

MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 5th September JULY, 2023 AT 7.30PM
WOULDHAM VILLAGE HALL

Present: Cllr Bell, Cllr Marr, Cllr Hopper, Cllr Miles, Cllr Yard, Cllr Gray.
 BCllr Davis, T Miles (Clerk) 8 Members of Public

1.	APOLOGIES: BCllr Dalton, Cllr Britchfield BCllr McDermott	ACTION
2.	<p>MINUTES</p> <p>The minutes of the Parish Council meeting held on 4th July, 2023 were proposed by Cllr Miles and seconded by Cllr Yard. The minutes were to be signed by the Chairman</p>	
3.	<p>MATTERS ARISING FROM MINUTES</p> <p>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.</p>	
4.	<p>DECLARATIONS OF INTEREST - None</p>	
5.	<p>EXTERNAL REPORTS</p> <p>5.1 Borough Council: BCllr Davis summarised his report. The Public Inquiry into the Bushy Wood application will be held at TMBC but will be run by the Planning Inspectors. No real progress has been made with the medical centre. It is likely that the Nursery will be refused. There are also 2 enforcement actions being undertaken in the area. He understands that the enforcement process is not well understood, so at the February PPP meeting he explained how action takes place (details are on the TMBC website). Cllr Gray asked when the money is recovered, where does it go. BCllr Davis was not sure. Downs Farm appeal: he noted main reason for refusal was due to the building being in a too prominent position. The most useful thing to do from the parish is to explain all the places where it can be seen across the area.</p> <p>5.2 Cllr Bell noted that the Officer took photos of only one angle showing it not prominent. Whereas it can actually already be seen from various footpaths. BCllr Davis advised that the closing date is 7th September. Cllr Gray asked whether the lack of tree coverage in winter will make it more visible. BCllr Davis suggested that if it is felt that this is the case, it need to be included also to consider lights emanating from the properties.</p> <p>Community Warden: Cllr Bell noted that the KCC Warden had informed the Clerk that he had been away but is currently working with 4 residents on a one-to-one basis dealing with a range of issues. He also regularly visits the 60+ group and is planning to set up a monthly surgery in the Community Centre together with the Police Beat Officer.</p>	
6.	<p>Community Safety</p> <p>6.1 Police: PC Georgia Marshall introduced herself and explained that there had been 42 calls to police during August for Wouldham. 12 were crimes including; domestic violence, fly tipping and screws on the road. These will be used to inform the next month's work areas. She also explained that they are currently at 60% capacity, but hope to be fully staffed by September, 2024. Therefore, her area is larger at present whilst waiting for new staff to come through the system.</p> <p>As PC Marshalls time was limited, the Chair allowed brief questions/comments from the public.</p> <p>Issues included: Parking on the pavements (including fully obstructing the pavement), from the School at Worrel Drive fully up to the roundabout at school drop-off and pick-up times. There are also similar issues around Medway Green School, but this appears to be staff parking all day. PC Marshall noted the concerns and will pass on to the correct team and will try to get more presence at school leaving times.</p> <p>A question was raised as to whether it is still appropriate to send photos of people disregarding the No Entry. PC Marshal explained that her she had received 196 photos in the last month which takes so much time to write to each offender to process them all. This is not a sustainable use of her time.</p>	

