Otford Parish Council  
The School House, 21 High Street, Otford, Kent, TN14 5PG

Tuesday 8\textsuperscript{th} November 2011

To members of the Council

You are hereby summoned to attend the 11\textsuperscript{th} meeting of 2011 of Otford Parish Council at Otford Village Hall on Monday 14\textsuperscript{th} November at 7.30pm for the purpose of transacting the following business

………………………………. Clerk to the Council

Members of the public and press are warmly invited to attend

AGENDA

1. Apologies for absence.

2. Declarations of Interest.

3. To receive, approve and sign the minutes of the full Council Meeting held 10\textsuperscript{th} October 2011

4. Matters arising from the last minutes.

5. Clerk’s report.

6. Overseers’ reports.

7. Reports from Committees

A. Planning
   a. To receive the minutes of the Planning Committee meetings on 12.10.11, 26.10.11 and 9.11.11
   b. To receive the Chairman’s report
   c. To receive and agree any recommendations
   d. Notice from LGBC of AGM held 2.11.11 (Committee to note).
   e. Agenda re Sevenoaks Quarry Liaison Meeting held 18.10.11 (Committee to note).
   f. Letter from R Shelton re 3 Coombe Road (Committee to note)
   g. Letter from KCC re Mineral and Waste Sites Development Plan Documents (Committee to note).

B. Environment
   a. To receive the minutes of the Environment meeting on 8.11.11
   b. To receive the Chairman’s report
   c. To receive and agree any recommendations
   d. Letter from South Eastern re Shrub Beds at Otford Station (Committee to note).
   e. Letter from Kent Men of The Trees re Village Competition 2011 (Committee to note).
   f. Letter from BTCV re Tree and Pond Wardens (Committee to note).
   g. Copy from DRIPS of News Flow Autumn 2011 (Committee to note).
   h. Letter from resident re Tree work at pond (Committee to note).
   i. Copy from Open Spaces of Open Space Magazine Autumn 2011 and email re Village Greens (Committee to note).

C. Highways
   a. To receive the minutes of the Highways meeting on 20.10.11
   b. To receive the Chairman’s report
c. To receive and agree any recommendations
d. Email from Kent Highways re Salt Bins (Committee to note).
e. Copy letter from SDC re parking issues Leonard Avenue (Committee to note).
f. Letter from resident re Car Park (Committee to note).
g. E-mail from resident re Car Park (Committee to note).
h. E-mail from resident re Car park (Committee to note).
i. Copy of action points from Otford Parish Plan Highways and Walkways Group Meeting held 2.11.11 (Committee to note).

D. Recreation
a. To receive the Chairman’s report
b. To receive and agree any recommendations
c. Copy letter to resident re Allotment Plot (Committee to note).
d. Copy from Otford Allotment Association of Newsletter September 2011 (Committee to note).
e. Copy of minutes of Otford Allotments Association AGM held 8.10.11 (Committee to note).
f. Copy of KCPFA Newsletter Autumn 2011 (Committee to note).

E. Services
a. To receive the Chairman’s report
b. To receive and agree any recommendations
c. Copy from English Rural Housing Association of Annual Report 2011 (Committee to note).
d. Notice from St Bartholomew’s Church re Civic Service 2012 and Tea on the Green (Committee to note).
e. Email from SDC re Community Events in 2012 (Committee to note).
f. Copy from South Eastern of Stakeholder Newsletter November 2011 (Committee to note).
g. E-mail from Red Cross re Emergency Response Teams (Committee to note).
h. Copy of Newsletter of Health Overview and Scrutiny Committee (Committee to note).
i. Copy from Sevenoaks District Seniors Action Forum Newsletter November 2011 (Committee to note).
j. Email from Kent Fire & Rescue Service of Towards 2020 (committee to note).

F. Finance & General Purposes
a. To receive the minutes of the F&GP Committee meeting of 7.11.11
b. To receive the Chairman’s report
c. To receive and approve any recommendations
d. To approve orders for payment (circulated).
e. To receive the report of the Heritage Centre Management Committee
f. Report re Twinning
g. Letter from Otford Scout Group re Chalk Pit Bonfire Night on 5.5.11 (Committee to note).
h. Copy from ASHTAV of ASHTAV News Autumn 2011 (Committee to note).

KALC/ACRK
a. Copy from KALC of Parish News November 2011 and Insurance Newsletter
b. E-mail from KALC re New Consultations

8. To note date of next meeting as 12.12.11 at 7.30pm