

# WROTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 1<sup>st</sup> October 2025 In the Wrotham Pavilion TN15 7AH

**Present:** P Gillin (Chairman), H Rayner, C Mills, K Denton, T Jacob, D Beach, R Betts

**In Attendance:** H Davison (Clerk) & L Gillin (RFO), Cllr Mike Taylor (BGPC)

### 1. **Apologies for absence:**

Cllr's M Coffin & S Vick

### 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 council meeting held on 3<sup>rd</sup> September 2025 were proposed by Cllr Denton, seconded by Cllr Mills, agreed and signed as a correct record by the Chairman.

### 4. **Reports from Community Police Officer**

No reports

### 5. **Public Question Time**

Cllr Mike Taylor from BGPC attended to get feedback from WPC members on Borough Green becoming a Town due to the changes within the last year to Green Belt legislation and protection from villages convalescing. If Borough Green were to become a town this would provide protection to the Green Belt between the local surrounding villages. This would not affect existing boundaries and only requires a vote from the local Parish council in question. Borough Green intends to discuss at their next meeting and move forward to a public consultation, with a view put to vote in the new year.  
There is further investigation needed in to planning aspects and case law.  
The view of WPC towards Borough Greens proposition is supportive to move forward.

## **6. Reports if any from County Cllr & Borough Cllr**

Borough Councillor – Robin Betts

West Kent Rural Grants are coming to a close with one final meeting this Friday but mainly all funds have now been allocated.

Local plan consultation is scheduled for the 21<sup>st</sup> October with the Housing and Planning committee to review the sites that have been put forward. The Housing needs have now doubled to in the region of 1100 per year.

TMB&C are due to receive around £1.8m from Local Authority Housing Grant Funds towards temporary accommodation. Bluebell Hill site of a closed carpark in a sustainable location has been proposed to build 12 units for this purpose to local residents and to use A-rated Zed Pods modular housing with 100 year lifespan. A planning application is expected to come forward in November due to the tight timescale for funding.

GCSE results close to our area included Maidstone Grammar which achieved 96% pass results, and Tonbridge School was 2<sup>nd</sup> out of Kent receiving 97% pass rate.

County Councillor – Harry Rayner

A lot of time has been spent on Government reform and local government reorganisation. KCC are pushing for a single unitary authority county wide which will include Medway and would be the cheapest option. TMB&C would be in the West Authority. The cost of this leaves Kent in a very difficult position. Every single boundary of Kent will be run by a Mayoral authority with additional funds. Households in East Kent do not raise anywhere near as much as the rest of Kent unless the council tax level is raised considerably.

Adult and children social services are predominantly East & North Kent as well as SEND.

All Parish council will soon receive communication from KCC for consultation on the proposed government reorganisation for Kent.

Information coming from TMB&C on the new Local plan appears to include a substantial loss of greenbelt in some areas.

Initial information coming from KCC budget by ¼ over budget is in excess of £30m. Taken over the course of a year this puts it at £120m over its budget, which has already increased from £456m to £675m over the course of 3 years.

On the forward plan from the Policy and Resources committee was freehold property asset disposal which Cllr Harry Rayner had added West Street car park. The cabinet member was very interested. Wrotham previously made a bid to KCC, however nothing has been heard from KCC since, and Cllr Rayner requests copies of the previous correspondence between WPC and KCC on this matter which he will follow up with the cabinet member. Cllr Rayner received a licence renewal application for weddings and civil marriages at The Bull Hotel and requested the clerk inquire as to the application details including the premises areas for use within the renewal and original application.

## **7. Reports from various Committees**

### Grounds

Tree works at the Bull Hotel have been completed to the Yew and pollard works to the front trees overhanging the exterior conservatory, and the Bull Hotel covered the cost of the additional days hire for equipment.

### Buildings

A plan of the proposed substructure support of the new Pavilion decking was circulated to members. In essence the existing timber structure will be replaced with steel beams spanning the width on concrete stone supports, and a GRP decking surface will be installed for long lasting sustainability.

The steelworks contractor is providing a quotation for the materials and assembly works, with the intention to fabricate and store off site to minimise disruption to Pavilion users during the works process and aim to start at the commencement of Easter holidays 2026.

### Highways

KCC have responded to the 20mph request and intend to carry out some ATC surveys. That information will then determine the possibility and extent of the zone. The licence application for the village square works is now waiting on separate approval from KCC Soft Landscape team and the Road and Footway Asset team. Once received our KCC street works coordinator will be in touch. Cllr Gillin expressed concern over previous long delays experienced from Soft Landscape Team on this project and if no progress is made by the next meeting requested that Cllr Harry Rayner step in to push the process forward.

Crime & Disorder

No Report

Finance

No Report

Planning

No report

Skate Park

A large amount of damage from vandalism appeared over a 2 week period resulting in delays to the scheduled refurbishment works which have had to cease while repairs are carried out, as well as costs for materials and labour. New metal strengthening angle bar will be installed and metalise the rear of the vandalised jumps. Cllr Denton will find out when the next Tri-parish meeting is and discuss the possibility of CCTV over the skatepark. Cllr Betts suggested to ensure the incident was reported to the ASB enforcement Team.