Signed _____

Date _____

6.2 6.3	<p>The final comment was that there was still speeding through the whole of Wouldham. Cllr Gray noted that she was concerned about the speed in the High Street and a MOP also felt speed was an issue. Cllr Bell thanked her for attending and she left the meeting.</p> <p>Neighbourhood Watch: Not received. Clerk asked to find out the current situation</p> <p>Speedwatch Cllr Bell noted that it is coming to the end of the time where regular sessions can be held. He noted that anyone having the equipment in their homes need to insure it, so it would be better to have it on council premises. (to be agreed between the Chair and Clerk). He noted that the camera is not with the equipment and is not sure who has it. Cllr Gray believed that Pamla had it and team are planning for more sessions within the constraints set by the scheme. Cllr Gray also requested that the equipment is kept somewhere where it can be easily obtained.</p>	Clerk EB/ Clerk
7. 7.1 7.2 7.3 7.4 7.5 7.6 7.7	<p>7. Administrative and Finance</p> <p>7.1 Authorisation of payment request. Cllrs Hopper, Marr and Bell signed the request.</p> <p>7.2 Motion to re-appoint internal auditor: Cllr Bell advised that the new auditor has been very helpful and cannot see any reason to change. Cllr Marr proposed, Cllr Yard seconded, Cllr Gray abstained as she did not know the Auditor all other councillors agreed.</p> <p>7.3 Half year budget review: Cllr Bell noted there was a finance meeting to review the budget and the minutes were in the pack. He then referred to the spreadsheet and explained that there was an overspend on 'subscriptions' which was due to rejoining KALC and 'Insurance', this was budgeted as part of the 3-year deal, but did not include for additional increases in inflation. The 'Data Protection' budget was raised to cover inflation, but the company have not raised their prices. So, there is a slight underspend. No questions raised - All noted.</p> <p>7.4 Feedback on Councillor training: Cllr Miles noted that it was informative but felt it went into too much depth on Acts etc. Cllr Yard also thought it would be the basics. Cllr Hopper, agreed that there was a lot of legal information, but noted that the PowerPoint information sent to keep is useful as it can be referred to as needed. Cllrs Yard and Miles felt that it was overpriced as an online course and Cllr Yard would have liked a foundation course before this one as she found it a little overwhelming. Clerk asked for a copy of the presentation for the records.</p> <p>7.5 Motion to advertise for co-option: All agreed to fill the vacancy. Application to go out on PC website and notice boards and to TMBC for information. Cllr Gray proposed an amendment to the motion. Seconded by Cllr Hopper to put out information on Wouldham Connect and PV Facebook pagers. Vote was 4 – 2 for. Motion passed. Applications will be tabled at the next meeting. Clerk to advertise.</p> <p>7.6 Precept projects for next year: Cllr Bell asked that all councillors think about projects needed in the parish. Information needs to be brought to the next meeting including, what the project is and how much it will cost. Cllr Yard noted that she is currently researching cameras for the No Entry to monitor illegal movements and speed. These would be installed if the trial is adopted.</p> <p>7.7 BCllr Davis noted that, at the PPP, the Planning Obligations Officer advised that it is important to submit an infrastructure plan. As the local plan won't be in place until 2027, there is limited protection. Clerk noted that this had already been done and that TMBC had suggested to Offham PC that they contact us to help them formulate theirs.</p>	Clerk PH Clerk ALL
8. 8.1 8.2	<p>8 Members of the Public</p> <p>8.1 MOP1 Advised that Peters Village have formed a resident's association and are in the process of creating a formal email and website. He asked if there were any grants available through the PC. Clerk explained that once they were fully constituted and have a dedicated bank account, an application can be considered, but to be aware that there is only a small budget for donations. Cllr Yard asked if the PV residents association meeting minutes could be forwarded to her. MOP 1 will arrange for them to be sent. BCllr Davis asked that the contact details be circulated.</p> <p>8.2 MOP2 .Point 1. asked if the letter advising an interest in being coopted had been received. Clerk confirmed that it had and now that the vacancy has been approved, formal paperwork can be sent out. Point 2. She also noted that the KCC Warden had visited the 60+ group and advised that there was a consultation for the future of the wardens on the KCC website. Point</p>	PV Res. Ass.

