Minutes of the 11th meeting of 2011 of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 14th November 2011 at 7.30pm

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

In attendance: Clerk, a reporter from the Sevenoaks Chronicle and five members of the public.

1. APOLOGIES FOR ABSENCE

1.1 Cllr. Mrs Evans

2. DECLARATIONS OF INTEREST

2.1 None

3. MINUTES

3.1 The minutes of the meeting held on 10th October were approved and signed.

4. MATTERS ARISING

4.1 Actions from previous meetings:

7.8 - Completed - JE-W had arranged a meeting with Chairman of HC.

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. In the November meeting Cllr Knight noted that another key would be required for Mr Catt. 8.6 RK

8.8 and 8.9 - Completed - 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. In the November meeting it was noted that any beacon may not be on the Mount and this action would therefore be progressed at a later date if necessary.

8.10 - Completed - 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.

8.15 - Completed - 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 had been obtained.

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 had queried this with Kent Highways. Cllr. Cracknell requested that the position re the approval of Kent Highways and planning permission be clarified. Kent Highways had been contacted but no response had been received.

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.

10.1 Completed - Cllr. Mrs Ward reported that one of the willow trees on the pond would be pruned on 25th October 2011. The shop owners had been notified as traffic lights would be installed for the day.

10.2 Continuing - 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. The Chairman had contacted Mr Bracey who had written to Mrs Baldwin. Cllr. Leicester requested that he Chairman contact Mr Bracey for a copy of his standard survey as a guide in future cases.

10.3 Completed - 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 had written an article for the November newsletter detailing the dangers of dog fouling.

10.4 Completed - 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.

5. CLERK’S REPORT

5.1 Issue No 770 and 771 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.

6. OVERSEERS’ REPORTS

6.1 Cllr. Mrs Lawrey reported that the footpath by the Scout Hut was very muddy following the bonfire evening.
6.2 Cllr. Whitehead reported that that chestnut paling on the side of the footpath from the church to the station had fallen over. The Clerk reported that vegetation had been dumped on the side of the same path. The clerk will notify KCC

7. REPORTS FROM COMMITTEES

Mrs Hind introduced Mr Beasley who will take over the role of Parish allotment agent in October 2012.

7.A. Planning
7.A.1 The reports of the Committee Meetings held on 12.10.11, 26.10.11 and 9.11.11 were received and approved.
7.A.2 There were no recommendations.
7.A.3 A notice from LGBC of AGM held on 2.11.11 had been received.
7.A.4 The agenda re Sevenoaks Quarry Liaison Meeting held 18.10.11 had been received and Cllr. Mrs Ward had attended.
7.A.5 A letter had been received from a resident re Coombe Road
7.A.6 A letter from KCC re Mineral and Waste Sites Development Plan Documents

7.B. Environment
7.B.1 The report of the Committee Meeting held on 8.11.11 were received. The Chairman gave a summary of the meeting
7.B.2 There were no recommendations.
7.B.3 A letter had been received from South Eastern re shrub beds at Otford Station
7.B.4 A letter from Kent Men of The Trees re Village Competition 2011 had been received. A prize of a £15 voucher for a tree had been received.
7.B.5 A letter from BTCV re Tree and Pond Wardens had been received.
7.B.6 A copy of News Flow Autumn 2011 had been received from DRIPS
7.B.7 A letter had been received from a resident re Tree work at pond. A copy of Open Space Magazine Autumn 2011 and email re Village Greens had been received from Open Spaces

7.C Highways
7.C.1 The report of the Committee Meeting held on 20.1011 was received.
7.C.2 Cllr. Knight reported that there had been two meetings of the sub-committee re the car park and various options are being considered. A survey of car park users will be carried out and Cllr. Leicester will
draft the survey. A response from KCC was awaited re cost of gateways, who could erect them and planning permissions required. An application for a Big Community Grant of £3,000 towards gateways had been rejected but will be resubmitted. £1,500 towards the gateways had been received from Kent County Councillor, Nick Chard.

7.C.3 There were no recommendations.

7.C.4 A member of the public queried why there was no white line on the road into the west of Otford. Cllr Edwards-Winser advised that this was due to the fact that the road narrowed under the railway bridge.

7.C.5 The condition of the traffic islands around the pond was queried by a member of the public. Cllr. Leicester explained that the Community Warden had arranged a working party which had cleared these. Cllr. Leicester will ask the community warden if such parties could be organised when needed.

