



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

Councillors Present:

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

Also in attendance:

Borough Councillor Tatton, L Mackie (Clerk), 2 members of public

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 Cllrs Altin and Bailey and County Councillor Hohler. There were no declarations of interest. Cllr Taylor reported that Chris Stephens has resigned from the Parish Council. The Clerk will notify TMBC.
2. **MINUTES** To receive and approve the Minutes of the Meeting held on 4th June 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 Councillor Tatton
Cllr Tatton had no report as all meetings have been cancelled. On 23rd July 2024 papers will be released from Housing and Planning with Local Plan, sites and strategies. Cllr Tatton provided a Bag and Flat dog fouling kit which the Parish Council can borrow.
 - c) Police
There was no report.
 - d) Speedwatch
Cllr Steer reported:
 - Since Teston Road re-opened following the roadworks it has been like a race track
 - Sessions have resumed in both directions using new locations as well. Scaling down from 3 volunteers to 2 has worked. They are able to book more sessions and will include some early starts
 - They have recorded and reported 4 cars speeding.
 - PC Jason Wright attended a session and made a great impression. He will come back with his speed gun. Cllr Steer has tried to make contact with PC McElligott.
 - Cllr Steer asked if there was an update on the Highways Traffic Counts that were going to be run in July. He wants to organise sessions around this.
 - He does not want to arrange more than one session a fortnight for volunteers, so to run more sessions more volunteers are needed. Having spoken to PC Wright he is aware how lucky Offham is having 12 volunteers – some parishes have far less.
 - e) Village Hall, Primary School
There was nothing to report for the Village Hall. Cllr Taylor approached the school about attending an opening for the new enclosed play area, but they are too busy between now and the end of term.

4. **PLANNING AND LICENSING:**

a) New applications

- i. **24/00913/PA - Stocketts, Aldon Lane** - Submission of Details Reserved by Condition - Details of Condition 2 (Materials) and 6 (soft landscaping) submitted pursuant to planning permission TM/23/03246/HH (Erection of a garage and home gym incidental to the main dwelling and creation of hardstanding (alternative to 23/01907/LDP))
There were no comments or objections.
- ii. **24/00868/PA – Scout Camp Site Comp Wood, Seven Mile Lane** – Addition to existing Scout building
There were no objections.
- iii. **24/00975/PA - Morpheus Oast, Teston Road-** Tree Notification Conservation Area
- Maintenance works to various species identified by coloured circles on agent's sketch plan: T1. Eucalyptus - reduce from 14m high x 7m lat spread, to 7m x 4m respectively. T2. 2 x conifers - reduce from 18m x 5m, to 9m x 3m respectively. T3. 7 x conifers to be height reduced from 16m x 4m, to 8m x 2m respectively. T4. Cherry - reduced 40% from 8m high x 10m lat spread, to 3.5m x 5m. T5. Lime/linden - reduce by approx. 30% from 10m x 8m to 7m x 5m. T6. 2 x conifers -very slightly trimmed/tidied only. T7. Maple - reduced 50%, from 6m x 3m to 3m x 2m. T8. Conifer hedge - reduced in height only, from 5m to 3.5m.
There were no objections.

b) Approvals

- i. **TM/24/00073 – Comp Corner, Seven Mile Lane** - Change of use of land from agricultural to residential
- 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).
- iii. **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
- iv. **24/00478/PA -Clarevale, Teston Road,-** Lawful Development Certificate Proposed - Lawful Development Certificate Proposed: Demolition of a detached garage and the construction of a single-storey extension. CERTIFIED
- v. **24/00661/PA - Warren Wood, Seven Mile Lane** - Lawful Development Certificate Proposed - Construction of single storey outbuilding. CERTIFIED

c) Refusals

There were no refusals.

d) Any other planning and Licensing matters

- i. WMPC Neighbourhood Plan meeting
Cllr Taylor attended last week arranged by West Malling Parish Council with Sevenoaks District Council Town Clerk Linda Larter. Sevenoaks took 10 years to put their Neighbourhood Plan together (this was affected by Covid) and it cost around £100,000. They carried out a referendum and consultation.
Cllr Taylor said that if you have a Neighbourhood Plan it can be used to assist with an appeal against a planning submission. A Neighbourhood Plan shows what your area wants, how it can be resourced, building materials that reflect the area and specific needs. Any Parish/ Town Council can produce a Plan and it does not have to be in the same detail as the Sevenoaks one. We are a small community, and if we decided we wanted to have a Neighbourhood plan we would not need to spend those large amounts. Cllr Taylor will discuss this with Cllr Dean in due course.

