

Meopham Parish Council
Minutes of Planning & Projects Working Group of the Planning & Projects
Committee
held on Tuesday 5th October 2021 at 7.30pm via Zoom

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

In attendance: N Jerram (Assistant Clerk)

All decisions made will be actioned under temporary delegated authority of the Clerk

Item 1 To receive apologies for absence

PP.22 Apologies were received from Cllr A Rose (prior engagement)

Item 2 To receive declarations of pecuniary and non-pecuniary interests

PP.23 There were no declarations of interest.

Item 3 To receive minutes of previous meeting (29.06.21)

PP.24 The minutes of the meeting held on 29.06.21 were received, these will be formally approved at a later face to face meeting. This was on a proposal by Cllr Buchanan, seconded by Cllr Wade. There were 4 votes in favour and 2 abstentions due to non-attendance at the last meeting.

Item 4 To consider matters arising from the above minutes

PP.25 Item 4, PP.4 – Members noted flood prevention works by KCC are in hand on the playing field at Culverstone Recreation Ground.

Item 5 Highways Issues

5.1 Parking and Traffic Issues Working Group – Update from meeting held 27.09.21

PP.26 Notes from the meeting had previously been circulated. Ian Grigor recently in post as Project Manager for Kent Highways attended the meeting to discuss the parish Highways Improvement Plan (HIP). Cllr McTavish explained Parish Councils are required to produce a new HIP

every 12 months for submission to KCC between December and January before the start of the new financial year. It was noted that Ian Grigor would be carrying out a site visit to look into the following items which were discussed at the meeting:

- Camer Parade – No waiting cones
- Green Lane-Sole Street – narrow stretch of road
- A227 – Dangerous bend on Wrotham Road near the Windmill
- A227 – Signage for Judson's Pavilion

5.2 Speedwatch Scheme in Meopham – to note roadside training has commenced with volunteers

PP.27 Members noted the first training session took place at Bartellas car park on 29.09.21. A start date for the scheme has yet to be confirmed. The Speedwatch equipment is shared with Cobham Parish Council.

5.3 KCC Highways Portal – update on outstanding issues

PP.28 Members noted the office had been informed 4 outstanding queries are currently being addressed by Highways and a response will be received within 20 working days.

5.4 Proposals for HGV Lorry Park – to consider keeping a watch on this site for a planning application with TMBC, in order for Meopham PC to make a response in respect of traffic concerns that may affect the A227

PP.29 Members considered submitting comments on behalf of the Parish Council on the initial proposals before a planning application is submitted to TMBC. Cllr Green then proposed whilst we support in principle finding a suitable location for facilities for lorry drivers and recognise the importance of the industry to our economy, we are most concerned that this site will have an adverse effect on the residents of Meopham because the A227 is not suitable for a large amount of HGV traffic. This was seconded by Cllr Buchanan and all voted in favour. It was agreed Cllr Green and the Assistant Clerk would work together to complete the Moto feedback form.

Action: Clerk/Cllr Green

Item 6 Community Right To Bid - Update

PP.30 Cllr McTavish informed members further information is needed to register community assets before we can complete GBC's online forms. The

Assistant Clerk was asked to speak to the Community Warden reference activities held at the library. Cllr Wade agreed to work with the Assistant Clerk on this.

Action: Clerk/Cllr Wade

Item 7 **Meopham Community Bus – Update following meeting with Meopham Welfare Committee**

PP.31 A report from the Meopham Welfare Committee AGM attended by Cllr Ogden had previously been circulated to members. Unfortunately, the community transport service will end on 31st December 2021 due to a lack of volunteers, passengers, and an ageing vehicle. Members agreed to write to the organisation expressing MPC's appreciation for the service they have provided for the community over the years.

Action: Clerk/Cllr Buchanan

Item 8 **Men's Shed Movement – to consider if there is a need for one of these in Meopham**

PP.32 Cllr McTavish explained the Men's Shed Movement which initially started in urban areas to address loneliness and isolation has now moved to other areas. This initiative predominantly for men of all ages and ethnic groups has now started up in some older persons housing schemes. Following discussions Cllr McTavish proposed due to current workload we revisit this along with the Friendly Bench Scheme towards the middle of next year. In the meantime, both projects with links to further information be placed on the parish website and in the next Meopham Review encouraging volunteers for both community projects. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk

Item 9 **Events – The Queens Platinum Jubilee Celebrations**

9.1 Jubilee Beacons 2nd June 2022

PP.33 The clerk was asked to find out from Gravesham Scout Association if they are planning to light a beacon for the above event at Hope Hill.

Action: Clerk

9.2 The Queens Green Canopy

PP.34 Members discussed various events taking place next year. Cllrs Buchanan and Wade agreed to arrange a meeting at a venue to be

confirmed with members of village organisations to co-ordinate proposed events in celebration of the Queen's Platinum Jubilee.