7.C.6 Cllr. Verrall reported that substantial movements of heavy lorries would be taking place to and from the St Michaels School site. He will advise Kent Highways so that the road surface can be monitored.

7.C.7 An email had been received from Kent Highways re Salt Bins. Cllr. Edwards-Winser reported that KCC had stated that all salt bins had been filled for winter.

7.C.8 A copy letter had been received from SDC re parking issues in Leonard Avenue.

7.C.9 A letter and two emails had been received from residents re the Car Park.

7.C.10 A copy of action points had been received from the Otford Parish Plan Highways and Walkways Group following their meeting on 2nd November 2011.

7.D. Recreation

7.D.1 The committee had not met since the last meeting. The next meeting would be on 21st November.

7.D.2 Cllr. Knight reported that Cllr. Mrs Marsh and he were obtaining designs and quotes for proposed play ground at Hale Lane recreation ground. The community tree planting at this location had also been successful and he thanked Councillors and parishioners for their help. Cllr. Leicester reported that there were to be football matches in conjunction with Dorton House at the fete and that cricket matches would be arranged with them later in the summer.

7.D.3 There were no recommendations.

7.D.4 A letter had been sent to an allotment holder re his plot.

7.D.5 A copy of the September 2011 newsletter had been received from the Otford Allotment Association.

7.D.6 A copy of the minutes of the AGM of the Otford Allotments Association, held on 8th October had been received.

7.D.7 A copy of the KCPFA Autumn 2011 Newsletter had been received.

7.E. Services

7.E.1 The committee had not met since the last meeting. The next meeting would be on 28th November.

7.E.2 Cllr. Mrs. Lawrey reported that the cascade on the emergency plan would be amended to take account of recently appointed Councillors.
Cllr. Leicester reported that the meeting at the village hall on the preceding Saturday, re the Queen’s Diamond Jubilee, had been well attended and thanked the Cllrs. Mrs Ward, Mrs Marsh, Mrs Howe and the clerks for their help.

7.E.3 There were no recommendations.
7.E.4 A copy of the Annual Report 2011 had been received from the English Rural Housing Association.
7.E.5 Notice of the Jubilee Civic Service and tea on the green had been received from St Bartholomew’s church.
7.E.6 An email had been received from SDC re community events in 2012.
7.E.7 A copy of the November 2011 Stakeholder Newsletter had been received from South Eastern trains.
7.E.8 An email had been received from the Red Cross re emergency response teams.
7.E.9 A copy of a newsletter had been received from the Health Overview and Scrutiny Committee.
7.E.10 A copy of the November newsletter had been received from the Sevenoaks District Seniors Action Forum.
7.E.11 An email re Towards 2020 had been received from Kent fire and Rescue Service.

7.F. Finance and General Purposes
7.F.1 The report of the committee meeting held on 7th November 2011 was received.
7.F.2 The Chairman had nothing to add to the minutes of the above meeting. The clerk explained the draft budget proposals for 2012-2013. Cllr. Cracknell raised the possibility of taking out a loan to finance the resurfacing the car park and installing car park meters if required.
7.F.3 The committee considered that litter collection had become too expensive and recommended that the hours of Mr Still be reduced by 50% from 1 April 2012. It was resolved that this recommendation be implemented. The Clerk would contact Mr Still.
7.F.4 Cllrs. Cracknell and Leicester had recommended changes to the Financial Risk Assessment and this will be amended prior to being submitted to the Council for approval.
7.F.5 It was resolved that orders for payment be approved.
7.F.6 The Heritage Centre Management Committee had not met and therefore no report was available.
7.F.7 Cllr. Mrs Lawrey reported that plans were progressing for the signing of the Twinning Charter in Otford on 31st March 2012.
7.F.8 A letter had been received from Otford Scout Group re the Chalk Pit Bonfire night on 5th November. This event had since taken place successfully.
7.F.9 A copy of ASHTAV News Autumn 2011 had been received.

KALC/ACRK
A copy of Parish News November 2011 had been received from KALC together with an insurance newsletter.
An email had been received from KALC re New Consultations.

8 DATE OF NEXT MEETING
The date of the next meeting was noted as 12th December at 7.30pm
There being no other business the meeting was closed at 9.45pm

Signed…………………………………………Chairman

Dated…………………………………………