

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 5TH JANUARY 2009

PRESENT: CLLRS. M J PORTER [Chairman], R ANGEL, RGW BAKER, B CORDWELL, M LANDER, A R MULCUCK, D H NUNN, B D STONE, MRS A THROSSELL, MRS J F THWAITES. MRS S J KAVANAGH [Clerk of the Council], MRS N GREENAWAY [Administrative Assistant]

417. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm and wished everyone a Happy New Year.

418. APOLOGIES

Apologies were RECEIVED from Cllrs. J A Beadle, Mrs A R Beadle and M D Brine. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and are recorded in the absence book ref. 10.

419. DECLARATION OF INTERESTS

Borough and Parish Cllr. Stone declared and personal interest in Planning matters as he is a member of the Borough Council Planning Committee. Cllr. Stone requested it be **NOTED** that his comments and decisions on planning applications at this meeting are a preliminary view and, in accordance with the Code of Conduct, he will look at all applications afresh at Borough Council level and consider them solely on the basis of evidence placed before him at that meeting

420. CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD 1st DECEMBER 2008

The minutes of the meeting held on 1st December 2008 were **READ, CONFIRMED** and **SIGNED** as a correct record.

421. REPORT FROM NEIGHBOURHOOD POLICING TEAM

PCSO Lia Bishop reported on the following matters:-

- Crime figures - December crimes totalled 4: 1 burglary from a house where car keys were taken and the car stolen; 2 thefts of tools from garden sheds and 1 other crime. The total crime over the same period last year was 6.

Lia advised that she will now be working in Leybourne and Ditton will be covered by PCSO Rob Sayer.

All members thanked Lia for looking after Ditton and wished her well in her new post.

422. **MATTERS ARISING**

- 2009 Y2 Crew Summer Scheme [Page 194, Item 391(b)]

In response to this Council's enquiry, it was **NOTED** that 11 young people from Ditton attended the scheme in 2008. It was suggested that the number attending from Ditton should be monitored.

423. **CONFIRMATION & SIGNING OF MINUTES OF EXTRAORDINARY PARISH COUNCIL MEETING HELD 8TH DECEMBER 2008**

Cllr Mulcuck suggested that the comments made by the internal auditor should be considered. Members agreed that these were valid points but that estimates should not be changed.

The minutes of the extraordinary meeting held on 8th December 2008 were **READ, CONFIRMED** and **SIGNED** as a correct record.

424. **MATTERS ARISING**

There were no matters arising not included elsewhere on the agenda.

425. **MINUTES OF MEETINGS HELD DURING DECEMBER 2008**

- (a) Finance and Administration Committee, 8th December 2008

The above minutes were presented by Cllr. Porter and **CONFIRMED** and **SIGNED** as a correct record.

Cllrs Nunn, Stone, Lander, Beadle and Mrs Beadle will form the sub-committee to look at cost saving measures. The first meeting will be arranged when financial arrangements from the Borough Council have been confirmed.

- (b) Extraordinary Community Centre Committee 18th December 2008

The above minutes were presented **CONFIRMED** and **SIGNED** as a correct record

426. **CORRESPONDENCE**

- (a) For Noting

The following correspondence was CIRCULATED, **READ** and NOTED:-

Tonbridge & Malling Borough Cncl: Minutes of Parish Partnership Panel Meeting held 13.11.2008

