Minutes of the 8th meeting of 2011 of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 8th August 2011 at 7.30pm

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

In attendance: Assistant Clerk, two members of the public and one member of the press.

1. APOLOGIES FOR ABSENCE

   Cllr R. A. Woodrow-Clark

2. DECLARATIONS OF INTEREST

   2.1 None

3. MINUTES

   3.1 The minutes of the meeting held on 11th July were approved as amended
       and signed.

4. MATTERS ARISING

   4.1 The Chairman explained that he would be preparing formats for agendas
       and minutes which were easier to use and requested that all committees use
       these. The clerk will forward copies to Cllr. Leicester to ensure they are
       compatible with his computer system.

   4.2 Actions from last meeting:

       7.1 - Continuing - Clerk to write to OUFC to make safe their meter

       7.2 - Continuing - Clerk to arrange removal of electricity from Tractor
       shed

       7.3 - Completed - JV has completed uninsured assets evaluation

       7.4 - Completed - JE-W fixing leaking radiator valves as they occur

       7.5 - Continuing - BT to install water tank in cemetery

       7.6 - Continuing - Clerk to liaise with OAA regarding changing rules with
       respect to allotment clearance
7.7 - Continuing - JE-W awaiting results of meeting with Kent Highways before progressing verge reconstruction and bus stops

7.8 - Continuing - JE-W to arrange meeting with Chairman of HC

7.9 - Continuing - MW to draft letter in support of Shoreham PC regarding proposed new rail timetable

7.10 - Completed - Clerk has written to applicants regarding provision of a stand of trees in the cemetery

7.11 - Completed - Security name tag has been made for BT

7.12 - Completed - RK has made OUFC aware of touchline fencing requirements

CLERK'S REPORT

5.1. Issue No 763 & 764 of Direct Information Service received from NALC

5.2. Various agendas, reports and press releases received from SDC and KCC. Details are with the Clerk.

5.3. Various advertising brochures received. Available from the Clerk.
   - Kompan Playgrounds
   - Safety Surfaces

5.4 In Shape magazine Summer 2011 received and available from the clerk.

6. OVERSEERS' REPORTS

6.1 Cllr. Mrs Ward reported that ivy was overhanging the footpath at Pilgrims Way East next to the chalk pit. Clerk to send report to Kent Highways

6.2 Cllr. Knight had received a letter from Mrs Harkness re a large Plane tree outside 45 Sydney Gardens which was interfering with telephone cables. She has notified British Telecom.

6.3 Cllr. Mrs Evans reported further potholes in Tudor Drive; that the pavements in Tudor Crescent which had been marked for repair had not been repaired and that the original markings for the repairs were disappearing and that overhanging trees on footpath 49 needed clearing. Clerk to report to Kent Highways

7. REPORTS FROM COMMITTEES

7.A. Recreation

7.A.1. The report of the Committee Meeting held on 18.7.11 was received and approved.
7.A.2 Cllr. Knight reported that Otford United Youth Football Club (OUYFC) was interested in using the chalkpit. Further details are to be finalised with them. Cllr. Cracknell explained that a scheme had been agreed previously with OUYFC, the scouts and British Rail whereby the facilities in the scout hut and parking at the station were to be made available. OUYFC had pulled out of this scheme.

7.A.3 Cllr. Knight is drafting an agreement for the use of the Hale Lane Pavilion by OUYFC. Under current health and safety provisions the showers at Hale Lane MUST not be used. The clerk will arrange for all water services to be isolated except the rising main in the kitchen and toilets.

7.A.4 It was proposed that 5 licensed security keys be issued for the Pavilion -2 to be kept at the office and 3 by named officials at OUYFC. Cllr. Knight will ascertain how much the keys will cost. It was also proposed that a book is kept in which any problems with the occupation of the building are noted.

7.A.5 Cllr. Mrs Evans noted that the notice board for the public tennis court had been erected but that the old one had not been taken down. The clerk will contact Mr Catt.

7.A.6 The clerk has collated details of allotment income and expenses to be discussed at the next committee meeting.

7.A.7 Mr Thomas reported that metal theft from playgrounds was on the increase. He has marked the playground equipment with heavy water.

7.A.8 A member of the public reported that Telston Park had been donated as a quiet area and that there would be opposition to the installation of a play area there.

7.B. Services

7.B.1 The committee had not met since the last meeting.

7.B.2 Cllr. Verrall was preparing fire risk assessments for each of the council properties. The council would vote on these at the next meeting.

7.B.3 A copy of Hospice in the Weald summer 2011 news had been received

7.B.4 A copy of SDC summer programme 2011 had been received

7.B.5 A copy of Kenward Trust summer 2011 newsletter had been received

7.B.6 A copy of the summer 2011 Bulletin had been received from English Rural Housing.

