

WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 4th June 2025 In the Wrotham Pavilion TN15 7AH

Present: P Gillin (Chairman), H Rayner, C Mills, S Vick, K Denton, T Jacob, M Coffin, R Betts (late arrival from Addington Parish Council meeting)

In Attendance: H Davison (Clerk) & A Boulden

1. **Apologies for absence:**

Cllr D Beach, Lesley Cox (RFO)

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 Mills committee member of Wrotham Music Festival
Cllr Mills director of charity, Good Food Matters.
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 annual council meeting held on 7th May 2025 and annual parish meeting held on the 2nd April 2025 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**

No reports

5. **Public Question Time**

No questions raised

6. **Revision to Allotment Rules & Regulations - Polytunnels**

Following a request from WAGS to accept and adopt the revision to Allotment Rules & Regulations 2025 to include the mention of polytunnels at maximum of 2m x 3.5m in green tint, it was proposed by Cllr Rayner, seconded by Cllr Vick and agreed unanimously.

7. **Annual Audit, Assertion to 10 1.54 IT Policy**

To comply with the future annual audit it is required to have a Council IT policy. A draft proposed Policy was circulated prior to meeting for WPC Members attention and accepted in preparation for adoption next month at July WPC meeting.

8. "Martyn's Law", Protection Of Premises Bill – Risk Assessment/Policy

The Clerk has produced an informative document with proposed WPC actions relating to the new Protection of Premises Bill including Risk Assessment, Policy & Venue Safety Information, to conform with the bill. The timescales for legal requirement are expected to be by April 2026. It was agreed that the Clerk should proceed with all actionable recommendations noted for compliance and complete the work specified to fit in within normal duties in time for the legal deadline of the Bill expected within 2026.

9. ASB Enforcement Team 2025

TMBC hosted an online introductory meeting to the ASB Enforcement Team on 20th of May attended by several contributing parishes. It was established that a team of 4 personnel has been contracted with Kingdom Services, based on 2 teams of 2 which will provide a patrolling street presence throughout the Borough spread over 5 days from Wed-Fri, working hand in glove with the police. The teams will be wearing high-vis, body cams, radio contact, live communication with police and regular weekly monitoring with TMBC who will liaise with individual parishes about particular 'hot-spots' and information from crime diaries/council etc. They will have the powers to take names and addresses, and issue on-the-spot fines.

The service is now up and running, further information with a specific Wrotham plan on allocated time and service details is expected from TMBC imminently, and Cllr Coffin will confirm the task team contact details in the interim.

10. Maintenance Of The Churchyard – moved to Part 2

11. Reports if any from County Cllr & Borough Cllr

Cllr Coffin

Kingdom Services is also providing the Litter & Fly tipping enforcement for TMBC. There has been previous success with prosecution and seizure of vans or vehicles being involved with fly tipping, and we are likely to see another joint operation with the police and other authorities later this year.

There is a live consultation open for public views on the creation of a Tonbridge Town Council.

A new waste contract has just opened for tender to commence in 2 years. Due to past problems there are concerns that if a new contractor comes in then it is important that the way that the waste is collected does not change.

St Georges Court has been crushing concrete & stockpiling on site. There has been a lot of comments on social media about the amount of dust from site settling around the local area. Cllr Coffin confirmed the contractor has been made aware of it and was advised that they need to water it down to suppress the amount of dust being generated to nearby residences.

Cllr Rayner

No Report

12. Reports from various Committees

Grounds

The responsibility of weed suppression was queried on the village footpaths, in particular around the village square area. This falls to KCC &/or TMBC, or Clarion depending on the specific parish area, however WPC is not responsible for the clearance, maintenance or control of any spreading weeds or vegetation on pathways throughout the village. Systemic weedkiller is normally used. Cllr Coffin will look into this specific enquiry with TMBC.

Buildings

No report

Highways

No report

Crime & Disorder

No report

Finance

No Report

Planning

No report

Skate Park

The main large jump is now completed and re-opened including thick steel reinforced supports throughout. Mike Taylor from BGPC has attended and very happy. KAS Welding along with WPC maintenance team were commended

Website

No report

Climate Change Strategy

No Report

Youth

No Report

KALC

There is an Extraordinary General Meeting for a roundtable discussion on the 19th June on government reorganisation for Tier 1 & 2 councils with a limit of 2 delegates per council on. Cllr Rayner will be attending and will represent WPC. Cllr Denton also requested attendance & the Clerk will arrange the ticket bookings on behalf of WPC.

