

# WROTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 06<sup>th</sup> March 19 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

**Present:** P Gillin (Chairman), H Rayner, C Mills, D Beach, M Coffin, R Betts, Mrs P Parker & Mrs B Jackson

**In Attendance:** Lesley Cox (Clerk)

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

Cllr Denton

### 2. **Attendance Register**

The register was signed and the following declarations of interests noted.

All Meetings

Cllr's Gillin, Rayner, Betts, Beach, Denton & Mrs Jackson members of Keep Borough's Green

Cllr Beach member of the St George's Bell Ringers

Cllr Gillin member of Friends of Wrotham & Wrotham Xmas Lights

Cllr Mills chairman of Friends of Wrotham

Cllr's Rayner, Gillin & Mrs Jackson (committee member) 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 Mrs Jackson member of Wrotham Fireworks

Cllr's Rayner, Gillin, Beach, Denton & Mrs Jackson 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 Village Magazine Editor

Cllr Betts trustee of Tonbridge & Malling Leisure Trust

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

Cllr Rayner left the meeting during the consideration of Planning Application  
TM/19/00447/MIN

### 3. **Minutes**

The minutes of the meeting held on 6<sup>th</sup> February 19 were proposed by Cllr Rayner, seconded by Cllr Mills and agreed and signed as a correct record by the Chairman.

### 4. **Public Question Time**

No public in attendance

### 5. **Nepicar Layby – Stopping Up Order**

KCC's Internal consultation is progressing. The following wording of Wayleave terms previously agreed with KCC proposed by Cllr Rayner and seconded by Cllr Beach were agreed unanimously to be used for all statutory undertakers in connection with the layby.

Wrotham Parish Council hereby grants consent for Kent County Council Highways to install, maintain, inspect, alter, renew, remove and retain the works, as per the attached, and to enter the land shown on attached at all reasonable times (or at any time in the case of emergency) with or without vehicles plant or machinery for such purposes.

Kent County Council Highways shall:-

- a. not cause any unnecessary damage or injury to the land shown on attached and shall take all reasonable precautions to avoid obstruction or interference with the use any footpath that may be crossed by the Works.
- b. Make good to the reasonable satisfaction of Wrotham Parish Council any damage caused by or arising out of the execution of the Works
- c. Give to Wrotham Parish Council not less than five days' previous notice (except in cases of emergency when as long notice as practicable shall be given) of the intended exercise of any of the rights conferred by above

**6. Reports if any from County Cllr and or Borough Cllr**

County Councillor Rayner

KCC planning officers are having ongoing meetings with the owners of Borough Green Sandpits after the traffic survey undertaken by Cllr Gillin and Cllr Taylor using their own camera equipment sited over a period of a week showed conclusively that extraction from site was 2.5 times the rate permitted. The company's weighbridge records didn't agree with actual lorry movements.

The decision on the future staffing hours at local libraries should be taken tomorrow, all indication is that Borough Green library staffed hours will remain unchanged.

West Kingdown PC is very concerned at the prospect of Southbeats coming to the Wings of The Morning Field. Event organisers using buses in an effort to reduce traffic problems has proven unsuccessful in the past, with insufficient bus provision, problems with bus holding and turning facilities at both Swanley and Sevenoaks.

Borough Councillor Coffin

There has been contact between Sevenoaks DC and T&MBC in connection with Southbeats, no licence application has been received to date for the event. Brands Hatch also has a scheduled event for the same weekend. T&MBC has confirmed Council Tax increase of 3%.

Borough Councillor Betts

The new waste service contract with Erbaser is now live. Residents can sign up to an early bird offer for a reduced rate green bin from the 9<sup>th</sup> May 19. Door step recycling will commence from the 30<sup>th</sup> September 19, this facility will also be available to retirement complexes.

David Jones is retiring after 25 years as headteacher at St George's Primary School, Wrotham there is a special service being held on the 7<sup>th</sup> April 19 commencing at 10.30am in St George's Church.

£5K is available for businesses to improve their shop frontage, the owners of Hardens Store would have received a letter in connection with this grant initiative.

The Joint Employment Consultative Committee has been working on preparations for Brexit and in particular potential transport issues, 200 laptops have been purchased to enable key personnel to work from home.

Martin Coffin: Although this planning for 'Armageddon' is as a result of Brexit this has been useful exercise between a multi-agency group and can be implemented for any form of disaster in the future.

