

WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 4th March 2026 at 7.30pm In the Wrotham Pavilion TN15 7AH

Present: P Gillin (Chairman), H Rayner, S Vick, Tony Jacob,

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

1. **Apologies for absence:**

M Coffin, R Betts (TMBC meeting), K Denton, D Beach

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 February 2026 were proposed by Cllr Rayner, seconded by Cllr Vick, agreed and signed as a correct record by the Chairman.

4. **Reports from Community Police Officer**

PC Dillon McElligott
Police entered a Clarion garage on Thorndyke way meant to be vacant following reports of unauthorised use where they found a quad bike, registered but still under construction. Clarion instructed the resident responsible to remove the bike and not use the garages. On 19th February a stolen vehicle from Dartford was found on the High Street and removed.
There is an ongoing neighbour dispute on Mountain Close, mostly a Clarion issue. 1 report of nuisance vehicles has been recorded in the last month.
Cllr Rayner advised PC McElligott that WPC is of a mind to support the next 2026 ASB Enforcement scheme contributing at the maximum level.
An update on next "coffee with a copper morning" will be forwarded to the clerk for circulation and added to WPC online media.

5. **Public Question Time**

No Questions Raised

6. RFO Retirement

To ensure ongoing compliance it was resolved that the following changes are implemented.

Upon retirement of Lesley Gillin (Cox) as RFO, the position will be filled by Helen Davison, Clerk.

It was resolved that the following account changes be implemented

NatWest

Remove Christopher Michael Mills & Brenda Anne Jackson
Add Helen Margaret Davison & Antony Jacob as signatories

CCLA

Remove Lesley Diana Cox & Christopher Michael Mills
Add Helen Margaret Davison as correspondent, and Peter Gillin & Antony Jacob as signatories

Metro

Remove Lesley Diana Cox & Christopher Michael Mills
Add Helen Margaret Davison for new card & signatory, and Peter Gillin as signatory

The RFO will check current bank requirements for in-person changes and co-ordinate signing arrangements.

Proposed by Cllr Rayner, seconded by Cllr Vick and agreed unanimously.

Cllr Rayner proposed that current RFO retain WPC equipment for use as a consultant on financial matters when support required by the new RFO on a limited contractual basis. Seconded by Cllr Vick, all in favour.
Cllr Gillin abstained.

7. Reports if any from County Cllr & Borough Cllr

County Councillor Harry Rayner

Public consultation for Local Government Reorganisation opened on the 5th of February and closes on the 26th of March. Notifications have been circulated. All five proposals that were submitted to Government by Kent and Medway councils are being consulted on, including KCC's option (1a) for a single Unitary Council supported by three Area Assemblies. After consultation Government will review all responses alongside the evidence in the business cases submitted and a decision is expected in the summer of 2026.

UK Power Networks are set to start repair works along Pilgrims Ways East where approximately 8 residents have been reliant on generator power since summer 2025 after damage was caused to the supply cable in a neighbouring landowner's property. Pedestrian footpaths are now re-routed for safety around Borough Green Sandpit in Platt as the extension works commence and diversion signage in place.

8. Reports from various Committees

Grounds

WPC is temporarily using BGPC maintenance team to carry out the required weekly playpark equipment inspections until WPCs own team can complete the training, booked for June 2026.

Buildings

Weather conditions are still preventing roof repairs to St George's Hall toilet block. The appointed contractors have suggested an alternative repair solution using burnt-on bitumen as is currently in place on other undamaged areas of the roof, as this option is not reliant on temperature. WPC has requested the updated costs for the project including the warm-roof option.

Highways

No Report

Crime & Disorder

No Report

Finance

No Report

Planning

No Report

Skate Park

No Report

Website

No Report

Climate Change Strategy

No Report

Youth

No Report

KALC

No Report

PPP

No Report

CPRE

No Report

9. Correspondence Received

Correspondent	Details	Action
HOKH	Request for Donation Previously emailed	£200 allocated in 2025-26 Precept. Cllr Gillin proposed, Cllr Vick seconded, agreed unanimously.
St Georges School	Request for Funding for a Friendship Garden Project Previously emailed	Cllr Gillin proposed WPC funding of £1000 and KCC Members Grant Application for funding for capital items of £400, Cllr Rayner seconded, agreed unanimously.