PPP

No Report

CPRE

No Report

13. Correspondence Received

Correspondent	Details	Action
Tonbridge Counselling Service	Request for donation. £200.00 Precept Allocation to unspecified "Counselling centre" Previously emailed	Decision deferred from May. Clerk contacted Tonbridge & Tunbridge Wells centres for service data. No response received from Tonbridge. Figures from T Wells – 4 current clients, 2.79% of service and within the past

		12 months up to 7 clients at a time from TN15 postcode. Agreed unanimously to decline to donate at this time to Tonbridge.
KALC	Upcoming Events Previously Emailed	For Information.
	Weekly Bulletin Previously Emailed	For Information.
	Newsletter Previously emailed	For Information
Rural Services Network	The Rural Bulletin Previously Emailed	For Information
NALC	Upcoming Events	For Events visit https://www.nalc.gov.uk/events.html - contact RFO or Clerk for login details
	CEO Bulletin Previously Emailed	For Information
KCC	Road Safety & Active Travel Group Newsletter Previously Emailed	For Information
	Kent's Plan Bee release the Community Pollinator Toolkit and Pollinators of Kent guide Previously Emailed	For Information
	New Traffic Regulation Order Consultation in Tonbridge and Malling Previously Emailed	For Information Added to website
Public Sector Executive	Newsletter Previously Emailed	For Information
My Community Voice	PCC Spring Newsletter	For Information
Tom Tugendhat	News from MP Previously Emailed	For Information
KSS Air Ambulance	Donation thank you letter	For Information

14. Financial Matters

i. Cheques for approval and signature

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

Payable To	Invoice Details	Amount	Cheque No /BAC Date
Peter Barden	Open Spaces Maintenance – CPA Repairs Skatepark Refurbishment – Ramp 2 Burial Ground Maintenance – Lych Gate Weeding Litter Pick Total	90.00 120.00 80.00 30.00 £320.00	09/05/25
Suffolk Life Annuities Ltd	Storage Depot Monthly Rental	£400.00	BAC 12/05/25
Water Plus	Allotment Metered Water	£16.73	BAC 19/05/25
Peter Barden	Open Spaces Maintenance – CPA Checks Skatepark Refurbishment – Ramp 2 *** Total	100.00 680.00 £780.00	BAC 23/05/25
KAS Welding *	Skatepark Refurbishment – Ramp 2 Labour ***	£2,550.00	BAC

			30/05/25
Highgate Planning & Development Ltd *	Panattoni Planning Application – Objection Letter	£1,800.00	BAC 30/05/25
SSE Energy Solutions *	Streetlight Supply	£133.50	BAC 30/05/25
T&MBC	ASB Enforcement Team – Contribution	£3,000.00	BAC 30/05/25
Kevin Holt	Ground Maintenance Works May 2025	£1,260.00	BAC 02/06/25
	Skatepark Materials ***	£31.96	
Lesley Gillin (Cox)	Salary May 2025 deductions include pension contribution. Telephone Total	1,263.25 10.00 £1,273.25	BAC
Helen Davison (Whitehouse)	Salary May 2025 deductions include pension contribution.	£1,060.99	BAC
HM Revenue & Custom	PAYE / NI May 2025.	£662.13	BAC
KCC Pension Fund	Pension Contribution May 2025.	£1,072.34	BAC
Borough Green PC **	Skate Park Litter Pick / Checks May 2025	£155.00	BAC
Astra Security Systems *	1 GB Monthly Data per Router	£60.00	BAC
NKCS *	Contract Cleaning April 2025 St George's Hall to contribute	£565.92	BAC
Assured Water Hygiene Ltd *	Pavilion Salt x7 delivered 9 th May 2025	£113.05	BAC
North Kent Citizens Advice	Donation agreed 7 th May 2025	£200.00	BAC
Metro Bank Account Transfer	Materials – to be refunded Fasthosts* Generic emails Microsoft 365 Annual Renewal * Monthly Charges Monthly Transfer Total	6.59 13.80 104.99 9.50 £134.88	BAC

- * denotes items including VAT
** denotes 22.3% to be reimbursed
*** denotes 73.3% to be reimbursed
**** denotes 81.61% to be reimbursed

Payments made by Direct Debit / Standing Order Since Previous Meeting 7th May 2025

