Minutes of the 2nd meeting of 2012 of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 13th February 2012 at 7.30pm

Present: Cllrs Mrs. J. Lawrey (Chairman)  
D.G Cracknell  
Mrs. J Howe  
R. Knight  
Mrs. J. Lawrey  
H. Leicester  
Mrs C. Marsh (until item 7.E)  
J. Verrall  
Mrs. E. Ward  
M. Whitehead

In attendance: Clerk, three members of the public, one member of the press and District Councillor Michelle Lowe (part of the meeting)

1. APOLOGIES FOR ABSENCE

1.1 Cllrs. Mrs Evans and John Edwards-Winser.

2. DECLARATIONS OF INTEREST

2.1 None

3. MINUTES

3.1 The minutes of the meeting held on 9th January 2012 were approved subject to amendments at 7.B.2 and 7.E.2 and signed.

4. MATTERS ARISING

4.1 Actions from previous meetings:

9.1 – Completed - 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. Cllr. Edwards-Winser reported that responses had now been received but they had not clarified the position. He will seek clarification at the next JTB meeting. On 9th January 2012 Cllr. Edwards-Winser reported that the matter could not be clarified at the JTB but that he and Cllr. Knight were meeting representatives of Kent Highways about this and other highways matters. On 13th February Cllr Knight explained that the requirements had been clarified and that once funding had been obtained KCC would be consulted re the siting and design of one gateway.
12.1 - Continuing - The committee recommended and it was resolved that an account be opened with Unity Bank ready to spread the risk when the precept is received in April 2012. The Clerk will arrange this. A detailed resolution accepting terms and conditions would be required at the next meeting of the Council.

12.2 - Continuing - The committee recommended, and it was resolved that, subject to checking the original planning permission, the rules for part of the cemetery be changed so that graves could be embellished. Detailed rules should be drawn up and the fees for this section will be higher to reflect the fact that the mowing will be more time consuming. The Clerk will liaise with Mr Thomas re the rules. The Clerk has checked the planning permission.

12.5 - Continuing - The Chairman and Cllr. Leicester reported on the proposed events for the Diamond Jubilee. The maze will only be feasible for a limited time due to the practicalities of mowing the whole field. It was agreed that, subject to arrangement with Mr Clucas, the maze be put in place in May, ready for June. Mr Thomas will speak to Mr Clucas. A location has not yet been agreed upon for the beacon although a portable beacon which could be reused would be preferable.

1.1 – Completed - Cllr. Mrs Lawrey reported that there were numerous black plastic sacks outside the scout hut and guttering hanging off. The Clerk has contacted the scouts.

1.2 – Completed - Cllr. Mrs Evans reported that the footpath outside 11 Tudor Crescent had collapsed and the residents were using planks to access their drive. The Clerk has contacted Kent Highways.

1.3 - Completed - Cllr. Cracknell queried the position re the possibility of the Hale Lane recreation ground becoming a QE11 field. The clerk will obtain further information from other clerks. On 13th February the Clerk reported that full details had been obtained from the Clerk at Halstead and had been forwarded to SDC for their comments.

1.4 – Completed - Cllr. Mrs Ward reported that the next meeting was on the following day. Cllr. Cracknell had received a request that the Christmas lights in the High Street remain on during January. The Clerk will ascertain if the shop owners would be willing to finance the extra costs involved. On 13th February the Clerk reported that the lights had remained on throughout January and would shortly be take down by Mr Catt.

1.5 –Continuing - It was recommended that a replacement tree be planted on the pond as soon as possible as the tree officer from SDC had approved the location of the planting. It was resolved that a willow tree be purchased to be planted in February and the planting be notified in the February newsletter. On 13th February the Clerk reported that the tree had been purchased but that the planting had not been advertised in the newsletter pending the shop keepers contributions to the cost of the tree being finalised.

1.6 – Completed -It was recommended and resolved that parking spaces be marked along Sevenoaks Road, that the centre line be moved so that it was in the centre of the remaining carriageway, that the double yellow line be extended so that the one parking space along the Sevenoaks Road near the pond was no longer available, that the 30mph speed limit be moved to the other side of the VW garage, that the right hand turn into Warham Road be marked on the carriageway, that there be a dropped kerb to provide access to the parade of shops and that parking be limited in the spaces to two hours between 7am and 7pm. These proposals have been passed to SDC.
5. CLERK'S REPORT

5.1 Issue nos 775 and 776 of Direct Information Service received from NALC
5.2 Various agendas, reports and press releases had been received from SDC and KCC. Details are with the Clerk.
5.3 Various advertising brochures had been received. Available from the Clerk.
5.4 The Clerk gave an update on working towards becoming a Quality Parish Council.
5.5 The Councillors were given a copy of a presentation on the Equalities Act 2010 which had been made at an SLCC meeting on 7th February 2012.

6. OVERSEERS' REPORTS

6.1 No reports received.

7. REPORTS FROM COMMITTEES

7.A. Recreation
7.A.1 The minutes of the Recreation Committee meeting of 23 January 2012 were received. Re minute 3.4 Cllr. Verrall commented that the sum of £800 for surfacing the allotment car park seemed reasonable. Cllr. Knight explained that there was nothing in the budget for this. Cllr. Leicester queried whether this car park could be used as a school drop off point. Cllr. Knight explained that the access through the OBM car park was inadequate. Re minute 4.7 Cllr. Cracknell requested and it was agreed that advice be obtained from KALC to ensure that the grant of a 50 year lease to the tennis club was within the remit of the Council.

