



DRAFT NOTES OF MEETING MINUTES of OFFHAM PARISH COUNCIL meeting
Held on **Tuesday 2nd April 2024** at **7.30PM** in The Committee Room, Offham Village Hall

Councillors Present:

Cllr S Taylor (Chair)
Cllr S Williams (Vice-Chair)
Cllr P Bailey
Cllr A Marchant
Cllr F Steer

Also in attendance:

1 member of public (Jim Altin), L Mackie (Clerk)

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF PECUNIARY AND NON-PECUNIARY

INTEREST. To receive apologies for absence and declarations of pecuniary and non-pecuniary interest. There were apologies from Cllr C Stephens, County Councillor Hohler, Borough Councillors Dean, Roud and Tatton. There were no declarations of interest.

2. MINUTES To receive and approve the Minutes of the meeting held on 5th March 2024 for signature. It was **RESOLVED** that the minutes of meeting held on 5th March 2024 be approved and signed as an accurate record by Cllr Taylor.

3. EXTERNAL REPORTS

a) County Councillor Hohler
There was no report.

b) Borough Councillors Dean, Roud and Tatton
There was no report.

c) Police
There was no report.

d) Speedwatch
A Speedwatch session took place today, but more sessions have been cancelled due to the weather. 130 cars went past at 3.30pm, there were no tickets. The group are still using the old police equipment while their new equipment is registered. There have been some delays dealing with emails by the police due to sickness. Cllr Steer hopes for a risk assessment by the Western Gateway for another site. Two more sessions are booked this week and they are discussing earlier start times.

e) Village Hall, Primary School
Two new people have joined the Committee to carry out maintenance and administration work, taking over from Valerie T and Ken F. The Primary School are on Easter holiday, but someone from the school will be at the APM on Friday.

4. PLANNING AND LICENSING:

a) New applications
24/00429/PA - 1 Quintain Villas, The Green - External alterations to create a single mono-pitched roof over existing rear extensions with roof lights above, changes to fenestration and other associated works
There were **NO OBJECTIONS**.

b) Approvals
i. **TM/21/1259/RVAR - Land at Offham Landfill Site** - Details of a Permissive Footpath (Condition 8), Construction Management Plan (CMP) (Condition 9), Landscape and Ecological Management Plan (LEMP) (Condition 10) and Planting Details (Condition 12) pursuant to planning permission TM/21/1259

- ii. **TM/23/01820/RD – Cold Store East Of The Applehouse, Aldon Lane** - Details of Condition, 3 (Materials), 4 (Noise Assessment), 6 (Soft and Hard Landscaping and boundary treatment) and 7 (Parking Space surfacing and drainage) submitted pursuant to planning permission TM/22/02842/FL (Demolition of existing cold stores and erection of a two storey, two bedroom dwelling, office/store and garage)

c) Refusals

There were no refusals.

d) Any other planning and Licensing matters

i. **To consider a Neighbourhood Plan**

Cllrs Taylor and Bailey will discuss this further and will meet with Cllr Dean.

- ii. **24/00310/PA - Godwell Oast, Church Road** - Submission of Details Reserved by Condition - Details of Conditions 2 (Materials), 3 (Landscaping boundary treatment), 5 (Refuse details), 6a (Site investigations), 6b (Remediation scheme), 9 (Recycling details), 10 (Bat boxes details) & 11 (Watching brief) submitted pursuant to planning permission TM/22/00606/FL (Conversion of part Barn to 4 bed dwelling, addition of glazed link to existing disconnected Oast Kiln, changes to internal arrangements to existing Barn conversion to dwelling, replacement of all external window and doors, demolition of existing external store and garaging building and replacement with new external store and garaging building). **NO COMMENTS MADE**
- iii. **24/00322/PA - Land Adjacent Orchard House, Pepingstraw Close**, - Submission of Details Reserved by Condition - Details of conditions 4 (Soft and Hard Landscaping), 5 (Arboriculture) & 7 (Archaeological Field evaluation works) Pursuant to Planning permission TM/20/01954/FL
- iv. **TM/23/03417 - Blaise Farmhouse, Tower Hill** - Demolition of existing bungalow, Annex and garage. Replace with a two storey 5- bedroom dwelling, and basement, to include associated landscaping. **APPLICATION WITHDRAWN**

5. **PARISH COUNCILLOR REPORTS:**

a) Blaise Farm

- i. Quarry
There was nothing to report. Sean Connor (Managing Director) and & Danny Brooks (Quarry Manager) will be at the APM.
- ii. IVC Waste Management
There was nothing to report.
- iii. AD Plant
There was nothing to report.

b) Offham Landfill Site and Solar Park

There is a new manager of the Solar Park Site, Nick Jones. There will be representation at the APM in the form of a large scale plan including reinstatement of Public Rights of Way and a pull up banner.

