

**MINUTES OF WOULDHAM PARISH COUNCIL MEETING
TUESDAY 3rd March, 2026 AT 7.30PM
WOULDHAM VILLAGE HALL**

Present: Cllr Miles, Cllr Church , Cllr Marr, Cllr Timothy, Cllr Yard, BCllr McDermott and BCllr Dalton T. Miles (Clerk)
5 Members of Public

Action

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1. **Apologies for Absence** Cllr Collier-Ward. Cllrs wished her a speedy recovery
2. The minutes of the Extra Ordinary Meeting and Monthly Meeting held on 6th January, 2026 Parish Council meeting held on 6th January, 2026 were proposed by Cllr Timothy and seconded by Cllr Miles. The minutes were duly signed by the Chair.
3. **Matters arising from the Minutes** - None
4. **To receive Declarations of Interest** - None
5. **External Reports** BCllr McDermott advised that the devolution consultation runs until 26th March. TMBC have proposed model 3A which maintains a fit with current boundaries not only for councils, but also police and health services. BCllr Dalton noted that following the consultation, the Secretary of State will make a decision in the summer with elections in May 2027. It is being proposed that existing BCllrs stay on an additional year, being shadowed by new Councillors. The election of a new Mayor will follow this. BCllr McDermott noted that the new structure could mean that there is less contact with residents and Councillors will more like County Councillors
6. **Community Safety**
 - 6.1 **Speedwatch/Road Surveys:** Clerk advised that there had been 3 traffic surveys during the month. The coordinator has reported that, during a 2-hour period (7-9am), 20 vehicles came through the No Motorised Vehicles sign at the High Street Wouldham. 35 vehicles obeyed the law. This equated to ignoring 37% the No Motorised Vehicle Signs and 63% obeying them. In addition to this 8 cars came down School Lane and turned into the High Street which indicates that, with the 5 coming from Wouldham Court, local residents are still disregarding the rules. A further count on Wednesday showed 28 vehicles coming through the No Entry. An additional count, further down the High Street showed 45 travelling from north to south and 327 travelling south to north over a 2-hour period from 7-9am. However, these figures could be slightly inflated as it includes traffic travelling legally from Rectory/Watermans/High Street.
 - 6.2 **Neighbourhood Watch/Police**
 - a) *Tolhurst Close: 6/2/26, somebody stole an unsecured blue and white bicycle from the road. Crime Rep: 46/21229/26*
7. **Administrative and Finance Matters**
 - 7.1 Payment request and reconciliation were approved and signed by Cllrs Marr and Cllr Church
 - 7.2 Review Internal Auditors Report : Cllr Miles explained that the Internal Auditors report had been circulated and reviewed by all Councillors. Also, the required policies have been circulated for adoption and should replace any old ones.
 - 7.3 Resolved to adopt:

a) Standing Orders and Code of Conduct:	Proposed Cllr Timothy	Seconded Cllr Yard	Agreed
b) FOI Policy & Model Publication Scheme:	Proposed Cllr Timothy	Seconded Cllr Yard	Agreed
c) Documentation Retention Scheme:	Proposed Cllr Timothy	Seconded Cllr Yard	Agreed
d) GDRP and Data Breach Policies	Proposed Cllr Timothy	Seconded Cllr Yard	Agreed

Clerk to upload onto the website
Clerk also advised that she has arranged for appraisals with staff members but needs someone to do hers as it would not be appropriate for the Chair to do it. All agreed that Cllr Yard will conduct the appraisal.
 - 7.4 Confirmation of S137 spend for 25/26: Cllr Miles explained that there is a requirement to minute S137 spend. As there was no actual cost to the PC for the VE Day dance, the only spend under S137 was £29.49 for the Poppy Wreath.
8. **Planning Applications:**
 - 8.1 **Planning Consent Issued/Approved:**

26/00205/LDP 7 Nelson Road - Dropped Curb - NO COMMENT

26/00008/FL Old Church Road Burham: Development Site Land And Buildings - Section 73 application to remove Conditions 2 (Plans list), 18 (Use Class E (g)) and 26 (Vehicular access) of planning permission TM/23/03310 (Redevelopment of site for mixed use Commercial (Class E)) to allow for updated plans, to permit Class E(d) use in addition to the previously approved Class E(g)

Signed:

Date:

BCllr Dalton advised this has been 'called in'. The concerns over this application were identified as: to noise impact of the padel court, no acoustic impact assessment, no hours restrictions, no external lighting details, increased vehicle movement, no up-to-date travel plan and a substantial usage difference to the original application.

MC/26/0084 Ringshill Farm Wouldham Road Construction of a single storey agricultural Store - NO COMMENT

8.2 [Planning applications refused/withdrawn:](#) NONE

8.3 [Other Planning Issues:](#)

9. [Roads, Footpaths & Lighting](#)

- 9.1 Updates: Cllr Miles updated on actions carried out during January and February which is published on our website. In addition to these, she was pleased to see the potholes by Gores Farm and on Knowle Road have, at last, been fixed.
- 9.2 Cllr Miles advised that the Clerk is meeting with KCC to review Highways Improvement Plan (HIP) and asked if there were any issues she should raise. Cllr Marr noted that where drainage work was done along Pilgrims Way, the verges have eroded onto the road and has not been cleared. It is also a problem, by Gores farm which is effectively making a chicane into the road. Cllr Miles asked that we add Hill Road into the HIP to either change the classification to a byway or have TTRO on the stretch above the houses to prohibit any vehicles. This is needed due to the amount of Fly tipping, riding of quad and motorbikes aggressively and damaging the surrounding land and the danger to walkers using the unmade rural road. BCllr McDermott will visit the area, take photos and report fly tipping. Cllr Miles noted that there was a bin on the road verge, but unsure if it ever gets emptied. BCllr Dalton asked her to forward a photo, and he will speak to Waste Services. Clerk advised that we had received a 'thank you' from residents to Cllr Church for adjusting the mirror at the entrance of Portland so quickly.
- 9.3 Cllr Miles advised that Cllr Yard and the Clerk are due to attend a Road Safety Seminar at County Hall on 21st April. So, if anyone has any additional concern that they may be able to put forward, to let them know.

