

**MINUTES OF OFFHAM PARISH COUNCIL MEETING
TUESDAY 5th NOVEMBER 2019 AT 7.30PM
OFFHAM VILLAGE HALL COMMITTEE ROOM**

Present: Cllrs Williams (Chairman of meeting), Dyer, Jones, Marchant, Taylor and Unter, County Councillor Hohler and Borough Councillor Kemp (7.30-7.45pm), Clerk, 4 members of public

MINUTES	ACTION
1. APOLOGIES RECORDED, DECLARATIONS OF INTEREST MADE: There were apologies from Cllr Rickett (illness) and Borough Councillor Montague. There was one declaration of interest from Cllr Marchant about the quote for tree maintenance and the 2020 Maintenance Contract.	
2. MINUTES ARISING FROM 1st OCTOBER 2019: The minutes arising from 1 st October were agreed by all Councillors and signed as approved by Cllr Williams.	WW
3. EXTERNAL REPORTS: <ul style="list-style-type: none"> • County Councillor: <ul style="list-style-type: none"> ○ The new leader of KCC is Roger Gough. ○ An extra camera in Church Road was discussed. She has visited the village with the Highways Manager to discuss ways to prevent lorries driving through the village. Cllrs agreed to the suggestion that Highways could change the signage. ○ She was concerned that the traffic survey showed that although speed in the village has gone down, the number of vehicles has increased hugely. ○ There have been further discussions about the bollards on London Road preventing cars parking there, as a resident has difficulties leaving his driveway ○ Cllr Hohler will look at the problem of lorries parking in the layby on Teston Road • Borough Councillor: <ul style="list-style-type: none"> ○ The Local Plan has gone out for consultation on the updated information and that finishes on 16th December. ○ Regarding the waste collections it was reported that one road had been missed altogether, food waste was not collected for 2 weeks and they have not collected on the allotted day. TMBC have taken on extra staff to deal with the problems. Urbaser have estimated it will take 8 weeks to sort out the issues. ○ TMBC collect the waste and KCC dispose of it. Food and garden waste go to AD Plants, tins etc are recycled in Kent at various plants and the remaining rubbish goes to the incinerator at Allington where it is converted into electricity. • Police: There was a monthly report and details of ways to contact the police. • Other reports: There were no other reports. 	
4. PLANNING <p>a. NEW APPLICATIONS:</p> <p>(i) TM/19/01531/OA - Barfield House, Teston Road - Outline Application: erection of 7 no. dwellings and new access to highway - Additional information received in respect of Designer response Technical note 3.10.19 There were NO COMMENTS.</p> <p>(ii) TM/19/02402 - Stone Cottage, Teston Road - Crab Apple tree - tree to be felled because it has canker There were NO OBJECTIONS.</p>	<p>Clerk</p> <p>Clerk</p>

