WROTHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING,
HELD ON WEDNESDAY 2nd September 2026 at 7.30pm
In the Wrotham Pavilion TN15 7AH

Present: Cllrs P Gillin (Chairman), D Beach, H Rayner, S Vick, V Andrew

In Attendance: H Davison (Clerk/RFO), Angela Boulden

1. **Apologies for absence:**

   Cllrs M Coffin & R Betts (TMBC meeting), K Denton, T Jacob

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 clerk has had difficulty completing all her tasks over the past month. It was decided that additional RFO/Clerk support will be requested from L Gillin as needed as per their contract and the Chairman will call a constituted WPC meeting within in next two weeks to approve the finalised minutes.

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

   As a result of local CSU patrols a driver was arrested in Wrotham on suspicion of five traffic and theft-related offenses and a vehicle was seized.
   Cllr Gillin met with the Safer Neighbourhoods team in the village and related residents concern over visibility and patrol times. The team were asked to concentrate on areas of identified areas of concern.
   There has also been a lot of concern from residents over the use of catapults causing damage to property and animals. Information has been passed on to the CSU who have requested the safer neighbourhoods team concentrate their patrols on areas associated with these incidents.

5. **Public Question Time**

   Could the CSU be requested to visit Wrotham during the Music Festival event scheduled for 5th September, Cllr Rayner advised that the timing of this request would likely be too late for an event in 3 days' time.

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

The revisions discussed at August meeting were circulated and proposed by Cllr Gillin, seconded by Cllr Vick, and agreed unanimously. New rules and regulations were formally adopted.

7. Revision To Financial Regulations – Payment Cards, Section 9

At the August meeting is was agreed that a second Metro debit card be requested for the Chairman to make instant purchases for grounds and maintenance materials, this requires amendment to our current Financial Regulations. The proposed changes to Financial Regulations to permit a second debit card was proposed by Cllr Gillin, seconded by Cllr Rayner and agreed unanimously. Adoption of the revised Financial Regulations to be an October agenda item.

8. Annual Rates Hire Review

A printed copy of the projected hire rates was not available at the meeting. Cllr Gillin advised that BGTC haven't increased venue rates for the last few years to attract potential users and in order to remain competitive WPC should keep rate increases minimal. Pavilion use is above what was anticipated and the long-term tenant day rate was reviewed earlier this year. St Georges Hall bookings are very low in spite of frequent advertising with a lot of feedback about the internal decoration and improvements needed.
A decision on the hire rate will be deferred to the interim September WPC meeting when members will have had an opportunity to review projected figures in more detail.

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

County Cllr Harry Rayner

Following the KALC run webinar on Asset Transfer Cllr Rayner has established that TMBC will not be agreeing to transfers of any assets between now and the implementation of LGR. KCC are less adamant on the situation and Cllr Rayner has suggested WPC work up a proposal to present to KCC. Preliminary discussions with a KCC member have taken place which were encouraging however numbers are yet to be broached. Cllr Gillin suggests WPC first ask for an asset transfer on equal terms as a starting point on discussions and present the planning report and valuation as supporting documentation. Cllr Rayner also suggested electric charging points and active travel should be part of the proposal.
The KCC Budget consultation is proceeding with required savings currently set between £90m-100m for next year. This is possibly on the low side as very possible the inflation rate which is quite low will increase from the present figure.
Cllr Rayner received a letter from the parent of the child involved in the recent CPA incident, thanking the council for they prompt actions to address the necessary repairs.

10. Reports from KALC, PPP Or External Body

KALC

No Report

PPP

Main discussion at the recent meeting was on LGR with CEO from TMBC attending to give a talk on LGR and answer questions such as how LGR will affect parish councils and will PPP continue. It is thought that PPP will continue with representatives from the 4 unitary areas and 3 from KALC but no one knows until the new council meets.
The current police representation on the committee was discussed in terms of the safer neighbourhood scheme, councils contributions and whether they are getting value for money.

CPRE

No Report

11. Reports from Parish Works

Grounds

Cllr Gillin has circulated the most recent grounds works report for information.
The terrace and balustrade works are nearly complete with only minor infill cosmetic work outstanding.
The CPA sleeper wall, originally installed in 1989, has been replaced with new smoothed-off green oak sleepers along with a damp course and dipped bank surface.
There was a considerable mains water supply leak underground behind the village toilets. Fortunately, this was discovered and isolated very quickly. Cllr Beach sourced a local company, G C Maintenance who were able to come out the same day, repair the leak and produce their report on the findings.
The report and further investigation indicate there is a very slow and minor leak, losing about 1 litre over 6 hours. The precise location is unknown, and it may prove difficult to pinpoint without considerable excavation to the grounds.
Cllr Gillin proposed that the water supply for the toilets be isolated and remain off between public events and a reading is taken before and after each event, seconded by Cllr Vick & agreed unanimously.
Cllr Rayner commented that it is important WPC does what it can in order to fix any leak and Cllr Beach will contact G C Maintenance to ask what would be involved to locate the leak.

