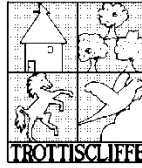


# TROTTISCLIFFE PARISH COUNCIL

Miss C Gavin  
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31 August 2025

Dear Sir/Madam

## ALL COUNCILLORS ARE HEREBY SUMMONED TO THE PARISH COUNCIL MEETING OF TROTTISCLIFFE PARISH COUNCIL

To take place on **Thursday 4 September** in Trottiscliffe Village Hall at 7.30pm  
where it is proposed to transact the business as shown in the agenda below  
*The meeting will be open to the press and public (Admission to Meetings Act 1960)*

*Charlie Gavin*

Charlie Gavin  
Clerk to Trottiscliffe Parish Council

### AGENDA

**ADMINISTRATION:** Fire Exits, Fire Meeting Points, Mobile Phones.

**67/25] APOLOGIES FOR ABSENCE**

**68/25] TEREST/REQUESTS FOR DISPENSATIONS**

**69/25] INTENTION TO RECDECLARATIONS OF INORD THE MEETING**

**70/25] APPROVAL OF MINUTES**

**To consider the minutes of the Parish Council Meeting held on the 3 July 2025 and if in order to authorise the Chair to sign as a true and accurate record<sup>1</sup>.**

**71/25] OPEN SESSION**

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chair) to participate raising any concerns or making comments on matters affecting Trottiscliffe. No decision can be taken during this session but the Chair may decide to refer any matters raised for further consideration. (*Councils cannot lawfully decide any business not specified in the agenda<sup>2</sup>*).

**72/25] REPORTS:**

**a) County Councillor    b) Borough Councillor's    c) Crime Report**

**73/25] CLERKS REPORT/PAST MATTERS (Information purposes only)**

**74/25] PLANNING**

a) Applications:

25/01226/PA – Land Adjoining Hazeldene, Pilgrims Way, Trottiscliffe

Permission in Principle for provision of 1no. infill dwelling as set out in Schedule 1 of the Town and Country Planning (Permission in Principle) Order 2017 (as amended)

25/01330/PA – Conifer House, School Lane, Trottiscliffe

Demolition of existing single storey side extension and replacement with 2 storey side extension

b) Approvals:

25/00735/PA - Willowdale, Ford Lane, Trottiscliffe

Proposed erection of Dormer extension in rear roof slope

25/00896/PA - St Ives, Pilgrims Way, Trottiscliffe

Lawful Development Certificate Proposed: Single storey rear extension

25/01083/PA - Little Penn, Pilgrims Way, Trottiscliffe

Lawful Development Certificate Proposed: Construction of a single-storey rear extension

25/01224/PA - 9 Green Lane, Trottiscliffe

T1: Weeping Willow: Re-pollard back to previous pollard points due to the extensive regrowth and proximity to the house. This is a proposed reduction of the tree's crown by approximately 20% (up to 2 meters in proximity to the property). T1 of Tree Preservation Order

25/00980/PA - The White House, Ford Lane

Lawful Development Certificate Proposed: to determine that the development will have lawfully commenced prior to the expiration of planning permission TM/22/00323/FL

- c) Refusals: none to consider
- d) Withdrawn applications: none to consider
- e) Other Planning Issues:

25/00436/PA - Rouses Farm, Trottiscliffe

Encroachment onto Trottiscliffe Parish Council owned land

## **75/25] RESOLUTIONS**

### **1. Financial**

- a) To note the completion of the limited assurance review for the year ending 31 March 2025
- b) Notice of Conclusion of Audit
- c) Allotment rent: To agree rent for the period of 1 January to 31 December 2027
- d) To receive an update on .gov.uk domain
- e) To receive the accounts
- f) To receive a bank reconciliation as at the 31 August 2025
- g) To receive and authorise the payment list

### **2. Trottiscliffe Parish Council Grant Application**

To discuss the received and decide on the Trottiscliffe Parish Council grant application from Air Ambulance Charity Kent Surrey Sussex

## **76/25] PARISH MATTERS:**

### **1. Highways:**

- a) Outstanding Faults
  - b) New Faults to be reported
  - c) Highways Improvement Plan: To receive an update
  - d) Drainage issues: To receive an update
  - e) Recent flooding: To receive an update
  - f) Vigo Hill road closures: To receive an update
  - g) Extending the 20mph zone in Trottiscliffe: To receive an update
- 2. **Recreation and Playground:** To receive an update
  - 3. **Allotments:** To receive an update
  - 4. **Community Farm:** To receive an update
  - 5. **Trottiscliffe School:** To receive an update
  - 6. **Ferns exploration works:** To receive an update

## **77/25] REPRESENTATION AT MEETINGS:**

- a) Village Hall Committee
- b) Parish Partnership Panel
- c) Standards Committee
- d) KALC Area Committee
- e) Trosley Liaison Group

## **78/25] CORRESPONDENCE/CONSULTATIONS**

- a) For Information
  - 1] Joint Transportation Board: 8 September 2025
  - 2] Parish Partnership Panel: 20 November 2025
  - 3] Joint Standards Committee: 19 January 2026
  - 4] KALC: 12 September 2025
  - 5] Trosley Liaison Group: 8 October 2025

## **79/25] ITEMS FOR THE NEXT MEETING**

## **80/25] ANY CONFIDENTIAL MATTERS**

## **81/25] DATE OF THE NEXT MEETING: 2 October 2025**

**Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk ahead of the meeting.**