

DITTON PARISH COUNCIL

NOTICE IS HEREBY GIVEN OF A MEETING OF DITTON PARISH COUNCIL TO BE HELD IN **THE COUNCIL CHAMBER** AT DITTON COMMUNITY CENTRE ON **MONDAY 7TH JULY 2025** AT **7.30PM**

Ditton Parish Council
Ditton Community Centre
Ditton
AYLESFORD
Kent ME20 6AH

N Greenaway

(Mrs) Nicola Greenaway
Clerk of the Council

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3rd July 2025

AGENDA

1. **OPENING OF MEETING**
2. **APOLOGIES FOR ABSENCE**
3. **DECLARATIONS OF INTERESTS**
4. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 2ND JUNE 2025**
5. **MATTERS ARISING**
6. **MINUTES OF MEETINGS HELD DURING JUNE 2025**

For Confirmation and Signing

- (a) **Community Centre Committee, 9th June 2025** – herewith
July Meeting date change
- (b) **Planning, Highways & Transportation Committee, 16th June 2025** – herewith
- (c) **Open Spaces & Amenities Committee, 16th June 2025** – herewith
- (d) **Finance & Administration Committee, 23rd June 2025** - herewith

RECOMMENDATIONS:

REVIEW OF FINANCIAL REGULATIONS [Page 37, Item 91]
THE AMENDMENTS TO THE FINANCIAL REGULATIONS TO SUIT DITTON PARISH COUNCIL'S BUSINESS NEEDS, BE APPROVED AND ADOPTED.

REVIEW OF STANDING ORDERS [Page 38, Item 92]
TO APPROVE AND ADOPT THE UPDATED NALC MODEL FINANCIAL REGULATIONS AS ADAPTED FOR DITTON PARISH COUNCIL

(e) Personnel Committee, 23rd June 2025 [herewith]

7. **CORRESPONDENCE**

(a) For Noting

Ditton Twinning Assoc.: Minutes of Meeting held on 24/06/2025

KCC Highways: Road Safety and Active Travel Newsletter

KALC: Newsletter, June & July 2025

TMBC Licensing Services: Notice of Determination re Hearing for One Stop

Aylesford School: Invitation to Art Exhibition 09/07/2025

(b) For Decision [nothing received to date]

8. **FINANCE**

(a) Accounts For Payment

June Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£26,079.77</i>
	<i>Net</i>	<i>£36,454.56</i>

June BACS Payments (not previously listed)

30.05.25	Four Jays	Toilet Hire	£589.00
30.05.25	DCK Accounting	Year End Accounts	£1,692.24
30.05.25	Kent & Sussex	Bar Stock	£1,407.03
09.06.25	Triple A Events	Staging/Sound	£1,489.95
10.06.25	P&L Services	Kubota Repairs	£2,868.77
10.06.25	Tree Monkeys	Tree Work	£240.00
10.06.25	Kent & Sussex	Bar Stock	£1,001.63
10.06.25	Lansdell	Bar Stock	£634.97
10.06.25	Imagink	Ditton Gazette	£937.00
23.06.25	Kent & Sussex	Bar Stock	£2,036.49
25.06.25	M Beautridge	Bar Services	£152.52
26.06.25	S Craig	Reimbursement	£8.99
26.06.25	Safety Effect	H & S	£12.00
26.06.25	N Greenaway	Reimbursement	£39.10
27.06.25	KCC Pension	Monthly Contributions	£1,591.56
27.06.25	HMRC	PAYE/NI	£7,605.07
30.06.25	L Fitchett	Reimbursement	£64.00

June Deposit Refunds

30.05.25	Oaken Hall - 25.05.25	£146.50
10.06.25	Carman Room – 08.06.25	£50.00
11.06.25	Carman Room – 18.05.25	£50.00
11.06.25	Carman Room – 08.06.25	£50.00

