

WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 4th February 2026 In the Wrotham Pavilion TN15 7AH

Present: P Gillin (Chairman), H Rayner, K Denton, D Beach, S Vick, T Jacob, R Betts

In Attendance: H Davison (Clerk), L Gillin (RFO)

1. Apologies for absence:

M Coffin

2. Attendance Register

The attendance register was signed, and declarations of interest noted.

All Meetings

Cllr's Gillin, Rayner, Betts, Beach & Denton members of Keep Borough's Green
Cllr Beach member of the St George's Bell Ringers
Cllr Gillin member of Wrotham Xmas Lights
Cllr's Rayner & Gillin members of Friends of St George's
Cllr Rayner member of St George's Church of England Wrotham
Cllr Rayner retired member of the Baltic Exchange Ltd
Cllr Rayner life member of the National Trust
Cllr's Rayner & Beach members of Kent Association of Change Ringers
Cllr Rayner assistant Village Magazine Deliverer
Cllr Rayner life member of the Royal National Lifeboat Institute
Cllr Vick member of Wrotham Fireworks
Cllr's Rayner, Gillin, Beach & Denton members of the Campaign for the Protection of Rural England – WPC corporate member
Cllr Gillin committee member of Tonbridge & Malling branch of the Campaign for the Protection of Rural England.
Cllr Coffin firework provider for Wrotham
Cllr Rayner Conservative Party Member
Cllr Rayner Member of Tonbridge & Malling Conservative Party Executive & Management Committees
Provider of Electrical Services to Wrotham Parish Council – all meetings Cllr S Vick

3. Minutes

The minutes of the council meeting held on 7th January 2026 were proposed by Cllr Rayner, seconded by Cllr Denton, agreed and signed as a correct record by the Chairman.

4. Reports from Community Police Officer

PC Dillon McElligott will be hosting an open morning at Costa Coffee in Borough Green on Monday 9th February, details of which have been circulated and added to the council website.

5. Public Question Time

No Questions Raised

6. Extended Absence

Cllr Coffin has been unable to maintain the mandatory attendance requirement of 6 months out of 12 months due to exceptional serious circumstances and has expressed his wishes to remain a member of WPC.

Cllr Gillin proposed WPC continue Cllr Coffin as a highly experienced councillor and Deputy leader of TMBC. Cllr Rayner seconded with an amendment to review again in 6 months. All in favour.

7. Revision To Venue Booking Conditions

The council agreed to add the following additions to venue Booking Conditions:

6. Payment Error. Any payment transfer error resulting in administration requirements beyond that of the original hire booking shall be subject to an additional Administration Fee of £10.

28. Key Hire. For regular repeat users requiring a set of Venue keys or a remote Light Fob the following deposits will apply:

Venue - £50

Light Fob - £50

Key deposits are refundable subject to safe return of the item(s) to the Clerk upon termination of venue use.

8. Martyn's Law Update – Protection Of Premises Bill

The Clerk attended a NALC hosted webinar for Martyn's Law in October. Based on the information available so far WPC does not fall into scope as a "Responsible Person" for either qualifying premises or qualifying event. The Fireworks Committee will fall into scope as the Responsible Person for a qualifying event due to being the main organiser of a ticketed event in an enclosed space for 200+ capacity.

The Clerk will forward relevant information and links to the Fireworks committee.

9. CPA Zip Wire Cable Tensioning

It is noted on each quarterly report that the Zip Wire / Cableway requires re-tensioning. On the most recent report was a requirement for a spring buffer at both ends to slow users travelling speed in line with BS EN 1176-4:2017. This standard was introduced after the equipment installation which is primarily used by young children 6-11 years old travelling at low height and low speed covering partial distance of the cableway unless manually propelled.

WPC agree modification to the equipment is not necessary due to the specific use taking place. Cllr Rayner proposed that the tension level be monitored and retention as and when required, seconded by Cllr Gillin and agreed unanimously. The council owns a tensioning tool for use when needed.

