

## DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 3rd SEPTEMBER 2007

PRESENT: CLLRS. M J PORTER [Chairman], J A BEADLE [Vice-Chairman], R ANGEL, R G W BAKER, MRS A BEADLE, M D BRINE, W CORDWELL, A R MULCUCK, D H NUNN, B D STONE & MRS A THROSSELL. BOROUGH COUNCILLOR MRS C GRANT. PC DALTON & COMMUNITY WARDEN MARTIN SHERWOOD.  
MRS S J KAVANAGH [Clerk of the Council] & MRS N GREENAWAY [Admin. Asst.]

### 215. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

### 216. APOLOGIES

Apologies were RECEIVED from Cllr. Mrs Thwaites and Co. Cllr. Rowe and PC Roddick. The previously notified reasons for absence were **APPROVED** by the Council.

The Chairman moved that the Police and Warden Reports be taken next to enable them to return to their duties.

### 217. REPORT FROM PARISH CONSTABLE /COMMUNITY POLICE/WARDEN

In P C Roddick's absence P C Dalton reported on the crime figures for Ditton during August which totalled 22; 5 were attributed to criminal damage, 2 motor vehicle thefts, 1 burglary to a garage and 14 others. This is 7 up on the same period last year and 9 up on July.

It was reported that there were 75 calls to the police from Ditton during August.

It was suggested that as PC Roddick now has to cover Watringbury and Nettlestead and cannot spend as much time in Ditton, this could be a contributory factor for the increase in crime during August.

Members expressed concern at the additional areas PC Roddick now has to cover at a time when Community Warden, Tom Hawkwood, has been seconded to another area and replaced twice with temporary wardens. Members feel this is diluting support and causing a loss of continuity which is having an impact on the crime figures.

**RESOLVED** to write to Kent Police and Kent County Council expressing this Council's concerns.

**Community Warden, Martin Sherwood** reported on the parking problems in Primrose Drive and advised that the Fire Authority have, on two occasions, driven the fire engine round Primrose Drive to assess the problem of attending in an emergency situation. Having assessed the difficulty, the Fire Authority are considering undertaking a leaflet drop in this area to promote responsible parking practices.

Mr Sherwood also reported on an incident at St Peter's Court, which he passed on to the Police.



218. **DECLARATION OF INTERESTS & EXPENDITURE**

Cllr. Angel declared a personal interest in item 230, as he lives in Ragstone Court and Cllr. Stone declared a personal interest in planning matters as he is a member of the Borough Council planning committee.

219. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 6<sup>th</sup> AUGUST 2007**

The minutes of the meeting held on 6<sup>th</sup> August were **CONFIRMED** and **SIGNED**.

Cllr. Nunn advised Members that he has been in contact with this Council's accountant and the accounting software currently in use does have the ability to provide any additional information the Council needs. It will, however, require him to make quarterly visits to extract the information at a cost of £395.00 per visit.

Cllr. Stone advised that he understands that a revised plan for the replacement storage building at 431 London Road has been submitted with a lower roof height, but this has not been confirmed.

220. **MATTERS ARISING**

It was **NOTED** that Revd. Priscilla Payne will be attending during the adjournment to discuss ideas for a joint venture next year.

221. **CORRESPONDENCE**

(a) **For Noting**

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

Twining Association:	<u>Minutes of meeting held 1<sup>st</sup> August 2007</u>
Kent Air Ambulance Trust:	<u>'Kent Flyer', Issue 3</u>
KAPC:	<u>'Parish News. Issue 326 – 7<sup>th</sup> August 2007</u>
The Wildlife Trusts:	<u>Annual Review 2006</u> <u>Wildlife Events in Kent – October 2007 – January 2008</u> <u>'Wild Kent', Summer 2007</u> <u>'Natural World', Summer 2007</u>
Kent County Council:	<u>Annual Plan 2007/2008</u>
Press Publishing:	<u>Local Councils Update, August 2007 – Issue 94</u>
T & M Crime Reduction Unit:	<u>'Newsletter', July Issue 3</u>

