MINUTES OF WOULDHAM PARISH COUNCIL MEETING TUESDAY 3RD MARCH 2015 AT 7.30PM WOULDHAM VILLAGE HALL

Present:	Cllr K Savage (Acting Chairman)
	Cllrs D Adams, K Aspinall, T Fulwell, J Gore and J Head
In Attendance:	Mrs S Egglesden (Clerk)
	Borough Cllrs R Dalton and D Davis, County Cllr P Homewood
	9 Members of the Public

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		ACTION
1.	APOLOGIES	
	There were apologies from ClIrs Parnell and Stone	
2.	MINUTES	
	The minutes of the Parish Council meeting held on the 3/02/15 were proposed by Cllr Head	
	and seconded by Cllr Adams to be a true record of proceedings. It was agreed by all other	
	councillors that the minutes were to be signed by the Chairman.	
3.	MATTERS ARISING FROM THE MINUTES	
	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.	DECLARATIONS OF INTEREST	
	There were no declarations. Any declarations that Councillors became aware of which were	
	relevant to this meeting should be declared, as appropriate, throughout the meeting.	
5.	EXTERNAL REPORTS	
	5.1 Borough Councillors: A report had been circulated and there were no questions.	
	5.2 County Councillor: Cllr Homewood reported that KCC Cabinet Member for Highways	
	has stepped down and replaced by Matthew Balfour. Cllr Homewood will be lobbying for	
	the part night light decision to be reversed.	
	Cllr Head asked Cllr Homewood if could consider funding from his members grant for the	
	VOV PCSO. Cllr Homewood advised that he cannot use the grant for salaried position.	
	Cllr Fulwell asked if Cllr Homewood could look at funding work on footpath MR179. It has a	
	sharp slope leading on the traffic calming in Knowle Road and could benefit from steps.	Cllr
	Cllr Homewood requested details.	Fulwell
	Agreed: Cllr Fulwell agreed to forward details to Cllr Homewood.	
	The Clerk advised that she had emailed David Brazier regarding turning on of certain street	
	lights in Oldfield Drive after midnight.	
	Agreed: Clerk to forward email correspondence to Cllr Homewood to investigate further.	Clerk
	5.3 Police Report: no report received this month.	
	New crimes reported - Feb. 15	
	Hall Rd - equipment has been stolen from a construction site	
	Hall Rd - metal storage containers on a construction site were broken into. A diesel	
	generator plus other tools and equipment was stolen	
	Knowle Rd - windscreen wipers were removed from a vehicle while it was parked in	
	the road.	
	5.4 Neighbourhood Watch Scheme: Cllr Aspinall reported that a meeting is to held on	
	17.3.15 and she asked WPC to fund the cost of photocopying a leaflet for the village.	
	Agreed: All cllrs agreed WPC to pay the photocopying cost and Cllr Aspinall will organise	Cllr
	the leaflet.	Aspinall
	5.5 Youth Club:	
	The clerk had contacted the Youth Club regarding their transport arrangements for the	
	proposed trip but had not heard anything further on this. The Youth Club will be at the	
	earlier session time of 3.30 to 6.30pm for the forseeable future. The club are considering	
	changing 1 session to Thursday but have not confirmed anything as yet.	

