

Minutes of a meeting of Full Council  
held on Tuesday 28<sup>th</sup> February 2017 at 7:30 pm  
at Meopham Village Hall, Meopham Green

Present: Cllrs Buchanan, (Chairman), D Bramer, M Bramer, S Gofton, P Hasler, P Luxford, J McTavish, D Powell, R Knott, J Ogden (Vice) and B Wade  
In attendance: County Cllr Bryan Sweetland  
Borough Cllrs J Burgoyne  
M. Cason, Community Warden  
4 Members of the Public  
Mrs S Eggesden (Clerk)

The Chairman welcomed everyone to the meeting and advised that the meeting is being recorded.

**Item 1: Apologies for absence**

**C.127** There were apologies from MP Adam Holloway, Borough Cllrs D Shelbrooke and L Boycott and Cllr P Howard (work commitment)

**Item 2: Declarations of Interest**

**C.128** Cllr Wade declared an interest in item 7, 1 Green Farm Cottages.

**Item 3: To approve minutes of the previous meetings (13.12.16, and 10.01.17)**

**C.129** The minutes of the meeting held on 13.12.16 were approved as a true and correct record on a proposal by Cllr Knott and seconded by Cllr Gofton. There were 10 votes in favour and 1 abstention. The minutes of the meeting held on 10.01.17, were approved as a true and correct record on a proposal by Cllr Ogden and seconded by Cllr D Bramer. All voted in favour.

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

**C.130** Cllr M Bramer asked if the office had received the minutes relating to item C.107. The Clerk confirmed it had not and Cllr Powell advised that the Gravesham KALC area minutes had not been received by members as yet.

**Item 5: To receive reports from:-  
5.1 County Councillors**

**C.131** Cllr Sweetland reported on:

- Future meeting with Cabinet member for Communities at KCC at the new library, to which the Chairman of MPC has been invited
- Budgets have now been agreed at KCC at just under a 4% increase

- KCC Annual Strategy report, 2016 is available online
- Camer Parade – there is not any money at KCC for an alternative options here
- Lower Thames Crossing – there might be an announcement on this at the chancellor budget next week.

Cllr Ogden asked if a large mirror might help at Camer parade at the exit. Cllr Sweetland agreed to put this forward to KCC Highways.

Cllr M Bramer mentioned the meeting he had attended that morning where it had discussed Kent becoming a unitary authority. Cllr Sweetland did not think there were any firm plans but various borough/district councils were looking at joining forces but we would have to wait and see.

Cllr Hasler advised that on a Saturday evening, Camer Parade is full of vehicles parking on double yellow lines. Cllr Sweetland suggested getting the police on board with the issues here, as well as enforcements.

Cllr Hasler asked if work on potholes is checked to see if the work is being carried out correctly. Cllr Sweetland advised that the work is being checked and redone if not carried out correctly. Nicola Floodgate is the new 'Service Delivery' person at KCC and he suggested we invite her to a parish meeting.

## **5.2 Borough Councillors**

### **C.132**

Cllr Burgoyne reported on:

- The second phase of the new waste and recycling project which will start to be implemented in June 2017. An information leaflet will be circulated on.

Cllr Ogden asked if residents would have to purchase their own black sacks. Cllr Burgoyne that they would as they now get a new black bin.

Cllr Hasler asked if GBC gets money back for recycling. Cllr Sweetland advised that it varies in different parts of Kent but it was around 50%.

Cllr Powell advised that the black sacks are not being delivered in Steeles Lane. Cllr Burgoyne agreed to investigate into this.

## **5.3 Community Warden /PCSO**

### **C.133**

The Community Warden reported on:-

- Getting the rubbish cleared behind the shops at Camer Parage
- She had reported to KCC on lorries parking in the Heron Hill Bus stop

- She had carried out reassurance visits regarding cold callers and she would like to do a leaflet in conjunction with the Police leaflet on this if she could get funding for printing.
- She had been involved in the tree down on Wrotham Road last week and clearing other branches around the parish after the strong winds
- Horses in Culverstone are going across the green and causing issues
- Chinnery Court – updated members on the armchair exercises and that GBC had put in the indoor bowling here.
- The lego club is up and running at St John's centre

Cllr Buchanan reported on the advertising for the Volunteer Support Warden and the leaflet had been distributed to members.