- ROSPA: 'Staying Alive', August 2007
- Ton. & Malling Boro' Cncl: Agenda for Members of Standards Committee
- Russett Homes: 'Russet News', July 2007 – Issue 10  
Annual Report and Accounts 2006-2007  
Annual Review, 2006-2007
- Kent County Council: Outcome of Older Person's Review
- (b) **For Decision**
- KAPC: Councillors Information Day, 22<sup>nd</sup> September 2007  
**NOTED** NO MEMBER IS ABLE TO ATTEND.
- NALC: Conference and Exhibition 5 – 7 October 2007  
**INFORMATION READ AND NOTED.**
- CIPFA : Treasury Management Conference: Managing Treasury Risk and Governance, 30<sup>th</sup> October 2007  
**INFORMATION READ AND NOTED.**
- Fire Safety Partnership: Fire Marshal and Fire Safety for Managers & Fire Risk Assessment Seminars 9<sup>th</sup> & 10<sup>th</sup> October 2007  
**RESOLVED** TO ENQUIRE WHETHER KENT FIRE AUTHORITY CAN PROVIDE THIS TRAINING.
- Ton. & Malling Borough Cncl: Review of Polling Districts & Polling Places Consultation: 31 August – 26<sup>th</sup> October 2007  
**NOTED** THERE WILL BE NO CHANGE TO DITTON.

## 222. **FINANCE**

### (a) **Accounts Received**

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

Resident:	Walk Card		2.50
Castle Colts FC:	Pitch Fees 2007/08		150.00
Ditton Minors FC:	Water Account NRRG	16.55	
	Energy Account NRRG	25.83	
	White Line Marking	22.00	
	Pitch Fees 2007/087 Season	<u>140.00</u>	204.38
Holtwood Rangers FC:	Pitch Fees		210.00
Barfield Farm	Gazette Advertisement		28.00

Horticulture Show:	Refund of Surplus allowance	214.30
Multi Sports:	Income	177.00
SR Interiors:	Gazette Advertisement	35.00

(b) **Accounts for Payment****RESOLVED** the following accounts be **ACCEPTED, APPROVED** and **PAID**:-

Salaries:	Gross: 14394.43	Net: 10774.43
DPC Imprest A/C:	Reimbursement	4772.10*
Kent County Council:	Superannuation – August 2007	2732.64
Astra Security Systems:	Office Keys	14.90
	Vat <u>2.61</u>	17.51
AquAid [Kent]:	Drinking Water Supplies	6.25
	Vat <u>1.09</u>	7.34
Clive Stanley Associates:	Webmaster Services 29 <sup>th</sup> May – 16 <sup>th</sup> August 2007	440.00
Fuelcare:	Red Diesel for Tank	327.60
	Vat <u>16.38</u>	343.98
Mrs N Greenaway	Contribution towards eye test and single lens glasses	68.95
Kent County Council:	Stationery	49.72
	3.5 disks	13.00
	Rigger Gloves	<u>6.50</u>
		62.72
	Credit Note for returned Goods	<u>14.04-</u>
		48.68
	Vat <u>10.97</u>	59.65
Landtechnics:	Chilton Counter Balance Weight	420.00
	Grease & oil	30.51
	Door handle	<u>6.27</u>
		456.78
	Vat <u>79.94</u>	536.72
Merryweather Wood Crafts:	Cut and Supply of Timber for equipment repairs KBRG	35.00
Netbox5 Limited:	Renewal of Support Contract	1000.00
	Renewal of Network Contract	895.00
	Vat <u>331.63</u>	2226.63

Parker Merchanting:	Fisco Ranger Tape	34.99	
	Multi wipes, Latex Gloves, Nylon Line	<u>75.76</u>	
		110.75	
		Vat <u>19.38</u>	130.13
Parkfoot Garages Limited:	Fuel for Parish Vehicle	82.01	
		Vat <u>14.35</u>	96.36
Mr D Pullinger:	Locking Play Area – August		25.00
RBS Software Solutions:	Planning Software Maintenance	50.00	
		Vat <u>8.75</u>	58.75
Tarmac Limited:	Temporary Licence Fee 1.10.07 to 30.09.08		10.00
Southern Water:	Toilet Block NRRG		26.39
SSG Emprise:	Keyholding and Alarm Response	20.88	
		Vat <u>3.65</u>	24.48
Travis Perkins Trading:	Manhole Cover - Junior School (to be reimbursed)	56.50	
		Vat <u>9.89</u>	66.39
Viking Direct:	Stationery & office items	96.85	
	Protection Plus	1.98	
		Vat <u>17.29</u>	116.12

