Present: Chairman Cllr. J.G. Allen  
Cllrs D.Cracknell  
J. Edwards-Winser  
Mrs. M. Evans  
Mrs. L Lattimer  
Mrs J. Lawrey  
Mrs. C. Marsh  
Mrs.E.Ward  
R.A. Woodrow-Clark

In attendance: Clerk and several members of the public.

1. APOLOGIES FOR ABSENCE received from Cllr. R. Knight

2. DECLARATIONS OF INTEREST
There were no declarations of interest.

3. MINUTES of the Meeting held on 13th December 2010, as amended, were approved and signed.

4. MATTERS ARISING from the minutes not dealt with elsewhere on the agenda.
There were no such matters.

5. CLERK'S REPORT
5.1. No issues of Direct Information Service had been received from NALC
5.2. Various agendas and reports received from SDC and KCC. Details with the Clerk.
5.3. One advertising brochure received. Available from the Clerk.
5.4 Deadline for Elections Registration Forms must not be signed before 4 March 2011 and must be signed and submitted before 4 April 2011.
5.5 Holiday dates of councillors requested.

6. OVERSEERS' REPORTS
6.1 It was reported that the drain in front of 14 Tudor Crescent had collapsed. KCC had attended and sectioned off the pothole but repair work had not commenced.
6.2 Potholes reported in Pilgrims Way West. Exact allocation to be ascertained so that Clerk could notify Kent Highways.
6.3 Potholes reported in High Street and Pilgrims Way West. Exact location to be ascertained so that the Clerk could notify Kent Highways.

7. REPORTS FROM COMMITTEES
7 A. Services
7 A.1. The report of the Committee meeting on 6 January 2011 was received.  
Present: Cllr Mrs J Lawrey (Chairman), Cllr J Edwards-Winser, Cllr R Knight, Cllr M Whitehead. In attendance: Clerk, Assistant Clerk  
Apologies: Cllr Mrs Lattimer, Cllr Mrs Ward  
7 A.1.1. Emergency Team Planning – The Assistant Clerk reported on where the Parish Council resources were held.  
7 A.1.2. Review of Party for Newsletter distributors. It was agreed that it was a nice event, although numbers were quite low because of other commitments. It will be held again in 2012.  
7 A.1.3. Parish Plan Members of the Parish Plan Committee are having meetings with the head of Social Services and Planning at SDC to resolve matters. It will go into the design stage this month with the hope to publish in February. The committee are looking for more funding to help with printing.  
7 A.1.4. Emergency Planning The manual would be updated with new clerk’s details. Cllr Edwards-Winser to investigate who had taken over as Emergency Planning Officer at SDC.
7.A.1.5. **Snow** FP48 near the station would be looked at for gritting by Mr Still/Mr Catt if snow returns. A request for volunteers to clear snow would be put in the next newsletter.

7.A.1.6. **Solar System** Cllr Lawrey would contact local outlets to ascertain if they required further books.

7.A.1.7. **School House** Cllr Edwards-Winser reported the PAT Testing had been completed and meter boxes checked, however one had not been labelled. There had been approx 4 failures on plugs and it was found that none of the emergency lights worked and would need to be replaced. Cllr Edwards-Winser would get quotes. There were 3 places in School House where asbestos could be hidden so a Type two test would now have to be performed. The Boiler was performing acceptably. An emergency cord needs to be fitted in the disabled toilet. Another hard drive would be purchased to back up the assistant clerk’s computer.

7.A.1.8. **Litter** A ‘pick up litter’ working party was proposed with a date to be decided. Villagers would be invited to take part.

7.A.1.9. **Dog Fouling** Cllr. Mrs Ward would contacting Elands concerning the new dog bins.

7.A.1.10. **Bus Shelter** More discussion would be needed as to whether it was viable to refurbish the bus shelter opposite the Vestry or remove it.

7.A.1.11. **Notice boards** The refurbishment of the information board on the village green was in hand.

7.A.1.12. **Graffiti** There had been a small problem on the male public toilet door and this would be painted over by Mr Catt.

7.A.1.13. **OPC Newsletter** Nothing to report

7.A.1.14. **Library** There were a lot of events now taking place in the Library and these needed to be widely advertised. The OPC newsletter would contain more details.

