

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER
AT DITTON COMMUNITY CENTRE ON **MONDAY 5TH SEPTEMBER 2022**

PRESENT: CLLRS. J LOVER (CHAIRMAN), N NEWMAN [VICE-CHAIR], MRS J DEARDEN,
MRS G GODDEN, A LAIDOUCI, A R MULCUCK, M J PORTER, MRS A
THROSSELL & D ADLINGTON
TMBC CLLR D COOPER
MRS N GREENAWAY [CLERK OF THE COUNCIL]

157. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

158. **APOLOGIES FOR ABSENCE**

Apologies were received from Borough Cllr Cannon and KCC Warden Absolon.

159. **DECLARATION OF INTERESTS**

There were no declarations of interest.

160. **CASUAL VACANCIES**

It was **NOTED** that no further applications had been received.

161. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD
1ST AUGUST 2022**

The minutes of the above meeting were **CONFIRMED** and **SIGNED** as a true record.
subject to amending the word “acceptable” to “unacceptable” when talking about the amount
of dust at the bottom of page 62.

162. **MATTERS ARISING**

There were no other matters arising.

163. **MINUTES OF MEETINGS HELD DURING AUGUST 2022**

(a) PERSONNEL COMMITTEE MEETING, 10TH AUGUST 2022

The minutes of the above meeting were presented by Cllr Mrs Dearden and signed as a true
record.

(b) PERSONNEL COMMITTEE MEETING, 31ST AUGUST 2022

The minutes of the above meeting were presented by Cllr Mrs Dearden and signed as a true
record.

164. **CORRESPONDENCE**(a) For Noting

The following items were **CIRCULATED, READ** and **NOTED**:

Thwaites family:	<u>Thank you</u>
Ditton Twinning Assoc.	<u>Minutes of meeting held on 26.07.2022</u>
KALC:	<u>Newsletter July 2022 & August 2022</u>
SLCC:	<u>Civility & Respect</u>
Local Councils:	<u>Update September 2022</u>
Clerks & Councils:	<u>Direct – September 2022</u>
PPP:	<u>Terms of Reference and existing Parish Charter</u>

(b) For Decision

Mr Goodman: Complaint re Community Centre Booking
 A complaint from Mr Goodman who had made a regular monthly booking for the Oaken Hall was **READ**. It was **NOTED** that although he had initially been told he could have every third Wednesday in the month. However, shortly after it was discovered that a regular, annual hirer should have been put in the diary but unfortunately had been missed. Mr Goodman had been offered an alternative date but declined and then decided to cancel all bookings. Mr Goodman was unhappy about this and had asked for the return of his deposit and compensation for having leaflets printed.

RESOLVED TO RETURN MR GOODMAN'S DEPOSIT BUT TO ADVISE THE COUNCIL WOULD NOT COMPENSATE FOR THE PRINTING OF LEAFLETS AS ON THE BLOCK HIRERS FORM HE SIGNED IT CLEARLY STATES BLOCK HIRERS MUST ACCEPT UP TO NINE CANCELLATIONS PER CALENDAR YEAR AT THE DISCRETION OF THE PARISH COUNCIL AND THE NEEDS OF THE BUSINESS.

Citizens Advice: Energy Advice Sessions
READ and **NOTED**.

KALC: The Great Big Green Week
Upcoming courses
READ and **NOTED**. Cllr Newman will look at the Planning Training Courses.

Stephens family: Funeral details
READ and **NOTED**.

165. **FINANCE**(a) Accounts for Payment**RESOLVED** the following payments be **APPROVED** and **RATIFIED**:-**August Payroll Summary**

Monthly	Gross	£27,409.28
	Net	£19,663.85

July Accounts (approved and paid 09.08.22)