Signed _____

Date _____

<p>8.3</p> <p>8.4</p> <p>8.5</p> <p>8.6</p> <p>8.7</p>	<p>3. Asked why there were no Poo bag bottles in PV. Volunteer/MOP noted that they did not use them so they stopped putting them there. Cllr Bell noted that lots were taken and just left lying as litter and did not use them for picking up after their dogs and as this was a volunteer led initiative, not council, they felt it was a waste of time, so stopped doing it. Cllr Marr noted that Trenport also took them down around PV. Cllr Gray asked why they had been removed; Cllr Marr suggested that it because they were not in line with the ascetics of the estate.</p> <p>Point 4. There seems to me more dogs mess around footpaths and at the top of the Rec, could more signage needs be put up or the dog warden attend to do a 'flag' session. Cllr Hopper noted there were stencils saying pick up poo. Clerk confirmed that they were still available if someone want to do it. Clerk to investigate options with Dog Warden.</p> <p>MOP3 Thanked Clerk for getting the educational courses sorted.</p> <p>MOP4. Noted that the Village Hall could be used at a reduced rate for the PV Residents Ass. if needed. MOP 1, thanked her for the offer, but felt that meetings should be held in the Community Centre</p> <p>MOP5 Asked if there are going to be play areas in PV. Clerk confirmed that she had seen the diggers on site this morning, starting to do the Multi Use Games Area outside the Community Centre.</p> <p>MOP6 Advised that the amount of debris/stones at the top of school lane after rainfall is very dangerous and asked if there should be some form of drainage to stop run-off from Hill Road onto the highway. Clerk advised that KCC are aware and will chase.</p> <p>MOP7 Asked whether it would be possible to parade for Remembrance Day from the Village Hall to the Church. Cllr Gray noted that if they were on the road would need a road closure notice. There would be an estimate of 100 people including parents. Clerk to investigate.</p>	<p>EB</p> <p>Clerk</p> <p>CLERK</p> <p>Clerk</p>
<p>9</p> <p>9.1</p> <p>9.2</p>	<p>9.Planning</p> <p>Planning applications considered and commented upon by the Planning</p> <p>23/01596/LDP - 95 Oldfield Drive, loft conversion with rear dormer</p> <p>23/01519/OB106V - Phase 4 Bellway Parcel 2C 2D 2E 2F Peters Pit. Variation to S106</p> <p>23/01533/OB106V - Peters Village Phase 1, Parcels 1F Variation of Section 106 Agreement. Variations to clause 8.8.1 and 8.8.2 to be deleted or amended and new clause 8.8.3 added in relation to affordable housing. A new definition of 'Chargee' to be added n Clause 2, and amendment the percentage amounts stated in the definition of shared ownership.</p> <p>23/01490/NMA - 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</p> <p>23/01401/RD - Details of play space at Keepers Cottage Lane pursuant to condition 20 (public open space and children's play area) of planning permission TM/05/00989/OAEA</p> <p>23/01400/RD - Details of LEAP pursuant to condition 20 (public open space and children's play area) of planning permission TM/05/00989/OAEA</p> <p>23/01359/RD - Pelican View Business Park. Details of tree felling and protection</p> <p>23/01159/FL - Unit 3 Peters Village Centre. New shop front and extraction to rear elevation in connection with new pizza oven. EB asked if this is the same area that is already open DD to investivate</p> <p>23/01710/RD - Gardeners Cottage 29 Keepers Cottage Lane, 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)</p> <p>Planning Consent Issued: Approved</p> <p>23/00803/FL - 7 High Street, Erection of a three-bedroom, two storey house on land adjacent to No 7 High Street, Wouldham, this will include parking for two cars at the front and two new parking bays in rear garden of no.7 High Street. <i>Cllr Miles noted that she had (desk-top) surveyed the area and it did not meet visibility splay and there should be a 1m easement from the telegraph pole for services. So, she could not understand why Planning did not investigate these planning issues. Cllr Bell felt that Officers should inspect, as it is not sufficient to do desk-based reports. BCllr Davis advised that comments must be sent to BCllrs so they can follow it up, however KCC Highways had raised no objections. Clerk confirmed a copy had been sent to BCllrs.</i></p>	