7.A.2. There will need to be future discussion on events to celebrate the Golden Jubilee and the Olympics which both occur in 2012.

7.B. **Finance and General Purposes**

7.B.1. Orders for payment were approved.

7.B.2. The report of the Committee meeting held on 5 January 2011 was received. Present: Cllr. J G Allen (Chairman) and Cllr. J. Edwards-Winser (Vice-Chairman). In attendance Clerk & RFO. Apologies: Cllrs Mrs J Lawrey and A Woodrow-Clark.

7.B.2.1. **Presentation to retiring clerk**: A sum of £505.00 was collected for Mrs B Darby in appreciation for her 25 years of work and a camera and cheque had been presented to her.

7.B.2.2. **Cllr A Woodrow-Clark** regretted that he might not be able to come to all council meetings for some time.

7.B.2.3. **Public toilets** Men’s lavatory had blockage and graffiti. The annual cleaning costs would rise to £6,802.27 + VAT in the next financial year, an increase of 3%.

7.B.2.4. **Parish Office computers** were in the process of being backed-up. It was recognised that there might be a need to change the software after April 2011 when Windows XP would no longer be supported.

7.B.2.5. The **Parish tractor** was no longer required as contractors have their own machines. As it required a new clutch and was purchased for £4,876 in 2001 it was agreed that an offer of £2,000 for it be accepted.

7.B.2.6. **Memorial Hall chairs** The parish council would purchase £4,000 of chairs for the Hall. The Hall Committee would make a donation towards the cost.


7.B.2.8. **Gas and Electricity** would in future be supplied by British Gas with a cost saving.

7.B.2.9. **Celebrations** It was noted that there will be “Big Tea Parties” in some communities and also a Royal Wedding in the year. The committee was unable to make recommendations on any parish celebrations for these events.

7.B.3. **Cemetery** It was agreed that cemetery charges would be increased from 1 April 2011 as they had last been increased on 1 April 2008. The Clerk would liaise with Michael Harrington and Sevenoaks Town Council to obtain examples of amounts charged by other cemeteries.

7.B.4. **Public toilets** Cllr Cracknell reported that he had informally approached the manager of The Bull public house as to whether he would be willing to open their toilets to the general public in the absence of council toilets. The manager had indicated he would be happy with this. Cllr Edwards-Winser would ascertain the opinion of the proprietors of the other pubs, restaurants and cafes in Otford.
7.B.6. Report re Twinning A Thank You card had been received from the French visitors who attended the Otford Christmas shopping day. The next event would be a contingent of 40 villagers to make a return visit in the summer. This was in the planning stages.
7.B.7. Parish Plan A report on the progress of the Parish Plan had been circulated.
7.B.11. Copy from SDC re Working with Young People Guide

7.C. Planning
7.C.1. The reports of the Planning Committee meetings were received.
7.C.1.1. New applications
<table>
<thead>
<tr>
<th>Application No.</th>
<th>Address</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE/10/03383</td>
<td>13 Warham Road</td>
<td>Construction of a single storey rear extension - no objections</td>
</tr>
<tr>
<td>SE/10/00420</td>
<td>Burfield P W East</td>
<td>Retrospective application for the retention of replacement roof and changes to elevations and fenestration not in accordance with planning permission SE/08/00101/FUL (removal of pitched roof, construction of new roof to form additional bedrooms). - no objections in principle</td>
</tr>
</tbody>
</table>

