

## DITTON PARISH COUNCIL

MINUTES OF A MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON MONDAY 5<sup>th</sup> AUGUST 2019

CLLRS. J LOVER (CHAIRMAN), N NEWMAN (VICE-CHAIRMAN) MRS J COOPER, MRS G GODDEN, A MULCUCK, M PORTER, MRS J TEBBUTT, MRS A THROSSELL & MRS J THWAITES  
MRS N GREENAWAY [Clerk of the Council]  
BOROUGH CLLR R CANNON

### 173. OPENING OF MEETING

The Chairman opened the meeting at 7.30pm. He welcomed new member, Cllr Mrs Godden and invited all members to introduce themselves.

### 174. APOLOGIES

Apologies were **RECEIVED** from Cllrs Mrs Dearden and Mrs Dennison. The previously notified reasons for absence were **ACCEPTED** and **APPROVED** and recorded in the absence book Ref.435. Apologies were also received from Borough Councillor Cooper, KCC Cllr Homewood and PCSO Salam.

### 175. DECLARATION OF INTERESTS

Cllrs Mulcuck and Mrs Thwaites declared a personal interest in item 180(b) Correspondence for Decision, request from Ditton Heritage Centre as they are both members of the Heritage Centre.

### 176. CASUAL VACANCIES

It was **NOTED** that no further enquiries had been received. The Clerk will re-advertise the casual vacancies on the website, Facebook Page, Ditton Column and in the Ditton Gazette.

### 177. CONFIRMATION & SIGNING OF MINUTES OF THE PARISH COUNCIL MEETING HELD 1<sup>ST</sup> JULY 2019

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

### 178. MATTERS ARISING

There were no matters arising.

### 179. MINUTES OF MEETINGS HELD DURING JULY 2019

(a) COMMUNITY CENTRE COMMITTEE, 8<sup>TH</sup> JULY 2019

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

It was **NOTED** quotations had been obtained to replace the double fire doors in the Don Carman Hall as they were damaged and required replacement.

Quotation	Aluminium	UPVC
A	£3,243.55	£1,615.72
B	£2,720.00	£1,250.00

**RESOLVED** to accept quote B from Maidstone Glass to install UPVC doors (including glass panels) at £1,250.00 plus VAT.

(b) PLANNING COMMITTEE, 15<sup>TH</sup> JULY 2019

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

Further discussion took place on the parking issues and in particular the proposed double yellow lines for Brampton Field.

**RESOLVED** to place an article in the next gazette to advise residents that have difficulty with parking that they may park in the Community Centre car park provided that contact the parish office in advance.

Cllr Mrs Throssell asked why Cherry Orchard had not been included in the next phase for double yellow lines. The Clerk responded that TMBC determine which phase requests for double yellow lines are included in.

(c) OPEN SPACES & AMENITIES COMMITTEE, 15<sup>TH</sup> JULY 2019

The minutes of the above meeting were presented by Cllr Mrs Thwaites and signed as a true record subject to the amendment of the word "suggested" to "agreed" on page 64 (item 167(c) and item 168(a)).

It was **NOTED** there were several items requiring further clarification and decision:-

Play equipment repairs – information on a replacement trampoline was given and the committee were advised that the RoSPA Inspector had said there was no need to replace the damaged log on the adventure trail.

**RESOLVED** to order a new trampoline to be installed in the KBRRG play ground and to not replace the damaged log on the trim trail.

DMFC pitch fees – the Clerk advised that one of the options of allowing the club to pay for materials would not work from an administrative point of view and would not be in line with how other fees are reviewed and increased. The Clerk further advised that the council should be consistent in its approach to reviewing and increasing charges. It was **NOTED** that there had been a large increase in the cost of lining materials last season.

**RESOLVED** to increase football pitch by 10% for the forthcoming season.

Quarry Walk Invitation – members were reminded that they are all invited to attend the guided walk taking place on the evening of Monday 19<sup>th</sup> August at 7.30pm in the Ditton Quarry Local Nature Reserve. It was agreed the invitation should be extended to members of the public. Cllrs Mrs Cooper and Mrs Tebbutt gave their apologies as they could not attend the walk.

