

**MINUTES OF OFFHAM PARISH COUNCIL MEETING
TUESDAY 6th NOVEMBER 2018 AT 7.30PM
OFFHAM VILLAGE HALL COMMITTEE ROOM**

Present: Cllrs W Williams (Vice Chair and Chair of meeting), D Frankling (7.30-8pm), A Marchant, W Pierce, S Rickett, P Slate, D Stretton, County Councillor Hohler (8.15-8.20pm), Borough Councillor Balfour (8.15-8.30pm), Clerk, 6 members of public

MINUTES	ACTION
1. APOLOGIES RECORDED, DECLARATIONS OF INTEREST MADE AND REGISTER OF INTERESTS: Cllr Slate declared an interest in the planning application for Yew Tree Cottage.	
2. MINUTES ARISING FROM 2nd OCTOBER 2018: The minutes arising from 2 nd October were agreed by all Councillors and signed as approved by Cllr Williams.	WW
3. PLANNING New Applications: <ul style="list-style-type: none"> • TM/18/02325/TPOC - Cover Point, Church Road - Two pine trees to crown lift to approx 4m and deadwood. Pine tree no 1 to remove branch close to house with compression fracture. NO OBJECTIONS. • TM/18/02330/FL - Godwell Farm, Church Road - Proposed conversion of redundant barn to residential dwelling. NO OBJECTIONS AS LONG AS MATERIALS USED ARE IN KEEPING. • TM/18/02432/TNCA - Yew Tree Cottage North Meadow - T1 - T3 Beech trees to reduce by 25% and remove back to main stem any small limbs. Cllr Slate has declared an interest so did not take part in the discussion or decision. NO OBJECTIONS. • TM/18/02430/TPOC - Kentfield House, Tower Hill - T1 dead standing Oak tree to dismantle to ground level. NO OBJECTIONS. • TM/18/02371/RD - Kings Hill Phase 3 - Details of conditions 21 (materials), 22 (routes), 24 (landscaping), 33 (lighting) and 39 (refuse) submitted pursuant to planning permission TM/13/01535/OAEA (Outline planning application with all matters reserved except for means of access for the removal of a section of Kings Hill Avenue and the erection of a residential development, a multi-functional extension to the community centre, a youth outdoor recreational facility, formalisation of car parking areas at the community centre and adjacent to Crispin Way, alterations to the highway network at Alexander Grove, Gibson Drive and Queen Street and open space including a new linear park, trim trails, woodland paths and green spaces (the primary school has been granted planning permission by Kent County Council under ref TM/14/01929/CR3). NO COMMENTS. • TM/18/02363/PDVAR - Agricultural Land West of Wingfield Bank, Sandy Lane -Prior Notification: Change of use of an existing agricultural building and land within its curtilage into a residential 	<p style="text-align: center;">Clerk</p>

Signed

Date

	<p>dwelling house and associated building operations (part 3 Class Q). NO OBJECTIONS AS LONG AS MATERIALS USED ARE IN KEEPING.</p> <p>Approvals:</p> <ul style="list-style-type: none"> • TM/18/02090/TNCA - Quintain House, Teston Road - T1 Hazel - fell to near ground level and T2 Hazel - Coppice <p>Refusals and Enforcements: There was nothing to report.</p> <p>Any other Planning Matters:</p> <ul style="list-style-type: none"> • TM/18/02342/RD - The Old Rectory, Aldon Lane - Details of conditions 3 (slab levels) and 6 (water drainage) submitted pursuant to planning permission TM/18/00691/FL (Demolition of former livery building and erection of 2 detached dwellings, car port and stores, with associated parking and widened access road) • TMBC Local Plan Consultation Parish Response– closes 4pm 19th November – www.tmbc.gov.uk. This is discussed later in the meeting. <p>VOSAs: There was nothing to report.</p>	<p>Clerk</p>
<p>4.</p>	<p>EXTERNAL REPORTS: County Councillor: KCC are looking at their budget which will be finished in February. The recent national budget has given KCC a little bit of hope for highways and adult social care, but yet again it will be challenging to set a budget and not cut services at all. There is a lot of concern about the sandpit at Ryarsh and its possible inclusion in the Kent Minerals and Waste Local Plan. With the reports it is hoped this will go to Committee 28th November. The papers will be out before then. Cllr Hohler cannot comment on the proposals as she cannot prejudice her views before she has seen the report. The other concern is the Local Plan. It is a difficult position, as the draft Local Plan proposes a lot more housing in Borough Green which will have a huge effect on all our infrastructure particularly the roads. Tonbridge & Malling borders on Gravesham and Sevenoaks and they are putting houses in that area as well, so it will be difficult for us from a Highways point of view. A lot of children living in Borough Green cannot go to school there, so there will be extra pressure given there are no trains but only buses to Tonbridge. If the draft Local Plan is not approved then there is a requirement for a new draft Local Plan which will have more houses in it. KCC have carried out a conversation about buses, and the Big Conversation meeting was held on 30th October. Although KCC don't provide the buses they know there is a big need for them. 3 or 4 pilots are being tried to see what works best. One suggestion is a minibus would take people to where there is a regular bus route. Responses about the draft Local Plan are due by 19th November. Cllr Frankling's view is that TMBC overall has done a good job of assessing needs and looking at how they can go ahead with this. Without a Local Plan in place you are looking at planning by appeal which will take decisions away from TMBC to a Government Planning Inspector which will be a disaster for the Borough. If this Local Plan isn't approved then the new assessment of needs will mean the requirement for TMBC in terms of number of houses per year will go up. This draft plan allows for 696 new houses a year but the new assessment formula is for 859 houses per year.</p>	

