

UPPER MEDWAY INTERNAL DRAINAGE BOARD



**MINUTES OF THE MEETING of the BOARD**

held at Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, ME19 4LG  
on **Tuesday 11 November 2025 at 10:00am.**

**Members of the Board Present**

D Goff (Chairman)  
H Rogers  
C Wheeler  
Cllr D Kent  
Cllr T Harwood  
Cllr King  
M Davis  
C Hosmer  
W Thompson  
S McCall

**In attendance**

O Pantrey – Clerk  
L Carey – Finance Officer  
J Schuiling – Works Manager  
B Thomson – Sustainable Development Officer

**1. APOLOGIES**

Apologies were received and accepted from Cllr Coleman, Cllr Crane, Cllr Summersgill, O Baldock, and S Highwood. Cllr Williams, L Young were not in attendance.

**2. DECLARATION OF INTERESTS**

The Chairman declared an interest in the adoption of watercourses in Area 5 as he is a resident within that area.

**3. REGISTER OF MEMBERS' INTERESTS 2025/26**

Members were reminded that the Register of Interests is a legal requirement. Forms will be reissued when updates are due, or where new members have yet to submit them.

**4. MINUTES OF THE MEETING HELD ON 17 JUNE 2025**

The minutes of the previous meeting were approved as a true and accurate record. The shorter formatted layout was agreed to continue as standard for all future meetings.

On proposal by H Rogers, seconded by Cllr King the minutes of the June meeting were **AGREED**.

**5. ACTION LIST & MATTERS ARISING**

Progress updates were given on the Resilience Fund for relaunch and district expansion. The proposed meeting with the Environment Agency's Sally Harvey will be rearranged following her return from leave. The matter of unpaid levies remains under review, with one outstanding account monitored prior to escalation.

## **6. CHAIRMAN'S REPORT**

The Chairman welcomed attendees, including new Board Member Cllr Don Kent, and noted the remembrance for the late Ian Nunn and his son.

The Chairman praised the ground team for their work and improved communication with the public. He highlighted national issues surrounding river maintenance and riparian responsibility following the Environment Agency's reduced intervention, urging continued dialogue with the EA and ADA. Surface water flooding and the need for catchment-based planning were discussed in detail.

## **7. MEMBERS' ROUND TABLE REPORT**

Members discussed surface water management, the impact of urbanisation, and inconsistencies between planning and highways drainage. The Board noted that sustainable drainage (SuDS) design quality varies significantly and agreed the Clerk will continue engagement with KCC's Flood Risk Management team to promote higher standards.

The Vice-Chairman gave an overview of the ADA regional meeting he attended with the Clerk and Finance Officer. Key areas to note related to main river maintenance, beavers, and mink.

## **8. CLERK'S REPORT**

The Clerk's written report was received for information. Discussion focused on flood event response and public communication, with emphasis on the Board's proactive clearance of culverts and localised flooding response.

## **9. WORKS REPORT**

The Works Manager's written report was received for information. The Works Manager commended the team's achievements in exceeding annual targets despite reduced staffing.

The Board acknowledged the effectiveness of the new programmed maintenance schedule. Appreciation was expressed for the team's professionalism and efficiency.

## **10. FINANCE REPORT**

The Finance Officer's written report was received for information. The RFO presented financial summaries and reconciliation reports. On proposal from H Rogers, seconded by W Thompson, all **AGREED** to approve the top sheet reconciliation.

It was **AGREED** that the £250,000 investment be renewed on a rolling basis, delegated to the Clerk, RFO, and a member of the Finance Committee to secure the best rate available following annual approval of the policy by the Board.

The Board also discussed late payment administration charges. It was **AGREED** that the Clerk and Finance Officer would draft a policy for review at the next meeting, ensuring compliance with legal requirements and wording to reflect administrative charges rather than 'penalties'.

## **11. SUSTAINABLE DEVELOPMENT REPORT**

The Sustainable Development Officer's written report was received for information. Discussion focused on the reduction of allowable discharge rates and the new national SuDS standards. It was noted that these changes increase design complexity but improve long-term flood resilience.

