

DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER
AT DITTON COMMUNITY CENTRE ON MONDAY 2ND JUNE 2025

PRESENT: CLLRs. N NEWMAN [CHAIRMAN], M J PORTER [VICE-CHAIR], MRS J DEARDEN, MRS M NEWMAN, A WATERS, MRS A THROSSELL, J COX, MRS L COX & MRS K NASH, A R MULCUCK, A LAIDOUCCI & R WHITE
MRS N GREENAWAY [CLERK OF THE COUNCIL], TMBC CLLR R CANNON

42. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm.

43. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Adlington. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 582.

44. DECLARATIONS OF INTERESTS

There were no declarations of interest.

45. CONFIRMATION & SIGNING OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 7TH MAY 2025

The minutes of the above meeting were **CONFIRMED** and **SIGNED** as a true record. Cllr Waters queried minute no. 13(g), Risk Management Summary where it stated to add "battery acid" under the COSHH section - he said it should be Hydrogen. After discussion about the appropriate wording and where it should be included it was agreed, that as the independent Health and Safety Consultant would be visiting in a week's time, to seek his advice on if this should be included and where it should be documented.

46. MATTERS ARISING

There were no matters arising.

47. MINUTES OF MEETINGS HELD DURING MAY 2025

(a) For Confirmation and Signing

(i) Planning, Highways & Transportation Committee, 19th May 2025

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

(ii) Open Spaces & Amenities Committee, 19th May 2025

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

Confirmation of budget to proceed with Tree Work [Page 16, Item 37(a)]

It was confirmed that there was sufficient funds within the Tree Budget and Ear Marked Reserves to cover this work.

48. **CORRESPONDENCE**

(a) For Noting

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

Ditton Twinning Association: Minutes of AGM and Meeting held on 20/05/2025

SLCC: The Clerk – May 2025

Tonbridge & Malling Ramblers: Walks June 2025

Ministry of Housing: Local Government Reorganisation

For Decision

NOTED none received to date.

49. **FINANCE**

(a) Accounts For Payment

RESOLVED the following payments be **APPROVED** and **RATIFIED**:-

May Payroll Summary

<i>Monthly</i>	<i>Gross</i>	<i>£32,216.24</i>
	<i>Net</i>	<i>£23,333.59</i>

May BACS Payments (not previously listed)

08.05.25	Kent & Sussex	Bar Stock	£2,523.70
08.05.25	MPR	Fire Alarm Sounder Test	£228.00
13.05.25	Riddleston	MUGA Refund	£9.60
13.05.25	SCH Supplies	Lance Rose – Water Bowser	£33.96
16.05.25	M Lancely	Kilnbarn Entertainment	£230.00
23.05.25	M Beautridge	Bar Services	£190.66
23.05.25	J Cowin	Caretaking Services	£222.83
29.05.25	HMRC	PAYE/NI	£6,237.51
29.05.25	KCC Pension	Pension Contributions	£1,513.59

May Deposit Refunds

02.05.25	Carman Room 19.04.25	£50.00
08.05.25	Oaken Hall 03.05.25	£70.00
13.05.25	Carman Room 04.05.25	£50.00
22.05.25	Oaken Hall 18.05.25	£100.00

Accounts (approved and paid 23.05.25)

Community Centre				
KCS	Cleaning & Consumables	VAT	107.98 21.60	£129.58
Capital Cleaning	Cleaning & Consumables	VAT	131.98 26.40	£158.38
Protech Doors	Electric Door Service	VAT	160.00 32.00	£192.00
Extinguisher Doctor	Extinguisher service	VAT	159.97 32.00	£191.97
DMS	Music Festival Banners	VAT	240.00 48.00	£288.00
Envirocure	Calorifier Internal Inspections TMV		440.00 207.00 129.40	£905.80
Gallagher	Engineering Policy		509.88	£509.88
Bar				
Kent & Sussex	Bar Stock	VAT	1182.22 1201.55 476.74	£2,860.51
Lansdell	Bar Stock	VAT	310.23 310.88 281.91 229.00 203.44	£1,335.46
F&A				
Gallagher	DPC Policy		18251.97	£18,251.97
OSA				
Travis Perkins	Equipment Hire	VAT	95.01 19.00	£114.01
T Parker	Grass Seed		198.72	£198.72
GB Sport & Leisure	Cradle Seat	VAT	102.50 20.50	£123.00
National Allotment Society	Annual Subscription	VAT	70.00 14.00	£84.00
Gallagher	Motor Policy		1387.60	£1,387.60

