

WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING,
HELD ON WEDNESDAY 1st April 2026 at 7.00pm
In the Wrotham Pavilion TN15 7AH

Present: Cllrs K Denton (Vice Chairman), S Vick, Tony Jacob,

In Attendance: H Davison (Clerk/RFO), V Andrew

1. Apologies for absence:

Cllrs P Gillin & R Betts & H Rayner (TMBC meeting), D Beach, M Coffin (Extended Absence)

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 4th March 2026 were proposed by Cllr Vick, seconded by Cllr Jacob, agreed and signed as a correct record by the Vice Chairman.

4. Public Question Time

No Questions Raised

5. Pavilion Tenant Concessionary Rate

A new long term hire agreement is in discussion for the Pavilion which will cover longer hours over Monday to Friday. The hire day rate based on the previous tenants usage was reviewed and the move to increase in line with the concessionary hourly rate was proposed by Cllr Jacob, seconded by Cllr Vick and agreed unanimously.

6. Correspondence Received

Correspondent	Details	Action
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KSS Air Ambulance	Request for Donation Previously emailed	£300 as allocated on 2026-27 precept, proposed by Cllr Jacob, seconded by Cllr Vick
Wrotham Arts Festival	Request For Donation Previously emailed	£500 allocated on 2026-2027 precept, proposed by Cllr Jacob, seconded by Cllr Vick
Barry Martin	Letter to WPC from Wrotham resident on village maintenance Previously emailed	Clerk has responded advising the responsible bodies, correct reporting methods & tools, and reiterating the Parish Council responsibilities
East Peckham PC	Action Day Invitation, Saturday 18 th April 10am-12pm Previously emailed	For Information
TMBC	South East Water Webinar - Water Infrastructure and Planning Applications, Wednesday 8 th April 7.30pm Previously emailed	Visit https://events.teams.microsoft.com/event/94e5e8ad-14f9-4c6f-a441-1f38602966b3@af403b99-7daa-40f1-bf73-e1d989952d38
KCC	Water Supply Inquiry - Parish/Town Councils Survey, closes 3 rd April Previously emailed	Visit https://forms.office.com/Pages/ResponsePage.aspx?id=DaJTMjXH_kuotz5qs39fkB5eeMRjavnGhEllaXCcfmZUODVCQUhFRUNNQk9BOFU4S0FRUEhGrzBZVC4u
NALC	Upcoming Events CEO Bulletin Previously Emailed	For Events visit https://www.nalc.gov.uk/event/s.html - contact RFO or Clerk for login details For Information
KALC	ACRE - Supporting Rural Communities Through Our Village Halls – Request for Partnership & Pledge Previously emailed Upcoming Events Previously Emailed Weekly Bulletin Previously Emailed Newsletter Previously emailed	For Information For Information. For Information For Information
Parish Online	March Newsletter #65 Previously emailed	For Information
Tom Tugendhat	News from your MP – March In Review Previously emailed	For Information
Rural Services Network	The Rural Bulletin Previously Emailed	For Information
BHF	Spring Newsletter Previously emailed	For Information

7. 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
Borough Green PC	Playground Inspections February 2026 2 days @ £19 per day	£38.00	05/03/26	DPC 11819
Samsian Ltd*	Error on March payments list	£37.00	05/03/26	DPC 11830
Suffolk Life Annuities Ltd	Storage Depot Monthly Rental	£400.00	11/03/26	DPC