7.A.2 Cllr. Knight had nothing further to report.
7.A.3 There were no recommendations.
7.A.4 A report from the Sevenoaks Youth Advisory Group for the period Sept-Nov had been received.
7.A.5 An email from NALC re Fair play for Children – Play Area survey had been received.

7.B. Services
7.B.1 The report of the Committee Meeting held on 30th January 2012 was received. Re minute 10 Cllr. Knight explained that he had also been approached by the Otford Society on the matter of the untidy area next to the telephone box at the pond and would contact them. Cllr. Leicester requested that walks around the village be encouraged during the jubilee and the Clerk will ensure there is an adequate supply of booklets containing walks.

7.B.2 The chairman of the committee asked for volunteers to clean the solar system pillars and the cleaning will take place on 12th March at 9.30am. The chairman also reported that 60-100 French visitors were expected for the signing of the Twinning charter.

7.B.3 There were no recommendations.
7.B.4 An email had been received from KALC re review of Household Waste recycling Centre service
7.B.5 A copy of the Winter Warmer Newsletter had been received from Sevenoaks District Senior Action Forum.
7.B.5 The first annual report from Parish Plan Steering Committee was received. The chairman of the Steering Committee reported that excellent progress had been made.
7.B.6 A copy from KCC of ‘Development and Infrastructure – creating quality places’ had been received.

7.C Finance and General Purposes
7.C.1 The minutes of the F&GP committee meeting of 6th February 2012 were received. It was noted that minute 3.4 i) should read ‘Row Dow Lane’ rather than ‘Fackenden Lane’. The excessive litter in the cemetery car park from users of MacDonlads was noted. Cllr. Mrs Marsh will contact MacDonalds and ask them to clear it regularly.

7.C.2 The acting chairman made no report.
7.C.3 It was recommended and resolved that a proposal be made under the community governance review that the Parish boundary near Row Dow Lane be aligned with the Lane so that the land and buildings of one property be included within the Parish of Otford rather than being divided between Otford and Shoreham Parishes. It was noted that this proposal had already been put forward by Shoreham Parish Council.
7.C.4 It was recommended and resolved that, subject to obtaining the opinions of the residents involved, a proposal be made under the community governance review that the properties in Twitton, which are currently within Shoreham Parish, be moved to the Parish of Otford. Cllrs. Mrs Lawrey and Verrall would draw up a questionnaire and obtain the opinions of the residents of Twitton.

7.C.5 As recommended the response to the proposals put forward under the community governance review by Sevenoaks Town Council was discussed and a form of wording was agreed subject to further information being obtained at the meeting on 17th February and to further information being obtained on the river making up the boundary on the Vestry estate. Cllrs. Mrs Marsh, Mrs Ward, Cracknell and Leicester and the Clerk would attend the meeting with Sevenoaks Town Council.

7.C.6 Orders for Payment were approved.
7.C.7 The Heritage Centre Management Committee had not met and no report was received.
7.C.8 An email had been received from Sevenoaks Town Council re the Community Governance Review.
7.C.9 An email had been received from SDC re the Community Infrastructure Levy.

7.D Planning
7.D.1 The minutes of the Planning Committee meetings on 11th January, 25th January and 10th February 2012 were received.
7.D.2 The Chairman reported that the plans submitted for Frog Farm had been withdrawn. Objections had been raised to certain elements of the outline planning application for Bartram’s Farm. A member of the public pointed out that the Otford Society had also submitted objections to this application which included comments on lighting levels.
7.D.3 There were no recommendations.

7.E Environment
7.E.1 The minutes of the Environment Committee meeting on 10th January 2012 were received.
7.E.2 The Chairman thanked Mr Thomas and Mr Catt for their work on the fencing
at the chalkpit. Willow Estate Agents are collecting contributions towards the new Pond willow tree from businesses in the village. A local craftsman is to be approached for quotes for constructing planters for the jubilee.

7.E.3 There were no recommendations.

7.F. Highways
7.F.1 The minutes of the Highways Committee meeting on 2\textsuperscript{nd} February 2012 were received. Cllr. Cracknell requested that it be noted that section 5 of the minutes should have included the fact that the fence between Sevenoaks Road and Warham Road is supported only by a hedge. The Chairman noted that the next meeting would be on 5\textsuperscript{th} April 2012.
7.F.2 The Chairman reported that Cllr. Leicester was planning the car park survey. The Clerk explained that SDC had requested that the issues reported to it re Sevenoaks Road also be reported to KCC and this had been carried out via the portal.
7.F.3 There were no recommendations.
7.F.4 An email had been received from a resident in respect of the car park.

KALC/ACRK
Minutes of KALC Sevenoaks Area Committee Meeting held 13.1.12 had been received
An E-mail from KALC re Learning & Development Update had been received.
An E-mail from KALC re Community Resilience and Emergency Planning had been received.
Notice from ACRK of Rural Community of The Year 2012 competition had been received.

8 DATE OF NEXT MEETING
The date of the next meeting was noted as 12th March 2012 at 7.30pm
The meeting was closed at 9.54pm
Signed......................................................Chairman
Dated.................................................