

Minutes of **OFFHAM PARISH COUNCIL** meeting  
Held on **Tuesday 1st March 2022 at 7.30PM** in The Committee Room, Offham Village Hall

**Councillors Present:**

Cllr C Unter (Chairman)  
Cllr M Scullion  
Cllr B Jones

**Also in attendance:**

County Councillor S Hohler (left at 7.50pm)  
Mark Stamford, Malling District Scouts (left at 8pm)  
L Mackie (Clerk)

**1. APOLOGIES FOR ABSENCE**

There were apologies from Cllrs R Taylor (holiday), P Bailey (sickness), T Benton (business) and A Marchant (sickness), 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 **1<sup>st</sup> February 2022** be approved and signed as an accurate record.

**4. EXTERNAL REPORTS**

a) County Councillor Hohler

- The Libraries consultation received lots of replies. The second stage is a conversation asking for your stories and ideas how to make libraries better. This is available online.
- Solar Together Kent is a group buying scheme for cheaper solar panels and battery storage.
- There is a road closure application deadline ahead of the Platinum Jubilee.
- Over many years, if bus services are needed to get to rural areas or at evenings or weekends which are not commercially viable, KCC has assisted with subsidies to keep the service running. Those subsidies are costing KCC £6m per year. Sometimes those buses are empty. KCC are having to make £3m cuts to these subsidies. The number 70 Nu Venture Bus will face cuts.
- KCC is working with the British Library to offer business support.
- An exhibition, "Breaking the News", in partnership with the British Library is touring Kent Libraries.
- Fly Tipping - if you use a waste carrier to dispose of refuse you should get their Licence Number and a receipt from where they disposed the rubbish (information is on the Environment Agency Website).
- Seven Mile Lane junction – a resident has been in contact with Parish Council asking for more to be done to improve safety. Sight lines are not good from the junctions onto the road. Cllr Hohler met with Claire Venner from Kent Highways to look at this road. The crash statistics showed 4 accidents in the last 5 years. Of those, two were in the dark. Sadly one accident was fatal and took place at 6am on a Sunday morning with no other vehicle involved. Cllr Hohler confirmed that the same resident has been in touch with her about safety. One problem is that whatever action you take, drivers do not always take notice. The Parish Council will make contact with Claire Venner again, a possibility may be to reduce the speed limit to 40mph.

Cllr Unter explained that the Parish Council is applying for a road closure in front of the Village Hall for a jubilee street party. Betts farm have kindly agreed that no HGVs will use the road for 6 hours during that afternoon. Cllrs will ask for support from Cllr Hohler if there any issues with the road closure application.

b) Borough Councillors Kemp and Montague

There was no report.

c) Police

There was no report.

5. **PLANNING**

a) New applications

- i. **TM/22/00262/TNCA – Offham Place Cottage, Teston Road** -T1 Magnolia: Fell (becoming oversized for the garden) T2 Indian Bean (in garden of Teston cottage): Remove 2 x low limbs and reduce height by 1m and width by 1.5m (to create space in the garden and maintain the tree in line with surroundings) T3 Red Robin: Fell (client would like to make changes in the garden)  
There were **NO OBJECTIONS**.

b) Approvals

- i. **TM/22/00029/TNCA – Paddock View, Aldon Lane** – Silver Birch (T1) – Fell because of close proximity to house and excessive height. This Silver Birch tree is approximately 3m from the house and approximately 20 meters tall. No Objections.  
ii. **TM/21/03214/LDP - 2 Quarry View Cottages, Comp Lane** - Lawful Development Certificate  
Proposed: Construction of detached double garage and detached home office space.  
**CERTIFIED**

c) Refusals

- i. **TM/21/02439/OA - Barfield House, Teston Road**-Erection of 7 dwellings & new access to highway

d) Any other planning matters

There were no other planning matters.

6. **MATTERS ARISING**

- a) Annual Review: Standing Orders, Financial Regulations, Bye-Laws, Media Policy, Complaints Procedure, Freedom of Information Act, Retention of Documents and Records  
The policies were considered and approved without amendment.

b) Annual Review of Risk Assessments

The Annual Review was considered and approved.

c) Malling Scouts District Camp 28.04.23-01.05.23

Mark Stamford addressed the meeting. The Scouts ran Quest Camp in 2019 over the May Bank Holiday and it was a great success. They are planning to run the event again in 2023, working with Ian Barwick and the Wright Event to use Ashtree Farm again. The event will run from Friday 28<sup>th</sup> April – 1<sup>st</sup> May 2023. The Scouts will occupy the land either side of that date to set up and clear away. There was a discussion about traffic movements and planning. The Parish Council did not think the event would be on the same weekend as May Day.

Traffic will enter the site at the double gates opposite the lane that goes back into West Malling (Offham Road), go through the site and exit through the main entrance. This is a 1 mile one way route so there will not be a backlog of traffic onto Teston Road. There will be 24 hour welfare and traffic management all the time. Attendees will arrive between late afternoon and early evening on Friday 28<sup>th</sup> April 2023, and be collected from lunchtime on Monday 1<sup>st</sup> May. They will leaflet the village with an email contact for Mark in case residents have any questions.

Cllr Unter confirmed that the Parish Council are fully supportive of what the Scouts do and want to help make the event a success. It is anticipated 600-800 young people and adults may take part.

d) To consider Offham Society Digital Archive Project

Cllr Unter met with Mike and Clare to discuss. The idea is to gather all written, photographic and audio historic information onto a website available for all to use in perpetuity. The Offham Society want the Parish Council to sign the contract and be responsible for the ongoing cost which is in the region of £700-800 pa. For the first 3 years there is money from May Day to pay for this and for the set up costs.

