Minutes of the Annual meeting of Otford Parish Council held in the Club Room of Otford Village Memorial Hall on Monday 9th May 2011 at 7.30pm

Present: Cllrs J. Edwards-Winser (Chairman from Item 2 below)
D.G. Cracknell
R. Knight
Mrs. J. Lawrey
Mr H Leicester
Mrs. C. Marsh
Mrs E. Ward
M. Whitehead
R.A. Woodrow-Clark

In attendance: Clerk and five members of the public.
Mr J.A. Allen chaired the meeting for items 1 and 2 below.

1. APOLOGIES FOR ABSENCE received from Cllr. Mrs Evans.

2. TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR
Cllr. Edwards-Winser was proposed by Cllr. Mrs Ward, seconded by Cllr. Knight and unanimously elected. Cllr. Edwards Winser presented Mr Allen with a gift in recognition of the service he had given to Otford Parish council during his 9 years as Chairman and 20 years as a Councillor. Mr Allen then left the meeting.

3. TO RECEIVE THE CHAIRMAN’S DECLARATION OF ACCEPTANCE OF OFFICE
The declaration was received.

4. TO ELECT A VICE CHAIRMAN FOR THE FOLLOWING YEAR
Cllr. Mrs Lawry was proposed by Cllr. Edwards-Winser, seconded by Cllr. Whitehead and unanimously elected.

5. TO RECEIVE MEMBERS DECLARATIONS OF ACCEPTANCE OF OFFICE
The declarations were received.

6. CO-OPTION OF PARISH COUNCILLOR
Two parishioners had put their names forward for one vacancy. It was resolved that the public be excluded from the discussions concerning co-option and that the co-option be discussed as the last item on the agenda.

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

8. TO APPOINT COMMITTEES AND OVERSEEERS FOR THE FORTHCOMING YEAR
8.1 It was resolved that, as one new councilor was still to be co-opted, the revised committees and overseers would be appointed at the next meeting and that the existing committees and overseers would remain in place until then.

9. MINUTES OF THE MEETING HELD ON 11TH APRIL 2011 were approved as amended at 6.2. to amend the spelling of ‘RowDow’, at 7.A.2. to add an action for Cllr. Mrs Ward, to omit ‘and’ from 7.C.3. and to change the notation of the section on planning to 7.F. from 7.E.

10. MATTERS ARISING
10.1 Cllr. Whitehead reported that he had attended a meeting of the Rail Action Plan for Kent. The fast route from Blackfriars to Sevenoaks might in certain cases no longer connect with the Otford to Sevenoaks train. This might impact on the ‘school run’. The Olympics will impact on the timetable.
11. CLERKS REPORT

11.1. Issue No 757 of Direct Information Service received from NALC

11.2. Various agendas, reports and press releases received from SDC and KCC. Available from Clerk.

11.3. Various advertising brochures received. Available from the Clerk.

12. OVERSEERS REPORTS

12.1. There were numerous pot holes in Pilgrims Way East from RowDow to Kemsing.

12.2. There was an overhanging branch on the footway along Shoreham Road between Coombe Road and Shoreham Road.

13. REPORTS FROM COMMITTEES

13.A. Planning

13.A.1. The report of the committee was received and adopted by the council.

Meeting held 13th April 2011 Present: Cllr Edwards-Winser (Chairman) and Cllrs Cracknell and Whitehead. Apologies: Cllr Woodrow-Clark. In attendance: Clerk and a member of the public

Meeting held 27th April 2011 Present: Cllr Edwards-Winser (Chairman) and Cllrs Allen, Cracknell, Whitehead and Woodrow-Clark. In attendance: Clerk and eight members of the public. Cllr. Whitehead declared an interest in High Point, Coombe Road and Cllr. Cracknell declared an interest in 24 Warham Road.