Signed _____

Date _____

9.3	<p>23/01292/FL - 12 Cornwall Crescent, Rear and side extension to dwelling to include front porch</p> <p><u>Planning applications refused/withdrawn: NONE</u></p>	
<p>10</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p>	<p><u>Roads, Footpaths & Lighting (RFL)</u></p> <p>Review of Highways Improvement Plan (HIP): Cllr Bell noted that the draft HIP had been circulated and amendments made on the recommendation of one councillor any other amendments need to be passed to the Clerk asap. Cllr Gray asked if RFT team could meet to look at it and make recommendations. She felt that it should wait until the October meeting. Cllr Bell explained that due to the delay in getting it produced, there was now some urgency to ensure we don't miss funding opportunities. Cllr Hopper noted that the top of the Knowle junction needs addressing as well as School Lane. ACTION: RFL team to submit recommendations for inclusion by 26th September and Clerk to circulate final version for approval via email.</p> <p>Cllr Bell noted that he has written to Mathew Scott – Police Commissioner regarding the No Entry trial. He advised that there is still a problem. He also noted that Speedwatch had recorded 64 vehicles travelling down Knowle Road going over 20 with one over 50! which would have been even more dangerous if this was during school start/end times as the Lollypop Lady would have been at risk too. The response received notified us that he would raise the issue with the policing team, he wants to pass on his gratitude to the Speedwatch team for their efforts.</p> <p>Another letter received from Nick Atkinson shortly afterwards advising that Officers were currently only at 60% strength. Obviously, it is not sustainable for the Beat Officer to spend so much time policing the No Entry System. He has been in touch with KCC and they have been talking about cameras or possibly rising bollards. All Speedwatch information does get passed to the police and the person exceeding 50mph had received a visit. Cllr Gray asked if there would be a response to Speedwatch as they had identified areas needing action but had received no feedback.</p> <p>Cllr Bell reported he had received another communication regarding the use of speed limits, which he passed onto Cllr Gray for her information. Cllr Gray noted that the speed in PV had increased considerably over the last few years.</p> <p>Cllr Bell advised that Alex Hill, in Burham will be closed at the end of October so this could increase the traffic flow through Peters Village as the diversion route is across the bridge.</p>	RFL
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p>	<p><u>Open Spaces (OS)</u></p> <p>Motion to spend up to 5k on Benches: Cllr Bell suggested that 3 go onto the existing concrete bases in Peters Village as we have not received any other advice on where to position them. Therefore, these would be placed on the sites already agreed. He also suggested the one along the river behind the church and the picnic bench on the Common could be replaced. Cllr Gray noted that metal construction would be better in an attempt to prevent further vandalism. MOTION AMENDMENT: to spend up to 5k on (Metal benches). Proposed by Cllr Bell, Seconded by Cllr Gray – ALL AGREED</p> <p>Motion to allow memorial bench on Rec: Cllr Bell suggested it could be sited on the concrete base at the top of the Rec. Cllr Gray asked that if it was done by locals would it be ok? Cllr Bell advised that if they signed up as volunteers it should be fine. Cllr Hopper noted that 2 groups are fundraising with each wanting to install a bench. He would like it by the Church. (This would require permission from the land owner, before installation). Proposed: Cllr Yard, Seconded: Cllr Hopper – ALL AGREED.</p> <p>Motion to spend up to £600 to create raised bed at the entrance to the Rec: Cllr Bell explained that the area needs tidying up. He has costed for sleepers to create a usable raised flower</p>	<p>Clerk</p> <p>EB</p>

Signed _____

Date _____

	bed. Proposed: Cllr Marr Seconded: Cllr Miles – ALL AGREED. Cllr Bell also noted that volunteers would be needed to help with the installation	
11.4	Allotments –Motion to approve lease – All Councillors had read the draft lease and had no questions. Proposed: Cllr Bell Seconded: Cllr Hopper - ALL AGREED. Clerk to issue lease.	Clerk
11.5	Common/footpaths - Cllr Bell advised that the he noted the steps on MR8 are the land owners responsibility although we can support any repairs. Clerk has contacted PROW for advice. The Common Boundary must be identified and boundary markers installed. OS to arrange	
12.	Village Hall Update on current situation	
12.1	Cllr Bell advised that initially it was thought that the Speedwatch equipment could be stored in the Village Hall. However, this may not be the case if a better location is found.	
12.2	Anne Marr (Trustee of Wouldham Village Hall Charity (VHC)) advised that most of their funding has been used up. Around £17.5k have been spent on repairs and improvements (with another £1600 spent on shelving for Jellybeans). She advised that the contracts for the work had been agreed before Jellybeans left, so had to be completed. But with the reduction of the regular income, the Charity is now unable to cover all the costs and asks that some of the reserves be drawn down to cover the additional costs. Cllr Bell asked for exact figures as there is funding to underwrite some costs. Village Hall Charity will send the exact figure requested to the Clerk. Mrs Marr also advised that there appeared to be a rat problem and exterminator may be needed. Rat poison to be put down and situation monitored.	VHC Clerk
12.3	Poppy storage: Cllr Bell advised that space was required to store the Village poppies. It was agreed that they could be put on the new shelving. He also asked for volunteers to put the poppies up across the village. Kindly Russel and Liz agreed to put them up in PV and Sarah and Ann agreed to do the Old Village. Cllr Bell thanked them and will get the poppies, list of where they could go and cable ties to the volunteers.	EB
12.4	Cllr Bell advised that he had been designing a sign to put on the railings with contact details etc. and hopes to have it ready for installation shortly. Cllr Gray recommended RBLI who she has used. Clerk to obtain quotes.	Clerk
12.5	Sarah Briggs (Treasurer, VHC) Advised that the Parish website need updating with new information as it still advertises Jellybeans and not other regular activities. She will provide the information to the Clerk.	VHC
13.	Health & Safety/Risk Management	
13.1	Defibrillators: Cllr Yard noted a resident had asked whether the defib could be put on the wall of the Watermans pub. MOP noted that landlady said that it would be ok. MOP asked who would be responsible for it. MOP asked how will Oldfield be served as both units would be in the High Street with nothing at the far end of the village. Cllr Yard suggested that we should wait until diocese decided. Cllr Gray suggested first comes back gets it. PV and Village Hall units are ready for use and the inspection form has been completed.	
13.2	Lifebuoys: Cllr Bell noted that one of the lines had been replaced and that the check had been done for July and August. And the anti-tamper switches had been re-set.	
13.3	Village Hall – Mrs Marr noted that the Charity were currently looking for someone to do the Gas Safety Check and that the Electrical Certificated will be re-issued once works have been completed.	
13.4	Recreation Ground: Cllr Bell noted that the ROSPA report had been received with no red flags, but some work will need to be done. Cllr Hopper noted that he had checked the play equipment and that some only needed painting, some posts need to be re-set and some ground needed filling around play areas. Cllr Bell confirmed that the earth under the adult equipment needs replaced and built up.	
13.5	Risk assessments: Clerk advised that she had received the risk assessment from the Brownies who will visit the Mobile Library in the car park.	ALL