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

The following correspondence was **CIRCULATED** at the meeting and **READ** and **NOTED**:-

Ditton Twinning Association:	<u>Minutes of Meeting held on 9.07.2019</u> <u>Quiz night – 27.09.2019</u>
Local Councils Update:	<u>July 2019, Issue 230</u>
Clerks & Councils:	<u>Direct, July 2019 Issue 124</u>
SLCC:	<u>The Clerk, July 2019, Vol 50</u> <u>News Bulletin 19.07.2019</u>
KALC:	<u>Kent &amp; Medway Energy &amp; Low Emissions Consultation</u> <u>Bridges Guidance – Fifth Edition Protocol</u> <u>NALC Chief Exec Bulletins</u> <u>NALC Newsletter</u> <u>Counter Terrorism Policing</u>
KCC:	<u>Temporary Road Closures – Bluebell Hill + various in T&amp;M</u>
Gatwick Airport:	<u>Final Masterplan</u>
Clerk:	<u>Record of recent PC Membership</u>

(b) For Decision

Ditton Heritage Centre:	<u>Repainting Appeal</u>
<b>RESOLVED</b>	to advise that this request would be considered along with others for donations early in the new year.
	<u>Donation of old Ditton Photo</u>
	The Clerk advised that the Heritage Centre would like to make use of the old large photo of Stream Cottage that had been on the floor in the Council Chamber for several years.
<b>RESOLVED</b>	to accede to this request.
KALC:	<u>NALC Policy E-briefing PC8-19 Consultation – Draft Data</u> <u>Sharing Code of Practice</u> <u>NALC May 2019 Election Surveys</u> <b>READ</b> and <b>NOTED</b> .

The Clerk asked if she could make members aware of two other issues.

A car had accidentally damaged the small brown fence between the car park and recreation ground at the weekend. However the driver had been in touch and offered to pay for the repair.

A resident had complained about noise coming from the beer dispense cooling fans that had recently been re-sited outside the Kilnbarn Bar. The Clerk advised they were seeking advice from TMBC and Heinken. Members agreed that these enquiries should be followed up.

181. **FINANCE**(a) Accounts for Payment [General, Community Centre & Bar]**RESOLVED** the following accounts be **ACCEPTED, APPROVED** and **PAID**:-**July Payroll Summary**

Monthly	Gross	£25,149.69
	Net	£17,946.84

**Accounts for Payment**

Atlas FM Ltd	Alarm Activation - Grounds	VAT	37.10 7.42	£44.52
J Dowle	Quarry Gate	VAT	590.00 118.00	£708.00
KALC	Publications		14.95	£14.95
Travis Perkins	General Resources	VAT	33.82 6.77	£40.59
KCC	Fire Extinguisher	VAT	52.85 10.57	£63.42
Craigdene Ltd	Annual Playground Inspection		195.00	£195.00
EDF	New Road Changing Rooms Car Park Lighting	VAT	28.77 300.17 16.45	£345.39
Lamberhurst	Mower parts	VAT	50.02 10.01	£60.03
Mower Plant	Mower Parts	VAT	45.90 9.18	£55.08
Commercial Services	RFL Uplift for Parish Van	VAT	20.00 4.00	£24.00
Martin Holman	Hanging Baskets		150.00	£150.00
Capital	Cleaning Consumables - CC	VAT	113.08 33.94 29.41	£176.43
Kent Boilercare	Ball valve replacement – CC	VAT	116.92 23.39	£140.31
Steven Ricketts	General Repairs - CC		250.00	£250.00
K&A Electrical	Lighting repairs	VAT	110.00 22.00	£132.00
Waterlink	Emergency Water Leak	VAT	540.00 108.00	£648.00
Lansdell	Bar Stock	VAT	108.85 152.39 8.35 95.96 122.27 83.14	£570.96
All Chilled	Ice Machine chemical clean	VAT	194.50 38.90	£233.40

**July Imprest Account**

22.07.19	Cash	Petty Cash Reimbursement	£120.34
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(b) Direct Debits Paid During July 2019