6. **MATTERS ARISING**

a. To consider Parish Council Vacancy

Jim Altin has put his name forward to be considered for the vacancy and this has been considered by Councillors. It was AGREED to co-opt Jim and he was welcomed onto the Parish Council. Cllr Altin signed the Declaration of Acceptance of Office form.

b. To note KCC grant for 58 & 70 bus service

This was noted.

c. To receive update about Highways Improvement Plan

Cllr Taylor has been unable to get an update from Kent Highways about refreshing of white lines or the School Zone. She has asked for more 30mph bin stickers.

d. To note Aldon Lane Road Closure 9th April 2024

The road is already closed from previous works carried out which is causing problems for residents of Aldon Lane due to refuse collection being interrupted.

e. To consider request to use Cosgrave Field 25.07.25

A resident bordering Cosgrave Field has asked for permission to use the field for overflow parking. The resident has used the field before for this and there were no issues. Cllrs agreed to grant permission again and Cllr Marchant will carry out a risk assessment before the date. The Clerk will check the situation with the insurance company.

- f. To note new Parish Council address: Offham Village Hall, Church Road, Offham, West Malling, ME19 5NY

This was noted. Cllrs signed a form to change the address with Unity Bank. The Clerk is notifying other organisations, and will complete the forms to change the address with the Land Registry.

- g. To consider and approve change of date of October meeting

It was AGREED to hold the meeting a day early, on Monday 30th September, if the Committee Room is available.

7. OPEN FORUM - Public Participation Session

There were no members of public.

8. MONTHLY CHECK-LIST

- a) To note any Highways, Footpaths and Footways problems (www.kent.gov.uk/roads-and-travel/report-a-problem)

Cllr Marchant has had no response about the application for a TPO for a tree in the village. Further emails will be sent to the planning department and Borough Councillors. Work in the site has begun and the tree needs to be looked after.

Attendees of the Shedettes raised some issues for the Parish Council to consider.

- Dog mess is a problem, and Cllrs agreed that this is an issue. The Clerk will contact TMBC about any campaigns or posters available. Signage can be considered, and the issue highlighted in the newsletter, on Notice Boards, Facebook etc
- The suggestion was made that the corner of Hayes Lane be rounded to stop cars parking on it. Cllrs felt cars would put their wheels there anyway.

- b) 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 Bailey is installing the new goal posts this weekend. It was agreed the old goals could be offered for anyone to take.

One of the graphics on the track was damaged and the contractor came straight out to deal.

25 children were playing in the park this afternoon, with 4 or 5 running around the track.

- c) To receive Update – Phase 1 Recreation Ground and TMBC S106 Funding

Cllr Taylor reported that work to Phase One has been finished and signed off. Overall the project came in £37 under budget. Cllr Taylor thanked everyone involved.

The work has left a lot of stones in the grass, making it hard to cut the grass. Cllr Marchant suggested a Working Party to clear the stones. He can provide some equipment, but people could bring wheelbarrows and rakes and children can get involved. It was agreed to set a date for Saturday 13th April, 10-12. This can be publicised.

When the stones are cleared, Cllr Marchant will order graded top soil, which is about £350 for an 8 wheeler lorry and two lorries may be needed. He can then carry out landscaping.

Cllr Marchant will look at the grasscrete by the monkey bars which has hooked at the corner.

There is matting to go under the table tennis table and webbing. Consideration needs to be given how to install this.

- d) Phase 2 Enclosed Play Area Refurbishment

Cllr Taylor reported that the Parish Council has received approval of the FCC funding for phase two, for the Enclosed Play Area Refurbishment. We are waiting for a document to sign entering into the agreement with FCC.

OPC has paid the Third Party Contribution, which is for administration, of £8,066.60 to release the grant from FCC. The grant covers 90% of the equipment and installation costs. OPC then pays the balance of 10% which is £8,037.56. So, altogether, OPC pays around £16,000 to achieve a £100,000 play park.