Buildings

No Report

Highways

Cllr Beach has circulated the pre-consultation survey details to members. There are 560 copies to be hand delivered. Printing cost £313.00 from Copy Shoppe West Maling. Delivery to commence in the next couple of weeks.
WPC are waiting a date from the contractor to install the new benches and rubbish bins on the village square.

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. Cllr Gillin has a meeting arranged for next Wednesday with Barry Cox (Kas Welding) and Pete Barden to discuss the final phase of ramp refurbishment.

Other Parish Works Or Reports

No report

12. Correspondence Received:

Correspondent	Details	Action
Rospa	Annual Play Safety Inspection Reports Previously emailed	Sleeper wall has already been addressed. Other identified fault repairs on going
Wrotham Music Festival	Request for concession rate of Pavilion Hire Previously emailed	Free use of ancillary room as access for equipment proposed by Cllr Gillin, seconded by Cllr Rayner and agreed unanimously
Luke Merriman	Wrotham "Sports Cage" Multicourt use, preserving busy periods for informal ad-hoc usage Previously emailed	Dates and times of regular group uses to be placed on WPC Website, Facebook Page and BG PinBoard.
SGRDT	Southern Golden Retriever Display Team, Practice Photos, Introduction & Local Fundraising	For Information

	Previously Emailed	
BGTC	New Planning Rules Previously emailed	For Information
TMBC	Invitation to the Mayor of Tonbridge and Malling's Dancing Through the Decades Charity Event - 19 September 2026, 7pm-11.30pm Previously emailed Annual Canvas 2026 Previously emailed Presentations on Local Government Reorganisation and Climate Change - Parish Partnership Panel - 27 August 2026 Previously emailed TMBC Community Awards Scheme, Closes 1st October 2026 Previously emailed	For Information For Information Cllr Betts to provide an update on the climate change discussion at the October Meeting. Visit https://www.tmbc.gov.uk/community-services/community-awards-scheme
NALC	Climate & Nature Crisis in Tonbridge Previously Emailed Upcoming Events CEO Bulletin Previously Emailed	For Information For Events visit https://www.nalc.gov.uk/events.html - contact RFO or Clerk for login details For Information
KALC	Upcoming Events Previously Emailed Weekly Bulletin Previously Emailed Newsletter Previously emailed	For Information For Information For Information
Rural Services Network	The Rural Bulletin Previously Emailed	For Information
Tom Tugendhat	News From Your MP 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
N Sheehan	Deposit Refund Inv 701	£30.00	06/08/26	12696
Suffolk Life Annuities Ltd	Storage Depot Monthly Rental FA4837	£400.00	12/08/26	12706
L Rees	CPA Safety Works	£30.00	12/08/26	12704
Darren Barden	CPA Sleeper Wall Replacement, Labour & Vehicle Hire	£326.00	17/08/26	12738
HM Revenue & Custom	PAYE / NI July 2026, Outstanding	£42.20	17/08/26	12740
Ben Glynn	Grounds Maintenance Works August 2026 Inv 004	£472.50	19/08/26	12746
GC Maintenance *	Underground Water Leak Repair 7130 – INV GCM1001192	£540.00	19/08/26	12747
Peter Barden	Ground Maintenance Works August 2026	£1068.76	01/09/26	12767

	Total			
H Clements	Deposit Refund Inv 709	£50.00	01/09/26	12759
R Trotman	Deposit Refund Inv 691	£100.00	02/09/26	12785
Helen Davison (Whitehouse)	Salary August 2026 deductions include pension contribution. Pay Award back dated to April 2026 7175 Telephone Total	2,128.66 10.00 £2,138.66		
HM Revenue & Custom	PAYE / NI August 2026.	£783.56		
KCC Pension Fund	Pension Contribution August 2026	£681.04		
Lesley Gillin	RFO Support	£90.00		
NKCS *	Contract Cleaning July 2026 St George's Hall to contribute	£564.07		
Borough Green TC	Skate Park Litter Pick / Checks August 2026 31 days @ £5 per day **	£155.00		
Kent Grassland Services*	Grounds Maintenance, Small Mowing Contract – Inv August 2026	£684.00		
West Kent Mediation Services	Funding Donation Agreed At July WPC Meeting – HR & SV	£100.00		
Parish Online*	Annual Mapping Software	£84.00		
Metro Bank Account Transfer*	Screwfix – Safety Tape Screwfix – Open Spaces Maintenance Toolstation – CPA Sleeper Wall Screwfix – Cricket Ground Fencing Monthly Charges Monthly Account Total (No Top Up)	(7.98) (129.96) (68.93) (54.81) (9.80) £1,479.82		

