

**MINUTES OF OFFHAM PARISH COUNCIL MEETING  
TUESDAY 3<sup>rd</sup> DECEMBER 2019 AT 7.30PM  
OFFHAM VILLAGE HALL COMMITTEE ROOM**

**Present:** Cllrs Rickett (Chairman), Williams (Vice-Chairman), Dyer, Jones, Marchant, Taylor and Unter (arrived at 8.20pm), Borough Councillor Montague (7.30- 8.25), Clerk, 6 members of public ( 2 from 7.30pm – 8.25, 2 from 7.30- 8.35pm and 2 from 7.50-8.25)

MINUTES	ACTION
<p>1. <b>APOLOGIES RECORDED, DECLARATIONS OF INTEREST MADE:</b> There were apologies from County Councillor Hohler and Borough Councillor Kemp. Cllr Unter has sent apologies that he will be arriving late.</p>	
<p>2. <b>MINUTES ARISING FROM 5<sup>th</sup> NOVEMBER 2019:</b> The minutes arising from 5<sup>th</sup> November were agreed by all Councillors and signed as approved by Cllr Rickett.</p>	<b>SR</b>
<p>3. <b>EXTERNAL REPORTS:</b></p> <ul style="list-style-type: none"> <li>• <b>County Councillor:</b> There was no report.</li> <li>• <b>Borough Councillor:</b> Borough Councillor Montague reported on the refuse and recycling collections. After teething issues the situation is getting better. It is not resolved yet but Urbaser are committed to putting time, money and effort to make it right. If your bins are not collected you should report it to TMBC by phone or using the online fault reporting form. The effect on recycling has been unbelievable and the reduction in waste going to landfill is phenomenal. Anyone experiencing continuing problems should contact Cllr Montague direct.</li> <li>• <b>Police:</b> There has been a monthly crime report from the police.</li> <li>• <b>Other reports:</b> There were no other reports.</li> </ul>	
<p>4. <b>PLANNING</b></p> <p><b>a. NEW APPLICATIONS:</b></p> <p>(i) <b>TM/19/02592/FL - Greengates, Teston Road</b> - Ground floor rear extension as per previous application granted TM/19/00940/FL, with addition of front porch and room extended at front</p> <p>The Parish Council heard representations from the applicants and objections from two neighbours.</p> <p>Cllrs noted that there has already been approval for a large extension to the rear of the property. This application is to extend at the front and provide a porch.</p> <p>The Parish Council is a consultee only, and any neighbours with objections should raise these directly with TMBC using the online planning portal and their views will be taken into account by the planners making the decision. All the planning documents are available online. It may be possible for an application to be called to the planning committee for a decision, but this does not happen often.</p> <p>There was a discussion. Councillors felt that this proposal would not be in keeping from a street scene perspective and noted that it would set a precedent. Of the six Councillors present, four objected to the proposal and one did not express a view. The Chairman recorded that the view of the Parish Council is therefore to <b>OBJECT</b> due to the impact on the street scene from such a big extension at the front.</p>	<b>Clerk</b>

Signed .....

Date .....

