

6th September, 2022

WOULDHAM PARISH COUNCIL

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 6th SEPTEMBER 2022 AT 7.30PM
WOULDHAM VILLAGE HALL**

Present: Cllr Bell, Cllr Rimmington, Cllr Savaryn, Cllr Parris, Cllr McDermott, Cllr Marr
Clerk: T Miles. 3 Members of the Public

1.	APOLOGIES: BCllr Dalton, BCllr Davis. Cllr Buchanan, Cllr Baker	
2.	MINUTES <u>Monthly Parish Council meeting</u> The minutes of the Parish Council meeting held on 9 th August were proposed by Cllr Rimmington and seconded by Cllr Parris. The minutes were to be signed by the Chairman.	
3.	MATTERS ARISING FROM 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. Cllr Bell reported that we had researched the possibilities of having some resident only parking in the car park and had received an email from TMBC today outlining the options. All of which would have a cost. Cllr Parris felt that when the car park was originally upgraded, it was identified as a 'residents' carpark and was discussed at a previous meeting. Cllr Bell noted that he had originally tabled a motion to have resident parking in Nov 2018, but the members had voted against it and insisted it was a public carpark. Cllr Bell proposed that a report be presented at the next meeting, outlining a potential scheme with associated costs. Cllr Parris seconded. All Agreed.	EB
4.	DECLARATIONS OF INTEREST Cllr Rimmington noted that he is working on a self-employed basis for Orchard, the Grounds Maintenance Contractor. However, it is only in Peters Village and does not cover any work paid for by the Council.	
5	EXTERNAL REPORTS	
5.1	Borough Councillor: Cllr Bell reported that the BC report had been emailed to Councillors as it had arrived after the papers had been sent out. He noted that the only item was with reference to the Regulation 18. BCllr Davis recommends that all residents look at the consultation when it is available on 15/9 and make comments, both as individuals and as a PC. County Councillor: Not received	
6.	<u>Community Safety</u> PCSO report: Not received. Community Warden: Not received Neighbourhood Watch: Cllr Rimmington reported that the last bench in PV has been vandalised. Also a car had been set on fire, but he is not sure if the investigation is ongoing. He noted that the recent crime is becoming more costly to victims. Cllr Bell advised that he had researched some crime statistics. https://crimerate.co.uk/kent/wouldham gives a good overview of trends. The current position is: <u>Wouldham 2022 Crime Scorecard</u> 40 th Most Dangerous Village – Villages, Kent 10% higher, regional crime rate – South East 4.8% higher, national crime rate – England, Wales & NI <u>Local Crime in Context</u> As of 2022, the crime rate in Wouldham is 10% higher than the South East and 4.8% higher than the England, Wales & Northern Ireland overall figure. Vehicle crime and criminal damage are the worst areas. Cllr Rimmington noted that there have been a greater number of vehicle thefts and catalytic converters etc across the area.	