* 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 5th August 2026

Playsafety*	Rospa Annual Equipment Inspection Whitegate Skatepark*** Wrotham Recreation Grounds Total	 118.80 271.20 £390.00	07/08/26	12736
Positive Energy	Multi Court Energy – 635773 7132	£44.91	10/08/26	12698
Positive Energy	Public Toilets Energy – 635775 7129	£57.99	10/08/26	12702
Water Plus	Allotments Water – 7002536577	£375.35	17/08/26	12742
TMBC	Non Domestic Rates Cemetery - 2025810	£57.00	20/08/26	12749
SSE	Streetlight Supply 7156	£120.15	21/08/26	12751
British Gas	Pavilion Gas - 604159629	£32.71	26/08/26	12755
British Gas	Pavilion Electric - 604159633	£24.54	01/09/26	12769
TMBC	Non Domestic Rates West Street - 7126277	£62.00	01/09/26	12771

ii. Bank Reconciliation for sign off

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

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 an interim meeting will be called by the Chairman to be held no later than the middle of September as per Agenda item 3, and subsequent October full council meeting to be held on the 7th October 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
26/01397/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-material amendments by removing reference to the quantum of homes	Attached refers
26/01396/OB106X		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)	Due to the potential unlawfulness of this application the proposal by Cllr Gillin, seconded by Cllr Rayner to appointed Highgate Planning Ltd to respond on behalf of WPC was agreed unanimously
TM/26/01495/RD	Land Adjoining Noahs Rough, Old Coach Road	Details of condition 3 (Materials) 5 (Bio-diversity Lighting plan) 6 (Landscape and ecological Management Plan) pursuant to planning permission TM/25/00344/FL Change of use of agricultural land to private equestrian for the keeping of horses, erection of stables, hay store, riding arena with landscaping and Biodiversity enhancements	No Objections
26/01597/TNCA	Bank House High Street	1 x Fig (T1 applicant reference) in rear garden fell. Encroaching on building. Damage to roof and paving, root heave. Poor stem structure and no longer suitable size for location	No Objections
26/01255/FL	The Lodge 2 Yaldham Manor Drive Kemsing	Demolition of outbuilding and construction of detached garage	No Objections
26/01521/LDP	Archersmead Pilgrims Way	Lawful Development Certificate Proposed: Replacement of old roof tiles. Addition of solar panels. (11 "in roof" on west aspect, 7 "in roof" on East aspect and 3 on south aspect above tiles) Install a small roof (Velux) window on the north facing side of the existing garden room. Addition of an air source heat pump using the Valliant latest and quietest design (Less than 30dB @3m)	No Comments

i. Notifications of Decisions

Application Number	Address	Details	Decision
26/01221/TNCA	17 St Marys Road	1 x Magnolia - Remove	No Objection – 2nd August 2026
26/01111/FL	Land East Of Wrotham Transmitting Station London Road	Permanent change of use of land from agriculture to a mixed use of agriculture, dog play paddock and walking field (sui generis)	Approved – 7th August 2026
26/00683/TPOC	Four Seasons Park Labour In Vain Road	1 x Cherry (applicants ref. T1) - Fell. Standing in Woodland W1 of Tree Preservation Order	Approved – 2nd August 2026
26/00604/FL	Erewhon Old Coach Road	Two storey side and rear extension, single storey front extension and internal alterations	Refused – 4th August 2026
25/00030/FL	Storage Compound At Invicta Business Park London Road	Retrospective application for the change of use of land for storage use, construction of a hard surface area and the erection of a security fence and gates	Approved – 17th August 2026

2. Correspondence Received

T&MBC Planning Applications Lists

The meeting closed at 8.48pm

..... Chairman

..... Date

Comments for Planning Application 26/01397/NMA

Fao Andrew Longman, Planning Officer,

Planning Application Ref: 26/01397/NMA - St Georges Court, West St, TN15 7DR
"Demolition and redevelopment of existing buildings to provide 37 residential units with associated parking, refuse and cycle storage."

The proposal is to change the development description as follows.
"*Demolition and redevelopment of existing buildings to provide residential units with associated parking, refuse and cycle storage*."

WPC is writing to strongly object to the above planning application, as it would result in a profoundly inexact and ambiguous description open to misinterpretation.

National planning practice guidance and local validation requirements dictate that a development description must be clear, accurate, and fully outline the project's scope.
Key Principles for Application Descriptions

- **Accuracy and Clarity:** The description must precisely state what is proposed so the public and statutory consultees understand the true scope of the project.
- **Local Authority Role:** Local planning authorities should check that the applicant's description is correct.

WPC also notes the following: -

"Planning applications and descriptions of development
In simple terms, the description of development is a vital component of the extent of a planning permission granted and is often something that is overlooked. As summarised above, there are various consequences that can ensue if the description of development is not clear. For example, any ambiguity within the description may lead to a wider use being granted than originally anticipated or intended."
Reference: Natasha Bicknell is a Lawyer at Pathfinder Legal Services, writing in Local Government Lawyer in 2025

Chairman
Wrotham Parish Council