(b) Direct Debits - Paid During May 2025**RESOLVED** the following payments be **ACCEPTED, APPROVED** and **RATIFIED:-****May Direct Debits**

01.05.25	TMBC	Business Rates	£838.00
02.05.25	Paymentsense	Card Charges	£84.00
02.05.25	Carlsberg	Bar Stock	£1,678.72
06.05.25	Carlsberg	Cellar Equipment	£187.20
06.05.25	HMRC	Gaming Machine Duty	£761.74
08.05.25	Rentokil	Washroom Services	£182.77
08.05.25	SKY	Sky Sports	£477.24
09.05.25	Carlsberg	Bar Stock	£2,455.49
13.05.25	Commercial Services	Energy Supply	£1,345.62

15.05.25	Bankline	Bank Charges	£96.28
15.05.25	Safety Effect	H&S	£114.00
15.05.25	DHFE	Till Rental	£369.60
15.05.25	FDMS	Card Charges	£499.00
16.05.25	SAGE	Software subscription	£264.00
16.05.25	Carlsberg	Bar Stock	£2,566.62
19.05.25	WEX	Fuelcard	£179.61
21.05.25	Hugo Fox	Website	£23.99
23.05.25	BOC	Bar Gas	£339.82
23.05.25	Carlsberg	Bar Stock	£1,105.87
27.05.25	Everflow	Water Charges	£465.76
27.05.25	WEX	Fuelcard	£3.60
27.05.25	Host My Office	IT Support	£754.44
27.05.25	NEST	Pension Contributions	£1,131.55
27.05.25	TNT	TNT Sports	£487.31
28.05.25	Veolia	Refuse Collections	£490.74
29.05.25	Focus	Telephone Charges	£89.39
29.05.25	Focus	Telephone Rental	£165.00

(c) Debit Card Payments – Paid during May 2025

RESOLVED the following payments be **ACCEPTED, APPROVED and RATIFIED:-**

May Debit Card

02.05.25	Amazon	Fencing Pins	£18.45
06.05.25	Amazon	Hasp Lock	£7.99
07.05.25	Screwfix	Trailer Board	£39.15
07.05.25	Amazon	Multipurpose Grease	£34.75
07.05.25	Amazon	Hydraulic Oil	£62.47
12.05.25	Sainsburys	Ice	£10.90
12.05.25	Tesco's	Refreshments	£65.88
12.05.25	Lidl	Ice	£5.94
12.05.25	Timpson	Key Cutting	£36.00
13.05.25	Amazon	Safety Gloves	£19.90
13.05.25	Milner Off Road	Tow Bar Height Adjuster	£76.04
14.05.25	Screwfix	Safety Boots	£42.99
20.05.25	HMRC	VAT Return – Q4	£3,069.75
21.05.25	Bloom & Wild	Get Well Flowers	£21.60
21.05.25	Screwfix	Ear Defenders/Toilet Seat	£69.48
23.05.25	TMBC	Event Licence	£21.00
27.05.25	Tesco	Refreshment	£56.39

(c) Statement of Accounts for Financial year 2024/2025

The Statement of Accounts for the financial year 2024/2025, prepared by this Council's accountants DCK Accounting Solutions, was **READ**.

RESOLVED the accounts be **APPROVED, ADOPTED and SIGNED**.

(e) External Audit/Annual Governance and Accountability Return for Financial Year 2024/2025

(i) ANNUAL GOVERNANCE STATEMENT FOR 2024/25

The Annual Governance Statement was **READ** and the assertions answered.

RESOLVED the Annual Governance Statement be **APPROVED** and **SIGNED**.

(ii) ACCOUNTING STATEMENTS FOR 2024/25

The Accounting Statements for the year ending 31st March 2025 were **READ** and **NOTED**.

RESOLVED to **APPROVE** and **SIGN** the Accounting Statements.

(f) Internal Audit

Final Visit 2024/25 [3rd visit report [if available] & annual report (for annual return)]

It was **NOTED** that the report for the 3rd visit for 2024/25 was not yet available. However, the internal auditor had approved and signed the Annual Internal Audit Report for 2024/25, to be included with the Annual Governance and Accountability Return.

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

TMBC Cllr Rob Cannon reported on the following items:

TMBC ANNUAL COUNCIL

At the meeting on 13th May the deputy Mayor Cllr Chris Brown who represents Kings Hill was installed as the new Mayor for 2025/26. Thanks and best wishes were extended to Steve Hammond, our ward colleague and retiring Mayor, and borough councillors from all parties wished him a speedy recovery and swift return to duties. Matt Boughton remains as Council Leader and amongst the appointments made for 2025/26 my ward colleague Colin Williams is now Chair of the Licensing and Appeals Committee replacing Chris Brown who as the new Mayor is no longer eligible for the role.

