Minutes of the 10th meeting of 2011 of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 10th October 2011 at 7.30pm

Present: Cllrs J. Edwards-Winser (Chairman) D.G Cracknell Mrs. M. Evans Mrs. J Howe (following 2.1 below) R. Knight Mrs. J. Lawrey H. Leicester Mrs. E. Ward M. Whitehead

In attendance: Clerk, Assistant Clerk, Community Warden, a reporter from the Sevenoaks Chronicle and nine members of the public.

1. APOLOGIES FOR ABSENCE

1.1 Cllr. Mrs Marsh and Cllr. Verrall

2. TO CO-OPT A COUNCILLOR TO FILL ONE VACANCY

2.1 Mrs J. Howe had applied for the position and it was resolved that she be co-opted. Mrs Howe then signed the Declaration of Acceptance of Office.

3. DECLARATIONS OF INTEREST

3.1 Cllr. Mrs Evans re the R.L.S.B.(see 8.D.4 below).

4. MINUTES

4.1 The minutes of the meeting held on 12th September were approved and signed.

5. MATTERS ARISING

5.1 Actions from previous meetings:

7.1 – Completed – Clerk to write to OUFC to make safe their meter
7.7 - Completed - 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.
8.4 - Completed - 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.
8.6 - 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.

**8.7 - Completed** - 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 has contacted Mr Catt.

**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. **Completed** - Cllr. Edwards-Winser has ascertained that OBM will supply material for the beacon.

**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.

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

**8.13 - Completed** - 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 - Completed** - An email had been received from Mr de Koningh re digging in the chalkpit. Cllr. Mrs Ward will ascertain if the diggers have PL 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 - Continuing** - A request had been received from the parish plan highways group for £500 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.

**9.1 – Continuing** - 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.

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

**9.3 – Completed** - 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 has sought input from Mr Bracy.
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9.4 and 9.5 – Completed - 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 liaised with the legal department at SDC to ascertain if they could carry this out.

9.6 – Completed - 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 Cllr. Woodrow-Clark thanking him for his past services.

9.7 - Completed - No response had been received from network rail regarding pruning the shrubs. The clerk has followed this up.

9.8 - Completed - The clerk will ascertain the insurance position re the Hale Lane Community tree planting and the proposed working parties.

9.9 - Completed - The council considered the proposals put forward by the Otford Society regarding the Community Heritage Orchard and 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.

9.10 - Completed - Mr Thomas reported that the work on the pond willow will take place on 25th October 2011. The clerk will inform the Sevenoaks Chronicle.

9.11 - Completed - Concern was expressed that timber is to be removed from Oxenhill woods via Tudor Drive. Cllr. Mrs Ward will liaise with SDC on this.

6. CLERK'S REPORT

6.1 Issue No 768 of Direct Information Service received from NALC

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

6.3 Various advertising brochures received. Available from the Clerk.

7. OVERSEERS' REPORTS

7.1 Cllr. Mrs Evans reported that the pavement outside 11 Tudor Crescent has still not been rectified. The Clerk had already notified Kent Highways.

8. REPORTS FROM COMMITTEES

8.A. Environment

8.A.1 The report of the Committee Meeting held on 4.10.11 was received and approved.

8.A.2 Cllr. Mrs Ward reported that one of the willow trees on the pond would be pruned on 25th October 2001. The shop owners would be notified as traffic lights would be installed for the day. It had been suggested that the planters are renewed for the diamond jubilee and costs are being investigated for recycled plastic planters. There is to be a working party at Telston Park on 15th October. The timber from 10.1 Clerk
Oxenhill woods will be removed via Tudor Drive.

8.A.3 There were no recommendations made.

8.A.4 A copy of the Oxenhill Management Plan had been received from Jonathan Webb.

8.A.5 A copy of the September 2011 Tree Inspection Report had been received from FCS.

8.B. Highways

8.B.1 The committee had not met since the last meeting. The next meeting is on 20th October 2011. The chairman did not give a report.

8.B.2 There were no recommendations.

8.B.2 The village car park had become busier, it was thought as a result of yellow lines being installed in other parts of the village. This is a cause of concern to hall users, parents of school children and shopkeepers. The Chairman has sought suggestions from Parishioners in the October newsletter and the responses will be discussed at the meeting of the Highways Committee on 20th October 2011.

8.B.3 A knock on effect of new yellow lines in some village roads is being felt in the levels of parking in roads which do not have such lines.