Signed

Date

<p>(iii) TM/19/02401/FL – Thessaly, Church Road - 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 There was a discussion and Councillors agreed there were NO OBJECTIONS.</p>	<p>Clerk</p>
<p>(iv) KCC/TM/0211/2019 (TM/19/02396/MIN) – Blaise Farm Quarry - Temporary development of an Anaerobic Digestion plant with ancillary gas-to-grid plant and associated infrastructure (part retrospective) There was a discussion about the four applications for Blaise Farm AD plant. It was agreed that concerns remain as per the original application. Potential problems are:</p> <ul style="list-style-type: none"> ○ <u>Odour</u> - lorries queuing, when doors open and close to let vehicles in and out, the construction of the plant – there are no double skinned doors installed ○ <u>Traffic</u> -there is more building taking place since permission was granted and traffic is increased without additional AD vehicle movements, HGVs must not travel through the village ○ <u>Noise</u> – operating hours must be complied with ○ <u>Flies and vermin</u> – robust procedures must be in place to prevent them increasing or escaping 	<p>Clerk</p>
<p>The Parish Council would like to meet with the plant operator. It would be good to have County Councillor Hohler involved.</p> <p>(v) KCC/TM/0202/2019 (TM/19/02397/MIN) – Blaise Farm Quarry - Section 73 application to vary conditions 7 (documents & drawings), 19 (Combined tonnage) and 22 (HGV movements) of planning permission TM/12/2549 (AD/ATC Plant) and consequentially vary conditions 4 (surface water drainage scheme), 5 (lighting scheme), 12 (external colour treatment) & 18 (Advanced Thermal Conversion percentage inputs) As discussed above.</p>	<p>Clerk</p>
<p>(vi) KCC/TM/0203/2019 (TM/19/02398/MIN) – Blaise Farm Quarry - Section 73 application to vary condition 13 (combined tonnage) of planning permission TM/14/532 As discussed above.</p>	
<p>(vii) KCC/TM/0204/2019 (TM/19/02399/MIN) – Blaise Farm Quarry - Section 73 application to vary condition 3 (documents and drawings) of planning permission TM/13/3657 As discussed above.</p>	
<p>(viii) TM/19/01573 - Kentfield Farm - Variation of conditions 3 (archaeology), 8 (hours of events) and 17 (cease of development) of planning permission TM/18/01930/FL (Erection of a temporary marquee on the site to be used in conjunction with the existing lapa for weddings/events; the erection of 3 holiday let units (timber pods); and utilisation of existing access from Teston Road) - Revised Management Plan and Statement Planning Response received. Amended proposal</p>	
<p>(ix) TM/19/01505/RD - Kentfield Farm - details of condition 2 (construction and Operational Management plan), 4 (operation of events/functions Management Plan) and 5 (foul water scheme) Pursuant to planning permission TM/18/01930/FL (Erection of temporary marquee on the site to be used in conjunction with the existing lapa for weddings/events; the erection of 3 holiday let units (timber pods); and utilisation of existing access from Teston Road - Revised Management Plan, Statement planning response received. Amended proposal. The two applications for Kentfield Farm were discussed. It was agreed that the original objections still stand:</p> <ul style="list-style-type: none"> ○ The application seeks to increase the hours from finishing at 11pm, to turning the music down at 11pm, finishing at 11.30pm and vacating by midnight. These timings are probably unrealistic. Events should finish at 11pm. 	<p>Clerk</p>

Signed

Date

	<ul style="list-style-type: none"> o There have been no events to see if the conditions set out will prevent noise o Event Management Plan needs to protect the village o The applicant says that he will put up a temporary marquee under Permitted Development Rules if he isn't granted planning permission <p>(x) TM/19/02425/DEN - Kentfield Farm - Prior Demolition Notification: Demolition of building There were NO OBJECTIONS.</p> <p>b. APPROVALS:</p> <ul style="list-style-type: none"> (i) TM/19/02041/FL - Hillside, Teston Road- Retrospective application for change of use: subdivision of residential property to form self contained ground floor residential accommodation (ii) TM/19/01982/LB - Orchard Place Cottage, Comp Lane - Listed Building Application: replacement of windows to front elevation (iii) TM/19/02143/LDP - Alexander House, Comp Lane - Two bay carriage house and workshop to provide garage for Alexander House and associated driveway. CERTIFIED (iv) TM/19/02102/FL - Moorlands, Teston Road - Extension to side. Demolish existing garage and replace with new garage and alterations to front drive <p>c. REFUSALS AND ENFORCEMENTS:</p> <ul style="list-style-type: none"> (i) TM/19/01934/FL - 3 Bramble Hall Cottages, Comp Lane - Removal of single storey part to rear and addition of two storey extension to side and rear, and extension of hard standing for vehicle parking (ii) TM/19/01909/FL - The Retreat, Comp Lane - Demolition of existing workshop building used as a dwelling house and construction of new dwelling house and associated works <p>d. ANY OTHER PLANNING MATTERS: There was nothing to report.</p> <p>e. OFFICE OF THE TRAFFIC COMMISSIONER – APPLICATIONS AND DECISIONS: There was nothing to report.</p>	<p>Clerk</p>
<p>5.</p>	<p>ANY MATTERS RAISED BY MEMBERS OF THE PUBLIC THAT ARE NOT ALREADY ON THE AGENDA:</p> <ul style="list-style-type: none"> o There was a question about the circulation of Neighbourhood Watch updates. The Clerk will pass this on to the Neighbourhood Watch Co-Ordinator. o A number of cars were broken into at the top of North Meadow during the schools fireworks evening. o A resident report an incident on Teston Road on Saturday 2nd November at about 6.30pm. It was dark but road conditions were good. As she approached the bend leaving the village a 4WD vehicle drove directly towards her on the wrong side of the road. She was only able to avoid a collision by pulling into the farm entrance. It was agreed that this was a dangerous stretch of road. There are no speed restrictions and those who aren't familiar with the road don't realise there is a sharp bend. There are no chevrons in the road to mark the bend, although there used to be some here. There is a triangular sign warning of the risk of skidding but it is filthy and covered by trees. Similar road markings to those on Seven Mile Lane would help. The Clerk will report this to Highways and to County Councillor Hohler. 	<p>Clerk</p> <p>Clerk</p>
<p>6.</p>	<p>MATTERS ARISING:</p> <p>a. To consider actions from previous meeting Updates have been circulated. The Clerk has reported again that the trees along Teston Road outside the Landfill Site need cutting back. The Clerk has collected the sign for the Village Hall which Cllr Marchant agreed to fix.</p> <p>b. To receive updates about the Cricket Club, damaged fencing and damaged wall</p>	<p>AM</p>

