

Meopham Parish Council
Minutes of Planning & Projects Working Group of the Planning & Projects
Committee
held on Tuesday 29th June 2021 at 7.30pm via Zoom

Committee Members present: S Buchanan, G Green, J McTavish (Chairman), A Rose (Vice 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.1 Members noted Cllr Dawn Bramer and Cllr Max Bramer were on holiday.

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

PP.2 There were no declarations of interest.

Item 3 **To receive minutes of previous meeting (02.03.21)**

PP.3 The minutes of the meeting held on 02.03.21 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 1 abstention due to Cllr Green attending the last meeting as an observer.

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

PP.4 Item 4, PP.27 – Culverstone flooding. Cllr McTavish asked the clerk to investigate whether any further flood prevention works planned by KCC Highways had been carried out.

Action: Clerk

Item 5 **Highways Issues**

5.1 Highways Improvement Plan (HIP) – to note the HIP list was prioritised and submitted to KCC Highways on 07.06.21.

PP.5 Members noted the above. KCC have responded to the HIP submission with an updated 'Live' version. They will be carrying out desk top surveys and feasibility studies on various locations listed. Members of KCC Highways will be invited to the next Parking & Traffic Issues Working Group meeting. Cllr McTavish asked that the 'Live' HIP and Information Pack KCC provided be circulated to committee members and members of the Parking & Traffic Issues Working Group.
Action: Clerk

5.2 Parking and Traffic Issues Working Group – Update from meeting held 08.06.21

PP.6 Minutes from the Parking & Traffic Issues Working Group had previously been circulated. Members discussed the number of PCN's provided by GBC for the last quarter which is lower than previous months. New parking enforcement areas are now in place between the Station and Denesway and new signage installed which could account for a reduction in parking notices issued.

5.3 Speedwatch Scheme in Meopham – to note 8 volunteers have Registered and consider, if appropriate, to proceed with roadside training now that regulations permit us to do so.

PP.7 Cllr McTavish explained that it would be preferable to have 12-15 registered volunteers in place as 2-4 people are required for each session. Advertising the Meopham Speedwatch Scheme again is in progress. Cllr McTavish agreed to prepare an advert to be placed in the next Meopham Review and Meopham Mercury.
Action: Cllr McTavish/Clerk

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

PP.8 Members noted the above. The assistant clerk gave an update and explained there were 4 queries on the list to follow up with KCC Highways. Mandy Cason (community warden) had provided details and photographs for the parish office. Members gave thanks to the community warden for her help. Cllr McTavish informed members of 2 further issues with road signs on the A227 which she asked the clerk to report on the Highways Fault Reporting Portal.
Action: Clerk

Item 6 **Community Right To Bid - Update**

PP.9 It was noted that the Amazon and Tiger PH had been registered as an asset of community value and 2 further public house registrations were in progress with the clerk.
Action: Clerk

Item 7 **Electric Vehicle Charging Point Grant Application - Update**

PP.10 Cllr McTavish advised members that a legal agreement is currently being reviewed between Kent County Council and Meopham Village Hall Management Committee.

On a proposal by Cllr McTavish, seconded by Cllr Buchanan, all members agreed to move into closed session for the following two agenda items.

Item 8 **Local Plan**

8.1 Small Sites Working Group - to report on progress on Action Plan

PP.11 Cllr Green had prepared a report which had previously been circulated to members. Discussions followed on the contents therein and Cllr McTavish suggested the working group meet again to consider how to progress forward. After further discussions Cllr Green proposed the Small Sites Working Group convene to produce proposals for ensuring the process for updating the Parish Plan is initiated and to bring forward any further recommendations to put to Full Council arising from the Report and in addition the Small Sites Working Group is asked to produce a version of its Report that can be put out for public consumption.

This was seconded by Cllr Rose and all members voted in favour.

Item 9 **Affordable Housing Sub Committee – Update from meeting with GBC held 22.3.21**

PP.12 Cllr McTavish reported a productive meeting with GBC and pointed out the new development at the Police houses is going to be owned and managed by Gravesend Churches Housing Association. Further details are awaited from GBC and will be circulated in due course.

The meeting then resumed out of closed session.

Item 10 **Over 60's Guide – To note on hold until local organisations are up and running again.**

PP.13 Members noted the above. Cllr McTavish has been looking into funding opportunities, cost of production and circulation.

Item 11 **Defibrillator**

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

11.1.1 Policy for use of defibrillators by those with disabilities

PP.14 Members noted the above is work in progress. Cllr McTavish will work on a revised draft policy in conjunction with the clerk to be circulated to members in due course.
Action: Clerk/Cllr McTavish

11.1.2 Recommissioning Policy

PP.15 Members noted the above is work in progress. Cllr McTavish will work on a revised draft policy in conjunction with the clerk to be circulated to members in due course.
Action: Clerk/Cllr McTavish

11.2 To note CHT are planning for face:face training sessions to resume from end of July 2021

PP.16 Cllr McTavish confirmed that as part of our contract Community Heartbeat Trust (CHT) can provide face:face training sessions for up to 50 people free of charge. Training has been on hold due to Covid-19. The clerk was asked to contact CHT for available dates so that a venue can be booked with the appropriate covid safety measures in place and training can be advertised.
Action: Clerk

Item 12 **Friendly Benches – to agree, if appropriate, the Windmill Garden is most suitable location and how best to take this project forward**

PP.17 Members considered locations and the costs involved to provide Friendly Benches. After lengthy discussions Cllr Green proposed asking the E&A Committee when they next carry out their survey of all the benches that they look at usage, condition and scope for realignment of the layout of them to achieve the same objectives as

the Friendly Bench. This was seconded by Cllr McTavish, there were 3 votes in favour, 1 vote against and 1 abstention. The proposal was therefore agreed.

Action: Clerk/E&A Committee

Item 13 **Local Council Award Scheme – To note this is work in progress. Due to current workload this has been on hold.**

PP.18 Cllr McTavish confirmed that most of the work for the Foundation Level had been completed for the accreditation scheme.

Item 14 **Financial Matters**

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

PP.19 Members noted there were no payments to approve.

14.2 To note the Planning and Projects Committee expenditure up to 29.06.21

PP.20 The above was noted.

Item 15 **To note Correspondence List**

PP.21 Members noted the correspondence list. Cllr McTavish made members aware of 2 consultations to consider as follows:

Gravesham Town Centre Action Plan – deadline Friday 1st July. Members discussed and Cllr McTavish proposed the clerk respond under delegated powers in conjunction with the Chairman of the Planning & Projects Committee. This was seconded by Cllr Buchanan and all voted in favour.

Action: Clerk/Cllr McTavish

Lower Thames Crossing Community Impacts Consultation – 14th July – 8th September. Cllr Buchanan proposed that the committee ask Cllr Luxford to draft a response and present to the council for approval. This was seconded by Cllr Green and all voted in favour.

Action: Clerk/Cllr Luxford

Meeting closed at 8.40 pm