(b) Direct Debits - Paid During July 2025

June Direct Debits

30.05.25	Natwest	Bank Charges	£131.01
30.05.25	Paymentsense	Card Charges	£101.82
30.05.25	O2	Mobile Phone	£14.18
30.05.25	Carlsberg	Bar Stock	£2,570.75
02.06.25	TMBC	Businness Rates	£838.00
04.06.25	Carlsberg	Cellar Cooling	£187.20
06.06.25	Kent Commercial Services	Gas Supply	£822.86
06.06.25	Carlsberg	Bar Stock	£2,690.33
09.06.25	Rentokil Initial	Washroom Services	£182.77
09.06.25	Sky	Sky TV	£477.24
13.06.25	Kent Commercial Services	Electricity Supply	£8,628.39
13.06.25	Carlsberg	Bar Stock	£2,278.02
13.06.25	FDMS	Card Charges	£550.90
16.06.25	Natwest	Bankline	£108.53
16.06.25	Saftey Effect	H & S	£114.00
16.06.25	Sage	Software Subscription	£264.00
16.06.25	DHFE	Till Rental	£369.60
16.06.25	WEX	Fuelcard	£49.36
20.06.25	Carlsberg	Bar Stock	£1,019.09
23.06.25	WEX	Fuelcard	£94.11
23.06.25	Host My Office	Computer Support	£754.44
23.06.25	Hugo Fox	Website	£23.99
25.06.25	Everflow	Water Consumption	£2,327.05
25.06.25	BOC	Bar Gas	£213.50
26.06.25	Focus	Telephone Charges	£87.46
26.06.25	Focus	Telephone Rental	£165.00
26.06.25	TNT	TNT Sport TV	£487.31
27.05.25	NEST	Pension Contributions	£1,178.16
27.06.25	Paymentsense	Card Charges	£84.00
27.06.25	Carlsberg	Bar Stock	£2,172.08
30.06.25	Natwest	Bank Charges	£68.74
30.06.25	WEX	Fuelcard	£3.60
30.06.25	Veolia	Refuse Collection	

(c) BACs Payments - Paid During July 2025

Accounts (approved and paid 26.06.25)

Community Centre				
Dorrell Floors	Floor Refurbishment	VAT	4850.00	
			970.00	£5,820.00
1 st A Pest Control	Pest Control	VAT	60.00	
			12.00	£72.00
Maidstone Cleaners	Window Clean		260.00	£260.00
Sunbelt	Stage Barriers	VAT	183.44	
			36.68	£220.12
KCS	Cleaning/Stationery	VAT	91.17	
	Cleaning/Stationery		89.25	

			36.08	£216.50
Capital	Cleaning & Consumables		156.47	
	Cleaning & Consumables		102.20	
	Cleaning & Consumables		97.30	
	Cleaning & Consumables		10.22	
		VAT	73.23	£439.42
Bar				
Lansdell	Bar Stock		313.74	
	Bar Stock		209.71	
	Bar Stock		188.62	
	Bar Stock		(10.47)	
		VAT	126.21	£827.81
BSS	Stocktake		150.00	£150.00
TH Electrical	External Consumer Unit		1809.70	
		VAT	361.94	£2,171.64
All Chilled	Ice Machine Repairs		75.00	
	Ice Machine Repairs		180.70	
			51.14	£306.84
F&A				
Aquaid	Water Coolers		24.80	
		VAT	4.96	£29.76
NCS	Photocopy Charges		41.36	
		VAT	8.27	£49.63
KCC	Internal Audit		579.00	
		VAT	115.80	£694.80
OSA				
Pace Fuelcare	Machinery Fuel		570.00	
		VAT	28.50	£598.50
EGM	Uniform		171.59	
		VAT	34.32	£205.91

(d) Debit Card Payments – July 2025

June Debit Card

06.06.25	Tesco	Bar Stock/Refreshments	£169.85
11.06.25	Power Spares	Chipper Blade	£34.99
16.06.25	Power Spares	Chipper Blade	£34.99
17.06.25	Tesco	Refreshments	£66.99
20.06.25	B&Q	Plant Feed	£8.00
20.06.25	Amazon	Jubilee Clips	£11.99
25.06.25	Haynes	Strimmer Cord	£47.98
26.06.25	Tesco	Refreshments	£53.10
27.06.25	B & Q	Plants	£191.75
27.06.25	Amazon	Hose Pipe	£36.99
30.06.25	Parts in Motion	Bowser Battery	£82.26

(e) Renewal of Cyber Insurance

(f) Renewal of CCTV Maintenance Contract

(g) Internal Audit Report of Visit 3 2024/25 [herewith]

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

10. **REPORT FROM NEIGHBOURHOOD POLICING TEAM** [if available]

11. **DATE SENSITIVE PLANNING & HIGHWAYS MATTERS**

(a) Plans Received for Comment

25/01025/PA - UNIT 1, Newsprint Avenue, Panattoni Park, Aylesford, ME20 7XH

Proposed Site alterations comprising the installation of plant and associated works to facilitate Electric Vehicle charging infrastructure

25/00901/PA - COBDOWN SPORTS GROUND, STATION ROAD, Ditton, Aylesford

Details of biodiversity net gain in accordance with Schedule 7a of the Town Country Planning Act 1990 (inserted by the Environment Act 2021) submitted pursuant to Informative 1 of TM/24/01220/PA (Installation of 2no. raised kiosks (one wet kiosk and one dry kiosk) at the proposed Borehole 10 site, enclosed within perimeter palisade fencing, 1.8m high and accessed via a 6m wide gate. 5m wide permeable stone access road from the compound to the highway and a 1.2m high galvanised steel gate on entrance to field. The kiosks are required to house Borehole as well as to house and protect the Motor Control Centre (MCC) equipment associated with the operations of the borehole)

25/00997/PA - COBDOWN HOUSE, 548, LONDON ROAD, DITTON

Section 73 application to Vary Condition 2 (plans list) of planning permission TM/24/01784/PA (Refurbishment and extension of existing commercial office space and car park) to allow an update to approved drawings to accommodate some minor material amendments.