10. Clarion Garages In Wrotham

Cllr Vick raised concerns noticed on recent parish social media groups in relation to the Clarion garages on Tower View estate.

Original 1960s planning was based on parking for the development and based on 1960s vehicle specs and were meant for allocation with the property, not separate rent.

The garages are no longer fit for purpose with many dilapidated and unsafe, including concerns such as asbestos.

Cllr Rayner proposed with LGR approaching there will be a period without clear LPA. A letter be drafted to TMBC including a reference to the SoS in light of the lack of a responsible housing authority, to TMBC to push Clarion for demolition of the existing garages and replace with off-street marked parking. Carry out and include up to date evidence such as safety survey, photos of parking situation etc and sent. Cllr Gillin seconded and agreed unanimously.

Cllr Betts abstained.

11. Reports if any from County Cllr & Borough Cllr

Borough Councillor Robin Betts

Over 4000 replies were received to the local plan consultation which ended on 2nd January.

Parish Partnership Panel is meeting tomorrow with TMBC leaders speaking on the Local plan, climate change & Kent police. All TMBC meetings are available to watch live or stream later on their YouTube channel.

Members are trying to encourage more attendance to PPP meetings.

Bluebell Hill planning application for modular housing development was approved by full council. This is temporary accommodation for the purpose of emergency housing such as families which have suddenly been made homeless or similar situations. Cllr Betts visited a similar development in Ashford which has been in situ for approx. 12 months and has proven excellent performance and set up.

Green business grants start tomorrow available to businesses and parish councils. Funding has been increased from 40 to 50%, capped at 5k, for the purpose of driving efficiency, lowering utility costs and reducing carbon.

County Councillor Harry Rayner

Secretary of State is asking for public consultation on Local Government Reorganization with all options are included, the cheapest for which is 1 unitary body, similar to how KCC is currently run. By spring 2028 Kent could potentially be looking at 40%+ increase in council tax because the cost of disaggregation by taking of services from an existing council body for re-distribution is around \$250m for 4-5 councils, so 1 unitary authority will be by far the cheapest option representing better value for money. Secretary of State is set to make a decision in the spring with a deadline by the end of July at the latest.

KCC is running a debt of around £65m per year for some services which is not clear on the budget. This is scheduled for release next week.

KCC has requested the trees over 222 bus route be cut back and survey is taking place this week.

No other country or unitary authority compares to Kent in terms of debt due to population and size. The closest of which is Hampshire, who will start reorganisation in May 2026. All other counties passed on the fast track programme were considerably smaller with non-comparable debt levels.

12. Reports from various Committees

Grounds

New planting is in place along the cricket ground bank and West Street to support local wildlife.

St Georges Cricket Club has requested permission to put in side screen posts. The council agreed that the cricket club send in a request in writing so there is a record of any works and location. They also asked if it would be possible that grass cuts are carried out in line with their season home games. A request should be put in writing and the clerk will investigate.

Buildings

Sadly after 11 years the Flexi school has given notice on the Pavilion due to business expansion and tenancy will finish at the end of March.

Gents toilets have been closed at St Georges Hall due to water leakage from the ceiling and fibre glass works to the roof will be carried out once weather conditions have sufficiently improved to make repairs possible.

Highways

We are waiting for the data results on the 20mph.

Tree's have been ordered for the village square and specifications for the grilles & tree guards requested.

Crime & Disorder

Only 1 recent report received to Wrotham Crime diary on ASB. This is believed to be related to the recent successful prosecution of a local individual as well as the departure of two other problematic households.

Finance

A revised budget has been circulated and updated on the website due to the loss of income from Flexi school. This will use an additional £16,500 of reserves but should not cause any project delays or postponement.

Planning

No report

Skate Park

No Report

Website

No Report

Climate Change Strategy

No Report

Youth

No Report

KALC

Discussions on LGR and climate change have been raised. Emergency plans for parish councils is under discussion.