Signed _____

Date _____

	<p>Speedwatch: Cllr Bell reported that is up and running in Wouldham Village. There have been 2 sessions, the first one reporting 270 vehicles with 9% breaking 20mph speed limit (top speed 35). And the second one reporting 268 vehicles with 16 (6%) speeding (top speed 28). It was felt that the sight of Hi-Viz created a 'slow down'. Alan Watson, coordinator for Speedwatch suggested that a camera fitted to the top of the machine to record the number plate as a double check. Cllr Bell proposed to purchase the camera with a sim card at a total of £78.00. Cllr Parris seconded. All Agreed. Cllr Parris also noted that cars are speeding through the narrow part of the High Street in order not to get 'stuck'. Cllr Savaryn has observed that the speeding usually occurs late evening and early morning. Cllr Bell also has observed that some locals ensure they follow the 20pmh limit (or lower), but when they turn off into their roads, the traffic following usually speeds up. He also noted that it would be difficult to run during the evenings/early mornings as we come into winter as the equipment can only be used during daylight hours.</p>	
7.	<p>Administrative and Finance Matters</p> <p>7.1 Signing of payment request – Done (Cllr Baker to sign outside of the meeting)</p> <p>7.2 Cllr Bell reported that the Clerks appraisal had been done on 29/6. Most of scores have been 3 and 4s only one has a 2 as she has not yet started the Clerks qualification and has to seek advice from other Clerks and the Monitoring Officer. He explained the scoring as follows: <i>1 Underperforming; 2 Developing improvement required; 3 Meeting expectations; 4 Exceeding expectations.</i> Cllr Rimmington noted that unless any Councillors had raised concerns, the appraisal should be accepted. Cllr Bell proposed to raise her salary by 2 points, the amount is yet unknown as the national award for public sector workers has not yet been set, but would need to be backdated to April. Cllr Savaryn seconded. All agreed.</p> <p>7.3 This now means that the Clerk can now do one for the Litter Picker. Cllr Rimmington enquired whether this would mean a pay increase too. The Clerk explained that there had already been an increase when the Living Wage rates were raised in April and the Council does not run a bonus scheme, so the appraisal would just be to monitor performance and there should be no impact of the budget for the Litter Picker.</p> <p>7.4 Cllr Bell noted that our internal auditor has retired and our External auditor is also due for renewal.</p> <p>He proposed to reappoint the External Auditor, being PKF Littlejohn and bring options and costs for a new Internal Auditor to the next meeting. Cllr Rimmington suggested an amendment appoint on condition of a reasonable cost increase. Cllr Marr seconded. All agreed</p>	<p>Clerk</p> <p>EB/ Clerk</p>
8.	<p>MEMBERS OF THE PUBLIC (MOP)</p> <p>8.1 MOP1 had 3 questions: 1) what is happening with the one way? Cllr Bell advised that the item is being discussed under agenda item 10.3. 2) when approaching the roundabout there should be better signage saying unsuitable for heavy vehicles. Cllr Rimmington noted that it keeps being moved around. Cllr Bell noted the signage is standard and installed by KCC so there is little that we can do. 3) Is there any reason why the school doesn't allow parent parking? Cllr Marr advised that it was a decision of the Head and came about as parents were driving too fast around the carpark. Cllr Baker (Governor rep) to ask at the next meeting if there is anything that can be done or any plans to improve the situation around the school.</p> <p>8.2 MOP 2. 1) Advised that a camera was also needed for Speedwatch due to the amount of verbal abuse being experienced by Speed Watchers. 2) She had received a request via Facebook to ask if anything can be done at the junction of School Lane and Pilgrims way as the trees are restricting visibility when exiting the junction. Also, could a sign be put at the junction saying slow down as she felt traffic is pulling out far too fast. Clerk to report the overgrowth and investigate new signage.</p>	<p>AB</p> <p>Clerk</p>

