

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING****TUESDAY 4<sup>th</sup> November, 2025 AT 7.30PM****WOULDHAM VILLAGE HALL**

Present: Cllr Miles, Cllr Marr, Cllr Collier-Ward, Cllr Yard, BCllr Davis BCllr Dalton,  
T. Miles (Clerk/RFO) **3** Members of Public

<b>1.</b>	<b>APOLOGIES:</b> Cllr Church	ACTION
<b>2.</b>	<b>MINUTES OF PARISH COUNCIL MEETING</b> The minutes of the Parish Council meeting held on 7 <sup>th</sup> October 2025 were proposed by Cllr Collier-Ward and seconded by Cllr Marr. The minutes were duly signed by the Chair	
<b>3.</b>	<b>MATTERS ARISING FROM MINUTES</b> - None	
<b>4.</b>	<b>DECLARATIONS OF INTEREST</b> - None -	
<b>5.</b>	<b>EXTERNAL REPORTS</b>	
<b>5.1</b>	<b>Borough Council:</b> Received. To be published on our website. Chair advised that the Borough Councillors had a prior meeting, so would be late. Therefore, this item will be included in agenda item 14.	
<b>6.</b>	<b>Community Safety</b>	TY
<b>6.1</b>	<b>Police:</b> Chair reported that the Police held a surgery in Snodland. MOP advised there will be another one in Peters Village on 12 <sup>th</sup> November 12.30-2.30. Cllr Yard agreed to attend.	
<b>6.2</b>	<b>Neighbourhood Watch:</b>	
<b>6.3</b>	<b>High Street Between</b> 1st and 15th October somebody damaged a Toyota parked in the road. <i>Crime Report No. 46/179797/25</i> <b>Speedwatch:</b> Clerk reported that the Speedwatch has reported as below: The Speedwatch team carried out the following session since the last Parish Council Meeting. One session took place during half term on Knowle Road.  The results were, out of 92 vehicles who passed the position, 31 were speeding. This equated to 33.70% which really is disappointing. The highest speed recorded was 36 in a 20mph limit. There were 8 vehicles who exceeded 30mph in this 1 1/4 hour at this point.  It is worth noting that this session took place during the school half term, and this is reflected in the fact only 92 vehicles passed the S.I.D. Whereas at the same point during school term, on 22 <sup>nd</sup> Sept there were 388 in 1 1/4hrs, and on 1 <sup>st</sup> October at the same point there were 321 in 1 1/4hrs. This must also be a cause for concern, as it shows how many vehicles are travelling on this road during school terms.  Clerk suggested that KCllr Andrew Kennedy could be asked to chase the Travel Plan for the school as this seems to have never been reviewed or updated which was condition of the original planning consent. Chair also noted that advice has been received from Highways, which was also copied into KCllr Kennedy which he could use to initiate the Plan. Clerk to formally ask for help.	
<b>7.</b>	<b>Administrative and Finance</b>	Clerk
<b>7.1</b>	<b>Authorisation of payment request.</b> Cllrs Yard, Collier-Ward and Marr signed the request.	
<b>7.2</b>	<b>Precept Projects/Budget Planning:</b> Chair noted that the draft budget had been emailed to councillors identifying potential special projects for next year and asked the Clerk to explain the figures and process for submitting the precept or new councillors.	
<b>7.3</b>	Clerk explained that the costs for education (primarily the Chair Exercise classes) and the Youth & Community Worker will be paid from funded reserves. Whilst 4k for the future post and 2k for the Village Hall are suggested to be put into reserves, this could increase when the final year figures identify exact spend and if anything can be carried over. This means that saving for the development of the Hall will be 31k with immediate landscaping work coming out of this year's budget. Whilst members are still considering what to do with the Rec Wall, she has allocated 7k for legal costs and repairs. There is also 2k in general legal and election which may not need to be used if no election is called. Whilst the Clerks salary is set nationally, she has estimated 3% and 1 point increase. The suggestion is 4% increase for the Youth & Community Worker. Clerk explained that there will be an EGM in January before the normal meeting where the final budget will need to be agreed, then forwarded to TMBC as part of the precept procedures.	

