Minutes of a meeting of Otford Parish Council held in the Club Room of Otford Village Memorial Hall on Monday 13th June 2011 at 7.30pm

Present: Cllrs J. Edwards-Winser (Chairman)
D.G Cracknell
R. Knight
H. Leicester
Mrs. C. Marsh
J. Verrall
Mrs. E. Ward
M. Whitehead

In attendance: Clerk, three members of the public and the Chairman of the Parish Plan Steering Committee.

1. APOLOGIES FOR ABSENCE received from Cllrs Mrs. Evans, Mrs. Lawrey and R.A. Woodrow-Clark.

2. DECLARATIONS OF INTEREST - None

3. COMMITTEES AND OVERSEERS
3.1. Details of terms of reference and Committees for 2011/2012 together with meeting dates had been circulated and were agreed as detailed in Appendix 1 to these minutes.

4. MINUTES of the meeting held on 9th May 2011 were approved as amended and signed.

5. MATTERS ARISING
5.1. Cllr. Mrs Ward reported that further to 13.B.1.17 of the minutes of the last meeting new doors had been fitted to the scout hut.
5.2. Mr Thomas reported that further to 13.B.1.18 of the minutes of the last meeting, the fence bordering the chalk pit had now been made safe.
5.3. The Clerk is to remind OUPC that they still have to make safe their meter box on the recreation ground per 13.D.1.1. of the minutes of the last meeting.
5.4. Cllr. Edwards-Winser will liaise with SDC re a replacement map of Otford per 13 F.1.5. of the minutes of the last meeting.

6. CLERK’S REPORT
6.1. Issues nos 758, 759 and 760 of Direct Information Service received from NALC.
6.2. Various agendas, reports and press releases received from SDC and KCC. Available from Clerk.
6.3. Various advertising brochures received, available from Clerk.

7. OVERSEERS’ REPORTS
7.1. A member of the public reported that more potholes had appeared in Tudor Drive which were caused by leaking drains. The Clerk will report this.
7.2. Cllr. Mrs Ward reported that a wood cabin had appeared at the top of Rowdow. The Clerk will report this to the Clerk at Kemsing.

8. REPORTS FROM COMMITTEES
8.A. Finance and General Purposes
8.A.1 Orders for payment were approved. Cllr.Knight will liaise with the cricket and football clubs re reimbursement of water costs. The Clerk will ascertain whether the waters costs for the allotments are reimbursed. It was agreed that the electricity supply to the tractor shed should be cut off.
8.A.2 The report of the committee meeting held on 8th June was received and adopted by the council.

Present Cllr J. Edwards-Winser (Chairman) and Cllr. Whitehead.

In attendance: Clerk and RFO

Apologies for absence: Cllr. Mrs Lawrey and Cllr. Woodrow-Clark
8A.2.1. There is no longer a requirement to pay a £250 per month additional superannuation payment to KCC. This means that OPC will be approximately £3,000 p.a. better off. This will help in setting up a reserve which should be approximately 30% of the Annual Gross Expenditure.

8A.2.2. The Clerk will be setting up her own cash-flow spread sheet to enable forecasting for next years budget estimates in November. If any member has a requirement for funding in the next financial year, the Clerk should be informed as soon as possible.

8A.2.3. The Clerk has completed her WWYC course and has now commenced her CILCA studies. This entitles her to a one spine rise on her salary.

8A.2.4. The Clerk will be on a KALC course on 15th June and a SLCC course on 1st July.

8A.2.5. On inspection of the Council insurance policy, it transpires that there are several uninsured assets on our inventory. Cllr. Verrall was requested to value them so that a complete list can be passed to the insurers.

8A.2.6. Leaking radiator valves in the parish office have been pointed out to the Chairman who will remedy the situation.

8A.2.7. The final Parish Plan accounts have been received.

8A.2.8. The Annual Accounts have been agreed with Brian Beacom as internal auditor and after they have been agreed by the Council need to be signed by the Chairman and submitted for external audit.

8A.2.9. The Council will also be working on a reserve for the Cemetery – when the burials cease there will be zero income but there will still be a general maintenance requirement, ie. mowing, etc.

