



BOBBING PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

Held on Wednesday 5th November 2025

Present:

Cllr. G. Randall	Sarah Poole - Clerk
Cllr. R. Richardson	Cllr. K. Watson
Cllr. S. Chapman	

5 Parishioners and guest speaker Sasha Taylor and Olivia Nagle

BPCM25/26 – 109 Welcome and Apologies for Absence

Cllr. Randall welcomed everyone to the meeting and thanked everyone for attending tonight. Apologies were received from Cllr. Baldock, Cllr. Twardochleb, Cllr. Bencych, Borough Councillors Cllr. Hunt, due to Swale Borough Council meeting, County Councillor Cllr. Palmer, and both the beat officers for The Meads and Bobbing. Cllr. Blake-Knowles, the Parish Council has resolved to waive Section 85 of the Local Government Act 1972 (Vacation of Office by Failure to Attend Meetings) for Cllr. Lewis Blake-Knowles due to family matters. Under Section 85(1) of the Act, a member of a local authority who fails to attend any meeting for a consecutive six-month period ceases to be a member unless their absence is approved by the authority before the expiry of that period. As this is a matter for the Parish Council and not Swale Borough Council or the Monitoring Officer, the Council has resolved to approve Cllr. Blake-Knowles absence on the grounds of emergency family matters, ensuring he retains his position while these family matters are present. This resolution **RESOLVED** accepted. All agreed.

BPCM25/26 – 110 Public Session as per our Standing Orders 3 f, g & h and shall not exceed 30 minutes unless directed by the chairman of the meeting. An individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting. The chairman of the meeting may direct that a written or oral response be given.

No comments were received from the public.

BPCM25/26 – 111 To receive any report from Borough Councillor Cllr. Mike Baldock, Cllr Ann. Cavanagh, Cllr. Lloyd Chapman, Cllr. Roger Clarke and Cllr. James Hunt.

Cllr. Mike Baldock sent a written report was received. LGR and CGR work continues, with key submissions and consultations due shortly. Cllr. Baldock has been elected Chair of the Swale Area Committee of KALC. Apologies were submitted due to his attendance at Policy and Resources.

Cllr. Cavanagh continues attending and supporting the Heather House Chatty Café. She attended multiple SBC committees and training sessions in October, including Audit, Licensing, Housing, and CGR Steering Group meetings. She



reported that the Highsted Inquiry has concluded, with a decision expected next year.

No reports were received Cllrs. Roger Clarke, Lloyd Chapman and James Hunt.

BPCM25/26 – 112 To receive any report from County Councillor Cllr Palmer

A written report was received and read out apologetically as he was attending Swale Borough Council's Policy & Resources meeting. He advised that he has recently been dealing with school-related SEND matters. Cllr. Palmer further encouraged residents to continue reporting potholes, overgrown vegetation and similar highway issues, noting that although Kent County Council has begun addressing pothole repairs, there remains a significant backlog of work.

BPCM25/26 – 113 To receive any report from PC Skye Williams and PC Jacob Boosey

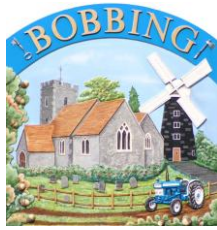
Reports were received from Police Constable Skye Williams and Police Constable Jacob Boosey on behalf of Kent Police.

PC Skye Williams A written update was provided. Two reports were received in the same evening regarding tools stolen from vehicles in the Premier Inn car park; residents and visitors are advised to park in well-lit areas and where CCTV coverage is available. No further police incidents of note were recorded for the area. PC Williams will be present at the Bobbing Christmas Market drop-in surgery on 22nd November at St Bartholomew's. Community Voice survey results highlighted local priorities as fly-tipping, wildlife crime, and nuisance vehicles including e-scooters. Crime prevention advice was shared.

