

Minutes of **OFFHAM PARISH COUNCIL** meeting  
Held on **Wednesday 8<sup>th</sup> September 2021** at **7.30PM** in Offham Village Hall

**Councillors Present:**

Cllr C Unter (Chairman)  
Cllr P Bailey  
Cllr B Jones  
Cllr A Marchant

**Also in attendance:**

County Councillor Hohler (7.30-7.45)  
Borough Councillor A Kemp (7.30-7.45)  
L Mackie (Clerk)  
Three members of public

**1. APOLOGIES FOR ABSENCE**

There were apologies from Cllr R Taylor, Borough Councillor P Montague and PCSO Sears.

Cllr Unter reported that Ron Marchant, a previous Parish Council Chairman, sadly passed away on 30<sup>th</sup> July. Ron was a well-known member of the community, and his son is now a member of the Parish Council. On behalf of the Parish Council, condolences were offered to Ron's family and friends. A Minute's silence was observed in his memory.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. MINUTES**

The minutes arising from 21<sup>st</sup> July 2021 were agreed by all Councillors, and were signed as approved by Cllr Unter.

**4. EXTERNAL REPORTS**

a) County Councillor Hohler

Cllr Unter thanked Cllr Hohler for her generous grant for the SID post for Church Road. Cllr Hohler was pleased to help as this road near the school had been worrying her.

There was a discussion about Speedwatch, and the Parish Council will get involved if there are enough volunteers, perhaps working with another Parish.

Cllr Hohler reported that:

- The Police are making sure people are driving slowly past schools as an ongoing project
- They are training people to check on blue badge parking. Offenders will be prosecuted
- There are plans for a lorry park at Wrotham. Any planning application will go through TMBC
- There was a discussion about cameras at fly tipping sites. Cllr Kemp said that TMBC have put cameras around but are not revealing their locations. It was noted that now the Teston Road layby has been fenced off there is no fly tipping and Cllr Hohler was thanked for arranging this. It was reported that two months ago there was fly tipping on Comp Lane near the pond, then last night more was left. Cllr Hohler noted that if the road is blocked by fly tipping, KCC must sign it off before TMBC are allowed to move it. She is trying to get that changed. TMBC are quick to clear the fly tipping, but if it is across the road they are currently forced to wait
- A Household Waste Recycling Centre will be opening at Allington in Tonbridge & Malling next summer, on the same site as the incinerator. There is a consultation about the booking system at the HWRCs which has generated more responses than any other consultation
- She has received a complaint about the safety of the crossroads between Seven Mile Lane and Comp Lane. Cllrs agreed it is a dangerous and worrying junction and expressed concerns that someone would be killed there. Cllr Hohler will look into this further.
- Cllr Unter thanked Cllr Hohler for putting up the yellow warning signs at the bend on Teston Road near White Ladies, and noted that the bend is still dangerous but would be even more so if houses were built there as proposed.

b) Borough Councillor Kemp

- It was noted that Cllr Montague is dealing with the Parish Council's concerns about the safety of White Ladies.
- She hopes that normal refuse collections are now back on track on the right days. It is not possible to give a date when they can re-start the garden collections, but TMBC are looking at if there is anything else they can do.
- Local Plan – they are almost going back to square one unfortunately, after withdrawing the previous draft, but a lot of work can be carried forward.
- Tonbridge & Malling are offering to take some Afghan refugees but they need private landlords to come forward.

c) Police

There were no reports.

