

# WROTHAM PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING, HELD ON WEDNESDAY 06<sup>th</sup> December 17 IN THE WROTHAM PAVILION, HIGH STREET, WROTHAM

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

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

### 1. Apologies for absence:

Cllr Beach

### 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

### 3. Minutes

The minutes of the meeting held on 01<sup>st</sup> November 17, were proposed by Cllr Rayner, seconded by Cllr Mrs Parker and agreed and signed as a correct record by the Chairman.

### 4. Public Question Time

No Questions

### 5. Community Transport Parish Awayday

Attended by Cllr Rayner on behalf of WPC.

The event was poorly advertised and as a consequence only attracted between 40 and 45 attendees, held at the Hilton Maidstone at a cost of around £1,350.00. Due to the response received to the suggested cuts to local bus services, KCC has confirmed that they will go out to consultation on the terms of the licenses. Cllr Rayner is looking to secure money from KCC to engage with Borough Green Cabs for example for the hire of an 8-seater vehicle for community use.

Paul Carter to speak to the Parish Alliance.

Cllr Rayner & Mrs Parker mandated to attend alliance meeting on behalf of WPC.

## 6. Dog Walking Facility

Following the negative feedback on their first proposal for a new dog walking facility along Pilgrims Way / Battlefields an area under the stewardship scheme, St Clere Estate has suggested the following:

- 10yr Agricultural Lease
- Peppercorn Rental
- Low Cost Renewal of Lease – The Estate will look favourably to renewal
- Area to be fenced – stock fencing will suffice
- 1 cut of the area per year
- No Benches are permitted.

In advance of the next meeting Cllr Gillin to circulate copy of the lease, establish whether the proposed walkway linking the dog walking area with Kemsing Road can be fenced under the terms of the stewardship scheme and obtain quotations for fencing costs.

## 7. Reports if any from County Cllr and or Borough Cllr

Borough Councillor Martin Coffin:

Local Plan: Central Government has consulted on the method of assessing housing need, and although they have been told by pretty much everyone in the South East that the resulting increase in targets are undeliverable, the opinion is that Central Government intend to implement the proposal. The consequence for T&MBC is the requirement to provide 800 dwellings per year in their impending Local Plan instead of the current 600. Until Central Government publish their decision, T&MBC has stalled the Local Plan. An evidenced based sustainable assessment of all sites put forward will continue but the date of the next public consultation on their proposal has been postponed.

Included in the Central Government proposal is the suggestion that LPA's can ask their neighbours to assist with meeting targets, the nearest LPA that would be in a position to contribute to T&MBC target is Bedfordshire, which is obviously totally unrealistic.

Borough Councillor Harry Rayner.

West Street Car Park: Copy of email to Eric Hotson provided to the Clerk pitched at electric car points to press for purchase of the facility.

## 8. Reports from various Committees

### Grounds

Works around the village continue.

### Buildings

It was agreed to progress the Fibre Glass option on the repair of St George's Hall roof. The Clerk to accept the quotation.

### Highways

Meeting arranged with Mark Simmons of KH&T for the 13<sup>th</sup> December 17 to discuss the specification of works proposed for the repaving of the High Street. Cllr's Beach, Rayner & Gillin to attend.

### Crime & Disorder

The village has been a little quieter of late.

### Finance

No Report

### Planning

Adoption of the minutes of the meeting held on the 6<sup>th</sup> November 17, deferred until 4<sup>th</sup> January 17

Skate Park

No Report

Website

No Report.

Youth

No Report

KALC

At the November 17 AGM, parishes were encouraged to budget for training in the 2018-19 precepts.

PPP

The November 17 meeting included an item on the impact of Air Quality on children, especially around schools.

The Police when questioned on details of the recent restructuring replied that all changes can be found on their website.

CPRE

The last meeting of T&M District Committee was attended by Christine Drury, the Chairman of CPRE Kent. The proposed application from H&H Ltd for consent to extract from the Western Extension already problematic as the area is situated within the AONB, and next to the listed building of Ightham Court, will also be impacted by the fact that two high pressure gas mains run through the site.