Pozitive Energy	Public Toilets	£64.93	09/05/25
EDF Energy	Multi-Court Electricity – 001	25.99	16/05/25
Water Plus	Burial Ground Metered Water - 566	4.95	16/05/25
TMBC	Non-Domestic Rates	56.00	20/05/25
BT Group	Parish Email	7.50	22/05/25
Engie Gas	Pavilion Gas	124.16	23/05/25
TMBC	West Street Car Park	140.00	02/06/25

ii. Bank Reconciliation for sign off

Bank Reconciliations presented for signature. Statements due out on the 5th June 2025

BANK ACCOUNT BALANCES as at 5th May 2025

ACCOUNT	BALANCE
Current (1200)	£50.00
Business Reserve (1201)	£2,287.70
Business Savings (1203)	£67,059.40
CCLA FOW Fund (1205)	£29,778.89
Community Skate Park (1206)	£1.05
CCLA Parish Fund 1 (1207)	£45,455.97
CCLA Community Fund 2 (1208)	£58,095.04
Metro Account	£610.05
TOTAL	£203,338.10

POST MEETING NOTE: BANK ACCOUNT BALANCES as at 5th June 2025

Current (1200)	£50.00
Business Reserve (1201)	£1,386.01
Business Savings (1203)	£55,116.80
CCLA FOW Fund (1205)	£29,888.10
Community Skate Park (1206)	£1.05
CCLA Parish Fund 1 (1207)	£45,622.67
CCLA Community Fund 2 (1208)	£58,308.09
Metro Account	£865.12
TOTAL	£191,237.84

15. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 2nd July 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
25/00786/PA	PARK SIDE, POTTERS MEAD, BOROUGH GREEN ROAD	Erection of a single storey outbuilding within curtilage for use as home office and outdoor kitchen	Objection, proposed by Cllr Rayner, seconded by Cllr Denton – attached refers
25/00748/PA	19, FEN MEADOW, IGHTHAM,	1 x Goat Willow (Applicant's Ref: T1 circled black on location map) Reduce by 50% from current height of 17m x 12m spread to a height of 9m x 6m spread, removing weight and spread from crown to reduce failure. Tree has several past split limbs and snap outs in crown. Standing in Group G2 of Tree Preservation Order	No Objection
25/00866/PA	Field House, Pilgrims Way	Proposed single-storey side extension, new porch, conversion of double garage and addition of a new attached double garage with balcony over, demolition of existing storage shed and summer House and erection of new replacement summer house, widening of existing access, new gates and hardstanding	Objection, proposed by Cllr Rayner, seconded by Cllr Denton – attached refers

i. Notifications of Decisions

Application Number	Address	Details	Decision
25/00603/PA	St Marys, St Marys Road	T.1 (Applicants ref)- Horse Chestnut. T.2 (Applicants ref)- Sycamore. Dismantle both trees in sections down to retain approx 6-7ft trunks above ground level	No Objection – 13 th May 2025

25/00604/PA	Cedar House, St Marys Road	1 x Cedar Tree to be felled completely. The tree is diseased and has fungus grow at base. Tree is standing 1m from property and has caused subsidence for many years	No Objection – 13 th May 2025
24/01146/PA	The Bull Hotel, Bull Lane	Listed Building Application: Retrospective works for the replacement and installation of new steps, ramp, walls, and paving	Application Withdrawn – 28 th May 2025
25/00142/PA	Greenwood House, Borough Green Road	Lawful Development Certificate Proposed: Enclose recess on side elevation with glazed doors, conversion of garage to gym with glass doors and other amendments to the fenestration.	Certifies – 29 th May 2025
25/00272/PA	ST GEORGES COURT, WEST STREET	Non-Material Amendment to planning permission TM/18/02268/FL - Modifications to tenure types, internal layouts, window placements and external elevations.	Application Withdrawn – 3 rd June 2025

2. Correspondence Received

T&MBC Planning Applications Lists
24/01709/PA, Lea Croft, Pilgrims Way – PINS Ref APP/H2265/D/25/3365477
Proposed two storey extension to replace existing garage - Amended scheme to approval under application TM/18/01151/FL
An appeal has been made to the Secretary of State against the decision of the Tonbridge and Malling Borough Council as Local Planning Authority Refusal of Permission

PART 2

17. Maintenance Of The Churchyard

WPC was notified by a member of the public that contractors had been contacted and attended site at the request of The Bull Hotel to carry out unauthorised works on trees within the churchyard, falling within the conservation area and under TPO's. TMBC are the only authority that can give consent for any works within this area. The decision to issue an advisory letter from WPC and to carry out a review over the next 12 months on areas of concern was proposed by Cllr Rayner, seconded by Cllr Denton and agreed unanimously.