Signed _____

Date _____

<p>9.</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p><u>Planning</u></p> <p><u>Planning</u> <u>Planning applications considered and commented upon by the Planning Committee:</u></p> <p>22/01843/LDE Village Centre Parcel LC Peters Pit And Peters Works Site Hall Road Lawful Development Certificate Existing: To confirm a material operation has been carried out at the Medical Centre at Peters Village under planning permission TM/19/01949/FL</p> <p><u>Planning applications approved:</u></p> <p>22/01512/FL 23 Nelson Road Wouldham - side extension 22/01481/FL 23 Ravens Knowle Wouldham single storey extension 21/02630/FL 10 Murdock Grove Wouldham - carport conversion</p> <p><u>Planning applications refused/withdrawn: None</u></p> <p>Cllr Bell asked that all could look at the Regulation 18 paperwork which had been emailed around. Wouldham only has 1 call for site but there are 2 entries; 59791 and 59792. Comments must be made on each site to stop it slipping through. If you have any ideas/remarks. Please let the Clerk know. He advised that this was the main discussion area at the PPP. The Borough has been told by the Housing Minister that we must build 15491 properties by 2040. What type of place do we want Wouldham to be in 2040? Consultation opens on 15th Sept, then there is only 6 weeks to get comments in. We also need to think about how outlying area developments could impact on Wouldham residents too.</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>Roads, Footpaths & Lighting -</p> <p>Cllr Bell read the action sheet for Roads, Footpaths and Lighting and asked if there were any further items for discussion/updates.</p> <p>Cllr Bell proposed to drop the project to get full electric lights in the carpark as the cost was prohibited. Cllrs Marr and McDermott seconded. All Agreed.</p> <p>However, Cllr Rimmington suggested that there should be some additional lighting due to the amount of vehicle crime in the area. Cllr Bell suggested running a floodlight from the cabin, Cllr Savaryn suggested it could be a sensor light which would be less intrusive. Agreed that the RFL Working Group would compile a report on the costs of putting solar bollards along the path and an additional light on the security cabin.</p> <p>Cllr Bell advised that the street lights in Oldfield being on permanently on had been reported to Neil Burne at KCC, who advised that it was due to a mast issue and they would be re-calibrated once the mast was fixed. He understood that some were no on and some working ok. Cllr Marr noted that it could be that the 02 mast which was having work done on it, but some were now working ok. Cllr Bell will contact KCC again for an update.</p> <p>One way system. Cllr Bell noted an email had been received from KCC outlining an issue regarding the buses. It seems we have been given a choice to have a one-way trial or school buses/Tue and Thurs service. KCC have outlined 3 possible options and would like confirmation of which one the PC chooses by 9/9. The options are:</p> <ul style="list-style-type: none"> • <i>Continue to progress with the trial on the understanding that Nu Venture are likely to remove the bus services, and the impact this could have on communities along the route (e.g. Peters Village,</i> 	<p>RFL</p> <p>EB</p>

Signed _____

Date _____

	<p><i>Burham, Eccles, Aylesford and Ringlestone, who are all served by service 29). It is felt we could not support this option.</i></p> <ul style="list-style-type: none"> • <i>Abandon the experimental one-way proposal altogether, which will ensure that the bus services are unaffected, and take no further action</i> • <i>Find an alternative scheme.</i> <p>He noted that the school buses go to Portland then onward to Burham morning. Pm, it comes down the Knowle and on to PV. The standard Tues and Thurs bus also travels along this route.</p> <p>Cllr Bell noted that, on Thurs, he and the Clerk are attending a meeting with the Nu Venutre, Burham and Aylesford PC's to look at the full bus service. He suggested using this meeting to find out the exact ramifications of the one-way system and the buses. KCC wants a response by Friday, but it was agreed to delay making decision until after meeting on Thursday (via email). All agreed. Cllr McDermott noted that KCC were relooking at rural bus services, so there may be things going on behind the scenes. Cllr Savaryn suggested that if the stop was just at the Medway, there would be no impact on a trial. Cllr Parris noted that the original one way was south to north then it was changed from north to south. Cllr Marr felt that any trial could only go from south to north due to the turning at School Lane. Cllr Parris asked that clarification be sought from Nu Venture on how it would affect the service along the whole route with one way system as stated in the KCC email.</p>	
<p>11.</p> <p>11.1</p> <p>11.2</p> <p>11.3</p> <p>11.4</p> <p>11.5</p>	<p>Open Spaces Update on the Actions list</p> <p>Cllr Bell asked if we want replace the benches in PV. If so, would concrete be better? Cllr Rimmington noted although the original ones were good value and provided seating for the football areas, they are so far out that they are at risk. Cllr Rimmington suggested to wait until we know what is happening with the Community Centre. All agreed. In the meantime Cllr Rimmington will get a quote for metal ones (similar to those on the waterfront).</p> <p>Resolution: to purchase of metal signs for Common and Rec. Cllr Bell presented 3 quotes and proposed to go with 'Signs & Images as it is a local company. Cllr Parris requested an amendment to 3 signs for the Rec as there are 3 entrances. Proposed by Cllr Bell. Seconded by Cllr Savaryn. All Agreed.</p> <p>Resolution: Cllr Bell proposed that an agreement is given to Graham West to continue to do ad hoc work instead of paying rent for the piece of land by the allotments. Cllr Savaryn noted he does help out when needed. Cllr Marr noted we need to ensure we get value for money and the work is recorded. Cllr Rimmington requested that a formal letter needs sent to advise what work we would like him to carry out and it should be reviewed annually. Cllr Savaryn seconded with the amendments. All agreed.</p> <p>Allotments: Clerk reported that the lease with S Albert for the horses' field includes the repair of all fences. Clerk to report back to the Allotment Association.</p> <p>Recreation Ground: Cllr Parris noted that there where patches of turf being dug and replaced at the top of the Rec and felt it could be metal detectorists. No-one has asked for permission and is not allowed. Clerk to include on the 'Rec Rules' and in the newsletter.</p>	<p>SR</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>12.</p>	<p>Village Hall</p> <p>Cllr Bell noted actions and asked for any further updates.</p> <p>Clerk noted that meeting had been held between a Trustee and neighbour to look at the construction of an accessible toilet, repairs to the toilet block and change of rights to enable an exit to access the road at the rear of the properties. Notes of the meeting attached. The Charity is seeking permission to proceed with plans. Cllr Bell asked who would pay for the works. Cllr Marr advised that the Charity would pay for the toilet, but that the legal work for the change in rights across land would need to be carried by the Council.</p>	