Local Strategic Partnership

Kent Waste Partnership – Community Waste Action Fund

Kent Police: 'Working with you in Kent and Medway', December 2008

Gullands: 'News', Issue 14

- Local Councils: 'Update', December 2008, Issue 110
- Ditton Infants School: Letter of Thanks
- KALC: 'Parish News', Issue 336, 10th December 2008
- NALC: Local Council Review, Volume 60, no 5 – January 2009
- English Rural: 'The Bulletin', Winter 2008
- Kent Wildlife Trust: Wild Events in Kent February – May 2009
- 'Wild Kent', Winter 2008
- 'Natural World, Winter 2008
- 'Wild Bird Food, Autumn 2008
- Highways Agency: Planned Roadworks December 2008 – February 2009
- Kent County Council: Trading Standards Alert Messages
- (b) For Decision - Copies herewith
- Tonbridge & Malling Borough Cncl: Request for Agenda Items for Parish Partnership Panel Meeting 26.2.2009 & Presentation Papers
READ and **NOTED** that items for the Agenda must be submitted by 28th January.
- RESOLVED** Try Angle Awards Funding 2009
NOT TO MAKE A DONATION.
- Community Governance Review – Consultation
READ and **NOTED** that comments on the boundary review are required by 1st February. Discussion took place and concern was expressed that if more houses are built on the SCA site then there could be further erosion of Ditton's historic boundary, with new developments on the site also becoming part of Larkfield rather than Ditton, leading to further loss of income for the parish. Further discussion took place on areas that Members feel should be considered for inclusion in Ditton as part of the review, if the boundary is to be changed.
- RESOLVED** THE CLERK WILL DRAFT A LETTER AND CIRCULATE BEFORE SUBMITTING.
- NALC: Invitation to 'Stepping Stones' York Event 21/2/2009
 It was **NOTED** that no-one wished to attend this event.
- NHS West Kent: Invitation to Events 2009
 It was **NOTED** that no-one wished to attend these events.
- Kent Downs Valley of Visions: Medway Memories
 Cllr Mulcuck will make contact about some old information he has on the area. It was also suggested Mr Mace might

like to share his memories and this item could be put in the Ditton Gazette.

Communities & Local Government: Consultation – Code of Recommended Practice on Local Authority Publicity

It was suggested that Cllr Brine be asked if he would like to read and complete this consultation.

427. **FINANCE**

(a) Accounts Received

The following accounts received were **READ** and **NOTED**:-

Allianz Cornhill:	Insurance Claim – Vandalised Safety Surface		577.00
Allotment Rents & Keys:	Annual Rents & New Holders		36.75
Ditton Infants School:	Grounds Maintenance		230.18
Ditton Junior School:	Grounds Maintenance		351.05
Ditton Minors FC:	Reimbursement Water Charges NRRG	29.47	
	NRRG Lease fee – 1999 to 2019	20.00	
	Marking Up – NRRG	<u>51.70</u>	101.17
EDF Energy:	Wayleave – Bowls Club		3.45
Gazette Advertisements:	Christmas Edition		183.00
Multi Sports:	Hire Fees to 18/12/08		894.50

(b) Accounts For Payment

RESOLVED the following accounts be **ACCEPTED**, **APPROVED** and **PAID**:-

Salaries:	Gross: 14771.24	Net	10878.24
DPC Imprest A/C:	Reimbursement of December Expenses		1717.94*
Kent County Council:	Superannuation - December 2008		TBA
Agwood Limited:	Tractor Parts	81.10	
		Vat <u>14.20</u>	95.30
Aquaid [Kent]:	Still Water	13.50	
		Vat <u>2.36</u>	15.86
Astra Security Systems:	Sheds & Main Compound Keys	57.90	
	Bowls Club Keys	171.00	
	Padlocks for Open Spaces	<u>42.00</u>	
		270.90	
		Vat <u>40.64</u>	311.54
Chubb Electronic Security:	Fault on Telephone Line	109.40	
		Vat <u>19.15</u>	128.55