Signed _____

Date _____

14.	General Village Business	
14.1	Items for the Community Magazine: Please let Clerk know asap with any items. Oct/Nov edition is currently being produced.	ALL
14.2	Questions for PPP meeting. To be sent to Cllrs Gray and Bell	EB/ TG
14.3	Project updates: Clerk presented her report on current projects. She explained that courses were being run by TMBC's One You and KCC Adult Ed using Section 106 funding. She noted that the amount allocated to the PC by TMBC is 65k. She would like to identify the amount to be allocated to KCC Adult Ed to enable a forward partnering agreement. Motion spend 50k on Adult Ed keeping 15k back for venues and other courses. Proposed by Cllr Bell, Seconded by Cllr Hopper. ALL AGREED. Cllr Gray asked if there were going to be some evening classes, Clerk advised that the current ones were during the daytime, but it is hoped that there will be an evening offer, although there had only been 3 people asking for evening courses. Cllr Gray also suggested she could arrange health talks; she will send information to Clerk to advertise.	TG
14.4	Motion to purchase wreath: Cllr Bell proposed to spend £50 for the purchase of the Remembrance Day wreath. Seconded by Cllr Yard. Cllr Yard will represent the Parish Council at the service and lay the wreath.	Clerk TY
14.5	Handy man: Cllr Bell reported that he had contacted TMBC to investigate whether a Councillor can be the handyman. They have confirmed that a Councillor cannot be paid as a council employee but the Parish Council can receive invoices for work if they have their own PL insurance.	
14.6	School travel plan. Cllr Bell reported that we need to know what the up-to-date situation is and need to visit the new head teacher. Clerk noted that the plan given planning permission was in 2019, stating that parents would park in the car park, this is not the current situation and is felt the main cause of the problems on Worrel Drive. Cllr Marr asked who was the school rep now. Cllr Bell advised that it was agreed to allow Adam Baker to continue as Governor rep on the proviso that he updated the Council on any Governors meetings held. Clerk to investigate situation.	Clerk
15.	Correspondence: Letter of speed	
16.	DATE OF NEXT MEETING 3 rd October, 2023 at 7.30 – Venue: Village Hall	
17.	QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:	
17.1	Cllr Miles noted that picnic benches in rec need maintenance can we get materials and a work party together.	
17.2	Cllr Gray asked we could get some decent chairs for the Hall.	
18.	Meeting Closed: 10.pm	

Signed _____

Date _____

REPORT TO WOULDHAM PARISH COUNCIL 5th September 2023

**By the Tonbridge and Malling Borough Councillors for
Aylesford North and North Downs Ward
Councillors Dave Davis and Alex McDermott**

ANNUAL ELECTORAL REGISTRATION CANVASS 2023

We have been asked to publicize the important annual TMBC electoral registration canvass. The text of the email to us is at Annex A to this report.

