



To all members of Offham Parish Council

You are hereby summoned to attend a meeting of Offham Parish Council on **Tuesday 3rd September 2024** at **7.30pm in the Committee Room, Offham Village Hall**

Lynne Mackie

Lynne Mackie, Parish Council Clerk

Date of Issue: 28th August 2024

AGENDA

1. **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST.** To receive apologies for absence and declarations of pecuniary and non-pecuniary interest.
2. **MINUTES.** To receive and approve the Minutes of the Meeting held on 2nd July 2024 for signature
3. **TO CONSIDER PARISH COUNCILLOR VACANCY AND CO-OPTION**
4. **EXTERNAL REPORTS:**
 - a. County Councillor
 - b. Borough Councillors
 - c. Police
 - d. Village Hall, Primary School, Offham Society
5. **PLANNING AND LICENSING:** (available to view at www.tmbc.gov.uk or www.kent.gov.uk)
 - a. New Applications
 - i. **24/01300/PA – Quintain Cottage, Teston Road** - Proposed Two storey side extension, single storey rear extension, change of materials and windows, creation of new access and new driveway
 - b. Approvals
 - i. **24/00678/PA - 3 Bramble Hall Cottages, Comp Lane** - Demolition of single storey rear and side additions and garage. Erection of single storey rear extension and 2 storey side extension. Amended scheme to application 22/00433/FL now under construction
 - ii. **24/00738/PA - Orchard House, Pepingstraw Close** - Submission of Details Reserved by Condition - Details of condition 6 (bat survey) submitted pursuant to planning permission TM/20/01954/FL (Demolition of the existing dwelling and the erection of four detached dwellings together with associated parking, access and landscaping)
 - iii. **24/00868/PA - Scout Camp Site Comp Wood, Seven Mile Lane** - Addition to existing Scout building
 - iv. **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))
 - v. **24/01014/PA – Offham Manor (listed in Agenda as Brackens) Teston Road** - Tree Notification Conservation Area - Cut back to the boundary between Brackens and Offham Manor the trees overhanging the western and south western boundaries of Brackens. Trees standing in Offham Manor. 1 Silver Birch tree, 1 cobnut tree, one conifer, 1 Scots Pine and 8 Beech trees in total (1 to the south and 7 to the north) and various shrubbery.
 - c. Refusals
 - d. Any other Matters and Licensing Matters
 - i. **24/00812/PA - Comp Corner, Seven Mile Lane** - Conversion of outbuildings into Office, Gym and Entertainment space and erection of a triple garage (Application Withdrawn)
 - ii. To discuss Planning Policy Statement, Neighbourhood Plan and Neighbourhood Priority Statement
 - iii. Working with neighbouring Parishes about NPPF Consultation – 24.09.24
 - iv. To note new road name suggestions – Barfield Gardens and Moorlands Orchard.
6. **PARISH COUNCILLOR REPORTS:**
 - a. Blaise Farm (Liaison Meeting tbc)
 - i. Quarry
 - ii. IVC Waste Management
 - iii. AD Plant
 - b. Offham Landfill Site and Offham Solar Park
 - c. Speedwatch (FS)
 - d. Maintenance Contract (AM)

7. MATTERS ARISING

- a. Teston Road junction – residents reports of accidents and Kent Highways actions
- b. To discuss Church Farm traffic (JA)
- c. To consider Teston Road and Aldon Lane Signage
- d. To receive update about Highways Improvement Plan
- e. Kent Highways Local Transport Plan Consultation www.kent.gov.uk/ltp5 - 08.10.24
- f. To consider Parish Council Projects (ST)
- g. To discuss Quintain repairs and maintenance
- h. To consider Dog Mess Signs and the Dog Fouling Campaign (JA)
- i. To discuss Concrete Table Tennis Table in Play Area
- j. To discuss the location of the new Notice Board by Teston Road Recreation Ground and Car Park
- k. To receive update about Damage to Village Green from SGN works
- l. To note Biometric border check readiness - Effective 10 November, 2024

8. OPEN FORUM - Public Participation Session

9. MONTHLY CHECK-LIST

- a. To note any Highways, Footpaths and Footways problems (www.kent.gov.uk/roads-and-travel/report-a-problem)
- b. To receive reports about Parish Property and Land including The Pond, Village Green, The Pound, Quintain, Cosgrave Field, Recreation Ground, Play Area, Book Box, Defibrillator, Speed Indicator Devices, Trees
- c. To discuss Calendar of Village Maintenance Works by Parish Council
- d. Wellbeing (FS)
- e. 2025 Fund Raising Calendar (SW)

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

- a. Offham Garden Safari 14.07.24
- b. KALC Training – Nuts and Bolts of Parish Councils – 22.07.24 (FS)
- c. Enclosed Play Area Grand Opening 03.08.24
- d. KALC – Post Election Planning Briefing – 21.08.24 (ST and Clerk)
- e. KALC – Advanced Planning Topics for Local Councils – 17.10.24 (ST)
- f. KALC – Clerks Conference 12.11.24 (Clerk)
- g. Shedettes (every Tuesday) and Mens Shed (every Thursday) - 10am, Kings Arms

11. FINANCIAL INFORMATION

- a. To receive bank statements, consider and approve financial statements for signature and monitor budget
- b. To consider and approve invoice payments
- c. To consider updated Fixed Asset Register and insurance
- d. To consider and approve insurance renewal (01.10.24)
- e. To receive the Annual Governance and Accountability Return for 23-24 audited by Forvis Mazars LLP
- f. Notice of Conclusion of Audit – Annual Return for the year ended 31st March 2024
- g. To approve change of contact phone number for Unity Trust

12. AGENDA ITEMS FOR NEXT MEETING

The date of the next monthly meeting has been changed

Date of Next Monthly Meeting - **Tuesday 8th October 2024** at 7.30pm