<p><b>8.1</b></p> <p><b>8.2</b></p>	<p><b><u>Planning</u></b></p> <p><b><u>Planning applications considered or commented upon by the Planning:</u></b></p> <p><b>25/01671/PA: 134 HIGH STREET</b> Non-Material amendment to planning permission TM/23/03403/FL Change of Use from Class E to Class C3 Residential to create 1 x 4 bed dwelling together with 2no of Rooflights &amp; Façade alterations and associate works. Change from Render to cladding with baton and insulation Chair advised that the owner has confirmed that cladding will only add around 50mm to outside, but is necessary to insulate as Victorian buildings do not have cavity walls and internal insulation would reduce the room size to much. He also confirmed that there is sufficient air flow to not create condensation. No comment required</p> <p><b>25/01627/PA: 9 NELSON ROAD.</b> Single storey extension. Chair advised that there had been 3 responses; 1 supporting and 2 objecting, identifying concerns over parking and asked if there were any other issues. No comment required</p> <p><b><u>Planning Consent Issued:</u></b></p> <p><b>25/01321/PA POOH CORNER, 6, TRAFALGAR CLOSE</b> Construction of a first-floor balcony on the annex</p> <p><b>25/01476/PA IVY COTTAGE, 740, PILGRIMS WAY.</b> Proposed barn conversion to a residential 1 x 2-bed dwelling and associated landscaping alterations -</p> <p><b><u>Planning applications refused/withdrawn: NONE</u></b></p> <p><b><u>Other Planning Issues:</u></b></p>	
<p><b>9</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p>	<p><b><u>Roads, Footpaths &amp; Lighting (RFL)</u></b></p> <p>Cllr Collier-Ward reported that there had not been a lot of movement on the actions sheet and is available on our website. In addition, she noted tramway footpath has been cut back hard for the winter. She asked if there had been any progress for additional 20mph signs and a school crossing sign. Clerk advised that KCC are currently re-designing Knowle Road with the 20mph starting at the village gate. So this should be included in the plan. Cllr Collier-Ward also noted that the passing bays on Pilgrims Way still need some work, particularly the parking area opposite the houses. Clerk noted that this is not KCC land, so they will not do it. It belongs to the farmer. Cllr Marr noted that the land could be claimed as it has been used for so long, but with that would come any liability. Cllr Collier-Ward thanked the farmer for cutting back all the hedges, but notes that the path behind the Church still needs doing - Clerk to chase. It has also been reported that residents are still getting abuse when they tell drivers they are coming through a No Entry, but is pleased to report that the Police regularly attend the area now and are continuing to issue tickets and points. Cllr Yard advised that she had spoken to KCCllr Kennedy who is liaising with Police to see what more can be done. Dropped curb has been marked near the Medway and the Salt bins have been reported to KCC. Cllr Marr asked if the footpath entrance to the PROW on Knowle Road could have steps. Clerk to investigate.</p> <p>Chair noted that an email had been received from KCC regarding the Highways Improvement Plan (HIT) and outlined that they are currently:</p> <ul style="list-style-type: none"> <li>Knowle Road dropped kerb – the Design &amp; Delivery engineer is in the process of finalising the design. Once complete we will be able to comment.</li> <li>Worrell Drive – wording that can be shared with the school to encourage them to engage with the School Travel Plan process has been received. Our planning and advice team has investigated this and advised that wigwags can cost up-to £7000 and is this something which is still a concern? It could be something which KCC could discuss with the school and potentially part-fund next year. Cllr Collier-Ward noted that in her experience these don't seem to help.</li> <li>Knowle Road 20mph enhancement signage and lining scheme – the Design &amp; Delivery engineer is in the process of finalising the design. Once complete, we will be able comment.</li> <li>New Court Road Village gateway – Clerk to provide KCC with the sign dimensions.</li> <li>Village Road children/pedestrian crossing warning signage. This item has been added to the HIT List for further investigation/design and costing.</li> <li>Knowle Road opposite Cornwall Crescent – Obstructive parking/driving. This is for TMBC to enforce.</li> </ul> <p>Cllr Collier-Ward asked if there could be railing or bollards to make the pathway safer. Cllr Marr suggested putting a planter on the path. Chair noted this could be an H &amp; S issue due to the bad light in the area.</p>	<p>Clerk</p>

