

Meopham Parish Council
Minutes of Planning & Projects Committee
held on Tuesday 8th October at 7.30pm
in the Windmill, Meopham Green

Committee Members present: Cllrs D Bramer, M Bramer (Vice Chairman), S Buchanan, S Gofton, J McTavish (Chairman), A Rose, B Wade

In attendance: N Jerram (Clerical Assistant)

Item 1 **To receive Apologies for Absence**

PP.30 There were no apologies for absence.

Item 2 **To receive Declarations of Interests**

PP.31 There were no declarations of interest.

Item 3 **To approve minutes of previous meeting (09.07.19)**

PP.32 The minutes of the meeting held on the 09.07.19 were approved as a true record of the meeting on a proposal by Cllr Buchanan, seconded by Cllr McTavish. There were 3 votes in favour and 4 abstentions due to non-attendance at the last meeting.

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

PP.33 There were no matters arising.

Item 5 **Highways Issues**
5.1 Traffic & Parking Issues Working Group – Update

PP.34 Cllr McTavish reported a positive meeting on 25th September with Dave Petcher (Schemes Project Manager for Gravesham area). He forwarded a proforma for a Highways Plan which KCC are encouraging Parish Councils to use. The proforma is effectively a wish list where the PC can log highways issues in order of priority. This will be circulated to members for comment and the group will be working on this at the next Traffic and Parking Issues meeting. Nick May from GBC (Parking Manager) will be invited to the next meeting.

Action: Working Group

5.1.1 To ratify Pat Luxford joining the Parking & Traffic Issues working group

PP.35

On a proposal from Cllr Buchanan, seconded by Cllr Wade, all members voted in favour of Cllr Pat Luxford joining the Parking & Traffic Issues Working Group.

5.1.2 Speedwatch Scheme in Meopham – To consider and make a recommendation to Full Council

PP.36

Cllr McTavish suggested that this should be a council led scheme with resident involvement. A minimum of 2 people are required to log the vehicle data. A number of Speedwatch Schemes are currently being carried out in Kent which have shown to reduce speeding on roads and prevent accidents. Discussions followed and members agreed that further information is required as to costs involved, training and borrowing kit. Cllr McTavish and the Clerical Assistant will investigate further and provide a report for Full Council on 29th October.

Action: Cllr McTavish/Clerical Assistant

Item 6

Community Festivities/Events

6.1 Picnic on the Green

6.1.1 Debrief from August 2019 event

PP.37

Cllr McTavish gave thanks to all those who helped with the organisation and volunteered on the day. This was the 4th event and the most successful. Excellent feedback was received from a number of residents who came along with their picnics and enjoyed the activities and attractions.

6.1.2 To note the funds received from the raffle and to approve a cheque to be raised to Meopham Windmill Trust (£196.00)

PP.38

Members noted the funds received. Cllr McTavish proposed approval of a cheque to be raised in the sum of £196.00 to Meopham Windmill Trust. This was seconded by Cllr M Bramer and all members voted in favour.

Action: Clerk

6.1.3 To agree to recommend to Full Council to hold a picnic event for 2020

PP.39

Cllr McTavish proposed a motion to agree to recommend to Full Council to hold a picnic event for 2020. This was seconded by Cllr M Bramer, there were 6 votes in favour and 1 abstention.

Discussions followed on the council charging stall holders a small fee to attend future events. Cllr McTavish explained that a grant had been secured for previous picnics but future events may be funded entirely by the Parish Council. Cllr M

Bramer suggested policy guidelines are put in place by the PC for potential stall holders and members agreed this will be considered for next year's event.

6.2 Remembrance Service

6.2.1 To note the arrangements for 10.11.2019

PP.40

Members noted the arrangements - 3pm at the War Memorial on Meopham Green. Cllr McTavish gave thanks on behalf of the Parish Council to Sandy Price for once again organising the event.

Discussions followed on traffic marshals for the road closure around the green and to stop the traffic for the 2 minute silence. Cllr Wade volunteered to be in attendance with one other member yet to be confirmed.

6.2.2 On the recommendation of the A&R Committee, to agree to set up a working group for the arrangements for 2020

PP.41

Cllr M Bramer suggested a group of 3 councillors (M Bramer, S Buchanan, B Wade) investigate how the Parish Council is to be involved in the Remembrance Service for recommendation to Full Council. Members agreed and the clerk was asked to arrange a meeting with Rev'd Alyson Davie and Sandy Price after this years service on 10th November to discuss future events.