CPRE Kent has won a landmark victory at the Supreme Court, which overturned the decision by Dover District Council to grant planning permission for 521 houses and a retirement village in an Area of Outstanding Natural Beauty at Farthinghoe.

The Supreme Court agreed with CPRE Kent's arguments that the Planning Committee at Dover District Council did not give legally adequate reasons for justifying the grant of consent for the application, which they acknowledged would cause significant harm in a protected landscape.

**9. Correspondence Received**

Correspondent	Details	Action
KALC	Help Kent Fire and Rescue Service – Consultation <a href="http://www.kent.fire-uk.org/news/news-releases/october-2017/kmfra-safety-and-wellbeing-plan/">http://www.kent.fire-uk.org/news/news-releases/october-2017/kmfra-safety-and-wellbeing-plan/</a> Previously emailed	Online consultation deadline 15 <sup>th</sup> January 2018
	KCC Consultation – Gypsy & Traveller Site Allocation Policy <a href="https://consultations.kent.gov.uk/consult.ti/GTSiteAllocationPolicy/consultationHome">https://consultations.kent.gov.uk/consult.ti/GTSiteAllocationPolicy/consultationHome</a> Previously emailed	Online consultation deadline 20 <sup>th</sup> December 2017 Cllr Gillin to respond
	NALC Census Survey of Parish Councillors <a href="https://www.surveymonkey.co.uk/r/QCH56S7">https://www.surveymonkey.co.uk/r/QCH56S7</a> Previously emailed	Individuals to complete (approximately 10 mins)
	HAVE YOUR SAY Kent Police and Crime Commissioner's Annual Policy Survey <a href="https://www.kent-pcc.gov.uk/listening-to-you/public-consultations/">https://www.kent-pcc.gov.uk/listening-to-you/public-consultations/</a> Previously emailed	Individuals to respond by the end of December 2017

	KCC Volunteer Support Warden Scheme Previously emailed	Decision not to participate after the negative response to the request for volunteers last time
Jonathan Coram	Memorial Enquiry Previously emailed	Agreed to permit a bench with plaque (design and position to be agreed) in the Recreation Ground. Costs to be covered by Mr Coram
Kent Downs AONB Unit	Kent Downs AONB Landscape Character Assessment Review Short questionnaire attached to original email Previously emailed  Old Chalk New Downs Training Workshops Winter 2017 / Spring 2018 Previously emailed	Comments by 5 <sup>th</sup> January 2018 Cllr Rayner to respond  If interest please book individually
Patrick Thomas	Agreed Draft for Parish Charter Previously emailed	Draft Parish Charter has the full support of WPC. The Clerk to notify T&M KALC Committee
Smaller Authorities Audit Appointments	Notification of external auditor appointments for the 2017/18 financial year Previously emailed	For Information
Heat of Kent Hospice	Donation thank you	For Information
Planning Resource	Planning Issues 20602 & 2063 Planning Consultancy Services Directory 2017-18	For Information
CPRE	Countryside Voice Winter 2017	For Information

## 10. Financial Matters

### i. Cheques for approval and signature

It was proposed by Cllr Denton, seconded by Cllr Gillin 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 Village Bins Damaged Manhole – Make Safe Area – Collect & Install new Cover Open Spaces General Maintenance – Litter Pick / Leaf Clearance Treat Pavilion Woodwork with UV Protection Oil CPA Repairs Skate Park Maintenance Assessment Total	24.00 8.00 66.00 181.50 66.00 66.00 16.50 £428.00	BAC 03/11/17
Peter Barden	Open Spaces General Maintenance – Litter Pick / Leaf Clearance Treat Pavilion Woodwork with UV Protection Oil CPA Repairs Skate Park Maintenance Assessment Total	84.00 48.00 48.00 12.00 £192.00	BAC 03/11/17
Tim Powell	CPA Inspections Village Bins Skate Park Repairs Open Spaces General Maintenance Machinery Fuel	24.00 8.00 132.00 264.00 7.00	BAC 10/11/17