Please could you publicise this as much as possible.

S106 SUCCESS

A very big thank you to your clerk Tina and your chairman Eddie for the work they have done in securing considerable sums of S106 money from Peters Village to be spent for the benefit of Wouldham Parish and the wider community.

Our TMBC S106 officer identified the money that was thought to have been allocated to KCC but it was not clear and KCC denied responsibility for it. This confusion meant that a lot of money was available but needed a sound plan to use it and for that to be set up. That work has been done at very short notice by your brilliant Wouldham team.

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 which must be with the inspector by 7th September.

BUSHEY WOOD APPLICATION

Trenport have now gone to appeal on the Bushey Wood planning application. The appeal will be by inquiry and will be heard at TMBC's Gibson building in Kings Hill starting at 09:00 on 17th October 2023 and will run for 4 days.

All the evidence and comments sent in by the public and parishes for TMBC's consideration as part of the planning application will be passed to the inspectors who will review it all again.

The deadline for further written submission was 19th July. No further written submissions will be accepted.

Dave has put in a written submission and asked to speak. If new matters come to your attention that you want raised speak to Dave and he may be able to raise them in his verbal submission.

PHOENIX SURGERY UPDATE

There has been little progress on the move of the Phoenix Surgery to Peters Village. Trenport are still insisting on linking progress to the Bushey Wood application when it was an integral part of the Peters Village development.

In our June report we included the letter the TMBC leader wrote in response to this lack of action.

We perhaps need to be looking at trying to raise this more publicly.

Signed _____

Date _____

NURSERY ROCHESTER ROAD AYLESFORD

Though outside your parish, concern has been raised by several people about the planning application TM/23/01072/FL. Proposed change of use of land, on Rochester Road Aylesford, from a nurse (plants) to mixed equestrian and a holiday park comprising 7 mobile homes, 4 serviced camper van places and a recreational area.

We made it clear, that if officers were minded to approve this application, that we wanted it called into Area 3. We have received early notification, that officers are minded to refuse this application, for the planning law reason that it does not conform to the present TMBC Core Strategy Policy CP14, on a number of critical issues. As such we do not intend to call this into Area 3 unless more senior officers change the case officer's decision.

We await the final decision notice on this.

TWO PLANNING ENFORCEMENT ACTIONS

Concern is often raised on planning enforcement action. Roger, the chair of PPP, asked Dave to deal with the problems with enforcement at the Parish Partnership meeting of 9th February this year. This has been well received and can still be seen at:

<https://www.youtube.com/watch?v=dEldzWQPvII>

For the reasons set out there, enforcement is a slow frustrating process.

We have two significant enforcement actions going on in the ward at present.

LAND REAR OF MACKENDERS LANE ECCLES AYLESFORD KENT

Though outside your boundary you may be interested in the planning application, TM/22/01389/AGN for a barn to be constructed in the field adjacent to the houses on Hale Farm bend on Pilgrims Way. This application was approved.

However, well beyond that which was approved, the landowner has erected a mobile home and access onto Pilgrims Way Aylesford which is not part of the application.

This is now an enforcement case and several visits have been made by officers and further investigations are expected.

LAND ON FORMER SCOUT CAMP WARREN ROAD

TMBC enforcement officer action has been going on for a year or more on the land of the former scout camp in Warren Road on Blue Bell Hill. Mature trees have been felled, there is unapproved occupancy and there are other issues as well. The damage can be seen from many parts of the ward.

There have been 5 magistrate court sessions where the landowner failed to turn up: 16th September 22, 9th November 22, 8th February 23, the 28th June 23, and 14th July.

At the last court sessions, the case was tried in the landowner's absence and he was found guilty and fined £3140 with £3600 towards the prosecution costs. This is considered a light fine given the scale of the problems. However, TMBC enforcement officers say this should be seen as the beginning of the enforcement action not the end of it.

Signed _____

Date _____

ANNEX A**TP WPC REPORT****5 SEP 23****EMAIL TEXT ON THE TMBC ANNUAL ELECTORAL REGISTRATION CANVAS**

Dear Councillors

Hope you are all keeping well and enjoying the summer.

