Minutes of a meeting of Otford Parish Council held in the Club Room of Otford Village Memorial Hall on Monday 14th March, 2011 at 7.30pm

Present: Cllrs D.G. Cracknell (Acting Chairman)  
Mrs. M. Evans  
Mrs. L. Lattimer  
Mrs. J. Lawrey  
Mrs. C. Marsh  
Mrs. E. Ward  
M. Whitehead  
R.A. Woodrow-Clark  

In attendance: Clerk, four members of the public and the Chairman of the Parish Plan Steering Committee. It was agreed that Cllr. Cracknell would chair the meeting in the absence of the Chairman and Vice-Chairman.

1. APOLOGIES FOR ABSENCE received from Cllrs Allen, Edwards-Winser and Knight.

2. DECLARATIONS OF INTEREST
Planning application 18 Tudor Crescent - Cllrs. Mrs. M. Evans and Mrs. J. Lawrey.

3. MINUTES of the meeting held on 14th February 2011 were approved as amended to include Cllr. Woodrow-Clark as present, and signed.

4. MATTERS ARISING
4.1. The Chairman of The Parish Plan Steering Committee explained that further to section 7.E.1.1.A of the minutes of the last meeting, the proposed cycle path was being put forward as part of the Transport Framework for SDC.

5. CLERK’S REPORT
5.1. Issue No’s 752 & 753 of Direct Information Service received from NALC
5.2. Various agendas, reports and press releases received from SDC and KCC. Available from Clerk.
5.3. Various advertising brochures received. Available from the Clerk.
5.4. Copy of Clerks & Councils Direct received and available from Clerk.
5.5. Your Local Advertiser received and available from Clerk.
5.6. Kent Federation of Amenity Societies Bulletin 41 received and available from Clerk.

6. OVERSEER’S REPORTS
6.1. Graffiti was reported on the boundary fence of Hopfield Close on the right hand side approaching the station from the direction of the church. There is also graffiti on the electricity cupboard on the footpath to Kemsing and on the wall outside ‘Casablanca’ in Tudor Crescent. The Clerk will inform the Community Warden.
6.2. Potholes were reported on the left hand side out side 7 & 8 Tudor Drive.
6.3. The collapsed drain in Tudor Crescent had been had been incorrectly repaired and will have to be rectified.
6.4. A pothole was reported in the A225, outside the VW garage, southbound.

7. REPORTS FROM THE COMMITTEES
7.A. Highways
7.A.1. The committee had not met since the last meeting of the Parish Council. The next meeting is on 4th April at 8pm.
7.A.2. Some of the committee members and two members of the Highways and Footways Group of the Parish Plan had met with Kent Highways Engineer, Michael Sammut on 1 March 2011. The notes of this meeting are to be put before the committee on 4th April. Mr Sammut had advised that a sign prohibiting access to HGVs could be situated at the junction of Rye Lane with Pilgrims Way West. It was resolved that Mr Sammut be asked to arrange for such a sign to be erected.
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7.A.3. Mrs. A. Baldwin had written a letter, concerning problems caused by cars parking on the pavement on the east side of Leonard Avenue, restricting access along the pavement and into houses. The letter was backed up by photographs. Mrs Baldwin addressed the meeting concerning these problems. The village PC and PCSO had visited the road and noted the position during half term. They will visit the road again early in the morning.

7.A.4. A letter had been received from SDC confirming the road closure for the Palm Sunday procession.

7.A.5. It was noted that a large yellow advertising board was being placed at the junction of Pilgrims Way East and Station Road. The Community Warden had removed it and had already contacted the owners.

7.A.6. It was reported that the grass reservation on the North Downs Way footpath, which rises up from Pilgrims Way East, had been destroyed and that a lorry had blocked the path whilst unloading building materials preventing access from the property of another resident. The Clerk will ask the SDC enforcement officer to ascertain if the conditions of planning permission were being contravened.

7.B. Recreation

7.B.1. The report of the committee meeting on 21st February was received.

Present: Cllrs M. Evans (Chairman), Mrs. C. Marsh and Mrs. L. Lattimer. In attendance: Brian Thomas (Grounds Maintenance Supervisor) and Clerk.