8.B.4 The survey carried out by a resident of Leonard Avenue was presented to the council and discussed. Thirteen residents were in favour of parking permits. The Chairman pointed out that the next step was to approach Mr Bracey at SDC. If Mr Bracey felt that permits could be workable he would carry out a survey which would also include the Doctor’s surgery, shops and emergency services.

8.B.5 A letter had been received from Otford Village memorial hall re the Car Park.

8.B.6. Emails had been received from Kent Highways re removal of wood from Oxenhill Shaw and re yellow lining.

8.C Recreation

8.C.1 The report of the Committee Meeting held on 19.9.11 was received and approved

8.C.2 Cllr. Knight reported that he had attended the AGM of the Otford Allotments Association on 8th October and would be attending a meeting of the OSA on 12th October. Cllr.Knight and Cllr.Mrs Marsh had been meeting with suppliers of play equipment in order to obtain proposals and quotes for a new playground at the Hale Lane Recreation ground.

8.C.3 It was recommended that the fire risk assessments for Hale Lane Pavilion and the Eric Dilley Pavilion be accepted and the Council resolved that these assessments be accepted.

8.C.4 Dog fouling on the recreation ground, Telston Park and the allotments had increased. The Chairman explained that the dog warden has suggested that the times at which culprits visited these areas be noted so that she could attend at these times. Cllr. Mrs Ward will write an article for the November newsletter detailing the dangers of dog fouling.

8.C.5 A copy of the Otford Society newsletter had been received.

8.C.6 A copy of the Summer 2011 Delivery report had been received from Play Place.

8.D. Services

8.D.1 The report of the committee meeting held on 26th September 2011 was received and approved.
8.D.2 The Chairman of the Committee gave details of the next twinning visit on 22nd October. Cllr. Mrs Lawrey will carry the Union flag at the Remembrance Day service and she will be escorted by Cllrs. Whitehead and Knight. It was reported that the only response to the request in the newsletter for suggestions for Diamond Jubilee celebrations was that for new planters. The Clerk explained that beacons were being encouraged for the evening of 4th June. The fete committee felt that there would be limited enthusiasm for a celebration after the fete on 4th June as stall holders and organisers would have had a long day. Cllr. Leicester suggested that a forum be organised where residents could give their input. It was agreed that the next newsletter would suggest that residents attend the coffee morning at OVMH on 12th November to give their suggestions to OPC. The Talk Talk notice board would be fixed to the Hale Lane Pavilion.

8.D.3 It was recommended that the fire risk assessment for School House be accepted and the Council resolved that it be accepted.

8.D.4 A letter had been received from RLSB re awareness initiatives. Cllr. Leicester is taking this forward and is also liaising with the fete committee.

8.D.5 Information had been received at a Clerk's meeting re Queens Jubilee beacons.

8.D.6 A copy of West Kent 'In and around' Autumn/Winter 2011 had been received.

8.D.7 A notice had been received from SDC re Visit Kent/Get Set for 2012 event to be held on 18th October.

8.E. Finance and General Purposes

8.E.1 The report of the committee meeting on 3rd October 2011 was received and approved.

8.E.2 The Chairman of the committee had nothing to add to the minutes of the above meeting.

8.E.3 The committee recommended that the draft grant awarding policy be accepted by the council and the council resolved to accept it.

8.E.4 It was resolved that orders for payment be approved.

8.E.5 The report of the Heritage Centre Management Committee was received.

8.E.6 The report in respect of twinning with Neufchatel-Hardelot was received.

8.E.7 A notice had been received from SDC in respect of the Community Grant Scheme 2012/13. The Chairman explained the scheme to the members of public.

8.F. Planning

8.F.1 The reports of the committee meetings held on 14th September and 28th September were received and approved.

8.F.2 The Chairman of the committee explained to the members of the public that the planning committee met twice a month and that the meetings were open to members of the public.

8.F.3 A member of the public queried the position in respect of the illegally sited Portakabin in Station Road. The Chairman explained that the matter was being dealt with by the enforcement department at SDC. The member of public queried whether the enforcement notice could be the subject of an appeal and the Chairman confirmed that this could be the case.
8 **KALC/ACRK**

8.1 Minutes of the KALC Sevenoaks Area meeting on 16th September 2011 had been received.

8.2 Minutes of the Clerk's Meeting held on 22nd September had been received.

9 **DATE OF NEXT MEETING**

9.1 The date of next meeting was noted as 14.11.11 at 7.30pm.

There being no other business the meeting was closed at 21.15pm

Signed………………………………………………Chairman

Dated………………………………………………