Money from funds raised and donated which are dedicated to fund the play area should be used towards the 10% payment. The Parish Council can then fund the balance from the sinking fund, and decide whether to use the rest of the funds for something else needed in the village in due course. Cllr Taylor has heard from Eibe today who have agreed to honour the price they quoted in December. They did have a 5% increase in January but have agreed not to pass this cost on. Cllr Taylor will order the work as soon as the FCC grant document has been signed which is expected later this week, with a view to Eibe starting work by 20th June. Half term won't be compromised and the play area should be finished before the summer holiday. Eibe have estimated the work will take two weeks. Cllr Taylor has asked for the same installation team to be allocated to this project, as works carried out on Phase One of the Recreation Ground were completed in a safe and orderly fashion. When work is completed the Parish Council can consider painting the railings around the park. A wet pour surface will be used throughout the enclosed play area, and they will use this under the existing shelter as well. The surface is very expensive.

- e) Wellbeing
The Shedettes met this morning. 7 people attended, 5 regulars and 2 new people. Last week there were 3 new people. They are building a nucleus of attendees. Men's Shed have 10-12 each week and subs have gone up to cover the cost. Cllr Steer will discuss a walking tour with Mike R.
- f) 2025 Fund Raising Calendar
Entries are being received. Cllrs Williams and Taylor will meet to discuss entries. Cllr Williams has spoken to Patrick B who has agreed to collect calendar sponsorship again. Cllr Bailey has provided some drone photos.

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

- a) Annual Parish Meeting 05.04.24
A number of village groups, organisations and representatives will be at the APM.
- b) Race Night with Malling Lions 27.04.24
Cllr Williams will bring flyers on Friday and encourage more people to book. Cllrs are collecting auction and raffle prizes, and Cllr Williams is arranging race sponsorships.
- c) Offham May Day 04.05.24
Cllr Marchant will carry out a Risk Assessment of the Village Green. Cllr Marchant received a request from the Grey pizza van, to park at the bottom of a driveway by The Village Green on May Day. Cllrs noted this was not on the Village Green and the landowners have given their permission. May Day organisers should be asked as they are arranging payment from stallholders.
- d) Offham Society lazy Sunday Jazz 30.06.24
Noted.
- e) Offham Garden Safari 14.07.24
Noted
- f) Sheddettes (every Tuesday) and Mens Shed (Every Thursday) - Kings Arms, 10-11.30am
This has been discussed.

11. FINANCIAL INFORMATION

- a) To receive bank statements, consider and approve financial statements and to monitor budget
These have been circulated and considered by Cllrs. The statements were approved and were signed by Cllr Taylor. Cllrs discussed the cost of Notice Boards. Cllrs agreed that two Notice Boards should be replaced - one by the Recreation Ground which needs re-siting and one by the Bus Shelter. Infinis have offered a contribution of £1,500-£2,000 for one Notice Board. Cllr Hohler has offered up to £1,000 for a Notice Board. The net cost of each Notice Board is over £2,000 and does not include installation.

b) To consider and approve invoice payments

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
	Payments Approved since the last meeting	
Redlynch Lappsett	Supply and deliver concrete table tennis table	£4,770.00
First 4 Drains	Final invoice – Offham Track Works – Phase one Recreation Ground	£8,332.92
First 4 Drains	Hayes Lane Repairs	£300.00
FCC Environment	Third Party Funding – FCC Grant – Phase Two Enclosed Play Area	£8,066.60
Unity Trust	Quarterly Service Charge	£18.00
	Payments – April 2024	
Netwise	Upgrade Data Storage Website (19.03.24-15.10.24)	£37.87
First4Drains	New Gate Install: Recreation Ground	£420.00
Fred Steer	Reimbursement: Speedwatch Clipboards	£7.98
Sue Taylor	Reimbursement: Refreshments APM	£86.43
Clerk	April 2024 Salary	£842.00
HMRC	April 2024 PAYE and NI	£214.58
Clerk	Travel, Reimbursements	£15.59
Sue Williams	Reimbursement: Frames - Awards	£40.00
Fred Steer	Reimbursement – stakes for Speedwatch Signs	9.98

Cllrs Marchant and Bailey will approve the payments.

c) End of Year Audit Updated (AGAR) 2023-2024

The Clerk has circulated details from the External Auditor, and will prepare papers for approval and authorisation in due course.

12. AGENDA ITEMS FOR NEXT MEETING

The Annual Parish Meeting will be held on **Friday 5th April 2024** at 7.30pm in The Village Hall
 The Annual Parish Council Meeting will be held on **Tuesday 7th May 2024** at 7.30pm, followed by the monthly May meeting.

The meeting closed at 9.10pm

Signed

Dated