Community Centre				
PPLPRS	Music Licence		2783.46	
		VAT	556.69	£3,340.15
Business Stream	Water Charges		573.19	£573.19
Bar				
Lansdell	Bar Stock		135.34	
			279.91	
			(15.35)	
			111.82	
			104.63	
			15.75	
			237.29	
		VAT	169.26	£1,038.65
F&A				
Worknest HR	HR Support		820.00	
		VAT	164.00	£984.00
Gallagher	Cyber Insurance		319.20	£319.20
Southern EET Testing	PAT Testing		353.40	
		VAT	70.68	£424.08
KCS	Stationary/Cleaning Supplies		44.32	
		VAT	8.86	£53.18
OSA				
P & L Services	Machinery Service		259.41	£259.41
Playfix	Playground repairs		1732.90	
		VAT	346.58	£2,079.48
Astra	Key Cutting		142.75	
		VAT	28.55	£171.30
Marmax	Outside Bench		412.00	
		VAT	82.40	£494.40

August BACS Payments (not previously listed)

29.07.22	C Stanley	Twinning Wreath	£52.42
29.07.22	Kent & Sussex	Bar Stock	£2,475.67
09.08.22	R Burkett	Allotment Key Deposit	£50.00
15.08.22	Kent & Sussex	Bar Stock	£1,181.00
15.08.22	KCC	Pension contributions	£2,049.55
15.08.22	HMRC	PAYE/NI Contributions	£4,332.75
16.08.22	HMRC	PAYE/NI underpayment	£6.81
26.08.22	Expol Education	First Aid Training	£420.00
26.08.22	Wellard Plumbing	Plumbing repairs	£84.00
26.08.22	Kent & Sussex	Bar Stock	£1,703.28

August Deposit Refunds

27.07.22	Carman Room 16.07.22	£50.00
28.07.22	Carman Room 24.07.22	£50.00
29.07.22	Oaken Hall 23.07.22	£50.00
02.08.22	Oaken Hall 20.07.22	£50.00
02.08.22	Oaken Hall 24.07.22	£50.00
04.08.22	Oaken Hall 30.07.22	£125.00
08.08.22	Oaken Hall 17.07.22	£50.00
15.08.22	Oaken Hall 06.08.22	£50.00
22.08.22	Carman Room 30.07.22	£50.00
22.08.22	Carman Room 13.08.22	£75.00

(b) Direct Debits Paid During July/August 2022**RESOLVED** the following direct debits be **ACCEPTED** and **APPROVED**:-**August Direct Debits**

28.07.22	BT	BT Sports	£390.16
28.07.22	Veolia	Refuse Collection	£427.08
29.07.22	Natwest	Bank Charges	£127.34
29.07.22	NCS	Equipment Hire	£26.57
29.07.22	NCS	Telephone Charges	£44.17
01.08.22	O2	Mobile Phone	£21.85
01.08.22	TMBC	Business Rates	£692.00
02.08.22	WEX	Fuelcard	£1.80
04.08.22	HMRC	Gaming Machine Duty	£162.27
08.08.22	WEX	Fuelcard	£36.07
08.08.22	Rentokil	Washroom Services	£247.24
09.08.22	SKY	Sky Sports	£372.00
12.08.22	Commercial Services	Energy	£527.65
12.08.22	FDMS	Card Charges	£227.81
15.08.22	Bankline	Bank Charges	£53.07
15.08.22	Safety Effect	H&S	£114.00
15.08.22	DHFE	Till Rental	£369.60
15.08.22	Paymentsense	Card Charges	£54.00
16.08.22	Sage	Monthly subscription	£172.68
16.08.22	WEX	Fuelcard	£128.20
22.08.22	Heineken	Bar Supplies	£5,721.20
23.08.22	Host My Office	IT Support	£350.40
25.08.22	BOC	Bar Gas	£45.92
25.08.22	NEST	Pension Contributions	£763.71
26.08.22	Paymentsense	Card Charges	£17.82
30.08.22	Veolia	Refuse Collection	£440.95
30.08.22	BT	BT Sports	£390.16
30.08.22	WEX	Fuelcard	£1.80

