WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING,
HELD ON WEDNESDAY 5th August 2026 at 7.30pm
In the Wrotham Pavilion TN15 7AH

Present: Cllrs P Gillin (Chairman), K Denton, R Betts (late arrival), D Beach, H Rayner, S Vick, Tony Jacob, V Andrew

In Attendance: H Davison (Clerk/RFO), 1 member of public

1. **Apologies for absence:**

   Cllrs 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 1st July were proposed by Cllr Denton, seconded by Cllr Vick, agreed and signed as a correct record by the Chairman.
   The minutes of the annual parish meeting held on 1st April were proposed by Cllr Denton, seconded by Cllr Vick, agreed and signed as a correct record by the Chairman.

4. **Reports if any from Community Police Officer**

   An update from beat officer PC McElligott was circulated by Cllr Gillin. The police have been in touch with Clarion regarding one of their empty garages which has been repeatedly broken in to and used for storing vehicles. Clarion has yet to respond to the police.

5. **Public Question Time**

   A resident queried whether the attendance times & locations visited by the 2026 Safer Neighbourhoods Team are the most suitable as very few locals have seen the patrols around the village and majority of ASB incidents seem to happen after 4pm.
   WPC has informed TMBC of identified "hotspots" based on the information provided by the Wrotham Crime Diary and/or police reports. These locations can be updated to TMBC at any point as can preferred times.
   The clerk will provide a copy of the Safer Neighbourhoods monthly reports to the Wrotham Crime Diary.

6. Revision To Allotment Rules & Regulations – Waiting List Priority

Following an extraordinary meeting of the Wrotham Allotment Society Committee a waiting list priority ranking for applicants on plot allocation was agreed. Cllr Denton will present wording for consideration and decision at September meeting.

7. Additional Metro Card For Purchasing

There has been occasional difficulty making point of sale purchases for maintenance and grounds materials due to the card transaction verification process. It was proposed that a second Metro debit card be requested for the Chairman/Head of Grounds, proposed by Cllr Rayner, seconded by Cllr Gillin, agreed unanimously.

8. Future Of The West Street Car Park

A RICS valuation from Martine Waghorn and planning report from Highgate Planning for West Street Car Park were received. Both reports are in agreement that any commercial or residential development would be highly unlikely. A value of £40,000 was quoted on the basis that WPC grants KCC 100% overage.
KALC is running an online seminar the 24th August covering Asset Transfer.
Cllr Rayner proposed the clerk and any interested WPC members attend the KALC meeting on 24th, then approach KALC that WPC would like to apply to KCC for an asset transfer on West Street Car Park. Seconded by Cllr Gillin and agreed unanimously.

9. Reports if any from County &/or Borough Cllr

County Cllr Harry Rayner

The secretary of States decision on LGR has been published with Wrotham falling under a new West Kent Authority and KALC has circulated the proposed warding arrangements. May 2027 elections will include candidates for the new authority which will operate as a 'shadow' authority for 11 months from 2027-2028 until the 2028 elections at which point KCC will cease. Existing parish and town borders will remain the same.
The combined members grant 2026-2027 is now available with £1000 limited for capital expenditure, and instructions for the new application system have been circulated. Cllr Gillin asked whether this grant could be used to purchase a parish CCTV camera which would then connect to the existing network infrastructure. Cllr Rayner believes this is possible in theory pending clarification from TMBC and further investigation is needed.
The Kent Community Safety Agreement 2026 has previously been circulated to parishes but links to this can be provided for the document along with priorities and actions.
Notifications on upcoming local roadworks and street closures have been issued in their normal manner with no major disruption to main routes expected at this time.

Borough Councillor Robin Betts

Foundation works have commenced on the Bluebell Hill A+ rated temporary accommodation of 12 modular family homes which are due to start arriving towards the end of September.
Gibson West building is now completely separate and is now on the market.
Planning permission for the new climate efficient Angel centre in Tonbridge was granted unanimously and intended to be funded by a combination of grants and ear marked reserves and will provide a mix of community facilities and sustainable efficient infrastructure. The next stage is for the application to go to full council for final financial costings.