Signed

Date

	<p>The Cricket Club did not receive the email from the Parish Council following the last meeting. Cllr Williams will obtain the correct address to send correspondence.</p> <p>c. To approve a “no dog sign” for the Play Area Cllrs approved a quote and the Clerk will order the sign to be fixed to a fence.</p> <p>d. To consider Village Green Lawn Treatment Cllr Williams contacted 5 companies but only received one response. Cllrs Williams and Marchant met with Warings Beautiful Lawns to discuss the work and received a quote. Cllrs AGREED to appoint the contractor for the Village Green and the Recreation Ground.</p> <p>e. To consider quotes for Recreation Ground tree maintenance and appoint a contractor Cllr Marchant left the room while this was discussed. The Clerk asked Cllr Marchant and two other contractors to quote for maintenance of the trees on the Recreation Ground. Only Cllr Marchant provided a quote. There are 7 hornbeam trees in the Recreation Ground needing attention and there are power lines which run through them making it difficult. It was noted that other contractors have not responded to requests for a quote and there was a discussion about this. The quote from Cllr Marchant was considered and accepted. Work has not been done on these trees for at least 10 years. Cllr Marchant has provided a quote for maintenance of the Oak tree at the top of North Meadow. The work is complicated by the Christmas lights running through them and Cllr Marchant is aware of this having helped install them. It was agreed that the quote be accepted. Cllr Marchant returned to the room. He confirmed he will get approval from TMBC before carrying out the work.</p> <p>f. To consider Annual Maintenance Contract 2020 The Clerk was asked to get quotes from Cllr Marchant and two other contractors.</p> <p>g. To arrange Annual Fire Hydrant Checks The Clerk was asked to send details of the hydrant locations to Cllr Williams, who will allocate the checks among the Councillors.</p>	<p>WW, Clerk</p> <p>Clerk</p> <p>WW</p> <p>AM</p> <p>Clerk</p> <p>Clerk, WW</p>
<p>7.</p>	<p>ONGOING PROJECTS: a. To receive updates: There was nothing to report.</p>	
<p>8.</p>	<p>PARISH COUNCILLOR REPORTS: Parish Councillor Reports: a) Blaise Farm: (i) Quarry Cllr Rickett has circulated blasting information to Councillors.</p> <p>(ii) IVC Waste Management (10.03.20) Cllrs Rickett, Jones and Unter attended a meeting at the IVC site with the Clerk. Notes have been circulated to Councillors.</p> <p>(iii) AD Plant This has been discussed.</p> <p>b) Offham Landfill Site (28.11.19) Details of the visit will be circulated when they have been received.</p> <p>c) To receive reports from: i. Kent Association of Local Councils - There was nothing to report. ii. Offham Village Hall Cllr Dyer reported that there has been a steady flow of bookings and a good profit was</p>	<p>Clerk</p>