CoGS	Borough Green Food Bank, request for Funding Previously emailed	Cllr Gillin proposed a donation of £500, seconded by Cllr Rayner, agreed unanimously
East Peckham PC	National Planning Policy Framework (NPPF) Consultation - Concerns and Objections, Draft Letters for PC Chairs and residents circulated Previously emailed	For Information
Clarion	St Georges Court - Tree Works, letter from development manager Sandy Walker Previously emailed	For Information
Kings Hill PC	Transition to Town Council Status from 1 April 2026 Previously emailed	For Information
TMBC	S106 Online Drop In Session, minutes circulated Previously emailed	For information
KCC	Local Government Reorganisation (LGR) in Kent and Medway statutory consultation open. Closes 26 th March Previously emailed Public Rights of Way Statement of Priorities, public consultation, closes 23/03/26 Previously emailed KCC asks government to continue with new special schools to meet growing SEND needs Previously emailed Road Safety & Active Travel Group (RSATG) Seminar, Tuesday 21/04 & Thursday 30/04/26. Previously emailed	Added to website & social media. Visit Local government reorganisation in Kent and Medway - GOV.UK Added to website & social media. Visit https://letstalk.kent.gov.uk/prow-statement-of-priorities For Information https://news.kent.gov.uk/article/kcc-asks-government-to-continue-with-new-special-schools-to-meet-growing-send-needs Register by email, closes 13/03/26
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	Kalc T&M Meeting Dates 2026 Previously emailed Upcoming Events Previously Emailed Weekly Bulletin Previously Emailed Newsletter Previously emailed	For Information For Information. For Information For Information
Parish Online	February Newsletter #64 Previously emailed	For Information
Tom Tugendhat	News from your MP – January2 Previously emailed	For Information
Rural Services Network	The Rural Bulletin Previously Emailed	For Information

10. 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
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Suffolk Life Annuities Ltd	Storage Depot Monthly Rental	£400.00	18/02/26	DPC 11775
Kevin Holt	Ground Maintenance Works February 2026	£562.00	20/02/26	DPC 11780
Peter Barden	Ground Maintenance Works February 2026	£1,327.50	27/02/26	DPC 11799
Lesley Gillin (Cox)	Salary February 2026 deductions include pension contribution. Telephone Quarterly Office Allowance Total	415.08 10.00 150.00 £575.08		DPC
Helen Davison (Whitehouse)	Salary February 2026 deductions include pension contribution. Hall Dust Pan & Brush * Total	1,608.88 4.00 £1,612.88		DPC
HM Revenue & Custom	PAYE / NI February 2026. Total	£610.38		DPC
KCC Pension Fund	Pension Contribution February 2026	£953.00		DPC
Borough Green PC **	Skate Park Litter Pick / Checks February 2026 28 days @ £5 per day	£140.00		DPC
Astra Security Systems *	1GB Monthly Data per Router x 4 – March 2026	£120.00		DPC
NKCS *	Contract Cleaning January 2025 St George's Hall to contribute	£735.70		DPC
Assured Water Hygiene Ltd *	Pavilion Salt x 10 for February 2025 Total	£161.50		DPC
KALC*	Playground Inspection Safety Training P Barden, 09/06/26	£84.00		DPC
Samsian Ltd*	Pavilion Gas Boiler Service/Certificate AO Smith Water Heater Service SGH Gas Boiler Service/Certificate Total	192.00 185.00 192.00 £569.00		DPC
Streetlights *	Quarterly Camera at CPA & St Georges Hall	£81.00		DPC
SLCC	Annual Membership - Clerk	£253.00		DPC
DPS*	Plumbing Works, Village Toilets	£266.50		DPC
Metro Bank Account Transfer	Screwfix, paint & brushes, open spaces* Amazon, bulbs, village trailer* Amazon, fused lamps, village trailer* Amazon, circuit tester, village trailer* Amazon, paint, open spaces* Monthly Charges Monthly Transfer Total	31.98 1.89 23.99 26.99 46.28 8.60 £139.73		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 4th February 2026