Signed

Date

	<p>There was a discussion about the draft Local Plan, Borough Green and how the Parish Council will respond, and residents at the meeting expressed their views. Cllrs voted and agreed unanimously to support a positive response to the draft Local Plan which Cllr Frankling will submit. Although no-one wants more houses, it was felt that TMBC have done a good job considering the constraints they are under. Cllr Hohler left the meeting at 7.55pm. Cllr Frankling left the meeting at 8pm.</p> <ul style="list-style-type: none"> • Borough Councillor: Reported later in the meeting. • Police: Details of one crime report in Comp Lane have been circulated. 	<p>DF</p>
<p>5.</p>	<p>ANY MATTERS RAISED BY MEMBERS OF THE PUBLIC THAT ARE NOT ALREADY ON THE AGENDA: Mike Rowe addressed the meeting. The name of Lft Commander Nicholson is not included on the war memorial. He asked approval for the PCC to formulate a plan about how his name can be added to the memorial and obtain an estimate of costs. This can then be discussed with the Parish Council, as strictly speaking the responsibility for carrying out the work is with the Parish Council. Cllrs all agreed that the PCC could go ahead as requested. The Offham Society are hoping to hold a jazz event in Cosgrave Field on June 23rd 2019 in conjunction with St Michael’s Church. The Parish Council agreed there were no objections.</p>	
<p>6.</p>	<p>MONTHLY TOPICS FOR DISCUSSION:</p> <ul style="list-style-type: none"> • Lower Thames Crossing Consultation ends 20 December https://highwaysengland.citizenspace.com/ltc/consultation/. This will be discussed at the next JPCTCG and will be on the December agenda. • Steam Rally This was busy again this year, but did not make a mess of the Green. The Village Hall provided breakfasts and refreshments and this was very popular. It was noted that an advert for the Village Hall appeared in the KM for the breakfasts and referred to the Steam Rally. The Parish Council have no involvement with this rally. The view was expressed that advertising breakfasts is no issue, but there should be no mention of the Steam Rally which makes it appear more official than it is. Cllr Williams will pass this on to the Village Hall Committee. • Polling District Review TMBC – www.tmbc.gov.uk/PDR Details of this consultation are available online. • KCC Budget Consultation www.kent.gov.uk/budget Details of this consultation are available online. • Maintenance Contract 2019 The contract has been awarded for 2018 and 2019. The new Financial Regulations state that the Clerk should strive to obtain 3 estimates. The Clerk was asked to try and obtain another 2 estimates for this work. The Clerk was asked to include this on the December Agenda for a decision. • TMBC new waste and recycling contract Cllr Balfour arrived at the meeting at 8.15pm. The company awarded the contract is international and have been very 	<p>DS Clerk</p> <p>WW</p> <p>Clerk Clerk</p>