Signed _____

Date _____

	<p>Cllr Rimmington asked that the single fire exit is checked as there could be different rules as there is a nursery on site.</p> <p>Cllr Marr advised that the cellar had been cleared by volunteers, the gully around the front of the Hall had been cleared, guttering re-aligned/ cleaned and cut spikes off on the railings. He also noted that the cellar was extremely wet, the gully clearance may help this, but it will need to be monitored.</p>	Clerk
13.	Health & Safety/Risk Management	Clerk
13.1	Defibrillators: defibs have now been registered with the Circuit. Cllr Rimmington noted that the registration still needs to clearly identify the Peters Village side of the village	Clerk
13.2	Common: Clerk noted that no further fires had been set since the BBQ/Fire pit had been installed. There were a couple of bags of rubbish left which had been reported to the PCSO and there has been some graffiti on the benches and gate.	PCSO
13.3	Village Hall: Trustees have arranged for updated emergency lighting to be installed in the main hall and the toilet block. Clerk will re-write the fire evacuation plan for the main exit to be the front door.	Clerk
14.	GENERAL VILLAGE BUSINESS:	
14.1	Community News Items: Speedwatch, metal detecting in the Rec	
14.2	PPP: Report attached. Cllr Bell noted that he attended this meeting as Cllr Baker was unavailable. In addition to the discussions mentioned in 8.4, Cllr Bell advised that a mobile CCTV unit has been purchased to help catch fly-tippers, there will be no possibility of re-instating the bulky refuse scheme and that Matthew Scott, Crime Commissioner will be in attendance at the next meeting. Any queries or comments to be passed to the Clerk.	ALL
15.	<p>CORRESPONDENCE: Clerk reported that she had received an email regarding parking around Oldfield requesting double yellow lines. On investigation, it appears the school are looking to provide 45 additional parking spaces on their field. She has relayed the information to the resident and noted that we will look at yellow lines when plans have been submitted. Cllr Marr advised that large vans are not allow on the estate and suggest that some space is left for commercial vehicles. It was agreed that the Planning Group would liaise with TMBC to discuss implications if planning is progressed. Cllr Marr also requested that the Residents association would also like to be consulted/updated of any changes.</p> <p>Clerk had also received a request from 74a High Street to install a gate in the back wall. Cllr Parris asked that any further agreements must include fully brick pillars to protect the wall as well as the standard conditions. Cllr Rimmington asked to check the lease/land registry for any conditions as the council could be responsible for re-instating the wall at the end of the lease. A MOP also noted that the wall was originally built to stop rats coming into the properties on the High Street and since more gates have been installed the 'rat' problem has increased.</p>	Clerk
16.	DATE OF NEXT MEETING: Tuesday 4 October , 2022 in the Village Hall at 7.30	
17.	<p>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</p> <p>Cllr Parris requested that the TMBC Tree Surveyor is asked to check the condition of the trees along the riverfront on the Navel estate. Clerk to find out when the Tree survey is due. Cllr Parris would like to know when TMBC will attend so that she can meet them.</p> <p>Cllr Parris also asked when the next update is due on the sea wall.</p>	
18.	MEETING CLOSED AT : 9.28	

