

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 4th March, 2025 AT 7.30PM
WOULDHAM VILLAGE HALL**

Present: Cllr Bell, Cllr Marr, Cllr Yard, Cllr Church, Cllr Collier-Ward,
T. Miles (Clerk/RFO) 1 Members of Public

1.	APOLOGIES: Cllr Miles	ACTION
2.	<p>MINUTES OF PARISH COUNCIL MEETING</p> <p>The minutes of the Extraordinary Precept meeting held on 7th January, 2025 were proposed by Cllr Church and seconded by Cllr Yard. And minutes of the Full Parish Council meeting also held on 7th January were proposed by Cllr Collier-Ward and seconded by Cllr Church. Both sets of minutes were duly signed by the Chairman</p>	
3.	MATTERS ARISING FROM MINUTES - None	
4.	DECLARATIONS OF INTEREST - None	
5. 5.1	<p><u>EXTERNAL REPORTS</u></p> <p>Borough Council: BCllr Davis advised that the Phase 15 Parking Consultation had been left off the BC report. However, this consultation suggests double yellow lines could be installed along Worrall Drive. It would be good to have some feedback from Peters Village residents as to whether they think this may alleviate some of the problems.</p> <p>The new Regulation 18 consultation is due to be available October and now is critical. BCllr Davis noted that residents in the greenbelt responded in far greater numbers than elsewhere. If further building is not wanted in the non-greenbelt areas, responses will need to be much better. He noted that the housing market area idea is that you build houses where people want to live. This is now 43% in West Kent 56% in Maidstone. Previously, 80% was Maidstone and 20% for West Kent. BCllr Davis suggested that Parish Councils need to encourage residents to respond if they don't want further building. There reasons could be such things as; roads, facilities, transport etc. BCllr Davis advised that the new housing framework changes indicate an extra 277 houses per year, which means there will need to be around 1300 houses built per year until 2042. The Local Development Plan must be completed by 1 December 2026. Cllr Bell asked who are going to occupy these new houses? He noted that if there is a housing need, why is housing being let to outside boroughs as this does nothing to support local housing need. He felt that infrastructure has not been maintained i.e. constant water leaks due to an outdated and inadequate system. Also, if you keep building along the rivers, there will be more flooding as flood plains are being eroded. Whilst he appreciates planning conditions can call for 'flood defences' to be installed, this just moves the issue further downstream. He feels that the South East is being built on too much without sufficient infrastructure.</p> <p>BCllr Dalton noted that he had responded to the parking consultation. He advised that the IGN3 regulation had been met, although it is outdated, and asked where people will park as there is no usable public transport. He notes that the school has a huge a catchment which brings in a lot of traffic. Cllr Bell noted that the Travel Plan has still not been received from the school although they have been asked for it many times, both by the Parish Council and KCC. BCllr Dalton suggested submitting a FOI request to see if there is one. He also noted that schools can dictate a catchment area based on what is feasible. Cllr Church noted that the car park was supposed to be for parents, but was stopped and the drop off/pick up point has been closed off. BCllr Dalton advised that parking areas at the back of homes does not work, the proposal is now is to increase parking in rural areas due to their specific issues.</p> <p>Cllr Marr suggested that 2 bed should have 3 spaces 3 bed should have 4 spaces as many children have to stay at home as adults. For example, when Oldfield Drive was built, many young families moved in, these have now grown up and now have cars of their own which is causing major problems for the estate.</p>	

