Minutes of the 9th meeting of 2011 of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 12th September 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: Clerk and seven members of the public.

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

2.1 Cllr. Mrs Evans re the tennis club and allotments and Cllr. Leicester re allotments.

3. MINUTES

3.1 The minutes of the meeting held on 8th August were approved and signed.

4. MATTERS ARISING

4.1 Actions from meeting on 11th July 2011:

7.1 - Continuing - Clerk to write to OUFC to make safe their meter 7.1 Clerk
7.2 - Completed - Clerk to arrange removal of electricity from Tractor shed
7.5 - Completed - BT to install water tank in cemetery
7.6 - Completed - 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 7.7 JE-W
7.8 - Continuing - JE-W to arrange meeting with Chairman of HC 7.8 JE-W
7.9 - Completed - MW to draft letter in support of Shoreham PC regarding proposed new rail timetable
8.1 - Completed - 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.
8.2 - Completed - 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

8.3 - Completed - 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

8.4 - Continuing - 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. 8.4 RK

8.5 - Completed - 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.

8.6 - Continuing - 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. 8.6 RK

8.7 - Continuing - 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. 8.7 Clerk

8.8 and 8.9 - Continuing - 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. 8.8 JL 8.9 JE-W

8.10 - Continuing - 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. 8.10 JL

8.11 - Continuing - Cllr.Verrall is investigating coin operated toilet units and will report back to the next meeting. 8.11 JV

8.12 - Completed - 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.

8.13 - Continuing - 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 8.14 EW

8.14 - Continuing - 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 has ascertained from Jim Latheron that 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. 8.15 EW

8.15 - Completed - 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. 8.16 PPHG

CLERK'S REPORT

5.1. Issue No 765 & 766 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.

5.4 A blank petition has been received for signatures in support of the youth café at Sevenoaks. A copy will be passed to the library it will be mentioned in the newsletter.

6. OVERSEERS' REPORTS

6.1 The bus stop sign at Hale Lane requires replacing. This has been notified to Arriva.

6.2 Cllr. Mrs Evans advised that the new parking regime in Tudor Drive and Tudor Crescent had commenced last Thursday. Car parking along the Sevenoaks Road had increased and three cars were often parked at the bus stop in Station Road.

7. REPORTS FROM COMMITTEES

7.A. Highways

7.A.1. The report of the Committee Meeting held on 25.8.11 was received and approved.

7.A.2 Speedwatch training has been arranged for 5 October at 7.30pm at the Parish Office.

7.A.3 The Chairman of the Parish Plan Highways Group gave further information on the proposed gateways. In addition to the funding detailed in the above minutes an approach had been made to DEFRA. At the last OPC meeting with Kent Highways the highways officer had indicated that they had to install all gateways and that the cost was £4,500 per gateway. Cllr Edwards-Winser will query this with Kent Highways. Cllr. Cracknell requested that the position re the approval of Kent Highways and planning permission be clarified. It was resolved that the council support the project for gateways and it was noted that the proposed charges by Kent Highways could not be financed by the council and would be challenged. 9.1 JE-W

7.A.4 Letters had been received from Miss E Turner and Mr J Pragnell requesting a pedestrian crossing at Pilgrims Way West. Kent Highways had confirmed that this was not possible.

7.A.5 A letter from Mr & Mrs Pitcairn – Knowles re road hazard at Otford Kennels caused by vegetation. The Clerk will contact the land owner. 9.2 Clerk

7.A.6 A resident of Leonard Avenue reported that pavement parking in Leonard Avenue was causing problems for access by those with push chairs or wheelchairs and that the available parking spaces were being used by commuters or those who worked in local shops. She had reported this to SDC but had received no response. Cllr. Edwards-Winser advised on the options available - restricted parking or residents only parking. He will seek input from Mr Bracy at SDC. 9.3 JE-W

7.B. Recreation

7.B.1 The committee had not met since the last meeting.
Cllr. Knight reported that terms for the occupation of Hale Lane Pavilion had been agreed with OYJFC.

7.B.2 A copy from of a Play Area Safety Inspection report had been received from Wicksteed.

7.B.3 A notice had been received from KCPFA of the Annual Meeting to be held 21.10.11

7.B.4 Cllr. Mrs Evans explained that in order to access funding for the new floodlights a lease with OPC showing at least 21 years left to run was required. The current lease had only 18 years left to run. It was resolved that a new lease be granted and the Clerk will liaise with the legal department at SDC to ascertain if they could carry this out. 9.4 Clerk

7.B.5 Cllr. Mrs Marsh reported that the community tree planting would take place at Hale Lane on 5th November. 8 fruit trees, 3 silver birch trees, 4 specimen trees and a hedge will be planted.