**C.134**

Cllr Sweetland offered MPC £1000 grant to carry out a road safety campaign regarding the parking issues in the parish. The money could be used for the production and printing of leaflets. The grant must be applied for before 20/3/17. Cllr Buchanan thanked Cllr Sweetland for this and it was agreed to set up a working group to look at ideas for the campaign.

**Item 6: Public Session**

**C.135**

In respect of Camer Parade parking issues, a resident suggested that the council involve the school children to design a poster for greater impact as it is about educating people.

A member of public arrived at 8.27pm and Cllr Hasler left the room at 8.25pm.

**Item 7 To consider and make recommendations on Planning Applications**

**C.136**

**2016/1110 MEOPHAM LODGE, WROTHAM ROAD, MEOPHAM, KENT**

Erection of a 2.1 metre high front boundary wall with electronically operated opening timber gates and erection of a timber framed open furniture and log store.

Cllr Powell proposed an objection on the grounds of overdevelopment of the site and not in character of Meopham Green Conservation Area. (Does not reflect a rural setting when viewed from Meopham Green). This was seconded by Cllr Wade there were 9 votes in favour and 1 abstention.

Cllr Hasler returned to the room at 8.27pm.

**2017/0051 VODAFONE, TELECOMMUNICATIONS STATION, SOUTH OF WILLOW TREE FARM, WROTHAM ROAD, MEOPHAM**

Application for determination pursuant to Part 16 of Schedule 2 of the Town & Country Planning (General Permitted Development) Order 2015 as amended by

the Town and Country Planning (General Permitted Development) (England) (Amendment) (No.2) Order 2016 as to whether prior approval is required for the installation of a new 12.5m monopole with 3no. shrouded antennas, 2no. 3000mm microwave dishes and 3no. equipment cabinets along with ancillary development.

Cllr Wade proposed no objection and this was seconded by Cllr Hasler. All voted in favour.

**2017/0027 THE BARN, VALLEY LANE, CULVERSTONE, KENT**

Erection of a single storey rear extension.

Cllr Buchanan proposed no objection, providing it does not exceed the Green Belt policy

This was seconded by Cllr M Bramer and there were 9 votes in favour and 2 abstentions.

**2016/1011 GREEN SLEEVES, 32 RHODODENDRON AVENUE, MEOPHAM, DA13 UTT**

Application for the approval of conditions 3,4,5 and 10 attached to planning permission reference no. 20150648 relating to external materials, landscaping scheme, a cross section of the proposed site and scheme for disposal of surface water run-off and urban drainage.

This application is now deficient as its missing information on the sustainable urban drainage system.

The Community Warden left at 8.43pm

**2016/0716 1 GREENFARM COTTAGES, MEOPHAM GREEN, MEOPHAM DA13 0QE**

\*\*\*Revised Description/Revised Plans\*\*\* Demolition of existing lean-to garage/shed and erection of a single storey side extension

Cllr Buchanan advised that the office had today received notification that this application is to be reported at the GBC Regulatory Board meeting next week. The planning officer confirmed that this is due to the application being previously called in then withdrawn so this is a follow up and that our comments will be included in the supplementary report.

Discussion took place on this application. Cllr Powell proposed that Standing Orders are suspended to allow a member of the public to speak on this application. This was seconded by Cllr Luxford and all agreed.

The member of public reported to members that the Conservation Officer had

advised that a plan no bigger than the current footprint would be acceptable but this revised application was still bigger and that the window at the rear is 40cm from no. 2 Green Farm. The lean-to was dilapidated and not derelict and had only been a temporary store. Cllr Buchanan thanked the resident for the comments and the meeting returned to standing orders.