Positive Energy	Public Toilets Energy	65.69	16/02/26	DD 11768
Positive Energy	Multi Court Energy	38.45	16/02/26	DD 11770

EDF	Pavilion Electricity	£119.41	17/02/26	DD 11773
SSE	Streetlight Supply	£209.00	23/02/26	DD 11782

ii. Bank Reconciliation for sign off

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

BANK ACCOUNT BALANCES as at 4th 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

POST MEETING NOTE: BANK ACCOUNT BALANCES as at 4th 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)	£1.05
CCLA Parish Fund 1 (1207)	£47,046.67
CCLA Community Fund 2 (1208)	£60,128.03
Metro Account	£860.27
TOTAL	£165,221.94

11. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 1st April 2026 to be held at the earlier time of 7.00pm, followed immediately by the Annual Parish Meeting at 8.00pm in the Wrotham Pavilion, with the date for the interim planning meeting to be advised.

12. 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
26/00096/RD	Wrotham Secondary School Borough Green Road	Details of Condition 19 (Community Use Agreement) submitted pursuant to planning permission TM/23/03198/PDSID (Part-demolition of existing school buildings and erection of replacement school buildings with	No Objection

		associated parking and landscaping including the siting of two temporary classroom buildings during construction)	
25/00599/FL	Former Marley Site, London Road	Full planning application for demolition of the existing buildings and redevelopment of the Site to provide 2no. warehouse buildings (Units 1a - 1d for B8 Use and Units 2 and 3 for flexible B2 (general industrial) /B8 (storage and distribution) Use), with ancillary office space and associated access, servicing, parking and landscaping	Object on the grounds of over intensification of the site
26/00118/FL	8 Battlefields Road	Proposed erection of single-storey detached outbuilding in rear garden	No Objection
26/00049/FL	Barn North Of Kemsing Road	Demolition of existing barn and erection of two detached 4 bedroom family dwellings (Revision of TM/24/01218/PA)	Attached Refers
26/00226/LDP	Four Seasons Park Labour In Vain Road	Lawful Development Certificate Proposed Use of land as a caravan site together with amenity and ancillary areas and an additional 7 caravans shown on the proposed plan (a total of 45 caravans)	No Comments
25/01725/FL	St Georges Court, West Street	Section 73 application to vary condition 22 (approved plans) of planning permission TM/18/02268/FL (as amended by ref. TM/23/00661/NMA, TM/23/00915/NMA and TM/25/01464/NMA) for alterations to the approved scheme to comprise of layout revisions to account for removal of one home, associated external elevation changes and confirmation of the final affordable housing mix	Attached Refers

i. Notifications of Decisions

Application Number	Address	Details	Decision
25/01487/FL	18 Battlefields Road	Proposed front porch extension with relocation of main entrance door from side elevation to front elevation. Loft conversion with dormer window to rear elevation & 3 No rooflight	Approved – 16 th Feb 2026

		windows to front elevation. Single storey extension to rear elevation	
25/01789/FL	Little Nepicar Cottage London Road	Erection of a garage (Retrospective)	Approved – 23 rd February 2026

2. Correspondence Received

T&MBC Planning Applications Lists

The meeting closed at 8.49pm

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

Views of Wrotham Parish Council on the following application:
26/00033/FL - 5 Battlefields Road Wrotham Sevenoaks Kent TN15 7BY
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.

WPC does not object to the replacement of a garage with a 3-bedroom house in principle. However, the proposed parking of one space per dwelling is inadequate. Kent Highways Parking Standards require two spaces per 3-bedroom dwelling in this rural location. We also note that there is a lack of off-street parking in this location. WPC therefore objects to the proposal unless 4 parking spaces can be provided (2 for each of the dwellings).

Views of Wrotham Parish Council on the following application:
26/00049/FL – Barn North Of Kemsing Road, Sevenoaks Kent TN15 6NN
Demolition of existing barn and erection of two detached 4 bedroom family dwellings
(Revision of TM/24/01218/PA)

Wrotham Parish Council agrees with Kent Downs National Landscape response noting:
"no objection in principle to a sensitively designed scheme"
however
"particular concern is the intended use of slate as a roofing material, the extent of the flat roofs and the proposed large areas of unbroken glazing in the new buildings."