

**DITTON PARISH COUNCIL****MINUTES OF THE ANNUAL PARISH COUNCIL MEETING OF DITTON PARISH COUNCIL HELD IN THE COUNCIL CHAMBER AT DITTON COMMUNITY CENTRE ON WEDNESDAY 6<sup>th</sup> MAY 2026**

PRESENT: CLLRS. N NEWMAN [CHAIRMAN], M PORTER [VICE-CHAIR], A WATERS, A MULCUCK, D ADLINGTON, J COX, MRS L COX, MRS A THROSSELL, MRS M NEWMAN & R WHITE  
MRS N GREENAWAY [CLERK OF THE COUNCIL],

**PART I****1. OPENING OF MEETING**

Cllr Newman opened the meeting at 7.30pm.

**2. APOLOGIES**

Apologies were received from Cllr Laidouci. The previously notified reason for absence was **ACCEPTED** and **APPROVED** and recorded in the absence book Ref. 609. Apologies were also received from Borough Cllrs Cannon and Williams.

**3. CASUAL VACANCIES**

**NOTED** no applications or enquiries had been received.

**4. ELECTION OF CHAIRMAN FOR 2026/27**

Cllr Newman was **NOMINATED** by Cllr Porter and **SECONDED** by Cllr Waters. There being no further nominations, Cllr Newman was duly **ELECTED** Chairman of the Council for 2026/2027.

**5. ELECTION OF VICE-CHAIRMAN FOR 2026/27**

Cllr Porter was **NOMINATED** by Cllr Mrs Throssell and **SECONDED** by Cllr Mrs Cox. There being no further nominations, Cllr Porter was duly **ELECTED** Vice-Chairman of the Council for 2026/2027.

**6. DECLARATION OF ACCEPTANCE OF OFFICE - CHAIRMAN & VICE-CHAIRMAN**

Cllrs Newman and Porter duly signed the Declaration of Acceptance of Office.

The Chairman moved that item 15 be brought forward to allow PC Warner to return to his duties.

**7. NEIGHBOURHOOD POLICING REPORT**

PC Warner said he would like to apologise for the lack of police presence in recent months following his injury as although cover was provided, they were often "called away".

He reported that since Christmas there has been 150 call outs to Ditton. Many of these were to deal with domestic abuse. There were also 8 RTCs – mainly on the A20. There were also calls to do with mental health and a few regarding motorbikes and these were reports from the parish office. He said on the whole there were no major issues in Ditton compared to other

neighbouring areas. The Clerk asked if better signs would assist with deterring bikes. PC Warner said it may help but the erection of “kissing gates” at the entrances would make it difficult for the bikes to gain access. Sightings of “nitrous oxide” canisters were reported to PC Warner. PC Warner thanked the council for their time and the Chairman thanked PC Warner for his attendance and update.

## 8. APPOINTMENT OF COMMITTEES FOR 2026/27

### [a] Planning - 11 Members

#### [i] MEMBERSHIP

Cllr A Mulcuck	Cllr M Porter [Ex-Officio]	Cllr N Newman [Ex-Officio]
Cllr A Laidouci	Cllr Mrs A Throssell	Cllr D Adlington
Cllr J Cox	Cllr Mrs L Cox	Cllr Mrs M Newman
Cllr A Waters	Cllr R White	

#### [ii] ELECTION OF CHAIR

Cllr Newman was **NOMINATED** by Cllr Mrs Cox and **SECONDED** by Cllr Porter. There being no further nominations, Cllr Newman was duly **ELECTED** Chairman of the Planning Highways and Transportation Committee for 2026/2027.

Vice-Chair to be elected at the first Meeting of the Committee

### [b] Community Centre - 7 Members - (+ power to co-opt 2 others)

#### [i] MEMBERSHIP

Cllr M J Porter [Ex-Officio]	Cllr Mrs A Throssell
Cllr N Newman [Ex-Officio]	Cllr J Cox
Cllr Mrs Cox	Cllr R White
Cllr Mrs M Newman	

#### [ii] ELECTION OF CHAIR

Cllr Porter was **NOMINATED** by Cllr Cox and **SECONDED** by Cllr Mrs Newman. There being no further nominations, Cllr Porter was duly **ELECTED** Chairman of the Community Centre Committee for 2026/2027.