	Total	£435.00	
Peter Barden	Open Space General Maintenance	£192.00	BAC 10/11/17
Tim Powell	CPA Inspections Village Bins CPA Vandalism Repair Open Spaces General Maintenance Machinery Fuel – receipt attached * Total	24.00 8.00 66.00 330.00 7.01 £435.01	BAC 17/11/17
Peter Barden	Open Spaces General Maintenance	£192.00	BAC 17/11/17
Tim Powell	CPA Inspections Village Bins Field Gate Security and clearance (Old Palace to be invoiced) Pavilion Heating CPA Repairs Open Spaces General Maintenance Secure door to street light 37 Machinery Fuel Total	24.00 8.00 132.00 16.50 49.50 181.50 16.50 7.00 £435.00	BAC 24/11/17
Peter Barden	CPA Repairs Open Spaces General Maintenance / Leaf Clearance & Litter Picking Total	48.00 144.00 £192.00	BAC 24/11/17
Tim Powell	CPA Inspections Village Bins Pavilion Heating Pavilion Decking Chequer Plate Skate Park Repairs / Metal cutting, collection and delivery to storage Leaf Clearance Total	24.00 8.00 33.00 33.00 214.50 33.00 £345.50	BAC 01/12/17
Peter Barden	Open Spaces General Maintenance / Leaf Clearance & Litter Picking Pavilion Chequer Plate Skate Park Repairs / load metal into storage Total	84.00 24.00 84.00 £192.00	BAC 01/12/17
Ellis & Son Ltd *	Skate Park Steel (Stock) ***	£1,020.29	BAC 04/12/17
Lesley Cox	Salary November 17 deductions include pension contribution Telephone 64GB SD & 32GB USB (CPA mobile camera) Skate Park *** 7.5 x 50 x200 / 7.5 x 70 x200 CSK Torx Screws / Adhesive 24ml / M12. 0.250 long HSS Drill x2 * Office Allowance Quarterly Total	1,255.75 20.00 40.99 61.04 150.00 £1,527.78	BAC
HM Revenue & Customs	PAYE / NI November 17	£324.74	BAC
KCC Pension Fund	Pension Contribution November 17	£423.24	BAC
Borough Green PC **	Skate Park Weekdays – Saturday Inspections November 17	£101.92	BAC
Four Seasons Gardens Ltd *	Grounds Maintenance Contract 1 7 <sup>th</sup> Instalment	£374.20	BAC
NKCS *	Hall / Pavilion Cleaning		BAC

	St George's Hall to contribute	£1,150.11	
Sevenoaks Water Softeners *	Pavilion Salt x 17	£177.00	BAC
Kent Aluminium (DIY) Ltd *	Open Spaces Maintenance	£103.56	BAC
Streetlights *	Column 50 Mercury Lantern Replaced	342.00	BAC
	CPA & M/Court CCTV Camera Clean	49.50	
	Column 16 Replaced Son-t lamp	115.50	
	Total	£507.00	
KCC	West Street Car Park Rent for period from 25 Dec 17 to 24 Mar 18	£1,125.00	BAC
Harry Rayner *	Ladder storage chain & padlock	£50.38	BAC
SLCC	SLCC Annual Subscription Renewal	165.00	BAC
	ALCC Annual Subscription Renewal	30.00	
	Total	£195.00	
KALC	General Data Protection Regulations Workshop (Clerk booked to attend)	£36.00	BAC
Richard Parsons *	Website Photography	£330.00	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 01<sup>st</sup> November 17

Eon	Street Lighting Supply	£344.69	15/11/17
T&MBC	Burial Ground Rates	£54.00	20/11/17
Eon	Pavilion Electricity	£198.78	22/11/17
BT Group	Parish Email	£5.00	
EoN	Pavilion Gas	£52.27	27/11/17
EoN	Multi-Court Electricity	£13.30	
Vodafone	Pavilion CCTV Data Simm	£15.00	29/11/17
T&MBC	West Street Car Park Rates	£109.00	01/12/17

ii. Bank Reconciliation for sign off

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

**BANK ACCOUNT BALANCES as at 03<sup>rd</sup> November 17**

ACCOUNT	BALANCE
Current	£50.00
Business Reserve	£2,509.64
Business Savings	£19,105.38
Community Skate Park	£1.00
CCLA Parish Fund	£49,555.23
CCLA Community Fund	£41,707.29
<b>TOTAL</b>	<b>£112,928.54</b>