Action: Cllrs Buchanan/Wade

Item 10 **Remembrance – to note the arrangements for 2021**

PP.35

Members noted arrangements are in progress for this year's remembrance to be held on Meopham Green Sunday 14th November. Owing to current uncertain times it was agreed refreshments should not be served in the cricket pavilion after the service this year. Cllr Buchanan will contact Sandy Price reference final arrangements. Cllr McTavish gave thanks on behalf of the Parish Council to Sandy Price for once again organising the event.

Action: Cllr Buchanan

Item 11 **Christmas Tree – To agree to proceed with ordering a Christmas tree for Meopham Green**

PP.36

On a proposal from Cllr McTavish, seconded by Cllr Buchanan, all members agreed to proceed with ordering an 18 ft Christmas tree from Broadditch Farm for Meopham Green.

Action: Clerk

Item 12 **Electric Vehicle Charging Point Grant Application – Update**

PP.37

Cllr D Bramer updated members. UKPN have completed the installation of two feeder pillars and steel box in the village hall car park to provide power for the EVC points. The contract between KCC and the village hall association has now been agreed.

Item 13 **Local Plan**

13.1 Local Plan update

PP.38

Members were not aware of any further developments in terms of GBC's work on the local plan.

13.2 Small Sites Working Group – To report on progress on Action Plan

PP.39

Cllr Green said he would be setting up a meeting with the small sites working group as soon as possible to discuss the parish plan and how it can be taken forward.

Action: Cllr Green

Item 14 **Affordable Housing Sub-Committee – Update**

PP.40 Cllr McTavish confirmed Sharon Donald (New Homes Development Strategy Manager) had left her post at GBC. It was agreed to contact GBC to find out who has taken over from her. Cllr McTavish spoke on the new development at the police houses and all members agreed a virtual meeting is set up with Gravesham Churches Housing Association who will be managing the new development inviting all parish councillors to attend and Sharon Donald's replacement from GBC.

Action: Clerk/Cllr McTavish

Item 15 **Over 60's Guide – To note on hold until local organisations are up and running again.**

PP.41 It was noted that some local organisations are up and running again. Members agreed to revisit this item early next year.

Item 16 **Defibrillator**

16.1 **Policy Review – To note work in progress**

16.1.1 Policy for use of defibrillators by those with disabilities

PP.42 Cllr Green felt that due to late circulation of the papers defibrillator policies should be discussed at the next Full Council meeting. After discussion Cllr McTavish proposed the defibrillator policies are considered at Full Council on 19th October, this was seconded by Cllr Green and all voted in favour. Members to forward their comments on the above to the Clerk and Cllr McTavish by Monday 11th Oct.

Action: Full Council

16.1.2 Recommissioning Policy

PP.43 To be considered at Full Council on 19th October as above.

Action: Full Council

16.2 Update on training session held at St John's Centre 29.09.21

PP.44 Cllr McTavish reported a very successful defibrillator training session held at St. Johns Centre on Wednesday 29th September. 59 people attended and the office has received many compliments from residents. The Community Heartbeat Trust provided the training FOC. Cllr McTavish

thanked all those involved in the organisation. The Clerk was asked to investigate the cost for future training events.

Action: Clerk

Item 17 **Friendly Benches – To note the E&A Committee had passed this motion back to P&P Committee**

PP.45 Members noted the above. This item had previously been discussed under Item 8.

Item 18 **Local Council Award Scheme – To note this is work in progress. Due to current workload this has been on hold.**

PP.46 Cllr McTavish reported that everything has been completed on the foundation level apart from an action plan for the current year. We would need to provide the panel with a published action plan listing the council's objectives for the current year. Members agreed to revisit at a later date. Cllr McTavish thanked the office staff for their work on this.

Item 19 **Supporting Meopham – To note that the superneighbours scheme has come to end on 01.10.21**

PP.47 Cllr McTavish advised that the superneighbours scheme has not come to an end. The co-ordinator and assistant co-ordinator wish to continue supporting the scheme until the end of the year. Cllr McTavish confirmed there is £398.00 left in the superneighbours budget to buy a cheap mobile phone for the scheme to be able to continue. After discussion Cllr Green proposed the Parish Council continues to support the superneighbours scheme until the end of December 2021 but thereafter consider, if it is to continue, to do so as a separate entity. This was seconded by Cllr Buchanan. There were 5 votes in favour and 1 abstention.

Item 20 **Financial Matters**

20.1 To approve the Planning and Projects Committee schedule of payments in accordance with Financial Regulations 5.2 (note: no payments to approve)

PP.48 Members noted there were no payments to approve.

20.2 To note the Planning and Projects Committee expenditure up to 05.10.2021

PP.49 Members noted the above.

20.3 To consider the P&P Budget for 2022-2023

PP.50

After consideration, Cllr Green proposed the committee note the proposed P&P budget at this stage and provide further information on more detailed items in the budget for A&R when it comes to consider it on 16th November. This was seconded by Cllr Buchanan and all voted in favour.

Action: P&P Committee

Item 21

To note Correspondence List

PP.52

Members noted the correspondence list.

Meeting closed at 9.28pm

DRAFT