6.	PLANNING		
	6.1 Planning applications considered and commented upon by the Planning		
	Committee:		
	TM/14/04151/RM - Former Peters Pit And Peters Works Site Hall Road Wouldham		
	Rochester Kent - reserved matters application for phase 1 - additional information received.		
	Cllr Dalton advised that the construction of the foul sewage will run south to the treatment		
	works in Burham. WPC had not heard back from TMBC on the classification. Cllr Dalton		
	advised that the Area 3 Planning Committee is in the next few weeks and he has asked the		
	case officer to ensure that unanswered questions are answered before then.		
	Agreed: All clirs agreed to sent the following response to TMBC along with site map		
	showing suggested toddler play areas.		
	 Wouldham Parish Council is concerned that Trenport has classed this development as suburban. WPC believes the correct class should be suburban edge/willage/rural and 		
	suburban. WPC believes the correct class should be suburban edge/village/rural and would like confirmation from TMBC on this.	Clerk	
		CIEIK	
	 With regard to the parking WPC has concerns about the size of the parking spaces. It is inevitable that there will be people parking work vehicles overnight so the size of the 		
	parking spaces needs to allow for this.		
	 WPC still has concerns regarding the tandem parking arrangements and note that the 		
	applicant has not provided any further information regarding this.		
	 WPC are happy with the arrangements for the car ports and the mix of housing for 		
	phase 1		
	 WPC are happy with a toddler play area by the riverside footpath area although it would 		
	like to suggest 2 further areas which the applicant may like to consider - see attached		
	plan.		
	6.2 Planning consents issued: None		
	6.3 Planning applications refused: None		
	6.4 Other Planning Issues:		
	Outstanding Actions		
	Land at the end of Ferry Lane - alleged breach of planning control reported to TMBC		
	Enforcements who will carry out a site visit. No further update received.		
	 Land adjacent to Pilgrims Way and Hill Road - alleged residential use of stable/office 		
	building reported to TMBC enforcements. Letter received from TMBC confirming further		
	investigation to take place.		
	 TM/13/00772/RD - School Farm, School Lane. Email sent to Richard Edmonds, TMBC 		
	enforcement regarding when the conditions for the owls come into force. No response		
	to date		
	Wouldham Primary School to be listed on an historical register	- · ·	
	Agreed: Clerk to investigate further the implications on being listed and advise cllrs	Clerk	
	Actioned:-		
	Request made to TMBC to remove the Medway Inn from the Asset Register		
	Open space assessment forwarded to TMBC. TMBC will assist the		
	Flood Plan - this has been part completed plan and circulated to cllrs. TMBC will assist the		
	Clerk with areas at risk for the plan. A contact for EA alerts is required. Agreed: Cllr Head agreed to become the contact and the clerk will fill out the EA form.		
	Agreed: Cill field agreed to become the contact and the clerk will fill out the EA form.	Clerk	
	Cllr Head raised concern with recent high tide last month at the open space riverside area	CIEIK	
	and potential damage that is being caused to the sea wall here. Cllr Davis confirmed that		
	TMBC are monitoring this and £750,000 is ring fenced in a reserve account for this work. It		
	was asked why the work cannot be carried out now by TMBC?		
	Agreed: Cllr Dalton agreed to request to TMBC for an Engineer to visit the site and report	Cllr	
	on sea wall.	Dalton	
7.	PETERS VILLAGE		
	 Piling - no further complaints had been received this month. The piling monitoring 		
	report will be available shortly.		
	 3 villages Art Competition - BAM and Trenport are donating the prize money for the 		
	competition. Prize giving is on 29/4/15. Members of public can view the artwork at an		
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open afternoon at Burham Community Centre from 3.15pm to 6.00pm.	
• Burham reported 2 lorries using the incorrect route last month. Both have been fined.	
Cllr Fulwell asked if the tarmac surface next to Hall Road is a bridleway? Cllr Dalton	
advised that in the May 2014 Trenport newsletter, it says this is a footway/cycleway	
Planned work in Burham by Court Road was discussed and speed restrictions from Bull	
Lane to the dual carriageway.	
Outstanding Actions:	
• Further questions had been sent to Trenport regarding decontamination. The Clerk	
advised that Shirley Boards is waiting for responses on the questions asked.	
 Dog bin - The Clerk had contacted BAM regarding this and the email has been passed onto Transact and the answer was still be 	
onto Trenport and the answer was still no. Agreed: Clerk to contact TMBC to see if they will install this by the BAM entrance.	
Actioned:	Clerk
Minutes from the piling meeting on 14.1.15 had been circulated to cllrs and are	CIEIK
available for viewing on WPC's website.	
REAR ACCESS ROAD	
Results of the survey had been circulated to cllrs. Out of 36 households, 18 responded. 13	
were in favour of the access road, 4 were not in favour and 1 would like to see plans before	
making a decision.	
Agreed: currently WPC do not have any funds to pursue this project any further.	
MEMBERS OF THE PUBLIC	
Following receipt of a conservative leaflet, a resident queried the flood defence work in	
Wouldham.	
Cllr Davis explained that current flood defence walls were adequate and additional work is	
to be done by Trenport at the bottom of Ferry Lane. Further discussion took place and Cllr	
Davis confirmed to the resident that he was happy to answer any further questions he had.	
Work is being carried out on the old Forresters Arms and deliveries on building supplies are	
being done in the middle of the road due to parked vehicles. What can be done?	
WPC cannot do anything as they are not doing anything illegal. The resident could speak	
with the builders and it was suggested that they cone off an area when they know they are	
expecting deliveries.	
Are they traffic lights at only 1 end of the greenway and is it a 40mph speed limit?	Cllr Davis
Cllr Davis confirmed this is correct but there will be chicanes. He will have get back to the	
resident and confirm the speed limit.	
Residents raised concern with the narrow part of the High Street from Ferry Lane to	
Portland Road with the condition of the road, lack of support from KCC Highways with	
looking at issues here and problems with the buses safely accessing the High Street here	
without causing damage to properties.	
WPC advised that a repair to drainage work and pot holes is being carried out this week.	
Agreed: Resident to pass on his emails to KCC to the Clerk. The Clerk will pass on these,	
plus WPC's emails to Cllr Homewood to investigate further on our behalf.	Clerk
Can the car park holes be filled in?	
This is scheduled for when the weather improves.	

