

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING**  
**TUESDAY 3<sup>rd</sup> OCTOBER, 2023 AT 7.30PM**  
**WOULDHAM VILLAGE HALL**

Present: Cllr Bell, Cllr Marr, Cllr Yard, Cllr Gray.  
 BCllr Dalton, T Miles (Clerk) 7 Members of Public

1.	<b>APOLOGIES:</b> Cllr Hopper, Cllr Miles, Cllr Britchfield, BCllr Davis.	ACTION
2.	<b>MINUTES</b> The minutes of the Parish Council meeting held on 5 <sup>th</sup> September, 2023 were proposed by Cllr Marr and seconded by Cllr Yard. The minutes were to be signed by the Chairman	
3.	<b>MATTERS ARISING FROM MINUTES</b> Members agreed that any other matters arising from the minutes would be dealt with under the appropriate heading, as the meeting progressed through the agenda.	
4.	<b>DECLARATIONS OF INTEREST</b> - None	
5.	<b>EXTERNAL REPORTS</b>	
5.1	Borough Council: Attached to minutes	
5.2	Community Warden: Cllr Bell advised that he had received an email from Sandra Edmonds (KCC Team Leader) who has warned that KCC Wardens could be cut from 13 to 3, but, as yet, it is unclear how this will relate to areas covered/service etc.	
6.	<b>Community Safety</b>	
6.1	<b>Police:</b> Cllr Bell noted that many complain that police are not doing anything. However, last Wednesday there was an opportunity to speak to both the Police and KCC Warden directly at the Community Forum. Although this was advertised extensively and on all local Facebook pages, only 7 people in the Borough attended. The next one is in 3 months time. He also mentioned that in an area of Tonbridge which has had a one-way system for 3 years people are still going the wrong way. So, it's not just Wouldham where residents do not abide by the law.	
6.2	Cllr Bell also noted that barrier on Peters Bridge Road restricts people using the dropped curb. The reason is that people could drive across the path to get to the houses.	
6.3	<b>Speedwatch:</b> Cllr Gray reported that 2 sessions carried out in September. All speeders reported. Cllr Bell noted that there doesn't seem to be a co-ordinator for PV. Clerk to speak to Peters Village Residents Association (PVRA) to suggest membership.	Clerk
6.4	<b>Neighbourhood Watch:</b> No report	
7.	<b>Administrative and Finance</b>	
7.1	Co-option of Ms. Daphne Parris. No other applications received, so Ms Parris is duly appointed as Councillor and signed the Declaration of Acceptance of Office.	
7.2	Authorisation of payment request. Cllrs Marr and Bell signed the request. Cllr Hopper to sign after the meeting.	
7.3	AGAR report noted	
7.4	Precept Projects: Cllr Bell asked if any Councillors had prepared a project to be included in next year's budget. Cllr Yard advised that she is investigating having free trial for cameras for a month and will provide a figure for full installation if the No Entry scheme is adopted. Cllr Marr noted there could be reserves set aside to provide a cabin at the back of the Hall for a man shed or additional meeting space. Clerk to speak to PVRA to see if they have any suggestions regarding items for possible inclusion in the precept budget	Clerk
8.1	<b>Members of the Public</b> <b>MOP1</b> Advised that she had received permission from KCC to close the High Street for 15mins on 12/11 for the remembrance parade. She needs marshals or road closure signs and asked if the Council had any. Clerk advised that the Council do not have any signs. Other members of the public volunteered to help with marshalling and making teas and coffee at the Hall beforehand. Also, there is a Bingo night 29/10 to raise funds for Girlguiding, details are in the Parish magazine. Cllr Parris offered the use of her professional bingo equipment and will liaise with her outside of the meeting.	