The following Direct Debits were **READ, NOTED** and **APPROVED:-**

28.06.19	BT	BT Sports	£258.43
28.06.19	NCS	Equipment Rental	£19.97
28.06.19	NCS	Telephone Charges	£42.70
28.06.19	NCS	Photocopy Charges	£54.56
28.06.19	Veolia	Monthly Refuse	£239.15
01.07.19	WEX	Vehicle Fuel	£123.56
01.07.19	O2	Mobile Charges	£28.80
01.07.19	TMBC	Business Rates	£1,355.00
03.07.19	Natwest	Mentor Services	£323.98
08.07.19	Commercial Services	Gas Supply	£459.73
08.07.19	Rentokil Initial	Washroom Services	£218.60
08.07.19	Siemens	Photocopy Lease	£982.05
09.07.19	Sky	Monthly Subscription	£325.81
12.07.19	FDMS	Card Charges	£126.35
15.07.19	Bankline	Monthly Charge	£44.77
15.07.19	DHFE	Monthly Hire	£369.60
16.07.19	Sage	Monthly Subscription	£24.00
16.07.19	Paytek	Card Machine Hire	£54.00
19.07.19	Kent Commercial Services	Electricity	£744.18
19.07.19	BT	Telephone	£63.24
22.07.19	Heineken	Bar Stock	£4,533.55
23.07.19	Mecklenburgh	Bar Stock	£126.05
25.07.19	BOC	Bar Gas	£150.00
26.07.19	NEST	Monthly Pension	£336.93
29.07.19	BT	BT Sport	£258.43
29.07.19	Host My Office	IT Support	£280.20
31.07.19	NCS	Telephone	£7.60
31.07.19	Veolia	Refuse Collection	£275.94
31.07.19	O2	Mobile Phone	£30.64

(c) BACs Payments made During July 2019

The following BACs payments were **READ, NOTED** and **APPROVED:-**

10.07.19	J Thornhill	CCLA Fee	£395.00
15.07.19	HMRC	Monthly PAYE/NI	£4,066.45
15.07.19	KCC Pension	Monthly Pension	£2,628.46
23.07.19	Gallagher	Road stone chippings (quarry)	£312.00
23.07.19	Unison	Annual Subscription	£168.00

(d) Debit Card Payments – July 2019

The following Debit Card payments were **READ, NOTED** and **APPROVED:-**

01.07.19	Fenland	Playground Parts	£63.60
02.07.19	EE	Mobile Top Up	£10.00
03.07.19	Amazon	Carbon Monoxide Monitors	£38.97
03.07.19	Insight Security	Anti Climb Spikes	£21.95
05.07.19	Amazon	Warning Sign	£2.19

05.07.19	Amazon	Warning Sign	£6.99
10.07.19	247 Blinds	Acorn Room Blinds	£120.14
10.07.19	Amazon	Litter Pickers	£27.80
12.07.19	Post Office	Stamps	£131.00
15.07.19	Heaton Catering	Water Filter	£40.14
16.07.19	Delightful Bouquets	Get Well	£15.29
24.07.19	Amazon	Desk Fan	£16.99
24.07.19	Amazon	Pedestal Fans	£28.99

(e) CC Deposit Refunds

The full list of deposit refunds was **READ**.

**RESOLVED** that the following deposit refunds be **ACCEPTED, APPROVED** and **PAID**:

Oaken Hall		Don Carman Hall	
20.07.19	125.00	04.08.19	50.00
26.07.19	100.00		
27.07.19	50.00		
05.08.19	33.75[changing rm refund]		

(f) CCTV Installation

It was **NOTED** that the installation of the new equipment had commenced that day.

(g) Councillor Email Addresses

The Clerk reported that the emails had been set up but she was waiting for clarification on how they are to be accessed.

(h) Independent Health & Safety Assessment

The Clerk **REPORTED** that some health and safety issues had recently arisen with the grounds staff including safety equipment and she felt that although the Grounds Supervisor who was the current Health and Safety Officer for the Council had received training years ago, as legislation was constantly changing it would be preferable to have an external H&S adviser to ensure the Council was fully compliant. The Ground Supervisor (and Clerk overall) would still be responsible for H&S on behalf of the Council on a day to day basis. The Clerk advised that she had sought a quotation from an independent H&S Advisor that had been recommended. It was **NOTED** that the fee would be £95.00 (+VAT) per month and this would include quarterly site visits plus telephone advice. It was further **NOTED** that the Council was currently paying Mentor Services £128.00 (+VAT) per month just for telephone advice. Cllr Mrs Cooper said she would support the move away from Mentor Services as the Council was looking to move the HR advice to a company recommended by KALC.