Cllr Hasler proposed an objection the grounds that the temporary lean to/garage and replacement with a brick built permanent side extension would not only change the frontal appearance to a very old cottage in a conservation area, but would also create an imbalance with the other 2 cottages. This was seconded by Cllr Powell and he requested a recorded vote on this. Cllrs Hasler, Knott, Luxford and Hasler voted in favour and Cllrs D Bramer, M Bramer, S Buchanan and J Ogden voted against. Cllrs Gofton and McTavish abstained from voting as did Cllr Wade who had declared an interest. As the voting was a tie, the Chairman used her casting vote and the objection was not carried and therefore no objection was recorded. It was agreed that Cllr Buchanan would represent the council at the Regulatory Board on 8.3.17 to speak in favour of the application.

**2017/0069 BLUEBELLS, RIDGE LANE, MEOPHAM DA13 ODP**

Erection of a two storey side extension incorporating a pitched roof with dormer and replacement of existing roof lights and three dormer windows, one to the front and two to the rear.

Cllr M Bramer proposed an objection on the grounds of the mass of the proposed extended building being excessive. This was seconded by Cllr Wade and all voted in favour.

**2017/0087 21 WILLOW WOOD ROAD, MEOPHAM, KENT DA13 0QT**

Erection of a single storey front extension

Cllr D Bramer proposed no objection and this was seconded by Cllr M Bramer and all voted in favour.

**2017/0113 HERON HILL RIDING STABLES, HERON HILL LANE, MEOPHAM, KENT DA13 0DU**

Retention of stable block

Cllr Luxford proposed no objection and this was seconded by Cllr Powell. There were 9 votes in favour and 2 abstentions.

Cllr Sweetland left at 8.55pm.

**2017/0059 28 CRICKETERS DRIVE, MEOPHAM, KENT DA13 0AX**

Retention of the front porch and open canopy on the front elevation

Cllr Hasler proposed no objection subject to neighbour consultation and this was seconded by Cllr Knott. All voted in favour.

**2017/0072 3 EDIVA ROAD, MEOPHAM, KENT DA13 0NA**

Application for Lawful Development Certificate in respect of the proposed dormer extension in the rear roof slope.

This application was noted.

**2017/1044 NEGRIL, WROTHAM ROAD, MEOPHAM DA13 0AQ**

Erection of single storey side and rear extension to form store room, utility room, study and larger kitchen/garden room

Cllr Buchanan proposed no objection and this was seconded by Cllr Luxford. There was 10 votes in favour and 1 abstention.

**C.137**

Cllr Powell requested that Meopham Village Hall is not used for the parish meetings in future due to the noise from the large hall making it difficult for members to hear.

**Item 8:**

**To receive and note minutes of and/or to determine recommendations made by Standing Committees:**

**8.1** Environment & Amenities Committee Meeting: 17.01.17

**C.138**

Minutes were received and noted by members

**8.1.1** Update on Harvel Pond work

**C.139**

Cllr D Bramer reported on the work to date. KCC had paid for the removal of the silt from the pond and had cleared the drains. The tree work has been completed. The silt, currently sited on Harvel Green has to dry out before the riding stables can take this. **Agreed:** Cllrs D Bramer and Gofton to look at the fence around the pond. **Agreed:** Clerk to contact Kent Wildlife Trust to ask if they could come back and look at the pond with a view to giving us some advice on the next stage of work.

**8.2** Planning & Projects Committee Meeting: 31.01.17

**C.140**

Minutes were received and noted by members.

**8.2.1** To note the meeting with the Planning Officer from Gravesham Borough Council

**C.141**

Members noted the meeting tomorrow with Richard Hart and that Peter Price would also be attending.

**8.2.2 Annual Parish Meeting – to agree the arrangements**

**C.142** Cllr Powell stated that this should not have been discussed at the Planning and Projects meeting. Other members agreed this could come under the scope of P&P and final arrangements were being discussed at Full Council.