Signed _____

Date _____

6th September, 2022

WOULDHAM PARISH COUNCIL

Finances up to August 25th			Sept Meeting	
Opening Balance Nat West 24/7				£84,189.00
RINGFENCED TOTALS				
Monies from car park donations			£ 1,710.00	
Monies from membership grant			£ 1,700.00	
Monies from Big Lottery			£ 1,083.11	
Current available monies ringfenced			£ 4,493.11	
Receipts made up to June 25th				
L TOWNEND				
Salt Beef Shack				
SLOAN GARIDRAGCHAA				
TOTAL INCOME				£ -
Payments made up to April 24th				
06-Jul-22	N Power	Streetlights		£23.49
30-Jun	Thompson Elphick	Payroll		126
21-Jul	Play Safety	ROSPA inspection		121.8
18-Jul	Master Alarms	50% balance CCTV		1152
10-Aug	Staff costs			1267.38
10-Aug	Rent			216.66
25-Jul	Nest	Pension		33.18
aug	edf	cctv		12
Aug	Gmail	email		5.51
	Safelinks	Defib batteries etc	Delegated	479.98
	Emblem Workwear	Hi Viz	Delegated	125.04
TOTAL EXPENDITURE				£ 3,563.04
P & L for period			-£ 3,563.04	
Balance (inc ringfenced)			£ 76,132.85	
Pending				
Closing Bank Balance @ 24/8				£ 80,625.96
Payments to be agreed at Sept meeting				
03-Aug	N Power			23.89
Sept	Staff Costs			1267.18
Sept	Rent			216.66
Sept	Nest	Pension		33.18
Sept	EDF	cctv		12.00
Sept	Gmail	email		5.52
24-Aug	PKF Littlejohn	Audit		360.00
05-Aug	Streetlights	Ferry Lane Shield		163.5
01-Sep	St James Street	Allotments		330
				2,411.93
				£ 2,411.93
TOTAL COMMITTED SPEND @				
ESTIMATED BALANCES				
Estimated Bank total		£	78,214.03	
RINGFENCED TOTALS		£	4,493.11	
TOTAL AVAILABLE		£	73,720.92	

Signed _____

Date _____

6th September, 2022

WOULDHAM PARISH COUNCIL

REPORT TO WOULDHAM PARISH COUNCIL 6th September 2022

By the Tonbridge and Malling Borough Councillors for

Burham and Wouldham Ward Councillors Dave Davis and Roger Dalton

Regulation 18

1. The only thing we have to report, is that provided Regulation 18 consultation passes the Housing and Planning Scrutiny Select Committee and Cabinet next week, it will go out for public consultation for 6 weeks probably on 15th September.
2. We will put our own write up on it into the Parish Magazine, provided the editor accepts it.
3. We very much hope that anybody who is interested in Wouldham raises their own comments. We will be available to guide your Council through this process should you need it. It is daunting at first but gets much better once you get stuck into it.

BCllr Dave Davis**Report on PPP Meeting held on 1st September 2022**

A discussion took place with several representatives holding forth about small electrical items and batteries not being collected. I have not heard of any such problems with Wouldham waste collections.

A mobile CCTV unit has been purchased and it is hoped to use this to catch fly tippers.

The main item on the agenda was Cllr D Davis 'enlightening' us to the charms of Regulation 18.