8A.2.10. A tap was stolen from the cemetery which means that this months water bill will reflect the resultant flooding that occurred. Brian Thomas was notified late in the evening by one of the relatives that happened to be visiting the site that day. It is proposed to install a tank (like a drinking trough) with ball-valve instead of a tap – cost approximately £200 and this was agreed by the Council.

8A.2.11. The Council have received a request for a seat on the cemetery grounds – the recipient is willing to pay for the seat and its installation. Mr Thomas has recommended the type of seat and will fit it.

8A.2.12. The Council are to consider the request of MDH for an increase in their charges of 2% to cover fuel increases. The Council requested a justification for an overall increase of 2% when fuel charges represent only a proportion of costs. The Clerk will revert to MDH.

8A.2.13. There has been an under-estimate for the costs involved in resurfacing the car park. Verbal estimates received two years ago are much lower than written estimates received to-date and they are being revisited with a better specification.

8A.2.14. A letter has been received from U3A regarding unavailability of spaces and suggesting we charge for car park usage to reduce long term parking. This will be passed to the highways committee for discussion.

8A.2.15. New Standing Orders are required. There are standard ones that could be adopted or modified to suit the requirements of Otford Parish Council. It was proposed to set up a working party to review and make recommendations to the Council within the next two months. The Council agreed to this proposal and it was resolved that the working party would consist of Cllrs. Edwards-Winser, Leicester, Verrall and Whitehead together with the Clerk.

8A.2.16. There remain problems with PHS despite advice from SDC that PHS were willing to withdraw from charging a penalty.

8A.2.17. The Council have paid an invoice for the clearance of rubbish from one of the allotments. Apparently this is within the present rules. It was agreed that the rules be changed to reflect that it is down to the new incumbent to clear “his patch”.

8A.2.18. The Council have received a complaint that the bus stop at Rye Lane no longer allows passengers to board without crossing the muddy verge. This has occurred since Arriva changed the route to enable buses to travel through Willow Park and out of Rye Lane. By the time the buses are in a position to stop safely they are 10 to 15 meters past the current bus top which is directly opposite to the turning. The Chairman will contact Kent Highways to take action to try and rectify the situation.

8A.2.19 An estimate has been received for approval for replacement of the fire door on the Hale Lane changing rooms of £265 to £435 dependant on the condition of the door frames. ie door alone is £265,
and with new frame £435 and somewhere in between if a satisfactory repair can be made to the frame. The estimate was agreed by the Council.

8.A.2.20. The Heritage Centre have paid for its share of the last four years costs and the Clerk and Assistant Clerk are currently putting together the charges for years 2010 & 2011 at an agreed rate of 15%. The Council will be in discussion with Sir Mike Bett (HC Chairman) about future charges.

8.A.3. There was no report from the Heritage Centre Management Committee.

8.A.4. Cllr. Whitehead reported that the coach trip to Hardelot on 12th June 2011 had been a great success.

8.A.5. A copy of the meeting of the Parish Plan Committee on 13th May 2011 had been received.

8.A.6. A copy of the ASTAV Spring 2011 magazine had been received.

8.A.7. A letter from Kent Police re crime figures and change of Commander had been received.

8.A.8. Documentation had been received from Bank of Ireland re the Bank mandate. The Council resolved that the signatories to the mandate be changed and authorised that Cllr. Whitehead replace Mr. J. Allen as a signatory as Mr Allen had not put himself forward for re-election.

8.A.9. Letters had been received from Quaife Woodlands and Down To Earth to re the Pond willows. A quote had also been received from Down To Earth. The council asked Mr Thomas to obtain a further quote.

8.A.10 A letter had been received from the OSA requesting that the re-appointment of their auditor be approved. The Council approved the re-appointment of Gordon Darby as auditor.

8.A.11 A letter had been received from SLCC re publications available.

8.A.12 A letter had been received from Knocker and Foskett re legal updates.

8.A.13 The Community Warden had requested support in the form of photocopying for two planned community initiatives. The Council approved this support.


8.B Planning

8.B.1. The report of the committee was received and adopted by the council.


Meeting held 8th June 2011 Present : Cllr Edwards-Winser (Chairman) and Cllrs, Cracknell and Whitehead. Apologies: Cllrs Woodrow-Clark and Verrall. In attendance: Clerk and a representative of the Otford Society.