10. Reports from KALC, PPP Or External Body

KALC

No Report

PPP

Deferred to September

CPRE

No Report

11. Reports from Parish Works

Grounds

WPC now have a second maintenance team worker, and they have been doing considerable watering, weeding and planting around the grounds, particularly within the burial grounds.
There was a serious incident that took place in the CPA towards the end of July. A large splinter of wood broke off one of the handrails on the children's castle and required surgical removal in hospital. Cllr Gillin attended the CPA to inspect the equipment as soon as WPC was notified and arranged for immediate sanding of the handrails on all areas affected by heatwave splintering.

Buildings

Internal repair works to the toilets at St Georges Hall have been completed.

Highways

The new waste bins for the village square have now been delivered and will be fitted over the next couple of weeks.
Cllr Beach has prepared a questionnaire for the proposed 20mph zone based on the KCC template and will circulate out to members for feedback, before deciding format, printing and distribution. The deadline for return is the 25th of September.
The Highways committee had a meeting to look at possible gate entrance points to the village at Bull Lane, Borough Green Road and Kemsing Road, and will be preparing proposals for KCC.

Finance

No report

Planning

No report

Skate Park

Some minor damage was reported by BGTC who will clear up, make good and this will be repaired after the school reopen in September.

Other Parish Works Or Reports

No report

12. Correspondence Received:

Correspondent	Details	Action
West Kent Mediation	Request For Funding To Support Community Work Previously emailed	£100 donation proposed by Cllr Rayner, seconded by Cllr Vick
TMBC	Draft Order for Road Closure – Festival Of Light 2026 Previously Emailed	For Information
	Safer Neighbourhood Team - Report for July 2026 Previously Emailed	For Information
KCC	Road Safety & Active Travel Group Newsletter, Apr-Jun 2026 Previously Emailed	For Information
	Kent Community Safety Agreement document Previously Emailed	For Information
	Virtual Road Safety & Active Travel Group Seminar, Thursday 9th July 9.30-13.00 Previously emailed	For Information
	KCC Bus Stop Shelter Grant 2026-2027 Previously Emailed	For Information

NALC	Call For Motions For KALC AGM, Deadline 30th September 2026 Previously emailed Upcoming Events CEO Bulletin Previously Emailed	Visit: https://www.surveymonkey.com/r/CQPBYTD For Events visit https://www.nalc.gov.uk/events.html - contact RFO or Clerk for login details For Information
KALC	LGR - Interim Report and Warding Arrangements for West Kent Previously Emailed Upcoming Events Previously Emailed Weekly Bulletin Previously Emailed Newsletter Previously emailed	For Information. For Information For Information For Information
Rural Services Network	The Rural Bulletin Previously Emailed	For Information
Tom Tugendhat	Halt The Houses Petition – No Water, No Houses Previously Emailed News From Your MP Previously Emailed	www.haltthehouse.com to have your say For Information
Carbon Literacy Project	Newsletter Updated July 2026 Previously emailed	For Information
RACE	Rural And Community Housing Enabling, Affordable Housing Seminar 7th July 11am-12.30pm Previously emailed	For Information
HOKH	Heart Of Kent Hospice Invitation to "Your Hospice Your Community" event, Thursday 24th September Previously Emailed	For Information

13. <u>Financial Matters</u>

i. <u>BAC payments for approval and signature</u>

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/Ref
KAS Welding*	7122 Pavilion Decking Project, Materials & Labour – Inv 02674	£1,836.00	02/07/26	12549
Flagstone Paving Ltd*	Pavilion Decking Rebar x 10 42650	£235.20	07/07/26	12568
F H Brundle*	Pavilion Decking Planks x 4 Or 1224622	£1,070.88	07/07/26	12570
L Finley	Inv 693 Deposit Refund	£100.00	07/07/26	12573
Elite Construction*	Pavilion Concrete	£789.60	09/07/26	12575
Eveready Hire*	Pavilion Excavator	£482.16	10/07/26	12582
PNH Construction	Pavilion Decking Project – Payment 3 of 3 Inv 118, Banisters, Decking & Groundworks	£4,301.20	14/07/26	12596
S Atkins	Deposit Refund Inv 634	£50.00	14/07/26	12636
Suffolk Life Annuities Ltd	Storage Depot Monthly Rental FA4837	£400.00	15/07/26	12602
E Ivell	Deposit Refund – Inv 689	£50.00	23/07/26	12617
Meopham School	Deposit Refund – Inv 688	£100.00	23/07/26	12616
Elite Construction*	Pavilion Grab Lorry	£396.00	24/07/26	12622

