

Minutes of the 2nd meeting of 2013 of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 11th February 2013 at 7.30pm

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

In attendance: Clerk and three members of the public.

**PUBLIC FORUM** – Nothing was raised.

**APOLOGIES FOR ABSENCE**

1.1 Cllr. Mrs Ward

**2. DECLARATIONS OF INTEREST (not already declared)**– None

**3. MINUTES**

3.1 The minutes of the meeting held on 14th January 2013 were approved and signed subject to amendments at 8.B.5 and 12.10.

**4. MATTERS ARISING**

- 4.1 Actions from previous meetings:
- 5.6 – Continuing** - A member of the public suggested that the Otford Society be approached for donations towards planters. Cllr. Mrs Ward suggested that she will instead contact the fete committee. 5.6 EW
  - 8.4 - Continuing** - It was noted that Standing Orders and Financial Regulations would now need to be reviewed to ascertain the extent of updating required. The Clerk reported that revised standard regulations were to be produced and these were awaited. 8.4 Clerk
  - 8.7 - Continuing** - The Chairman of the environment committee reported that The Woodland Trust had offered free trees and this would be investigated. Conditions at the moment were too wet to plant trees. 8.7 EW
  - 8.8 - Continuing** - A meeting of the Darent Valley consortium would be organised. 8.8 EW
  - 8.9 - Completed** - Kent Wildlife had carried out a moth survey in the garden of the Chairman of the Environment Committee and collected 729 moths overnight, with 94 species being present and 4 of those being nationally scarce. The Chairman of the Environment Committee was awaiting the results of a second survey and will write an article for the newsletter on this.
  - 9.8 – Completed** - Cllr. Verrall will be sending fire safety instructions to all users of Council property. These had been completed and sent out.
  - 9.11 – Continuing** - The Kent Men of Trees had made some recommendations. These will be copied to Mr Thomas. 9.11 EW

**12.9 - Continuing** - The committee recommended that OUFC be billed directly for their water and electricity and it was resolved that this should be the case. The Clerk is resolving the queries raised at the last meeting re water and electricity used by the Tennis Club before organising this.

12.9  
Clerk

**12.10 - Completed**- Cllr. Verrall had obtained £200 of funding from the Big Community Fund for a hearing loop and will order this. Cllr. Verrall reported that he had obtained a further quote.

**12.11 - Continuing** - The community calendar should show the deadlines for input into the newsletter.

12.11  
Clerk

**1.1 – Completed** - Cllr. Leicester reported that there was no barrier on the road works in front of the Oast House in Shoreham Road. The Clerk had contacted Kent Highways who had visited the site but could take no action as the works were on private property.

**1.2 – Completed** - Cllr. Ward reported that the verges in Shoreham Road were being destroyed by contractors vehicles. The Clerk had contacted Kent Highways and the verges will be reinstated in the spring.

**1.3 – Completed** - Cllr. Lawrey reported that there was obscene graffiti on the scout hut. The Clerk had liaised with the scout leader and the Community Warden is helping to ascertain if the Community Payback Scheme can be used.

**1.4 – Completed** - Cllr. Lawrey reported that a fence along Pilgrims Way East was causing a danger to pedestrians. The Clerk had reported this to Kent Highways and the fence has been replaced.

**1.5 – Continuing** - A silver birch tree, donated by Kent Men of the Trees, is to be planted at Telston Park on 4<sup>th</sup> March 2013 at 11.00am in honour of the Diamond Jubilee of the Queen. The Clerk will send the contact details for the Sevenoaks Chronicle to Cllr. Mrs Ward.

1.5 Clerk

## **5. CLERK'S REPORT**

- 5.1 Issue No 800 of Information Service had been received from NALC
- 5.2 Various agendas, reports and press releases had been received from SDC and KCC. Details are with the Clerk.