10. [Open Spaces](#)

- 10.1 **Updates:** Cllr Church updated on actions during January and February, which is on the website. In addition, he noted that the Woodland Trust survey suggested thinning out of some of the trees, perhaps we could ask Wouldham Wildliffing to create some 'dead hedges' to secure the Common as minimal cost.
- 10.2 **Common** - All agreed to have a work party late spring, hopefully in partnership with Wouldham Wildliffing project. Date to be set.
- 10.3 **Recreation Ground** - Cllr Church reported that the quote to repair the Rec wall was in the region of 25k. Discussion took place on how this could be paid for. Clerk advised that there is around 17k underspend from special projects which could be re-allocated. We could also ask our insurers, although as it could be 'general wear and tear' which is not covered. Clerk explained that the solicitor needs the title deeds from properties bordering the Rec and it would be cheaper if we got them rather than pay for their staff time. Proposed to spend up to £600 by Cllr Yard, seconded by Cllr Church - All agreed. Cllr Church also reported that the new goal posts and cargo net have been installed and have been well received by young people.
- 10.4 **Allotments** – Cllr Miles asked the Allotment Association for an update. Thanks were given to TMBC and the PC for arranging and paying for the compost and confirmed that they have swept up road and donated an amount to the school. Cllr Yard will arrange to collect some to fill holes in the Rec and roundels. The AGM will be held on Sunday 29th March at 2pm in the Village Hall.

11. [Village Hall](#)

- 11.1 Updates: Cllr Marr updated on the Hall, which is on the website. It was agreed to repair tables where possible and wait to see how much income we have next year.
- 11.2 Review of Hall charges: It was agreed that charges remain the same at the moment to be reviewed in July.
- 11.3 Cllr Marr advised that the quotes for the frontage re-vamp were coming in around 20k. Cllr Miles suggested that we could take out the wall replacement which could reduce the cost. Clerk noted that the rendering of the side wall will be paid for by KCC as part of the mosaic project. Also, she has applied for some funding but hasn't heard anything yet. It was agreed to keep the plan the same for the time being and wait to see if we can get funding.

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12. Health & Safety/Risk Management - Concerns Raised

- 12.1 Defibrillators Update – Cllrs Miles and Church have checked all 3 units
- 12.2 Life Buoys – Cllr Miles reported that Trenport have either stopped checking or are re-setting the units. But she continues to check monthly.
- 12.3 Village Hall: Cllr Miles advised that a Building Risk Assessment and Fire Risk Assessment had been circulated and asked if there were any comments. With none made, approval was proposed by Cllr Church and seconded by Cllr Timothy - Approved
- 12.4 Open Spaces Risk Assessment - Approved
- 12.5 Cllr Miles advised that the Clerk was completing a GDPR refresher course which is free online with Allison Training. Once she has completed it, she will ask Ann-Marie to also complete it. Ideally all Councillors should do the training, however, by following the GDRP and IT policies, there should be little risk of any breach.

Action

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13. Members of the Public

- MOP1 - Reported that whilst doing the monthly litter picking, the area behind the hall containers there are open tonne bags rubbish and asked whose responsibility it was to remove it. She has spoken to the manager of the Community Centre who has indicated that they cannot install lockable bins. Cllr Miles felt that rubbish disposal would have been included in the original planning application. The query was passed to BCllr Dalton for action.
- MOP 2 asked what the management company are doing, as the residents pay a great deal in service charges. BCllr McDermott explained every resident is entitled to have a full breakdown of charges and that, for example, the flats would cover the communal areas for cleaning and lighting etc.
- MOP 3 reported that the Halls back garden is in a terrible condition and offered help to re-vitalise it into a usable area. Clerk will arrange to meet her to discuss plans.
- MOP 3 also commented that dogs mess on the footpaths is unacceptable and those not picking up after their dog should be named and shamed.
- A further point raised by MOP 3 was the suggestion to have permit parking in car park with ANPR cameras. Cllr Yard explained that she is currently looking at companies who can manage the car park on our behalf, but there would be a cost involved for anyone using it. BCllr Dalton advised that TMBC have started to charge for parking and the suggested charge for residents was around £200/year, although after discussions agreed a £120/year charge. They have now introduced 1 hr free parking to help businesses.
- MOP 4 reported that a car seems to have been dumped in the car park and has been logged as SORN so should not be on public land. The registration number is LX64 KWU. Clerk to report.

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14. General Village business

- 14.1 Discuss and approve items for the Community News
- 14.2 Feedback from external meetings - KALC/PPP
- 14.3 Clerk advised that the final Learning Celebration will be in PV Community Centre on 28th May and hopes that all can attend.

ALL

15. Correspondence Received - Cllr Miles advised that we had received a request from East Peckham to send a letter to the Secretary of State requesting safeguarding the Green Belt. It was felt that with the amount of development already proposed for the North of the borough, supporting this would make us more vulnerable.

16. Date of Next Meeting **Tuesday 7th APRIL, 2026 - 7.30PM at the Village Hall –**

17. Items from Councillors, Chairperson and Clerk for NEXT Agenda.

18. Meeting closed at 9.15pm