				11872
Broxap*	Village Square Tree Grilles	£1,963.20	11/03/26	DPC 11873
Highgate Planning*	Pannatoni Application Review	£1,020.00	11/03/26	DPC 11877
CoGs	Food Bank Appeal Donation	£500.00	13/03/26	DPC 11884
HOKH	Hospice Donation	£200.00	13/03/26	DPC 11885
KAS Welding*	Pavilion Decking Project Inv 02644 Inv 02645 Inv 02646 Total	7,227.00 5,520.00 960.00 £13,707.00	16/03/26	DPC 11904
Peter Barden	Ground Maintenance Works March 2026	£1,181.25	27/03/26	DPC 11934
Lesley Gillin (Cox)	Salary March 2026 deductions include pension contribution. Telephone Total	414.88 10.00 £424.88		DPC
Helen Davison (Whitehouse)	Salary March 2026 deductions include pension contribution.	£1,608.68		DPC
HM Revenue & Custom	PAYE / NI March 2026. Total	£610.78		DPC
KCC Pension Fund	Pension Contribution March 2026	£953.00		DPC
Borough Green PC **	Skate Park Litter Pick / Checks March 2026 31 days @ £5 per day ** Equipment Inspection Check 5 weekly visits @ £19 per day Total	155.00 95.00 £250.00		DPC
NKCS *	Contract Cleaning February 2026 St George's Hall to contribute	£756.92		DPC
Assured Water Hygiene Ltd *	Pavilion Salt x 3 for March 2026 Total	£48.45		DPC
Mac Gardening & Lawncare	Quarterly Grounds Maintenance, Contract 1, January-March	£2,421.25		DPC
Business Stream	Annual Waste Water Services 2026-2027	£178.92		DPC
Viking Direct *	Office & Venue Supplies	£118.06		DPC
Wrotham Computer Care*	Remote IT Support, PAYE, HMRC & Printer Configuration Tablet Configuration for Remote Access Total	168.00 84.00 £252.00		DPC
KALC	Annual Membership Subscription	£955.90		DPC
DPS	SGH Plumbing works to gents toilets, handbasin and new tap	£123.49		
Metro Bank Account Transfer	WPC Top Up F.H.Brundle Pavilion Decking* Toolstation, Key Safe & Materials* Ebay, Socket Switch Cover* Toolstation, Key Safe x 2 & Toilet Seat* Screwfix, Combi padlocks* Screwfix, Fixing Screws* Screwfix, Fixing Screws* Amazon, Acetone Amazon, Grass Seed Amazon, Weed Killer	-£500.00 £850.68 £40.87 £22.50 £91.34 £36.72 £7.39 £6.99 £9.99 £34.79 £38.17	11857 11878 11938 11939 11941 11947 11943 11945 11956 11957 11955	DB

Monthly Charges	£9.80	11949	
Monthly Transfer Total	£649.24		

- * 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 4th March 2026

Engie	Pavilion Gas	£296.04	05/03/26	DD 11802
Positive Energy	Public Toilets Energy	£51.34	12/03/26	DD 11880
Positive Energy	Multi Court Energy	£36.44	12/03/56	DD 11883
EDF	Pavilion Electricity	£59.18	17/03/26	DD 11913
ICO	Information Commissioner's Office, Annual Data Protection Fee Renewal	£47.00	19/03/26	DD 11916
SSE	Streetlight Supply	£173.22	23/03/26	DD 11920
KCC	West Street Car Park Quarterly Rental	£1,125.00	25/03/26	DD 11922
British Gas	Pavilion Gas	£281.80	26/03/26	DD 11924

ii. Bank Reconciliation for sign off

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

BANK ACCOUNT BALANCES as at 5th March 2026

Current (1200)	£50.00
Business Reserve (1201)	£2,877.50
Business Savings (1203)	£23,437.44
CCLA FOW Fund (1205)	£30,820.98
Community Skate Park (1206)	£0.00
CCLA Parish Fund 1 (1207)	£47,046.67
CCLA Community Fund 2 (1208)	£60,128.03
Metro Account	£860.27
TOTAL	£165,221.94

POST MEETING NOTE: BANK ACCOUNT BALANCES as at 2nd April 2026

Current (1200)	£50.00
Business Reserve (1201)	£2,402.31
Business Savings (1203)	£23,456.79
CCLA FOW Fund (1205)	£8,150.94
Community Skate Park (1206)	£0.00
CCLA Parish Fund 1 (1207)	£47,182.47
CCLA Community Fund 2 (1208)	£60,301.60
Metro Account	£350.75
TOTAL	£141,894.86

8. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 6th May to be held at 7.30pm, in the Wrotham Pavilion, with the date for the interim planning meeting to be advised.