Apologies: Cllr. Cracknell and Pauline Garfield (OAA)

7.B.1.1. Minutes of the previous meeting on 22nd November 2010 were approved.

7.B.1.2. There were no matters arising.

7.B.1.3. High Street Recreation Ground

7.B.1.3.A. Grass cutting. All football pitches being cut by a contractor arranged by OUFC; the Cricket pitch is being cut by contractor arranged by OCC; it was agreed that the remainder of the area would be cut by Acorn Garden Maintenance. Mr Thomas will liaise re the number of cuts needed during the year.

7.B.1.3.B. Three electrical supply boxes by the tractor shed need attention. There is uncertainty as to which ones are in use. The Clerk and Mr Thomas will liaise with Mr Hobson and arrange for the boxes to be repaired/disconnected as appropriate.

7.B.1.3.C. It was queried whether there is a current TV licence for the Football pavilion. The Clerk will check with Mr Hobson.

7.B.1.3.D. The second worm cast treatment to football pitches had been applied in January. It was noted from OSA minutes that all future treatments will be paid for by OUFC. The Clerk is to advise the football clubs of this.

7.B.1.3.E. Play Area. A very detailed inspection report had been received from Wicksteed and the relevant repairs were in hand. The wooden structure needs treatment and one step on the ladder needs replacing. Mr Thomas was asked to complete this work before the Fete. Mr Thomas will be attending a training course to enable him to inspect play areas.

7.B.1.3.F. Cricket. OCC to arrange for outfield to be treated for wormcasts at their own expense. The contractor is liaise with Mr Thomas to ascertain the best time for the treatment to be applied.

7.B.1.3.G. Tennis. The notice board is still awaited for Parish Court. The Clerk will ask Mr Catt.

7.B.1.3.H. The ash tree behind OLTC is in need of dead wooding. A quote has since been received and it was resolved that this be accepted.

7.B.1.3.I. Grounds Maintenance Supervisor. Mr Thomas asked that he be given contact details of all the sports clubs so that he can liaise directly with clubs. Cllr. Mrs Evans will arrange this.

7.B.1.4. Minutes of the OSA meeting were circulated before the meeting. It was noted that the next meeting is not until the AGM on 6th July. Cllr. Mrs. Evans is unable to attend and asked that another committee member attended. It was also noted that the OSA need to consider to whom the Kirsh Cup should be awarded at the Annual Meeting of The Parish.

7.B.1.5. Mr Thomas will check the chalk pit area and if necessary ask Scouts to reseed area where the bonfire had been.

7.B.1.6 Hale Lane Recreation Ground and Pavilion.

7.B.1.6.A. Mr Langstaff has been asked to complete the repairs to previous work at the Hale Lane Pavilion. He had also been asked to quote to fit the final fire door.
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7.B.1.6.B. The electricity charge for the last quarter was £307.03. It is not known whether the Otford Youth teams have been using the premises and whether they have been heating the water tank. Cllr. Mrs. Evans will contact Derek Cunningham to find out their usage of the building. It was recommended that the water tank be turned off permanently and drained down. Mr Thomas will arrange to do this. A check will be made that there is a small water heater in the kitchen area for hot water for catering purposes.

7.B.1.6.C. Cllr. Mrs. Marsh reported that the building had been left in a very unclean state, with full bin and mud. She will arrange removal of Youth club property as the club has been suspended.

7.B.1.6.D. The Clerk had received confirmation of receipt of a pre planning application for a porta cabin for a proposed Community Room.

7.B.1.6.E. A grant for £3698 for planting of hedging and trees in the area had been confirmed. Mr Thomas and Cllr. Mrs. Marsh would liaise with Ms Smith from NW Countryside Partnership re planting. Concern was raised that if it the planting did not happen quickly the ideal planting time would have passed and planting would have to wait until the Autumn. Mr Thomas will check with Ms Smith to ascertain if the grant would then still be valid. It was reported at the meeting that the planting in the Hale Lane recreation field would take place between 20th and 26th October and 3rd and 10th November 2011. The grant would remain in place. The community planting would take place on 12 November 2011.