**7. Reports from various Committees**

### Grounds

The springy horse is under-going repair, and general maintenance works continue to be ongoing.  
The permanent colour and marking of the Multi-Court is scheduled for the 10<sup>th</sup> April 19, weather permitting. The court will be out of action for 48hrs.

### Buildings

The large pump within the pavilion water harvester was identified as the reason the unit wasn't working. Replacement cost of the pump £560.00. Utilising forensic techniques Cllrs Denton and Gillin narrowed the fault down to a failed capacitor, 16micro farad across stator winding cost £8.50pm plus labour. Water harvester is fully functional again.

### Highways

No report

### Crime & Disorder

No Report

### Finance

No Report

### Planning

No Report

### Skate Park

No Report

### Website

Reasonable progress to date on content to send designers to upload to new site.

### Youth

No Report

### KALC

It has been agreed that Parish Council will receive a monthly report from their PCSO, this should be made available in the first week of the month.

### PPP

No Report

### CPRE

No Report

## **8. Correspondence Received**

|                  |  |   |
|------------------|--|---|
| KCC              | Education Consultation Grange Park School<br>'Drop In' information session Grange Park School 18 <sup>th</sup><br>March 4.30pm to 6.30pm<br>Previously emailed<br>Strongly object on the back of A227 traffic issues | Response deadline<br>midnight 7 <sup>th</sup> April 2019<br><a href="mailto:school.consultations@kent.gov.uk">school.consultations@kent.gov.uk</a><br>Cllr Beach to respond on<br>behalf of Wrotham Parish<br>Council |
| Cllr Robin Betts | Retirement of David Jones headteacher of St George's<br>Primary School Wrotham for 25+ years   | Donation of £100.00 and<br>letter of appreciation.  |

|                          |                                    |                                    |
|--------------------------|------------------------------------|------------------------------------|
|                          | Should this be acknowledged by WPC | Clerk to follow up with the school |
| Planning Resource        | Planning Issues 2086 & 2086        | For Information                    |
| Clerks & Councils Direct | March 2019 Issue 122               | For Information                    |

## 9. Financial Matters

### i. Cheques for approval and signature

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

| <b>Payable To</b> | <b>Invoice Details</b>  | <b>Amount</b>  | <b>Cheque No</b> |
|-------------------|---|--|------------------|
| Tim Powell        | CPA Inspections x 3<br>Village Bins<br>Litter Picking<br>Skate Park Maintenance<br>Generator Fuel – receipt attached<br>*<br>Gritter Empty / Clean / Lubricate<br>St George's Hall<br>Main Door Closure / Wall<br>Maintenance<br>Total  | 30.00<br>10.00<br>74.00<br>92.50<br>7.00<br><br>92.50<br>74.00<br>£380.00  | BAC<br>08/02/19  |
| Tim Powell        | CPA Inspections x 3<br>Village Bins<br>Litter Picking<br>Gritter Jet Wash – receipt attached<br>Skate Park Materials Maintenance<br>Generator Fuel – receipt attached<br>*<br>Open Spaces Maintenance Leaf<br>Burner Manufacture<br>Total   | 30.00<br>10.00<br>37.00<br>20.00<br>240.50<br>7.00<br><br>55.50<br>£400.00 | BAC<br>15/02/19  |
| K Walpole         | Pavilion Deposit Refund   | £30.00   | BAC 18/02/19     |
| R Huggins         | Pavilion Deposit Refund   | £100.00  | BAC 18/02/19     |
| Tim Powell        | CPA Inspections x 3<br>Village Bins<br>Litter Picking<br>Open Spaces Maintenance / Leaf<br>Burner Manufacture<br>Generator Fuel – receipt attached<br>*<br>Village Shop Tile / Xmas Lights<br>Damage<br>Total   | 30.00<br>10.00<br>111.00<br>203.50<br>7.00<br><br>18.50<br>£380.00         | BAC<br>22/02/19  |
| Peter Barden      | Winter Maintenance – Hand Salt<br>Open Spaces Maintenance / Litter<br>Pick / Leaf Clearance / Leaf<br>Burning<br>CPA Springy Horse Manufacture /<br>Paint 2x primer 1x Top Coat<br>St George's Hall Main Door Closure<br>/ Wall Maintenance<br>Skate Park Maintenance<br>Large Village Trailer Mud Guard<br>Fabrication / Repair<br>Total | 60.00<br>204.00<br><br>156.00<br>48.00<br>216.00<br>84.00<br>£768.00       | BAC<br>22/02/19  |
| D Loza            | Pavilion Deposit Refund   | £30.00   | BAC 25/02/19     |

