

Meopham Parish Council
Minutes of Planning & Projects Committee
held on Tuesday 2nd March 2021 at 7.30pm via Zoom

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

In attendance: N Jerram (Clerical Assistant), Cllr G Green

Item 1 **To receive Apologies for Absence**

PP.24 There were no apologies for absence. Cllr Green was welcomed to the meeting as an observer.

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

PP.25 There were no declarations of interest.

Item 3 **To approve minutes of previous meeting (16.10.20)**

PP.26 The minutes of the meeting held on 16.10.20 were approved as a true record on a proposal by Cllr Buchanan, seconded by Cllr Wade and all voted in favour.

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

PP.27 Item 4, PP4 – Culverstone Flooding - Cllr D Bramer advised members she has been monitoring the flood prevention works at Carters Hill carried out by KCC Highways last year. Further work at the playing field is planned to help alleviate the problem.

Item 5 **Consultations**

5.1 Government consultation on a new “Right to Regenerate” to turn derelict buildings into homes and community assets – see <https://www.gov.uk/government/news/right-to-regenerate-to-turn-derelict-buildings-into-homes-and-community-assets>. The deadline for responses is 13 March 2021.

PP. 28 Following discussions on the above, Cllr McTavish proposed not to respond to this consultation as not relevant to the parish council. This was seconded by Cllr Buchanan and all members voted in favour.

5.2 The Road Safety Strategy for Kent 2020 – 2026 – see <https://kccconsultations.inconsult.uk/consult.ti/visionzero/consultationHome> (consultation closes at 23:59 on 15 March 2021)

PP.29 Cllr McTavish attended a virtual workshop session on the above and explained some of the aims of the proposed road safety strategy as follows:

- To reduce the number of fatal road accidents in Kent by 2050
- A more proactive approach to accidents
- Education and change in culture
- Recording near misses (hotspots)

Discussions followed on recording accidents and near misses. Cllr Buchanan then proposed delegating authority to the clerk to respond to the consultation in conjunction with the chairman of the committee. This was seconded by Cllr McTavish. There were 6 votes in favour and 1 abstention.

Action: Clerk/Cllr McTavish

Item 6 **Highways Issues**

6.1 Highways Improvement Plan (HIP) – to consider and approve, if appropriate submission to KCC Highways

PP.30 Cllr McTavish explained the HIP is a Highways 'wish list' Parish Councils have been asked to complete by KCC. After consideration of the plan, Cllr Buchanan proposed adding a mini-roundabout opposite entrance to Meopham Secondary School and to remove from the list the possibility of a layby opposite Camer Parade. This was seconded by Cllr McTavish and all voted in favour.

Action: Clerk

6.2 Parking and Traffic Issues Working Group – Update from meeting held 11.11.20 & 26.02.21

PP.31 Notes from the meeting of 11.11.20 had previously been circulated. Cllr McTavish advised that Cllr Ogden was preparing the notes from the meeting held on 26.02.21. The working group are in the process of contacting the Catholic Church with reference to use of their car parking

facilities for school drop off and pick up times. A letter is to be sent to the shop keepers at Camer Parade again with regard to asking staff to park their cars in the car park behind the shops. It was noted members are planning to invite KCC Highways to the next meeting.

Action: Clerk/Working Group

6.3 to note Speedwatch Scheme in Meopham is currently on hold due to lockdown

PP.32 Members noted the above. There will be an update at the end of March from the Speedwatch Manager as to when Meopham Speedwatch Scheme can restart.

6.4 To note a list of items for the KCC Highways Portal and further information required to the office to add to portal

PP.33 Members noted the above and discussed the issue of lorries parking in the bus layby at Ridley Turning. It was agreed this should be taken off the list as is an enforcement issue. Cllr McTavish said Mandy Cason (Community Warden) had volunteered to take photographs and note locations of items to be added to Highways Fault Reporting Portal.

Action: Clerk

Item 7 **Community Right to Bid – to consider a list to go to Full Council for approval**

PP.34 Members considered the list and noted Meopham Collective had registered the 2 Railway pubs at Meopham and Sole Street. Following discussion Cllr McTavish proposed approaching Meopham Collective to ask if they would be prepared to register the local pubs listed adding the Amazon and Tiger and MPC to consider registering The Library. This was seconded by Cllr Buchanan, 6 voted in favour and there was 1 abstention.

Action: Clerk

Item 8 **Electric Vehicle Charging Point Grant Application: to note the successful grant application and the correspondence received following the site survey and to consider the following: -**

8.1 The change of location, following consultation with the Village Hall Committee

PP.35 After discussion Cllr McTavish proposed agreement to the change of location, this was seconded by Cllr Buchanan. There were 6 votes in favour and 1 against.