Signed \_\_\_\_\_

Date \_\_\_\_\_

8.2	<p><b>MOP2</b> .Noted that there is always a Neighbourhood Watch item on the agenda, but there is usually no report and asked if there is any information. Clerk advised that she had investigated the situation and there is only one currently in PV covering; Beehive Grove, Keepers Cottage Lane, Greystone Square, Tramway, Waterman Way, Barge Walk, Village Road, Waterside Way, Orchid Road, Foresters Way, Farleigh Gardens, Batchelor Drive and Gatekeeper Place, Newcomen Lane, Nightingale Drive, Worrall Drive, Boulton View. Anyone can sign up to the scheme to get information, current crimes listed are:</p> <p><i>16/9 in Laker Road. Somebody stole an item from a skip at a commercial site. Report No. 46/171766/23</i></p> <p><i>About 17t/8 in Corliss Vale. Somebody damaged a vehicle parked in the road. Report No. 46/147866/23</i></p> <p><i>Between 15/7 and 19/7 in Oldfield Drive. Somebody stole both headlights from a Porsche 911 Targa parked in a garage. Replaced with cheaper, damaged headlights. Crime Report No. 46/131555</i></p> <p><i>Between 13/7 and 14/7 in Waterman Way. Somebody stole a grey Ford Transit, GF20***, from the road. Crime Report No. 46/129297/23 -</i></p>	
8.3	<p><b>MOP 2</b> advised that he had asked about Neighbourhood Watch as the No Entry system still causes a problem and requested the contact details for the Beat Officer. (given by Clerk). Cllr Yard noted that she regularly calls companies whose vans come through and is liaising with an organisation who will install a camera, but it must be in line with privacy rules. Cllr Bell noted that with the police only at 60% they must attend more serious crimes. Cllr Yard noted that she had spoken to KCC and because it is a trial there is limited enforcement, however, if it becomes permanent, they will be able to do a lot more.</p>	
8.4	<p><b>MOP3</b> Asked if photos are still wanted of people coming through the no entry. Cllr Yard requested that they are sent to her to build a business case for future funding. Cllr Gray noted that any photos must show the vehicle actually on/going over the line in order for action to be taken.</p>	
9	<p><b>9.1</b> <u>Planning applications considered and commented upon by the Planning</u>  <b>23/01847/NMA</b> Village Centre Parcel - Non-Material Amendment to planning permission TM/19/01949/FL to allow amendments to the entrance, landscaping, eaves and ridge height increase, changes to materials and design, relocation of bin and cycles stores, and amendments to the parking layout  <b>23/01854/AT</b> Unit 3 Tolhurst Close - Retrospective application for signage to front of shop</p> <p><b>9.2</b> <u>Planning Consent Issued:</u> Approved  <b>23/01710/RD</b> Gardeners Cottage, 29 Keepers Cottage Lane - Details of condition 3 (Archaeological written specification) pursuant to planning permission: TM/23/00683/NMA Non-Material Amendment to planning permission (TM/22/02052/FL to amend condition 3 (Archaeological written specification) to allow ground level works to enable removal of the modern kitchen extension, garage and making good works)  <b>23/01596/LDP</b> 95 Oldfield Drive - Lawful Development Certificate Proposed: loft conversion with rear dormer  <b>23/01490/NMA</b> Hall Road - Non Material Amendment to planning permission TM/16/01508/RM to include a LAP and update the play space specifications and pathways of the central open space  <b>23/01401/RD</b> Hall Road - Details of LAP (location OS1 as approved under TM/06/03364/RD) pursuant to part 2 of condition 19 (public open space and children's play area) of planning permission TM/15/01485/OAEA  <b>23/01400/RD</b> Hall Road - Details of LEAP (location OS6 as approved under TM/06/03364/RD) pursuant to part 2 of condition 19 (public open space and children's play area) of planning permission TM/15/01485/OAEA</p> <p><b>9.3</b> <u>Planning applications refused/withdrawn:</u>  <b>23/01159/FL</b> Unit 3 Tolhurst Close - New shop front and extraction to rear elevation in connection with new pizza oven – REFUSED</p> <p>Cllr Bell noted that there had been some confusion with 23/01847/NMA as it appears to relate to the Medial Centre. BCllr Dalton will investigate.</p>	RD