Action: Cllrs M Bramer, S Buchanan, B Wade, Clerk

6.3 Christmas Tree on Meopham Green

PP.42

Cllr McTavish confirmed that an 18ft Christmas tree at a cost of £180.00 had been booked with Broadditch Farm for placement on Meopham Green during the week commencing 9th December. Discussions followed on arrangements for situating the tree into its designated place. It was noted that the local fire brigade had been approached to ascertain if their services are available. Cllr Rose volunteered to assist with his Range Rover and winch and members thanked him for his offer of help.

6.3.1 To approve costs for the purchase and erection of a Christmas tree on Meopham Green

PP.43

Cllr Wade proposed a motion to approve the above. This was seconded by Cllr McTavish and all voted in favour.

6.3.2 To note the dispute with last year's tree re the size of the tree

PP.44

Members noted the dispute with last year's Christmas tree supplier regarding the size of the tree delivered which was 15ft in height and not 18ft as was ordered.

Payment for the tree was withheld and the parish office attempted to contact the supplier on a number of occasions to resolve the matter but without success.

6.4 Carols on the Green

6.4.1 To note the date – 18th December 2019

PP.45

Members noted that Carols on the Green will be at 8pm on Wednesday 18th December, following which refreshments will be available in the Cricket Pavilion.

6.4.2 On the recommendation of the A&R Committee, to agree setting up a working group for the carols and turning on of the Christmas tree lights

PP.46

Members discussed. Cllr M Bramer suggested a group of 3 councillors (M Bramer, S Buchanan, B Wade) investigate how the parish council is to be involved in the above event for recommendation to Full Council. The clerk was asked to arrange a meeting with the group and Rev'd Alyson Davie to discuss the way forward for future events.

Action: Cllrs M Bramer, S Buchanan, B Wade, Clerk

Further discussions followed on arrangements for the Christmas Tree light switch on. Cllr McTavish proposed a motion that she ask former Chairman of the Parish Council, Cynthia Barnes if she would switch the lights on. This was seconded by Cllr D Bramer and all voted in favour.

Action: Cllr McTavish

6.5 VE Day – 8th to 10th May 2020

6.5.1 Update from Cllr Wade on the proposal from the Cricket Club for VE day celebrations

PP.47

Cllr Wade reported that the Cricket Club are proposing to co-ordinate a village event and involve local groups. It was decided that local organisations and groups will be invited by the Parish Council to a meeting at the Cricket Pavilion to plan VE day celebrations for the bank holiday weekend.

6.5.2 Update from any other village organisation on their plans

PP.48

Members noted that The Village Hall, U3A and Meopham Historical Society had expressed interest in being involved in organising an event to celebrate the 75th anniversary of VE day.

6.5.3 To consider the Parish Council's involvement in the VE Day celebrations and to make a recommendation to Full Council for final approval

PP.49

After further discussions, Cllr Wade volunteered to provide the clerk with a list of local groups to be invited and a date for a meeting at the Cricket Pavilion with

members of the Parish Council to co-ordinate events. Members thanked Cllr Wade for her help with the arrangements

Action: Cllr Wade/Clerk

Item 7 **Local Plan - Update**

PP.50 Still waiting for further news from the Borough Council. A further consultation is now likely to be in the New Year.

Item 8 **Affordable Housing - Update**

PP.51 The sub-committee met at the windmill on Monday 7th October. The Parish Council will be consulted on the survey form for GBC's next rural housing needs survey in the spring. Cllr McTavish advised that the group considered the form from the 2015 survey and will be making recommendations from this at the end of the month which will be circulated to all members.

Action: AHSC

Item 9 **Parish Plan - Update**

PP.52 New councillors, G Madgwick, M Mulheran and A Rose had previously expressed an interest in being involved in the updating of the Parish Plan. Cllr McTavish confirmed that she will circulate dates to the group for a meeting.

Action: Cllr McTavish

Item 10 **Over 60's Guide**

10.1 To consider the next steps with updating the guide and how to fund this

PP.53 Cllr McTavish advised members that there is no further funding available from GBC in this financial year. The clerk was asked to circulate to members a copy of the last fund raising publication from KCC. Cllrs McTavish and Buchanan will continue to work on updating the guide and will monitor grants available.

Action: Cllrs Buchanan/McTavish, Clerk

Item 11 **Meopham Parish Guide**

PP.54 The new 2019-2021 guide is ready for distribution to parishioners. Cllr McTavish thanked Cllr D Bramer for all the work she did on the guide.

11.1 To approve distribution cost by Royal Mail of £521.00

PP.55 Cllr M Bramer proposed approval of the above. This was seconded by Cllr McTavish and all voted in favour.

11.2 To consider allocation of the budget for 11.1

PP.56 Cllr D Bramer proposed a motion to approve a virement of £521.00 from the Festivities Budget for the Parish Guide postal costs. This was seconded by Cllr McTavish and all voted in favour.