(c) Debit Card Payments – August 2022

RESOLVED the following debit card payments be **ACCEPTED** and **APPROVED**:-

August Debit Card

01.08.22	Amazon	Notice Board	£76.95
01.08.22	Tesco	Bar Supplies	£73.20
03.08.22	KALC	Clerks Conference	£60.00
08.08.22	Toolstation	OSA Consumables	£8.94
09.08.22	Amazon	Prime subscription	£7.99
14.08.22	Amazon	Bar Consumables	£14.20
15.08.22	Toolstation	CC Consumables	£23.95
15.08.22	B&Q	CC Consumables	£3.25
18.08.22	Halfords	OSA Parts	£5.49
18.08.22	Toolstation	OSA Consumables	£27.57
18.08.22	Amazon	CC Consumables	£32.45
24.08.22	Sevenoaks DC	Licencing Application	£37.00
26.08.22	B&Q	Bar Shelf	£30.00
26.08.22	Tool Station	CC Consumables	£23.95
26.08.22	Amazon	Gift Card	£20.00
30.08.22	Timpson	Key Cutting	£16.00

Cllr Laidouci asked if provision had been made for the increase in energy prices. The Clerk advised that the budget was set before the large increases were known so it was likely this year's budget would not be sufficient and the current contract was about to end.

(d) Conclusion of Audit

READ and **NOTED** that there were no issues raised.

(e) EV Charging Points Income

The Clerk reported that £390.39 had been received for the period March – August 2022 as the council's portion of the income from the Electric Vehicle charging points in the car park.

(f) Councillor Email Addresses

The Clerk reported that the OSA Admin Assistant had recently had these updated and she would check and then forward the necessary information and passwords to members.

(g) Oaken Hall Stage Floor

It as **NOTED** that the stage floor was in a very bad state of repair and becoming a safety hazard. A quote had been obtained to lift the old floor, reboard it and then relay a new floor for £3,210.00. It was also **NOTED** that KCC Cllr Andrew Kennedy had previously indicated that he would be happy to support such a project with his members grant.

RESOLVED to contact Cllr Kennedy to see if he would be able to assist with funding towards replacing the stage floor but that this needed to be undertaken as a matter of urgency so if no funding available it would be funded from repairs and replacements budget.

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

Cllr David Cooper advised that Cllr Rob Cannon had been liaising with Ditton Minors FC and it would be better to leave this issue for discussion with him.

Cllr Cooper then reported on the following items:

PLANNING

Work continues on the Orchard Mill site also known as Ditton Edge. During the recent hot weather there were a number of complaints by residents in Ragstone Court and Cherry Orchard about the amount of dust being generated by the earth moving plant. The initial work was to prepare the logistics area of the site for HGV's to deliver building materials and this has now been largely asphalted greatly reducing the dust problem. The site traffic will enter and leave the site through what will become the emergency access leaving the main entrance free for potential buyers and residents. Rob and I have met the site manager who will arrange a site visit in the near future for the parish council and the schools. The site manager undertook to get some signs directing site traffic towards the entrance and not into residential roads.

The East Malling Trust has recently been felling a number of sweet chestnut trees near to the site entrance. This is not part of the Orchard Mill development but St Modwen Homes did open up an entrance to the woodland to allow access. The chestnut trees there are infected with blight and the Forestry Commission has instructed that the trees must be felled and the wood burned on site to prevent the disease spreading. It is unfortunate that EMT did not inform local residents of their intentions until the Friday before work started on the following Monday.

The next Area 3 Planning Committee is scheduled for 29th September.

LOCAL PLAN

The new Local Plan has nearly reached the first consultation stage on Regulation 18. This will be debated at tomorrow's Housing & Planning Scrutiny Select Committee meeting prior to its submission to cabinet on Wednesday. If those stages are approved submissions open on 15 September and will run until 22 October. Submission can be made online or on paper. Reg 18 weeks to find how residents, parish and town councils and other interested parties wish the borough to develop between now and 2040. It covers a number of subjects from housing, transport, ecology, travel and asks for those responding to indicate from a list which of the options shown are your top priorities. There are 50 questions to answer. The Parish Council and individual councillors are encouraged to make submissions. When you decide to make a submission, please note it will probably take you some time as a lot of the questions ask not only for you to choose your priorities but also asks for your reasons for doing so.