Signed

Date

	<p>cooperative. The big change is that almost everything that can be recycled will be collected kerbside. If you want green garden waste taken away that will cost, about £40 a year, but there will be a consultation about that. Cllr Balfour left the meeting at 8.20pm</p> <ul style="list-style-type: none"> • Fire Hydrant Checks The Clerk will send out the hydrant locations. • Advertising Village Green Bye-Laws Cllr Williams has put up notices about the bye-laws, which are available on the website. The Clerk will send details about No Parking Signs. • Upcoming closures on the M20 J3-5 smart motorway Details have been circulated. 	<p>Clerk ALL</p> <p>Clerk</p>
<p>7.</p>	<p>ONGOING PROJECTS/REPORTS:</p> <ul style="list-style-type: none"> • Environmental Enhancement Scheme The Parish Council agreed to Terracotta colouring for the junctions. KCC Highways have given notice for planned closure for resurfacing of Teston Road from 3 December for up to 6 nights. Complaints were made by some residents at the meeting about the night closure, which would cause disruption and disturbed sleep to those living along Teston Road. There was a discussion, and the view of the Parish Council is that the work should go ahead. If it is delayed we do not know when it will be carried out – probably Easter or Summer when the buses for school are not affected. The Parish Council will ask how the work will be carried out and what KCC Highways are planning. • General Data Protection Regulations – next steps and timetable The Parish Council discussed a GDPR Action List: <ul style="list-style-type: none"> (i) The Clerk has registered the Parish Council with the Information Commissioners Office. Councillors AGREED that this annual fee should be paid by Direct Debit and the mandate was signed by Cllrs Slate and Pierce. (ii) It was agreed that Vision ICT should be asked to provide individual Parish Councillor email addresses which are GDPR compliant, in the format David.frankling@offhampc.gov.uk The Clerk will action this before the next meeting. (iii)The website provider has confirmed there is a cookie statement on the website. No further action is needed. (iv)Individual Councillors considered whether they needed to be registered with the Information Commissioners Office. It was not considered this was necessary at the moment, but this must be kept under review. (v) The Clerk will download DropBox onto the Parish Laptop to store Parish Council documents. Documents can be shared with Councillors. Dropbox is encrypted and GDPR compliant, so if the laptop is taken the information cannot be accessed. (vi)Cllrs should download DropBox onto their laptops or computer to store Parish Council documents. (vii) The Clerk will go through the paper files stored again. (viii) Cllrs did not consider that Parish Council laptops for each Councillor were necessary. The use of individual email addresses and dropBox was considered sufficient. (ix)The Parish Council will not appoint a Data Protection Officer at this 	<p>DF</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>All</p> <p>Clerk</p> <p>All</p> <p>Clerk</p>

Signed

Date

	<p>time. The Clerk will act as DPO and monitor information, and the Parish Council can consider appointing an independent professional DPO if appropriate.</p> <ul style="list-style-type: none"> • KALC and Offham Community Awards Scheme 2019 A number of nominations have been made again for current Councillors. It was stated that the Parish Council accepts nominations from the Community, but are the awarding body, and it would be wrong to make an award to someone who is a member of that awarding body. Nominations will be circulated and discussed at the January meeting. • Parish Council Projects Another Pond session is needed, and Cllr Frankling will organise and arrange a date for volunteers to meet. Cllr Williams obtained some wild flower seeds from Parishes in Bloom, which can be planted in The Pound in Spring. Cllr Marchant will inspect the ivy to see if any further action is needed. • Parish Land, Property and Trees: Repairs, maintenance and any other matters <ul style="list-style-type: none"> (i) Cllr Williams has carried out her regular routine inspections. She will arrange a date to meet other Cllrs at the play area to discuss actions. (ii) There is nothing to report about the trees. (iii) The Clerk has not had a response from TMBC following our request to take down the trees in the play area car park. The Clerk was asked to contact them again. (iv) Cllr Williams has bought more bulbs and planted them around the oak tree, and also bought and put in some plants around Spadework. • Village Trust There is nothing to report. 	<p>Clerk</p> <p>Clerk</p> <p>DF</p> <p>WW AM</p> <p>WW All</p> <p>Clerk</p>
<p>8.</p>	<p>PARISH COUNCILLOR REPORTS:</p> <ul style="list-style-type: none"> • Blaise Farm: <ul style="list-style-type: none"> i. Quarry Cllrs have received a slide showing dates on which the higher Maximum Instantaneous Charge weights were fired, and a link to British Geological Maps of the area showing fault lines. Concerns were expressed about the sites used for the Monitoring equipment, and it was felt these could be installed in better locations. Cllrs Stretton and Rickett will consider all the information provided and report back at the next meeting. ii. IVC Waste Management (19.03.19) The Action List has been received from New Earth Group, although there has been no response to our email requesting updates on work and a combined log of complaints. The Clerk was asked to repeat the request to reinstate the combined log, which they had agreed to do a number of years ago. • Offham Landfill Site (25.10.18) Cllr Stretton's notes of the meeting which he attended with Cllrs Williams and Rickett have been circulated. The poor organisation of the meeting was discussed, at which Cllr Williams had to purchase refreshments for everyone. It was noted no-one from Infinis attended. Meetings should be held every 6 months. There was a presentation by Rural England who are looking for areas for affordable housing. They offered to talk to the Parish Council and do a housing 	<p>DS+SR</p> <p>Clerk</p>