**Minutes of Offham Parish Council Meeting Contd**

	<p>(ii) <b>TM/19/02769/FL - Stocketts, Aldon Lane</b> - New two storey front residential extension                  It was noted that the deadline for replies is before the next Parish Council meeting. An application was made a few months ago and the Parish Council had no objections. The application was withdrawn and resubmitted in this format, although it appears almost the same. On the basis that the Parish Council had no objections to the first application and received no objections from neighbours, it was agreed that there were no objections to this application. The property is set well back from the road and the materials and style of the proposal are in keeping.</p> <p>(iii) <b>TM/19/02775/FL - North Meadow House North Meadow</b> -Double bay garage and store, kitchen/breakfast area extension, garage extension and rear extension                  Again, it was noted that the deadline for replies is before the next Parish Council meeting. Most of the proposed build is not visible from the road and there are hedges all around. The extension element is single storey. There are no neighbours and this will not affect anyone. It was agreed that there were no objections.</p> <p><b>b. APPROVALS:</b>                  (i) <b>TM/19/02401/FL – Thessaly, Church Road</b> - Garage extension and drive alteration. Extend single storey forward to create workshop/office space and double garage and new in/out block paved drive way                  (iv) <b>TM/19/02402 - Stone Cottage, Teston Road</b> - Crab Apple tree - tree to be felled because it has canker</p> <p><b>c. REFUSALS AND ENFORCEMENTS:</b> There was nothing to report.</p> <p><b>d. ANY OTHER PLANNING MATTERS:</b> There was nothing to report.</p> <p><b>e. OFFICE OF THE TRAFFIC COMMISSIONER – APPLICATIONS AND DECISIONS:</b>                  There was nothing to report.</p>	<p style="text-align: right;">Clerk</p>  <p style="text-align: right;">Clerk</p>
<p>5.</p>	<p><b>ANY MATTERS RAISED BY MEMBERS OF THE PUBLIC THAT ARE NOT ALREADY ON THE AGENDA:</b>                  There was a discussion about speeding vehicles through the Village and ways to tackle them. The Parish Council welcomes suggestions about how to deal with this.</p>	
<p>6.</p>	<p><b>MATTERS ARISING:</b>                  a. To consider actions from previous meeting                  Updates have been circulated to Councillors and are included on the Agenda. There was a discussion about the Accessibility Regulations and requirement for a new Parish Council website. Two quotes have been received. Councillors preferred the quote from KCC who are the current website providers.</p> <p>b. To receive update following Highways report of safety issue – Teston Road                  Following the near miss accident on Teston Road discussed at the last meeting, the Parish Council reported to Kent Highways that there are no warning chevrons on the bend by White Ladies where there should be, and some chevrons have been knocked over. Cllr Hohler supported this and asked Highways to deal with it as an urgent safety issue, however Highways have responded by saying that this would need to be part of the conversation around an annual highway improvement plan for the parish. The Clerk will reply to Highways and state that Councillors believe this is a safety matter and not suitable for a highway improvement plan.</p> <p>c. To consider request by Tennis Club to remove a tree in Cosgrave Field                  Councillors were not supportive of the tree being removed. Trimming the branches should be sufficient. There is no indication of root damage at the moment. The Clerk will contact the tennis club and inform them that Cllr Marchant will provide a quote for trimming the branches.</p>	<p style="text-align: right;">Clerk</p>  <p style="text-align: right;">Clerk</p>

Signed .....

Date .....