STREET LIGHTING:

10.

Signed: _____

cover the School and School Lane as well.

lighting/bringing forward the LED lighting.

What happened regarding a request for a litter bin in Oldfield Drive?

This has been assessed and installed by TMBC on the first street light in Oldfield Drive to

Agreed: the clerk to write to Cllr Homewood with WPC's support to get street lights turned

back on at night after midnight and to bring forward the LED programme to be install when

Discussion took place regarding converting street light back from part time night

Dated:

Clerk

	repairs are currently made to street lights.		
	repairs are currently made to screet lights.		
	Cllr Aspinall requested the street light on Oldfield Drive roundabout to be turned back on.		
	Agreed: Clirs agreed that the clerk should request this from KCC.		
	Portal Items reported this month/still outstanding:-		
	146861 - Knowle Road next to notice board - JKAS010 - dayburner		
	133961 - linked to 17144583 - junction of Knowle Rd/Hall Rd - JHBT023, not on at night at		
	all. Showing on portal that work was completed on 19/11/14 but reported on 9/12/14 as still		
	not on more work required here. Enquiry attended but needs more work - 2/3/15		
	Portal items - work completed @ 2/3/15		
	17144584 - outside 12 Trafalgar Close, JTFF009, on 24/7		
	138362 - outside 3A Hall Rd - JHBT024 - not working		
	138359 - Hall Road, Opposite Russet Homes cul-de-sac, JHBT025, not working		
	141764 - Rectory Close, opp. No 4 - JRDC003 - on 24/7 17145521 - first on LHS in Oldfield Drive, JOBO023 - casing off.		
	Actions:		
	 An email had been sent to Cllr Homewood regarding converting WPC owned street 		
	lights to LED at the same time as KCC role out their programme for this work and		
	possible Highways funding for this work.		
11.	HIGHWAYS AND VERGES		
	A resident had sent a complaint to WPC regarding a gas van parking on KCC grass area		
	opposite the tramway and causing damage here to the grass.		
	Agreed: Clerk to forward the information to the KCC Highway Steward.	Clerk	
	Outstanding Action:		
	Boundary Sign on Pilgrims Way. A design was circulated		
	Agreed: All cllrs approved the design and it was agreed the clerk should forward this		
	to KCC for final approval and then arrange for RBL to get the sign made.	Clerk	
	• Village sign - Cllr Head have provided RBL with details and we are awaiting the designs.		
	Solar lighting would be looked at.		
	Site meeting regarding issues in the High Street - TMBC have agreed to attend a site meeting. Contact has been made with Mishael Heath. KCC regarding a site visit. He has		
	meeting. Contact has been made with Michael Heath, KCC regarding a site visit. He has advised that as there are not any safety critical issues her, WPC would have to look to		
	our Councillor for a Highways Grant to look at any issues here.		
	Agreed: Clerk to forward information to Cllr Homewood		
	 Oldfield Drive parking issues - following on from residents concern raised last month, 	Clerk	
	the Clerk had contacted the Police on the parking issues here.	c.c.n	
	Agreed: this is not an issue that WPC has any powers to deal with. Concerned		
	residents should report any vehicles that are causing an obstruction to the Police.		
	Actioned:		
	Response received from Kent Fire & Rescue regarding assessing the village for access		
	for fire appliance had been circulated to cllrs. They are aware of the issues in		
	Wouldham and are equipped to deal with this.		
	Response sent to resident from KCC on request for signage for roundabout and further		
	speed signs for Oldfield Drive.		
	• contact made with Kris Rigg regarding residents question on converting the grass verge		
	opposite the Forresters Arms into parking bays. KCC do not have any funding for this. There would be permissions to be sought and cost implications for WPC plus this is a		
	high pressure line area with fire hydrant/gas/electric services here.		
	Portal Items reported this month/still outstanding:-		
	138368 - vegetation/tree branches to be cleared around street light JHBT025 in Hall Road -		
	KCC have given Trenport 28 days to clear this on 16/1/15. Enquiry is under investigation.		
	17143720 - blocked drain/gully at 53-57 High Street - work to be carried out this week.		
	Portal items - work completed @ 2/3/15		
	144058 - Signage on the roundabout in Oldfield Drive direct the traffic the correct way		
	round - KCC unable to implement as not safety critical		