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Date \_\_\_\_\_

	Cllr Bell also noted that we still hold a lot of information from the previous local plan. He has asked BCllr Davis if we need to keep it. BCllr Davis advised to keep it until the new one is published. If anyone would like a copy, please contact the Clerk.	
<b>10</b>	<b><u>Roads, Footpaths &amp; Lighting (RFL)</u></b>	
<b>10.1</b>	<b>Highways Improvement Plan (HIP):</b> Cllr Bell thanked the RFL working group for their report. He advised that KCC have indicated that there is unlikely to be funding for the larger projects, particularly if they are not high on the priority list and if members would like to consider moving Knowle Road up the list. Cllr Gray noted that there is a greater risk for Worrall Drive. All agreed to submit as it stands. Cllr Parris asked why the footpath reduction along Hall Road by the Medway Pub had not been done as requested years ago. Cllr Bell advised that it had been inadvertently been missed on one of the numerous plans and variations for traffic control, therefore nothing has been done. Cllr Parris also asked whether the lollypop lady will continue. Cllr Bell advised that he had been informed that she will continue until her husband retires and it will therefore remain a budget item. In the event of her retirement, a replacement will be sought.	
<b>10.2</b>	Cllr Gray stated that she had reported that the double yellow lines need completing on the High Street and that Cllr Britchfield had reported fading white lines. Also, the give way sign on Knowle road at the gate into the village is overgrown and the hedges along Pilgrims Way and the top of Knowle Road need cutting again	
<b>10.3</b>	Street light: Cllr Bell noted that the street light along Hall Road needs to be replaced as the base has been bent and it is a H & S risk. Cllr Marr proposed to delegate the purchase of a replacement (preferably using the contractor who installed it) to the Clerk. Cllr Gray seconded. All Agreed.	Clerk
<b>10.4</b>	Cllr Gray noted that the lights at the school end of Hall Road are often off. Cllr Bell noted that there is a cut off in the school which could be turned off accidentally. MOP noted now 2 caretakers, so this could be the reason.	
<b>11.</b>	<b><u>Open Spaces (OS)</u></b>	
<b>11.1</b>	Motion to purchase materials to maintain benches. Amended to include materials to repair play equipment. Cllr Yard proposed an allowance up to £300 Seconded by Cllr Marr. All agreed.	Clerk
<b>11.2</b>	Cllr Bell reported that an email had been received saying that a child had been frightened by uncontrolled dogs on the Rec. Rules say that all dogs must be under control. The Clerk has forwarded the email to the Dog Warden and Police for investigation, but the resident asks that we consider introducing an all dogs on leads rule. Cllr Gray noted that it was only an allegation until an investigation was complete and all the facts known. Cllr Yard noted that a lot of dogs are already on leads but if the dog is running uncontrolled it could be a problem. Cllr Bell felt that it was not practical as some dogs need to run and unless we bought another piece of land i.e. the Piggy field, there is nowhere else readily available for them. Cllr Parris felt that this was a 'knee jerk reaction' and she hasn't seen any aggression. Cllr Marr also felt that it would not be enforceable. It was agreed that the current rules were sufficient. However, to ensure pleasant use of the Rec, the following actions were agreed; 1. Clerk to ensure reporting process is advertised, 2. Investigate getting a Public Spaces Protection Order to increase Police/Council powers 3. Research an advice page for both dog owners and parents about dogs in public spaces.	Clerk
<b>11.3</b>	Allotments: Cllr Bell reported that the lease for the allotment association had been sent, but there are some concerns with it. It was suggested that the Clerk and Chair to attend meeting with the Allotment Association to finalise details. Cllr Parris thought there was already a lease. Cllr Marr explained it was an informal arrangement when the council managed the allotments, but had never been updated.	EB/ Clerk
<b>11.4</b>	Common/footpaths: nothing to report	
<b>12.</b>	<b><u>Village Hall</u></b>	
<b>12.1</b>	Update on current situation Works should be complete by 14/10. Flooring in the kitchen needs replacing and once the floor has been fitted in the disabled toilet, the fixtures can be	