Vice-Chair to be elected at the first Meeting of the Committee

### [c] Open Spaces & Amenities - 7 Members - (+ power to co-opt 2 others)

#### [i] MEMBERSHIP

Cllr A Mulcuck	Cllr Mrs A Throssell
Cllr D Adlington	Cllr N Newman [Ex-Officio]
Cllr A Waters	Cllr Mrs M Newman
Cllr J Cox	Cllr Mrs L Cox

#### [ii] ELECTION OF CHAIR

Cllr Waters was **NOMINATED** by Cllr Cox. Cllr Waters declined the nomination. Cllr Cox was then **NOMINATED** by Cllr Adlington and **SECONDED** by Cllr Mrs Throssell. There being no further nominations, Cllr Cox was duly **ELECTED** Chairman of the Open Spaces & Amenities

Committee for 2026/2027. Cllr Waters was thanked for his hard work as Committee Chair for the previous two years.

Vice-Chair to be elected at the first Meeting of the Committee

[d] Allotment Managers [3]

Cllr Cox                      Cllr Mulcuck                      Cllr Mrs Cox

[e] Personnel Committee - Council Chair, Vice Chair + Committee Chairs  
(+ power to co-opt 2 others)

[i] MEMBERSHIP

Cllr Mrs M Newman    Cllr Mrs A Throssell  
Cllr M J Porter    Cllr Cox  
Cllr N Newman

[ii] ELECTION OF CHAIR

Cllr Newman was **NOMINATED** by Cllr Cox and **SECONDED** by Cllr Adlington. Cllr Mrs Newman was **NOMINATED** by Cllr Porter and **SECONDED** by Cllr Newman. Cllr Newman declined the nomination. There being no further nominations, Cllr Mrs Newman was duly **ELECTED** Chair of the Personnel Committee for 2026/2027

Vice-Chair to be elected at the first Meeting of the Committee

[f] Finance & Administration Committee - Council Chair, Vice Chair + Committee Chairs  
(+ power to co-opt 2 others)

[i] MEMBERSHIP

Cllr N Newman [Chair]    Cllr Mrs A Throssell  
Cllr M J Porter [Vice-Chair]    Cllr J Cox  
Cllr R White

9. **APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**

- (a) Kent Association of Local Councils T&M Committee - Cllr N Newman & Cllr A Waters
- (b) T&MBC Parish Partnership – Cllr N Newman
- (c) T & M Standards Committee – Cllr R White

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**PART II**

10. **DECLARATION OF MEMBERS' INTERESTS**

There were no declarations of interests.

11. **CONFIRMATION & SIGNING OF MINUTES OF PARISH COUNCIL MEETING HELD ON 8<sup>TH</sup> APRIL 2026**

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

12. **MATTERS ARISING**

There were no matters arising.

13 **CORRESPONDENCE**

(a) For Noting

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

Maidstone Borough Council: Heathlands Garden Settlement

Heart of Kent Hospice: Spring Newsletter

(b) For Decision

**NOTED** nothing received to date.

14. **FINANCE**

(a) Accounts for Payment

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

**April Payroll Summary**

<i>Monthly</i>	<i>Gross</i>	<i>£33,077.31</i>
	<i>Net</i>	<i>£23,057.35</i>

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

01.04.26	Locksmith Service	Pre-school door lock	£374.00
16.04.26	Antiques Collective	Refund – overpayment	£240.00
16.04.26	KCC Pension	Pension Contributions	£1,646.81
24.04.26	J Beautridge	Bar Payroll	£30.00
24.04.26	D Beautridge	Playground Locking	£70.00
30.04.26	KCC Pensions	Pension Contribution	£1,328.58

**Accounts (paid 16.04.26)**

<b>Community Centre</b>				
Envirocure	Legionella testing		59.00	
		VAT	11.80	£70.80
<b>BAR</b>				
Kent & Sussex	Bar Stock		654.46	
			628.15	
			432.72	
		VAT	343.04	£2,058.37
BSS Stocktaking	Stocktake		150.00	£150.00

Lansdell	Bar Stock		(18.49) 311.42 170.87 9.99 83.56	£557.35
<b>OSA</b>				
Haynes	Tractor repair	VAT	199.36 39.87	£239.23
Safeplay	Playground repair	VAT	425.00 85.00	£510.00
<b>F&amp;A</b>				
Rialtas	Software Licence	VAT	1223.00 244.60	£1,467.60
KALC	KALC Subscription	VAT	1638.80 327.76	£1,966.56
Aquaid	Water Coolers	VAT	45.96 9.19	£55.15

(b) Direct Debit Payments During April 2026**RESOLVED** the following direct debits be **ACCEPTED** and **APPROVED**:-**April Direct Debits**