9. Planning Committee to Consider

1. Applications received

Application Number	Address	Details	Parish Council Recommendation
26/00033/FL	5 Battlefields Road	Demolition of existing prefabricated single garage, sub division of existing property and construction of new detached 1.5 storey dwelling along with formation of new off street parking space for remaining dwelling.	Attached Refers
26/00056/TNCA	Land East Of Courtyard Gardens West Street	7 (Applicants ref.) - Row of Sycamores. Cut Ivy and strip, reduce height by one third, prune overhanging lower branches back to the chainlink boundary fence. 8 (Applicants ref.) - Hybrid Poplar, remove.	No Objection
26/00386/TNCA	The Old Cottage Old London Road	G1 - Group of Sycamores- Crown reduce by 40%. Currently 18m tall, reduce them by 6m to leave them at 12m tall. T1 - Bay Tree - Reduce by 50%. Currently 6m tall, reduce to 3m.	No Objection
26/00504/TNCA	Forthview Kemsing Road Wrotham Sevenoaks Kent TN15 7BS	G1 - Group of 7x sycamore - Repollard back to previous pollard points at approx 6m in height.	No Objection

i. Notifications of Decisions

Application Number	Address	Details	Decision
26/00149/TNCA	Masonic Hall St Marys Road	1 x Norway Maple (applicant ref: T1) located in middle of the car park - Remove	No Objection – 6 th March 2026
26/00078/TNCA	Ivy Hall Farmhouse St Marys Road	T1 (applicant ref) Holm oak - lift canopy to 5m over the road and adjacent road, lift to 4.5m over the drive as specified. Larger limbs to prune back to previous by up to 2 meters. T2 (applicant ref) Holly tree - trim all round by up to 1 meter, leaving an aesthetically pleasing shape as specified. T3 (applicant ref) Nordmann fir - carefully dismantle entire tree to near ground level using the latest lowering and rigging techniques to avoid damage to surrounding features. G4 (applicant ref) Robinia X2 - remove major deadwood throughout whole crown area (Deadwood > 25mm in diameter). Prune few over extended branches back into shape by up to 2 meters as specified. T5 (applicant ref) Hawthorn - fell to ground level and remove all arisings. T6 (applicant ref) Conifer stem - remove one dead stem.	No Objection – 3 rd March 2026
26/00069/FL	Field House Pilgrims Way	Demolition of existing conservatory/single storey side extension, replacement dual pitched single storey side extension, first floor side extension, two-storey side extension with balcony over, new porch, demolition of existing storage shed and summer house and erection of replacement summer house, replacement pool, widening of existing access, new gates and hardstanding (Revision to approved application 25/00866/PA)	Approved – 23 rd March 2026
25/02181/LB	The Hollies Borough Green Road	Listed Building Application: Installation of Electric vehicle charging point in garden	Approved – 23 rd March 2026

2. Correspondence Received

The meeting closed at 7.31pm

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

Application Summary

Address:	5 Battlefields Road Wrotham Sevenoaks Kent TN15 7BY
Proposal:	Demolition of existing prefabricated single garage, sub division of existing property and construction of new detached 1.5 storey dwelling along with formation of new off street parking space for remaining dwelling.
Case Officer:	Larissa Brooks

[Click for further information](#)

Customer Details

Name:	Ms Helen Davison
Email:	clerk@wrotham-pc.gov.uk
Address:	PO Box 228 Wrotham TN13 9BY

Comments Details

Commenter Type:	Councillor
Stance:	Customer objects to the Planning Application
Reasons for comment:	- interested party - other
Comments:	Objection Wrotham Parish Council considers the proposed tandem parking to be prejudicial to highway safety. Each dwelling requires two independently accessible parking spaces.