7.B.1.6.F. An updated copy of the proposed questionnaire for residents had been received from Rod Shelton.

7.B.1.7. A meeting of the youth forum was held on Thursday 17th Feb. Four youngsters had attended. One request from them had been for a Ball Park. It was decided to suggest including a question relating to this on the proposed survey. It has also been proposed that they attend a Parish Council meeting to see what is involved - it was suggested that they might like to come to the Annual Meeting of the Parish on Monday 23rd May 2011. Cllr. Mrs. Lattimer would invite them along. The next meeting of the youth forum is arranged for 23rd June 2011.

7.B.2. The next meeting will take place on 18th April 2011.

7.B.3. Mr Latheran at SDC was contacting the SDC legal department re the possible transfer of ownership of the Hale Lane recreation ground into the QEII playing field scheme.

7.B.4. Concern was expressed at the level of usage of the youth football pitch at the High Street recreation ground and at the Hale Lane recreation ground. The Clerk will liaise with Mr Cunningham. It was reported that residents in Hale Lane had commented on the level of parking and mud on the road when four matches were played on a Sunday morning.

7.B.5. It was noted that the Youth Forum had requested a Ballpark at Telston Park.

7.B.6. There is to be a meeting of the Sevenoaks Youth Advisory Group in May, during the exam period. Cllr. Mrs. Marsh will contact the young people and take them if they wish to attend.

7.C. Services

7.C.1. The report of the Committee meeting on 7th March 2011 was received.

Present: Cllr. Mrs J Lawrey (Chairman), Cllr M Whitehead and Cllr Mrs Ward. In attendance: Clerk and Assistant Clerk

Apologies: Cllrs J Edwards-Winser, R Knight and Cllr. Mrs Lattimer

7.C.1.2. Copies of the Parish Plan will be printed by SDC print room and will be available at the Parish Council office (cost to be ascertained) and to view on the Otford website.

7.C.1.3. School House A file will be completed containing details of checks on smoke alarms/fire extinguishers, details of the boiler and other items and names of contractors used to service equipment when necessary. A ten year smoke alarm should be fitted and the Fire brigade will be contacted to supply this. Another quote will be sought concerning necessary electrical and asbestos work. The Assistant Clerk’s computer had now been backed up and some more memory would be purchased for the Clerk’s computer to make if function more quickly.

7.C.1.4. The correspondence with PHS concerning the termination of the contract for hand dryers in the toilets had been sent to the legal department at SDC for their opinion.

7.C.1.5. Thanks were proposed to Mr Catt and Cllr Edwards-Winser for the provision of and the fitting of the new door handle on the School House front door.
7.C.1.6. A copy of the Emergency Plan had been sent to the new SDC Emergency Planning officer, Kevin Tomsett.

7.C.1.7. Cllr. Mrs. Lawrey had distributed the Solar System books to the Post Office and the Chemist. They are now priced at £3. Cllr. Mrs. Lawrey will also ascertain if the Willow Tea Rooms would like to purchase copies.

7.C.1.8. A Litter Pick Up / Picnic will be planned to take place on Sunday 5th June, World Environment Day. Villagers would be invited to take part. Areas would be split up and each one would be under the control of a Councillor or Clerk:

- Hale Lane/Telston Lane - Cllr. Edwards-Winser
- Willow Park - Cllr Mrs Ward
- The Charne - Clerk & Assistant Clerk
- Pickmoss/Warham Road - Cllr Cracknell
- Bubblestone Road/Butts etc/ Collets Orchard and Leonard Avenue - Cllr Knight
- Becket Place/Stn Approach - Cllr Mrs Lawrey
- Tudor Drive/Crescent – To be agreed
- Hillydeal & Greenhill Road - Cllr Whitehead

Volunteers would be invited to bring food and picnic on the Recreation Ground. The Chronicle would be informed.

A risk assessment would be carried out.

