

Meopham Parish Council
Minutes of Planning & Projects Committee
held on Tuesday 6th October 2020 at 7.30pm via Zoom

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

In attendance: N Jerram (Clerical Assistant)

Item 1 **To receive Apologies for Absence**

PP.1 Apologies were received from Cllr Rose – Prior commitment to attend the Tennis Club AGM

Item 2 **To receive Declarations of Interests**

PP.2 There were no declarations of interest.

Item 3 **To approve minutes of previous meeting (17.03.20)**

PP.3 The minutes of the meeting held on 17.03.20 were approved as a true record on a proposal by Cllr M Bramer and seconded by Cllr Wade. There were 5 votes in favour and 1 abstention due to non-attendance at the last meeting.

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

PP.4 **Item 6.3 Update from meeting with KCC Highways on Culverstone flooding**

Cllr D Bramer informed members that KCC Highways had carried out some flood prevention work with the construction of a bund with 2 soakaways at Carters Hill.

PP.5 **Item 7 Community Festivities/Events**

It was noted that the Picnic on the Green and VE Day celebrations had been cancelled.

Item 5 **Consultations**

5.1 Government Consultation - Planning for the future - the planning white paper (MHCLG deadline for responses is 29th October)

PP.6 Cllr McTavish asked members to forward their comments on the above to the clerk to collate and submit a response under clerk’s delegated powers before the closing date of 29th October.
Action: Clerk

5.2 Gravesham - Consultation on the Proposed Extension of the Public Space Protection Order - Dog Fouling – deadline 7th October

PP.7 Members agreed that the clerk send a letter of support to GBC and to ask for clarification of the following:

1. Who enforces the ruling in rural areas
2. Can GBC supply signage for the recreation ground

Action: Clerk

Item 6 **Highways Issues**

6.1 Parking and Traffic Issues Working Group – Update from meeting

PP.8 The Working Group had a meeting via Zoom with Borough Cllrs Tony Rice, Bryan Sweetland, Frank Wardle and Gary Harding. Cllr Tony Rice spoke at length on working with a Traffic Consultant who had been engaged by Cobham PC to look at the traffic problems in Cobham. Nick May (Parking Manager GBC) also attended. June-Sept records of PCN’s will be received shortly.

Cllr McTavish confirmed GBC had recently opened an area of additional parking at Camer Park car park at a request from MPC following complaints of multiple vehicles parking outside the entrance on Camer Park Road and causing an obstruction. There are reported issues with the surface of the overflow car park area which are being monitored by GBC to be reviewed in 6 months.

Moving to the ongoing problems with parking at Camer Parade, a new parking poster has been designed to be displayed at Camer Parade and

the parking banners are to be reinstalled around the village. Cllr McTavish asked the clerk to arrange this with the service contractor.

Action: Clerk

Following further discussions Cllr McTavish proposed approaching the businesses on Meopham Parade and suggesting they contact Gravesham Borough Council and Kent County Council with their own concerns and day to day experiences with the ongoing parking issues. This was seconded by Cllr Gofton and all voted in favour.

Action: Cllr McTavish/Clerk

6.2 Speedwatch Scheme in Meopham – Update

PP.9

A Meopham Speedwatch briefing session was held with volunteers on 1st September in Meopham Village Hall with social distancing measures in place. The Speedwatch Manager has confirmed that roadside training can commence with volunteers who are under 70 and not classed as vulnerable. Cllr Buchanan proposed a motion to proceed with writing to the volunteers identifying who can participate in roadside training. This was seconded by Cllr Gofton, there were 5 votes in favour and 1 abstention. The motion was therefore agreed.

Action: Clerk

Item 7

Christmas Tree on Meopham Green - to agree to go ahead with the arrangements for installing a Christmas Tree on Meopham Green in December

PP.10

Cllr Buchanan proposed proceeding with the arrangements for a Christmas tree to be installed on Meopham Green. This was seconded by Cllr Gofton and all voted in favour.

Action: Clerk

Item 8

Community Right to Bid – To consider and agree, if appropriate, to draw up a list of properties MPC might register as an Asset of Community Value

PP.11

Following discussions Cllr Buchanan proposed that the clerk documents a tentative list of properties and land that the Parish Council might consider registering of community value. This was seconded by Cllr M Bramer and all voted in favour.