LOCAL GOVERNMENT REORGANISATION

At last Thursday's Parish Partnership Panel reference was made to a letter, now circulated to all parish and town councils within the TMBC area, that had been received from the Ministry of Housing, Communities & Local Government in response to the interim reorganisation plans submitted by Kent County and all Borough & District Councils. The Leader of TMBC, Matt Boughton, has offered to speak to any parish about this process given the complications involved and the uncertainty created. So if members so wish I am happy to speak to Matt and arrange him to meet with yourselves to go through what is happening and to answer any questions you may have.

PLANNING

It is now likely the EMR Bradbourne development will not be brought before the Area 3 Planning Committees until October at the earliest. It is still unclear if it will be a combined meeting with Area 2 or separate meetings. If the latter then if there is disagreement between the two committees the application would go to Full Council.

Members of Area 3 conducted a 2 and half hour site visit to the London City Lionesses training ground at Cobdown on Wednesday 29 May. On speaking to TMBC officers after that meeting it seems that a new application for a development at Cobdown Park in the vicinity of the Finnish Sauna to replace the one previously withdrawn will be submitted in due course.

LICENSING AND APPEALS

A Licensing and Appeals Panel will be convened on 23rd June to consider the application to extend hours by One Stop, New Road, Ditton. Colin Williams as a ward member and Cllrs Thornewell and Roud as they live in an adjacent ward are not allowed to sit on the Panel. To answer the Parish Council's query a licensing application cannot be "called in" but the concerns as set out in your email of 27 May to Licensing Services will be taken into account by the Panel. Any other representations are also considered at that time.

PEOPLE AND SKILLS FUND

This is now open for applications from local organisations with grants up to £8000 available for projects that meet at least one of the following:

- Helping unemployed people to access local job opportunities including through basic skills courses.
- Supporting people furthest from the workplace with volunteering and enrichment activities
- Tackling digital exclusion to help improve quality of life and access to services
- Enabling SEN students gain experience of the workplace

Closing date for applications is 18 June 2025. Please see TMBC webpages to find out more.

Cllr Newman asked why it is likely to take another 6 months for the EMR application and Cllr Cannon replied that the delay was to do with KCC over roads and access. Cllr Cox asked if the application was referred to Full Council would it be more likely to be approved. Cllr Cannon replied that there would be a lot of factors to consider so it would be difficult to comment.

Cllr Newman asked if the London City Lionesses are in consultation with the Planning Officers regarding their applications and Cllr Cannon advised they were.

Cllr Newman asked how often the Licensing Appeals Committee sits and decisions taken. Cllr Cannon advised that they happen when necessary and the decisions are normally taken fairly quickly. Cllr Cannon advised he may be able to attend the scheduled meeting but advised that Cllrs Williams and Thornewell were not able to be part of the panel as the application is in or next to their wards.

51. **REPORT FROM NEIGHBOURHOOD POLICING TEAM**

It was **NOTED** that no report was available. The Clerk advised that PC Warner had telephoned the office that morning to advise he had not issues to report. She advised she had made him aware of vandalism to a tree in the quarry that had resulted in emergency tree work by the tree surgeon to make it safe.

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

(a) Vice-Chair

The Chairman advised that Cllr Mrs Newman appreciated the nomination to be Vice-Chair, but on reflection it would not prove beneficial as she and the Chairman would likely be unavailable at the same times. It was therefore agreed to select an alternative Vice-Chair for the Planning Committee.

Cllr Waters was **NOMINATED** by Cllr Porter and **SECONDED** by Cllr Mrs Newman. There being no further nominations, Cllr Waters was duly elected Vice-Chair of the Planning Highways and Transport Committee for the year 2025/26.

(b) Plans Received for Comment25/00834/PA - COBDOWN SPORTS GROUND, STATION ROAD, Ditton, Aylesford

Details of condition 5 (Bat Survey) 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

RESOLVED TO COMMENT THAT THE WHILST THIS COUNCIL APPRECIATES THAT THE SURVEY MEETS THE REQUIREMENT, THE COUNCIL QUESTIONS IF JUST ONE VISIT TO THE SITE FOR LESS THAN 2 HOURS WAS SUFFICIENT TIME. THE COUNCIL IS AWARE OF OTHER APPLICATIONS WITHIN THE TMBC AREA THAT REQUIRED 3 SEPARATE VISITS AND THE MONITORING TIME WAS UP TO MIDNIGHT.