7.B.7 An email had been received from KALC re the Queen’s Diamond Jubilee Beacon. Cllr. Mrs Lawrey will ascertain whether the owner of the land where the Silver Jubilee beacon was lit would be prepared to host another beacon. Cllr. Edwards-Winser will ask OBM if they could supply material for the beacon.
7.B.8 The services committee will discuss jubilee celebrations further and involve other village organisations. It was agreed that the Parish Newsletter should seek suggestions for celebrations from parishioners.

7.C Finance and General Purposes

7.C.1 The report of the committee was received and approved.

7.C.2 Cllr. Edwards-Winser reported that he had boarded up the men’s toilet whilst vandalism damage was repaired and that the taps in the ladies had been fixed. Cllr. Verrall is investigating coin operated toilet units and will report back to the next meeting.

7.C.3 There had been a number of complaints about the car park being over utilised. It was hoped that the highways group of the parish plan will carry out a survey. Charging for parking had been investigated before but not taken forward. The car park will take at least £35k to resurface and this will have to be carried out in the summer of 2013.

7.C.4 The orders for payment were approved. The clerk explained that £4401 of the bank balance related to grants towards future expenditure.

7.C.5 There was no report of the Heritage Centre Management Committee. Cllr. Cracknell requested that the Heritage Centre be left a supply of garden bags to sell.

7.C.6 The wording of the twinning charter was approved. As no suitable location was available for the return visit on 8th October it would be delayed until next spring.

7.C.7 A letter had been received from Bank of Ireland re the bank mandate.

7.C.8 An email had been received from Digital UK re a Road-show in the car park. It was agreed that the clerk invite the organisers to visit the car park to sort out the logistics.

7.C.9 An email had been received from Mr G Darby re an incident in the OBM car park where on leaving the allotments he had been knocked over by a lorry. Luckily Mr Darby was not badly hurt and OBM have now taken steps to ensure that lorries do not use that part of the yard.

7.D. Planning

7.D.1 The reports of the committee meetings held on 20.7.11 and 3.8.11 were received and approved.

7.D.2 A copy of the agenda for the meeting held on 6.7.11 and notes 160 and report had been received from LGBC.

7.D.3 A letter had been received from Sainsbury’s re amended extension proposals. Cllrs Edwards-Winser and Mrs Ward had attended a consultation meeting with Sainsbury’s and councillors had concerns about
the amended design. This will be considered by the planning committee once the information on the amended planning application is received.

7.E. **Environment**

7.E.1 The report of the committee meeting on 12.7.11 was received and approved.

7.E.2 Cllr. Cracknell advised that Ibstock Cory should be approached for any additional funding required for the projects at Hale Lane recreation ground.

7.E.3 Cllr. Mrs Marsh reported that the tree planting day at Hale Lane recreation ground would be on 5th November.

7.E.4 The coppicing work at Oxenhill Woods was about to commence. Cllr. Mrs Evans produced one of the notices which had been put up next to the wood and had been ripped down and torn into pieces. Cllr. Mrs Ward will write a piece on the coppicing for the parish newsletter

7.E.5 A copy of the Brogdale Horticultural Trust newsletter for July 2011 had been received.

7.E.6 A copy of CPRE of Kent Voice magazine had been received.

7.E.7 A copy of the agenda for the DRIPS AGM held on 13th July 2011 together with minutes of the meeting had been received.

7.E.8 An email had been received from Mr de Koningh re digging in the chalkpit. Cllr. Mrs Ward will ascertain if the diggers have PI insurance with cover of £5m and will carry out a risk assessment. Cllr. Edwards-Winser will ascertain from Jim Latheron if SDC will give permission for the digging. If so it was agreed that a test dig be carried out over the period of a day which councillors could inspect.

7.F. **Highways**

7.F.1 The committee had not met in the last month.

7.F.2 Cllr. Knight reported that there was to be a meeting with Kent Highways on 11.8.11 to ascertain the new reporting structure and to obtain an update on the progress of highways projects that had been planned for Otford. The next meeting of the highways committee was on 25.8.11.

7.F.3 A request had been received from the parish plan highways group for £500 of funding towards the village gateways. Cllr. Cracknell requested that full details of the proposed gateways be presented to the council before a decision be made. Full details of the proposal will be obtained prior to the next meeting.

7.F.4 Notes and comments had been received from the Sevenoaks Cycle Strategy Drop In workshop.
8. **KALC/ACRK**

8.1 A notice from ACRK had been received re Kent Village of the Year competition 2011.

8.2 An email had been received from KALC re business rate consultation. Cllr. Knight explained the background to unified business rates.

8.3 An email had been received from KALC re Open Public Services White Paper Consultation.

9 **Date of next meeting**

9.1 The date of next meeting was noted as 12. 9.11 at 7.30pm.

There being no other business the meeting was closed at 22.10.

Signed………………………………………………Chairman

Dated………………………………………………