<p>d. To consider response to Consultation on the Proposed Modifications to the Early Partial Review of the Kent Minerals and Waste Local Plan 2013-30 Cllrs will wait until Ryarsh Parish Council have had their December meeting and take a view following their response to the consultation.</p>	<p><b>Clerk</b></p>
<p>e. To consider PROW/MR286/1606 Proposed diversion of MR286 at Offham &amp; Mereworth Dave Wetton, the Local Footpaths Officer for Tonbridge &amp; Malling Ramblers Association addressed the meeting. Councillors have read the emails and documents he has sent about the history of the site and footpaths. The diversion originally came up in 2002, to which he objected because it didn't ameliorate for loss of the view. This is basically the same application. The diversion will last a long time, at least 30 years, so he is asking for an extra diversion to the east side. Reinstatement at the end of the works will not be for the footpaths to be the same as they are now, as the level of the quarry will not be raised back up. It will effectively be left as a "dimple" in the ground. He has visited the quarry with the site manager and looked at the plans. They've already quarried towards the east. They have suggested taking the path westwards to MR260 Lords Wood which is a bridleway Normally he would object to a footpath joining a bridleway which gets churned up, but he has been told that Gallagher is leasing the site and they make a point of putting in hard surfacing which would make it less muddy. He will stress that the hard surfacing is important. The surface would be suitable for horses. He will also ask for another diversion to the East side, although this may not be possible as Hansen do not own that stretch of land. Councillors expressed concern about whether this was a proportionate diversion at this stage – they have allowed for an area twice the size of that which they have already dug, creating a much longer journey for those using the path. It was also noted that the bund build up around the quarry means you cannot see beyond it. He has suggested some gaps in the hedge but the land owner to the North does not want that as shooting takes place on the property. It was also reported that the footpath is inaccessible due to the stile. Cllr Rickett summarised the view of the Parish Council regarding the proposed alteration. Councillors are reasonably satisfied subject to reducing the bunding arrangement and having a fence instead and opening up some view points, but we would still like to explore the initial proposal in the easterly direction subject to the land owners permission. Councillors agreed. Mr Wetton mentioned that also on MR260 Lords Walk, their intention is to put up a two metre high bund in so there will be no views looking out from there either. The hard surface will be crushed material not tarmac and they keep it clear from the sides so they don't grow in as well. Cllrs wanted to comment that the diversion is not proportionate and it will be many years before the whole area is dug. The Parish Council will also suggest an interim route from halfway along Lords Walk taking into account excavations over the next 10-15 years rather than just the excavations over 30 years</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
<p>f. To consider adopting KALC and Offham Annual Awards Scheme Cllrs agreed to adopt the KALC Awards Scheme and run the Offham Annual Awards Scheme. Residents will be asked for nominations and this will be discussed and agreed at the January meeting.</p>	<p><b>Clerk</b></p>
<p>g. To receive update about Cricket Club, damaged fencing and damaged wall There is no update.</p>	
<p>h. To consider Annual Maintenance Contract 2020 Tender requests have been sent out. Cllr Williams will meet one contractor to discuss questions. This will be discussed at the next meeting when quotes have been received. Sue Williams has agreed to carry on maintaining The Pound.</p>	<p><b>WW</b></p>
<p>i. To arrange Annual Fire Hydrant Checks</p>	

Signed .....

Date .....

	Cllr Williams will allocate hydrants to Councillors to check.	<b>WW</b>
7.	<b>ONGOING PROJECTS:</b> a. <b>To receive updates:</b> There was nothing to report.	
8.	<b>PARISH COUNCILLOR REPORTS:</b> <b>a) Blaise Farm:</b> (i) Quarry There was nothing to report.  (ii) IVC Waste Management (10.03.20) Cllrs Rickett, Jones, Unter and the Clerk visited site. They have done lots of repairs and maintenance, there was almost a complete absence of flies and it didn't smell. They are still carrying out further improvements.  (iii) AD Plant Cllrs Rickett, Taylor and the Clerk are visiting the plant tomorrow. Issues have been reported around planning to the Environment Agency and Planning Department.  <b>b) Offham Landfill Site (28.11.19)</b> The meeting has been postponed until January.  <b>c) To receive reports from:</b> (i) Kent Highways Annual Seminar 20.11.19 The Clerk has circulated notes.  (ii) Parish Partnership Panel (14.11.19) Cllr Unter attended and has reported about TMBC waste collections and speedwatch.  (iii) Joint Parish Councils Transport Consultative Group – JPCTCG (28.11.19) Cllr Unter attended tonight. There was a presentation by an air quality expert and details will be circulated to Cllrs.  (iv) Kent Association of Local Councils Cllr Dyer attended the KALC AGM and will prepare some notes for Councillors. Wellbeing should be on our Agenda.  (v) Offham Village Hall The roof was damaged by a cricket ball but has now been repaired. The Committee would like the cricket club to carry out a risk management about the balls and use of nets, and would like the Parish Council to help. Fund raising for the roof is carrying on and the cinema continues to be very successful.  (vi) Offham Primary School Cllr Dyer has not had a response from the school about meeting and will chase this after Christmas.	<b>SR, RT, Clerk</b>          <b>Clerk</b>   <b>CD Clerk</b>   <b>All</b>   <b>CD</b>
9.	<b>Monthly Check-List:</b> a. <b>To note any Highways problems ( <a href="http://www.kent.gov.uk/roads-and-travel/report-a-problem">www.kent.gov.uk/roads-and-travel/report-a-problem</a> )</b> o HGV sign from King Hill – Kent Highways have responded. There are already signs in place. Cllrs thought the problem is that they are not in the line of sight, but there is nowhere else they can go. Cllrs did not think this could be pursued. o Lorries parking in the layby. Cllr Dyer reported from the KALC AGM that they are piloting a four hour waiting limit in Detling for lorries in the layby o Spadework signs – the Parish Council asked for signs outside Spadework encouraging	<b>Clerk</b>   <b>CD</b>