|                             |   |  |                 |
|-----------------------------|---|--|-----------------|
| T F Ltd                     | Pavilion Overpayment Refund   | £87.20   | BAC 27/02/19    |
| Tim Powell                  | CPA Inspections x 3<br>Village Bins<br>Litter Picking<br>Skate Park Maintenance<br>Generator Fuel – receipt attached<br>*<br>Open Spaces Maintenance / Tree works<br>Total  | 30.00<br>10.00<br>74.00<br>203.50<br>12.66<br><br>55.50<br>£385.66                   | BAC<br>01/03/19 |
| Lesley Cox                  | Salary February 19 deductions include pension contribution<br>Telephone<br>Quarterly Office Allowance<br>Anti-Virus Software – Annual Fee<br>Open Spaces<br>Defibrillator Replacement Electrode Pad *<br>CPA Springy Horse Materials *<br>Pavilion<br>Floor Lamps x3 *<br>Total | 1,293.88<br>20.00<br>150.00<br>49.95<br><br>82.50<br>31.68<br><br>46.00<br>£1,674.01 | BAC             |
| HM Revenue & Customs        | PAYE / NI February 19   | £334.14  | BAC             |
| KCC Pension Fund            | Pension Contribution February 19  | £436.01  | BAC             |
| Borough Green PC **         | Skate Park Weekdays – Saturday Inspections February 19  | £94.08   | BAC             |
| Four Seasons Gardens Ltd *  | Grounds Maintenance Contract 1 11 <sup>th</sup> Instalment 2018-19  | £379.81  | BAC             |
| Assured Water Hygiene *     | Pavilion Salt x 9   | £103.50  | BAC             |
| NKCS *                      | Contract Cleaning Services St George's Hall to contribute   | £1,491.04  | BAC             |
| Viking *                    | Toilet Rolls / Laminating Pouches A3 x 50 A4 x100 / Ink Cartridge   | £116.33  | BAC             |
| Kent Aluminium (DIY) Ltd *  | St George's Hall Materials  | £102.71  | BAC             |
| Commercial Services (KCC) * | CPA Operational Inspections x3<br>Skate Park Operations Inspections x3 ***<br>Total   | 415.46<br>311.48<br>£726.94  | BAC             |
| Samsian Ltd *               | Pavilion<br>Boiler Annual Service / Inspection<br>AO Smith Twister Water Heating Service<br>St George's Hall<br>Boiler Annual Service<br>Total  | 72.00<br>222.00<br><br>72.00<br>£366.00  | BAC             |
| The Counselling Centre      | Donation agreed 6 <sup>th</sup> February 19   | £50.00   | BAC             |
| Keiron Denton               | Pavilion Water Harvesting System Repair   | £183.58  | BAC             |
| Metro Bank                  | Initial transfer to debit card account  | £1,000.00  | BAC             |

\* denotes items including VAT

\*\* denotes 22.3% to be reimbursed

\*\*\* denotes 73.3% to be reimbursed

Payments made by Direct Debit / Standing Order Since Previous Meeting 06<sup>th</sup> February 19

|          |                         |         |          |
|----------|-------------------------|---------|----------|
| Eon      | Street Lighting Supply  | £345.04 | 15/02/19 |
| Eon      | Pavilion Electricity    | £127.23 |          |
| Eon      | Pavilion Gas            | £108.13 |          |
| Eon      | Multi-Court Electricity | £6.55   | 18/02/19 |
| BT Group | Parish Email            | £7.50   | 22/02/19 |

ii. Bank Reconciliation for sign off

The following account balances were checked, agreed and signed by Cllr Rayner

**BANK ACCOUNT BALANCES as at 5<sup>th</sup> March 19**

| ACCOUNT              | BALANCE            |
|----------------------|--------------------|
| Current              | £1,550.00          |
| Business Reserve     | £6,603.06          |
| Business Savings     | £7,132.24          |
| Community Skate Park | £1.00              |
| CCLA Parish Fund     | £39,823.12         |
| CCLA Community Fund  | £125,591.07        |
| <b>TOTAL</b>         | <b>£180,700.49</b> |

