

Meopham Parish Council
Minutes of Meeting of a Planning & Projects Committee
held on Tuesday 3rd November 2015 at 8:00pm
in the Windmill, Meopham Green

Committee Members present: Cllrs McTavish (Chairman) D Bramer (Vice Chairman), M Bramer, Buchanan, Goffton, Hasler, Howard (arrived 8.10pm) Knott, and Wade

In attendance: Mrs S Eggesden (Parish Clerk), Cllr Leyshon, Cllr J Burgoyne (Borough Cllr)

Item 1 **To receive Apologies for Absence**

P.27 There were apologies from Cllr Powell (family commitment)

Item 2 **To receive Declarations of Interests**

P.28 There were no declarations of interest.

Item 3 **To approve the minutes of previous meeting: 01/09/15**

P.29 The minutes of the meeting held on the 01/09/2015 were approved as a true record of the meeting on a proposal by Cllr Buchanan and seconded by Cllr D Bramer. All councillors present at this meeting voted in favour of approval.

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

P.30 Cllr Buchanan reported that she had carried out Item 9, P.22 and had circulated correspondence on this to members.

P.31 Cllr Wade asked what had happened with Bakers Meadow site meeting. Cllr McTavish reported that the members from the Regulatory Board decided on a site meeting which the Parish Council were not able to attend as it was not a public meeting but for members only. The application was approved with a lot of conditions. The decision notice can be viewed on the GBC website.

Item 5 **Planning Applications**

P.32 The following planning applications were considered by this Committee:

2015/1013 **7 Fairview Gardens, Meopham, Kent DA13 0NG**

Erection of a first floor rear and side extension. Cllr Knott proposed a motion of no objections subject to neighbour consultations. Cllr Wade seconded this and all voted in favour. The motion of no objection subject to neighbour consultation was agreed.

2015/0868 Downend, Norwood Lane, Meopham, Kent DA13 0YE

REVISED PLAN Removal of existing rear single storey extensions and erection of 2 storey rear extension to form kitchen/diner with 2 bedrooms over and balcony at roof level; conversion of the integral garage and erection of a two storey front extension to form a playroom and porch; single storey side extension to form enlarged lounge; alterations to the roof to form rooms in the roof and erection of a detached double garage at the front with play room/office over.

Members noted the revised plans but still had concerns about the size of the extension and in particular the balcony which would overlook a number of neighbouring gardens. The garage appears to be too near the house and has inadequate space for access. This was recommended on a motion proposed by Cllr Mctavish and seconded by Cllr Buchanan. All voted in favour of submitting the concerns raised.

Item 6

Highways: Transport Issues, Bus Shelters and Street Lighting

(a)

To note the response to KCC on the consultation on the proposed bus stop improvements in Meopham

P.33

Members noted the response. Members need to consider a location for a new shelter. Following discussion, the Clerk was asked to contact KCC about the following: any ongoing maintenance costs that might be passed onto the Parish Council if KCC provide a new shelter, to request a site meeting to look at renaming some of the bus stops, inform KCC that members are looking at applying for a bus shelter grant and to suggest looking at a shelter for the stop opposite Culverstone School.

Action: Clerk

(b)

To consider and approve, if appropriate, applying for a KCC Bus Shelter Grant for any Parish Council owned shelters

P.34

The deadline for an application is 29/1/16. It was agreed the clerk would forward the list and photographs of shelters to members, allocating a member from each ward to view the shelters for potential work and set a date for the response. Cllr McTavish proposed that the task of completing the application is delegated to the Clerk and Cllr M Bramer seconded this. All voted in favour.

Action: Clerk

(c)

To note the damage to the bus shelters at Station Approach and Denesway and, if appropriate, consider approval of funds for repair work.

P.35

Cllr McTavish proposed that the panel at Station Approach is replaced with a polycarbon panel and the Denesway shelter lower part with a metal panel, with the costs to be included in the bid for a grant to KCC. This was seconded by Cllr Buchanan. All voted in favour.

(d)

To note and consider, if appropriate, a response to KCC Highways and Transportation questionnaire.

P.36 It was agreed that Cllrs Goffton and Knott would complete the survey. All member were invited to pass on any relevant information on this to both Cllrs.
Action: Cllrs Goffton and Knott

(e) Too note and consider, if appropriate, a response to KCC's consultation document and online questionnaire on street lighting.

