

**Councillors Present:**

Cllr C Unter (Chairman)  
Cllr R Taylor (Vice-Chairman)  
Cllrs P Bailey  
Cllr T Benton  
Cllr B Jones

**Also in attendance:**

County Councillor S Hohler (left at 8pm)  
L Mackie (Clerk)  
One member of public (left at 8pm)

**1. APOLOGIES FOR ABSENCE**

There were apologies from Cllrs A Marchant and M Scullion, Borough Councillors A Kemp and P Montague.

**2. DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

**3. MINUTES**

It was **RESOLVED** that the minutes of **11<sup>th</sup> January 2022** be approved and signed as an accurate record.

**4. EXTERNAL REPORTS**

a) County Councillor Hohler

- There was a discussion about the Household Waste Recycling Centre Consultation. The County Council has saved £1.3m over the year in lockdown from recycling increasing by 63% under the new system. With pre bookings, KCC can plan for closures or maintenance. There are 18 HWRCs where you can book on the day.
- Kent has 99 Libraries, more than any other county. There is a Public Engagement exercise which is moving onto phase 2 and can be accessed online until 7th March. It is interesting that the Digital Industry accounts for 4% of global emissions - twice that of civil aviation. By 2025 it is expected to create as much CO2 as traffic.
- The KCC Budget settlement from Government was for 1 year and not 3. 70% of responses to the KCC Consultation were not comfortable with a reduction in social care for over 65s and children.
- There is no update on the Solar Park application. Tom Tugendhat MP is on a committee ensuring that solar panels made in China will be free from human rights abuses in the supply chain
- Jubilee celebrations are being planned and Cllr Benton is taking the lead. A road closure for the top of Church Road near the Village Hall and Cricket Club is planned. Cllrs will liaise with Betts Farm.

b) Borough Councillors Kemp and Montague

There was no report.

c) Police

A monthly report has been circulated with no crime for January. There has been criminal activity in the last week in the village.

**5. PLANNING**

a) New applications

- i. **TM/22/00017/FL - Mount Cottage, Teston Road** - Extension above ground floor study to front of house, and above and to side of bathroom to side of house  
There were **NO OBJECTIONS**.

- ii. **TM/22/00053/FL- Cherry Tree Cottage, Teston Road** - Single storey rear extension and alterations to the roof to make good roof to the side extension with a new parapet to the existing brick wall  
Cllrs Bailey and Taylor declared an interest and took no part in the discussion or decision. There were some concerns about the property being over extended, but it was agreed there were **NO OBJECTIONS**.
- iii. **TM/22/00054/FL - Quintain House, Teston Road** - Single storey rear extension to provide a dining room and reconfigured kitchen; including re-roofing existing flat roof extension; rationalisation of drainage pipework at the rear of the house  
Cllrs heard representations from a neighbour to the property, who was not consulted prior to the application being made.  
Following a discussion, it was agreed to **OBJECT** to the application:
- The neighbour has a North Facing Garden and the planned extension would go out about 2.5m into the garden and be 1.7m above the neighbour's existing stone wall. This would result in a 3.9m tall by 2.4m wide solid brick wall onto the edge of the neighbouring terrace which will block their light almost entirely until 4 or 5 pm. The current stone wall is 2.1m and the extension will be 1.7m above it.
  - There will be a considerable impact on the neighbouring property which is also grade 2\* listed. It will adversely impact their amenity and use of their property.
  - The flat roof of the extension also has a lantern which will raise the height even further.
  - The extension will be about 30cm from the boundary line. It is to all intents and purposes next to the wall except for a gulley to access drains
- iv. **TM/22/00055/LB - Quintain House, Teston Road** - Listed Building Application: single storey rear extension to provide a dining room and reconfigured kitchen; including re-roofing existing flat roof extension; rationalisation of drainage pipework at the rear of the house  
The Parish Council **OBJECTS** as discussed above.
- v. **TM/22/00059/LB - Quintain House, Teston Road** - Listed Building Application: Upgrade the covers to the two existing cellar hatches  
There were **NO OBJECTIONS**.
- b) Approvals
- i. **TM/21/02570/LB - Orchard Place Cottage, Comp Lane** - Listed Building Application: Removal of modern dry lining and plasterboard and modern skirtings in order to be able to fully specify the repairs necessary to the timber frame
- c) Refusals  
There were no refusals to report.
- d) Any other planning matters  
There were no other planning matters.