25/00865/PA - 663, LONDON ROAD, DITTON, AYLESFORD, ME20 6DJ

Group of mature Conifers (applicants ref. T1 - standing at an average height of 14m, each with a lateral spread of 4-5m, along the front (northeastern) boundary of the front garden) - Reduce in height to 10m with some pruning of the front where they reach over the public footway & some trimming of the inner face. Group of Conifers (applicants ref. T2 - standing at an average height of 12m, each with a lateral spread of 3-5m, along the front (northwestern) boundary of the front garden) - Reduce in height & spread to 9m & 3.5m respectively. Groups G1 and G2 of the Tree Preservation Order.

RESOLVED THIS COUNCIL HAS NO COMMENTS TO MAKE BUT WOULD ASK THAT THE TMBC TREE OFFICER REVIEWS THE APPLICATION. IT WAS NO CLEAR WHAT CONDITIONS MIGHT BE NEEDED WITH THE WORK OVERHANGING THE FOOTPATH AND RISK TO THE A20 WHILST THE WORK IS BEING COMPLETED.

25/00846/PA - 185, WOODLANDS ROAD, DITTON, AYLESFORD, ME20 6HA

"T1 (Applicants ref.) - Hornbeam - Reduce crown by approx 50% overall.

Reason - Client wishes to keep the tree but at a reasonable height, at the moment it is getting too big for the location. T2 (Applicants ref.) - Sweet Chestnut - Remove 2 lower branches that hang over rear garden. Please see photo.

Reason - Excessive over shading and debris over a small garden area. Standing in Group W1 of Tree Preservation Order."

RESOLVED THIS COUNCIL HAS NO COMMENTS SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL.

25/00839/PA - 144, WOODLANDS ROAD, DITTON, AYLESFORD, ME20 6EZ

Conversion of integral garage into living space and construction of a first floor extension over the existing ground floor rear extension. New windows to front of property and replace external hanging tiles with new weatherboarding.

RESOLVED WHILST THIS COUNCIL HAS NO OBJECTIONS TO THE APPLICATION AND NOTES THAT THERE ARE NO NEIGHBOUR COMMENTS, IT WOULD COMMENT THAT THE REMOVAL OF THE GARAGE WILL MEAN REMOVAL OF A CAR PARKING SPACE. ALSO THAT NO OTHER PROPERTIES HAVE EXTENDED TO THE FIRST FLOOR IN THIS AREA AND THERE IS A CONCERN IT MAY RESULT IN LOSS OF LIGHT TO NEIGHBOURS AND A CONCERN ABOUT REPLACING THE CLADDING WITH A DIFFERENT MATERIAL TO THE SEMI-DETACHED ADJACENT PROPERTY.

(c) Orchard Mill/Ditton Edge

NOTED no update available.

(d) EMT/Bradbourne Development

NOTED the application was unlikely to go to the TMBC Area 3 or joint Area 3 and 2 committees until later in the year.

(e) Highway Improvement Plan [HIP]

Copies of the HIP submitted in 2024 were **CIRCULATED** and the comments from KCC on the suggestions were **NOTED**. Cllr Waters asked if the items that were listed as requiring reporting on the KCC system had been done so – the Clerk advised they had all been reported via that system several times previously but no action/response had been received, that is why they had been included on the HIP. She will follow these items up again. It was agreed members take the plan away and if they have any further suggestions to bring them back to the next Planning meeting. The Clerk made suggestions of issues that had recently been brought to her attention; a “No through road” sign for Cherry Orchard; repairs to the safety railings on the bend in Kilnbarn Road and signs to warn road users about the possibility of deer in the road around Kilnbarn Road.

(f) Licensing Application at One Stop

It was **NOTED** that this Council’s objections had been logged and they met at least 3 of the licensing objectives. The Council would be invited to speak at the Licensing Appeal hearing when it is confirmed.

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

The Chairman advised that he had drafted a speech that he intended to give when he attended the Bastille event as part of the Twinning delegation in July. He invited members to read it and comment if they felt anything else should be included. Members agreed the content was suitable and it was **NOTED** that it had already been translated into French and the Chairman would deliver the speech in French.

54. **AUGUST MEETING DATE**

The Clerk **REPORTED** that she would be on leave at the beginning of August and therefore unavailable for the meeting scheduled for 4th August. She asked members to consider if the meeting could be moved to the following Monday, 11th August and advised that this would work better as the September meetings had already been moved on by one week.

RESOLVED to hold the August Full Council Meeting on Monday 11th August 2025.

55. **CLOSURE**

The meeting closed at 8.22pm

Chairman
7th July 2025