10. Date of next Parish Council Meeting

The date for the next meeting was proposed for the 03<sup>rd</sup> April 19, at 7.00pm, followed immediately by the Annual Parish Meeting at 8.00pm 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   |
|--------------------|---|---|---|
| TM/19/00324/LB     | 2 Court Lodge<br>Goring Place                           | LBA: replacement of roof lantern and installation of glass floor panel  | No Objections subject to Heritage Officer approval  |
| TM/19/00413/RD     | Pumphouse South<br>Of New House<br>Farm Kemsing<br>Road | Details of condition 2 (desktop study) and 5 (foul water disposal) submitted pursuant to planning permission TM/18/02473/FL (Change of use of former agricultural pump house/storage building into a dwelling house with associated provision of ancillary car parking and garden area) | No Objections   |
| TM/19/00410/FL     | Petropolis Ltd (Shell<br>Garage) London<br>Road         | Demolition of sales building, canopy, carwash & plant room, new sales building, canopy/forecourt, bin store, delivery bay, 7no customer parking spaces associated with exiting petrol filling station   | No Objections   |
| TM/19/00411/AT     | Petropolis Ltd (Shell<br>Garage) London<br>Road         | Internally illuminated shop fascia and canopy fascia signs and spreader panels over pumps   | As the site is within the AONB Wrotham Parish Council is of the opinion that every opportunity should be utilised to keep |

|                 |   |  |  |
|-----------------|---|--|--|
|                 |   |  | lighting at minimal levels. WPC feel the illuminated fascia signs on the canopy are unnecessary and object to the application on this basis. |
| TM/19/00447/MIN | Park Farm Quarry<br>Maidstone Road<br>Platt | Details of Interim Restoration (Conditions 2b and 22), Working, Restoration and Aftercare Scheme for the area marked in yellow on drawing P1/1782/2 (Condition 8), a Woodland Management Scheme (Condition 24), Aftercare Scheme (Condition 27) and an Archaeological Watching Brief (Condition 30) pursuant to planning permission TM/02/2663/MR97, which allows for clay and sand extraction from the quarry (KCC Ref: KCC/TM/0017/2019) | Attached refers  |
| TM/19/00438/RD  | Invicta Business<br>Park London Road        | Details of conditions 2 (materials), 5 (levels), 11 (landscaping), 12 (refuse storage), 13 (cycle parking), and 17 (land contamination) pursuant to planning permission TM/16/02508/FL (Erection of single storey B1 office building, with Invicta Business Park with associated car parking (variation in permission TM/15/00472/FL))   | No Objections  |

i. Notifications of Decisions

| Application Number | Address                         | Details   | Decision                                 |
|--------------------|---------------------------------|---|--|
| TM/18/02700/RD     | Coney Shaw Farm<br>Kemsing Road | Details of conditions 50 (external lighting) pursuant to planning permission TM/15/02819/FL (Hybrid Planning Application: Full Planning Permission for change of use and alterations of existing agricultural building (building A) to light industrial and | Approved on 14 <sup>th</sup> February 19 |

|                  |                           |  |  |
|------------------|---------------------------|--|--|
|                  |                           | storage, demolition of existing agricultural buildings and replacement with an office building. Outline Planning Permission (with details of appearance, landscaping and scale reserved) for demolition of agricultural buildings and replacement with 3 terraced cottages and 2 detached houses. Associated development including roadways, parking and access changes.)  |  |
| TM/19/00143/TPOC | Beechwood 18 Court Meadow | T1. Beech - to lift by the removal of the 2 lowest branches. 1 branch at 4 metres (north) and 1 branch at 4 metres (south). To reduce removing canopy by 2m in height and radial spread<br>Current estimated measurements are 18m height and 8m radius. Aiming to leaving at 16m height and 6m radius.<br>Reason for work are to reduce wind load on the tree and form a more compact crown for easier future maintenance. | Approved on 20 <sup>th</sup> February 19 |
| TM/18/02913/FL   | The Ark Kemsing Road      | Alteration to first floor; raise the roof height, two eyebrow windows to the side and 2 storey rear extension and raised garden area to the front  | Approved 21 <sup>st</sup> February 19    |
| TM/18/01976/FL   | 109 West Street           | Construction of a new end of terrace, two storey property on land adjacent to 109 West Street Wrotham  | Approved 22 <sup>nd</sup> February 19    |

2. Correspondence Received

T&MBC Planning List 'B' No's 19/06, 19/07, 19/08 & 19/09

The meeting closed at 8.48pm

..... :Chairman

..... :Date