Signed \_\_\_\_\_

Date \_\_\_\_\_

12.2	finished. Trustee noted that a new Parents and Toddlers group was starting up – Jelly Tots. More information will be published on Facebook. Also, there will be a quiz night on 14/10 to raise funds for user groups and there will be an Extraordinary General Meeting on 23th Oct to discuss the future of the Hall Charity.	
12.2	Village Hall sign: Cllr Bell noted that 3 quotes requested but only 2 received one at £115 and one at £60. All Agreed for Clerk to purchase sign at £60.	
12.3	Motion to purchase new chairs. Cllr Bell noted that Cllr Gray had asked for chairs for the Hall, Clerk had sent around suggested styles to fit with the current ones, but the amount and design had not been agreed. Cllr Yard proposed 40 chairs to be delegated to the Clerk based on quotes and suitability to the Hall, seconded by Cllr Marr. Cllr Parris felt that parish council money shouldn't be spent on chairs whilst the Hall was still under the VHC control. Cllr Gray asked if there were savings by purchasing all of them in one go. If not, they could be purchased in sections. Motion carried 4:1. Clerk to purchase 40 chairs in batches or as one order.	
13.	<b>Health &amp; Safety/Risk Management</b>	
13.1	<b>Defibrillators:</b> Community Centre and Village Hall units are ready for use and the inspection form was passed to Clerk for filing. Clerk to write Shepherd and Neame to seek permission to put on the outside of the Watermans Arms. Cllr Yard reported that some residents had asked why there would be 2 based in the High Street. Cllr Bell noted that it has already been agreed to place at the Church, but they had not progressed it. Clerk to ask church if it can be installed by next meeting.	Clerk  Clerk
13.2	<b>Lifebuoys:</b> Cllr Bell noted that one of the lines had been replaced and that the check had been done for September. And the anti-tamper switches had been re-set.	
13.3	<b>Village Hall</b> – Clerk reported that a vermin issue had been dealt under delegated powers with the Chair. Trustee noted that builder will close gaps once the area is clear. Cllr Yard suggested that once it was clear, it may be worth buying an electronic deterrent device. The	
13.4	Electric and Gas Certificates will be arranged as soon as the work has been finished. <b>Recreation Ground:</b> ROSPA actions Cllr Hopper has sent a report of actions which could be easily done. Cllr Bell noted that one issue was that concrete was showing under adult gym equipment. He has purchased some topsoil to fill in the gaps and put some on the concrete to see if the grass takes. Cllr Bell also noted that painting and minor repairs could be done in the spring together with a good clean.	Clerk  ALL
13.5	<b>Risk assessments:</b> None	
14.	<b>General Village Business</b>	
14.1	Items for the Community Magazine: Please let Clerk know with any items for inclusion. Oct/Nov is available on <a href="https://wouldhampc.com/media/Community-Magazine/2023/oct.nov%2023%20web.pdf">https://wouldhampc.com/media/Community-Magazine/2023/oct.nov%2023%20web.pdf</a>	ALL
14.2	Questions for PPP meeting. To be sent to Cllrs Gray and Bell	EB/ TG
14.3	Project updates: Clerk reported that the Adult Education (KAE) courses have been generally well attended. There has been some good feedback, but she will create a customer satisfaction questionnaire and undertake some case studies to pass back to TMBC. She also advised that she has just booked the Menopause support session, which will be on 1 <sup>st</sup> November 7.30 – 8.30pm in the Village Hall. So far, courses have been: Family First Aid, Cooking on a Budget, Autism Awareness with Sign Language due on 11/10. She is currently working on the Service Level Agreement with KAE which needs to be returned asap to ensure moneys are passed over.	
14.4	Clerk reported that the credit checks are now being done for the minibus lease and she needed agreement for the Service Level Agreement with Compaid so that they can move forward with driver recruitment. Burham PC have already sent through their acceptance. All Agreed that the SLA could be signed.	Clerk
14.5	Youth work: Clerk advised that she was currently in discussions to provide a part-time Youth and Community Worker to cover the local area. If successful, this would be a Wouldham PC post which she would manage. All councillors agreed that this would be a good project to progress.	Clerk

Signed \_\_\_\_\_

Date \_\_\_\_\_

<p><b>14.6</b></p> <p><b>14.7</b></p> <p><b>14.8</b></p>	<p>Installation of poppies. Cllr Bell advised that he had handed out poppies to the volunteers with a list of where they could go, but this is not set in stone. It is important that they go up this year across the whole parish</p> <p>Handy man: Cllr Bell noted that all councillors had received a draft copy of the advert and proposed that it should be published. Seconded by Cllr Gray. All agreed</p> <p>School travel plan. Cllr Bell noted that BCllr McDermott was dealing with issues around the school and sought permission to speak to him to ask him to get the travel plans. Cllr Gray suggested writing to him so that there was a paper trail. Cllr Marr suggested that a meeting could be minuted, so it would be recorded. Clerk to write to BCllr McDermot to arrange a meeting</p>	<p>Clerk</p> <p>Clerk</p>
<p><b>15.</b></p>	<p><b>Correspondence:</b> Cllr Bell read a letter that had been received from a resident regarding the speed down Knowle Road. Cllr Marr suggested a response could detail about the end of the trial and the ideas put forward in the HIP. Cllr Gray noted that the Speedwatch results could also be included. Cllr Bell noted that the 30mph signs have now gone up, but still people disregard them and we will continue to seek ways to reduce speed across the parish. He also suggested that we could look at replacing the bent barrier.</p>	<p>Clerk</p> <p>RFL</p>
<p><b>16.</b></p>	<p><b>DATE OF NEXT MEETING</b>      <b>7<sup>th</sup> November, 2023 at 7.30 – Venue: Village Hall</b></p>	
<p><b>17.</b></p>	<p><b>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK: None</b></p>	
<p><b>18.</b></p>	<p><b>Meeting Closed: 10.pm</b></p>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

**REPORT TO WOULDHAM PARISH COUNCIL 3rd October 2023**

By the Tonbridge and Malling Borough Councillors for Aylesford North and North Downs Ward

Councillors Dave Davis and Alex McDermott

**S106 SUCCESS**

The work on the S106 money has continued unabated and all credit to your Council and especially Tina.