Signed .....

Date .....

	<p>drivers to slow down. The approved signs from Kent Highways are not suitable for the circumstances and Cllrs did not want to pursue this option. They would still like to see the 30mph limit pushed back and a fixed mobile SID installed to make sure vehicles slow before Spadework.</p> <ul style="list-style-type: none"> <li>○ Councillors will consider a Highways Improvement Plan</li> <li>○ The fence on Comp Lane which has been moved into the hard concrete roadway causing damage has been reported to Kent Highways. Passing vehicles are causing damage to the Village Green when trying to get past.</li> </ul> <p><b>b. To consider General Data Protection Regulations and receive updates</b> Registration with the Information Commissioners Office renewed this month.</p> <p><b>c. To receive reports about:</b></p> <ul style="list-style-type: none"> <li>i. The Pond It is hoped the pond will be dug out shortly to prevent the road flooding.</li> <li>ii. Village Green, The Pound and Cosgrave Field There was nothing to report.</li> <li>iii. Recreation Ground and Play Area Cllr Taylor reported that moss is becoming a problem due to the rain. A resident has offered to treat the area at a cost of around £50 for materials and about an hour of his time. Subject to checking that it is suitable for the play area which is used by children and the safety surface, Councillors agreed.</li> <li>iv. The Book Box and Defibrillator A correction was made to the previous minutes – Cllr Dyer has agreed to take over the Defibrillator and will be assisted by Cllr Unter. Cllr Dyer will arrange for two training sessions in January to be run by Kathryn Frankling and Sue Williams.</li> <li>v. Trees Cllr Dyer attended a tree forum and details have been circulated to Cllrs and will be included on the website.</li> <li>vi. Any other matters relating to Parish Land and property There was nothing to report.</li> </ul> <p><b>d. To consider Speed Indicator Devices</b> Colin Ellis has taken over the management of the SID. Cllrs approved the purchase of a lithium battery which is lighter and lasts longer for about £120. A second battery would be useful. Cllr Rickett is liaising with Kent Highways about more poles for the SID.</p>	<p>Clerk</p> <p>All</p> <p>AM</p> <p>RT</p> <p>CD</p> <p>CD</p> <p>Clerk</p> <p>SR</p>
10.	<p><b>Events:</b></p> <ul style="list-style-type: none"> <li>• Lest we Forget Poppy Display on the Village Green The display was very well done and Cllr Williams and Phil Slate were thanked.</li> <li>• Remembrance Service St Michael’s Church 10<sup>th</sup> November 2019 A number of Cllrs attended and Cllr Marchant was thanked for laying the wreath.</li> </ul> <p><b>Forthcoming village events:</b></p> <ul style="list-style-type: none"> <li>• Christmas Lighting Sunday 8<sup>th</sup> December 2019 at 6pm Cllrs have already agreed to donate £100 towards refreshments for this and the Carols in the pub. Cllr Dyer will carry out a Risk assessment of The Green</li> <li>• Carols in the Pub Friday 20<sup>th</sup> December 2019</li> </ul>	<p>CD, Clerk</p>

Signed .....

Date .....