Item 12 **St. John's Christmas Fayre**
12.1 To ratify the decision to have a stall at the fayre: note date/time: 16th November 2019, 10am – 1pm, cost £15.00

PP.57 On a proposal by Cllr Buchanan, seconded by Cllr McTavish, all members voted in favour of an MPC stall at the Church Christmas fayre.

Item 13 **BT Telephone Kiosk and Defibrillator - Update**

PP.58 Cllr McTavish updated members on the above. BT will be carrying out repairs to the damaged kiosk at the end of October. The 90 day consultation with the Borough Council for the removal of the telephone to enable adoption by the Parish Council ends on 30th November.

With reference to funding for the defibrillator received from GBC's Older Persons Champions Budget 2018/19, the Borough Council have confirmed that they will honour the grant if the project runs into the next financial year.

Item 14 **Consultations**
14.1 NHS Urgent Care Public Consultation – Closes 4th November 2019

PP.59 Following discussions, members agreed for the clerk to respond to the above in consultation with Cllr Ogden. It was noted that this public consultation has been advertised on the council's social media and website accounts and survey forms have been distributed within the village by the Community Warden.
Action: Clerk/Cllr Ogden

14.2 Public Meeting at St. John's Centre for Meopham Residents

With reference to **Item 14.1**, Cllr McTavish said that she is working on confirming a date with a local GP who is the Chairman of CCG in relation to a public meeting being held in the village hall at the end of October.

Action: Cllr McTavish/Clerk

14.2.1 To agree cost of hall hire £54.00 and consider budget allocation

Cllr McTavish proposed approval of the above hall hire cost if the Parish Council get agreement from CCG for a public meeting in the Village Hall. This was seconded by Cllr Buchanan and all voted in favour. Budget allocation was not discussed.

14.3 NALC Policy Consultation E-Briefing 09/19 - Independent Review into Local Government Audit – closes 18th October 2019

Members agreed not to respond to this consultation.

14.4 Gravesend Grammar School Consultation – Proposal to expand admission number from September 2021– closes 1st November 2019

Members agreed not to respond to this consultation.

PP.60

An additional consultation which the parish office received on 7th October was considered by members. **KCC Consultation on the future of community wellbeing services – closes 1st December 2019.**

Cllr McTavish agreed to respond in conjunction with the clerk. Members were asked to look at the consultation and forward any comments to Cllr McTavish or the clerk for a response before 1st December.

Action: Cllr McTavish/Clerk

Item 15

Local Council Award Scheme - To look into the NALC Local Council Award Scheme and to consider making a recommendation to Full Council for 2020/21

<https://www.nalc.gov.uk/library/our-work/lcas/1373-lcas-guide-jan-2015-v2/file>

PP.61

Cllr McTavish explained the award scheme and the 3 levels of accreditation. It was agreed that a small working group would meet in a couple of weeks to investigate and report to Full Council at the end of the month. Members of the working group to include D Bramer, J McTavish, Clerk and Clerical Assistant.

Action: Clerk

Item 16

Planning Appeal Ref: 20190227 Primroses, Chandlers Hill, Meopham: - to note and consider if appropriate submitting any comments

PP.62

Following discussion, it was agreed that the Parish Council had no further comments to make on the above planning appeal.

Item 17

Financial Matters

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

PP.63

Cllr Buchanan proposed approval of the above. This was seconded by Cllr M Bramer and all voted in favour.

17.2 To note the Planning and Projects Committee expenditure up to 08.10.19

PP.64 Members noted the above.

17.3 To consider and approve the proposed Planning & Projects Committee Budget for 2020/21 financial year

PP.65 Following consideration, Cllr McTavish proposed approval of the above in principle on the basis that the budget for the over 60's guide is reconsidered at the next Administration and Resources Committee meeting. This was seconded by Cllr Buchanan, there were 5 votes in favour, 1 abstention and 1 vote against. The motion was therefore agreed.

Item 18 **To note Correspondence List**

PP.66 Members noted the correspondence list.

Meeting closed 9.40pm

Appendix 1**P&P Meeting - 8th October 2019**

	Date	Payee	Details	Gross
UNITY BANK				
058/060819	12.08.19	Matthew Dallas	Picnic - children's entertainer	£100.00
059/120819	12.08.19	Follies	Picnic - Face painting	£135.00
087/200919	20.09.19	Sandtastic Fund	Sand art - picnic on the green	£250.00
LLOYDS BANK DEBIT CARD				
006/110719	11.07.19	GBC	TEN - Picnic on the Green	£21.00
LLOYDS BANK CHEQUES				
2331	08.08.19	Dr Jazz	Picnic event - jazz band	£280.00
2332	05.08.19	Mr J Doyle	Picnic event - first aid	£50.00
2333	24.09.19	The Friends of Meopham Church	Church Fete	£15.00