8.2 A recommendation to the Full Council that the Parish Council provides match funding for the project

PP.36 Cllr D Bramer explained the anticipated costs were more than expected and the Parish Council had been asked for a contribution. Discussions followed on budget money available. Cllr D Bramer then proposed a recommendation to Full Council that MPC would be prepared to make a small contribution if required to further the project. This was seconded by Cllr Rose, there were 6 votes in favour and 1 vote against.
Action: Recommendation to FC

Item 9 **Local Plan – Update**

9.1 To note a Small Sites Working Group has been set up with Cllrs D Bramer, G Green, J McTavish and J Ogden

PP.37 Members noted the above.

9.2 To report on progress on Action Plan

PP.38 Cllr Green was invited to speak on the above. Cllr Green confirmed the group meet fortnightly and have drawn up an Action Plan in consultation with Cllr Buchanan. A questionnaire has been sent out to all the estate agents in Meopham requesting local housing needs feedback with 1 reply received to date. The group are liaising with Borough Cllr Brian Sangha who has offered a meeting with the Planning Policy Team to be arranged hopefully early next month, a list of issues to be discussed is being finalised. A virtual meeting is provisionally booked with the Affordable Housing Sub-Committee and GBC later in the month.

Members thanked Cllr Green for his update.

Item 10 **Affordable Housing Sub-Committee – To note a meeting is provisionally booked for 22.3.21 (waiting for confirmation from GBC)**

PP.39 Members noted the contact at GBC was currently on annual leave returning on Monday 8th March. Cllrs Green and Ogden (Small Sites Working Group) will be attending the virtual meeting with the sub-committee.

Item 11 **Parish Plan**

PP.40 Cllr McTavish advised that the way forward with a Parish Plan/Neighbourhood Plan was being discussed by the Small Sites WG and would be raised at the meeting with GBC.

Item 12 **Over 60's Guide – To note on hold**

PP.41 Members noted the above is on hold until local organisations are up and running again. Cllr McTavish is looking out for possible funding.

Item 13 **Defibrillator – Policy review**

13.1 Policy for the use of defibrillators by those with disabilities

PP.42 Members discussed amending the above policy. Cllr McTavish then proposed working with the clerk to amend the policy to a simplified bullet point procedure for recommendation to the Administration & Resources Committee. This was seconded by Cllr Gofton and all voted in favour.
Action: Clerk/Cllr McTavish

13.2 Recommissioning Policy

PP.43 On a proposal by Cllr McTavish, seconded by Cllr Gofton, all members voted in favour of amending the above policy to a simplified bullet point procedure for recommendation to the Administration and Resources Committee.
Action: Clerk/Cllr McTavish

Item 14 **Friendly Benches – to consider investigating the possibility of installing a friendly bench**

PP.44 Cllr McTavish discussed with members the article on Friendly Benches in an ACRK Newsletter which is aimed at tackling loneliness and social isolation in the community. Members considered the following points:

- Wanted in our community? (possible survey)
- Costs
- How to raise funding / ongoing funding
- Management
- Location

Further suggestions were considered on approaching a local contractor to build a seat and possibilities for sponsorship. Cllr Green suggested writing to the Rotary Club to see if they could help. Cllr McTavish then proposed agreement to MPC pursuing the possibility of installing a Friendly Bench at a venue to be agreed. This was seconded by Cllr Rose and all voted in favour.

Action: Clerk

Item 15 **Local Council Award Scheme – Update on progress towards accreditation.**

PP.45 Cllr McTavish updated members. The clerk and clerical assistant had a meeting via Zoom with Cllrs DB and JMcT. Work is currently in progress on the Foundation and Quality Level accreditation. Further discussion is required on the changes to the LCAS which were recently published. Cllr McTavish thanked the clerk and clerical assistants for their work on this.

Action: Clerk/Clerical Assistants

9.22pm – Cllr Green left the meeting.

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.46 Members noted the Planning and Projects schedule of payments had already been approved.

16.2 To note the Planning and Projects Committee expenditure up to 02.03.21

PP.47 The above was noted.

Item 17 **To note Correspondence List**

PP.48 Members noted the correspondence list.

Meeting closed at 9.23pm

Appendix 1

Payments for Approval, P&P Committee - up to 24.02.21

<u>Ref</u>	<u>Date</u>	<u>Payee</u>	<u>Details</u>	<u>Gross</u>
Lloyds Bank Treasurers Account - Cheques payments				
2349	04.11.20	British Legion	Wreath	£ 18.50
Unity Trust Bank - online payments				
116/091120	09.11.20	Barbara Wade	Replacement Christmas Tree lights	£ 47.99
117/091120	09.11.20	James Ferrin	Mob top up support group	£ 50.00
142/171220	17.12.20	WE Harris & Sons	Christmas Tree	£228.00

DRAFT