You will have seen in Roger's email to Pam Saunders, that all events are to be open to all residents of the Borough and that the funds will be jointly administered by WPC and TMBC.

**DOWNS FARM PLANNING APPEAL.**

You will be aware that Area 3 refused the new build on Downs Farm on its mass and visibility in a very prominent position.

The applicants have now appealed that decision and that appeal will be heard by the Planning Inspectorate by way of written submissions. The three of us have put in a joint submission to the inspectorate.

**AGILE**

For about 30 years, TMBC have done all their background work on the Idox/Uniform program that has served us well. It has been the key administration program for planning, housing waste and much else.

The time has come to move on and a new program is coming in called Agile. This is a quantum leap forward equivalent to moving from a Sinclair or BBC Micro computers of the 1980's to a modern laptop.

A mass of new background computer proforma and processes need to be produced to marry up the new program with TMBC's well understood ways of working.

The first department to move over is planning and they started the move on 28th September when Uniform ceases and will complete it by 3 October when Planning on Agile goes live.

There will be teething troubles and we must work through those. Critically for you if you find things are wrong or not working then feed back to us.

Only planning is going across at present. There will be a time for reflection and learning and then other departments will move across. We will keep you informed of progress.

**23/01159/FL PIZZA SHOP PETERS VILLAGE**

A query on this application was raised at your last meeting. It was not an enforcement case but there was partial completion of the works before planning permission was granted. However, in fact planning permission was refused on the 11 September 23 on the grounds that:

Insufficient information has been submitted to demonstrate that the proposed extraction system would not result in undue harm to both residential amenity and commercial operation of adjoining units by virtue of noise and odour impacts. In the absence of sufficient and accurate information, the LPA cannot be satisfied that the proposal would be acceptable in these regards and the proposal is contrary to Policy CP24 of the Core Strategy (2008) and contrary to paragraphs 174 and 185 of the National Planning Policy Framework (2021).

There were two interesting informatives:

1 The applicant should be aware that the lawful use of this unit, as originally approved, was for a Class A1, A2 or A3 use (now Class E in accordance with the updated Use Classes Order). A hot food/takeaway unit would fall within a SuiGeneris use class and as such, the use of the unit the subject of this application as a hot food/takeaway unit would be unlawful.

2 The applicant should be aware that the signage shown in this application

submission is required to be considered as part of a separate application for advertisement consent.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

<b>Finances up to September 2022</b>			Oct Meeting	
Opening Balance Nat West 24/8				£70,723.66
<b>RINGFENCED TOTALS</b>				
Monies from car park donations			£	403.00
Monies from membership grant			£	1,700.00
Monies from Big Lottery			£	93.99
KCC Community Transport Grant			£	59,000.00
<b>Current available monies ringfenced</b>			<b>£</b>	<b>61,196.99</b>
<b>Receipts made up to 16/9</b>				
	TMBC	Precept		£35,914.42
<b>TOTAL INCOME</b>				<b>£ 35,914.42</b>
<b>Payments made up to 25/9</b>				
27-Jul	EventBrite	Training x 4		240.00
27-Jul	Streetlights	Scarborough light		450.60
	Streetlights	Additional work		98.10
	Staffing Costs			1513.51
	Nest Aug/Sept	Pension	BAC	84.56
	PAYE		BAC	0
	Office		BAC	216.66
	Giffgaff		DD	6
	Gmail (est)		DD	5.52
	EDF		DD	18
<b>TOTAL EXPENDITURE</b>				<b>£ 2,632.95</b>
	P & L for period		£	33,281.47
	Balance (inc ringfenced)		<b>£</b>	<b>42,808.14</b>
	Pending			
	Closing Bank Balance @ 18/9			<b>£ 104,005.13</b>
<b>Payments to be agreed at Oct meeting</b>				
	Staffing Costs			1513.71
	PAYE		BAC	265.35
	Office		BAC	216.66
	Giffgaff		DD	6
	Gmail (est)		DD	5.52
	EDF		DD	18
	N Power	Streetlights	DD	33.21
	Barming Pest Control	VH rat problem	BAC	180.00
	T Miles	Expenses	BAC	129.74
				2,368.19
				<b>£ 2,368.19</b>
<b>TOTAL COMMITTED SPEND @</b>				
<b>ESTIMATED BALANCES</b>				
Estimated Bank total			<b>£</b>	<b>101,636.94</b>
<b>RINGFENCED TOTALS</b>			<b>£</b>	<b>61,196.99</b>
<b>TOTAL AVAILABLE</b>			<b>£</b>	<b>40,439.95</b>

Signed \_\_\_\_\_

Date \_\_\_\_\_