PPP

No Report

CPRE

No Report

13. Correspondence Received

Correspondent	Details	Action
East Peckham PC	Open Letter: A Unified Voice for Tonbridge & Malling Parishes, Collaboration on Housing Quotas, Infrastructure, and Water Supply Concerns Previously emailed	Cllr Gillin has responded.
TMBC	Parking Action Plan - Phase 16 Previously Emailed East Peckham NP Area Designation consultation, closes 2 nd March Previously emailed Upcoming Key Dates for changes to access to the Planning portal Previously emailed	Cllr Rayner, seconded by Cllr Gillin, WPC fully support Visit https://www.tmbc.gov.uk/east-peckham-neighbourhood-area For information
KCC	Kent Reserves and Cadets Event - 24th February 2026 Previously emailed Attachments to Illuminated Street furniture on the Highway and other ancillary works Previously emailed Bus Service Changes Bulletin - January, February, March & April 2026 Previously emailed	For Information For Information For information

BGPC	Borough Green Town Status will come into effect on 1 st April 2026 Previously emailed	For Information
NALC	Upcoming Events CEO Bulletin Previously Emailed	For Events visit https://www.nalc.gov.uk/events.html - contact RFO or Clerk for login details For Information
KALC	KALC T&M Information on LGR and Local Plan, email update Previously emailed KALC STRATEGIC ENGAGEMENT SURVEY FOR KCC HIGHWAYS MEETING - urgent response required, closes 14 th January 2026 Previously emailed Upcoming Events Previously Emailed Weekly Bulletin Previously Emailed Newsletter Previously emailed	For Information. Circulated for Cllr attn. For Information. For Information For Information
Rural Services Network	The Rural Bulletin Previously Emailed	For Information
Tom Tugendhat	News from your MP – January 2 nd Previously emailed	For Information

14. Financial Matters

i. Cheques for approval and signature

It was proposed by Cllr Rayner, seconded by Cllr Beach and resolved that the following accounts be passed for payment:

Payable To	Invoice Details	Amount	Date	Payment Type
HM Revenue & Custom	December Payment List Error	£543.20	08/01/26	DPC 11643
KCC Pension Fund	December Payment List Error	£501.07	08/01/26	DPC 11645
Suffolk Life Annuities Ltd	Storage Depot Monthly Rental	£400.00	12/01/26	DPC 11651
Kent Community Rail Partnership	\$137 Precept Donation 2025-26 Donation Agreed 07/01/26	£100.00	12/01/26	DPC 11654
KAS Welding*	Pavilion Decking Project, Materials & Fabrication – Inv 02635 Inv 02636 Total	 3,258.00 7,227.00 £10,485.00	21/01/26	DPC 11672 11674
Peter Barden	Ground Maintenance Works January 2026	£540.00	30/01/26	DPC 11690
Kevin Holt	Ground Maintenance Works January 2026	£1,575.00	30/01/26	DPC 11699
Lesley Gillin (Cox)	Salary January 2026 deductions include pension contribution. Telephone Total	414.88 10.00 £424.88		DPC 11
Helen Davison (Whitehouse)	Salary January 2026 deductions include pension contribution.	£1,608.68		DPC 11

HM Revenue & Custom	PAYE / NI January 2026. Total	£610.78		DPC 11
KCC Pension Fund	Pension Contribution January 2026	£953.00		DPC 11
Borough Green PC **	Skate Park Litter Pick / Checks January 2026 31 days @ £5 per day	£155.00		DPC 11
NKCS *	Contract Cleaning December 2025 St George's Hall to contribute	£693.25		DPC 11
Viking *	Paper, First Aid Refills, Toilet Rolls, Brooms	£114.19		DPC 11
SV Electrical*	Pavilion Emergency Lighting Repair	£90.00		DPC 11
Eibe*	CPA Safety Bridge Platform Credit against Installation CPA Spring Horse Total	4,262.06 -1,142.46 438.54 £3,558.14		DPC 11
Landscape Services*	Quarterly Grounds Maintenance, Oct-Dec	£207.72		DPC 11
IT Solutions Kent Ltd*	CCTV Mobile Viewing Access Support	£240.00		DPC 11
Metro Bank Account Transfer	Amazon Bulk Waste Bags* Monthly Charges Monthly Transfer Total	£34.15 £8.90 £43.05		DB