It is the time of the year again that we must undertake Annual Canvass. Annual Canvass is the annual check of the Electoral Register, to ensure we have all eligible residents registered in the correct properties. It will run from July until the end of November, when we will then publish the updated register on 1 December 2023.

Just a reminder about the changes to the process. It was ascertained that a high percentage of people do not move each year, so resources are wasted chasing people to respond, when there have not been any changes in registration in the property. Also the new process allows us to make use of other ways of contacting electors to ascertain if everyone in the household is registered, such as email and telephone.

The process starts by uploading our register data via the Cabinet Office to the DWP site, on a set date, to be compared with the DWP data. Our date was **28 July 2023**. From this comparison the entries either match (green) or don't (red). The results were sent back down to us the following day and have been downloaded into our electoral system. Then the households are set into 3 routes.

Route 1 – Households that have matched – likelihood is there are no changes to these properties – these Households will receive either:

- an email, (if we have an email address for someone in the property), informing them of the details we hold, which they **must** respond to, to confirm that the details are correct or changes made, if they do not respond they will then receive a CCA letter.
- Or a letter (if no email addresses held), CCA, which informs them of the details we hold, which they only must respond to if there are any changes. No further chasing is undertaken.

Route 2 – Households that have not matched due to possible changes in the property or having no one registered there – these households will receive up to 3 communications from us, this is a legal requirement.

- a Canvass Form,
- an email reminder (if we have an email address for that property) or a telephone call (if we have a telephone number),
- a house visit from a canvasser with a tablet,
- a final reminder Canvass form.

Route 3 – These are properties that are different to normal households, such as care homes, HMO's, etc. There will be a letter sent initially and then they will be contacted either by telephone or in person to arrange a visit.

We have started with the **Route 2** Properties this year, their Canvass forms left on **15 August**. VRO's (Voter Registration Officers) will be knocking on doors chasing non-responses from around **8 September**. Then we will send the **Route 1** Property communications mid-September and lastly **Route 3** at the end of October.

We would be grateful if you could encourage your residents to respond, if they must, via one of the digital routes, either online, telephone or text, not only to reduce the amount of paper my team will have to handle, but to save much needed Borough funds.

Many thanks for noting this and your assistance, and if you require any further information, please do not hesitate to contact me.

Signed _____

Date _____

Finances up to August 25th			Sept Meeting	
Opening Balance Nat West 24/7				£74,626.03
Ringfenced amounts				
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	
Current available monies ringfenced			£ 61,196.99	
Receipts made up to August 25th				
26-Jul-23	G West	Allotments	£250.00	
	Football 31/7 & 12/8	Car Park	80	
08-Aug-23	S Albert	Allotments	£325.00	
TOTAL INCOME				£ 655.00
Payments made up to August 25th				
14-Jun	SE Water	Allotments	137.03	
12-Jul	TMBC	Elections	990.73	
	Staffing Costs		1513.31	
	Nest	Pension	42.28	
	Office		216.66	
	Giffgaff	Mobile	6	
	Gmail (est)	Email	5.52	
	EDF	CCTV	18	
	N Power	Streetlights	Jul 32.72	
	N Power	Streetlights	Aug 33.46	
	Zurich	Insurance	1358.94	
27-Jul	Hadlum Printing	Newsletter Aug/Sept	65.00	
31-Jul	Thompson Elphick	Payroll	180.00	
TOTAL EXPENDITURE				£ 4,599.65
	P & L for period		-£ 3,944.65	
	Balance (inc ringfenced)		£ 9,484.39	
	Pending		-£ 42.28	
	Closing Bank Balance @ 24/8			£ 70,723.66
Payments to be agreed at Sept meeting				
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	Pension	BAC 42.28	
	PAYE		BAC 0	
	Office		BAC 216.66	
	Giffgaff		DD 6	
	Gmail (est)		DD 5.52	
	EDF		DD 18	
				2,590.67
TOTAL COMMITTED SPEND @				£ 2,590.67
ESTIMATED BALANCES				
Estimated Bank total		£ 68,132.99		
RINGFENCED TOTALS		£ 61,196.99		
TOTAL AVAILABLE		£ 6,936.00		

Signed _____

Date _____