PC Jacob Boosey A written update was received. No significant crime patterns were identified this month, with most recorded incidents of a domestic nature. Youths throwing stones from the A249 overpass were dealt with via a formal OOCED educational intervention. A vehicle theft occurred between 27th –29th October on Quinton Road, and relevant crime-prevention advice was provided. Ongoing concerns regarding the track and car park near the Old Farmhouse (Applegarth Road, Amber Fields) continue to be monitored with regular patrols, and discussions are underway with Cllr Hunt and KCC about the possible closure of the access gate. PC Boosey will undertake business patrols at Quartz Way on 12th November as part of Safer Business Week.

BPCM25/26 – 114 For Members to make or receive declarations of Disclosable Pecuniary or Non-Pecuniary Interests in regard to any items on the agenda under the Council's adopted Code of Conduct

None declared.



BPCM25/26 – 115 Approval and Adoption of Minutes from the previous meetings Minutes of the Council Meeting on 1st October 2025.

These were all circulated before the meeting all agreed. Cllr. Richardson proposed, and Cllr. Randall seconded all agreed. All agreed. **Resolved: Accepted.** The Chairman duly signed the Minutes.

BPCM25/26 – 116 Presentation by Sacha Taylor MCIPR Communications and Engagement Officer Kent Resilience Team

19:26 – Presentation commenced Cllr. Randall introduced Ms Sacha Taylor, Communications and Engagement Officer for the Kent Resilience Team, who attended alongside Ms Olivia Nagle from Communities Prepared. Ms Taylor delivered a comprehensive presentation on the Strengthening Community Preparedness Together project, which is being rolled out across Swale.

Ms Nagle highlighted that this is a pilot programme exclusively for Swale at this stage, with the intention of developing a model that may later be expanded to other districts depending on outcomes and learning.

Ms Taylor explained that the project is a partnership initiative between the Kent and Medway Resilience Forum and Communities Prepared, designed to support parish and town councils and the wider communities they represent to become more resilient to emergencies. These emergencies may include flooding, severe weather, utility outages, major incidents, and other community-wide disruptions.

Project Overview, Ms Taylor outlined how the programme helps local councils to:

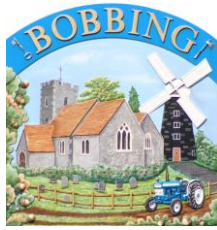
- Identify and understand local risks and vulnerabilities
- Improve preparedness and communication during emergencies
- Strengthen connections with residents and community groups
- Recruit, train, and support local volunteers
- Develop or enhance Community Resilience Plans

Community Resilience Self-Assessment, Members were informed about the structured self-assessment tool used to evaluate each parish's current level of preparedness. Completion of the assessment provides:

- A tailored resilience report with recommendations
- Guidance to create a short, focused Action Plan
- Ongoing support from Communities Prepared
- A follow-up assessment after six weeks to monitor progress

Training, Public Involvement and Volunteer Opportunities, Ms Taylor detailed the free training available to both councils and residents, including:

- Online Introduction to Resilience webinars
- Bespoke workshops on understanding risks and community response
- Support for councils developing or updating resilience plans
- Opportunities for residents to join a local volunteer resilience network



The Parish Council was encouraged to help promote the online webinar sessions and display the promotional materials within the community to raise awareness and build local involvement.

Ms Taylor noted that further in-person events can be arranged and encouraged collaboration with neighbouring parishes to widen community participation and resource sharing.

The Presentation concluded at 20:24 with the Chair thanking Ms Taylor and Ms Nagle for their informative presentation and for the support offered to Bobbing Parish Council as the project progresses.

BPCM25/26 – 117 Matters arising from the minutes not covered by other agenda items.

a) Kitchen Quote – Village Hall (Cllr. Chapman)

This item was deferred to a future meeting as no further information is currently available. Cllr. Richardson has been liaising with contractors and will provide an update at the next meeting.

b) Defibrillator Update (Cllr. Chapman)

Cllr. Chapman and the Clerk recently submitted a grant application to the British Heart Foundation for a funded defibrillator (Application Ref: AED_CP-005021). Unfortunately, the application was unsuccessful. Alternative options will be explored.

BPCM25/26 – 118 Community Engagement

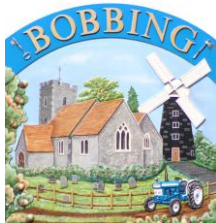
a) Report on Loneliness Project 25th October 10.30-12.30 then last Saturday of each month.