The meeting closed at 8.47pm

..... Chairman
..... Date

Wrotham Parish Council
Helen Davison
Clerk

Telephone – 07831 494372

Email – clerk@wrotham-pc.gov.org.uk

PO Box 228
Sevenoaks
Kent
TN13 9BY

Ref: 250608/001

Date: 8 Jun 2025

Planning 25/00786/PA

Apps Ref.

Address Park Side, Potters Mead

Proposal Erection of a single storey outbuilding within curtilage for use as home office and outdoor kitchen

Decision Objection

Comments:

WPC considers that the proposal is disproportionate to the original building and that this recent case law is relevant to this determination.
Guildford Borough Council v Secretary of State for Levelling Up, Housing and Communities & Anr. Case Number: CO/2321/2022

Judge Milwyn Jarman KC ruled that the base line for determining whether a volumetric increase in development was proportionate is to consider the size of the building when the 1947 Planning Act passed into law or the first building as originally consented after that date. In this case the first consented building resulted from application 21/03372.

APPLICATION: TM/21/03372/FL VALIDATED: 29 December 2021 This was approved in accordance with the following submitted details: Site Plan 002 P1 Existing received 29.12.2021, Site Plan 003 P3 Proposed received 29.12.2021, Proposed Floor Plans 004 P3 received 29.12.2021, , Proposed Elevations 006 P3 received 29.12.2021,



Proposed Elevations 006P3





The current building has not been built to the approved plans. There is a two storey garage which was explicitly refused by Inspector J Pearce. Appeal Ref: APP/H2265/W/24/3340270.

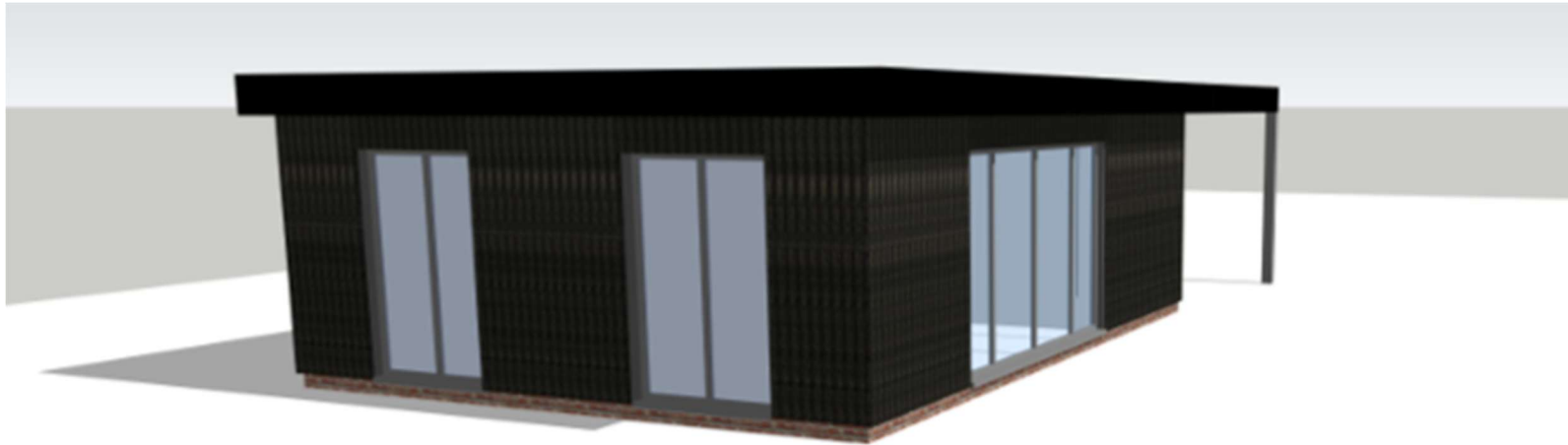
“17. Several applications have been granted planning permission for a detached dwelling at the site. Application reference TM/21/03372/FL granted planning permission for a single dwelling, which the approved plans indicate would be a single-storey detached dwelling (the original scheme). Planning permission was subsequently granted under application reference TM/22/01696/FL for a two-storey dwelling at the site and comprised a larger scheme than that of the original scheme. A further planning permission was granted for a dwelling with an attached single garage under application reference TM/23/02019/FL.” Ref Appeal Report



“23. I have already identified the proposal would be inappropriate development and would harm the spatial openness of the Green Belt. Consequently, while the effects would not be of such magnitude that the proposal would conflict with any of the five purposes of including land in the Green Belt, as set out in Paragraph 143 of the Framework, I do not accept the appellant's assertion that there is an absence of demonstrable harm and so the weight attached to this consideration is minimal.”.