Website

No report

Climate Change Strategy

No Report

Youth

No Report

KALC

Meeting tomorrow. Cabinet and lead local council members will be contacting parishes to arrange opportunities to speak about the local plan and provide consultation.

PPP

No Report

CPRE

No Report

**8. Correspondence Received**

<b>Correspondent</b>	<b>Details</b>	<b>Action</b>
KCC	LGR (Local Government Reorganisation) consultation, closes 26 <sup>th</sup> October Previously emailed	Visit <a href="https://letstalk.kent.gov.uk/local-government-reorganisation">https://letstalk.kent.gov.uk/local-government-reorganisation</a>
	Kent's Draft Strategic Statement consultation, closes 20 <sup>th</sup> October	Visit <a href="https://letstalk.kent.gov.uk/ke">https://letstalk.kent.gov.uk/ke</a>

	Previously emailed  KCC Highways & Transportation Parish Seminars, 2 <sup>nd</sup> & 22 <sup>nd</sup> October Previously emailed	<a href="#">nt-strategic-statement</a>  Cllr Beach requested Clerk to arrange the in person seminar – 22 <sup>nd</sup> October.
Forvis Mazars LLP	Audited AGAR 2024-25 Previously emailed	No Matters Raised. Conclusion Notice Published on website
Quarry Plan	Proposed Quarry Extension - Wrotham Quarry, Addington, West Malling. Request to arrange presentation with PC. Previously emailed	Cllr Rayner declared an interest and did not take part in the discussion. Cllr Gilling proposed to respond that WPC is in favour of extending existing quarries rather than building new, passed unanimously, and the clerk will make contact.
KALC	Upcoming Events Previously Emailed  Weekly Bulletin Previously Emailed  Newsletter Previously emailed  Forever Active Kent, new micro grant available to adults 50+ Previously emailed	For Information.  For Information.  For Information  For information, added to website
NALC	Upcoming Events  CEO Bulletin Previously Emailed	For Events visit <a href="https://www.nalc.gov.uk/events.html">https://www.nalc.gov.uk/events.html</a> - contact RFO or Clerk for login details  For Information
SLCC	Kent SLCC Branch Event – Local Government Reorganisation, Wednesday 29th October 11-3 Previously emailed	For Information
TMBC	News Highlights Previously emailed	For information
BGPC	Do We Become A Town, Letter from Mike Taylor Previously emailed	For Information
Tom Tugendhat	News from your MP Previously emailed	For Information
Rural Services Network	The Rural Bulletin Previously Emailed	For Information
Parish Online	Newsletter Previously Emailed	For Information
The Circuit	Autumn Newsletter Previously emailed	For Information
Kent History & Library Centre	Approved Premise Renewal Application, The Bull Hotel, Application received for Solemnization of Civil Marriages and Civil Partnerships,	For Information

## 9. Financial Matters

### i. Cheques for approval and signature

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

Payable To	Invoice Details	Amount	Date	Payment Type
Clear Insurance Management Ltd	Local Councils Insurance Renewal, 01/10/2025-30/09/2026	£2,927.13	09/09/25	DPC 11112

Fascia Division	St Georges Hall works, GRP Warm Roof, Deposit	£4,500.00	09/09/25	DPC 11119
Suffolk Life Annuities Ltd	Storage Depot Monthly Rental	£400.00	10/09/25	DPC 11121
Viking	Stationery & supplies – Files, Paper, Toilet Rolls	£111.19	22/09/25	DPC 11139
Peter Barden	Open Spaces Maintenance – CPA Checks/Signage -Leafing – Hedging – Strimming - Multi-Court Repairs – Bins - General Clearance Skatepark Refurbishment Dismantle Ramp 4 & Secure Rear Ramps Litter Pick Burial Ground Maintenance – Hedging – Lychgate Weeding – General Clearance St George's Hall – Secure internal handrail – Gutter Clearance – Cut back vegetation Public Toilets – Clear Gutters – Cut back vegetation Total	670.00 80.00 110.00 30.00 70.00 30.00 £990.00	26/09/25	DPC 11156
Kevin Holt	Ground Maintenance Works September 2025	£1,935.00	29/09/25	DPC 11170
KAS Welding	Skate Park Smaller Double Ramp Materials & Large Ramp Materials	£3,084.00	30/09/25	DPC 11180
Lesley Gillin (Cox)	Salary September 2025 deductions include pension contribution. Telephone Screwfix – Open Spaces Materials * Screwfix Open Spaces Materials * Total	402.31 10.00 49.95 31.66 £493.92		DPC
Helen Davison (Whitehouse)	Salary September 2025 deductions include pension contribution.	£1,520.97		DPC
HM Revenue & Custom	PAYE / NI September 2025.	£550.02		DPC
KCC Pension Fund	Pension Contribution September 2025	£897.33		DPC
Borough Green PC **	Skate Park Litter Pick / Checks September 2025 30 days @ £5 per day	£150.00		DPC
Astra Security Systems *	1GB Monthly Data per Router – October	£60.00		DPC
NKCS *	Contract Cleaning August 2025 St George's Hall to contribute	£509.33		DPC
Assured Water Hygiene Ltd *	Pavilion Salt x 6 delivered 5th September 2025 Total	£96.90		DPC
St George's CE Primary School	Allocated Precept Donation for Festival Of Light	£500.00		DPC
Metro Bank Account Transfer	Materials – Open Spaces * Burial Ground Garden Waste Services Monthly Charges Monthly Transfer Total	14.95 103.00 8.30 £126.25		DB