5. **PLANNING**

a) New applications

- TM/21/01741/LB - 2 Swan Cottages, The Green** - Listed Building Application: Replacement of two first floor and one ground floor windows to principal elevation and first floor window to side elevation. Replace the "Georgian style" part glazed door to the garden with a similar and appropriate hard wood part glazed external door  
There were **No Objections**
- TM/21/01859/RD - Luna Barn, Church Road** - Details of Condition 8 (archaeological evaluation) submitted pursuant to planning permission TM/21/00898/FL (Demolition of existing redundant outbuildings and erection of a new 3 bed/6 person single storey dwelling, together with a 1 bed/2 person family annex, garage accommodation and associated landscape works)  
There were **No Objections**.
- TM/21/02216/TNCA - Hodges Place, Church Road** - Fell two trees, Walnut and Whitebeam, which are dead or dying  
There were **No Objections**.

b) Approvals

- TM/21/01080/TNCA - The Old Forge, Teston Road** - Diseased Cherry tree in the front garden to be removed
- 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 (approved September 2020)

c) Refusals

There were no refusals to report.

d) Any other planning matters

- TM/21/01792/RD - Blaise Farm, Tower Hill** - Details of planning condition 2 (materials) submitted pursuant to planning permission TM/15/01599/FL (first floor extension, single storey extension and alterations to external appearance). The Parish Council had no objections.
- TM/21/02084/TNCA - Postern House, Teston Road** - Works to a Laburnum - Remove lowest overhanging stem, Cypress and Magnolia - reduce face in parking area, 180 degree face reduction by 20% and to fell 2x Cypress and a Yew tree. The Parish Council had no objections.

6. **MATTERS ARISING**

a) To consider Parish Councillor Vacancies and approve co-option of new members

As a Working Group, Cllrs Unter, Jones and Marchant met with candidates. They recommended that Tracy Benton and Matt Scullion be co-opted. Cllrs voted unanimously to co-opt Tracy and Matt who were both welcomed onto the Parish Council.

- b) Appointment of representatives to external bodies and wardens  
Village Green Bus Shelter and Pound – Cllrs Jones and Taylor  
Cosgrave Field – Cllr Unter  
Village Hall – Cllr Taylor  
Recreation Ground and Play Area – Cllr Jones and Taylor.  
JPCTCG – Cllr Unter,  
Blaise Farm Liaison (Quarry, IVC, AD) – Cllrs Unter and Taylor.  
Offham Landfill – Cllr Jones  
Parish Partnership Panel – Cllr Unter  
Scouts and Cubs – Cllr Taylor  
Speed Indicator Device- Cllr Bailey  
Wellbeing  
Trees  
Book Box – A Cllr is needed to work with Wendy Williams  
Defibrillator – A Cllr is needed to work with David Frankling  
Pond – volunteers are needed to work with David Frankling and Steve Rickett. The Parish Council does not own the land but maintains it  
Footpaths, Bridleways and Public Rights of Way – Cllrs can deal as needed  
KALC T&M – Cllr Unter and Cllr Taylor attended the last meeting
- c) White Ladies – an urgent safety issue  
There was a discussion about the safety fencing and Cllrs are concerned that the property remains dangerous and is not secured. The Clerk has notified the police, and Cllr Montague is dealing with TMBC planning about this. The Parish Council are continuing to chase for action to make the property safe and stop people entering.
- d) To discuss ownership of Village Hall and First Registration  
The Village Hall land is unregistered and the VH Committee is keen to get it registered. The original documents cannot be found but copies are held. The Parish Council has obtained a quote from a solicitor, and there needs to be a discussion with the VH Committee about sharing costs. Paperwork suggests the Hall is owned by the Parish Council. The Clerk is meeting members of the VH Committee on 29<sup>th</sup> September to discuss how to progress. Cllr Taylor will be asked to attend as Vice-Chairman.
- e) Resident's email: Farm traffic, Parking on Pavements, Speedwatch  
A resident has raised three concerns:
- Farm traffic through the Village.  
Cllrs discussed this. The Parish Council has no power at all as regards traffic through the village from the Farm, who use other companies for deliveries and often sub contract. Residents should take any concerns to Kent Highways.
  - Parking on pavements – the newsletter can ask people not to park on pavements.
  - Speeding through the Village and Speedwatch. The Parish Council will support this if enough volunteers come forward.
- f) To consider and approve removal of Clause 7.4 from Financial Regulations  
This was recommended by the Internal Auditor and Cllrs AGREED to remove it.
- g) To consider and discuss Neighbourhood Watch  
Cllr Unter has sent a letter to residents looking for volunteers to run Neighbourhood Watch.
- h) To receive Councillor Reports - Fire Hydrant Inspections  
Cllrs have completed their inspections and Cllr Unter will send the report to KFRS expressing concern that it has not been possible to find the hydrant located outside the school.
- i) To consider temporary Verge Signs on Teston Road – “no litter” and “no speeding”  
A suggested location for a sign is on Teston Road, at a “layby” just after the junction with Seven Mile Lane after the Railway Bridge as you head towards the village. A sign 1m x 1m, combining a No Speeding and No Littering message was suggested with high impact. It can be put in place for a little