Signed _____

Date _____

	<p>BCllr Davis was pleased to advise that TMBC has the lowest ASB in the County. They currently have 4 ASB Officers and invites Parish Councils to contribute to enable more to be provided. BCllr Dalton noted that it costs around 84k pa to cover 2 Officers. Cllr Marr noted that our precept for next year has already been set. BCllr Dalton suggested that it may be something to look at for the future.</p>																	
<p>6.</p>	<p><u>Community Safety</u></p>																	
<p>6.1</p>	<p>Police: Not present. No report.</p>																	
<p>6.2</p>	<p>Neighbourhood Watch:</p> <ul style="list-style-type: none"> • Pilgrims Way - Between 25/12/24 and 10/1/25. Somebody broke into five vehicles and stole multiple items. Crime Report No. 46/5703/25 • High Street - Between 10/1/25 and 12/1/25. Somebody stole both number plates from a Fiat Panda parked in the road. Crime Report No. 46/6406/25 • Viking Road – 11/1/25. Two people gained access to a vehicle and carried out a messy search, nothing appears to have been stolen. Crime Report No. 46/6199/25 • Oldfield Drive – 14/1/25 . Somebody stole a white Mercedes, GM17***, from the road. Crime Report No. 46/7497/25- • Knowle Road - Between 4/2 and 5/2/25. Somebody broke into a vehicle parked in on a driveway. Tools were stolen. Crime Report No. 46/20679/25 • Black Robin Lane –During February, somebody stole two recently delivered parcels from a doorstep. Crime Report No. 46/28860/25 																	
<p>6.3</p>	<p>Speedwatch: Co-ordinator update:</p> <table border="1" data-bbox="159 985 1197 1153"> <thead> <tr> <th>Date</th> <th>Site</th> <th>Total No. Of cars</th> <th>No. Speeding</th> </tr> </thead> <tbody> <tr> <td>08 Jan</td> <td>Knowle Road (20mph)</td> <td>220</td> <td>36</td> </tr> <tr> <td>21 Feb</td> <td>Knowle Road (20mph)</td> <td>94</td> <td>40</td> </tr> <tr> <td>4 Mar</td> <td>Knowle Road (20mph)</td> <td>162</td> <td>39</td> </tr> </tbody> </table> <p>Update:</p> <p>The number of cars speeding on the 20mph section of Knowle Road remain high and unacceptable. One lady, with a child in the car, was recorded at traveling in excess of 50mph. We have been informed that she will receive a police visit.</p> <p>The session for 21 Feb was attended by The RT Hon Tris Osborne. The main points discussed are as follows:</p> <p>Speed calming measures need to be introduced, perhaps planters</p> <p>The 30mph limit needs to be changed to 20mph on Knowle Road as per the submitted plan</p> <p>A flashing speed sign would be an advantage</p> <p>The speeding issue is a direct result of the No Entry system</p> <p>Tris Osborne also wrote the following in his February focus newsletter - 'Whilst we're on the topic of dedicated locals, a few Fridays ago during the school holiday, I joined Speedwatch volunteers in Wouldham to track speeding and push for data-driven changes. Despite KCC's traffic-calming measures and no lead-footed school run, too many vehicles were still exceeding the 20mph speed limit. More work is needed to change attitudes towards speed and improve enforcement. Wouldham Parish Council and I are focused on making progress.'</p> <p>The group welcomes Caroline as a new operator who completed her training on 4 March.</p>	Date	Site	Total No. Of cars	No. Speeding	08 Jan	Knowle Road (20mph)	220	36	21 Feb	Knowle Road (20mph)	94	40	4 Mar	Knowle Road (20mph)	162	39	
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7. 7.1 7.2 7.3 7.4 7.5	<p><u>Administrative and Finance</u></p> <p>7.1 Authorisation of payment request. Cllrs Bell, Marr, and Yard signed the request.</p> <p>7.2 . Gov email domain: Clerk explained that there is a push to transfer to .gov email addresses. This has not been budgeted for, but she has obtained prices from Parish Online (£200 for 20 domains and our current web provider £120 for 10 domains). Cllr Bell proposed to proceed with TEEC seconded by Cllr Church. All Agreed</p> <p>7.3 New bank account. Clerk presented 4 potential banks for current and savings. She explained that most savings accounts required an additional current account. However, Hampshire Trust Bank have good reviews as a 'reserves' bank and currently give an interest rate of 3.6% with no need for an additional account. Other 'free' banks seem to have limits for transactions and turnover. However, Santander has larger limits and payments can be made at the Post Office. Cllr Bell proposed to go with Hampshire Trust Bank with Santander as backup, seconded by Cllr Yard. All agreed.</p> <p>7.4 Internal Audit Report Clerk reported that she had checked with our insures and raised the fidelity insurance to 250k as advised by the Auditor at no additional cost.</p> <p>7.5 Budget: Clerk explained that on current forecast, we are approximately 12k under budget. However, we are still awaiting payments for VAT, KCC devolved grounds maintenance, and S106 reimbursement for the repairs (swings etc)</p>	Clerk Clerk
8. 8.1	<p><u>Members of the Public</u></p> <p>8.1 MOP1. Asked if the benches could have a plaque on each of the benches. Also, could the fencing be continued at the end of the car park pathway. Cllr Collier-Ward asked how does the public know that the meetings are on. Clerk explained that they legally have to go on a notice board, but we put them on our all our notice boards and our website. We have also put them on Facebook, but it made no difference to the attendance. Agreed to put a link to the website on Facebook again.</p>	Clerk
9 9.1 9.2 9.3 9.4	<p><u>Planning</u></p> <p>9.1 <u>Planning Applications Received/Commented on: NONE</u></p> <p>9.2 <u>Planning Consent Issued:</u> 24/02018/PA 146, High Street, Wouldham. Demolition of existing conservatory and construction of new single storey rear extension, conversion of garage to habitable room with main entrance porch relocated to the front elevation, conversion of loft space with dormers to front and rear. Outbuilding to rear garden comprising of a Gym/games room with shower facility 24/01818/PA 23, Ravens Knowle, Single storey rear extension 24/01807/PA 22, Ravens Knowle, Single storey rear extension</p> <p>9.3 <u>Planning applications refused/withdrawn:</u> 24/01796/PA 2, Trevithick Drive, Retrospective application for enclosure of carport and conversion to a home gym (REFUSED). Being appealed.</p> <p>9.4 <u>Other Planning issues:</u> Ringshill Farm - Cllr Bell explained that an email had been received regarding a new Travel Plan which has been submitted for the retrospective planning. Cllr Yard advised that she had been in contact with Tris Osborne to move the HGV limits, but, as yet, has had a limited response. Clerk to add to the consultation with a suggestion of including no right turn from the farm and no HGV's coming into the village.</p>	Clerk
10 10.1 10.2 10.3	<p><u>Roads, Footpaths & Lighting (RFL)</u></p> <p>Updates</p> <p>10.1 Cllr Bell advised that KCC had done a temporary repair. The office has reported it again as works have not been carried out by SE Water. Also, City Fibre will be closing the High Street on 28th March.</p> <p>10.2 Cllr Bell reported that the No Entry enforcement is progressing following a meeting with Matthew Scott (Police Commissioner) and KCCLr Andrew Kennedy. Police marked and unmarked cars will patrol the area and pass on numbers of people fined. A copy of the HIP (Highways Improvement Plan) has also been sent to the MP outlining issues on Knowle Road and Pilgrims Way.</p> <p>10.3 Cllr Bell advised that the speed humps and lines are going to be repaired along Hall Road soon. This will require a day closure, so hopefully it will be done during school holidays.</p>	

