

## DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER  
AT DITTON COMMUNITY CENTRE ON MONDAY 11<sup>TH</sup> AUGUST 2025

PRESENT: CLLRS. N NEWMAN [CHAIRMAN], M J PORTER [VICE-CHAIR], MRS M NEWMAN,  
MRS A THROSSELL, J COX, MRS L COX, MRS K NASH, A R MULCUCK, & R  
WHITE  
MRS N GREENAWAY [CLERK OF THE COUNCIL]  
TMBC BOROUGH CLLR COLIN WILLIAMS

156. **OPENING OF MEETING**

The Chairman opened the meeting at 7.30pm.

157. **APOLOGIES FOR ABSENCE**

Apologies were **RECEIVED** from Cllrs Laidouci, Adlington, Waters and Mrs Dearden. The previously notified reasons for absence were recorded in the absence book Ref: 589 and **ACCEPTED** and **APPROVED**.

158. **DECLARATIONS OF INTERESTS**

There were no declarations of interests.

159. **CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING  
HELD ON 7<sup>TH</sup> JULY 2025**

The minutes of the above meeting were **CONFIRMED** and **SIGNED** as a true record.

160. **MATTERS ARISING**

There were no matters arising.

161. **MINUTES OF MEETINGS HELD DURING JULY 2025**

For Confirmation and Signing

(a) Finance & Administration Committee, 7<sup>th</sup> July 2025

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

**RESOLVED TO RATIFY THE FOLLOWING RECOMMENDATION:**

REVIEW OF COMMITTEE TERMS OF REFERENCE [Page 51, Item 125]  
THE AMENDMENTS TO THE COMMITTEE TERMS OF REFERENCE BE APPROVED  
AND THE NEW VERSION ADOPTED.

(b) Planning, Highways & Transportation Committee, 21<sup>st</sup> July 2025

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

(c) Open Spaces & Amenities Committee, 21<sup>st</sup> July 2025

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

Emergency Tree Works at Quarry LNR entrance

It was **NOTED** two dead/dangerous trees had been identified and a tree surgeon had removed them at the earliest opportunity as they were considered dangerous to users of the area. It was further **NOTED** the work was undertaken by Day Tree Fellers at a cost of £300.00 plus VAT.

(d) Community Centre Committee, 28<sup>th</sup> July 2025

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

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

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

Ditton Twinning Assoc: Minutes of Meeting, 31<sup>st</sup> July 2025

KALC: Newsletter August 2025

SLCC The Clerk: Magazine July 2025

Clerks & Councils Direct: Magazine July 2025

(b) For Decision

**NOTED** nothing received to date.

163. **FINANCE**(a) Accounts For Payment

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

**July Payroll Summary**

<i>Monthly</i>	<i>Gross</i>	<i>£31,988.38</i>
	<i>Net</i>	<i>£22,987.38</i>

**July BACS Payments (not previously listed)**

11.07.25	Gallagher	Insurance	£402.08
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11.07.25	N Newman	Reimbursement – Le Shuttle	£200.00
11.07.25	Kent & Sussex	Bar Stock	£2,462.58
11.07.25	Meresborough Nursery	Hanging Baskets	£201.60
11.07.25	Kent & Sussex Events	Outside Bar	£550.00
11.07.25	Pulse First Aid	First Aid Training	£540.00
11.07.25	DCK Accounting	Year End Accounts	£811.80
11.07.25	M Lancely	Kilnbarn Entertainment	£230.00
21.07.25	S French	Allotment Key Deposit	£31.00
25.07.25	M Beautridge	Bar Services	£127.10
25.07.25	J Cowin	Caretaking Services	£195.36
25.07.25	Aquaid	Water Coolers	£380.92
25.07.25	Envirocure	Legionella Testing	£26.60
25.07.25	Dispense Solutions	Kilnbarn Air Conditioning	£3,528.60
31.07.25	HMRC	PAYE/NI	£6,310.50
31.07.25	KCC Pension	Pension Contributions	£1,596.55

#### July Deposit Refunds

02.07.25	Carman Room - 28.06.25	£50.00
04.07.25	Carman Room – 24.08.25	£50.00
08.07.25	Oaken Hall – 21.06.25	£75.00
11.07.25	Carman Room – 05.07.25	£50.00
24.07.25	Carman Room – 10.07.25	£50.00
24.07.25	Carman Room - 19.07.25	£100.00