The Clerk reported on the Loneliness Project Café held on 25th October, attended by approximately 23 residents. Feedback was highly positive, with several new attendees expressing gratitude for the opportunity to socialise.

PC Skye Williams attended for the duration of the event, which was greatly appreciated by parishioners. MP Kevin McKenna also attended for part of the session.

The Clerk noted that the Friendship Café will continue to run alongside the Repair Café days to widen participation.

Cllr. Randall thanked all those involved for their ongoing support and promotion of the initiative.



b) Feedback on Repair Café 11th October then second Saturday of each month 10.00-14.00

Cllr. Richardson provided an update on the Repair Café held on 11th October. Attendance was strong. Both Uwe and Cllr. Richardson were present assisting residents with repairs.

It was noted that the allotment project will now operate on the same day as the Repair Café to encourage wider engagement. The initiative continues to grow, and the Council encourages residents to bring items for repair and to consider volunteering if they have relevant skills.

c) Christmas Dinner project.

Cllr. Chapman reported that some residents have emailed and telephoned expressing interest. A form will be included in the Winter edition of *The Bobbing Reporter* to collect participant details and assist with planning.

d) Newsletter distribution update.

Cllr. Randall has completed delivery in the outlying areas. Cllr. Watson and Cllr. Randall have distributed newsletters across Grove Park, with a few remaining areas still to complete. Cllr. Richardson continues deliveries in The Meads.

The Clerk confirmed work has begun on the Winter edition, scheduled for distribution in December, and awaits outstanding reports from councillors.

e) Litter Picking Dates for Sheppey Way

Litter picking sessions will take place on the same days as the Friendship Café:

- 31st January
- 28th February
- 28th March

All from **12:00–13:00.**

BPCM25/26 – 119

General matters raised by Parish Councillor's Reports for discussion.

Cllr. Watson reported that Grove Park School had been selected as the winner of the Mayor's Christmas Card Scheme. Cllr. Richardson suggested that this achievement could be featured in a future edition of *The Bobbing Reporter*.

Cllr. Watson advised that parking restrictions outside Grove Park School between 08:30–09:30 and 15:00–16:00 continue to be actively enforced. Significant parking difficulties remain along Hilton Drive and Clive Road during school start and finish times.

Cllr. Watson also confirmed that the Christmas lights near the Gadby Road shops will be switched on in December, with music provided by the Salvation Army.

Cllr. Chapman raised concerns regarding the health and safety risks caused by pigeon fouling beneath the bridge. Swale Borough Council advised Cllr.



Chapman that responsibility lies with Kent Highways / Kent County Council. Cllr. Chapman intends to raise the matter formally at the next Joint Transport Board (JTB) meeting.

Cllr. Chapman further highlighted continuing issues with speeding on Sheppey Way, particularly involving HGVs travelling to and from local depots.

Cllr. Chapman will raise the following proposals at the JTB:

- Introduction of a solid white line to prevent parking opposite the school;
- Exploration of a designated parent parking area, potentially supported by Section 106 developer contributions;
- Installation of village gateway features, reduced speed limits and other road safety measures to reinforce Bobbing's identity as a village and reduce potential risks to children.

Cllr. Chapman advised that she has agreed to act as the Swale KALC representative on the Joint Transport Board and will ensure that all concerns raised by the Parish Council are formally communicated.

Cllr. Richardson reported that he attended Parliament last week with the Clerk and several parish councillors and Clerks from Swale to meet local MP Kevin McKenna. The meeting focused on local issues, and the MP proposed holding similar sessions twice annually, one locally and one in Parliament.

Cllr. Richardson raised with the MP the ongoing speeding issues in Bobbing, which the MP confirmed are known concerns. Cllr. Richardson also raised disruption caused by delays associated with works by Jacksons at Grovehurst, alongside the ongoing works at Key Street, both of which are placing additional pressure on the parish.