Action: Clerk

Item 9 **Parish Electric Vehicle Charge points – update**

PP.12 Cllr D Bramer has been working with the clerk to design a survey for parishioners to complete to gauge local interest in electrical vehicle charging points being installed in the village. Details of the survey will be available on the website; social media and the parish notice boards. Cllr McTavish proposed a motion that the parish council pursue their application for a bid to have at least 1 electrical charging point in the village. This was seconded by Cllr M Bramer, there were 4 votes in favour and 2 abstentions. The motion was therefore agreed.
Action: Clerk

Item 10 **Local Plan**

PP.13 Cllr McTavish confirmed there has been no update in relation to the Green Belt Review. Cllr Buchanan agreed to ask at the Chairmen's meeting with GBC in November for an update on the timetable for the Local Plan and Green Belt Review.
Action: Cllr Buchanan

Item 11 **Affordable Housing**

PP.14 Cllr McTavish updated members on discussions with GBC regarding the Rural Housing Needs Survey. The report has been delayed but is due to go to Cabinet in January 2021. Cllr Buchanan said she will ask about this at the Chairmen's meeting with GBC in November.
Action: Cllr Buchanan

Item 12 **Parish Plan**

PP.15 Members discussed The Parish Plan which has been on hold. Cllr McTavish said she will email council members who had expressed an interest in being involved in updating the plan and arrange a meeting via Zoom to decide the way forward.
Action: Cllr McTavish

Item 13 **Over 60's Guide**

PP.16 Members considered the current situation and that some clubs/organisations are not functioning at present. Cllr Buchanan then proposed that the updating of the Over 60's Guide is reviewed in Spring next year. This was seconded by Cllr Gofton and all voted in favour.

Item 14 **BT Telephone Kiosk and Defibrillator – Update**

PP.17 Cllr McTavish confirmed that the defibrillator in the kiosk at the station is now Live with the ambulance service. Relevant policies and procedures are in the process of being prepared. Members discussed the responsibilities associated with weekly checks of the equipment and Cllr Gofton asked that a Check List be forwarded to her. Cllr McTavish advised that we are waiting to hear back from CHT (Community Heartbeat Trust) on Virtual training. The clerk was asked to investigate why defibrillator locations in the village are not identified on a Google search.

Action: Clerk

Item 15 **Health and Wellbeing – Discussion paper**

PP.18 Discussion followed on the paper prepared by Cllr McTavish. Members were asked for any ideas on how to take this forward to be sent to Cllr McTavish.

Item 16 **Local Council Award Scheme**

PP.19 This item has been on hold. Cllr McTavish explained that there are 3 levels of accreditation and members noted that Cllr McTavish and the clerk are looking into this again.

Action: Clerk/Cllr McTavish

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.20 The above was approved on a proposal by Cllr Buchanan, seconded by Cllr D Bramer and all voted in favour.

17.2 To note the Planning and Projects Committee expenditure up to 06.10.20

PP.21 Members noted the above.

17.3 To consider and approve the proposed Planning & Projects Committee budget for the 2021-22 financial year, for final approval by Full Council

PP.22 Following consideration Cllr M Bramer proposed approval of the Planning & Projects Committee Budget for final approval at Full Council. This was seconded by Cllr Gofton and all voted in favour.

Item 18 **To note Correspondence List**

PP.23 Members noted the correspondence list.

Meeting closed at 9.24pm

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Appendix 1

051/140720	14.07.20	Meopham Village Hall	Swap shop hall hire fee	£	220.00		£	220.00
065/140820	14.08.20	H. Antwiss (Toolbox)	BT Box - emergency renovate before defib installation	£	95.00		£	95.00
067/140820	14.08.20	The Community Heartbeat Trust	Defib, cabinet, Install & managed solution fee	£	1,820.00		£	1,820.00
068/140820	14.08.20	The Community Heartbeat Trust	Defib - annual support cost for 1 year from CHT	£	162.00	£ 273.00	£	135.00
070/140820	14.08.20	GWT Media	new hosted email - supporting Meopham	£	9.36	£ 1.56	£	7.80
078/110920	11.09.20	Meopham Village Hall	Hire of hall - speedwatch training 1/9/20	£	25.60		£	25.60
089/160920	16.09.20	H. Antwiss (Toolbox)	BT Defib box - clean up and remove graffiti on back panel	£	45.00		£	45.00

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