The Borough must have been told by the Housing Minister that we MUST build 15491 properties by 2040, but thinking about it, we will have a new Minister by the weekend, Hey Ho!

Wouldham parish only has one 'call for site' within its boundary, there are 300 sites in the document. If you want to look up the information, the numbers are 59791 and 59792 Confused? Yes, there are 2 entries for the same site, so one gets thrown out and we all sigh and forget there are 2. Unwittingly, we have agreed to the second one by default (list last bit is only my thought). Please let the Clerk have any thoughts you may have on Regulation 18 as soon as possible, in writing, so they can be added to remarks we have made already.

At the next meeting, Matthew Scott, Police Commissioner, will be in attendance. Any questions to be tabled, please pass to the Clerk.

Cllr Eddy Bell

Signed _____

Date _____

NOTES OF MEETING BETWEEN TRUSTEE AND RESIDENT REGARDING WOULDHAM VILLAGE HALL

Held on: Friday, 2nd September, 2022 at 11.45am

Venue: Village Hall, High Street, Wouldham

Present: Anne Marr (Trustee), Melanie McDermott (neighbour), T Miles (notes)

The purpose of this meeting was to look at the possibility of creating an accessible toilet in the Hall and discuss the issues regarding rear access along the back of the properties.

Ms Marr explained that now a new build hall had fallen through, the one in the High Street needs to be a better standard and fit for purpose. With this in mind, the Parish Council have contacted their insurers to sort out the large crack in the back of the toilet block. The initial survey identified potential damage could be due to the trees, particularly the eucalyptus which may have to come down. Ms McDermott agreed that trees could be felled, but would like to have the wood. We are still awaiting the schedule of works from the contractor as to when works could start. Ms McDermott noted that she would not be able to help with clearing her garden due to a leg injury. It was felt that this may form part of the insurance works.

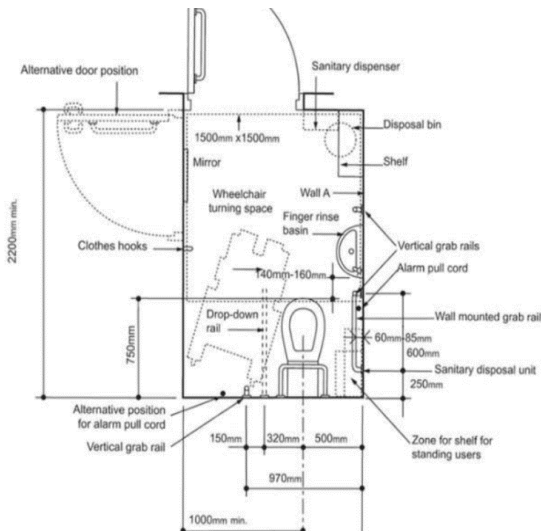
With reference to the fire exit route, Ms McDermott explained that the gate had disintegrated at the bottom and causes a risk of her dog being able to get out. Ms Marr agreed to get this fixed asap.

There was a suggestion to transfer the rights across land. This would effectively transfer the rights along the path outside Ms McDermotts to her in exchange for the same amount of land at the bottom of the garden. This would enable an exit to be installed leading out to the road at the rear of the properties. An easement would also need to be included to ensure access to the wall of the toilet block. Obviously, a solicitor would need to be engaged to ensure transfer was carried out correctly.

Ms Marr also explained the proposal to create an accessible toilet within the footprint of the main hall. A rough plan was discussed (attached). This will mean issuing a party wall notice and creating an 'infill' up to the window. Ms McDermott did not object to the extension, but pointed out that there were services under the piece of land and that the main stop-cock for the row of houses was in that area. She would also need to have access to the roof of her extension for maintenance etc. Ms Marr confirmed that these areas would be addressed and part of the build.

It was therefore agreed to suggest to the Parish Council that these changes are progressed in order to provide better facilities in the Hall.

Signed _____ Date _____



Signed _____

Date _____