KALC has expressed concerns about the Parish Council entering into such a contract. The Parish Council should seek legal advice to confirm how this can be done. Another possibility is for the Offham Society to enter into the contract and for the Parish Council to give an annual donation to the Offham Society. Together with donations from other village organisations, which the Offham Society anticipate will be forthcoming, there should be enough money.

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The Offham Society will make a presentation at the APM so that Villagers are informed about the project. This can be discussed again at the next following Parish Council meeting.

- e) To consider a financial donation towards Offham Society's Welcome Pack  
Councillors agreed a donation of £50 towards the costs of the Welcome Pack.
- f) To note Maintenance Contract awarded for 2022  
This was noted.
- g) To discuss disabled access to Recreation Ground and Play Area  
The Parish Council has received an email explaining there is no disabled access from the car park gate to the oval track. If a disabled access is installed, it needs to be done properly with the correctly angled slope so that it is safe. Cllrs are aware that many residents use the oval track for exercise, but have not received comments about disabled access before. This could be considered as part of the plans to renovate the play area. The Parish Council would need to obtain expert advice about what can be done and assess affordability within the budget. get costs for the work and get expert advice about what can be done, whether it is within our budget and is affordable.
- h) To receive update on First Registration of Village Hall  
The solicitor has received the papers.
- i) To receive Update on Highways Improvement Plan and to consider Comp Lane/Seven Mile Lane junction  
This was discussed with Cllr Hohler. There is no update on the HIP – we are waiting for drawings in April from Claire Venner.
- j) To note road closure Aldon Lane 7-18 March 2022  
Noted. Details have been circulated.
- k) TMBC Off Street Parking Proposal [www.tmbc.gov.uk/offstreetcharges](http://www.tmbc.gov.uk/offstreetcharges)  
This is available online but does not affect the car park adjacent to the Recreation Ground.

### 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
  - i. Liaison Meeting 08.03.22  
The meeting has been postponed.
  - ii. Quarry  
There was nothing to report.
  - iii. IVC Waste Management  
There was nothing to report.
  - iv. AD Plant  
There was nothing to report.
- b) Offham Landfill Site  
There was nothing to report.
- c) 2022 Calendar  
The costs have been covered and a small profit made.
- d) Offham Village Hall  
The AGM is being held next week.

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e) Wellbeing inc. Men's Shed

The Men's shed will be run Thursday mornings, from 10 – 11.30am. There is £183 in the account towards the costs. Providing tea or coffee from the Urn will cost £20 which will last for a while. Biscuits will be provided.

### 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 are no issues to raise.

b) To receive reports about Parish Property and Land including The Pond, Village Green, The Pound, Cosgrave Field, Recreation Ground, Play Area, Book Box, Defibrillator, Speed Indicator Devices, Trees

Cllr Jones has spoken to Cllr Marchant about the tree damage on the Recreation Ground following the recent storms and Cllr Marchant has agreed to deal with the damage.

Cllr Unter has cleared branches on Cosgrave Field but there is a tree on the boundary of the cricket ground which has a hanging branch and a fallen branch. Cllr Unter will ask Cllr Marchant to clear these.

Cllrs Jones and Taylor will consider replacing some wood on the climbing unit.

Cllrs have a quote for replacing the whole play area, and need to consider fund raising.

The Clerk will ask David Frankling to contact Cllr Scullion about the defibrillator.

The Clerk has asked Kent Highways to calibrate the VAS on Teston Road. Kent Highways have not relocated the SID Pole on Church Road or put the bolts on it yet.

Cllr Unter and Wendy Williams have cleared books left on the floor of the Book Box.

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

a) KALC T&M 24.02.22

Cllrs did not attend.

b) Annual Parish Meeting 08.04.22

Topics to be covered include the Offham Society Digital Heritage Project, The Men's Shed, Spadework's Dementia Café, the Highways Improvement Plan, thanking the OCN, The Queen's Jubilee Event and some words from the Borough and County Councillors.

Wine will be provided for refreshments. Cllrs Unter, Jones and Scullion will form a committee to plan the event.

c) St Michael's Church – Holy Week and Easter

St Michael's Church are planning a walk from the church up into the village on Good Friday, carrying a cross, and stopping at various key points for reflection. The plan is to end up at the Village Green and say a prayer or two and pause for a few moments reflection before dispersing. Cllrs supported this event and the use of the Village Green.

d) Race Night with Malling Lions 23.04.21

Cllr Benton needs help and support to arrange this event. Cllr Scullion will contact West Malling Chip shop. Suggestions for raffle and auction prizes must be considered by Councillors.

e) Queen's Jubilee Street Party 05.06.22

Cllr Scullion will email TMBC licensing department about a temporary licence. There was a discussion about whether the event should be ticketed, and alternative ways to run it to reduce costs and the work required. Cllrs will arrange a zoom call to discuss.

### 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 Unter and Jones.

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<u>Payee</u>	<u>Description</u>	<u>Amount</u>
	<b>Payments - February 2022</b>	
Clerk	February 2022 Salary, expenses, allowance	£687.48
HMRC	February 2022 PAYE and NI	£159.27
KALC	Audit Workshop	£60.00
KALC	Health & Wellbeing Conference	£48.00
Clerk	Reimbursement - Photocopying	£4.89

- c) To consider Parish Council Donations 2021/2022  
Cllrs approved donations of £100 each to Offham Lunch Club, St Michael's Church and Malling Scouts.
- d) To approve appointment of Internal Auditor 2021/22  
Cllrs approved the re-appointment of Lionel Robbins. The Clerk has provisionally booked an Internal Audit on 12<sup>th</sup> May 2022.
- e) 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 5<sup>th</sup> April 2022 at 7.30pm

Signed ..... 

Dated ..... 5/4/2022 .....