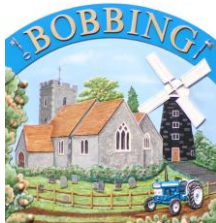
Cllr. Richardson further highlighted the lack of coordinated planning between utility companies, KCC, Swale Borough Council and Medway Council regarding streetworks and diversion routes, noting that diversions frequently direct motorists to roads that are also closed.

The Clerk confirmed that she had raised these concerns at the KCC Highways and Transportation Seminar, and KCC have advised that a response will be provided.

Cllr. Twardochleb wrote a written report regarding attendance at the Digital Strategy and Visual Communication Training (ZC Live) with the Clerk. The training emphasised the importance of consistent and professional digital communication across parish channels.

Key points from the training included:

- The need for clear and consistent branding and the use of standard templates;
- The value of short-form video content to reach and engage wider audiences;
- The role of AI tools in supporting planning, design and evaluation of digital communication;



- The importance of targeted and authentic messaging over broad, unfocused communication;
- The need for improved online visibility, including up-to-date website content and active management of Google Business profiles.

The report highlighted that adopting these approaches will strengthen the Parish Council's digital presence and improve community engagement.

BPCM25/26 – 120

Financial Statement and Authorisation of Payments

a. Financial Transactions and Authorisation of Payments

The Clerk outlined the financial transactions scheduled for processing following the meeting, all recorded through the Scribe accounting platform. It was noted that Cllr. Richardson has full access to reconciliations and payment records within the system.

Several payments, made by Direct Debit or Standing Order, had already been processed under the delegated authority of the Clerk/RFO. The Parish Council was asked to approve these payments alongside any remaining transactions pending authorisation within the bank account.

It was proposed by Cllr. Richardson and seconded by Cllr. Watson that all payments be authorised. All agreed, **RESOLVED: Accepted.**

The Clerk confirmed that the Unity Trust Bank balance stood at £99,309.54 prior to the processing of the listed payments. Payment instructions had been prepared online, and all Councillors with banking access were requested to log in and complete the authorisations.

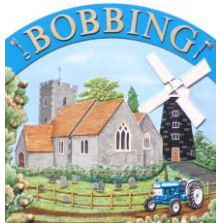
b. Budget and Precept for 2026–2027

The Finance Working Group met to review the full budget and discuss the proposed precept for the financial year 2026–2027. Following detailed examination, a budget of £146,917.56 was recommended.

The budget was proposed by Cllr. Randall and seconded by Cllr. Watson. All agreed **RESOLVED: Accepted.**

A precept of £66,917.56 was proposed, equating to approximately £66.57 per year, £5.55 per month, £1.28 per week, or 18p per day per Band D household.

The precept was proposed by Cllr. Randall and seconded by Cllr. Watson. All agreed, **RESOLVED: Accepted.**



BPCM25/26 – 121 Planning Application – viewable on: Swale:

<http://pa.midkent.gov.uk/onlineapplications>;

- a. **Just for note:** Application No: 22/503654/EIOUT Location: Land To The West Of Bobbing Sittingbourne Kent ME9 8QL Proposal: Outline application (all matters reserved except for access) for a mixed used development comprising up to 2,500 dwellings, a 5.21 ha commercial employment zone including doctors' surgery, a 4.35 ha sports hub (and sports pitches), 3FE primary school, community facilities, local retail provision, public open space, children's play areas and associated parking, servicing, utilities, footpath and cycle links, drainage, ground and other infrastructure.

The application was noted by the Parish Council.

- b. Planning Application Ref. No: 25/504298/FULL [Demolition of existing outbuildings and erection of 1no. two storey self-build dwelling, with associated bin and bike stores and parking.](#) Land Adjacent To 1 Little Norwood Cottages Parsonage Lane Bobbing Kent ME9 8QA

The application was discussed in detail. Cllr. Randall proposed that Bobbing Parish Council raise no objection to the application, Cllr. Chapman seconded the proposal, all agreed RESOLVED accepted.

BPCM25/26 – 122 Appeals:

No appeals were advised.