13.A.1.1. New applications

<table>
<thead>
<tr>
<th>Application No</th>
<th>Location</th>
<th>Description</th>
<th>Decision</th>
</tr>
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<tbody>
<tr>
<td>SE/11/00659</td>
<td>The Old Oast House, Shoreham Road</td>
<td>Erection of first floor rear extension, demolition of existing single dwelling (The Oast House Bungalow) to facilitate erection of detached garage with first floor Granny Annexe and single storey link canopy</td>
<td>No objection</td>
</tr>
<tr>
<td>SE/11/00698</td>
<td>14 Telston Lane</td>
<td>Erection of a single storey rear extension (Amendment to previously approved scheme SE/10/02216/FUL reflecting change to built extent at boundary)</td>
<td>No objection</td>
</tr>
<tr>
<td>SE/11/00860</td>
<td>24 Warham Road</td>
<td>Demolition of existing garage and erection of attached single storey side garage and porch. New crossover and driveway.</td>
<td>Inadequate information in order to arrive at a decision</td>
</tr>
<tr>
<td>SE/11/00895</td>
<td>High Point, Coombe Road</td>
<td>Replacement of existing pair of garages, with a one bedroom dwelling</td>
<td>Objection</td>
</tr>
<tr>
<td>SE/11/00920</td>
<td>Willow Brook, Old Otford Road</td>
<td>Demolition of the lean-to roofed extension to the kitchen, the existing balcony roof and parapet, and the erection of an extension in place of the existing patio area, which will fill in the ‘L’ shape of the present building. The flat roofed balcony area will contain a lantern light and glass balustrade to the perimeter.</td>
<td>No objection</td>
</tr>
</tbody>
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13.A.1.2. Results received

<table>
<thead>
<tr>
<th>Application No</th>
<th>Location</th>
<th>Description</th>
<th>Decision</th>
</tr>
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<tbody>
<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)</td>
<td>Allowed</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>Allowed</td>
</tr>
<tr>
<td>SE/11/00242</td>
<td>The Bull, High Street</td>
<td>1 no. externally illuminated freestanding post sign (sign 1), 1 no. externally illuminated hanging sign (sign 4), 2 no. non illuminated board signs (signs 7) (retrospective)</td>
<td>Refused</td>
</tr>
<tr>
<td>SE/11/00243</td>
<td>The Bull, High Street</td>
<td>Remove old signs and install new (retrospective)</td>
<td>Refused</td>
</tr>
<tr>
<td>SE/11/00326</td>
<td>St Bartholomews</td>
<td>External illumination to East window of church</td>
<td>Allowed</td>
</tr>
</tbody>
</table>
13.A.3. Appeals
APP/G2245/C/10/2134986
Hopgarden Farm
Telston Lane
Appeal made by Ms A Wenham against Sevenoaks District Council
Appeal dismissed
13.A.2. A letter had been received from ODHS re Archaeological Watching Brief on 44 The Charne
13.A.3. An email had been received from Mr P Webb re the meeting of the planning committee on 27th April 2011. The chairman had replied.