**11. Date of next Parish Council Meeting**

The date for the next meeting was proposed for the 03<sup>rd</sup> January 17, at 7.30pm 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

TM/17/03105/FL	The Clock House High Street	Change of use of ground floor shop to residential use and alterations to the appearance of the building	Attached refers
TM/17/03309/FL	Oast House Cottage Kemsing Road	Demolition of existing outbuilding and erection of single storey extension to dwelling	No Objections
TM/17/03316/FL	Roselawn Borough Green Road	Proposed roof extension and reconstruction of conservatory	No Objections

i. Notifications of Decisions

Application Number	Address	Details	Decision	
TM/17/02436/FL	Hightrees Kemsing Road	Section 73 application for Removal of condition 4 (ancillary use) pursuant to TM/07/01354/FL	Approved on 1 <sup>st</sup> November 17	
TM/17/02458/RD	West Yaldham Farm Kemsing Road	Details pursuant to TM/15/02819/FL	Approved on 6 <sup>th</sup> November 17	
TM/17/02459/RD		Condition 45 (refuse)		
TM/02138/RD		Condition 44 (vehicle parking area)		Approved on 7 <sup>th</sup> November 17
TM/17/02540/RD		Condition 19 (plant, machinery & equipment)		Approved on 7 <sup>th</sup> November 17
TM/17/2090	Wrotham Quarry Trottiscliffe Road Addington	Condition 52 (foul drainage for Area 2)	Approved on 9 <sup>th</sup> November 17	
TM/17/2039		Operation of an aggregate recycling facility for a temporary period of five years within the existing processing plant area.	Refused on 8 <sup>th</sup> November 17	
		Installation of two steel shipping containers to be used as offices and storage for a period of three years	Permission granted on 23 <sup>rd</sup> November 17	
TM/17/02556/FL	Allingham House Park Drive	First floor rear extension	Approved on 8 <sup>th</sup> November 17	
TM/17/01536/CRD	Tower Garage London Road	Report of validation of decontamination of building footprint pursuant to condition 2 of TM/16/00712/FL	Satisfies Requirements of Conditions	
TM/17/02647/LRD	Cedar House St Mary's Road	Details of conditions 2 and 4 (materials), 5 (joinery) and details of condition 6 (stone wall) pursuant to	Approved on 14 <sup>th</sup> November 17	

TM/17/02607/LB		TM/14/03313/FL  LBA: Amendment to TM/14/03314/LB for brick plinth, additional rooflight, external changes to eastern elevation and amendment to external wall thickness to suit oak frames construction) Amendment to TM/15/03064/LB	Approved on 14 <sup>th</sup> November 17
TM/17/02591/FL	The Keepers Cottage Wrotham Hill Road	Change of use of the existing garage/workshop building to residential annexe/garage	Approved on 13 <sup>th</sup> November 17
TM/17/02704/PWC	Trift Cottage Kemsing Road	Prior Written Consent: Remove 2 Walnut trees to be replaced with 2 English Oak trees in the field	Approved on 24 <sup>th</sup> November 17

2. Correspondence Received

T&MBC Planning List 'B' No's 17/44, 17/45, 17/46, 17/47 &17/48

Part 2

13. Grounds Maintenance Tenders

2017-2019 Grounds Maintenance Contract Tenders

Contract 1 awarded to Four Seasons Gardens Ltd

Contract 2 awarded to Landscape Services (KCC)

The meeting closed at 8.40pm

.....:Chairman

.....:Date



<b>Planning Application Reference</b>	TM/17/03105/FL
<b>Address</b>	The Clock House High Street Wrotham TN15 7AA
<b>Proposal</b>	Change of use from commercial to residential
<b>Decision</b>	Objection
<b>Comments :</b>	

## 1.0 Building Use and Marketing Price

1.1 The applicant's recent consent allows for a commercial use downstairs and a residential use upstairs. However, the building has not been configured for this because there is only one large kitchen available to the upstairs flat, which is downstairs.

1.2 The flat is being marketed as a 3-bedroom property but it is not a self-contained unit. It needs to be configured as a 2-bedroom property and the kitchen moved upstairs.