#### (b) Direct Debits - Paid During July 2025

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

#### July Direct Debits

01.07.25	O2	Mobile Phone	£14.18
01.07.25	TMBC	Business Rates	£838.00
02.07.25	Carlsberg	Cellar Services	£187.20
04.07.25	Carlsberg	Bar Stock	£1,661.15
08.07.25	Rentokil Initial	Washroom Services	£182.77
09.07.25	SKY	Sky Sports	£477.24
11.07.25	Carlsberg	Bar Stock	£2,063.66
14.07.25	Siemens	Photocopy Lease	£972.13
14.07.25	FDMS	Card Charges	£561.52
15.07.25	Bankline	Bank Charges	£101.83
15.07.25	Safety Effect	H&S	£114.00
15.07.25	DHFE	Till Rental	£369.60
16.07.25	SAGE	Software subscription	£264.00
18.07.25	Carlsberg	Bar Stock	£2,244.62
21.07.25	Hugo Fox	Website	£23.99
24.07.25	Host My Office	Computer Support	£754.44
24.07.25	TNT Sports	Sports subscription	£487.31
25.07.25	Everflow	Water Supply	£2,320.69
25.07.25	BOC	Bar Gas	£309.42
25.07.25	Carlsberg	Bar Stock	£1,400.18

28.07.25	WEX	Fuelcard	£100.60
28.07.25	NEST	Pension Contributions	£1,093.95
28.07.25	Veolia	Refuse Collections	£392.40
31.07.25	Natwest	Bank Charges	£220.94

(c) BACs Payments - Paid During July 2025**RESOLVED** the following payments be **ACCEPTED, APPROVED and RATIFIED:-****Accounts (approved and paid 25.07.25)**

<b>Community Centre</b>				
Capital	Cleaning & Consumables	VAT	165.04 33.01	£198.05
KCS	Cleaning/Stationary	VAT	100.82 11.99 22.56	£135.37
KBC	Boiler Service/Gas Safety	VAT	608.00 121.60	£729.60
Envirocure	Legionella Monitoring	VAT	48.75 48.75 19.50 (70.90)	£26.60
S&J Cleaning	Cleaning & Consumables Machine Repairs	VAT	92.10 94.93 37.41	£224.44
MPR	Fire Alarm Monitoring New Fire Alarm – materials	VAT	380.00 4100.00 992.00	£5,952.00
<b>Bar</b>				
All Chilled	Air Conditioning – final payment	VAT	2940.50 588.10	£3,528.60
Kent & Sussex	Bar Stock	VAT	911.70 1118.51 406.05	£2,436.26
Lansdell	Bar Stock	VAT	224.94 228.19 297.68 275.17 (6.99) 208.21 223.27	£1,450.47
<b>F&amp;A</b>				
Aquaid	Water Coolers	VAT	317.43 63.49	£380.92
W J Sunstone	CCTV Maintenance	VAT	1614.54 322.91	£1,937.45
<b>OSA</b>				
Chubb	Intruder Alarm Maintenance	VAT	329.32 65.86	£395.18
CW Milner	Playground Repairs	VAT	2360.00 472.00	£2,832.00

Lister & Wilder	Kubota Repairs	VAT	409.83 44.01 83.31	£537.15
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(d) Debit Card Payments – July 2025

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

**July Debit Card**

01.07.25	Ernest Doe		£39.00
09.07.25	Tesco	Refreshment/Consumables	£69.83
10.07.25	RBLI	VJ Day Signs	£53.89
11.07.25	Screwfix	Safety Boots	£39.99
15.07.25	Safety Signs	Height Barrier Sign	£61.00
17.07.25	Screwfix	Mortar Resin	£45.98
22.07.25	Amazon		£13.99
23.07.25	Amazon		£11.99
24.07.25	Tesco	Refreshment	£54.49
28.07.25	First Aid 4 Less	Bleed Kit	£78.42
28.07.25	Amazon		£13.99
29.07.25	Tree Marker	Tree Numbers	£144.00
29.07.25	Focus	Telephone Charges	£91.12
29.07.25	Focus	Telephone Rental	£165.00
30.07.25	O2	Mobile Phone	£14.18

(e) CCLA(i) Dividend at 30/06/2025

It was **NOTED** the dividend received on the investment at 30<sup>th</sup> June 2025 was £5,056.86.

(ii) Acquisition by Jupiter Investment Management Group Ltd

It was **NOTED** that CCLA was now part of the Jupiter Investment Management Group but that this should not affect the management of the Council's investment in the property fund.