There was a request from officers to approve in principle the application of a Treated Effluent Discharge Contribution. It was explained that this would be a condition of consent similar to Surface Water Development Contribution. The Officers wished to praise the work of the River Stour (Kent) IDB for this initiative.

It was **AGREED** that this should be submitted for approval. The Clerk said this would be reflected within the planning and bylaw strategy document (and associated charges document) which would be officially approved in January.

**AT 11-O'CLOCK A SILENCE IN HONOR OF THE FALLEN DURING THE WORLD WARS WAS HELD.**

## **12. BIODIVERSITY REPORT**

The biodiversity report was received for information. Following prior discussion at the June meeting, the Board noted progress regarding mink eradication trials.

It was **AGREED** that the Board would not be involved within this project at this time and would instead prefer to see how the trial areas were impacted by the trapping before discussing again within a 3 year period.

## **13. HEALTH AND SAFETY REPORT**

The works, health and safety report was received for information. The Board commended the Works Team for maintaining a strong safety record and noted improvements to staff welfare and wellbeing practices, with Near Miss reporting now significantly improved.

The Clerk informed the Board he was embarking on a piece of work to deliver a safety standards guide for industry dissemination.

## **14. STRATEGY AND OBJECTIVE PLANNING/ACTIONS**

The Clerk requested that an additional 9km of previously neglected watercourse that was cleared in Area 5 be officially adopted. The Clerk explained the rationale that he wanted to take responsibility for the storage capacity within a locked region of land and that he felt this was important to demonstrate that the buck stops with the Board. This was **AGREED** by all.

The Board supported the review of committee structures to include a future Conservation Committee. Updates on PSCA work and district expansion were also noted.

On proposal from the Chair, it was **AGREED** to create a Conservation Committee and that the Clerk should submit the necessary delegation to the Board in January.

The Clerk explained that the PSCA with Kent County Council was now ratified and signed, giving rise to allowing the catchment expansion pilot to go ahead in Marden and Paddock Wood.

## **15. GOVERNANCE**

All policies and governance documents were received and approved. It was **AGREED** that the Clerk will update the Debt Recovery Policy to include provisions for administrative charges.

## **16. EXTERNAL AUDIT 2025**

Report received for information. The Clerk confirmed successful completion of the external audit with no issues raised.

## **17. ANY OTHER BUSINESS**

Updates noted for the Lees Road Development, where the Clerk would begin to seek quotes for a basic agricultural building.

Members then approved the 2026 meeting calendar. The Chairman noted a finance committee meeting also for the 9<sup>th</sup> December.

The Board **AGREED** to provide a gift to Mr. Phil Camamile upon retirement, expressing their thanks for his services to the Board and the industry.

## **18. DATE OF NEXT MEETING**

Finance Committee – Tuesday 9 December 2025, 10am, Bullen Court Business Centre  
Board Meeting (Levy) - Tuesday 20 January 2026 – Venue to be arranged

## **19. PRIVATE AND CONFIDENTIAL MATTERS**

Discussion held in private regarding Clerk performance review and remuneration.

## **20. CLOSE**

The meeting closed at 12:45pm, followed by a light lunch.

### **SUMMARY OF ACTIONS**

ACTION – Clerk to send new members link to register of interests' form

ACTION – Clerk to arrange survey of meeting times and formats for future scheduling.

ACTION – Clerk to liaise with EA's Sally Harvey for meeting in early 2026.

ACTION – Clerk to continue engagement with KCC Flood Risk Management team regarding surface water standards.

ACTION – Finance Officer to submit amended Investment Policy to reflect change in delegation to 12-month review with report.

ACTION – SDO to prepare TEDC charging amendment to Planning Byelaw Strategy

ACTION – Clerk / Finance Officer to submit ratepayer late payment charging policy and confirm legislation for January Board review.

ACTION – Clerk to prepare Conservation Committee delegation and constitution for January Board meeting

ACTION – Clerk to update Debt Recovery Policy accordingly.

ACTION – Clerk to seek quotes for delivery on a 3-bay garage at Lees Road

ACTION – Clerk to arrange presentation of retirement gift to Mr Phil Camamile.