Signed

Date

	<p>made from teas and breakfast on 20th October. A donation is being made in memory of Nicky Amos. Fund raising is continuing to save money to replace the roof. There was a leak in the ceiling with water on the curtains, floor and heater.</p> <p>iii. Offham Primary School Cllr Dyer suggested a tree project involving the children.</p>	<p>CD</p>
<p>9.</p>	<p>Monthly Check-List:</p> <p>a. To note any Highways problems (www.kent.gov.uk/roads-and-travel/report-a-problem)</p> <ul style="list-style-type: none"> o Stephen Betts was thanked for agreeing to store a salt bag. o Kent Highways visited the village following the report of lorries mounting the pavement on Teston Road. It was decided that no action can be taken. <p>b. To consider General Data Protection Regulations and receive updates Registration with the Information Commissioners Office will renew this month.</p> <p>c. To receive reports about:</p> <p>i. The Pond Stephen Betts has offered helping to remove some of the silt from the pond. Cllr Marchant was thanked for all the help he has given to the project.</p> <p>ii. Village Green and The Pound</p> <ul style="list-style-type: none"> o Sue Williams was thanked for her work maintaining The Pound. o Phil Slate and Cllr Williams were thanked for installing the poppy display on the Village Green. o A lorry has driven across the Green and caused damage. o On Comp Lane, a fence has been moved about 12" onto the road surface inside the 30mph de-restriction sign making the road narrower. The road is used for parking so vehicles are driving over the Village Green outside Ramblers to get past and are causing damage. The Clerk will report this to TMBC and Kent Highways. <p>iii. Recreation Ground and Play Area The Annual Play Area Inspection took place on 3rd October. The equipment passes as either very low risk or low risk. Fortnightly checks are continuing.</p> <p>iv. Cosgrave Field and Request to remove a Tree The Tennis Club have requested the removal of a tree and this will be on the next Agenda. Cllr Marchant will look at the tree before the meeting.</p> <p>v. The Book Box and Defibrillator Cllr Dyer is trained to check defibrillators and will help Cllr Unter. The Parish Council will run defibrillator training courses again in the New Year. The location of the defibrillator will be advertised on the website.</p> <p>vi. Trees Cllr Dyer attended a Tree Wardens Forum and will provide notes for Cllrs. They are bringing out an Ash Dieback toolkit for Parish Councils</p> <p>vii. Any other matters relating to Parish Land and property The Clerk has reported that the dog bins haven't been emptied to TMBC. Cllrs felt this had been forgotten since the Waste collection changeover.</p> <p>d. To consider Speed Indicator Devices There was nothing to report.</p>	<p>Clerk</p> <p>RT, BJ</p> <p>AM</p> <p>CD, CU Clerk</p> <p>CD</p>
<p>10.</p>	<p>Events:</p> <ul style="list-style-type: none"> • To receive reports on Steam Rally – 20th October 2019 	