EDF Energy	Cedar Room, Multi Sport & Guide HQ	337.64	
		Vat <u>57.62</u>	395.26
Floodlighting Ltd	8 x Multi-Sport Floodlight Lamps	800.00	
	Post & Packing	20.00	
		Vat <u>123.00</u>	943.00
Gala Lights Ltd:	Christmas Bulbs for Village Green	22.50	
		Vat <u>3.38</u>	25.88
Kent County Council:	Refuse Sacks, Stationery & Line Marking	138.55	
		Vat <u>21.52</u>	160.07
Parkfoot Garage Limited:	Diesel	51.45	
		Vat <u>9.00</u>	60.45
T Parker & Sons:	Pitch Dressing	324.00	
		Vat <u>48.60</u>	372.60
Popi Design & Print:	Printing Ditton Gazette – Christmas 2008 Edition		1100.00
Dean Pullinger:	Locking Play Area – December 2008		25.00
SSG Emprise:	Key Holder – Outbuildings – December 2008	20.83	
		Vat <u>3.65</u>	24.48
Screwfix Direct:	Assorted Tools	232.87	
		Vat <u>34.92</u>	267.79
John Shaw:	Parts for Ride on Mower	81.51	
		Vat <u>12.23</u>	93.74
South East Water:	Water Supply Bowls Club, Allotments & OSA		263.25
Southern Water:	Wastewater NRRG		29.47
Tonbridge & Malling BC:	Kilnbarn Club Annual Premises Licence		360.00
Travis Perkins:	Materials for Soil Bay & Sundries & Materials New ramp build NRRG	268.56	
		Vat <u>44.66</u>	313.22
<u>Promotions Account</u>			
Ditton Community Centre:	Hire of Oaken Hall 14 th February 2009		283.50
<u>Imprest Account – Breakdown of Expenditure during December 2008</u>			
Carried Forward 1 st December 2008		1908.36	
Add: PC Reimbursement		591.64	
Peter Eligate Showband		<u>1400.00</u>	
		3900.00	
Deduct: December Expenses			
Voucher Charge	3.25		
Postage Stamps	63.00		
Postage Stamps – Promotions	81.00		
Bar Expenses – Emerg. Callouts	50.00		

Community Centre - Callout/Signs	73.00	
Petty Cash	140.29	
Cllr & Staff Get Together	232.53	
County Stocktaker – Replacement Chq	211.50	
OSA Expenses	27.45	
Control in Quarry	120.00	
SLCC – Subs 2009	187.00	
Royal British Legion- Poppy Wreath	16.50	
David Stephens – Remembrance Day	200.00	
Richard Cooper Suit/Chemical Disposal	127.00	
Adjustment	72.38	
Cash - Peter Eligate – Act NYE	1400.00	
Kentec Hire – Scaffold Tower	113.04	<u>3117.94</u>
		782.06
Sum to be drawn on 5 th January 2009 to restore balance to £2500.00		<u>1717.94*</u> <u>2500.00</u>

(c) Direct Debits - Paid During November ~~2009~~2008

The following direct debits paid during November 2008 were **READ, APPROVED** and **NOTED**:-

[i] DITTON PARISH COUNCIL ACCOUNT

03.11.2008	WPA Health	573.48
03.11.2008	02	24.49
03.11.2008	Sky Business	411.25
05.11.2008	RBS Mentor	365.17
07.11.2008	Nildram	42.82
10.11.2008	Post Office Ltd	70.27
20.11.2008	S & N UK Ltd	7193.58
20.11.2008	Tonbridge & Malling BC	1143.00
20.11.2008	Red Fuelcards	20.68
20.11.2008	Tonbridge & Malling BC	101.00
21.11.2008	Euphony Comms	16.59
21.11.2008	Waverleys	1015.61
24.11.2008	EBS Direct Debit	20.00
25.11.2008	BOC Manchester	264.38
28.11.2008	NW Business MC	738.04

(d) Financial Arrangements With Parish Councils 2009/2010

A communication from Tonbridge & Malling Borough Council was **READ** and it was **NOTED** that the council tax base for Ditton for 2009/2010 has been calculated to be 2006.01.

Ditton Parish Council's allocation for 2009/2010 under the Scheme of Financial Arrangements was **READ** and **NOTED** as follows:-

▪ Basic Allocation @£250. assuming a minimum of 1,350 adults	£9,508
▪ Cemeteries and Churchyards	1,416
▪ Debt Charges	<u>3,197</u>
	£14,121

(e) Tonbridge & Malling Borough Council - Special Works Project Grants

A communication from Tonbridge & Malling Borough Council regarding the impact that the global financial crisis and recession has made upon the Borough Council's finances, was

READ and **NOTED**. **FURTHER NOTED** in view of this situation the Cabinet has reluctantly decided that, although it will honour the commitment to increase its revenue support to Parish Councils by 0.5% next year, it cannot afford to continue to make special works projects grants. If, however, its finances recover sufficiently it may be able to assist parish councils in the future but it is likely each case will be judged on individual merits rather than there being an assumption that it will be able to assist each and every parish council.