## 6. MATTERS ARISING

- a) To discuss Parish Council's risk assessment for meetings and Current Government Guidance  
Follow government recommendation it was agreed that all attendees wear a face mask, and if unable to wear a face mask they will be asked to sit socially distance from other attendees (i.e. 2 metres). The windows to the room will be open for ventilation.
- b) To consider Offham Society Digital Archive Project  
Information has been circulated from the Offham Society. There is a large collection of archive material locally in digital form (documents, photographs and some voice recordings) as well as papers in the KCC library archives. The Offham Society wishes to preserve all the historical archive material safely, in an accessible form and in perpetuity. There is a company in West Malling who would undertake the project. The Offham Society has funding from May Day for initial set up and for the first three years of operation, but has asked the Parish Council to sign the contract and take on the financial accountability in terms of the future. It is anticipated that the Offham community itself will

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share responsibility for the annual fee by contributions from village groups. The contract would be in the region of £700-800pa.

The following was agreed:

- This needs to be discussed at the Annual Parish Meeting, as the approval of residents would be needed to commit to something that would potentially increase the precept. Mike Rowe to be asked to undertake a presentation at the APM (proposed date 8th April)
- Councillors need to make enquiries with the company and look in more detail at the project.
- Councillors will need to consider details of draft contract.
- The Clerk will look into the Parish Council's powers to spend money on the project.
- There needs to be a discussion about ring-fencing the money designated for the next three years, and about who will manage the project locally.

c) To consider a financial donation towards Offham Society's Welcome Pack

The Offham Society has put together a Welcome pack to give to all new residents, but initially a pack will be given to every resident. This has been a massive undertaking. The Parish Council has been asked to make a donation towards the cost. Cllr Taylor will find out how much the project is costing.

d) To consider play area repairs and funding opportunities

Cllr Unter thanked Cllrs Taylor and Jones for their work getting quotes.

Cllr Taylor met a representative of Playdale who originally organised the equipment 20 years ago. She has provided a quote for repairs, and is putting together a quote for replacing the equipment.

He has met with Abacus surfacing to get quotes to repair the safety surfacing around the edges, and to rip up and replace. A tree root is causing a problem to the surfacing around the swing

Caloo have provided a quote to replace the see saw. Caloo is an associate of Abacus.

Wooden equipment was preferred to metal 20 years ago. The wood went into the ground, but now posts are placed into metal shoes that go into the ground so a 20-year warranty is given.

Every three months FCC Environment offers funding grant opportunities to qualifying communities for certain projects; we qualify both because of our geographical location and also because we would be applying for children's play facilities. There are rules about obtaining part of the funding from a contributing third-party donor (10.75%). The application details are specific and need close study.

Cllr Benton's suggested any money raised by the Jubilee event should be for the Play Area.

This item is to be kept on the agenda.

e) To note KCC Household Waste Recycling Centre Booking Update

This has already been discussed.

f) To note Future Parish Councillor Resignations

Cllr Jones has confirmed he plans to resign in April and Cllr Taylor in September. Cllr Unter said he would be sad to see them both go. Their support has been fantastic and their value to the Parish Council has been amazing and hugely appreciated. Cllrs will speak to residents about the future vacancies to generate interest.

g) To consider Maintenance Contract Tender and award Maintenance Contract 2022

Cllr Marchant has provided a quote for the work which was considered and accepted.

h) To approve instructing solicitor for First Registration of Village Hall

It was agreed that the solicitor be instructed. The Clerk will liaise with the Village Hall Committee before sending the letter.

i) Road Traffic Accident – Teston Road

Our PCSO James Robinson was on the scene and was called on to undertake traffic control. The PCSO reported that the behaviour of drivers was bad, even with the police asking them to slow down.

j) To receive Update on Highways Improvement Plan

Cllr Unter and the Clerk undertook an extensive walk around the village with a Project Schemes Manager from Kent Highways. Notes will be circulated from the meeting together with the amended HIP. The HIP was discussed. Some measures require drawings which cannot be done until April. Some projects may be funded by KCC but some would have to be funded by the Parish Council.

k) Village Green Lawn Treatment

The regular treatment has been carried out. The contractor has said the area can be scarified, but it would involve extra cost.