1.3 The commercial unit only requires a small kitchenette for welfare purposes, not the large existing kitchen

1.4 This poor configuration reduces the worth of the property and consequently £ 15,000 rent per annum is far too high. The price should reflect the poor configuration and encourage a lessee to invest in some reconfiguration.

1.5 A good example of the commercial roots of High Street Wrotham is the building almost opposite called Bank House. This is a similar building to the applicant's and has always been in commercial use. Every room in the building is occupied by small businesses that are thriving. These are the businesses that operate in virtually single serviced room occupation.

*<http://wrothamchiropractic.co.uk/>  
Address: 3 Bank House, High Street, Wrotham, TN15 7AE  
<http://www.apexbusinesssales.com/>  
Address: 3 Bank House, High Street, Wrotham, TN15 7AE*

*<http://thepodclinic.co.uk/about.html>  
Address: 3 Bank House, High Street, Wrotham, TN15 7AE*

*Jeremy Stephens Web Design Phone: 01732 883358  
Address: 3 Bank House, High Street, Wrotham, TN15 7AE*

1.6 WPC notes that these businesses in 3 Bank House have stood the test of time in terms of their longevity.

1.7 Perversely the Apex Business Sales has provided evidence that they support residential use across the road in the Wrotham Shop. Given that they occupy a multi use commercial property in Wrotham High Street that appears to be thriving and they have filled every room of the building with a micro business that just needed serviced accommodation in Wrotham High Street, they have rather undermined their argument.

1.8 The provision of small serviced business units in a rural environment helps to regenerate local communities and sustain other local businesses like pub restaurants of which Wrotham has three in the village centre.

1.9 People who come for chiropody, for example, often combine their visit with a lunch at the local pub.

1.10 WPC seeks to keep a small but vibrant rural economy flourishing in our village that has unfortunately died out in others.

## 2.0 Marketing Strategy

2.1 Apex Business Sales appears to have been engaged and arranged to utilise the websites of two larger organisations for marketing. The three website URLs that were marketing the site are as follows.

[www.daltonbusiness.com](http://www.daltonbusiness.com)  
[www.businessesforsale.com](http://www.businessesforsale.com)  
[www.apexbusinesssales.com](http://www.apexbusinesssales.com)

2.2 There is a common theme in the names; they are all companies that specialise in selling active businesses rather than commercial property agents. The previous retail convenience business ceased when the shop closed in December 2016. Trying to sell an asset as a going concern as if 'goodwill' is still intact is wholly inappropriate.

2.3 An existing business or a person seeking to start a business that requires commercial property is very unlikely to go to companies that specialise in selling allegedly active businesses. They would go to a good commercial estate agent.

2.4 Local estate agents with commercial divisions also use the two National property agency website's commercial divisions.

<http://www.rightmove.co.uk>  
<https://www.primelocation.com/>

2.5 A check of both of these national websites for the commercial properties in Wrotham did not produce any details of the property.



Ref: Website inquiry on 28 November 2017

### 3.0 Conclusions

3.1 The tandem parking of two vehicles in the narrow passage by two separate properties, as shown on the site plan, is impracticable. Given that there are no visibility splays the proposal is detrimental to highway safety. The number of parking spaces is inadequate for the size of the two properties and the commercial premises.

3.2 The building is poorly configured for its residential and commercial purpose.

3.3 The price did not take into account the impracticable floor plans or the cost of reconfiguring into self contained areas and as a result was unrealistic.

3.4 The rent review period of 3 years was very onerous given the cost of works to an interested purchaser.

3.5 It appears that the marketing to date was in the wrong market place, at the wrong price and was unlikely to induce a willing lessee to take on the necessary works to make it a practical proposition. The result was predictable.

3.6 Unviability has not been demonstrated by the poor marketing to date therefore a change of use cannot be justified. The applicant should invest in some reconfiguration of the building and accept that it is only viable as a 2-bedroom property and then reduce the price.

3.7 The convenience store was closed apparently with the intention of immediate conversion to residential. When this failed there has been insufficient investment in the property and it has been poorly marketed.