Signed _____

Date _____

11.	<u>Open Spaces (OS)</u>	
11.1	Updates: Cllr Yard advised that the new solar lights look good and are not intrusive. Cllr Marr suggested another 2 would be useful at the beginning and end of the pathway, but agreed that they seem to be working well.	
11.2	Play equipment, Cllr Bell noted that we are still awaiting quotes, this is to move/replace the small goal posts and repair/paint/remove the gym equipment	Clerk
11.3	Surfacing – We now have the materials to repair the play area surfacing which can only be done once the warm/dry weather arrives.	O/S
11.4	Benches – Cllr Bell reported that all the benches for Peters Village and Hall Road have been installed and proposed to have plaques on all 4 of them. All agreed	Clerk
11.5	Grounds maintenance: Cllr Bell explained that we had sent out 4 tenders for grounds maintenance, but only had one back. He felt this is because of the additional paperwork needed from contractors. However, Orchard has re-tendered and we are confident about their H & S processes. Although the cost has increased by around 2k, to £7 the original tender was 3 years ago and we have added to the work required and there are also the additional NIC costs to include. Clerk noted that it may be advisable to issue a 3 year contract, extendable for 2 years to see what happens with devolution. KCC have increased the amount offered for the Devolved Maintenance contract by 9.4% and the Clerk has organised with Orchard that we could use their H & S Officer help do the required checks. Cllr Marr proposed to appoint Orchard for 3 years, extendable for 2 years and continue with the KCC Devolved Maintenance programme. Seconded by Cllr Collier-Ward. All agreed	Clerk
11.6	Landscaping - Clerk explained that she had been working with a local organisation to landscape the area by the substation on Knowle Road. The cost for checking for electric cables and providing raised planters is £1335.80 inc. VAT. Cllr Yard proposed to proceed with Sustainable gardening solutions. Seconded by Cllr Collier-Ward. All Agreed. Cllr Bell suggested that the fence could to installed at the same time. All Agreed	Clerk
11.7	Notice boards: Cllr Bell advised that a new notice board for the Village Hall has been arranged and paid for by KCC as part of the education budget. This should be delivered in March and we will need to arrange installation. Quotes for other notice boards were reviewed and all agreed to purchase the 1-door notice board from Greenbarnes. Cllr Bell noted that there is a PC notice board on a wall in Peters Village which has had the glass broken. This needs to be replaced.	Clerk
11.8	Telegraph Poles. Contractors seem to have left, but they have not taken the old poles. Clerk to chase for an update on progress. Cllr Marr noted that the area had not been cleared and there was damage to the grass as well as poles left in the Rec and on the Tramway.	Clerk
11.9	Recreation ground. 2 residents have put matting on our land which is not allowed and must be removed as there is no easement onto the Rec and could cause damage to contractors equipment when they mow the area. Clerk to send letters to 44 and 48 High Street.	Clerk
11.10	Allotments: We have received an update to the rules together with their latest minutes. These will be attached to the minutes. Clerk noted that item 7 says that 'items must be removed when the plot is vacated', but does not give a deadline and right for the association to remove after the deadline. This may be worth considering to avoid future misunderstandings.	
11.11	Common: Nothing to report.	
12.	<u>Village Hall:</u> Nothing to report. Still working towards an April transfer.	
13.	<u>Health & Safety/Risk Management</u>	
13.1	Update: Cllr Church agreed to place the defib on 165 High Street. Cllr Yard will find out where the cabinet is and liaise with Cllr Church for its installation.	LC TY
13.2	Defibrillators: Clerk reported that Cllr Miles had checked the unit on the Community Centre and she had done one at the Village Hall.	
13.3	Lifebuoys: Clerk reported that Cllr Miles checks almost weekly and regularly must re-set them	
13.4	Village Hall: Clerk reported that she had put up 'Hot water' signs on all taps in the Hall	
13.5	Other issues: None	
14.	<u>General Village Business</u>	
14.1	Newsletter: Any items for the April/May newsletter need to be with the clerk by 17/3/25	ALL
14.2	PPP Cllr Bell fed back that the Police Commissioner was at the last meeting and there was an update of Devolution. Any questions for the next one to be sent to him. Although he noted that whilst he doesn't mind doing the online meeting, he does not wish to attend the in-person ones.	ALL