8.B.1.1. New applications

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<tr>
<th>Application No.</th>
<th>Location</th>
<th>Description</th>
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<tbody>
<tr>
<td>SE/11/01044</td>
<td>Mayola Station Road</td>
<td>Variation of condition 2 (Approved plans) of Appeal ref:APP/G2245/A/10/2131253 (SE/10/00236/FUL) to vary the appearance of the two properties as recommended in the parish design guide by changing the facing material and bay window roof detail to plot 2. No objection</td>
</tr>
<tr>
<td>SE/11/00758</td>
<td>Lloyds TSB Bank Plc 3 Sevenoaks Road</td>
<td>Creation of new front entrance to self contained flat and the provision of 2 rear parking spaces No objection</td>
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<tr>
<td>SE/11/01133/1</td>
<td>Darentmeade</td>
<td>Variation of condition 6 (Approved plans) of CONVAR 4 Hillydeal Road SE/10/02606/FUL 'Demolition of existing dwelling and replacement with two detached dwellings with access from Hillydeal Road' - to allow the construction of a single storey side as per revised drawings 983/01/02 and 03. No objection</td>
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8.B.1.2. Results received

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<tr>
<td>SE/11/00417</td>
<td>44 The Charne</td>
<td>Erection of single storey rear extension, alteration to existing</td>
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rear extension roof and erection of side entrance porch. Allowed

SE/11/00509  Crammond Shoreham Road Demolition of existing two storey side extension and and construction of new two storey side extension Allowed

SE/11/00625  Hawthorns Station Road Conversion of existing outbuilding to form annex accommodation Allowed

SE/11/00683  18 Ryecroft Road Erection of front porch and single storey rear extension Allowed

SE/11/00698  14 Telston Lane Erection of a single storey rear extension (Amendment to previously approved scheme SE/10/02216/FUL reflecting change to built extent at boundary) Allowed

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. Allowed

SE/11/00063  Pond View Café and tea rooms Replacement fascia sign to front and a sign to either side of premises. Allowed

SE/11/00659  The Old Oast House Shoreham Road 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 Allowed

8.B.1.3. Tree Preservation Orders

SE/11/01338/WTCA 36 High Street Various works to 1 Ash tree

8.B.2. A letter had been received from KCC re Minerals and Waste Development Framework

8.B.3. A letter had been received from Sainsbury’s re store extension.

8.B.4. A letter had been received from SDC re the Local Development Framework Consultation. Cllr. Whitehead and Mrs Flemming will attend the meeting at SDC on the LDF on 16th June.

8.B.5. The Council requested that the Clerk obtain assurance from from Ibbett Mosely that Bubblestone Farm House was being sold without part of The Green around which a chain fence had been erected and on which two trees had been planted.

8.C. Environment

8.C.1. The committee had not met in the last month. Its next meeting would be on 16th June at 8.30am.

8.C.2. A meeting of the Oxenhill Woods management committee would take place on 15th June.

8.C.3. A letter had been received from Tarmac re Sevenoaks Quarry Liaison Committee Meeting.

8.C.4. A letter had been received from KCC re public rights of way vegetation clearance contracts and a reply had been sent.

8.D. Highways

8.D.1. The report of the committee was received and adopted by the council.

Meeting held on 2nd June 2011 Present: Cllrs. Richard Knight (Chairman); John Edwards-Winser; Howard Leicester; Martin Whitehead

In attendance: Brenda Hambrook (Parish Clerk); Jeff Lee (Parish Plan (Highways and Walkways Group))

Apologies for absence: Cllr. Doug Cracknell

8.D.1.1. There were no matters arising from the minutes of the previous meeting.

8.D.1.2. The following unrecorded accidents have taken place this year.

8.D.1.2.a. A car driven by an inexperience driver, heading west out of Otford along Pilgrims Way West, just past Rye Lane, careered into a garden, writing-off a parked motor home.

8.D.1.2.b. A young driver overturned his car in Shoreham Road.

8.D.1.2.c. A telegraph pole in Shoreham Road was demolished in an incident involving a private car and a police car.

8.D.1.2.d. A cyclist was knocked off his bike near the Station during the evening rush-hour.