7.C.1.9. Dog Fouling Cllr. Mrs Ward would be writing to Elands concerning the new dog bins and suggestions for places to put them would be welcomed. Railtrack would be e-mailed again concerning the land adjacent to the footpath by the Station.

7.C.1.10. The Clerk has contacted Kent Highways re dismantling the bus shelter at the Vestry. Notice Boards Mr Catt would be asked to refurbish the board at the Parade and Bubblestone Road. The refurbishment of the interpretive boards by the Palace would be looked at as part of the Parish Plan.

7.C.1.12. Graffiti A small amount had appeared on the footpath near Tudor Drive. It was hoped to remove it very soon.

7.C.1.13. The Christmas Tree Lights did not work last year and Edwards Electrical would be looking at them in the Summer.

7.C.1.14 Twinning There had been a good response for the coach trip to Hardelot on 12th June and the coach is now full. Guests from Hardelot will attend the Otford Fete and the official twinning will take place shortly.


7.C.1.16 The Fete Committee had purchased a new flag and permission had been sought to fly it on Fete Day. The committee had also asked if any more parking could be found. The committee was not aware of any further parking which could be made available by the Council.

7.C.1.17 The next meeting will take place on Tuesday 3rd May at 10am.

7.D. Finance and General Purposes

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

7.D.2. The report of the Committee meeting held on 7th March 2011 was received.

Present: Cllr. J G Allen (Chairman), Cllrs. J. Edwards-Winser (Vice-Chairman), Mrs J Lawrey, A Woodrow-Clark. In attendance: Clerk and RFO.

7.D.2.1 Journal of Local Planning: The Planning Committee consider that this publication will be helpful in future and it is proposed that the subscription of £50 be made. The first edition can be viewed on line. It was resolved that a subscription be made to this publication.

7.D.2.2 Office computers: Both computers have been backed-up and associated drives will not be kept in the office. The clerk's computer will be updated by replacing 0.5 GB memory with a 2 GB chip (£56.00 + VAT).

7.D.2.3. The Allotments Association has requested a skip in April and will pay half the cost.

7.D.2.4. OPC bank, (Bank of Ireland) has cut its interest rate from .5% to 0.25%.
7.D.2.5. Parish website: It was noted that Seal Parish Council has a useful and effective website and consideration will be given to a similar Otford website. Cost would be approx £80.00 to set-up and then £120.00 per year.

7.D.2.6. Public Lavatories: The Vice Chairman had gained access to the mechanisms at the back of the building and carried out basic essential repairs. The Clerk now has a key enabling future access when required.

7.D.2.7. Registering West Otford recreation land as QEII land requires further response from Mr Jim Latheron which is expected shortly (see 7.B.3. above).

7.D.2.8. Mr Catt has confirmed that he has public liability insurance.

7.D.2.9. Highways: A useful meeting was held with Mr Sammut (Highways Engineer) and a follow-up meeting will be held in the first half of April (see 7.A.2. above).

7.D.2.9. Rubbish on Railway property: There is now a large and increasing quantity of rubbish near the railway pedestrian crossing between Evelyn Road and Tudor Drive. CPRE have publicised a law involving action in magistrates courts to enforce removal of rubbish by the land owner. Details can be found at: http://www.cpre.org.uk/news/view/726, and other websites provide additional information. Photographs taken over a period are required.


7.D.4. Parish Plan - The printing of the Plan was being organised (see 7.C.1.2.above).

7.D.5. The Highways and Footways group had asked if there had been any progress re a VAS in Shoreham Road. The Clerk will look into this.

7.D.6. A letter had been received from Otford Evening WI re conditions in the car park during the snow. The Clerk had replied.

7.D.7. A letter had been received from Independent Memorial Inspections.

7.D.8. A letter had been received from the Audit Commission re the Appointment of an auditor.

7.D.9. A letter had been received from the Association of Natural Burial Grounds.

7.D.10. A letter had been received from South East Water re water meter rollout.

7.E Planning

The report of the Committee was received.