25/01009/PA - UNIT 2, Newsprint Avenue, Panattoni Park, Aylesford, ME20 7XH

Non-Material amendment to planning permission TM/23/01578/RM Reserved Matters consent, to allow for further design and layout changes to Unit 2 as previously amended by TM/25/00914/PA

25/01026/PA - 157, 159, 163 and 165, Woodlands Road, Ditton, Aylesford, ME20 6HA

"T1 (Applicants ref.) - Sweet Chestnut located at 165 Woodland Road - Reduce height by approx 5m, Cut back over hanging branches to boundary of 27 Birch Crescent.

T2 (Applicants ref.) - Sweet Chestnut located at 163 Woodland Road - Reduce height by approx 5m. Cut back over hanging branches to boundary of 27 Birch Crescent.

T3 (Applicants ref.) - Sweet Chestnut located at 163 Woodland Road- Reduce height by approx 5m. Cut back over hanging branches to boundary of 27 Birch Crescent.

T4 (Applicants ref.) - Sweet Chestnut located at 159 Woodland Road- Reduce height by approx 5m. Cut back over hanging branches to boundary of 27 Birch Crescent.

T5 (Applicants ref.) - Sweet Chestnut located at 157 Woodland Road- Reduce height by approx 5m. Cut back over hanging branches to boundary of 27 Birch Crescent. All standing in Area W1 of Tree Preservation Order.

The reason for the work on all the above trees is they are causing excessive debris and serious over shading, The branches from T5 are almost touching the property of 27 Birch Crescent"

25/01071/PA – DEVELOPMENT SITE SOUTH OF BRAMPTON FIELD BETWEEN BRADBOURNE LANE AND, Kiln Barn Road, Ditton, Aylesford

Part details of condition 22 (verification report plots 188 and 189), submitted pursuant to planning permission TM/23/00807/PA (Removal of condition 26 (highways improvements) pursuant to planning permission TM/18/02966/OA (Outline Application: Development of the site to provide up to 300 dwellings (Use Class C3) and provision of new access off Kiln Barn Road. All other matters reserved for future consideration)

25/01068/PA - SPORTS AND SOCIAL CLUB, Station Road, Ditton, Aylesford, ME20 6AU
Environmental Impact Assessment Screening Opinion under the Town and Country Planning (Environment Impact Assessment) Regulations 2017 (as amended) in relation to development at Cobdown Park to provide a football training centre, comprising of upgrades to existing grass and artificial football pitches and associated infrastructure, demolition and redevelopment of existing clubhouse building and refurbishment of existing Academy building, demolition of existing out buildings and refurbishment of existing Club building, upgraded car parking, grounds maintenance area, improved boundary treatments, upgraded and new floodlighting, and hard and soft landscaping works.

(b) Plans dealt with by TMBC Area 3 Committee

25/00897/PA - COBDOWN SPORTS GROUND, STATION ROAD, Ditton, Aylesford
Details of condition 4 (CEMP - biodiversity), submitted pursuant to planning permission TM/24/01220/PA (Installation of 2no. raised kiosks (one wet kiosk and one dry kiosk) at the proposed Borehole 10 site, enclosed within perimeter palisade fencing, 1.8m high and accessed via a 6m wide gate. 5m wide permeable stone access road from the compound to the highway and a 1.2m high galvanised steel gate on entrance to field. The kiosks are required to house Borehole as well as to house and protect the Motor Control Centre (MCC) equipment associated with the operations of the borehole)
APPROVED 26/06/2025

25/00691/PA - COBDOWN SPORTS GROUND, STATION ROAD, Ditton, Aylesford
Details of condition 8 (Management and Maintenance Scheme). Pursuant to planning permission 25/00081/PA Proposed re-laying of 1 no. grass pitch into a new hybrid football pitch with associated infrastructure, installation of internal and external boundary treatment, demolition of existing outbuildings, associated hard and soft landscaping, to enable improvements to the internal access road and car park and creation of a new footpath and retrospective installation of external signage
APPROVED 23/06/2025

(c) Orchard Mill [Ditton Edge] [update if available]

(d) Bradbourne Development [update if available]

12. **REMEMBRANCE DAY – SERVICES & PARADE**

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

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.

14. **LEGAL MATTERS**

15. **CLOSURE**

TO BE IMMEDIATELY FOLLOWED BY A MEETING OF THE FINANCE & ADMINISTRATION COMMITTEE