01.04.26	O2	Mobile Phone	£14.18
01.04.26	TMBC	Business Rates	£964.68
01.04.26	Carlsberg	Cellar Services	£201.60
07.04.26	Commercial Services	Gas Supply	£1,071.86
07.04.26	Carlsberg	Bar Stock	£2,163.16
08.04.26	TV Licence	TV Licence	£180.00
09.04.26	SKY	Sky TV	£510.60
09.04.26	Carlsberg	Bar Stock	£2,663.78
10.04.26	Rentokil	Washroom Services	£371.97
10.04.26	Use Your Local	Kilnbarn Website	£234.00
13.04.26	WEX	Fuelcard	£137.37
14.04.26	Siemens	Photocopy Lease	£972.13
14.04.26	Commercial Services	Electricity Supply	£153.51
15.04.26	Bankline	Bank Charges	£107.46
15.04.26	Safety Effect	H&S	£126.00
15.04.26	DHFE	Till Rental	£369.60
16.04.26	Sage	Sage Software	£379.42
16.04.26	FDMS	Card Charges	£551.81
21.04.26	Hugo Fox	Website	£23.99
23.04.26	HMRC	Paye/NI	£7,373.20
24.04.26	BOC	Bar Gas	£160.48
24.04.26	TNT	TNT Sports	£525.80
27.04.26	Everflow	Water Charges	£585.15
27.04.26	NEST	Pension Contributions	£1,386.91
28.04.26	Veolia	Refuse Collection	£513.96
29.04.26	O2	Mobile Phone	£14.18
30.04.26	Host My Office	IT Support	£840.12

(c) Debit Card Payments During April 2026

**RESOLVED** the following Debit Card payments be **ACCEPTED** and **APPROVED**:-

**April Debit Card**

01.04.26	Amazon	Shredder	£31.99
07.04.26	Tesco	Refreshments/Bar Stock	£110.82
16.04.26	Amazon	Wall Clocks	£34.26
09.04.26	Amazon	Aux Cable	£5.69
09.04.26	Aylesford Tyres	Puncture Repair	£20.00
09.04.26	Amazon	Wall Clock	£18.97
09.04.26	Amazon	HDMI Cable	£6.26
13.04.26	Amazon	Prime Subscription	£114.00
13.04.26	Tesco	Refreshment	£60.40
14.04.26	TMBC	Temporary Licence	£21.00
20.04.26	Tesco	Refreshments	£59.02
24.04.26	Safety Signs 4 Less	Safety Signs	£34.66
24.04.26	Land Registry	Land Registry Documents	£57.98
27.04.26	Tesco	Refreshments/Bar Stock	£79.40
28.04.26	Land Registry	Land Registry Documents	£57.98

(d) CCLA Property Fund Dividend for 31/03/2026

It was noted that the dividend received on 31<sup>st</sup> March 2024 was £5,254.63.

(e) Insurance Renewal

It was **NOTED** that the following policies were due for renewal on 1<sup>st</sup> June:

- (i) Full Policy
- (ii) Engineering Policy
- (iii) Motor Policy

(iv) Cyber Insurance – due in July.

The Clerk advised that quotes had been received to renew the Council's main combined policy at £18,998.84, and the engineering policy at £530.27 [through the broker – Gallagher with whom the Council entered into a 3 year agreement]. It was **NOTED** there was sufficient budget to cover these costs.

**RESOLVED** to accept the quotes and renew all policies through Gallagher.

(f) Risk Identification and Management Summary – for approval and signing

**RESOLVED** to accept, approve and sign.

(g) Review of Effectiveness of Internal Control and Internal Audit – for approval and signing

**RESOLVED** to accept, approve and sign.

(h) Standing Orders

**RESOLVED** to defer the annual review until the next F&A meeting.

(i) Financial Regulations

**RESOLVED** to defer the annual review until the next F&A meeting.

(j) Air Conditioning in the Don Carman Hall

It was **NOTED** that members of the Community Centre Committee had already agreed in principle to proceed with the installation of air conditioning in the Don Carman Hall.

It was further **NOTED** that a quotation from the company that had installed air conditioning in the Kilbarn Bar had supplied a quotation to carry out the work. Another company had also been invited to quote but they had failed to submit their quotation and it had proved difficult to try to find a third company to provide a quotation. It was agreed that if this is to go ahead it should be as soon as possible to get the benefit for hirers during the warmer months

**RESOLVED** to accept the quotation of £6,404.43 plus VAT from All Chilled and to proceed with the installation as soon as possible.

(k) EVCP Agreement Renewal with KCC

It was **NOTED** that the Electric Vehicle Charge Point agreement with KCC was due for renewal.