There were discussions about transport, doctors surgeries, education and all the facilities needed if a large development were put in. Once you have a Neighborhood Plan you have to ensure it is kept up to date and revisit it every 5 years so you are creating something you must maintain.

It was reported that The Forestry Commission has put a Notice on the Woods next to Little Moorlands, Teston Road, to stop felling trees.

5. PARISH COUNCILLOR REPORTS:

- a) Blaise Farm (Liaison Meeting 19.06.24)
 - i. Quarry
There was nothing to report.
 - ii. IVC Waste Management
There was nothing to report.
 - iii. AD Plant
There was nothing to report.

Cllr Taylor attended the liaison meeting, introducing Envar Composting who are the new operators of the IVC plant. Representatives from the Environment Agency, KCC and TMBC among others were there. The Minutes will be circulated. There have been no reports of flies or smells.

- b) Offham Landfill Site and Solar Park
The Manager of the Infinis Solar Park has provided an update on works. More contractors will be on site in the next few weeks, along with deliveries of supplies and equipment.
- c) Maintenance Contract
Cllr Marchant reported that the contract was up to date.

6. MATTERS ARISING

- a. To receive update on Enclosed Play Area works by Eibe
The equipment has been installed. Surfacing is being laid and should be finished by Friday. Cllr Taylor will meet them Monday to sign off the project and she has negotiated a free tool set. Eibe have offered their services for an annual inspection which cost around £450 a year. The firm the Parish Council currently uses charges £160 and provide a good service. They also helped advise on designs and equipment for the new play area. Cllrs were happy to continue using them. Cllr Taylor said a lot of time had been spent making sure the positioning of the benches and equipment are right. They may look close together, but the idea is there is a designated toddler area, with adult seating area close by. It is designed for the younger users so it looks busy and they can run between equipment without being in the way of the older users and the larger play equipment. The renovated bench which has been hidden at the back while work is completed will be moved into place next week.
- b. To discuss Concrete Table Tennis Table in Play Area
The biggest design mistake of the project was that a tree overhangs and drops detritus onto the table. Eibe have quoted to design and provide a shelter over the top of the table that will protect the surface but won't impinge on those playing - £4,400 +VAT. A separate quote has been received of £2,220 +VAT. The contractor will put grass-crete in around table tennis table for £150+VAT. Cllrs felt this was much more reasonable. There was a discussion and an alternative location not under trees could not be found. The table is also set in concrete so would be difficult to move.
- c. Location of new Notice Board by Teston Road Recreation Ground and Car Park
Cllr Taylor met a representative from TMBC who was happy with the Notice Board being moved. It has been suggested it is moved into the "hedge" and facing Teston Road. Cllr Taylor will consider the suggested new location, but Councillors supported it being moved. The new Notice Boards have been ordered but we have not received a delivery date. They will then need to be installed.

d. To receive update from Offham Society – Artwork for Bus Stop

Mike R addressed the meeting and provided copies of a map commissioned by The Offham Society. He reported that Patrick Bligh is the Chair and Simon Mahoney is the Vice-Chair of the Offham Society.

Mike explained that this was an illustrative display map with an interactive QR code linked to the Offham Society website with information about the logos around the edge. The owners of the houses included on the map have been approached and given their approval to being included.

The inside of the bus shelter is a good place to locate the map, but this is owned by the Parish Council so permission is needed. Cllrs thought the map looked great. There were questions about the size of the map, and how it will be mounted on the ragstone wall.

Merchandising to raise funds for the Offham Society can be produced from the map, such as tea towels, coasters etc.

e. Damaged to Village Green from SGN/UKPN works

Photos of the damage will be sent to UKPN.

f. To receive update about Highways Improvement Plan

There has been no update.

g. To consider Dog Fouling Campaign

Cllr Tatton has provided a Bag and Flat kit to the Parish Council to borrow.

Cllr Williams reported that the Village Hall Committee have made self-adhesive signs about litter for the bins. It was AGREED that Cllr Williams could spend some money to prepare similar signs for the Parish Council. The litter bins are owned by TMBC so she will contact them for approval and to see if they already have any labels printed that can be used.

h. To note A20 London Road, Addington Closures 13th and 20th July – 2 days each

Noted.