Meeting held on 16th February 2011 Present: Cllrs Edwards-Winsor, Cracknell, Woodrow-Clark and a member of the public. In attendance: Clerk

Meeting held on 2nd March 2011 Present: Cllrs Edwards-Winsor, Cracknell and Woodrow-Clark. In attendance: Clerk

7.E.1.1. New applications

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<thead>
<tr>
<th>Ref</th>
<th>Address</th>
<th>Description</th>
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<tbody>
<tr>
<td>SE/11/00184</td>
<td>18 Tudor Crescent</td>
<td>Erection of two storey rear extension, loft conversion including front and rear roof lights and rear solar panels. Demolition of existing garage erection of new detached garage. Rendering walls to all house elevations and replacement of roof tiles with slates. No objections in principle.</td>
</tr>
<tr>
<td>SE/10/01765</td>
<td>111 Willow Park</td>
<td>Erection of uPVC conservatory to rear of semi-detached property. No objections in principle.</td>
</tr>
<tr>
<td>SE/11/00182</td>
<td>19 Orchard Road</td>
<td>Two storey side extension, rear conservatory and front porch extension with pitched roof over (as approved application SE/10/02386/FUL with porch extension). No objections in principle.</td>
</tr>
<tr>
<td>SE/11/00173</td>
<td>11 Hopfield Close</td>
<td>Details pursuant to condition 8 (soft landscaping) of planning permission SE/07/02776/FUL. (Amended scheme to previously approved 08/01837/DETAIL). Objection.</td>
</tr>
</tbody>
</table>
| SE/11/00213 | Sainsbury Petrol Filling Station | Erection of single storey front extension, refurbishment of the existing petrol filling station kiosk. Re-cladding of the existing forecourt canopy, replacement petrol pumps and provision of a rainwater harvesting system for the existing car wash. Objection 1 No Internally & Externally illuminated sign; 3 No Externally illuminated signs; 1 No Internally illuminated sign; 3 No Non
<table>
<thead>
<tr>
<th>Reference</th>
<th>Location/District</th>
<th>Description</th>
<th>Decision</th>
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<tbody>
<tr>
<td>SE/11/00243</td>
<td>The Bull, High Street</td>
<td>Remove old signs and install new (retrospective).</td>
<td>Objection</td>
</tr>
<tr>
<td>SE/11/00136</td>
<td>Unit 6 Block 2 Vestry Industrial Estate</td>
<td>To operate hand car wash (retrospective)</td>
<td>No objection in principle</td>
</tr>
<tr>
<td>SE/11/00326</td>
<td>St Bartholomews The Green</td>
<td>External illumination to East window of church</td>
<td>No objection in principle</td>
</tr>
<tr>
<td>SE/11/00308</td>
<td>Downsvieshoreham Road</td>
<td>Alterations and additions including new double volume entrance hall, rear single storey extension and enlarged rear dormer window. Revised vehicular access with repositioning of entrance piers and gates.</td>
<td>No objection in principle</td>
</tr>
<tr>
<td>SE/11/00377</td>
<td>Haworths Station Road</td>
<td>Insertion of new doors and windows and internal refurbishment to garage outbuildings to provide habitable accommodation</td>
<td>Not yet considered</td>
</tr>
<tr>
<td>SE/11/00417</td>
<td>44 The Charne</td>
<td>Erection of single storey rear extension, alteration to existing rear extension roof and erection of side entrance porch.</td>
<td>Not yet considered</td>
</tr>
<tr>
<td>SE/11/00479</td>
<td>7 Tudor Drive</td>
<td>First floor side and rear extension, to include room in roof space</td>
<td>Not yet considered</td>
</tr>
</tbody>
</table>

7.E.1.2. Results received

7.E.1.3. Tree Preservation Orders

7.E.1.4. Appeals

7.E.1.5. A member of the public queried why slates had been used on the new roof of Kent House. Another member of the public explained that this was due to structural reasons.

7.F. Environment

7.F.1. The report of the Committee meeting held on 8th March 2011 was received.

7.F.1.2. Oxenhill Shaw - The whole area has been extremely waterlogged. Cllr. Mrs Lawrey, Mrs. Marsh and Mrs Ward.