* denotes items including VAT

** denotes 22.3% to be reimbursed (St Marys Platt)

*** denotes 73.3% to be reimbursed (BGPC& SMPC)

**** denotes 81.61% to be reimbursed

**** denotes 83.141% to be reimbursed (Alliance)

Payments made by Direct Debit / Standing Order Since Previous Meeting 7th January 2026

Positive Energy	Public Toilets, Electric	£54.59	12/01/26	DD 11653
Water Plus	Burial Ground Metered Water – 566	£1.10	16/01/26	DD 11662
Water Plus	Allotments Metered Water – 577	£103.92	16/01/26	DD 11664
EDF	Pavilion Electricity	£111.71	20/01/26	DD 11667
SSE	Streetlight Supply	£216.13	21/01/26	DD 11676
Engie	Pavilion Gas	£296.04	22/01/26	DD 11678

ii. Bank Reconciliation for sign off

Bank Reconciliations presented for signature. Statements due out on the 5th January 2026

BANK ACCOUNT BALANCES as at 5th January 2026

Current (1200)	£50.00
Business Reserve (1201)	£4,650.42
Business Savings (1203)	£46,692.75
CCLA FOW Fund (1205)	£30,620.34
Community Skate Park (1206)	£1.05
CCLA Parish Fund 1 (1207)	£46,740.40
CCLA Community Fund 2 (1208)	£59,736.61
Metro Account	£904.01
TOTAL	£189,395.58

POST MEETING NOTE: BANK ACCOUNT BALANCES as at 5th February 2026

Current (1200)	£50.00
Business Reserve (1201)	£3,918.53
Business Savings (1203)	£14,719.45
CCLA FOW Fund (1205)	£30,721.90
Community Skate Park (1206)	£1.05
CCLA Parish Fund 1 (1207)	£46,895.43
CCLA Community Fund 2 (1208)	£59,934.74
Metro Account	£956.95
TOTAL	£157,198.05

15. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 4th March 2026 to be held at 7.30pm in the Wrotham Pavilion, with the date for the interim planning meeting to be advised.

16. Planning Committee to Consider

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
25/02181/LB	The Hollies Borough Green Road	Listed Building Application: Installation of Electric vehicle charging point in garden	No Objection
26/00069/FL	Field House Pilgrims Way	Proposed single storey side extension, new porch, conversion of double garage and addition of a new attached double garage with first floor side extension and balcony, demolition of existing storage shed and summer House and erection of new replacement summer house, widening of existing access, new gates and hardstanding (Revision to approved application 25/00866/PA)	No Objection

i. Notifications of Decisions

Application Number	Address	Details	Decision
25/01913/PA	THREE POST BOYS, HIGH STREET	Retrospective application for partial demolition of an unsafe boundary wall and rebuild of boundary wall	Approved – 9 th January 2026
25/01915/PA		Listed Building Application	

2. Correspondence Received

T&MBC Planning Applications Lists
25/01260/PA The Lodge, 2, Yaldham Manor Drive, Kemsing
An appeal has been made to the Secretary Of State against the decision of
Tonbridge & Malling Borough Council – For Information Only
KCC/TM/25/2066 Borough Green Dand Pit, Maidstone Road
County Planning Authority resolved that planning permission be
Granted with Conditions as set out in the formal notification

The meeting closed at 8.50pm

..... Chairman

..... Date