(f) Christmas Dances - Balance Sheet

The balance sheet showed a profit on ticket sales of £5,303.28. The profit on the sale of raffle tickets totalled £1080.09 and will be paid into the Charities account.

The Clerk reported that since the staff voluntarily took on organising the five parish dances each year back in 1990 they have raised a profit of £109,394.40, which has been used to reduce parish operating costs and to fund capital expenditure. The sale of raffle tickets at these dances has raised a profit of £26,828.94 and has been used to finance donations to local worthy causes.

(g) Investment - Communication from Rickard Lazenby

A communication from Financial Consultant Sue Moon was **READ** and it was **NOTED** that Phillip Hubbard is no longer a registered adviser with the FSA through Rickard Lazenby. **FUTHER NOTED** Ms. Moon has taken over this Council's file and is happy to continue to offer her services as and when required.

(h) Internal Audit – 3rd visit for 2008/2009

A report of the internal auditor's 3rd visit for 2008/2009, which had previously been circulated, was **READ** and it was **NOTED** that here were no matters arising that would need to be brought to the attention of councillors. The Auditor's comments regarding the question of adequacy of reserves held by the council was discussed and **NOTED**.

428. **REPORTS FROM BOROUGH & COUNTY COUNCILLORS**

Co. Cllr. Rowe wished everyone a Happy New Year and reported on the following matters:-

- Tonbridge & Malling Parish Partnership Panel, which will now incorporate Kent County Council Local Boards, will be meeting at Kings Hill on the following dates in 2009:-

26th February
21st May
10th September
05th November
- Inside Track Issue 135 is now available
- Kent Freedom Pass Information for Parents and Students.
- T&M Joint Transportation Board - at the last meeting on the 15th December 2008, it was proposed to proceed with a TRO for Bradbourne Lane/Junction A20 and Cobdown Close/Orchard Grove for Corner protection work. Consultation documents are now out in the public arena for these proposals. All other concerns which had been raised have been investigated and it was felt that no further action was required.
- KCC Planning Application (TM/08/TEMP/0064) An application has been received proposing to demolish a conservatory and construct a single storey extension and sun

canopy at Ditton Infant School. Cllr. Rowe asks to be advised of any concerns or comments.

- Closed Landfill Site at Knoxes Shaw Farm – He has received a letter from the Environment Agency who are investigating the closed landfill site located at Knoxes Shaw Farm off Kiln Barn Road. There is concern that the old landfill site could be polluting underground water in the rock aquifer beneath the site. They will be doing some work on the site over a two week period during January, working Monday to Friday between 8am - 5pm only.
- Community Governance Review/Stakeholder Consultation – T&MBC have advised that they will be reviewing Ditton Parish Boundaries. He is willing to raise and support individual concerns.
- T&M Youth Advisory Group - the next meeting is scheduled to be held at 6pm on Wednesday 21st January at Samays Youth Centre in Snodland. A Ditton representative is encouraged to attend.
- Aylesford School Sports College - official opening will be held on Monday 26th January 1.30 - 3.30pm

Borough Councillor Stone reported on the following items:-

- Moat housing have reported that completion of the Kilns scheme at New Rd to develop 67 market and 29 affordable homes is being put back by at least 6 months to early 2010
- Hyde housing are working with Barratts on the Frantschach scheme in Larkfield and despite the economic climate are still looking to handover the final affordable units in mid 2009
- The Disability Funding Grants budget for TMBC is under continuing pressure and will be overspent, it is unlikely any further funding will be secured and approvals have been suspended to assist in controlling spending for this financial year.
- High Weald & Kent downs AONB documents produced - no reference to Ditton but might be of interest to members to review as local areas are included.
- The borough council has carried out a review of its current pricing structure for fees & charges and have increased the following:-

Building controls fees +3.5%

Document copies 10p A4

- A housing review has taken place and the target set for upcoming builds within the borough
 - 1 Bedroom 5%
 - 2 bedroom 50%
 - 3 bedroom 40%
 - 4 bedroom 5%
- A new Commission (a National body) has been set up to deal with all large developments in respect of the following:-

Electric lines, gas storage, pipeline, highways, airports, railways, waste and treatment works, and hazardous waste sites.