**C.143** Cllr McTavish has written to Melanie Norris, Director of Communities from GBC to speak on Community engagement. Cllr Buchanan suggested that the council engages with the public regarding the toilets at Pitfield Green and to carry out a small survey to see find out the public thoughts on the proposed closure. Members were asked to put forward any ideas for speakers at the Annual Parish Meeting.

**Agreed:** Cllr Hasler will arrange the purchase of the drinks, the start time would be 7.30pm and the clerk would send round the list of organisations to members to provide the clerk with any updates

**8.3 Administration and Resources Committee Meeting: 14.02.17**

**C.144** Minutes were received and noted by members

**8.3.1** To recommend the approval for the adoption of the NALC media policy

**C.145** Cllr M Bramer proposed adopting this policy and this was seconded by Cllr Ogden. There were 9 votes in favour and 2 abstentions.

**8.3.2** To recommend the approval of the adoption of a policy for Travel and Subsistence Expenses and Mileage for Parish Councillors

**C.146** It was noted that word 'prior' had already been agreed to remove from the last sentence. Cllr Powell proposed approval of the policy subject to the last line being deleted. This was seconded by Cllr Hasler. There were 4 votes in favour, 6 against and 1 abstention. The motion was not carried. Cllr M Bramer proposed adopting this policy and this was seconded by Cllr Ogden. There were 6 votes in favour, 1 against and 4 abstentions. The policy was therefore adopted.

**8.3.3** To recommend the approval of the adoption of a Public Participation Protocol

**C.147** Cllr M Bramer proposed adopting this protocol and this was seconded by Cllr McTavish. There were 7 votes in favour and 4 abstentions.

**8.3.4** Notice Board Policy:– to recommend approval of the suggested amendments to the policy.

**C.148** Cllr M Bramer proposed approving the amendments to this policy and this was seconded by Cllr Ogden. There were 10 votes in favour and 1 abstention.

**8.3.5** To recommend the approval of the adoption of a Protocol for the recording or reporting of Council and Committee meetings

**C.149** Cllr McTavish proposed adopting this protocol and this was seconded by Cllr M Bramer. There were 10 votes in favour and 1 abstention.

**8.3.6** To recommend the approval of the adoption of a policy for the Retention of Documents and Records

**C.150** Cllr Powell asked if the minute books had been archived in Maidstone. Members could not recall this being agreed.

**C.151** Cllr M Bramer proposed the adoption of this policy and this was seconded by Cllr Wade. All voted in favour.

**8.3.7** To recommend approval of the agreement between Meopham Parish Council and Meopham Village Hall in respect of the donation of a defibrillator and cabinet

**C.152** Cllr Ogden proposed approval of the agreement and this was seconded by Cllr Knott. All voted in favour.

**8.4** Judson's Pavilion Committee Meeting: 20.01.17 and 10.02.17

**C.153** Cllr Ogden updated members on the meeting held on 25.02.17. Recommendations by a neighbour, the Planning Department and the Football Foundation had now been incorporated in to the plans. A request has been made for Cllr Ogden to visit the Planning Department along with B. Heming.

**Item 9:** **To receive reports from Parish Council representatives on external bodies:**

**C.154**

- Action with Communities in Rural Kent - Nothing to report
- Age UK – Cllr Knott reported that more drivers are required and attendance is good.
- Clay Cottages Trust – Cllr Knott that they are still awaiting the death certificate.
- CPRE – Cllr Gofton reported that a comprehensive report had been sent to GBC regarding the Meopham Vineyard application and they are looking at the Bean interchange impact on the A227
- Culverstone Community Centre – Cllr D Bramer reported that there meeting is next week.
- Gravesham Rights of Way Committee – nothing to report
- Gravesham Joint Transportation Board – nothing to report
- Gravesham Rural Forum – Cllr M Bramer reported that there is nothing to report as their recent proposed meetings had been cancelled.