### **Ditton Parish Council Imprest Account - Breakdown of Expenditure during August 2007**

Carried Forward 1 <sup>st</sup> August 2007	967.59
ADD: P C Reimbursement	<u>5032.41</u>
	6000.00

Deduct: August Expenses	
Voucher Charge	3.25
Playground Locking	25.00
Uncontested Election Exps	176.12
Stamps [100x24p]	24.00
Petty Cash Reimbursement	57.78
Inland Revenue	4065.20
Flowers for Staff Member	20.00
Workshop Tools and Mower Bulb	44.72
Best Kept Garden Vouchers	95.00
CCTV Monitor shelving	63.60
Petty Cash Reimbursement	67.43
Deposit for Valentine Dance Band	<u>130.00</u>
	<u>4772.10</u>
	1227.90
Sum to be drawn 3 <sup>rd</sup> September 2007	<u>4772.10*</u>
Balance	6000.00

\*Sum required to restore balance to £6000

**(d) Direct Debits Paid During July 2007**

The following Direct Debits paid during July 2007, were **READ, APPROVED** and **NOTED**:-

**[i] DITTON PARISH COUNCIL ACCOUNT**

02.07.07	WPA Health	491.80
03.07.07	02	27.54
04.07.07	Mentor	350.13
09.07.07	Nildram	42.82
12.07.07	Public Works Loan Board	2849.17
20.07.07	Pace Petroleum	20.00
23.07.07	EDF Energy	68.57
23.07.07	Euphony Comm. Ltd	16.11
24.07.07	EBS Bank Line	43.25
24.07.07	B T (initial Payment)	256.62
24.07.07	BT (Refunded)	49.89
31.07.07	Siemens Financial Services	675.62

**[ii] DITTON COMMUNITY CENTRE BAR ACCOUNT**

03.07.07	Sky Business	276.13
10.07.07	Post Office Ltd	70.27
16.07.07	Sky Business (Annual Subs)	881.25
20.07.07	Scottish Courage – Stock	6740.36
23.07.07	Waverleys	938.78
23.07.07	AMLD - Gaming Machine	156.00
25.07.07	BOC Manchester – Beer Gas	235.00
30.07.07	Walkers Snacks Ltd	349.93
29.07.07	Nat West Account Charge	55.00

**[iii] DITTON COMMUNITY CENTRE ACCOUNT**

20.07.07	Tonbridge & Malling BC – Business Rate	1118.00
27.07.07	British Gas (Business)	1198.82
29.07.07	Nat West Account Charge	55.00

**(e) Financial Arrangements with Parish Councils 2008/2009**

Information from the Borough Council, which had been previously circulated, was **READ** and it was **NOTED** that this parish council will receive an allocation due to its debt charges of £3710.70. **FURTHER NOTED** that the last date to apply for grants will be 26<sup>th</sup> October 2007.

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

Borough Councillor Stone reported on the following matters:-

- Cycling Strategy
- Health & Poverty in the Borough
- Impending consultation on parking restrictions in Scott Close

- Traffic signals at Coldharbour: It was **NOTED** that the signals have been installed for safety purposes and to ease the traffic flow coming from Maidstone to join the M20. A safety Audit has been carried out and the signals have been hailed a success, therefore no further action will be undertaken. **FURTHER NOTED** Kent Highways have stated that they do not have any part-time signals in the County, as records show that they cause more accidents.

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**Adjournment**

Mrs Dalton attended the meeting in connection with the application for a lawful development certificate TM/07/03178/LDE relating to non-compliance to condition 13 of TM/93/01067/FL at 431 London Road and advise the Council of the ongoing problem of the non-compliance.

It was **NOTED** that there has been protracted correspondence with the Borough Council and other authorities over the past seven years to try to invoke this condition, but without success.

Mrs Dalton is now requesting this Council’s assistance in resolving the matter.