The call for sites process finished in February and there are nearly 300 sites to be considered for residential, employment or mixed use and all are included in Annex 1 to the Interim Sustainability Appraisal. Some will be rejected straight away because they are on a flood plan or in an AONB. The Reg 18 document itself gives an indication of where all these sites are sorted alphabetically by exiting ward and using the search facility in Annex 1 and the site's ID no. you will be able to see full details of each site. It should be borne in mind that NONE of the sites in the Reg18 paper have been chosen yet. The sites submitted would offer more housing that is required by the Objectively Assessed need and the task of narrowing down the number of sites required to meet the OAN will take place between the end of the Reg 18 consultation and the presentation of the Reg 19 consultation next year. As a reminder the Government requires TMBC to identify sites for 15,941 new homes until 2040 which requires an average of 839 homes be built each year. The adoption of a Local Plan will give speculative planning applications which, if refused by the planning committees, are then invariably approved by the Planning Inspectorate on appeal.

POLITICS

The new Leader of the Conservative Party and Prime Minister is Liz Truss.

The next local government elections in TMBC take place 4th May 2023 and as we get nearer to the date, TMBC election literature you see will become relevant to the new ward boundaries decided on by the Electoral Commission. As previously briefed, Ditton Ward will merge with Aylesford South and be known as Aylesford South and Ditton. The election of parish councillors will take place on the same day and for the benefit of new councillors you will have to submit your completed nomination papers and if there are more nominations than there are vacancies an election takes place. The Parish Clerk and TMBC's Monitoring Officer will be able to assist in this. The Ditton parish boundaries have not changed.

WASTE COLLECTION

The waste collections are generally being carried out on time although there are occasional missed bins which should be reported to TMBC via its website.

167. **REPORT FROM NEIGHBOURHOOD POLICE/KCC WARDEN**

It was **NOTED** that there was no report available. It was reported that a suggestion had been put forward to offer assistance to those struggling with the increased cost by offering a hot meal/soup once per week. It was noted that a volunteer had offered to make the soup and the ingredients would be donated but volunteers would be needed to coordinate this project and it would require assistance from the KCC Warden to identify those most in need. The Council agreed to support this project if it can be taken forward and it was noted there were still donated funds in a charity account that could provide financial assistance for the project.

168. **DATE SENSITIVE PLANNING, HIGHWAYS AND TRANSPORTATION MATTERS**

(a) Plans for Comment

TM/22/01637/LDP - 41 Acorn Grove Ditton Aylesford Kent ME20 6EL
Lawful Development Certificate Proposed: Extend dropped kerb

RESOLVED This council has no objection to this application subject to there being no issues with the water flow to the drain in the road.

TM/22/01721/FL - 535 London Road Ditton Aylesford Kent ME20 6DL
Rear side return extension

RESOLVED This council has no objection to this application

TM/22/01741/AT - Unit 1 Bellingham Way Panattoni Park Aylesford Kent ME20 7WT
Advertisement Consent for the installation of 4no. non illuminated signs on the elevations

RESOLVED This council has no objection to this application

TM/22/01731/RD - Panattoni Park Aylesford Bellingham Way Larkfield Aylesford Kent
Discharge of condition 38 (Estate Signage) submitted pursuant to planning permission TM/20/01820/OAEA (Outline Application: Hybrid planning application for the following development: Outline planning permission (all matters reserved) for the erection of flexible B1c/B2/B8 use class buildings and associated access, servicing, parking, landscaping, drainage, remediation and earthworks; and, Full planning permission for erection of two warehouse buildings for flexible B1c/B2/B8 use class, realignment of Bellingham Way link road, creation of a north/south spine road, works to the embankment of Ditton Stream, demolition of existing gatehouse and associated servicing, parking, landscaping, drainage, infrastructure and earthworks)

RESOLVED This council has no objection to this application

TM/22/01769/RD Aylesford Newsprint Bellingham Way Larkfield Aylesford Kent

Details of condition 22 (implementation of heritage interpretation programme) submitted pursuant to planning permission TM/20/01820/OAEA (Outline planning permission (all matters reserved) for the erection of flexible B1c/B2/B8 use class buildings and associated access, servicing, parking, landscaping, drainage, remediation and earthworks; and, Full planning permission for erection of two warehouse buildings for flexible B1c/B2/B8 use class, realignment of Bellingham Way link road, creation of a north/south spine road, works to the embankment of Ditton Stream, demolition of existing gatehouse and associated servicing, parking, landscaping, drainage, infrastructure and earthworks)