while, then removed sometimes to increase the impact. A design will be agreed and then Kent Highways consulted again for approval.

- j) To receive update about Speed Indicator Device on Church Road and Community Members Grant from Cllr Sarah Hohler

The total cost is £1,600 and Cllr Hohler has contributed £1,000.

- k) To consider maintenance of Village Sign

The Clerk will source Sign Writing companies. When the sign is taken down, maintenance can be carried out on the post.

- l) To receive update about Wellingtonia outside the Primary School

Cllr Marchant has trimmed the vegetation around the Wellingtonia.

- m) To receive an update on KALC and Offham Community Awards

The KALC Award has been given to former Chairman David Frankling and the Offham Community Award has been given to former Councillor Wendy Williams. It was not possible to make presentations at a village meeting this year due to Covid.

- n) To receive update on Cricket Club insurance claim Cosgrave Field – insurance file closed

This was noted.

- o) KCC Budget Consultation (19.09.21) and Household Waste Centres Booking System 30.09.21

This was noted.

- p) The Queens Platinum Jubilee 03.06.22 -05.06.22

Consideration was given to a beacon, a tree or a village party to celebrate.

- q) To note renewal of Kent Highways Licence to Cultivate – Aldon Lane/Teston Road and Spadework

This was noted.

## 7. OPEN FORUM - Public Participation Session

There were no questions.

## 8. PARISH COUNCILLOR REPORTS:

### a. Blaise Farm

- i. Liaison Meeting - 07.09.21 (CU+RT)

The IVC takes 90% garden waste and 10% food waste. There is investment into enclosing the building. There have been no complaints about flies that have been proven to be from the IVC for quite a long time. There were 3 complaints about smell in the last 6 months but the location could not be tracked.

The AD plant takes food waste, puts it through a digestion process without oxygen and energy comes out the other end for the national Grid. Now the EA Permit has been granted it is exclusively using food waste and there has been no smell.

Quarry – there was nothing to report from the liaison meeting apart from the planned quarry breakthrough later this year into the field across PROW MR286, the route variation of which was agreed formally on 3.9.21.

- ii. IVC Waste Management

There was nothing further to report.

- iii. AD Plant

There was nothing further to report.

- iv. Quarry

Cllr Jones noted the absence of blasting recently. Cllr Unter reported that the residual work taking place to crush what they will be blasting in the new field will be brought back to the current, main site. In the new area blasts will be at fairly superficial levels initially. Despite complaints about blasting over the last few years, recent independent monitoring shows blasts are less than the permitted levels with no evidence of physical damage to property.

- b. Offham Landfill Site (BJ)  
There is nothing to report.
- c. Offham Village Hall  
The Village Hall have hirers and activities are resuming.