(f) OSA New Equipment Request

It was **NOTED** that a capital sum of £5,000 for new equipment had been included in the OSA budget for this year. A "Leaf Vac", for £3,500 has already been ordered and the balance of £1,500 was for a mechanical weed remover. However, the Grounds Supervisor has advised that they have a more urgent need for a new hedge trimmer at around £750.00.

**RESOLVED** to purchase the new hedge trimmer from this budget and review the remaining budget nearer to the end of the financial year to see if funds were available for the mechanical weed remover or if this should be deferred to next year.

## 164. **REPORTS FROM BOROUGH & COUNTY COUNCILLORS**

Borough Cllr Colin Williams presented the following report on behalf of the Borough Council Members:-

### LITTERING AND ANTI-SOCIAL BEHAVIOUR

Some residents have contacted us about littering on Kiln Barn Road as a result we are requesting a regular patrol in that area and are also speaking to the site manager at Orchard Mill.

As regards anti-social behaviour, TMBC's ASB Enforcement Team is in place from May to November. Their aim is to provide high visibility and enforcement across the borough. They are tasked to respond to reports from residents and Parish Councils as well as ourselves as borough councillors. If there is anywhere you feel they need to visit we can add it to their taskings.

### PUBLIC ATTENDANCE AT PLANNING COMMITTEES

Some of you may be aware at the last Full Council on July 8th borough councillors agreed to set an upper limit on the number of public speakers that can speak at the three Area Planning Committees. The new limit will now be 5 public speakers, plus the Parish Council representative and the applicant. For context this is still significantly more generous than our neighbours in Maidstone and Sevenoaks who only allow one public speaker (plus the applicant and Parish).

The reasons for doing this are partly to ensure meetings are of a manageable length – a recent meeting relating to an application in Ivy Farm, East Malling didn't finish until nearly midnight and that is not conducive to good decision making. It is worth bearing in mind TMBC members often have full-time jobs. Also there is an element of repetition when there are large numbers of public speakers when it is the quality rather than the quantity of comments that really matters. Objections have to be made on planning law rather than if you like the proposal or not. Some of you may recall in the Ditton Edge application (now Orchard Mill) a number of neighbouring residents successfully pooled their objections which were presented by just a single public speaker on the night.

Residents can continue to influence decisions in other ways by making representations and that can include contacting their local borough councillors directly via their contact details on the TMBC website.

### LOCAL GOVERNMENT REORGANISATION

The Minister of State for Local Government and English Devolution wrote to TMBC Council Leader Matt Boughton on 24th July providing an update on the procedures and timetable applying here in Kent. After the final proposals are submitted at the end of November 2025, a consultation would be launched in early 2026 closing in May. The decision on which proposal to implement is likely to be announced before the summer recess. This would allow for elections to the new unitary authorities on 6th May 2027. The new authorities would then go live on 1st April 2028.

### CONSERVATION AREAS

It has recently been agreed Conservation Area Statements will be produced for all Conservation Areas in the borough that do not currently have a Conservation Area Appraisal. This is a starting point and ensures information is available for all Conservation Areas in the borough including those in the historic centre of Ditton and at Cobdown Farm.

Cllr Newman asked if the Parish Council can request a meeting with the Borough Council members to "hand over" evidence/information and concerns prior to an area planning

meeting so that they are fully informed of the PC's views prior to the meeting now that there will be more restrictions on time for speaking. Cllr Williams said yes this would be fine.

Cllr Mulcuck mentioned that there had previously been a litter bin on the corner of Bradbourne Lane and the A20 that was removed when Lidl was built and a bin placed on the other side of the A20. However there is still a need for a litter bin on the Lidl side and he asked if this request could be made to TMBC. Cllr Williams suggested he email the Borough Councillors in the first instance.

165. **REPORT FROM NEIGHBOURHOOD POLICING TEAM**

It was **NOTED** an officer had hoped to attend but it was assumed they had been called to other duties. A copy of the latest report from the local Officer was **CIRCULATED** and it was **NOTED** that the local officer continued to keep in touch and visit the Parish Office on a regular basis.