8.D.1.2.e. Suspicion of an accident at the pond because of the remains of debris.
All of the above accidents could have had potentially fatal consequences. The committee understands that the police only record accidents if there have been injuries. The committee would like all potentially serious accidents within the Parish reported and logged with the Parish Council office. This would help us recognise dangerous areas so that we can make a case for safety improvements. It was agreed that the Council would be asking Parishioners, by means of the ‘Newsletter’ to report such incidents, preferably with witness statements and photographs. Also, our Neighbourhood Watch Coordinators, Residents’ Associations, PCSO and Community Warden, might be in a position to provide useful information.

8.D.1.3. Notes of 2 meetings held with Mr Sammut, the KCC Highways Officer on 15.12.2010 and 01.03.2011 are available. Very useful and beneficial work was discussed and positive action seemed likely. Alas, very little has been executed.

8.D.1.4. The council has been given access to various periodic traffic surveys and statistics. Our thanks go to Derek Buck, who has interpreted and presented this useful data.

8.D.1.5. An expected follow-up meeting with Mr Sammut has not materialised. The Highways office has been relocated and Mr Sammut has not been contactable. The committee shall be chasing to find out how the various jobs are progressing and, if necessary, contacting councillors at KCC.

8.D.1.6. A Parishioner is offering to pay for a bus shelter at the junction of Telston lane and Willow Park, in memory of his wife. In principle, the council are delighted to accept his generous offer. Ownership of the land has to be established, and the agreement of the landowner and the owners of the neighbouring flats obtained.

8.D.1.7. A total of 10 volunteers are ready to receive their speedwatch training. There is no news when this is to take place.

8.D.1.8. There were problems in the snowy weather with the distribution of salt from Swanley because the spreaders were unable to get in or out of the depot. (Salt is ineffective when temperatures drop below -6°C). A lot of sand was used in the High Street last winter and this can block the gullies when the snow thaws.

8.D.1.9. Those who had read the Sevenoaks Transportation Plan, considered it to be irrelevant.

8.D.1.10. Footpaths are under the care of KCC. It is likely that Government funding will be reduced and that maintenance will gradually become the responsibility of Parish Councils. A group of volunteers organised by the Community Warden, had cleared the footpath from the Church to the station. If any property owner objects to their overhanging branches being lopped, the procedure would be for KCC Footpaths Department to serve an Enforcement Notice.

8.D.1.11. Some road signs are in a poor condition and very little action has been done to make improvements. The Walkers’ Pedestrian sign in Shoreham Road is an example. It is understood that some work has been started on the Pond signage.

8.D.1.12. The Committee recommends that the Parish Plan (Highways and Walkways Group) take the village gateways project forward. This was approved in principle by the Council. Four gateways will be required, North, South, West and East. It was suggested that the North gate be installed first, followed by the South, both being on the busy A225. The estimated cost for each gateway is £3,000, plus £3,000 if the road has a coloured surface. Grants, public donations (eg Sainsbury’s) and private donations will be sought. Jeff Lee, Olaf Palmer and Graham Bignell, who have worked on the Parish Plan (Highways & Walkways Group), will take this forward. Allen Lanceley, also from the Highways & Walkways Group, will help by looking into other possible sources of funding eg SEEDA.

8.D.1.13. No recent meetings of the JS Slips Group have been held, and no future ones are planned. In view of the Government cutbacks, it is unlikely that this project will proceed. The Group is, in effect, defunct.


8.D.1.15. The next meeting of the committee will be held on Thursday 29th September 2011 at 9.15am.

8.D.2. A letter had been received from SDC re the road closure for the Otford Fete.

8.E. Recreation

8.E.1. The committee had not met since the last meeting of the council.
8.E.2. A letter had been received from Play Place re summer activities.
8.F. Services

8.F.1. The committee had not met since the last meeting of the council.
8.F.2. A copy of the West Kent Mediation Newsletter had been received.
8.F.3. A notice had been received of the Citizens Advice Bureau AGM to be held on 6\textsuperscript{th} July 2011.

KALC/ACRK

a. The agendas for the KALC Sevenoaks Area meeting on 10\textsuperscript{th} June 2011 had been received.

9. The next meeting is on 11.07.2011 at 7.30pm.

Signed………………………………………………Chairman

Dated………………………………………………