- Planning and planning appeals There is a vast amount of secondary legislation being brought forward this coming year regarding planning and appeals, Cllr Stone will update members once he obtains details.
- A review of charges for leisure services has taken place and an increase across the board will take effect from April:-

18 hole golf from £18 to £19

1 child weekly summer play scheme £22 - £29

Swim Larkfield £3.20 - £3.40

Tonbridge swim £3.80 - £4.00

New charge for under 3's - 50p

- TMBC Annual monitoring report has now been published.
- The Kent Waste Partnership (KWP), which is made up of all twelve district councils and Kent County Council has set-up a £50,000 Community Waste Action Fund (CWAFF). Community organisations may apply to the fund in order to help focus their actions on reducing, reusing and/or recycling household waste.

The initial deadline for expressions of interest is 20 January 2009.

In order to raise the numbers of applications from local community groups, parish councils are asked to forward this information to any suitable community groups that it may be aware of within its ward/parish.

- Parking reviews have taken place in the following areas - Priory Grove

429. PLANNING, HIGHWAYS & TRANSPORTATION MATTERS

- (a) Plans dealt with by Planning Committee Chairman & Clerk during December Recess

The following planning applications received during the December recess and dealt with by Planning Chairman Cllr. Mulcuck and the Clerk, were **READ** and **NOTED**:-

TM/07/03208/RD Details of contamination validation report for plots 130 to 143 inclusive submitted pursuant to condition 5 of planning permission TM/03/03415/FL: (Erection of 370 dwellings, including 30% affordable housing, with associated parking, landscaping and highways, following the demolition of the existing buildings).
Submission of amended validation certificate Former Frantschach Site
RESOLVED NO COMMENT

TM/07/03183/RD Details of contamination validation report for plots 100 to 108 and 144 to 150 inclusive submitted pursuant to condition 5 of planning permission TM/03/03415/FL: (Erection of 370 dwellings, including 30% affordable housing, with associated parking, landscaping and highways, following the demolition of the existing buildings).
Submission of amended validation certificates Former Frantschach Site
RESOLVED NO COMMENT

TM/07/01132/RD	Details of contamination validation report for plots 192 to 204 and 233 to 243 inclusive submitted pursuant to condition 5 of planning permission TM/03/03415/FL: (Erection of 370 dwellings, including 30% affordable housing, with associated parking, landscaping and highways, following the demolition of the existing buildings). Submission of amended validation certificates	Former Frantschach Site
	RESOLVED NO COMMENT	
TM/07/03334/RD	Details of contamination validation report for plots 125 to 129 and 212 to 219 inclusive submitted pursuant to condition 5 of planning permission TM/03/03415/FL: (Erection of 370 dwellings, including 30% affordable housing, with associated parking, landscaping and highways, following the demolition of the existing buildings). Submission of amended validation certificates	Former Frantschach Site
	RESOLVED NO COMMENT	

(b) [Plans Received for Comment](#)

TM/08/TEMP/0064	Demolition of conservatory and construction of single storey extension and sun canopy	Ditton Infant School
	RESOLVED NO OBJECTION	
TM/08/03609/RD	Details of external materials, landscaping And boundary and contamination report Submitted pursuant to condition 3, 5 and 6 of Planning permission TM/03/03610/FL (Erection of replacement dwelling) (AMENDED SCHEME)	Kiln Barn Farm
	RESOLVED NO COMMENT	
TM/08/03625/FL	Telephone engineering centre with separate Motor Transport Workshop (MOT Testing Centre) and associated storage and parking areas.	Former Caradon Doors College Road
	RESOLVED NO OBJECTION	

(c) [Plans Dealt with by Tonbridge & Malling Area Sub-C'ttee No. 3](#)