7.C Services

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

7.C.2 It was agreed that as the fire risk assessment for School House had not been circulated that it would be considered at the next meeting of the Services Committee.

7.C.3 It was resolved that the draft model publication scheme be approved.

7.C.4 A copy of 'Rural Homes –supporting Kent's Rural Communities' had been received from Kent Housing Group.

7.C.5 Notes had been received from the KCC Health Overview and Scrutiny Committee

7.C.6 A letter had been received from OPC to Sevenoaks Town Council re proposed changes in Rail Action Plan for Kent.

7.C.7 A letter from Mr K Gunderson re Queen's Diamond Jubilee Celebrations. This related to the provision of new flower planters and it was agreed that this will be discussed at the next Environment committee.

7.C.8 A fire practice will be held at School House on Monday 26th September and Cllr. Verrall requested that as many councillors as possible attend.

7.C.9 Cllr. Edwards-Winser will liaise with Mr Thomas re mending the clock on OVMH. 9.5 JE-W

7.D. Finance and General Purposes

7.D.1 The report of the committee meeting held on 5th September was received and approved.

7.D.2 It was resolved that the contract for the new photocopier, as detailed in the minutes of the F&GP committee, be entered into.

7.D.3 Orders for payment were approved.

7.D.4 The Heritage Centre Management Committee had not met and there was therefore no report.

7.D.5 The Twinning trip to France on 17th September was nearly fully subscribed. A party from France will visit on 22nd October and wish to see Chartwell and have tea in the village. The second part of the charter signing will take place on 31st March 2012 in Otford.

7.D. 6 An email had been received from Bugle Communications re a free notice board sponsored by Talk Talk. It was agreed that the offer of a notice board should be accepted and that it should be positioned at Hale Lane.

7.D.7 A letter had been received from SDC re Review of Polling Districts, Places

	and Polling Stations. The Otford polling station is unaffected by any changes.	
7.D.8	A letter of resignation had been received from Cllr. Woodrow-Clark. The chairman expressed the sadness of the council at the resignation and their appreciation for all his work for the council. The Clerk will write to Tony thanking him for his past services.	9.6 Clerk
7.D..9	A copy of Legal Updates Summer 2011 had been received from Knocker & Foskett	
7.D.10	A letter had been received from South East Water re Water Main replacement in Otford Road	
7.D.11	The grounds report for August 2011 was received from Mr.B Thomas.	
7.E.	**Planning**	
7.E.1	The reports of the committee meetings on 17.8.11 and 31.8.11 were received and approved.	
7.E.2	A copy letter from Otford & District Historical Society re Sainsbury's had been received.	
7.E.3	Cllr. Whitehead reported that a response from SDC re monitoring of materials used in construction had been received. He considered that the response was unsatisfactory and the committee will reply.	
7.E.4	The Chairman gave an update on the progress of the Sainsbury revised planning application and the s106 contribution.	
7.F.	**Environment**	
7.F.1	The report of the committee meeting held on 6th September was received and approved.	
7.F.2	No response had been received from network rail re pruning the shrubs. The clerk will follow this up.	9.7 Clerk
7.F.3	The clerk will ascertain the insurance position re the Hale Lane Community tree planting and the proposed working parties.	9.8 Clerk
7.F.4	A copy of the CPRE of Countryside Voice Magazine Summer 2011 and Field Work had been received.	
7.F.5	A letter from KCC re Consultation on Countryside Access Improvement Plan 2012 had been received.	
7.F.6	A copy from Kent Downs AONB of 'Managing Land for Horses' had been received.	
7.F.7	The council consider the proposals put forward by Mr R Shelton regarding the Palace Tower and gave the approval for the proposals.	
7.F.8	The council considered the proposals put forward by the Otford Society regarding the Community Heritage Orchard and to gave approval for the proposals for the orchard, but not the wild flower meadow, subject to obtaining confirmation, in writing, that SDC consented to the proposals. It was understood that this project will be funded completely by the Otford Society.	9.9 EW
7.F.9	Mr Thomas reported that the work on the pond willow will take place on 25th October 2011. The clerk will inform The Sevenoaks Chronicle.	9.10 Clerk
7.F.10	Concern was expressed that timber is to be removed from Oxenhill woods via Tudor Drive. Cllr. Mrs Ward will liaise with SDC on this.	9.11 EW
8.	**KALC/ACRK**	
8.1	It was noted that the agenda for KALC Sevenoaks Area Meeting to be held 16.09.11 had been received.	
8.2	A notice from KALC of Finance Conference to be held 7.10.11 had been	

received.

9 Date of next meeting

9.1 The date of next meeting was noted as 10.10.11 at 7.30pm.
There being no other business the meeting was closed at 22.10.

Signed……..Chairman

Dated……