13.B. Environment
13.B.1. The report of the committee was received and adopted by the council.
Meeting held on Tuesday 3rd May 2011 at 8.30 a.m. Present: Cllrs Mrs Ward (Chairman), Cllrs Mrs Lawrie and Mrs Marsh
Apologies: Cllrs Mrs Evans and Woodrow-Clark
13.B.1.1 The minutes of the previous meeting were reviewed.
13.B.1.2. Complaints have been received about the work done in Telston Park. A lot of debris is still lying around. This will be checked and discussed with Brian Thomas.
13.B.1.3. The verge opposite Rye Lane is still a very unsightly area following contractors work earlier in the year. Proper reinstatement has already been requested. More pressure is to be exerted through SDC/KCC to get this properly turfed. The area is used by passengers boarding and leaving buses.
13.B.1.4. The Trafalgar Oaks on the recreation ground need checking.
13.B.1.5. There is grave concern over the general condition of the grass due to overuse by football coaching. Although it is appreciated clubs wish to gain various ‘status’ and charters it must be reinforced that the whole area is a recreation ground and not a designated Sports Ground. Until recently clubs have benefitted from voluntary work and control of the groundsman. Consideration should be given to the fact that the grass has got to have time to be fed and recover so that there will be no grass to play on in the future. Derek and Stuart Cunningham must be made aware of their responsibility to the area. A meeting must be arranged between the Environment and Recreation Committees.
13.B.1.5. It was proposed that there should be a ban on the flying of Model Aircraft on the three recreation grounds in the village for Health and Safety reasons and noise nuisance. It was resolved that the notice to this effect which had temporarily been put on the entrance to the recreation ground remain there until one of the councilors or clerks had met with the flyers and ascertained weather they are insured and the intended frequency of their visits.
13.B.1.6. It is imperative that the entrance to the recreation ground is reinstated/enlarged to some degree, using some form of ‘grasscrete’ to give a hardwearing and less muddy surface for the future. Widening of the concrete path at this point is not the answer.
13.B.1.7. Dog Fouling Posters will be displayed at various points around the rec. and in other places in the village. There are already four dog bins on the recreation ground, plus normal litter bins that can be used.
13.B.1.8. Litter is still a major issue! Mr Still does a good job but he can’t be everywhere all the time. It is intended to promote the issue at the local schools, and children’s clubs in the village, besides asking residents to try and keep their locality litter free.
13.B.1.9. Some of the planters are looking very sad. The committee will check on continuation of care.
13.B.1.10. The afternoon WI will replant the raised bed on the OVMH patio once the patio area work is completed.
13.B.1.11. It had been suggested by a Morning WI member that the three WIs arrange to meet and tend the long flower border along the wall of Bubblestone Farmhouse. This will be put in hand with them.
13.B.1.12. A volunteer working party must be arranged to undertake the pruning of shrubs along the northern wall of Pond House which abuts Palace Approach.

13.B.1.13. The willow trees at the pond are causing some concern and are being monitored.

13.B.1.14. The Palace Tower is finally receiving attention from SDC to remove considerable vegetation and to carry out some repair work to the roof and lightning conductor.

13.B.1.15. There are plans to extend wild flower areas in Palace Field and improve the whole area with volunteer help, following publication of the Parish Plan.

13.B.1.16. It is hoped to promote Palace Park Wood again this year. It will be suggested to the Brownies/Guides/Cubs/Scouts for outdoor meetings. An Open morning/afternoon could be held for residents who may not be aware that this is owned by the village as another open space to enjoy.

13.B.1.17. Ray Groom to be contacted again to try and raise his Leaders and scouts to tidy up the area around the scout hut. Because it looks a disgrace it encourages more tipping and graffiti. It is not good publicity for our strong scout groups.

13.B.1.18. The chestnut paling fence bordering the chalkpit along Pilgrims Way East and Station Road has in many places collapsed. It is recommended that estimates are obtained to replace it with a stock type fence, spray and try to remove the ivy which is growing all over the old fencing and request that Mr Sterling contributes for his particular section of the whole.

13.B.1.19. The shrubbery at station approach needs attention on both sides.

13.B.1.20. A joint management meeting for Oxenhill Woods was held at Kemsing Parish Council Office to begin to discuss the new draft of the Management Plan. Copies have also been made for each of the respective Parish Councillors for their comments. These comments must be back to Jonathan Webb c/o SDC by Monday 30th May. There is concern at the moment about the number of fires being lit in the Shaw and other areas, necessitating the Fire Brigade to attend. We do not want this unique site to be reduced to charred remains. Hopefully the perpetrators will be challenged about their irresponsible behaviour.

13.B.1.21. The Proposed Community Event to tidy the village on Sunday 5th June has been cancelled due to the rigorous Health and Safety requirements that would have to be met. As County and District funding is drastically reduced, it is hoped that smaller voluntary working parties at a particular site, will be able to participate in the future. OPC would like to hold a register of residents who would be prepared to assist, e.g. keeping some footpaths clear.

13.B.1.22. Copy of e-mail received from Brian Thomas re work on the Palace Tower.

13.B.1.23. A letter had been received from KCC asking if the Council would take over Public Rights of Way Vegetation Clearance Contracts for:

   SR17 From High Street along the river towards Shoreham.
   SR39 ?
   SR47 Park Lane to Shoreham Road
   SR48 Gulliver’s, Scout Hut to Tudor Drive
   SR49 Pond, Churchyard, Station Level Crossing, and on to Kemsing.
   SR49A Bridleway from east side of Tudor Drive to Kemsing.
   SR50 Churchyard past the Vicarage to Bubblestone Road.
   SR51 Pickmoss Lane.
   SR66 The Old Walk, over the fields, over the railway.