7.C.1.2. Results received
<table>
<thead>
<tr>
<th>Application No.</th>
<th>Address</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>SE/10/02088</td>
<td>St Michaels School St Michaels Drive</td>
<td>Erection of a new pre-preparatory school following the demolition of the existing Headmaster's House, together with the conversion of the existing school building to provide replacement accommodation including part demolition and improvements to an existing playing field. Allowed</td>
</tr>
<tr>
<td>SE/10/02326</td>
<td>20 Ryecroft Road</td>
<td>Erection of first floor rear extension Refused</td>
</tr>
<tr>
<td>SE/10/02606</td>
<td>4 Hillydeal Road</td>
<td>Demolition of existing dwelling and replacement with two detached dwellings with access from Hillydeal Road Allowed</td>
</tr>
<tr>
<td>SE/10/02668</td>
<td>22 The Charne</td>
<td>Single storey rear and side extensions Allowed</td>
</tr>
<tr>
<td>SE/10/02761</td>
<td>11A Hillydeal Road</td>
<td>Loft conversion and roof extension Allowed</td>
</tr>
<tr>
<td>SE/10/02790</td>
<td>11 Tudor Crescent</td>
<td>Erection of single storey rear extension, pitched roof over adjacent existing flat roof, and fenestration changes Allowed</td>
</tr>
<tr>
<td>SE/10/02796</td>
<td>9 Colets Orchard</td>
<td>Demolition of existing garage and car port and construction of new double garage and studio room Allowed</td>
</tr>
<tr>
<td>SE/10/02995</td>
<td>59 Pilgrims Way West</td>
<td>Proposed rear conservatory extension Allowed</td>
</tr>
<tr>
<td>SE/10/02806</td>
<td>Broughton Manor High Street</td>
<td>Retrospective installation of cupola on the boathouse roof Allowed</td>
</tr>
<tr>
<td>SE/10/02807</td>
<td>Broughton Manor</td>
<td>Retention of cupola on the boathouse roof - Listed Building Consent Granted</td>
</tr>
</tbody>
</table>

7.C.1.3. Tree Preservation Orders
<table>
<thead>
<tr>
<th>Application No.</th>
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<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/03517/WTPO</td>
<td>Tanglewood Shoreham Road</td>
<td>Various works to trees Noted</td>
</tr>
</tbody>
</table>

7.C.2. Copy received of LGBC Notes 158 November 2010.
7.C.3. A letter had been received from Mr and Mrs Drake expressing concerns about the retrospective application for Burfield.

7.D. Environment
7.D.1. No Committee meeting had taken place. Dates for the next meetings would be circulated.
7.D.3. The Woodland Trust would be contacted re trees to be planted in Palace Park Wood. Confirmation would be sought as to who will maintain them.
7.D.4. The North West Countryside Volunteers had carried out work in Telston Park. A date will be sought for their next working party.
7.D.5. The yearly inspection of trees in the centre of the Conservation Area has been arranged. A report also to be provided on the Willow tree next to Pond House.
7.D.6. The fence at Palace Park Wood had been inadequately repaired and been dismantled by vandals. The fence had been temporarily repaired. The Woodland Trust to be requested to return and mend the fence in an adequate manner.

7.E. Highways
7.E.1. No committee meeting had taken place.
7.E.2. Cllrs Allen and Edwards-Winser had met with Michael Sammut of Kent Highways. He is to respond on a number of points including the possibility of road crossings, and re-signage of the roads leading up to the pond. Work on erection of bollards at the side of the road in Rye Lane had been delayed by a legal dispute. Kent Highways were aware that the reflector posts on the bend by the station had been erected the wrong way round and this work will be corrected.
7.E.3. A letter had been received from a resident of Willow Park concerning lack of gritting in the recent snow. The clerk would respond.
7.E.4. A letter had been received from Dr Black concerning the felling of trees along the footpath from Tudor Drive to Kemsing. The Chairman would respond.

7.F. Recreation
7.F.1. No Committee meeting had taken place. The next meeting is on 21 February 2011.
7.F.2. The cricket club would be meeting on 11 January 2011 to choose the contractor who would cut the grass.
7.F.3. The junior football team had cut up the grass on the football pitch which they use. Brian Thomas had informed Cllr Knight who had emailed the team coach.
7.F.4. A worm repellent treatment to the football pitches would be applied on 11 January 2011.

8. KALC/ACRK
8.1. Copy from KALC of Parish News Issue 351 and enclosures received.
8.2. Copy received of agenda re KALC Sevenoaks Area Meeting to be held on 14 January 2011 and minutes of meeting held on 17 November 2011.

9. Date of next meeting noted as 14.02.11 at 7.30pm
10. There being no other business the meeting ended at 21.17.

Signed ........................................ Chairman

Dated ..................................................