**RESOLVED** to accept the quotation from The Safety Effect Ltd to provide H&S Advice and visits for £95.00 plus VAT, per month.

(i) CCLA Investment Update

The Chairman confirmed that he, Cllr Porter and the Clerk had visited the bank to arrange the transfer of funds into the CCLA Property Fund the previous week and the transaction was now complete and the new account opened. The Clerk confirmed only the capital sum had been placed in the account and the interest remained in the Councils reserve bank account as some of it was to be called upon for upcoming expenditure such as the CCTV.

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

Borough Cllr Cannon **REPORTED** on the following issues:

- The Area 3 Planning meeting scheduled for 22 August has been cancelled.
- Ditton Edge Development – no update as still awaiting the resolution of highway issues however he has called the application in to the Committee.
- He would be visiting the site of an Enforcement Notice on London Road.
- The Borough Council was launching its 2019/2023 Regeneration Strategy and this included Aylesford Newsprint being retained as an employment site and investment in NIAB/EMR.
- One You Service – a healthy living, free of charge service is being offered with clinics in Larkfield. The Clerk asked if there was any information available that she could share and include in the next gazette. Cllr Cannon will forward any information if he is able to.

Cllr Mulcuck said he had recently seen Co Cllr Peter Homewood and was pleased to report that he was much better but not yet able to drive.

183. **REPORT FROM COMMUNITY POLICE**

A report from PCSO Salam giving crime figures for July was **CIRCULATED, READ** and the following information **NOTED**:

- 01.07.19 - Theft of a motor vehicle, London Road. Vehicle was parked on the roadside, when victim returned vehicle had been stolen. No CCTV or witnesses therefore no further lines of enquiry.
- 01.07.19 - Theft of metal, Acorn Grove. Suspects have stolen metal from the front and rear garden. There is no CCTV or eye witnesses to the incident. Vehicle registration was not captured, no further line of enquiry.
- 02.07.19 - Theft of a motor vehicle, London Road. Vehicle was advertised for sale and viewed by two unknown males. Following day vehicle was stolen, however no CCTV or any further lines of enquiry to suggest two males were the suspects.
- 04.07.19 - Theft of a motor vehicle, St Peters Road. Vehicle was advertised for sale, viewed by two unknown persons. Vehicle was stolen few days later. CCTV viewed but does not capture offence and no other cameras in area captured the vehicle.
- 08.07.19 - Criminal Damage, Station Road. Damage caused to windows of business premises, however there is no CCTV and no witnesses. No forensic opportunities, area will be closely monitored during weekends and out of business hours.
- 16.07.19 - Theft from shop, New Road. Suspect, who was identified on CCTV, has walked in with items and made no attempt to make payment. Currently under investigation with named suspect.
- 22.07.19 - Theft from shop, New Road. Suspect was refused alcohol and left shop with unpaid item. Suspect named and CCTV collected for review. Report under investigation

**Anti-social behaviour and other incidents of note:**

- Nuisance vehicles parking up in the location of Ditton community car park during the hours of 2200-0500. Several calls to Kent Police, reporting vehicles with loud music, noise

and racing up and down New Road.

- ASB & possible drug dealing on St. Peters Road. On-going investigation.
- There is intelligence from the site "www.nextdoor.co.uk" that there is a company trading under the name Alpine Home Improvements Ltd. People stating the driveway is ripped up before any consent is given. Residents to be aware of any bogus traders

**Items of good work:**

- Tonbridge & Malling CSU 'All Out Day' to tackle ASB. All PCSO's and PC's were all out in a given area to reduce crime and ASB and provide reassurance
- Community engagement day at Leybourne Lakes and patrol with Park Ranger issues fixed penalty notices.

**Updates of previous reported issues:**

- There has been no further reports of any fraud, however this is still prevalent. Reminder to all about not giving personal information to unknown persons and to be vigilant at all times. Further information can be given by speaking to PCSO or Wardens.
- Previously reported vehicles parking on New Road when children are finishing school. Issued numerous parking warning notices for vehicles not parking appropriately as well as advice given to other road users.