P.37 It was agreed that Cllrs Goffton and Knott would also complete this questionnaire.
Action: Cllrs Goffton and Knott

(f) KCC Highways Parish Seminar – update from Cllrs D and M Bramer
P.38 A note had had been circulated prior to the meeting. Discussion took place on the Parish Caretakers Scheme. It was agreed that the Clerk would find out more about this scheme.
Action: Clerk

P.39 A request for any parish owned street lights had been requested from KCC Highways Steward. It was agreed that the Clerk would chase this up.
Action: Clerk

(g) To note the request to KCC Highways for large salt bags to St Johns Centre and Harvel Village Hall.
P.40 Members noted this.

Item 7 **Local Core Plan Strategy**

P.41 Cllr Burgoyne reported that a meeting has been held regarding the Culverstone Valley area. The consultation is due to be published in the Q1 next year, which will be available on the GBC website.

Item 8 **Affordable Housing Sub Committee**

(a) To report on the affordable Housing meeting at GBC on 27.10.15.

P.42 Cllr McTavish reported on the meeting at GBC. The meeting discussed the current issues with social housing following recent government policy and the difficulty in being able to build more social housing, the allocation policy at Edmeades Close and they looked at possible sites within the parish.

Item 9 **Neighbourhood Plan**

(a) To report on the proposed workshop
P.43 Cllr McTavish has spoken with Kathy Bugden at ACRK and is putting things in motion to hold a workshop in the week commencing 7/12/15. It was agreed that an evening meeting would be suitable with a 7:30pm start. We are eligible for an SOS villages grant for the workshop; paying the facilitator, K Bugden's time, venue and refreshments. Cllr McTavish has been in touch with interested parties. A public meeting would be held after the workshop. The Clerk is sourcing a suitable venue. Cllr McTavish asked if Cllr M Bramer would assist with the setting up the invitations for the workshop, which he agreed to.

Action: Clerk / Cllr M Bramer

Item 10 **Parish Guide 2015-17**

(a) To consider, and if appropriate, recommend a virement from within the P&P budget within the P&P budget for distribution costs for the new Parish Guide.

P.44 the draft has been circulated to all members and comments are invited by 8/11/15. The front cover options were also discussed. Cllr D Bramer and the Clerk will then review this on Monday.

Action: Clerk / Cllr D Bramer

P.45 Cllr D Bramer proposed a motion to virement £500 from the Highways and Street lighting budget to cover the cost of the distribution via Royal Mail (cost is £500 to all DA13 properties, including Vigo and Luddesdown plus businesses in the parish). This was seconded by Cllr Hasler and all voted in favour.

Item 11 **To review contacts/telephone numbers for Meopham Parish Council Emergency Plan**

P.46 Cllr D Bramer reported that she had heard that KCC are producing a template for emergency plans which is imminent. It was agreed that the Clerk would find out when this is to be available.

Action: Clerk

P.47 It was agreed that the contact page would be updated, removing old councillors as contacts and adding in the new councillors. This would be circulated to councillors. Cllr Buchanan offer to be the lead co-ordinator.

Action: Clerk

Item 12 **Financial Matters**

(a) To note expenditure for the Planning and Projects Committee Expenditure from 25th August 2015 to 28th October 2015

P.48 Members noted this.

(b) To note the Planning and Projects Committee Income and Expenditure to date for the 2015/16 financial year

P.49 Members noted this. £55 for the ACRK Community Housing Seminar was questioned as to why to it was under Planning and Investigations? The Clerk explained that it had previously been agreed to be put under the P&P budget and not the training budget.

P.50 The budget for Highways and Street lighting was queried as it was not clear why the Council had a budget for this. As previously agreed the clerk would investigate into any parish owned street lighting.

Action: Clerk

(c) To consider and approve the proposed Planning and Projects Committee Budget for the 2016/17 financial year

P.51 Proposed budget figures were circulated prior to the meeting. Cllr D Bramer suggested that an amount is put in the budget for Queen's birthday. Cllr Goffon suggested holding a tea party for any resident who is 90 in 2016. It was agreed that a small group of members interested in organising such an event get together. Cllr Buchanan would also include this in the Meopham Review, advising that the Parish Council are considering this event.

P.52 Cllr M Bramer proposed a motion that £500 is moved from Highways and Streetlights budget to Community Festivities for 2016/17 budget. Cllr Buchanan seconded this and all voted in favour.

Item 13 To note correspondence received

P.53 Correspondence was noted. The letter regarding a presentation on the Meopham School to the Parish Council was noted. It was agreed to wait until after the presentation on 11/11/15 to see if would be of interest to members. The Clerk would respond to the letter accordingly.

Action: Clerk

The meeting closed at 09:40 pm

Signed.....Dated.....