RESOLVED This council has no objection to this application

TM/22/01821/TPOC - 11 Cedar Close Ditton Aylesford Kent ME20 6EN

Applicants references: T1 Multi stemmed Ash - coppice down to ground level due to large cavity in base, T2 Single Stemmed Sweet Chestnut – coppice down to ground level to match works on T3 Over-shading garden, T3 Mature Single Stemmed Sweet Chestnut - Coppice down to ground level. Major signs of decay. Drip line within approx 30ft of house. Been monitoring tree for last 18 months, declining rapidly, danger to buildings/ public, T4 Single stemmed Ash - coppice down to ground level due to lean and size of surroundings. Large limbs regularly shed out of canopy into neighbouring property. Standing in Group G1 of Tree Preservation Order

RESOLVED This council has no objection to this application subject to the TMBC Tree Officer's Approval.

TM/22/01837/RD - Aylesford Newsprint Bellingham Way Panattoni Park Aylesford Kent

Details of Planning condition 33 (Hard and soft landscaping) Submitted pursuant to planning permission TM/20/01820/OAEA Outline Application: Hybrid planning application for the following development: Outline planning permission (all matters reserved) for the erection of flexible B1c/B2/B8 use class buildings and associated access, servicing, parking, landscaping, drainage, remediation and earthworks; and, Full planning permission for erection of two warehouse buildings for flexible B1c/B2/B8 use class, realignment of Bellingham Way link road, creation of a north/south spine road, works to the embankment of Ditton Stream, demolition of existing gatehouse and associated servicing, parking, landscaping, drainage, infrastructure and earthworks

RESOLVED This council has no objection to this application

TM/22/01876/RD - Unit 1 Bellingham Way Panattoni Park Aylesford Kent ME20 7WT

Details of planning condition 17 (travel Plan) submitted pursuant to planning permission TM/22/00187/FL : Erection of a warehouse building for Class B8 storage and distribution use and ancillary office accommodation, external storage areas, access, parking, drainage, landscaping and associated works

RESOLVED This council has no objection to this application

(b) Plans dealt with under delegated power during recess

TM/22/01506/LDP - 7 St Peters Close Ditton Aylesford Kent ME20 6PG

Lawful Development Certificate Proposed: Dropped kerb to side of existing access to drive

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/22/01506/LDP>

Plan considered by Planning Vice-Chair and Clerk:

RESOLVED NO OBJECTION

(c) Ditton Edge

(i) Planning Enforcement Investigation

It was **NOTED** the site was to be visited following the complaints about dust. It was also suggested comments should be made that the developer does not appear to be following the agreed plan of how they were supposed to work.

(d) Plans dealt with by Area 3 Committee

TO BE NOTED AT MID-MONTH PLANNING MEETING

169. **REMEMBRANCE DAY**

It was **NOTED** that the road closures had been applied for. The Clerk advised she hoped to discuss arrangements with Borough Cllr Cooper as he was involved with the West Malling service to see the event might gain more support. Cllrs Mrs Dearden and Mrs Godden confirmed their assistance and any other members that are able to assist would be appreciated.

170. **STAFF AND COUNCILLOR CHRISTMAS GET TOGETHER**

Dates were suggested, the Clerk will check availability in the Carman Room and main hall bar and circulate dates.

171. **DITTON GAZETTE**

It was hoped publication would be mid October and this edition would publicise Christmas events.

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

There were no matters arising from the correspondence.

The Clerk asked members to consider changes to the Community Centre Committee dates in September and November due to staff absences. It was agreed to not hold a meeting in September and for the November meeting to be moved to the Wednesday, 16th November.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Standing Orders 27 & 50 the Chairman to move that due to the confidential nature of the next item the Press and Public be excluded from the meeting.

173. **CONFIDENTIAL MEMORANDUM**

Confidential Memorandum Refs: 431 and 432 were **READ** and **CONFIRMED** as a true record. A further discussion took place regarding the issue in CM 432 and further correspondence relating to it. Details are contained in CM Ref. 433.

174. **CLOSURE**

The meeting closed at 9.05pm.

Chairman
3rd October 2022