**7. OPEN FORUM - Public Participation Session**

There were no members of public present and no questions submitted in advance.

**8. PARISH COUNCILLOR REPORTS:**

a) Blaise Farm

The Clerk is waiting for details of the date of the next liaison meeting.

i. Quarry

There was nothing to report.

ii. IVC Waste Management

There was nothing to report.

iii. AD Plant

There was nothing to report.

b) Offham Landfill Site

There was nothing to report.

c) 2022 Calendar

The Clerk was given £126 to bank from Cllr Taylor, £75 from Cllr Jones and £10 from Cllr Bailey. Cllr Benton will find out how many calendars Cllr Scullion has sold at The Kings Arms. Cllr Unter has sold 25 copies and will transfer the money to the Parish Council.

200 calendars were ordered and 100 need to be sold to break even. It is difficult as the calendars arrived after Christmas. The Clerk will write to the printing company and ask for a refund of some of the invoice paid as the calendar arrived late, is on poorer quality paper than previous years and with a lower quality binding. Cllr Benton was thanked for her hard work on the project.

d) Offham Village Hall

There was nothing to report.

e) Wellbeing inc. Men's Shed

This should be able to start at the end of the month.

**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))

There were no issues to report. It was reported that the pavement on Teston Road next to the Recreation Ground has been repaired.

b) To receive reports about

i. The Pond, Village Green, The Pound, Cosgrave Field, Recreation Ground and Play Area, The Book Box, Defibrillator and Speed Indicator Device

Maintenance of the pond is an issue, with weeds potentially causing flooding issues. It needs a lot of constant attention.

The Village Green vehicle damage by the Quintain was filled with earth and grass has started to grow over in parts.

Cllr Marchant put up some post and tape on The Green. A milk delivery van has driven straight across the Green and caused damage. Company being identified.

ii. Trees

There is nothing to report.

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

a) KALC – Introduction to Planning for Local Councils (PB) 19.01.22

Cllr Bailey reported that the course was very good and he will circulate some notes.

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- b) To consider Annual Parish Meeting 08.04.22  
The APM was agreed at 8<sup>th</sup> April 2022, when the Village Hall is free. Suggested topics include the Digital Archive Project and Highways Improvement Plan.
- c) KALC T&M 24.02.22  
Noted.
- d) TMBC Parish Partnership Panel 27.01.22  
Cllr Unter attended the meeting virtually.
- e) Annual Parish Meeting  
Already discussed above.
- f) Race Night with Malling Lions 23.04.21  
Cllr Benton will prepare the advertising and start planning for the event.
- g) Queen's Jubilee Street Party 05.06.22  
All Cllrs at the meeting were also present at a Jubilee Meeting last night. Cllr Benton has circulated a summary. It has been decided to keep the programme to a slightly shorter timescale. There will be the option for people to buy BBQ food from The Kings Arms, who may be able to donate an amount towards the event.  
A leaflet drop will advertise the event to every household, and advertising will be via village email, website, Facebook and the Offham Society. Tickets will be £10 per person and £5 per child. Tickets will be purchased through a Go Fund Me page which Cllr Benton will set up. Friends and family of villagers will also be able to buy tickets.

### 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 Cllrs Taylor and Jones.

Payee	Description	Amount
	<b>Payments for January 2022</b>	
Clerk	January 2022 Salary, expenses, allowance	£691.83
HMRC	January 2022 PAYE and NI	£159.47
Clerk	Reimbursement - DropBox	£95.88
Waring Lawn Care	Winter Feed	£280.00
Clerk	Reimbursement - Photocopying	£1.44

- c) To consider Parish Council Donations 2021/2022  
This will be considered next month
- d) To consider any other financial matters  
There were no other financial matters.

### 11. AGENDA ITEMS FOR NEXT MEETING

There were no Agenda items.

The Meeting concluded at 9.40pm.

Date of the next monthly Parish Council meeting: Tuesday 1<sup>st</sup> March 2022 at 7.30pm

Signed ..... C. E m UMS

Dated ..... 1/3/2022

Initials..... C E U