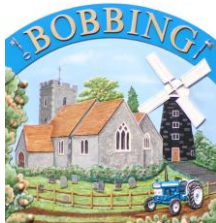
BPCM25/26 – 123 Consultations

The Clerk reported that several consultations had been received for awareness and consideration.

a) Local Government Reorganisation (LGR) – Swale Borough Council

An email from Louise Galloway, Local Government Reorganisation Project Officer, was received following the recent parish and town council LGR workshop. The email provided:

- A copy of the presentation slides;
- Notification that the business cases for the proposed LGR models would be published on the Kent Leaders website;
- Links to Surrey County Council's LGR journey and the Minister's statement for background comparison;
- Confirmation that shared content across the business cases will be highlighted in purple text.
- Councillors were invited to contact Ms Galloway for any further information required.
- Reference was also made to the detailed LGR workshop materials circulated separately.
- Parish Council Workshop for the LGR in November



b) Regulation 18 Local Plan Consultation – Swale Borough Council

An email from Christopher Mansfield, Planning Officer (Policy), advised that the Regulation 18 Local Plan consultation would go live on 12th January 2026. Parish councils were invited to request prepared wording for inclusion in newsletters in advance of distribution deadlines.

c) Kent Downs Management Plan Survey 2026–2031

A consultation was received from Kent Downs National Landscape, seeking views on the emerging Kent Downs Management Plan (2026–2031).

The survey is open to residents, businesses, land managers, volunteers and community organisations, and aims to gather information on priorities for managing the nationally protected landscape over the next 5–10 years. Survey Open: 15th September – 30th November Parish Councils were encouraged to share the survey via newsletters, websites, noticeboards and social media. Promotional graphics were provided for parish use.

d) KCC Country Parks Survey

Kent County Council's Country Parks Survey is now live, seeking public views on the county's managed country parks and nature sites. Survey Closes: 14th November 2025. The survey is open to current users, past users and residents who have never visited. The request came via the KCC Engagement and Consultation Team, following earlier technical issues with the link.

e) Additional Government and National Consultations

The Clerk highlighted relevant legislative and policy consultations summarised in the Kent Local Authority Chief Executives Weekly Round-Up, including but not limited to: MHCLG: Local Government Pension Scheme – access and protections consultation, DCMS: Category D gaming machines and bingo licensing consultation, KCC: Country Parks consultation (as noted above)

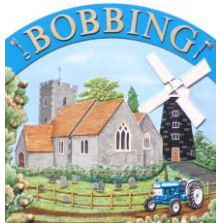
BPCM25/26 – 124 Correspondence

a) Joint Working with Iwade Parish Council

Iwade Parish Council confirmed support for collaborative working and proposed reciprocal attendance at meetings. It was agreed that Cllr. Randall will represent Bobbing Parish Council at Iwade Parish Council meetings.

b) A249 / Grovehurst Road Improvement Scheme

Updates were received from Kent County Council and Jackson Civil Engineering regarding ongoing roadworks, diversion routes, planned closures, and night-time resurfacing. Correspondence was noted.



c) Community Governance Review (CGR)

Swale Borough Council issued correspondence inviting Parish Councils to submit proposals as part of the Community Governance Review, with a submission deadline of 24th November 2025. The Clerk noted the information.

d) Residents' Letters – Pigeon Farm, Bobbing

Multiple letters were received from residents raising concerns relating to activities at Pigeon Farm, including alleged unauthorised residential use, installation of structures, environmental concerns, and antisocial behaviour.

The Clerk confirmed that Swale Borough Council enforcement and multi-agency partners are already engaged in this matter and that the Parish Council does not hold the authority to act directly. The Clerk further confirmed that anonymous correspondence cannot be responded to individually. Correspondence was noted.

e) Public Footpath ZR109 – Temporary Closure Extension

Kent County Council advised that the temporary closure of Public Footpath ZR109 has been extended until 26th September 2026 due to safety concerns at the Network Rail crossing. An alternative signed route remains in place. Correspondence was noted.

f) Highways Improvement Plan (HIP)

Kent County Council advised that Bobbing Parish Council is overdue a HIP review meeting. The Clerk will arrange a date with the KCC Community Engagement Team.