**Minutes of Offham Parish Council Meeting Contd**

	<ul style="list-style-type: none"> <li>Race Night 22<sup>nd</sup> February 2020 Tickets will be on sale after Christmas for £12.50 each.</li> <li>Photo Competition and 2021 Calendar A reminder will be included in the December Newsletter and by email.</li> </ul> <p><b>Events for Parish Councillors</b> There was nothing to report.</p>	<b>Clerk</b>																																				
11.	<p><b>CORRESPONDENCE AND MATTERS ARISING:</b> Details have been circulated to Councillors. This will be removed as a future Agenda item.</p> <p>The “No Dogs” sign has been collected by the Clerk and Cllr Marchant will put this up. Another two signs for the Recreation Ground will be ordered.</p>	<b>Clerk</b>  <b>AM Clerk</b>																																				
12.	<p><b>FINANCIAL MATTERS:</b></p> <p><b>a) To receive an update about change of bank</b> The Clerk has received all ID documents so can complete the form which will need to be signed by Councillors before being submitted.</p> <p><b>b) To receive bank statements, consider and approve financial statements, approve and sign cheques</b> The Reconciliation for November will be available when the bank statements have arrived. The following invoices were approved for payment and the cheques signed by Cllrs Rickett and Marchant:</p> <table border="1"> <thead> <tr> <th><u>Cheque</u></th> <th><u>Payee</u></th> <th><u>Description</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>1696</td> <td>Maidstone Signs Limited</td> <td>No Dogs sign</td> <td align="right">£33.60</td> </tr> <tr> <td>1697</td> <td>Clerk</td> <td>Reimbursement ICO fee</td> <td align="right">£40.00</td> </tr> <tr> <td>1698</td> <td>Clerk</td> <td>November salary, allowance and expenses</td> <td align="right">£745.69</td> </tr> <tr> <td>1699</td> <td>HMRC</td> <td>PAYE and NI - November</td> <td align="right">£104.17</td> </tr> <tr> <td>1700</td> <td>SE young</td> <td>Car Park Gardening</td> <td align="right">£30.00</td> </tr> <tr> <td>1701</td> <td></td> <td>Cheque not used</td> <td></td> </tr> <tr> <td>1702</td> <td>Offham Inns Ltd</td> <td>Refreshments – Christmas Lights and Carols</td> <td align="right">£100.00</td> </tr> <tr> <td colspan="3"><b>TOTAL</b></td> <td align="right"><b>£1,053.46</b></td> </tr> </tbody> </table> <p><b>c) To consider a draft budget and precept request for 2020/21</b> This will be considered and approved at the January meeting.</p> <p><b>d) To consider any other financial matters</b> There were no other matters.</p>	<u>Cheque</u>	<u>Payee</u>	<u>Description</u>		1696	Maidstone Signs Limited	No Dogs sign	£33.60	1697	Clerk	Reimbursement ICO fee	£40.00	1698	Clerk	November salary, allowance and expenses	£745.69	1699	HMRC	PAYE and NI - November	£104.17	1700	SE young	Car Park Gardening	£30.00	1701		Cheque not used		1702	Offham Inns Ltd	Refreshments – Christmas Lights and Carols	£100.00	<b>TOTAL</b>			<b>£1,053.46</b>	<b>Clerk</b>          <b>All</b>
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13.	<p><b>AGENDA ITEMS FOR NEXT MEETING – 7<sup>th</sup> JANUARY 2020</b> Footpaths (state and accessibility), Wellbeing, APM</p>	<b>Clerk</b>																																				
13.	<p><b>ANY OTHER BUSINESS</b> Cllrs Rickett, Taylor, Jones and Unter would like to attend the “Discover Gatwick” event on 13<sup>th</sup> February.</p>	<b>Clerk</b>																																				

The Meeting concluded at 10.00pm.

Date of the next Parish Council meeting: **Tuesday 7<sup>th</sup> JANUARY 2020** at 7.30pm

Signed .....

Date .....