	<p>Cllr Yard reported that she had spoken to the Medway Pub about the dray lorry deliveries. They have confirmed that there is nowhere else for it to park and they have a slot between 7-11am, MOP presented a photo of the dray lorry obstructing the pathway, MOP noted that it is dangerous as the only option is to walk in the middle of the road. Chair asked that all issues are reported to KCC, she also asked for the photos to be sent to the clerk so that we can build a case. Cllr Yard will consult further with the pub to see what can be done. MOP suggested putting out cones on Knowle Road when the dray lorry is due so that they can park there instead.</p>	TY
<b>10</b>	<b><u>Open Spaces (OS)</u></b>	
<b>10.1</b>	<b><u>Updates:</u></b> Chair reported that there have not been many actions completed for October, but the updates will be on the website.	
<b>10.2</b>	<b><u>Recreation Ground:</u></b> Cllr Yard reported that she is still getting complaints about the bin in the Rec always being full. Clerk advised that she had emailed Waste Services again and suggested that perhaps it is not being fully emptied as the original bin liner from when she emptied it is still there, not the TMBC ones. BCllr Dalton asked for details to be sent to him to escalate it.	Clerk
<b>10.3</b>	Chair advised that there had a request from a local company to occasionally have their van in the car park to sell dog treats. Cllr Yard raised a concern that if we allow too many vans selling things it restricts resident parking. Chair suggested it could be on a similar basis to the fish and chip van, on a Sunday (not in a parking bay), so it doesn't conflict. Cllr Marr noted that the Chocolate Bar used to use car park on a Sunday but stopped and it would probably depend on the trade whether they come regularly. All agreed that it can be used on a Sunday once the relevant certification has been received and agreement not to park in any parking bays.	Clerk
<b>10.4</b>	<b><u>Common:</u></b> Clerk reported that the Ground Maintenance team have agreed to cut the saplings which are restricting the valley view, but we still have to clear the debris throw over the area as they cannot flay cut the area and it will take more time to manually cut it. Also, Kent Wildlifing have asked for an update on any progress with maintaining the area. Cllr Marr asked what he is offering to do. Clerk was unsure but noted that he had asked for steps to be put in on the footpath to enable easier access. All agreed that this would not be practical, based on the deteriorating condition of the other footpath steps.	Clerk
<b>10.5</b>	<b><u>Allotments:</u></b> Chair reported that we the outbreaks of Avian flu in Swale and Sussex, we have asked the Allotment Association to confirm that members keeping chickens are aware of the rules. <i>(Update: Holder has confirmed that the birds are registered and she is fully aware of new housing rules coming in January)</i>	
<b>10.6</b>	<b><u>Grounds Maintenance:</u></b> Clerk reported the Grounds Maintenance team have removed rest of the branches from the ash tree. She agreed this under delegated powers on their hourly rate. She also reported that, as we have saved budget through the year, she had asked the team to 'hard' cut back the Tramway footpath which should keep it clear until the spring. A resident has reported that a tree on the green by the river seems to be leaning over, maybe because of the recent storm - Clerk to check and report.	Clerk
<b>11.</b>	<b><u>Village Hall:</u></b>	
<b>11.1</b>	Cllr Yard advised that the purchaser of the house next door had contacted her about the state of the boundary fence. It has been confirmed that the fence is not our responsibility, but the wall is. Cllr Collier-Ward noted that there is also an issue with growth overhang coming from the garden, hopefully this will be cleared by the new owners. Chair noted that we can cut back any overhang, but should offer it back to the owner. Chair also noted that she had taken boundary photos and that the wall needs some render repairs.	
<b>11.2</b>	Cllr Marr reported that a new 'film club' had started with 2 films already screened. He also noted that there are some spare handrails and suggested one be put on the wall into the toilet block as the steps are so narrow. Cllr Timothy will arrange for it to be done.	NT
<b>11.3</b>	Cllr Marr was unsure about the action regarding a freezer. Clerk explained that there is a freezer in the container which could now go into the toilet block as there is more space. Chair to arrange with Ann-Marie.	JM
<b>12.</b>	<b><u>Health &amp; Safety/Risk Management</u></b>	
<b>12.1</b>	<b><u>Defibrillators:</u></b> All have been checked and The Circuit updated.	
<b>12.2</b>	<b><u>Lifebuoys:</u></b> All the PC's lifebuoys along the Esplanade in Peters Village.	
<b>12.3</b>	<b><u>Recreation Ground:</u></b> Chair reported that a quote had been received to remove and install new goal posts and replace the cargo net. However, this quote also included repairs to the Zip Line which have now been done, so will now need to come off. She proposed to go ahead with the works as it is the only quote we	