Signed

Date

	<p>needs survey in the village. The Parish Council will discuss this at the December meeting invite Rural England to attend in January or February. JPCTCG (26.11.18) Cllr Stretton is attending this meeting.</p> <ul style="list-style-type: none"> • T&M KALC, KALC Cllr Williams attended Tonbridge & Malling KALC recently and the Minutes have been circulated. She will consider attending the AGM on 17th November. • Village Hall Cllr Williams reported that the Barn dance profit was £557.84. They will be holding a different event next year. The Cinema on 1st October was "Paddington Bear 2" and made £200 profit. The Committee are planning a Murder Mystery evening on 24th November. 	<p>Clerk Clerk</p> <p>DS</p> <p>WW</p>
4	<p>MONTHLY CHECK LIST:</p> <ul style="list-style-type: none"> • Highways: The Clerk has circulated notes and information from the KCC Highways seminar. • Speed Indicator Devices The device is capable of recording a lot of statistical information and Cllr Rickett is finding out how to download that information. • Any other matters: There were no other matters. • 	<p>SR</p>
5	<p>Up and Coming Events:</p> <ul style="list-style-type: none"> • Poppies and plaques on The Village Green 7th November 2018 Cllr Slate will carry out a risk assessment of the Village Green for this and the other events in December. Cllr Williams will report the wobbly drain cover to Southern Water and South East Water, asking them to decide who is responsible. • Armistice Centenary Commemoration 11th November 2018 Mike Rowe was thanked for sending out some fantastic emails and photos about the commemoration events. Cllr Marchant will be laying a wreath at the Armistice Service in St Michael's Church on behalf of the Parish Council. • M20 Road Closure November www.highwaysengland.co.uk/projects/m20-junctions-3-to-5-smart-motorway/ This item has already been discussed. • Christmas Lights – 2nd December 2018 – 6.30pm • Carols in the pub and refreshments 20th December 2018 – 7.30pm • Consider date of meeting January 2019 It was agreed to change the date to Tuesday 8th January • Race Night 9th February 2019 This will be discussed at the December meeting. 	<p>PS</p> <p>WW</p> <p>AM</p> <p>Clerk</p>
6	<p>CORRESPONDENCE AND MATTERS ARISING: All correspondence has been circulated.</p>	

Signed

Date

7	<p>FINANCIAL MATTERS:</p> <ul style="list-style-type: none"> Financial Statement, invoices for approval and Cheques for Signature: The following invoices were approved for payment and the cheques signed by Cllrs Slate and Pierce. The Financial Reconciliation for September and October were signed by Cllr Slate. <table border="1"> <thead> <tr> <th>Cheque</th> <th>Payee</th> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Remembrance Day Booklet Printing</td> <td>300.00</td> </tr> <tr> <td>1607</td> <td>L Benton</td> <td></td> <td></td> </tr> <tr> <td>1608</td> <td>A Marchant</td> <td>Maintenance 2018</td> <td>3,580.00</td> </tr> <tr> <td>1609</td> <td>Clerk</td> <td>Reimbursement – Poppy Wreath</td> <td>25.00</td> </tr> <tr> <td>1610</td> <td>Clerk</td> <td>October salary, allowance, expenses</td> <td>709.94</td> </tr> <tr> <td>1611</td> <td>HMRC</td> <td>PAYE + NI Oct 18</td> <td>101.43</td> </tr> <tr> <td>1612</td> <td>W Williams</td> <td>Reimbursement Costs</td> <td>23.40</td> </tr> <tr> <td colspan="3">TOTAL</td> <td>£4,739.77</td> </tr> </tbody> </table> <ul style="list-style-type: none"> Conclusion of 2017-18 Audit As the Parish Council filed a Certificate of Exemption, there is no paperwork to be returned by the external auditor. Any other financial matters The Clerk confirmed that the Insurance policy has been renewed. 	Cheque	Payee	Description				Remembrance Day Booklet Printing	300.00	1607	L Benton			1608	A Marchant	Maintenance 2018	3,580.00	1609	Clerk	Reimbursement – Poppy Wreath	25.00	1610	Clerk	October salary, allowance, expenses	709.94	1611	HMRC	PAYE + NI Oct 18	101.43	1612	W Williams	Reimbursement Costs	23.40	TOTAL			£4,739.77	
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8	<p>AGENDA ITEMS FOR NEXT MEETING 2019-2020 Budget and precept</p>																																					
9	<p>ANY OTHER BUSINESS Cllr Williams will contact Stephen Betts to ask if he will store a 1 ton salt bag again, and will request this from KCC Highways.</p>	WW																																				

The Meeting concluded at 9.30pm.

Date of the next Parish Council meeting: **Tuesday 4th December 2018** at 7.30pm

Signed

Date