Cllr. Mrs Ward will ascertain if any budget for this would pass with the contracts.

13.B.2. CPRE Fieldwork Magazine Spring 2011 received.

13.B.3. Kent Wildlife Trust Magazine Spring 2011 received and passed to Jane Lawrey

13.B.4. Cllr Mrs Ward reported that the willow trees next to the pond were to be checked as it appeared that they were not entirely healthy. Brian Thomas recommended that two additional willow trees be planted as their eventual replacements. Large pot grown willows costs £140-150 each and the proprietor of Willow Estate Agents has suggested that the purchase of the trees and their planting be funded by the shop keepers and that there be a ceremony for this and at the same time a time capsule could be planted.

13.B.5. Dates of next meetings 16th June and 5th July both at 8.30 am at School House.
13.C. Highways
13.C.1. The highways committee had not met since the last meeting as it had not been possible to contact Mr M. Sammut of Kent Highways to ascertain the current position on any of the issues previously discussed with him.

13.D. Recreation
13.C.1. The report of the committee meeting held on 18th April was received and adopted by the council. Present: Cllr. Knight (Chairman); Cllrs. Mrs Evans, Mrs Marsh and Mrs Lattimer
In attendance: Brenda Hambrook (Parish Clerk); Pauline Garfield (OAA)
Apologies for absence: Cllr. Cracknell; Brian Thomas (GMS)
13.D.1.1. Matters Arising from the Minutes not covered by the agenda. Edwards Electrical, have made the supply boxes safe, but one of the doors needs a minor repair. The supply to OUFC is not safe and this has been reported to them. They have a member who is an electrician who will make the repair.
OPC are awaiting payment for the 2nd worm cast treatment. A further reminder will be sent by letter.
13.D.1.2. Even after the severe winter, it was reported that all allotment plots have been let, and 4 people are on the waiting list. People holding neglected plots will be chased up. Currently OAA have 77 members and 28 associates. They have regular monthly working parties and recently had a skip to remove unsightly and redundant paraphernalia. The following events will be taking place; Plot judging 18th July; Open morning 23rd July; AGM 8th October. They will be supporting the fete with their ‘Garden Produce Sale’.
13.D.1.3. The report of Brian Thomas, “Ground Maintenance Supervisor” (GMS) for the High Street recreation ground, was circulated.
13.D.1.3.1. Acorn Garden Maintenance (Prop. Philip Edmeads) is cutting the designated grass areas for OPC & OCC. They have purchased a new mower with a 6ft cut, first used on 18.04.11. A further cut will be made prior to the first cricket match of the season.
13.D.1.3.2. A meeting is to be arranged with representatives OSA, OUFC, OYFC, OPC & BT to discuss the state of the football areas and arrangements for allowing the area to be rested.
13.D.1.3.3. The play area is to be closed for 2 days, 1st week of May, for painting and repairs to be carried out on the equipment and structures. The trim trail equipment also needs treatment.
13.D.1.3.4. The public tennis court gate needs repairing. It does not shut. Norman Catt is making a new notice board for the public tennis court. The clerk will follow this up. Public use and payment for the court was briefly discussed. In the absence of a notice board, further discussion was curtailed until the next meeting.
13.D.1.3.5. The ash tree beyond OLTC has been trimmed.
13.D.1.4. The OSA AGM was held on 28th March 2011. Cllr. Cracknell attended the meeting on behalf of OPC. Minutes of the meeting have been received by the Chairman. The next Committee meeting will be on Wednesday 6th July. Billy Callaway (OYFC) has been nominated to receive the Kirsch cup.
13.D.1.5. 4. The Scouts have not reseeded the area in the chalk pit where the bonfire was held. The chestnut perimeter fence along Station Road and Pilgrims Way East is in a perilous state. This fact has been reported to OPC, SDC and KCC on numerous occasions.
13.D.1.6. The grass has been cut twice at the Hale Lane recreation ground. The ground and pavilion are well used by OYFC. Some remedial and unfinished work may still be required on major repairs carried out last year by O.H.G. (Jason Langstaff). A quote is awaited from him for a fire door.
13.D.1.7. The tree and hedge planting scheme at Hale Lane recreation ground has been postponed until autumn. The grant remains in place, but additional funds are needed to cover the full cost. The Fete Committee is to be approached for a contribution. This is a community enterprise and we hope to engage members of OAA, Otford Gardeners Society, local residents, youth clubs, Councillors, etc, to help with the planting.
13.D.1.8. Cllr. Mrs Marsh has been successful in getting a £1,000 grant from Nick Chard, (SDC), to enable Chris Hennis to run Youth activities on the main recreation ground during the summer holidays. A meeting is to be arranged with Chris and Paul Robertson to discuss Youth activities.
13.D.1.9. An E-mail complaint had been received from Mrs Chessell, from Shoreham Road, regarding the use of the recreation ground by model aircraft enthusiasts. This may be debated again. In the interim, the clerk has put up a temporary sign - ‘No flying of model aircraft’. Any organisation wishing to use the recreation ground must seek permission from OSA.