KCC invited the Parish Council to contribute to the development of new walking and cycling itineraries for Kent and issued the latest Road Safety & Active Travel Newsletter. Correspondence was noted.

g) KALC Community Awards Scheme 2026

KALC announced the launch of the 2026 Community Awards Scheme. The Parish Council will consider participation at a future meeting.

h) PCC Annual Policing Survey

KALC circulated the Kent Police and Crime Commissioner's annual policing survey. Correspondence was noted.

i) KALC AGM Motions

KALC issued a reminder regarding the submission of motions for the KALC AGM, to be held on 22nd November 2025 at Rochester Corn Exchange. Correspondence was noted.



BPCM25/26 – 125 Training Reports

The Clerk provided an update on recent training and development activities undertaken during October. The Clerk attended:

- 9th October - ScribeFest
- 22nd October - KCC Highways Seminar
- 23rd October - ZC Live Digital Strategy & Communications Training (attended jointly with Cllr. Twardochleb)
- 28th October - Website Accessibility Compliance Training
- 29th October - SLCC National Conference and Training Sessions
- 31st October - Digital Kent, Digital Friends/Digital Champion and Energy Champion Training, focusing on digital inclusion, community resilience, and support for isolated or vulnerable residents

The Clerk reported that the Digital Friends training highlighted the important role parish councils can play in reducing digital exclusion and supporting residents with online confidence, access skills and signposting to energy support services. The Clerk encouraged Cllr. Watson and Cllr. Chapman to undertake this training due to its relevance to current community initiatives.

Further details relating to joint training attended with Cllr. Twardochleb were noted under Councillors' Reports.

BPCM25/26 – 126 Reports from representatives

a) Village Hall Committee: Cllr. Randall Next meeting 3rd November is the AGM

The next meeting was the AGM, Cllr. Richardson has been nominated again for the position of Chair, and Cllr. Randall has been nominated for Vice-Chair. Ongoing works at the Village Hall continue to progress.

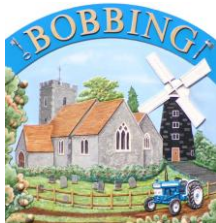
b) Local KALC – Rural Parishes – Cllr. Twardochleb and the Clerk

Cllr. Twardochleb sent in a written reports regarding the meeting held on 20th October 2025 at 19:00, Bobbing Village Hall

A summary report from the Kent Association of Local Councils meeting was received. Key matters discussed included: Progress on the Community Governance Review (CGR), led by a cross-party working group. The essential role of parish councils in sustaining local services and the risks should a parish council cease to operate. Challenges faced by smaller parishes in recruiting councillors. Opportunities presented by the CGR to modernise long-standing parish boundaries and improve equity in the allocation of Section 106 and CIL funding. A proposed 12-month review and consultation period with strong emphasis on resident engagement.

Recognition that online meetings be trailed to attract higher attendance and may remain a preferred format.

Suggestions to invite guest speakers to strengthen knowledge-sharing and support wider participation.



The report highlighted the importance of modernised governance, consistent communication, and unified digital practices across parish councils.

c) Friends of Rose Hill – Cllr. Baldock

No report received.

d) The Meads Community Woodland

No report received.

e) Joint Transportation Board (JTB) – Cllr. Bencych

Meeting held on 6th October at 17:30.

No report received.

f) Western Area Committee – Cllr. Richardson, Cllr. Bencych

No report received.

g) Swale Liaison Forum – 24th September 2025 at 19:00 (Online)

No report received.

BPCM25/26 – 127 Recommendations to next Full Council

CLOSED SESSION – No Public allowed during this session.

BPCM25/26 – 128 Discussion from last meeting re Clerk hours worked.

This item was deferred to the next meeting as the Clerk felt additional councillors should be present for the discussion.

BPCM25/26 – 129 Dates of Next Meeting:

The next meeting will be held on Wednesday, 3rd December 2025 at 19:00.

BPCM25/26 – 130 Closure of Meeting

The meeting closed at 21.17

These minutes are certified to be a true and just record.

Signed: _____

Date: _____