Signed

Date

	<p>There has been a reported incident of a problem with a car trying to pass through the village and almost hitting a child. There were no other problems reported other than those caused by the heavy traffic.</p> <p>FORTHCOMING VILLAGE EVENTS</p> <ul style="list-style-type: none"> • Lest we Forget Poppy Display on the Village Green • Remembrance Service St Michael's Church 10th November 2019 Cllr Marchant was thanked for agreeing to lay the wreath. • Christmas Lighting Sunday 8th December 2019 at 6pm Cllrs agreed to donate £100 towards refreshments for this and the Carols in the pub. • Carols in the Pub Friday 20th December 2019 • Race Night 22nd February 2020 • Photo Competition and 2021 Calendar <p>Events for Parish Councillors Parish Partnership Panel (14.11.19 – Cllrs Rickett and Unter), Kent Highways Annual Seminar (20.11.19 – Cllr Rickett and Clerk), Joint Parish Councils Transport Consultative Group – JPCTCG (28.11.19- Cllr Unter)</p>																																																									
11.	<p>CORRESPONDENCE AND MATTERS ARISING: Details have been circulated to Councillors.</p>																																																									
12.	<p>FINANCIAL MATTERS:</p> <p>a) To receive an update about change of bank The Clerk is waiting for two Councillors to supply ID documents.</p> <p>b) To receive bank statements, consider and approve financial statements, approve and sign cheques The Reconciliation for September and October were approved and signed by Cllrs Williams and Marchant. The following invoices were approved for payment and the cheques signed by Cllrs Williams and Marchant:</p> <table border="1" data-bbox="223 1254 1308 1859"> <thead> <tr> <th><u>Cheque</u></th> <th><u>Payee</u></th> <th><u>Description</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>1685</td> <td>Maidstone Signs Ltd</td> <td>Village Hall Sign</td> <td>£50.40</td> </tr> <tr> <td>1686</td> <td>TMBC</td> <td>Uncontested Election Fees</td> <td>£239.45</td> </tr> <tr> <td>1687</td> <td>Play Inspection Company</td> <td>Annual Play Area Inspection</td> <td>£120.00</td> </tr> <tr> <td>1688</td> <td>A Marchant</td> <td>Annual Grass Cutting Contract</td> <td>£3,580.00</td> </tr> <tr> <td>1689</td> <td>KALC</td> <td>Clerks Conference</td> <td>£36.00</td> </tr> <tr> <td>1690</td> <td>Clerk</td> <td>Reimbursement: Poppy Wreath</td> <td></td> </tr> <tr> <td></td> <td></td> <td>RBLI</td> <td>£25.00</td> </tr> <tr> <td>1691</td> <td>Clerk</td> <td>Reimbursement: Tree Warden Forum</td> <td>£15.00</td> </tr> <tr> <td>1692</td> <td>Vision ICT</td> <td>8 Hosted Email Accounts 2019-2020</td> <td>£172.80</td> </tr> <tr> <td>1693</td> <td>Clerk</td> <td>Salary, expenses, allowance, Oct 2019</td> <td>£734.96</td> </tr> <tr> <td>1694</td> <td>HMRC</td> <td>PAYE + NI Oct 2019</td> <td>£104.17</td> </tr> <tr> <td>1695</td> <td>W Williams</td> <td>Reimbursement Costs – open spaces (projects)</td> <td>£12.00</td> </tr> <tr> <td></td> <td></td> <td>TOTAL</td> <td>£5,089.78</td> </tr> </tbody> </table> <p>c) To consider any other financial matters There were no other matters.</p>	<u>Cheque</u>	<u>Payee</u>	<u>Description</u>		1685	Maidstone Signs Ltd	Village Hall Sign	£50.40	1686	TMBC	Uncontested Election Fees	£239.45	1687	Play Inspection Company	Annual Play Area Inspection	£120.00	1688	A Marchant	Annual Grass Cutting Contract	£3,580.00	1689	KALC	Clerks Conference	£36.00	1690	Clerk	Reimbursement: Poppy Wreath				RBLI	£25.00	1691	Clerk	Reimbursement: Tree Warden Forum	£15.00	1692	Vision ICT	8 Hosted Email Accounts 2019-2020	£172.80	1693	Clerk	Salary, expenses, allowance, Oct 2019	£734.96	1694	HMRC	PAYE + NI Oct 2019	£104.17	1695	W Williams	Reimbursement Costs – open spaces (projects)	£12.00			TOTAL	£5,089.78	
<u>Cheque</u>	<u>Payee</u>	<u>Description</u>																																																								
1685	Maidstone Signs Ltd	Village Hall Sign	£50.40																																																							
1686	TMBC	Uncontested Election Fees	£239.45																																																							
1687	Play Inspection Company	Annual Play Area Inspection	£120.00																																																							
1688	A Marchant	Annual Grass Cutting Contract	£3,580.00																																																							
1689	KALC	Clerks Conference	£36.00																																																							
1690	Clerk	Reimbursement: Poppy Wreath																																																								
		RBLI	£25.00																																																							
1691	Clerk	Reimbursement: Tree Warden Forum	£15.00																																																							
1692	Vision ICT	8 Hosted Email Accounts 2019-2020	£172.80																																																							
1693	Clerk	Salary, expenses, allowance, Oct 2019	£734.96																																																							
1694	HMRC	PAYE + NI Oct 2019	£104.17																																																							
1695	W Williams	Reimbursement Costs – open spaces (projects)	£12.00																																																							
		TOTAL	£5,089.78																																																							

Signed

Date

Minutes of Offham Parish Council Meeting Contd

13.	<p>AGENDA ITEMS FOR NEXT MEETING – 3rd DECEMBER 2019 Caring for residents in the village who may need help or assistance, or be suffering from loneliness is to be included as an Agenda item. Cllrs will investigate possible solutions before the meeting.</p>	Clerk All
13.	<p>ANY OTHER BUSINESS There was a discussion about keeping a list of voluntary labour to help with physical jobs around the village. A request for help will be included in the newsletter. A volunteer will also be sought to run Parishes in Bloom next Year. Cllr Williams has collected another £90 from the sale of the Jute Bags.</p>	Clerk Clerk

The Meeting concluded at 9.30pm.

Date of the next Parish Council meeting: **Tuesday 3rd DECEMBER 2019** at 7.30pm

Signed

Date