**RESOLVED** to approve the renewal of this agreement for a further six years.

(l) Quotation to repair damaged metal car park barriers

The Clerk advised that she had obtained a quotation regarding the two metal barriers in the car park had been hit by vehicles that required replacement or removal. It was acknowledged that the top corner barrier should be replaced as this was a safety barrier to prevent cars parking in this area which was a pedestrian access. The barrier mid way down the car park could be removed as this was not necessary and removal was a cheaper option.

**RESOLVED** to accept the quotation from C W Milner & Sons to remove and replace the barrier next to the pedestrian path and to remove the other barrier and make good the tarmac at a cost of £1,037.00 plus VAT.

15. REPORTS FROM BOROUGH & COUNTY COUNCILLORS

Cllr Kennedy's KCC Report was circulated.

There was no reported from the Borough Councillors however, Cllr Cannon had asked if the Council still wished to "call in" an application on London Road as he had received a communication from the planning officer saying they did not consider there to be sufficient grounds for refusal. Members agreed this application should still be called in. Cllr Cannon also reminding members of the proposal for a single planning committee from September.

16. NEIGHBOURHOOD POLICING REPORT

**NOTED** the report from the PC had already been heard.

- Information from the Chairman of the Tonbridge & Malling Independent Advisory Group (IAG)

Agreed to respond accepting the offer of a meeting.

- Anti motor bike signs

Agreed to look further into the purchase of new signs and other means of deterring motorbikes from accessing the recreation grounds and quarry.

17. **PLANNING MATTERS [DATE SENSITIVE]**(a) Plan Received for CommentTM/26/00396/RD - Cobdown Sports Ground Station Road Ditton Aylesford Kent

Details of condition 4 (Phasing Plan) Pursuant to planning permission tm/25/01319/FL Full planning permission for development at Cobdown Park to provide a football training centre (sui generis), comprising of the demolition and redevelopment of existing Clubhouse building, refurbishment of existing Academy building; demolition of ancillary buildings and structures across the Site; provision of new grounds maintenance building and service area; refurbishment of existing pavilion building to provide upgraded changing and kitchen facilities; provision of new upgraded grass football pitches and upgrade of existing synthetic surface; new areas for car and cycle parking; upgrade to existing sports lighting; boundary treatment and hard and soft landscaping and associated site infrastructure and site plant

**RESOLVED** NO COMMENT

TM/26/00427/RD - Cobdown Sports Ground Station Road Ditton Aylesford Kent

Details of condition 3 (management/maintenance scheme) pursuant to planning permission TM/25/01144/FL (Re-laying of 1 no. grass pitch into a new hybrid football pitch with associated infrastructure, installation of internal and external boundary treatment, and associated hard and soft landscaping)

**RESOLVED** NO COMMENT

TM/26/00431/TPOC - 30 Acorn Grove Ditton Aylesford Kent ME20 6EW

1 x Ash (applicants ref. T1) - Reduce crown by approx 30%, Removing approx 4m all over as specified. Standing in Woodland W1 Tree Preservation Orders 64/00021/TPO and 64/10006/TPO

**RESOLVED** NO OBJECTION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL

TM/26/00203/FL - 19 Orchard Grove Ditton Aylesford Kent ME20 6BY

Single storey side extension and alterations

**RESOLVED** NO MATERIAL CONCERNS OF THE PLAN BUT WOULD COMMENT THAT THE ACCESS TO THE GARAGE AND DRIVE WILL BE RESTRICTED MEANING THE LOSS OF TWO POTENTIAL CAR PARK SPACES.

TM/26/00669/FL - Park Farm Cottage Bradbourne Lane Ditton Aylesford Kent ME20 6PE

Section 73 application to vary Condition 4 (Demolition Sequencing and Redevelopment Contract), Condition 6 (Archaeological Investigation and Recording), Condition 7 (Tree Protection Measures) and Condition 10 (Ecological Mitigation and Enhancement) of planning permission TM/24/00271/FL (Proposed demolition of existing dwelling and the erection of 2no semi-detached dwellings, with associated landscaping and parking) to allow for retrospective decision for demolition

**RESOLVED** TO EXPRESS THIS COUNCIL'S CONCERN THAT THE DEMOLISHING OF THE HOUSE TOOK PLACE BEFORE PLANNING PERMISSION WAS GRANTED AND THAT THIS IS A RETROSPECTIVE APPLICATION TO SHOW THERE WAS AHOUSE AND TO HAVE IT RECOGNISED AS DEMOLISHED. THIS GOES AGAINST THE PLANNING PROCESS. HOWEVER, NO POINT "CALLING IN" AS A LINKED APPLICATION HAS ALREADY BEEN APPROVED.