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	144059 - Further 30mph speed signs in Oldfield Drive - KCC unable to implement as repeater signs are not permitted on this type of road under the Road Traffic Act. <i>Cllr Homewood left at 8.50pm</i>		
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12.	FOOTPATHS/PROW Cllr Head reported that the payback people had carried out work on MR1 at the weekend digging out stumps.		
	Cllr Head reported on the VOV meeting on 23.2.15. It had been suggested that residents are encourage to photograph flytipping obstructing Hill Road then move to one side. Cllrs were not sure on the legal implications regarding moving flytipping. Cameras were discussed for this area and VOV are looking into this. Agreed: Flytipping should be photographed if possible, reported to TMBC or WPC but should not be moved.		
	Cllr Fulwell requested that a dog bin is put on footpath MR9 as there is a persistent problem with dog poo here.		
	 Agreed: Clerk to request this from TMBC to install by the entrance to MR9 from Knowle Rd Outstanding Actions: Blocked drain on old allotment footpath. 	Clerk	
	 Agreed: Cllr Head will still look into this. Hill Road - cutting back of the side vegetation. 	Cllr Head	
	Agreed: Cllr Stone to organise the contractor.	Cllr Stone	
	 MR6 - damaged area has been reinstated then damaged again. 	Clerk	
	Agreed: Clerk to contact David Munn, PROW.		
	Actioned		
	 Resident reported a newly planted tree has been pull out of the ground in open space by the riverside off Trafalgar Close. This has now been replanted by TMBC. 		
13.	ALLOTMENTS		
13.	The allotment fence on the horse field is leaning over and needs pushing up right.	Cllr Head	
	Agreed: Cllr Head to investigate and report back.	em neuu	
14.	WOULDHAM COMMON		
	Cllr Head reported that Headland have started to burn the stumps on the common. The		
	Clerk mentioned the TMBC national clear up day in March.		
	Agreed: this would be too early to carry out work on the common.		
15.	VILLAGE HALL		
	15.1 Existing Hall: Report from Acting Chairman		
	Outstanding Actions:		
	 new curtain track purchased and requires putting up threads held an dear from hell entrance to head area is not to be 		
	 thresh hold on door from hall entrance to back area is rotten drainage issue needs investigating at the rear of the hall. Clerk has written to neighbour 		
	as this may involve accessing the drain on their land.		
	 kitchen cupboard door needs reinstating 		
	 hole at the back of the hall needs filling in 		
	 standard occupational licence agreement for the pre-school under review with Village Hall Committee 		
1	Agreed: above would be dealt with at the Village Hall Committee meeting in March.		
	A resident asked if they could help out with this work. The Chairman advised that this was		
	not permitted unless the resident had public liability insurance. Village Hall Constitution for new trustees		
	not permitted unless the resident had public liability insurance. Village Hall Constitution for new trustees Agreed: WPC agreed that the Village Hall would revert back from them being the Sole Trustees to members of the village being Trustees. It was agreed to revert back to the original village hall constitution. This also requires agreement at the next village hall Committee meeting in March.	VHC	
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Dated:

15.2 Viiilinge Hall Insurance: to agree on a joint insurance policy for the Wouldham Willage Hall and Wouldham Parish Council when WPC are not the sole Trustees of the Hall. The implications of a joint policy were discussed. Agreed: all clns agreed that WPC and WWH should have a joint insurance policy 15.3 Village Hall Committee and WPC - to agree to review the level of hire charges & running costs to Heup provide a basis for a methodical and fair approach to the hall hire feer rule same, fair and lower rates. Agreed: Clerk to work out the running costs and WOC would look at the hire charges. 15.4 Proposed New Hall: Report from Clir Fulvell Elerk/VHC 15.4 Proposed New Hall: Report from Clir Fulvell • fatr and lower rates. Agreed: Clerk to work out the running costs and WOC would look at the hire charges. 15.4 Proposed New Hall: Report from Clir Fulvell • fatr and lower rates. Clerk/VHC 16. RECREATION GROUND Outstanding Actions: • lottery grant application is in the final stages. Clerk 17. Adventional of the tree on the BMX track - Clir Head confirmed this has now been removed. • abandoned boat has been removed. Clerk 18. Approval of accounts for payment Annual Audit - Clerk suggested WPC use an internal auditor from the approved KALC list. Agreed: clerk to investigate into the cost Financella Statement - February 2015: This had been circulated to councillors prior to the meeting. Bah Position as at 25/02/15		bloc	k.			
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	17.2 Items for the Church Newsletter:		
	Agreed: Clerk to include the following for the April edition due in by 10/3/15:-		
	 flytipping - taking photos and emailing to TMBC or WPC 		
	 tool donations wanted for the community payback work 		
	looking to renew the village sign	Clerk	
	 keeping weeds from growing at the front of properties 		
	9.40pm Borough Cllrs left the meeting and members of the public		
18.	Donations		
-0.	18.1 to consider drafting a donations policy for agreement and include a		
	separate record of past and future donations		
	Clir Aspinal requested that WPC draw up a list of criteria for donations and keep a		
	spreadsheet showing previous donations. A spreadsheet has been produced for this.		
	Agreed: cllrs agreed that it would continue to assess every donation request that is		
	received and look at it on its own merit.		
	18.2 to consider a donation to the VOV PCSO for 2015-16		
	A discussion took place on the role of this PCSO position in the parish. Cllr J Gore declared		
	an interest in the work that the PCSO carries out. Cllrs believe this additional PCSO role		
	saved the parish money in the long term with benefits it bought to the area. Cllr Head		
	proposed a donation of £300 which Cllr Adams seconded.		
	Agreed: to donate £300 to the VOV PCSO. The clerk would inform Rick Bayne. The clerk		
	would also ask Burham PC if they would consider matching this amount.	Clerk	
	The Clerk had received also received donation request from Burham & Wouldham Church		
	for assistance towards the ground maintenance for the churchyard. Information had been		
	circulated to cllrs prior to the meeting.		
	Agreed: Cllrs agreed to turn down this request as it agreed that the maintenance quotes		
	received were too expensive for work. Clerk to advise the church.	Clerk	
19.	CORRESPONDENCE LIST		
	The list of correspondence received and letters sent during the last month had been		
	circulated to all councillors prior to the meeting (not including emails):-		
	List of Correspondence received in February 2015		
	1. Community Payback Survey - completed by Clirs Head and the Clerk.		
	2. TMBC Leisure Services - 2015 Easter Activate Brochure		
	3. TMBC - email circulated on National clear up day - Saturday 21st March 2015		
	4. CXK Ltd - notification on change of finance details.		
	5. TMBC - Parish Partnership Minutes - 19.2.15		
	Letters sent during February 2015		
20	1. Letter to Shayler's Showtime Amusements. DATE OF THE NEXT MEETING		
20.			
24	The next Parish Council meeting will be held on Tuesday 7th April 2015 starting at 7.30pm.		
21.	QUESTIONS FROM COUNCILLORS, CHAIRMAN AND CLERK/FUTURE AGENDA		
	Cllr Aspinall advised that the heating was left on after a booking on Sunday.		
	Agreed: no further action to take.		
	Cllr Adams asked Cllr Fulwell why he was still accusing former Chairman, Keith Malkinson, of		
	working for Trenport as he did not have proof and he could not see the relevance of it now.		
	At Cllr Fulwell's request, Cllr Adams read out the email which had been circulated to cllrs.		
	In this email Cllr Fulwell stated he was not aware of the 106 agreement for Peters Village.		
	The Clerk advised that she had noted that the 106 agreement had been reported in WPC		
	minutes dated September 2007 and subsequent 3 Village Liaison Meetings which had been		
	reported at WPC's meetings. These mentioned the 3 parish councils looking into benefits for		
	each village under the 106. Cllr Fulwell advised that by this time the 106 agreement had		
	already been finalised.		
	Agreed: cllrs agreed to move on from this		
	The meeting moved into closed session at 10pm.		
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