Signed _____

Date _____

14.3	VE Day planning: Clerk distributed tickets to Councillors and advised that there will be a volunteer meeting in March to agree tasks, although most things will need to be done nearer the time. Posters and social media have now started to go out and tickets are already being sold.	
15.	Correspondence: None	
16.	DATE OF NEXT MEETINGS: Tuesday 1 st April, 2025 at 7.30pm at the Village Hall Cllr Bell gave his apologies. As Vice Chair Cllr Marr will chair the meeting .	
17.	QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK: To be passed to Clerk 7 days before the next meeting	
	Meeting Closed: 9.30pm	

Signed_____

Date_____

Wouldham Allotment | MINUTES

Date 26/1/2025 | Time 10am | Meeting location Wouldham Allotment

Meeting called by Ashley Crowdey
Type of meeting Committee

Attendees
Ashley Crowdey (Chairperson)
Trish Ingham (Treasurer)
Gill Streeter (Secretary)
Stephen Bromley (Committee officer)

AGENDA TOPICS

Apologies

- Steve Crowdey unable to attend meeting and has stepped down.

Secretary

- Vacant plots – 5 Waiting list – 5
- Email updates – none
- It was agreed that there would be two inspections a year on or around 1st June & 1st September

Treasurer

- Bank account – ongoing Current bank balance - £2,758.32 Cash - £232.81
- Insurance has been renewed until 8th January 2026 - £290.55
- Rent will remain the same this year. Other costs will be included with the water but the cost will also remain the same this year (water bill is received in June).
- Rent due from 1st April – 10th May. Do not pay early, notices will go up nearer to the date.

Allotment Business

- The Tenancy Agreement rules were reviewed with some amendments and agreed. To be sent to the WPC for approval.
- Zero tolerance of abusive language and behaviour has been added to the rules along with no trespassing on other people's plots.
- Seed swap in the village hall 16th February 1pm -3pm, advertising for volunteers on Facebook. All welcome to attend and make donations. We have been given a lot of seeds to share with the community.
- It was agreed to have regular work party days to help to maintain the site communal areas. These will be the 1st Tuesday monthly & the 2nd Sunday monthly (10am onwards) weather permitting. Plot holders will be expected to attend at least 3 a year. A new notice board will be erected where a list of work party jobs will be displayed
- Site Maintenance – Borders, gates and water need to be inspected.

New Committee members

- Additional Committee officer and Site Manager officer vacancies to be advertised on Allotment Facebook group and by email.

Other Business

- Date of next general Meeting to be agreed

Action items

Person responsible Deadline

New Committee Members email	Ashley Crowdey	Asap
Seed Swap Volunteers	Ashley Crowdey	Asap
Work Party Job List		Asap

Signed _____

Date _____



ALLOTMENT TENANCY AGREEMENT

An agreement made in January 2025 by the allotment association.