The Revd. Priscilla Payne thanked the Council for their contribution to the family Day and open Service this year and asked the Council for a meeting to discuss ideas for a joint event next year.

Mr Tolhurst advised Members of the disturbance and anti-social behaviour at two recent functions in the Oaken Hall, which impacted upon his quality of life.

*Mr Tolhurst was advised that this matter will be referred to the Community Centre Committee, which meets next Monday, 10<sup>th</sup> September.*

Cllr. Nunn advised that residents in Pear Tree Avenue were also subjected to nuisance and disturbance on these evenings and suggested that there needs to be a policy for locking the new gate between Pear Tree Avenue and the recreation ground when large functions are taking place, to prevent this happening.

Cllr. Beadle asked anyone with any information regarding these functions to write a report for the Community Centre Meeting next week.

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224. **REPORT FROM PARISH CONSTABLE/COMMUNITY POLICE**

This item was dealt with earlier in the meeting under item 217.

225. **PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS**

(a) **Plan Dealt with By Chairman & Clerk During Recess**

The following amended plan dealt with by the Chairman and Clerk during August was **READ** and the comment **NOTED:-**

TM/07/020601/TPOC Reduce crown of field maple by 25%

**REVISED DESCRIPTION**

21 Cedar Close

Chairman advised reiterate previous comment: **NO OBJECTION, SUBJECT TO TREE OFFICER'S APPROVAL**

(b) **Plans Received for Comment**

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

TM/07/03115/FL Formation of a centralised sterile services department (CSSD) within an existing industrial warehouse unit Units Link 20 Business Park Bellingham Way

**RESOLVED NO OBJECTION, PROVIDED MEASURES ARE TAKEN TO ENSURE THAT ANYTHING DISCHARGED INTO THE SEWER SYSTEM HAS BEEN PROPERLY TREATED.**

TM/07/03178/LDE Lawful Development Certificate Existing: Non-compliance with condition 13 of TM/93/01067/FL (Shop Unit with staff flat) requiring the erection of a boundary fence 431 London Road

**RESOLVED TO FORMALLY OBJECT TO THIS APPLICATION ON SAFETY GROUNDS. THIS CONDITION SHOULD HAVE BEEN ENFORCED AT THE OUTSET AND HAS BEEN THE SUBJECT OF PROTRACTED CORRESPONDENCE WITH RESIDENTS AFFECTED AND THE BOROUGH OVER SEVEN YEARS, WHICH PROVES THIS IS NOT UNCONTESTED AND HAS NOT BEEN DORMANT. THIS COUNCIL STRONGLY URGES THE BOROUGH COUNCIL TO RESOLVE THIS MATTER AND INSIST ON THE INSTALLATION OF DEMARCATION OF THE BOUNDARY.**

TM/07/03183/RD Details of contamination validation report for plots 100 -108 & 144 -150 all inclusive submitted pursuant to condition 5 of TM/03/03415/FL: Erection of 370 dwellings etc. Former Frantschach Site New Hythe Lane

**RESOLVED NO OBJECTION**

TM/07/03208/RD Details of contamination validation report for plots 130 -143 inclusive submitted pursuant to condition 5 of TM/03/03415/FL: Erection of 370 dwellings etc. Former Frantschach Site New Hythe Lane

**RESOLVED NO OBJECTION**

TM/07/01897/FL Conversion and extension to existing to form four self contained flats ACCOUSTIC APPRAISAL 16-18 New Road

**RESOLVED NO OBJECTION**

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

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

TM/07/01861/FL	Erect 2 mezzanine floors, providing an additional 2411m <sup>2</sup> (GIA) of floorspace to Unit 2, and erect 2 mezzanine floors providing an additional 1409m <sup>2</sup> (GIA) of floorspace to unit 3 without complying with condition 6 of permission TM/05/01040/FL (seventeen B1(c), B2 and B8 buildings with associated yards, parking areas, hard and soft landscaping)	Site 2, Former Ditton Allotments <b><u>GRANTED WITH CONDITIONS</u></b>
TM/07/01754	Additional lighting column in car park	Ditton Parish Council <b><u>GRANTED</u></b>
TM/07/02152/FL	Front Porch	443 London Road <b><u>GRANTED</u></b>
TM/07/02335/FL	Two storey side extension	52 St Peter's Road <b><u>GRANTED WITH CONDITIONS</u></b>
TM/07/01579/FL	Replacement of existing storage facility	431 London Road <b><u>GRANTED WITH CONDITIONS</u></b>

Members expressed concern that this application was approved without a reduction in the height of the building, as requested by this Council and the residents, and asked for an explanation from the Borough Council.