\* 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 3<sup>rd</sup> September 2025

Positive Energy	Public Toilets, Electric	£55.64	15/09/25	DD 11128
EDF	Multi-Court Electricity – 001	£26.65	16/09/25	DD 11130
Water Plus	Burial Ground Metered Water – 566	£1.10	16/09/25	DD 11132
Water Plus	Allotment Metered Water – 577	£276.99	16/09/25	DD 11134
T&MBC	Burial Ground Non-Domestic Rates	£56.00	22/09/25	DD 11140
Engie	Pavilion Gas	£19.75	23/09/25	DD 11142
KCC	West Street Car Park Quarterly Rental	£1,125.00	30/09/25	DD 11174
T&MBC	West Street Car Park Non-Domestic Rates	£140.00	01/10/25	DD 11183

ii. Bank Reconciliation for sign off

Bank Reconciliations presented for signature. Statements due out on the 5<sup>th</sup> October 2025

**BANK ACCOUNT BALANCES as at 5<sup>th</sup> September 2025**

Current (1200)	£50.00
Business Reserve (1201)	£2,957.47
Business Savings (1203)	£24,726.52
CCLA FOW Fund (1205)	£30,211.51
Community Skate Park (1206)	£0.00
CCLA Parish Fund 1 (1207)	£46,116.35
CCLA Community Fund 2 (1208)	£58,939.04
Metro Account	£989.60
<b>TOTAL</b>	<b>£163,991.54</b>

**POST MEETING NOTE: BANK ACCOUNT BALANCES as at 5<sup>th</sup> October 2025**

Current (1200)	£50.00
Business Reserve (1201)	£1,372.37
Business Savings (1203)	£75,775.95
CCLA FOW Fund (1205)	£30,316.73
Community Skate Park (1206)	£0.00
CCLA Parish Fund 1 (1207)	£46,276.96
CCLA Community Fund 2 (1208)	£59,144.31
Metro Account	£873.75
<b>TOTAL</b>	<b>£213,811.12</b>

iii. Financial Analysis 30<sup>th</sup> September 2025 for sign off

Deferred to November meeting.

**10. Date of next Parish Council Meeting**

The date for the next meeting was proposed for the 5<sup>th</sup> November to be held at 7.30pm in the Wrotham Pavilion, with the date for the interim planning meeting to be advised.

**11. Planning Committee to Consider**

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
25/01487/PA	18, BATTLEFIELDS ROAD	Proposed front porch extension with relocation of main entrance door from side elevation to front	No Objection

		elevation. Loft conversion with dormer window to rear elevation & 3 No rooflight windows to front elevation. Single storey extension to rear elevation	
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i. Notifications of Decisions

<b>Application Number</b>	<b>Address</b>	<b>Details</b>	<b>Decision</b>
25/00652/PA	ST GEORGES COURT, WEST STREET	Details of Condition 20 (Surface water drainage) (as per Non-Material Amendment TM/23/00661/NMA to planning permission TM/18/02268/FL: Amend the wording of condition 20 (SuDS)) pursuant to planning permission TM/18/02268/FL Demolition and redevelopment of existing buildings to provide 38 residential units with associated parking, refuse and cycle storage	Approved – 3 <sup>rd</sup> September 2025
25/01105/PA	The Moat, London Road	Outline Application: Erection of two storey hotel accommodation with 29 rooms ancillary to existing pub and wedding venue. All matters reserved except access, layout and scale.	Application Returned – 26 <sup>th</sup> September 2025

2. Correspondence Received

T&MBC Planning Applications List

PART 2

12. CCTV Proposal

WPC current CCTV data providers do not provide ongoing included maintenance for the cameras or online access, and any maintenance call-outs are charged. There has been delays in communication the current remote accessibility inconvenient and unreliable. WPC has received a proposal for CCTV maintenance contract who has already provided the clerk with assistance on remote access. The new contract will include ongoing maintenance of the equipment and easy to use remote mobile app and set-up assistance on required devices. Cllr Gillin proposed to accept and proceed with the contract, seconded by Cllr Rayner and agreed unanimously.

The meeting closed at 8.53pm

..... Chairman

..... Date