13.D.1.10. Date and place of next scheduled meeting, 18th July 2011, 8:00 pm at School House

13.D.2. A copy of the Wicksteed play area inspection report was received.

13.D.3. A copy of the report on work required around the village was received from Brian Thomas.

13.E. Services

13.E.1. The report of the committee meeting held on 3rd May was received and adopted by the council. Present: Cllr Mrs Lawrey (Chairman), Cllrs. Edwards – Winser and Whitehead and Cllr Mrs. Ward. In attendance: Clerk, Assistant Clerk. Apologies for absence: Cllr. Knight.

13.E.1.2. The Parish Plan will be available on 9th May. 50 copies will be distributed and some will be available to be sold from School House at £3.50

13.E.1.3. A file will be completed containing details of checks on smoke alarms / fire extinguishers and details of boiler and other items and names of contractors used to service equipment at School House. A 10 year smoke alarm should be fitted and the Fire brigade will be contacted to supply this. Another quote will be sought concerning necessary electrical work and asbestos work. (Cllr Edwards-Winser to follow up)

13.E.1.4 Further correspondence had been received from PHS concerning the hand dryers in the toilets and this had been sent to SDC for their legal opinion. They reported that OPC had given sufficient notice but PHS still do not agree. An invoice has been received for next quarter and a cheque will be sent ‘under duress’ if necessary. The Clerk will email PHS asking for legal justification of their approach.

13.E.1.5. Due to amount of red tape it was decided to cancel the litter pick up on World Environment Day. An article would be put in newsletter to remind people to look after the village by not dropping litter. Planters around the village need to be kept looking good. Cllr Ward to action re rubbish around the Scout Hut.

13.E.1.6. The notice banning model airplanes on the recreation ground was noted (see 13.D.1.9 above).

13.E.1.7. Cllr. Mrs Ward would be following up with Elands concerning the new dog bins.

13.E.1.8. The Vestry Bus Shelter has now been removed

13.E.1.9. Mr Catt would be asked to refurbish the boards during the Autumn at the Parade and Bubblestone Road. The refurbishment of the interperative boards by the Palace would be looked at as part of the Parish Plan. Discussion took place concerning the replacement of the noticeboard on the Village Green. Cllrs Edwards-Winser and Whitehead would inspect the board and it would be removed if unsafe.

13.E.1.10 The assistant Clerk and warden had been out and tried to remove graffiti along the Tudor Drive footpath. This was not very successful so they will use wood preservative to cover.

13.E.1.11 The Christmas tree lights did not work last year and Edwards Electrical would be looking at them in the Summer.

13.E.1.12 The twinning coach trip was fully booked on 12th June. A party of painters and walkers would be coming on a visit to Otford on 17th May. Because of the good interest shown Cllr. Mrs Lawrey had drawn up a possible Charter with Hardelot. This will be put before a full council meeting to approve.

13.E.1.13 The Solar System mower needs a service. Cllr Knight will liaise with Tremaine Clinton. It may be better value to source a new one.

13.E.1.14 The Committee noted letter from Shoreham Parish Council re changes in rail services and shared their concerns.

