that the remit of the parking issues working group had changed to include traffic problems. Kevin Gore (District Manager for Gravesham) and Martyn Colley (Highways Steward) attended the meeting on 17th June. Ideas on how to reduce speeding on the roads within the parish were discussed. Information was noted on the relevant people to contact for certain enquiries. It was agreed at the meeting that David Petcher (Schemes Project Manager) would be invited to the next Parking Issues meeting.
Action: Clerk

5.2.1 To note new name of WG (Traffic and Parking Issues Working Group)

PP.8 Members noted the above.

5.2.2 To agree to co-opt a new councillor to join the Working Group

PP.9 Cllr McTavish explained to the new councillors present that the WG usually meet during the day for one/one and a half hours at 4-6 week intervals depending on occurring issues. Members agreed to invite a new councillor to join the group when the co-option interview process is complete.
Action: Traffic & Parking Issues Working Group

Item 6 **Local Plan – Update**

PP.10 No update to report. Still waiting for news from the borough council but it is likely that a further consultation will take place in December.

Item 7 **Affordable Housing – Update**

PP.11 The sub-committee met with GBC on 25th June. A rural housing needs survey will be carried out in the spring. The parish council have been asked to comment on the survey form which will be sent to every household in the Parish.

7.1 To agree to co-opt a new councillor to join the AHSC

PP.12 The AHSC (Affordable Housing Sub-Committee) will look at inviting a new councillor to join the group when the co-option interview process is complete. Cllr McTavish informed new councillors that meetings take place on an as and when necessary basis.
Action: AHSC

Item 8 Picnic on the Green – Update

PP.13 Cllr McTavish informed members of the activities and attractions booked for the picnic event on Meopham Green on Sunday 11th August. There are still a couple of attractions yet to confirm their attendance. Final preparations are underway.

8.1 To consider and agree as recommended by the Working Group for the proceeds from the raffle to go to Ellenor

PP.14 Following discussions Cllr Wade proposed that the above motion is amended to 'proceeds raised from the raffle to go to the Windmill Trust towards their running costs'. This was seconded by Cllr Buchanan and all voted in favour of the amended motion. Further discussions followed on the proceeds from the Pimms Bar and it was agreed these should go towards the running of the picnic event.

8.2 To approve delegation to the clerk for the authorisation of any expenditure within the festivities budget, for Picnic on the Green, in consultation with the Chairman of P&P

PP.15 The above motion was approved on a proposal from Cllr Buchanan, seconded by Cllr McTavish and all voted in favour.
Action: Clerk

Item 9 Parish Plan - Update

PP.16 No update.

Item 10 Over 60's Guide

10.1 To note grant application was unsuccessful

PP.17 Members noted the above.

10.2 To consider how to proceed

PP.18 Following discussions it was agreed to closely monitor future alerts to funding and look to pursue alternative grant options available.
Action: Cllr McTavish/Clerk

Item 11 **Meopham Parish Guide – Update**

PP.19 Cllr McTavish gave thanks to Cllr D Bramer, the clerk and clerical assistants for working on the new guide. The publishers are in the process of preparing the final proof for publication in August.

Item 12 **VE Day 75th Anniversary – 8th May 2020**
12.1 To consider commemorations for this event

PP.20 Following consideration, members agreed that a decision on how to commemorate this event be made at the next full council meeting. Cllr McTavish then proposed a motion that the above item is considered at Full Council on the 23rd July 2019. This was seconded by Cllr Buchanan and all voted in favour.
Action: Full Council

Item 13 **The Vigo Journal**
13.1 To consider and approve, if appropriate, to fund the Vigo Journal for distribution to the residents of Southfield Shaw

PP.21 After considering the costs involved and that there is no similar publication for the residents of Meopham, members decided that unfortunately the parish council would not be able to fund this.

Item 14 **Defibrillator for the north end of the village - Update**

PP.22 Cllr McTavish confirmed that the parish council had been successful in their bid for funding the installation of a defibrillator at the north end of the village. The grant has been secured with thanks to GBC's Older Persons Champions Budget. We will be paying the BHF £600 towards the cost of the defibrillator and they will provide the machine and the training.

14.1 To consider and approve, if appropriate, to adopt the telephone kiosk at Meopham Station to house a defibrillator

PP.23 Cllr McTavish explained that discussions with BT had resulted in them agreeing to repair the damaged telephone kiosk at Meopham Station which is listed for removal, if the parish council adopt it to house a defibrillator. Discussions followed on providing a list of where defibrillators are located within the parish for publication on the PC's Website, Social Media, Meopham Review and Meopham Mercury. Cllr McTavish volunteered to provide the information for the office.

Action: Cllr McTavish/Clerk

Cllr Buchanan then proposed a motion to recommend to Full Council for approval, the adoption of the telephone kiosk at Meopham Station to house a defibrillator.

This was seconded by Cllr McTavish and there was one abstention. The motion was therefore agreed.

Action: Full Council

Item 15

Consultations

15.1 KCC Kent Biodiversity Consultation - Closes on 1st September 2019

PP.24

After discussion it was agreed to ask Cllr Luxford if she would respond to this consultation.

Action: Clerk/Cllr Luxford

Item 16

Financial Matters

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

PP.25

Cllr McTavish proposed the approval of the above. This was seconded by Cllr Wade and all voted in favour.

16.2 To note the Planning and Projects Committee expenditure up to 09.07.19

PP.26

Members noted the above.

Item 17

To note Correspondence List

PP.27

Members noted correspondence list.

17.1 To note correspondence received from residents and consider a response

PP.28

Members noted 2 items of correspondence from residents regarding anti-social behaviour. A copy of the chairman's response in writing was previously circulated to all members.

Action: Clerk

17.2 To consider setting up an ASB Working Group and inviting our Borough Councillors to attend

PP.29

Members agreed there is a low level of anti-social behaviour in Meopham compared to many other areas. Discussion took place including the possibility of holding a public meeting. Cllr Wade proposed a motion to take the above item to Full Council on 23rd July for further consideration. This was seconded by Cllr Buchanan and all voted in favour.

Action: Full Council

Meeting closed at 9.05pm

Appendix 1

P&P Meeting - 9th July 2019

	Date	Payee	Details	Gross	VAT	Net
UNITY BANK						
026/040619	04.06.19	Meopham PCC Green Leaf	Advert - Picnic on the Green Picnic Poster	£ 40.00		£ 40.00
029/070619	07.06.19	Design Ltd	artwork amendment	£ 15.00		£ 15.00
LLOYDS BANK DEBIT CARD						
003//080519	08.05.19	HFL Signs td	Picnic on the Green Banners	£114.37	£19.06	£95.31

DRAFT