TM/26/00517/TPOC - Silver Birches 425 London Road Ditton Aylesford Kent ME20 6DB

4 x Conifer (applicants ref. G1) - Reduce height to 6m. 1 x Lawson Cypress (applicants ref. T1) - Reduce height by 2-3m. 1 x Silver Birch (applicants ref. T2) - Reduce crown by 30%. All standing in Area A1 of Tree Preservation Order

**RESOLVED** NO OBJECTION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL

(b) Decisions from TMBC Area 3TM/25/02086/FL - Park Farm Cottage Bradbourne Lane Ditton Aylesford Kent ME20 6PE

Section 73 application to vary Condition 4 (Demolition Sequencing and Redevelopment Contract), Condition 6 (Archaeological Investigation and Recording), Condition 7 (Tree Protection Measures) and Condition 10 (Ecological Mitigation and Enhancement) of planning permission TM/24/00271/PA (Proposed demolition of existing dwelling and the erection of 2no semi-detached dwellings, with associated landscaping and parking) to allow for retrospective decision for demolition

**Approved 01/04/2026**

26/00204/FL - 39 St Peters Road Ditton Aylesford Kent ME20 6PJ

Demolition of single storey side extension and erection of 2-storey side extension, single storey front and rear extensions

**Approved 08/04/2026**

TM/25/01989/FL - Larkfield Mill, Bellingham Way, Larkfield, Aylesford

Change of Use from Class B8 (storage) to Class E(d) (indoor sport, recreation or fitness)

**Approved 13/04/2026**

24/01159/TPOC - 5 Ditton Court Close Ditton Aylesford Kent ME20 6PQ

1 x Ash - Remove broken branch and reduce remainder of the crown by 20% of the overall crown size (not by 20% of the overall size of the tree). Standing in Area A1 of Tree Preservation.

**Approved 24/04/2026**

TM/26/00072/FL - 58 Pear Tree Avenue Ditton Aylesford Kent ME20 6EB

Single storey rear extension, garage conversion and adaptations to porch

**Approved 27/04/2026**

(c) Application dealt with between meetingsTM/26/00349/TPOC – 191 Woodlands Road Ditton Aylesford Kent ME20 6HA

1 x Silver Birch (T1 applicant reference) - Reduce crown by approx 30% removing approx 3m from height and 2m from lateral spread. Reason - Excessive over shading and debris. Tree standing along boundary fence in rear garden of W1 TPO

<https://publicaccess.tmbc.gov.uk/online-applications/PLAN/26/00349/TPOC>

**NO OBJECTION SUBJECT TO THE TMBC TREE OFFICER'S APPROVAL**

(d) Costco Aylesford

The Chairman reported that he had attended the consultation event. He said he was very concerned about the location as it would likely lead to "clogging up" the two roundabouts. Other members had attended the event or viewed the plans on line also expressed concern this would lead to stationary traffic on the A20 and M20. A further concern was parking – other Costco stores are located on retail parks where there is alternative parking – there would be none for this site. The Chairman added that KCC had spent £5million of public money to change the roundabout supposedly to improve traffic flow but this development would make the problem worse and thereby the roundabout improvements would have been a waste of public funds. It was agreed the council felt this was the wrong location for this facility which would likely attract visitors from all over Kent and if it went ahead there would need to be modifications to the motorway access.

**RESOLVED** to write in response to the consultation expressing this council's concerns and to ask Aylesford PC their thoughts on the proposal.

(e) Orchard Mill/Ditton Edge

It was **NOTED** that the site manager had advised that the hedges behind Cherry Orchard would be trimmed on the following Monday and this was after receiving several complaints from residents for them to be cut. Cllr Mrs Throssell asked it be noted that she had seen nesting birds.

(f) EMT Bradbourne Application

Nothing to report.

(g) Planning Obligations/Parish Infrastructure Statement (S.106)

A copy of the current planning obligations/Parish Infrastructure Statement was circulated. Members were asked to take this document away for consideration and bring any ideas of items to be added to the next Planning Committee meeting.

(h) TMBC - Emerging Local Plan - Local Green Space

**READ and NOTED.** It was agreed to support the suggested area for designation in Cobdown Close next to the stream.

18. **FUTURE ANNUAL PARISH MEETINGS**

It was acknowledged that there had been a very poor attendance at the last few Annual Parish Meetings and it would be worth looking at the format. One suggestion is to hold the APM immediately prior to the Annual Parish Council Meeting at the beginning of May and shorten it to just the annual reports being read or distributed. The Chairman said a decision did not need to be made now but asked members to give it some thought.

19. **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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20. **CLOSURE**

The meeting closed at 8.30pm.

Chairman  
1<sup>st</sup> June 2026