**9. MONTHLY CHECK-LIST**

- a. To note any Highways, Footpaths and Footways problems ([www.kent.gov.uk/roads-and-travel/report-a-problem](http://www.kent.gov.uk/roads-and-travel/report-a-problem))
  - It was reported that you cannot walk along the path from Teston Road past The Old Dairy. This will be reported to KCC Public Rights of Way
  - There has been no response from the landowner about cutting back vegetation on Teston Road
  - There was a complaint about vegetation from land along Teston Road from Spadework to Offham Road. Cllr Unter contacted Stephen Betts who cleared the vegetation within two days.
  - A resident has asked for the hedge from the play area which borders Pepingstraw to be cut back. Cllr Marchant will cut the hedges this month.
  - It was noted that parking at the junction of Pepingstraw and Teston Road is a problem and this can be raised in the Newsletter.
  - Markings for a “no trade zone” were suggested along the Green as commercial vehicles are parking there. Cllr Scullion has contacted TMBC and Kent Highways about vehicles being parked there and been told that these vehicles are able to pull up, park and trade from there unless they cause an obstruction. A request for a “no trade zone” can be made to TMBC.
  - Double yellow lines were suggested at the top of North Meadow near the junction with Teston Road. This can be passed to TMBC.
- b. GDPR:
  - i. To consider General Data Protection Regulations and DPO Summer Update  
Cllrs have received the Summer Update.
  - ii. To receive update on Part 3 of the ICO Toolkit “Data Sharing”  
Cllrs have received details of “Data Sharing” and the ICO Toolkit has now been completed.
  - iii. To complete a review of the Privacy Notice  
This was considered and approved with changes to the email address and website.
- c. To receive reports about
  - i. KCC - Highways Improvement Plan (CU)  
A councillor is needed to lead the drafting of a Highways Improvement Plan and suggestions are sought from Councillors.
  - ii. Maintenance Contract (AM)  
Cllr Marchant will provide a further update of the work he has completed.
  - iii. The Pond, Village Green, The Pound, Cosgrave Field, Recreation Ground and Play Area, The Book Box and Defibrillator  
There were no issues to report.
  - iv. Trees  
There were no issues to report.
  - v. Speed Indicator Devices  
There were no issues to report.

**10. EVENTS.** To receive reports on past events and to discuss events coming soon

- a. Jazz in Cosgrave Field – Offham Society – 08.08.21  
This was very successful socially and in raising funds.

- b. TMBC Parish Partnership Panel 02.09.21 (CU and RT)  
Issues arising at the meeting have already been discussed.
- c. Gatwick Airport's Northern Runway Project 09.09.21-01.12.21  
Information about this project will be published on their website.
- d. Friends of Kent Churches, Ride and Stride, sign on Village Green – 11.09.21  
This was noted.
- e. KCC Road Safety Strategy Launch 15.09.21 (CU)  
Cllr Unter is attending the Project Zero launch.
- f. JPCTCG 16.09.21 (CU)  
Cllr Unter will be attending.
- g. TMBC Neighbourhood Engagement Meeting 22.09.21  
This was noted.

**9. FINANCIAL INFORMATION**

- a) To receive bank statements, consider and approve financial statements (to be physically signed at the next available opportunity) and to monitor budget  
These have been circulated and considered by Cllrs. The statements were approved and were signed by Cllr Unter. There were no budget issues to be reported.
- b) To consider and approve invoice payments  
The following invoices were approved for payment and will be authorised by two Cllrs.

| <b>Payee</b>                       | <b>Description</b>                      | <b>Amount</b> |
|------------------------------------|-----------------------------------------|---------------|
| <b>Payments for August 2021</b>    |                                         |               |
| Offham Village Hall                | Hall Hire July                          | £9.50         |
| Came & Co                          | Insurance Renewal 01.10.21-30.09.22     | £1,227.36     |
| Clerk                              | August 2021 Salary, expenses, allowance | £692.03       |
| HMRC                               | August 2021 PAYE + NI                   | £159.27       |
| <b>Payments for September 2021</b> |                                         |               |
| Satswana                           | DPO Annual Fee                          | £90.00        |

- c) To consider and approve insurance renewal due 01.10.21  
Cllrs AGREED to renew the insurance policy with Came & Co.
- d) To consider any other financial matters  
There were no other matters.

**11. AGENDA ITEMS FOR NEXT MEETING**

The Meeting concluded at 9.30pm.

Date of the monthly Parish Council meeting: Tuesday 5<sup>th</sup> October 2021 at 7.30pm

Signed .....

Dated .....