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

(a) Plans Received for Comment

25/01181/PA - COBDOWN SPORTS GROUND, STATION ROAD, Ditton, Aylesford

Details of condition 7 (Phase 1 Drainage Verification Report), submitted pursuant to planning permission TM/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)

It was **NOTED** that Kent County Council as Lead Local Flood Authority have made the following comments:

*We have reviewed the information submitted for the Phase 1 Drainage Verification Report which provides information to support the implementation of the pitch drainage including gravel layer and tank. We note this is relocated during construction with reorientated lateral drains, but maintains the principles of the drainage design.*

*At this stage it does not appear any information has been provided for the area of permeable paved car parking adjacent to the pitch. Information for the construction and completion of the car parking would be required to demonstrate implementation of all drainage features.*

*We would be unable to recommend the discharge of condition 7 in full until the details for the permeable paved car parking area are submitted.*

*This response has been provided using the best knowledge and information submitted as part of the planning application at the time of responding and is reliant on the accuracy of that information.*

**RESOLVED** to support the comments from KCC on the joined up thinking of the car park development.

(b) Plans dealt with by TMBC Area 3 Committee

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

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)

**APPROVED - 23/07/2025**

25/00484/PA - COBDOWN SPORTS GROUND, STATION ROAD, Ditton, Aylesford

Details of condition 07 (archaeological field evaluation works) and 08 (watching brief) 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)

**APPROVED - 24/07/2025**

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.

**APPROVED - 28/07/2025**

25/00899/PA – LAND AT COBDOWN, Station Road, Ditton, Aylesford

Details of condition 10 (Biodiversity Gain Plan), submitted pursuant to planning permission TM/24/01127/PA (Installation of a new 'electrical hub' building and 1 no. new kiosk within Area C: Borehole 7 of South East Water's Butler Water Treatment Works)

**APPROVED - 29/07/2025**

25/01113/PA - COBDOWN SPORTS GROUND, STATION ROAD, Ditton, Aylesford

Non-Material Amendment to planning permission TM/23/01920/FL: Amend the approved plans list to allow for the reduction in the overall length of the fence, increase height from 1.8m to 2.4m and additional planting of a hedge screen.

**APPROVED - 30/07/2025**

25/00935/PA - TYDEMAN COTTAGE, Kiln Barn Road, Ditton, Aylesford, ME20 6AP

Remove chimney stack from front elevation and internal alterations, removing stack and fireplaces from bathroom and lounge, alterations to front porch

**APPROVED - 30/07/2025**

(c) Orchard Mill [Ditton Edge]

**NOTED** no update available. Cllr Mrs Throssell advised that some residents from Cherry Orchard had asked why only part of the area between Cherry Orchard and the new properties had been cut. The Clerk advised that it is better for the residents to contact the site manager about any issues, however, she would pass on these comments.

(d) Bradbourne Development

**NOTED** no update available.

(e) Delegation of Planning Comments during August Recess

**RESOLVED** to delegate power to the Clerk in Consultation with the Chair of the Planning Committee to review any non-contentious applications that are received during the August recess.



(f) KCC PROW Consultation – Proposed Diversion of MR492

It was **NOTED** that this related to a small diversion to the path on the Panattoni side of the motorway and any comments should be submitted by 15<sup>th</sup> August.

(g) KCC Highways – Highway Information Pack 2025/26

The current Highway Information Pack for DPC was circulated. Cllr White had submitted a suggestion to request markings in the road at the top of Bell Lane to make it safer for traffic entering and exiting the junction onto the A20, as this area is often hampered by parked cars despite there being double yellow lines. It was agreed to add this item. There were no further items to add.

**RESOLVED** to update the HIP for DPC and submit to KCC.

(h) East Peckham Parish Council – Letter to TMBC re limit of speakers at Area Planning Committees

**READ** and **NOTED**. Cllr Mulcuck asked if the applicants get to speak for the same amount of time as those wishing to object to applications. Cllr Newman said he would look into this.

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

There were no matters arising. Cllr Mulcuck said he would take some items away for further reading and report back any items of interest.

It was **NOTED** that former council member, John Beadle’s funeral would take place on 29<sup>th</sup> August at 11am at Vinters Park Crematorium.

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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.  
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168. **LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2025/26**

It was **NOTED** that the NJC Scale increases for the current year have been agreed and will be applied to all staff on the salary scales in August 2025 plus staff would receive backdated pay to 1<sup>st</sup> April 2025. Details of the increases, new rates of pay and back pay are included in the Confidential Memorandum Ref. 450.

169. **CLOSURE**

The meeting closed at 7.56pm.

Chairman  
8<sup>th</sup> September 2025