## **6. OVERSEERS' REPORTS**

- 6.1 Cllr. Mrs Howe reported a gap between the pavement and the road outside 33/35 Pilgrims Way West. The Clerk will report this to Kent Highways. 2.1 Clerk
- 6.2 Cllr. Mrs Evans reported potholes in Tudor Drive. She will contact the Clerk with specific locations. 2.2 ME
- 6.3 Cllr. Edwards-Winsor reported that water was running in Rye Lane from 'The Firs' to Pilgrims Way West. The Clerk will report this to Kent Highways. 2.3 Clerk
- 6.4 Cllr. Mrs Howe reported that she had been contacted by a resident re the footpath from The Charne to Pilgrims Way West which was much reduced in width. The resident had taken the matter up with Kent Highways.
- 6.5 Cllr. Edwards-Winsor reported a large pothole in the entrance to Telston Lane. The Clerk will report this to Kent Highways. 2.4 Clerk
- 6.6 A resident reported that a lorry had damaged the pond again after its recent reinstatement. This had happened overnight so no details of the lorry had been obtained.

## **7. REPORTS FROM COMMITTEES**

### **8.A. Recreation**

- 8.A.1 The minutes of the committee meeting held on 21st January 2013 were received.
- 8.A.2 The Chairman reported that it had not been possible to arrange a meeting between the Tennis Club and the committee and he would therefore be meeting with a representative of the tennis club to ascertain its views on the proposed rent for the long lease and would report back to the committee. Three quotes had been obtained for cutting the grass at the Recreation Ground and this would be discussed at the next committee meeting. The wooden barrier had been placed around the Hale Lane playground and a vote on this was not required. A new treasurer had been obtained for the fete and it would therefore proceed. Cllr. Edwards-Winser reported that Shoreham PC were receiving a free 'playday'. The Clerk will contact the Clerk at Shoreham for more details. 2.4 Clerk
- 8.A.3 It was recommended and resolved that Otford United Football Club be absolved of their commitment to pay the costs of health and safety regulations in connection with the ownership of the football pavilion until March 2014.
- 8.A.4 The Agenda of the meeting of the Sevenoaks Youth Advisory Group on 24th January 2013 and the minutes of the last meeting had been agreed.
- 8.A.5 A letter had been received from Wicksteed re the playground safety inspection.
- 8.A.6 A copy of a report from FCS re the allotment boundary had been received.
- 8.A.7 An email had been received from PlayPlace re funding news.
- 8.A.8 A request had been received for the use of the recreation ground for a cycling event. As this would involve 1200 cars parking on the recreation ground in February 2014 it was resolved that the Clerk respond that the recreation ground could not be used in this instance. 2.5 Clerk

### **8.B. Services**

- 8.B.1 The minutes of the Committee meeting held on 28th January 2013 were received.
- 8.B.2 The Chairman explained that Councillors kept areas litter free and that section 8 of the minutes should include the name of Cllr. Mrs Evans. Cllr. Mrs Evans reported that she and her husband had collected 15 bags of rubbish from the Tudor Drive/ Chalkpit area in one week and that the bin in Tudor Drive had not been emptied for weeks. Bins are needed by each of the footpaths on the station land. The Clerk will email Cllr. Edwards-Winser so that he can take this up with SDC. 2.6 Clerk
- A quote is awaited for repairing the village hall clock. Cllr. Cracknell pointed out that the clock had been given in memory of a Chairman of the Parish Council and therefore replacement by a clock in memory of another person might not be appropriate.
- There are still some places available on the coach trip to Hardelot on 20<sup>th</sup> April.
- An item had been put in the newsletter to encourage use of the library. Cllr. Mrs Howe reported that she had been informed that the Kent Library Service was very well regarded in the library profession.
- Cllr. Verrall had completed risk assessments for the Heritage Centre, the office and the chalk pit and the Clerk will circulate them. 2.7 Clerk
- Cllr. Leicester requested that progress be made in making documents

accessible. The Clerk will liaise with the assistant Clerk. 2.8 Clerk  
 Cllr. Leicester pointed out that OPC should participate in the scheme run by the 'Disabled Go' charity. This will be taken forward by the Services committee.

8.B.3 There were no recommendations.

8.B.4 A letter had been received from the Hospice in the Weald re the Light up a Life Service.

**8.C Finance and General Purposes**

8.C.1 The minutes of the F&GP committee meeting on 4th February 2013 were received.