7. OPEN FORUM – Public Participation Session

- The Parish Council used to have a Planning Policy Statement that encouraged any new building that took place to be in either infill or backland or minor development and said that there should be nothing outside the village envelope. That was used years ago. It does not have the same force as a Local Plan but the Parish Council did have a policy statement. Mike R will send the Clerk a copy. It can be used in planning applications to say if an application is contrary to the agreed policy statement of the Parish Council.

Building outside fields and joining us to West Malling is not desirable. Cllr Dean talks of a “Strategic Gap”, a swathe of land between West Malling and Offham to keep them separate.

- Will there be a new road name for the new houses at Pepingstraw Close or will they have a Pepingstraw Close address? There was a discussion about suitable road names. The Clerk has already contacted TMBC about this and will chase for a response. Cllr Taylor will speak to the developer.

8. MONTHLY CHECK-LIST

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

Clive T was thanked for clearing the pathway from Teston Road opposite the Cherry Shop.

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 Williams is meeting David F about the defibrillator
- Cllr Taylor will contact David before he moves to find out all the things they do in the village
- Cllr Marchant reported that Mike Blackburn was last person to refurbish the whole post of the Quintain about 30 years ago. Some work was done to it most recently. It was noted that it is listed with National Heritage and was registered in 1952, being one of the first listed. The Quintain used to be responsibility of the owner of Quintain House but is now the responsibility of the Parish Council.

c) Wellbeing

Cllr Steer reported:

- 13 people attended Mens Shed last week, and Matt did a monthly breakfast which is going down well. There has been a shortfall for the previous 2 weeks.
- There were only 6 or 7 at Shedettes today due to a clash with ladies open house.
- There was a discussion about table tennis and other competitions that could be part of an opening event for the play area to kick start activity. Cllr Taylor has discussed with the pub about putting on a bar or BBQ if the Parish Council supplies the activities to take place. That would be a good way to open the area. Cllr Williams is happy to plan the activities.
- Cllrs will agree a date, possibly a Saturday afternoon. It can be publicised before the end of term. Cllr Taylor will check that the date does not clash with an event at Spadework.

d) 2025 Fund Raising Calendar

Cllr Williams has sent the calendar to the printers with the same format as last year. The printers are busy due to the election but she will chase next week.

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

a) Offham Society Lazy Sunday Jazz 30.06.24

This was great fun and very successful. Mike R reported that The Offham Society were able to give a donation to the Church for their development fund and donations to cricket club and scouts for use of the tent.

Unfortunately, the cricket club were broken into the following night. A door was smashed and some money was taken (£10). Two other local cricket clubs were also broken into.

b) Offham Garden Safari 14.07.24

Cllr Marchant will risk assess the Village Green before the event.

c) Sheddettes (every Tuesday) and Mens Shed (Every Thursday) Kings Arms, 10-11.30am

Noted.

d) Kent Churches Ride And Stride - 14 September 2024

Cllrs approved an advertising board being put up, as per previous years.

e) Village Green Lawn Treatment - 4th September 2024

10. **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. There were no budget issues to report

b) To consider and approve invoice payments

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
	Payments Approved since the last meeting	
Unity Trust	Quarterly Service Charge	£18.00
	Payments – July 2024	
KALC	Training Course	£60.00
Clerk	July 2024 Salary	£841.80
HMRC	July 2024 PAYE and NI	£214.78
Clerk	Travel, Reimbursements	£13.65

Cllrs Marchant and Taylor will approve the payments.

c) To note opening of Savings Account

This was noted.

12. AGENDA ITEMS FOR NEXT MEETING

Mike R reported that Rev'd David Green is leaving and moving to Tunbridge Wells. There will be a presentation made at his final service. He and his family have been here since 2011.

There was a request for double yellow lines at the top of North Meadow. This needs to go to the Joint Transport Board at TMBC and there is a long waiting list, at least 18 months, to get to Committee and then it needs to go to consultation.

Sue Y gave a donation from Offham Open House of £200 towards maintenance of The Quintain. Open House were thanked for their generosity.

There will be no meeting in August. The next Parish Council Meeting will be held on **Tuesday 3rd September 2024** at 7.30pm in The Village Hall
The meeting closed at 8.40pm

Signed

Dated

DRAFT