Email - Wouldham.allotment@outlook.com Secretary – Gillian Streeter Chairperson – Ashley Crowdey

The allotment association agrees to let and the tenant/s agree to take on a yearly tenancy of the allotment plot numbered..... (plot size.....) in the allotment association register.

1	All allotments must be used for cultivation of any combination of fruit, vegetables or flowers. The tenant shall clear and work 50% of the allotment garden within the year of renting the plot.
2	There is to be no sub-letting of any part of an allotment. However, holders may share their plot with prior notice to the association.
3	No business is to be operated on any allotment plot by any plot holder or persons sharing a plot.
4	All allotments are to be cultivated or kept to a reasonable level of care. If you are unable to achieve this, the association reserves the right (after a notification period of 2 months) to withdraw the plot from the current plot holder for reallocation, subject to individual circumstances. If you have any problems just let us know.
5	Weeds must be managed by the plot holder including plot borders, thus reducing the spread. Ragwort must be removed preferably before flowering.
6	The use of hoses will be as directed by the local authority. If allowed, hoses must be attended at all times and must be used in the accordance with the local water authority's drought orders at that time. The association will endeavour to inform to the best of it's knowledge the present stance on this subject (The association takes no responsibility for the abuse of this rule and any subsequent fine issued to any plot holder).
6.1	All hoses must be removed from standpipes and taps to be turned off after use. The use of sprinklers is not permitted in any circumstances.
7	There is no refuse collection from the allotments, all unwanted items and rubbish must be disposed of correctly by the plot holder and not left in the communal areas or car park. All belongings & rubbish must be removed when plot is vacated.
8	There is to be no burning of any domestic or industrial waste or rubbish. Only garden rubbish/waste may be incinerated. Consideration for local dwellings should be taken into account when undertaking incineration to minimise nuisance from smells/smoke. There must be no burning of manure.
8.1	Plot Bonfires are permitted at any time between 1 st November - 31 st March. The rest of the year plot fires are not permitted until after 8pm. All fires must not be left unattended and MUST be fully extinguished before leaving the site.
9	Manure heaps and composting is to be sited as far away from dwelling houses as not to cause nuisance from odours and vermin.
10	The access roadway must be kept clear at all times, other than for loading/unloading. Where upon completion the vehicle should be parked in the car park situated in the upper left of the allotments by pylons or off site.
10.1	All car users must drive responsibly along the trackway, and careful driving must be enforced.
10.2	Vehicles have no right or way over or through allotments to plots or private gardens.

Signed _____

Date _____

11	All animals on site are the sole responsibility of the plot holder. The association bares no responsibility for any damage or nuisance caused.
11.1	Dogs are allowed on individual plots but must be kept on a lead in other areas.
12	All allotment holders will be issued a key per plot. There will be a £10 deposit for the key, which will be refunded on return at end of tenancy.
12.1	If a key needs to be replaced due to loss or damage or you require an additional key it will be a £5 charge.
13	The allotments are primarily for the use of adults, all children under the age of 16 must be accompanied by a parent or guardian and not be allowed to access the site unattended.
14	The erection of all buildings has to be approved with prior agreement from the association committee. All structures erected on site prior to 1 st April 2007 are exempt.
15	The Allotment Association committee reserves the right to inspect plots at any time in addition to two scheduled inspections each year.
16	Communal areas and tracks are to be maintained throughout the year. It is everyone's responsibility to maintain the areas around their own plots and also assist in the maintenance of the communal areas. Plot holders are expected to attend at least 3 work parties a year
17	In the event that Trenport (the landlord to the Parish Council, for the land that is occupied by the allotments) issue the Parish Council a 12 month notice to end the tenancy agreement; the plot holders will have to surrender their plot, for no compensation for any losses. Temporary closures could be expected if power cables of the National Grid require maintenance.
18	The tenant must maintain any structure now erected or erected at any time in the future on the allotment in good repair and in watertight condition; and at their own expense, treat said structure with a suitable preservative on a regular basis and in accordance with the manufacturer's instructions. All buildings, if possible, should have a water collection system.
19	Plot holders must not trespass on to other people's plots.
20	The allotment has a zero tolerance of abusive language and behaviour from all plot holders.
21	PLEASE ENSURE THAT THE GATE IS LOCKED AT ALL TIMES.

Name:

Email:

Address:

Phone Number:



Signed _____

Date _____