(d) **'B' Lists**

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

07/30 - 3.7.2007; 07/31 - 6.8.2007; 07/31 - 21/8/2007

(e) **Notes, Agenda, Minutes Etc. of Area 3 Planning Sub-Committee**

**READ** and **NOTED**.

(f) **Planning Enforcement Investigation – 429 London Road**

This matter is under investigation and the owner has indicated that the breach of planning conditions has been occurring for more than 10 years. Should this be the case then the breaches of planning control may be immune from any further enforcement.

The owner has now been requested to submit an application for a Certificate of lawful Development.

(g) **Planning Enforcement Investigation – 428 London Road**

**NOTED** the unauthorised balcony has now been removed and replaced with a Juliette balcony.

(h) **TM/07/01579 Replacement Storage Facility, 431 London Road**

**NOTED** this was to be referred to Area 3 Planning Committee on 16<sup>th</sup> August.

226. **COMPLAINTS UNDER THE CODE OF CONDUCT**

Information from the Monitoring Officer, which had been previously circulated, regarding the importance of complying with the 28 day timescale for the return of Declarations of Interests forms, was **READ** and **NOTED**.

227. **DRAFT MEETINGS TIMETABLE FOR 2008**

The draft timetable of meetings for 2008, which had been previously circulated was **READ** and **NOTED**.

**RESOLVED** to adopt the timetable.

228. **BIG LOTTERY GRANT – REFURBISHMENT OF CEDAR ROOM**

Members were advised that this Council's application to the Big Lottery Fund for a grant towards the rebuilding of the Cedar Room has been unsuccessful.

**RESOLVED** to refer this to the Finance and Administration Committee to discuss ideas for the financing of this project.

229. **DITTON GAZETTE**

Cllr. Brine advised that this is nearly complete and will make the deadline for printing. He is awaiting an article from Bryant Homes, who have agreed to fund this years Bonfire and Fireworks night.

Once complete he will pass it on to the proof readers, Cllrs. Mulcuck and Baker, before it is sent to print.

230. **REMEMBRANCE DAY**

Cllr. Mulcuck advised that plans are well advanced and a meeting is being arranged to finalise plans. He requested permission to purchase the wreath and engage the services of David Stephens to provide the public address system.

**RESOLVED** to accede to the request.

Cllr. Mulcuck offered to undertake the reading this year, which was accepted.

231. **DITTON COURT QUARRY BOUNDARY**

A copy of the surveyors report and correspondence from this Council's solicitor regarding progressing this matter, which had been previously circulated, were **READ** and the action taken **NOTED**.

232. **MATTERS ARISING FROM "CORRESPONDENCE FOR NOTING"**

Cllr. Mulcuck requested that the article on Burial Reform in the KAPC 'Parish News' be forwarded to the Revd. Terranova.

It was **NOTED** that resident Len Mace won the Hanging Basket section in the Borough Garden Competition, organised by Russet Homes, and was runner up in the front garden section.

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The Chairman moved that in view of the confidential nature of the business about to be transacted, the press and public be excluded from the meeting in accordance with Standing Orders 27 & 50.

233. **KILNBARN CLUB – SUSPENSION OF MEMBER**

**NOTED** no letter of appeal has been received.

234. **ANTI-VIRUS SOFTWARE UPDATE**

The Clerk advised that she has been notified that the above software needs replacing as it can no longer be updated. It was **NOTED** that two products are required (a) Anti Virus Defense P:1 Gold [P+] and (b) McAfee Anti-Spyware P:1 Gold [P+] at a total cost of £966.93 for all of the 5 networked computers.

**RESOLVED** to purchase the above products and ascertain how often they will need to be updated in the future.

235. **CLOSURE**

The meeting closed at 9.24pm.

Chairman  
3<sup>rd</sup> October 2007