- Harvel Village Hall Management Committee – Cllr Knott reported that the AGM is on 6/4/17
- KALC – Cllr Powell reported that there was a meeting 2 weeks ago and the Bean interchange had been discussed. The current secretary is retiring and they are awaiting the appointment of a new secretary.
- Meopham Sports and Leisure Association – Nothing to report
- Meopham Village Hall Management Committee – The new Chairman is Roy Lingham. Their next meeting is in March and the roof fund is going well.
- Meopham Welfare Committee – Cllr Ogden reported that P King had attended the Judson's Pavilion Committee meeting to discuss incorporating the garage into the plans.
- NHS Darent Valley Hospital Trust – nothing to report

**Item 10: Pitfield Green Toilets – Update**

**C.155**

Notes had been circulated to all members from the meeting held with GBC on 21.2.17. Further information requested has not been received from GBC yet. Cllr Luxford asks if we could approach the bus company and Cllr Buchanan suggested putting a working group together when we have further information on this.

Cllr Buchanan proposed Standing Orders were suspended to allow Cllr Burgoyne to speak and this was seconded by Cllr Ogden. All voted in favour.

Cllr Burgoyne suggested that there may be a possibility of applying to KCC for a grant for the cost of running the toilets for the first year. Cllr Buchanan thanked Cllr Burgoyne for this information and the meeting returned back in to Standing Orders.

**Item 11 Allotments**

**11.1** To consider the request from Meopham Allotment Committee to park on the land surrounding the allotment boundary for their open day on the 8<sup>th</sup> July 2017

**C.156**

Cllr Wade proposed that members accept the above request for parking on the open day. This was seconded by Cllr McTavish and all voted in favour.

**Agreed:** Clerk to ensure the grass is cut back before this date

**11.2** To approve the renewal of allotment agreement for the portable toilet on the allotment site from 1/3/17 to 30/9/17

**C.157**

Cllr Wade proposed approval of the allotment agreement for the portable toilet and this was seconded by Cllr Powell. All voted in favour.

**C.158**

Cllr Buchanan reported on a request from the Allotment Association to put up a banner at the site entrance and prune back the vegetation here. Members all had a copy of a photo of the proposed banner and location. Cllr McTavish proposed that permission is given for the banner and this was seconded by Cllr Wade. All

voted in favour.

A member of the public left the meeting at 10pm.

**Item 12**      **To note the signage on Meopham Green and to decide if any further action is required**

**C.159**      Cllr Buchanan reported on background issues here with vehicles damaging the green. Discussion took place on the wording which gives the impression that the green is for Meopham Green residents only and this is not the case. Following discussion on the wording, Cllr Buchanan proposed that the council writes to the residents concerned and request the sign is amended to 'road access for residents only'. This was seconded by Cllr Ogden and there were 10 votes in favour and 1 abstention.

3 members of the public left at 10.10pm.

**Item 13**      **Financial Matters**

**13.1** To note Meopham Parish Council's Income and expenditure up to the 22.01.17

**C.160**      This was noted by members

**13.2** To approve the schedule of payments in accordance with Financial Standing Order 5.2

**C.161**      The schedule of payments was approved on a proposal by Cllr M Bramer and seconded by Cllr Knott. All voted in favour.

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

**C.162**      Members noted correspondence list. Cllr Buchanan confirmed she is attending a meeting on 7.3.17 regarding the Volunteer Warden Scheme.

**Item 15**      **Chairman's Announcements**

**C.163**      Cllr Buchanan reported that Meopham Windmill Trust had been reported to GBC planning enforcements regarding the new windows and door in the office as they did not comply with planning regulations. Meopham Windmill Trust were unaware that the office part of the building was listed and had therefore thought permission for any work was not required. The windows and door would now have to be replaced with wood at an expense to Meopham Windmill Trust.

The meeting closed at 10.20 pm.