(c) [Plans Dealt with by Tonbridge & Malling Area Sub-Committee No. 3](#)

The following decisions were **READ** and **NOTED**:-

TM/08/02112/FL	Retrospective application for dormer window in garage	69 Primrose Drive <u>GRANTED WITH CONDITIONS</u>
TM/08/03017/FL	Two storey side extension and single storey rear extension	5 Wilton Drive <u>GRANTED WITH CONDITIONS</u>

TM/08/01293/FL	Erection of marquee as a temporary storage facility	431 London Road <u>GRANTED WITH CONDITIONS</u>
TM/07/01860/FL	Demolition of existing single storey building and construction of detached two vehicle garage	429 London Road <u>GRANTED WITH CONDITIONS</u>
TM/08/02759/TPOC	Remove branches of sweet chestnut that overhang roof of no. 40 Birch Crescent (TPO ref. 12-02-46)	83 Primrose Drive <u>GRANTED WITH CONDITIONS</u>
TM/08/00675/FL	Extended porch	431 London Road <u>GRANTED WITH CONDITIONS</u>
TM/07/03737/RD	Details of soakaways surface water, slab levels, refuse storage and collection, demolition completion, surface water gullies, piling, drainage access road gradients and traffic calming measures submitted pursuant conditions 5, 6, 7, 8, 9, 10, 11, 15, 17 and 20 of planning permission TM/06/02288/FL: alternative scheme of residential Development comprising 9 no. 2 bedroom flats, 20 no. 2 bedroom houses, 66 no.3 bedroom houses and 1 no. 4 bedroom house (96 dwellings in total) together with the re-alignment of the public right of way (alternative dwelling mix to that approved under planning permission TM/05/01013/FL)	New Road Bus. Est. <u>APPROVED</u>
TM/08/02560/FL	Two storey side extension	24 Acorn Grove <u>GRANTED WITH CONDITIONS</u>
TM/08/03088/FL	Retention of mezzanine floor: addition of vents to front and rear elevations. Flue penetration in roof.	Unit 14 420 Hythe Bus. Park <u>GRANTED</u>
TM/08/03282/FL	Erection of a rear UPVC Conservatory	25 Primrose Drive <u>GRANTED WITH CONDITIONS</u>

(c) 'B' Lists

The following 'B' Lists were CIRCULATED, **READ** and **NOTED**:-

08/47 - 24.11.2008; 08/48 - 01.12.2008; 08/50 - 15.12.2008

(d) Agenda, Minutes, Notes etc. of Area 3 Planning Committee

The above documents were **READ** and **NOTED**.

- (e) Planning Enforcement Investigation at Unit 14 Access, 420 New Hythe Business Park, Bellingham Way, Larkfield, Aylesford, Kent ME20 7HP – regarding breach of condition (6) of TM/05/01040/FL

It was **NOTED** that an investigation found that a breach of planning control had taken place at the above premises. A retrospective planning application was subsequently submitted and permission granted on 16th December 2008.

- (f) Consultation: Proposed Prohibition of Waiting, Ditton – Drawing No. DD/435/1

It was **NOTED** that parking restrictions are to be placed on the junction of Bradbourne Lane with the A20 and the junction of Cobdown Close with Orchard Grove. It was suggested that the lines should be extended around the corner. Borough Cllr Stone will be consulting residents about the proposed restrictions and will advise the Clerk of his findings before she responds to the consultation.

430. **REVIEW OF THE SYSTEM OF INTERNAL AUDIT**

Held over pending receipt of a proposed Audit Plan for 2009/2010.

431. **DITTON MAY DAY FETE** (Community Day)

Notes of the committee meeting held 3rd December 2008 and previously circulated were **READ** and **NOTED**.

Cllr. Baker advised that several attractions have been booked.

It was suggested that an Officer from the Borough Council be invited to take part in the event and be on hand to answer questions about the Community Governance Review.

~~(d) **'B' Lists**~~

432. **MATTERS ARISING FROM “CORRESPONDENCE FOR NOTING”**

There were no matters arising.

433. **CLOSURE**

The Meeting closed at 8.55pm.