7.F.1.3. Scout Hut Area - A letter is to be written to Ray Groom requesting that no combustible material should accumulate on the site, except for two weeks prior to the annual firework event.

7.F.1.4. Land at the end of the Station Car Park. The accumulation of litter and doggy bags is still a continuing problem. The Assistant Clerk and the Community Warden have cleared a section of the site. The Clerk will email Network Rail again (see 7.C.1.9. above). The banks at station approach need attention. Brian Thomas (FCS) could be approached or maybe an OPC Working Party. At the
meeting it was clarified that this land does not belong to OPC. The Clerk will contact Network Rail about pruning in the first instance.

7.F.1.5. Palace Field – Working Parties are needed to cut the grass under the trees prior to the foliage appearing. The general appearance has been much improved. It is hoped that the Environmental areas can be continued during the year.

7.F.1.6. Palace Park Wood – During February there was a gas leak, which when found was repaired. Despite a plan being given to the Woodland Trust for the original tree planting in 1999, a number of trees were unfortunately planted over this main pipe. The Woodland Trust were notified prior to the repair. Fortunately the major repair was carried out without any removal of trees. There will probably be a reoccurrence as the pipe continues through trees. A meeting will be arranged with the Woodland Trust steward.

7.F.1.7. Recreation Ground – A total revision of management is necessary as the grass has really suffered through overuse this winter. There will have to be greater understanding of sports users, that this is not a sports ground but a recreation ground for the use of the whole community. The main entrance gate area will have a ‘GRASSCRETE’ extension to stop the erosion. All trees need to be surveyed for any necessary pruning after this last severe winter.

7.F.1.8. Willow Park Green - Unfortunately the magnificent sugar maple has been massacred by KCC workman. It was noted as an outstanding tree when the Kent Men of the Trees came to the village.

7.F.1.9. Pilgrims Way West – The verge opposite Rye Lane has not been reinstated properly following major gas works. OPC are following this matter up with Kent Highways. There are thoughts that the present Bus Stop should be moved nearer the village as the bus, due to increased traffic, now stops away from the present stop.

7.F.1.10. Telston Park – Improvements are in hand. Dead brambles have been removed as they were a fire hazard.

7.F.1.11. Hale Lane Rec – This is also being enhanced. Trees will be planted in the autumn (see 7.B.1.6.E above). A porta-cabin may be installed for the use of young people and young mums (see 7.B.1.6.D. above).

7.F.1.12. – Enquiries are to be made of the W.I’s as to the continuing care of the flower beds abutting the walls of Bubblestone Farmhouse. Since the committee meeting the WI have carried out this gardening work. Volunteers are needed to tend the long border on Palace Approach abutting Pond House. The planter at the entrance to the car park needs attention and Cllr. Mrs Evans will ascertain if Russell House School is still sponsoring this. Otford Gardeners were taking care of the garden front and rear of the Parish Office and they will be asked if they prepared to continue.

7.F.1.13. Pilgrims Way East – KCC are to be contacted about replacing the fencing along the boundary of the Chalkpit. SDC are to be asked to replace the fencing between the two pieces of land owned by Mr Sterling in Station Road.

7.F.2. The residents of five houses in Tudor Drive had dumped garden rubbish over the end of their gardens and onto the cliff face of the chalkpit and in one case a structure had been built out over the cliff face. The Clerk would ask SDC to write to them.

7.F.3. The Parish Plan team were looking into the possibility of a grant towards the repair of The Palace. OPC had requested that SDC carry out urgent repairs to the building but had not received a response. The Clerk will follow this up. It was noted that it is the responsibility of SDC to maintain The Palace and that it is a Scheduled Monument.

7.F.4. A copy of the Kent Downs AONB Design Handbook had been received.

7.F.5. The Parish Plan Green team had received a grant to finance a consultant to investigate whether the village hall, the school and the parish office and heritage centre could be heated by a wood pellet burner.

7.F.6. The next meeting is on 3rd May at 8.30am at School House.

8. KALC/ACRK

8.1. No matters reported.

9. Date of next meeting noted as 11.04.11 at 7.30pm.

There being no other business the meeting closed at 9.33pm

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

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