13.E.1.15 The report on the work required around the village was received from Brian Thomas.

13.F. Finance and General Purposes

13.F.1. The report of the committee meeting held on 5th May was received and adopted by the council. Present: Cllr. J G Allen (Chairman), Cllrs. J. Edwards-Winser (Vice-Chairman), Cllr. A Woodrow-Clark.
13.F.1.1. OPC had been advised by SDC that a charge of £185 + VAT is made for a heavy refuse collection at two points in the village. Views are to be sought on the need for collections.

13.F.1.2. Mr S Still has requested an increase of 2% for his litter collection work. This would raise the cost by 20p per hour. The F&GP committee proposed acceptance. The proposed increase was discussed and the council resolved that the increase would not be paid. It was noted that recent collections have included disposable barbecues and babies’ nappies! These would not otherwise have been removed from parish council land.

13.F.1.3. Four companies were invited to give quotations for resurfacing the car park and to date three have been received. They are: £38,700, £33,050 and £21,998, all plus VAT. Direct comparison is not possible because treatments vary, as do the expected life and whether car park will be completely closed during application. Quotations stand for limited periods.

13.F.1.4 No problems had been reported with the public toilets. The warning signs re the steps in the ladies toilet were being upgraded. The monthly cleaning cost had been reduced from £550 to £296 through employment of new contractors. The suppliers of hand driers dispute the councils right to terminate the contract with them. The clerk is in contact with SDC on legal issues, and will ask for justification for their demands (see 13.E.1.4. above).

13.F.1.5. There had been no response from the SDC officer who volunteered to print a new copy of the map located on the green. The matter will be chased by Cllr. Edwards-Winser.

13.F.1.6. The Highways Department will be reminded of the need to replace trees in Tudor Crescent and Well Road.

13.F.1.7. Complaints have been received by OPC (and SDC) about the noise made by model aircraft flying in the recreation ground. The council’s insurers will be asked about cover for this hobby. Information received is that training and membership of a club is advised and insurance of paramount importance: model aircraft can fly at speeds up to 150 mph. The matter was discussed and it was resolved that the sign forbidding the flying of model aircraft would remain in place on the gate of the recreation ground until it had been ascertained if the fliers had insurance cover and how frequently they would be flying their planes.

13.F.1.8 The Palace Tower is owned by SDC. Trees and other foliage have now been removed and roots killed. Removal of dead roots in the mortar will be required later. It was noted that the drain from the wooden roof was blocked and water had penetrated covering and started to cause rotting. Collapse is not imminent but eventually inevitable. An estimate of the cost of repair puts the cost at twice the annual amount SDC have for all Scheduled buildings in the Sevenoaks District. Various other “lesser” maintenance matters require attention such as window grills and loose masonry, and requirement for further maintenance work is inevitable.

13.F.1.9. The clerk will be on a course on Wednesday 15th June.

13.F.2. There was no report from the Heritage Centre Management Committee


13.F.5. A letter had been received from PHS Washrooms re account (see 13.F.1.4. above).

13.F.6. A copy of Charity Commission News had been received.

13.F.7. A copy of the OSA Accounts 10/11 had been received.

13.F.8. A letter had been received from MDH re Annual Contract.

13.F.9. An email had been received from C Mills re the Parish Council Election.

13.F.10. A copy of LCAS Bulletin Spring 2011 had been received from Zurich.

14. CO-OPTION OF PARISH COUNCILLOR

14.1 Following the departure of the public consideration was given to the co-option of a new Parish Councillor from the two candidates, Mrs J. Howe and Mr J. Verrall. After consideration of the CVs submitted it was resolved that Mr. J. Verrall be co-opted. The Clerk will contact both candidates. It was agreed that, bearing in mind her experience in youth matters, Mrs Howe be invited to attend Recreation Committee meetings.
KALC/ACRK
a. Notice from NALC of Communities in Action Conferences June, July & Sept
b. Copy from NALC of Legal Briefing re Standards of Conduct

15. The next meeting is on 13.6.11 at 7.30pm

Signed……………………………………………………….Chairman

Dtaed………………………………………………………….