184. **PLANNING, HIGHWAYS & TRANSPORTATION MATTERS**

(a) Plans Received for Comment

TM/19/01575/AT	Aluminium sign advertising a business within the East Malling Trust Site measuring 1500mm x 1000m cemented into the ground via two metal Posts	Bradbourne Lane
<b>RESOLVED</b>	this Council objects to this application as it does not agree that a private business advert should be placed on public land and this could lead to more advertising boards being placed in this area.	
TM/19/01581/TPOC	Remove overhanging branches from the tree located in driveway	427 London Road
<b>RESOLVED</b>	NO OBJECTION SUBJECT TO THE TMBC TREE OFFICERS INSPECTION	
TM/19/01581/TPOC	Corsican Pine: Remove 2 lowest branches to trunk remove 1 no. hanging branch crossing land. Reduce bough overhanging property by approx.4m	427 London Road
<b>RESOLVED</b>	NO OBJECTION SUBJECT TO THE TMBC TREE OFFICERS INSPECTION	
TM/19/01664/TPOC	T1 Maple – section fell, (garden of 54) T2 Yew (located in rear garden of 54) –crown reduce by 2 metres and T3 Pine (rear garden of 52) – section fell to the ground	54 Acorn Grove
<b>RESOLVED</b>	NO OBJECTION SUBJECT TO THE TMBC TREE OFFICERS INSPECTION	



The Chairman requested that 2 additional date sensitive plans be considered as there was no further planning meeting in August.

**RESOLVED** to accede to this request

TM/19/01635/FL      Porch extension with pitched roof to incorporate shower room/WC and enlargement of kitchen cupboard      32 Nursery Road

**RESOLVED** NO OBJECTION

TM/19/01721/TPOC      Chestnut Tree – repollard tree at front of property and remove 4 dying stems covered in ivy to the back of the address      23 Ditton Place

**RESOLVED** NO OBJECTION SUBJECT TO THE TMBC TREE OFFICERS INSPECTION

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

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

TM/10/2029/A2/R26      Application for prior approval for the installation of a crossover conveyor and screen configuration between two existing wash and rinse plants pursuant to condition 26 of Annex A2 (Original Quarry) of Planning permission TM/10/2029      Hermitage Quarry  
**APPROVED**

TM/19/01425/PDVLR      Prior Notification for Residential Extension: Construction of flat roof rear extension and lantern roof light (Part 1 Class A)      14 New Road  
**PRIOR APPROVAL NOT REQUIRED 22.07.2019**

TM/19/0135F/FL      Remove existing garage: two storey side and rear extension      77 Cherry Orchard  
**APPROVED 18.07.2019**

TM/19/01423/TNCA      T1 Bay – to fell due to close proximity to dwelling/ drains      578 London Road  
**NO OBJECTION ON 17.07.2019**

(c) “B” Lists

The following “B” Lists were **CIRCULATED, READ** and **NOTED**:

19/28 - 15.07.2019; 19/29 - 22.07.2019; 19/30 - 29.07.2019

(d) TMBC Local Plan/Ditton Edge

It was **NOTED** no update was available as there was still a holding objection from KCC Highways.

(e) Planning Enforcement Investigation London Road

It was **NOTED** concern had been raised about permission being granted for the resident to make an access direct onto the A20 and this was being investigated.

(f) Delegation of Planning Comments during August Recess

**RESOLVED** that, during the August recess, comments on planning applications be delegated to the Clerk in consultation with the Chairman of the Planning Committee but an extension would be requested for any contentious applications.

185. **TWINNING**(a) Report Of Visit To Rang-Du-Fliers For Bastille Day

Cllr Porter **REPORTED** that he and members of the Twinning Association had attended this event and again they were shown excellent hospitality by the French Committee who wanted to celebrate the 25<sup>th</sup> Anniversary this year before their elections. It was **NOTED** 25<sup>th</sup> Anniversary events were planned in Ditton for 2020.

186. **DITTON GAZETTE**(a) Autumn Edition

The Clerk advised that the next edition would need to be compiled soon and copy was required by 27<sup>th</sup> August.

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

There were no matters arising.

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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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188. **DITTON QUARRY LNR**

The Clerk advised that she had informed Tarmac's agent that council would be agreeable to a 20 year lease at £100.00 per year with Tarmac remaining responsible in the event of any contamination issues, subject to reviewing the full terms of the lease. The Clerk also confirmed that this part of the land was included (as part of the whole quarry) in the designation of SNCI (Site of Nature Conservation Interest).

189. **CLOSURE**

The meeting closed at 8.48pm.