Ben Glynn	Grounds Maintenance Works July 2026 Inv 002	£135.00	24/07/26	12621
Peter Barden	Ground Maintenance Works July 2026 Total	£1,271.25	24/07/26	12627
Helen Davison (Whitehouse)	Salary July 2026 deductions include pension contribution. 7175 Telephone Total	£1,868.24 10.00 £1,878.24		
HM Revenue & Custom	PAYE / NI July 2026.	£580.16		
KCC Pension Fund	Pension Contribution July 2026	£584.52		
Lesley Gillin	RFO Support July 2026	£60.00		
Ben Glynn	Grounds Maintenance Works July 2026 Inv 003	£337.50		
Maritime Waghorn Consulting Ltd *	West Street Car Park – Rics Valuation	£1,800.00		
NKCS *	Contract Cleaning June 2026 St George's Hall to contribute	£630.88		
Borough Green TC	Skate Park Litter Pick / Checks July 2026 31 days @ £5 per day **	£155.00		
Ward Security*	May CCTV Data 00084489 June CCTV Data 00084488 July CCTV Data 00085561 Total	120.00 120.00 120.00 £360.00		
Landscape Services*	Quarterly Grounds Maintenance Contracts 26-29, Apr-Jun Inv LS216384	£1,561.54		
Kent Grassland Services*	Grounds Maintenance, Small Mowing Contract – Inv July 2026	£684.00		
Metro Bank Account Transfer*	Blinds2Go – Pavilion Window Blinds Slips Away – Pavilion Tread Covers Screwfix – St Georges Hall Paint Hall to contribute Balance Transfer Balance Transfer Monthly Charges Monthly Account Total (No Top Up)	(339.95) (1,942.79) (152.95) 1,254.00 1,942.79 (9.80) £1,751.30		

* 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 1st July 2026

Positive Energy	Multi Court Energy – 635773 7132	£43.82	13/07/26	12586
Positive Energy	Public Toilets Energy – 635775 7129	£59.82	13/07/26	12588
Water Plus	Allotments Water – 7002536577	£138.23	24/07/26	12607
TMBC	Non Domestic Rates Cemetery - 2025810	£57.00	20/07/26	12610
SSE	Streetlight Supply 7156	£112.26	21/07/26	12615
British Gas	Pavilion Gas - 604159629	£32.81	27/07/26	12632
British Gas	Pavilion Electric - 604159633	£27.38	29/06/26	12634
TMBC	Non Domestic Rates	£62.00	03/08/26	

	West Street - 7126277			

ii. Bank Reconciliation for sign off

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

BANK ACCOUNT BALANCES as at 5th July 2026

Current (1200)	£50.00
Business Reserve (1201)	£2,562.60
Business Savings (1203)	£51,822.57
CCLA FOW Fund (1205)	£8,266.10
CCLA Parish Fund 1 (1207)	£47,631.07
CCLA Community Fund 2 (1208)	£60,875.74
Metro Account (1209)	£845.56
TOTAL	**£172,053.64**

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

Current (1200)	£50.00
Business Reserve (1201)	£1,857.11
Business Savings (1203)	£39,801.54
CCLA FOW Fund (1205)	£8,292.12
CCLA Parish Fund 1 (1207)	£47,781.62
CCLA Community Fund 2 (1208)	£61,067.33
Metro Account (1209)	£1,751.30
TOTAL	**£160,601.02**

14. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 2nd September to be held at 7.30pm, in the Wrotham Pavilion, with the date for the interim planning meeting to be advised.