*“27. The proposal would be inappropriate development, which is by definition harmful to the Green Belt. The Framework requires that substantial weight is given to any harm to the Green Belt and in this instance would not be clearly outweighed by other considerations. Therefore, the application of the policies in the Framework provide a clear reason for refusing planning permission.” Ref: **Appeal decision for dismissal***

The latest proposal is for yet another building within the boundary of this now enormously extended building, far beyond its original size and massing.



View Point 2

The proposed building is next to a public green space and in full view of a public hall that is available to hire for functions and parties. Currently this area is largely devoid of built development which will give it a significant impact on the openness of the green belt as perceived from public areas.

The area is National Landscape where the natural beauty of the area is of great importance, as are the views from the Nationally Designated PROWS along the chalk scarp. The further increase of built development, in this utilitarian and forboding form, is harmful to the natural beauty of the area.

*“[The Levelling-up and Regeneration Act](#) (2023) amended section 85 of the CRoW Act, to create a new duty on relevant authorities to ‘**seek to further the purpose of conserving and enhancing the natural beauty of the area**’ when discharging their functions in Areas of Outstanding Natural Beauty (now known as National Landscapes). The new duty replaces the previous requirement for relevant authorities to ‘have regard’ to the purpose of AONBs, and is intended as a more proactive and strengthened requirement.” DEFRA Advice DEC 2024*

It is now a mandatory under Section 85 that decision makers record how their decision making conserves and enhances natural beauty.

WPC strongly objects to this proposal.

Wrotham Parish Council
Helen Davison
Clerk

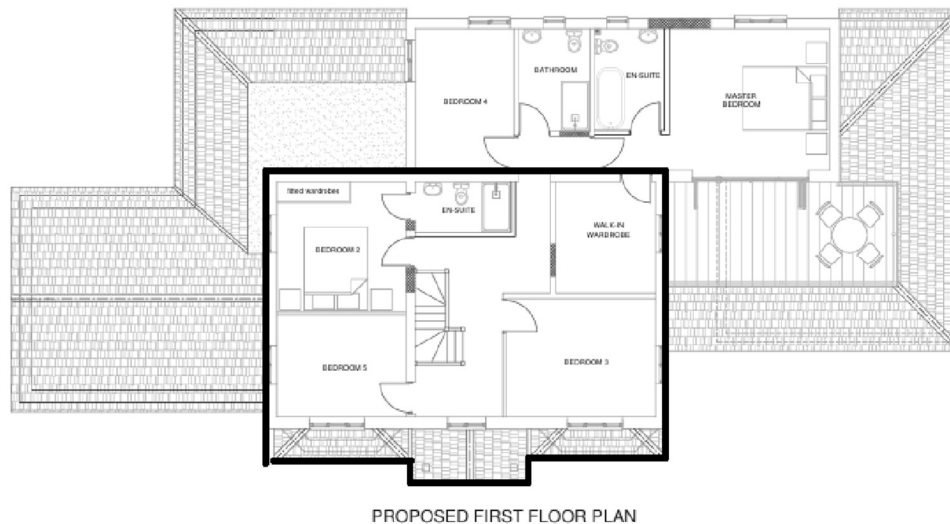
Telephone – 07831 494372
Email – clerk@wrotham-pc.gov.org.uk

PO Box 228
Sevenoaks
Kent
TN13 9BY

Ref: 250608/002
Date: 8 Jun 2025

Planning Apps Ref. 25/00866/PA
Address FIELD HOUSE, PILGRIMS WAY, TN15 7NN
Proposal Proposed single-storey side extension, new porch, conversion of double garage and addition of a new attached double garage with balcony over,
Decision Objection

Comments:



WPC Notes the property has been substantially extended over several years.

Judge Milwyn Jarman KC ruled that the base line for determining whether a volumetric increase in development was proportionate is to consider the size of the building when the 1947 Planning Act passed into law or the first building as originally consented after that date.

Having considered the building plans, it would appear that the emboldened outline is likely to be the size of the originally consented building.

WPC cannot calculate the volumetric increase but notes it is a considerable amount in terms of a percentage.

Then it would be a matter of planning judgement as to whether this increase has become detrimental to the openness of the green belt?

In the event that the Officer is minded to consent the proposal, WPC requests that further permitted development rights are withdrawn.