	have received. Proposed by Cllr Collier-Ward, seconded by Cllr Marr - All agreed.	
	Cllr Yard reported that a resident had raised concerns with putting nets on the goals. Clerk to ask provider for advice.	Clerk
<b>12.4</b>	<b>Village Hall:</b> None	
<b>12.5</b>	<b>Youth Club:</b> Clerk reported that she is currently preparing a volunteer risk assessment which she will pass to the Y & C Worker to complete with all volunteers. This will ensure volunteers and staff are aware of any issues that may need to be addressed during sessions.	Clerk
<b>12.6</b>	<b>Risk assessments:</b> None	
<b>13.</b>	<b>Members of the Public</b>	
<b>13.1</b>	MOP1: Thanked the council for putting up the poppies. She also noted that more lorries seem to be coming through the High Street and wondered if the HGV sign had been moved. (update: the sign has been moved back to the correct position) Finally, although not in Wouldham, she advised BCllrs Dalton and Davis that the sign on the Scarborough Lane bridleway has been turned indicating no traffic should be travelling along Village Road. It needs to be turned around to ensure no vehicle access is on the bridleway.	
<b>13.2</b>	MOP2: Asked if there were any updates regarding the wall. Chair confirmed that she had been sent the structural survey as promised and now a schedule of works needs to be done alongside the legal side, MOP asked whether licenses had been issued. Cllr Yard confirmed that no licenses had been issued yet as this is part of the process and relies on the release of the covenant.	
<b>13.3</b>	MOP 3: Advised that she had read the structural report and felt that the only areas of concern were where gates were too close together, so the gate should be allowed. Clerk read the structural survey recommendations which stated 'Prevent further unauthorised alterations '. MOP asked if the wall is so unsafe, what are the council doing to rectify it. Chair explained that a schedule of works is currently being compiled to move forward the priority actions. She noted that the survey stated that 'The retaining wall is compromised by unauthorised works, reducing its stability and safety. Although, in my opinion, the extent of the alterations does not cause the wall to become dangerous at this juncture, I believe the future works must be controlled.	
<b>13.4</b>		
<b>14.</b>	<b>General Village Business</b>	
<b>14.1</b>	<b>Items for the Newsletter:</b> Clerk advised that the next deadline will be 13 <sup>th</sup> November for the December one.	ALL
<b>14.2</b>	<b>Other Meetings:</b> Cllr Collier-Ward reported that she had attended the KALC meeting and asked if we had responded to the question of seeing our Beat Officer. Clerk confirmed that she had responded, but this was when PC Marshal was the Officer who was very rarely seen. PC Cole is much more visible and more proactive. Cllr Collier-Ward also noted that it would be good if we could be more involved in KALC, so will attend the next meeting too.	CCW
<b>14.3</b>	Cllr Yard noted that BCllr McDermott has never attended a PC meeting as a local Borough Councillor. She felt that he should attend, at least occasionally, as he lives in Wouldham and BCllrs Dalton and Davis both live in Burham. Cllr Dalton assured members that all villages within their patch are treated the same. Cllr Yard noted that emails to both BCllrs Dalton and Davis are responded to immediately, which is very much appreciated, however, BCllr McDermott hasn't responded to 2 emails asking for him to attend. BCllr Davis asked that they are copied in to emails, they then can liaise. Cllr Yard felt that she should not need to go to other BCllrs for a simple request. BCllr Dalton suggested any emails to TMBC are copied into the BCllrs as they have more influence to progress actions.	
<b>14.4</b>	BCllr Dalton advised that, at the next KALC meeting, the Leader will be briefing on the devolution. He noted that for new councillors, it will be more of a full-time job as there will be less councillors. Current plans indicate 84 councillors will cover 4 boroughs. Currently each Borough Councillor represents around 1700 residents, this will go to around 5000 residents. He felt that there are so many unanswered questions and suggested that Wouldham get together with Burham and Aylesford to keep up to date with the process. BCllr Davis felt that Parish Councils will become much more important to supply local information.	
	<b>Local Plan:</b> BCllr Davis advised that from next Monday until 2/1/2026 the public will be consulted on the Local Plan. Each parish will need to work out what the main concerns are and get as many people to	

14.5	comment on it as possible.  Chair reported that she, Cllr Marr, and the Clerk had met to initially review the plan a summary of which has been forwarded to Planning and Matt Boughton (TMBC). Although BCllr Dalton suggested a joint Villages meeting, Matt has suggested a separate public meeting could be held for Wouldham either in the Community Centre or Village Hall may be better to encourage engagement. All agreed it would be best to have a public meeting locally either in the Community Centre or Village Hall.  BCllrs Davis and Dalton gave apologies for next meeting. Cllr Yard suggested this may be a good opportunity for BCllr McDermott to attend instead.	Clerk
14.6	<b>Other Business:</b>	
14.7	<p>a. Chair thanked Sarah, Ashley and Victoria for helping to put up the poppies through the parish and the Craft Group for their fantastic display on the Village Green.</p> <p>b. Chair reported that both the films shown for Halloween were very successful. The Y &amp; C Worker is hoping to arrange monthly films. Current suggestions are: Mamma Mia, Grease, Sound of Music, Oliver, and a Disney film. Please let Ann-Marie know of any preference. However, she noted that due to the license restrictions, the name of the film cannot be advertised.</p>	
15.	<b>General Correspondence:</b> We have received an email thanking the PC for not giving up on getting a dropped curb on Knowle Road.	
16.	<b>DATE OF NEXT MEETINGS:</b> Tuesday <b>2<sup>nd</sup> DECEMBER</b> , 2025. 7.30pm at the Village Hall	
17.	<b>QUESTIONS FROM COUNCILLORS, CHAIRPERSON AND CLERK:</b> To be passed to Clerk 7 days before the next meeting	
18.	<b>Meeting Closed: 9.20pm</b>	