15. Planning Committee to Consider

1. Applications received

Application Number	Address	Details	Decision
26/01221/TNCA	17 St Marys Road	1 x Magnolia - Remove	No Objection
26/01233/FL	5 Battlefields Road	Demolition of existing prefabricated single garage, sub division of existing property and construction of new 3-bed, 2 storey detached dwelling. Creation of new off street parking space for remaining dwelling	Object, Attached Refers
26/01254/LDE	Green Ends Wrotham Hill Road	Lawful Development Certificate Existing: Occupation of the dwelling in breach of the Agricultural Occupancy Condition for a continuous period in excess of 10 years	No Comments
KCC/TM/0149/2025	Borough Green Sand Pit, Maidstone Road, Platt	Submission of details pursuant to conditions 1, 24 and 30 of planning permission TM/24/958, comprising a review and update of the surface water management scheme at Borough Green Sandpits, including proposals for additional attenuation and associated amendments to the approved restoration scheme	No Objection Cllr Rayner declared an interest & abstained from discussion/vote
26/01385/TNCA	West Street	2 x Goat Willow (standing opposite Kanjarrah and Wychwood) - Fell as specified. (1 x dead Elm (standing opposite Wychwood) - Fell as specified)	No Objection
26/01397/NMA	St Georges Court West Street	Non-material amendment to full planning permission ref. TM/18/02268/FL (as amended) to regularise the description of development with previously approved non-	Extension Requested, Further Information Required

26/01396/OB106X		material amendments by removing reference to the quantum of homes Discharge of planning obligations contained in paragraphs 1.1 and 1.2 of Schedule 1 of Section 106 Agreement on planning permission TM/18/02268/FL (Demolition and redevelopment of existing buildings to provide 38 residential units with associated parking, refuse and cycle storage)	Cllr Betts declared an interest & abstained from discussion/vote. Extension Requested, Further Information Required. Cllr Betts declared an interest & abstained from discussion/vote.
26/01352/RD	Land Part Of Wrotham Water Farm Off London Road	Details of Condition 17 (part) (Archaeology Written Scheme of Investigation) of outline planning permission granted on appeal under ref. APP/H2265/W/24/3347410 (LPA ref. 23/00681/OAEA)	No Objection

i. Notifications of Decisions

Application Number	Address	Details	Decision
26/00680/FL	Wrotham Park Park Drive	Section 73 application to vary condition 3 (Approved plans) of Planning application TM/23/00500/FL Two storey side extension, single storey side entrance/WC extension, external alterations and associated landscaping. To reference the amended plans to accommodate minor internal and external layout alterations	Approved – 1st July 2026
26/00677/FL	Coney Shaw Farm Kemsing Road	Installation of 3 No. Air Source Heat Pumps (ASHP) to low level, of the West external elevation	Approved – 7th July 2026
26/00982/TNCA	The Old Vicarage Borough Green Road	1 x Cherry tree (applicants ref. T1) - Reduce the tree overall by approx 40% (approx 3m overall reduction) 1 x Magnolia tree (applicants ref. T2) - Laterally reduce the protruding lawn side of the tree by approx 2.5m to bring into shape with the remaining crown.	No Objection – 2nd July 2026
26/01168/TNCA	The Old Palace Bull Lane	1 x Prunus (applicants ref. T92) - Remove limb overhanging small building.	No Objection – 20th July 2026
26/01138/TNCA	1 Greenwood Place	Pear tree- Fell	No Objection – 20th July 2026
26/00564/FL	The Riding Light Gravesend Road	Bungalow renovation including single storey front extension, two storey rear extension, balconies, new entrance gate and brick piers, insertion of rooflights, alterations to exterior finishes and fenestration and temporary siting of mobile home	Approved – 22nd July 2026

2. Correspondence Received

T&MBC Planning Applications Lists

The meeting closed at 8.49pm

..... Chairman

..... Date

Comments for Planning Application 26/01233/FL

Comments were submitted at 06/08/2026 11:26 AM from Helen Davison.

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 3-bed, 2 storey detached dwelling. Creation of new off street parking space for remaining dwelling
Case Officer:	Larissa Brooks

Click for further information

Customer Details

Name:	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:	Wrotham Parish Council objects to this proposal. The proposed tandem parking is considered to be prejudicial to highway safety. Each 3+ bedroom dwelling requires two independently accessible parking spaces. See application 26/00033/FL