8.C.2 The next meeting will start at 8.30am on 4th March 2013. The community heroes scheme being run by the Sevenoaks Chronicle was discussed and the lunch club was put forward. The Clerk will contact Mrs Drake, who writes the community column with the details. The Clerk will ensure that the scheme is detailed in the newsletter. 2.9 Clerk

8.C.3 It was recommended and resolved that the RBS Alpha software be purchased to run in parallel with the scribe accounting system for the year 2013-2014. 2.10 Clerk

8.C.4 It was recommended and resolved that the draft complaints policy be adopted.

8.C.5 It was recommended and resolved that the 99 year lease of Hale Lane recreation ground as drafted by SDC be signed and put in place. The Clerk will arrange this with SDC. 2.11 Clerk

8.C.6 It was recommended and agreed that the Clerk's contract be amended to ensure that evening work is restricted to Mondays only as agreed prior to the commencement of her employment.

8.C.7 It was recommended and agreed that a letter be written to Michael Fallon MP regarding the recent changes to Local Council Financing arrangements. It was also recommended that the draft letter be widened to take account of the impact on SDC services. 2.12 Clerk

8.C.8 It was recommended and agreed that Paul Robertson, the Community Warden, be nominated for a community Safety Award. The Clerk will organise this. 2.13 Clerk

8.C.9 Orders for payment were agreed. It was noted that postage costs had increased. Cllr. Edwards-Winsor will write an insert for newsletters which are posted asking for email addresses so that newsletters can be emailed to save postage costs. Cllr. Mrs Howe will investigate the cost and practicalities of an emailing service. It was suggested that quotes for office supplies be requested from other suppliers. 2.14 JE-W 2.15 JH

8.C.10 A letter had been received from a resident requesting a donation for a charity trip. Cllr. Mrs Howe will research the request further. 2.16 JH

8.C.11 An email had been received from Aon Hewitt re Local Government Pension Scheme 2014 consultation.

8.C.12 A copy of News in Kent newsletter for Parish Councils no 1 had been received from Kent Police.

8.C.13 A copy of Kent Police and Crime Plan 2013-2017 had been received.

8.C.14 An email had been received from Caremark re donation of prizes or sponsorship. The Clerk will send a copy to the secretary of the OSA 2.17 Clerk

**8.D. Planning**

8.D.1 The minutes of the meetings of the committee on 23<sup>rd</sup> January and 6<sup>th</sup> February were received.

8.D.2 The Chairman summarised the applications and results considered in the above meetings. An appraisal re the Otford Primary school drop off had been

received from KCC which the planning committee considered to be technically flawed. The KCC transport report re the School application did not take into account the impact of increased pupil numbers on traffic within the village. Cllr. Edwards-Winser reported that KCC Councillor Nick Chard had requested information on response to the application in respect of Otford Primary School.

- 8.D.3 It was recommended and resolved that the whole Parish be recognised as a neighbourhood. The Clerk will contact SDC. 2.18 Clerk

**8.E. Environment**

- 8.E.1 The minutes of the Committee meeting on 15<sup>th</sup> January 2013 were received.  
 8.E.2 In the absence of the Chairman of the Committee there was no report.  
 8.E.3 There were no recommendations.  
 8.E.4 The matter of extra litter bins had been discussed at 8.B.2 above  
 8.E.5 An email had been received from NWKCP re Migrating towards better rivers workshop to be held on 2<sup>nd</sup> March 2013.  
 8.E.6 An email had been received from South Easter Trains re Train noise in the Shoreham Road.  
 8.E.7 An email had been received from WRSE re briefing re water resources in the South East to be held on 15<sup>th</sup> February 2013.  
 8.E.8 A letter had been received from KCC re changes to the management of Public Rights of Way in Kent.

**8.F. Highways**

- 8.F.1 The Committee had not met since the last meeting. Its next meeting would be on 18<sup>th</sup> February 2013. The Chairman reported that the car Park Advisory Group would meet on 13<sup>th</sup> February 2013 at 8pm and the Councillors attending would report back to the Highways Committee. A member of the public requested that details of which organisation is responsible for particular services is put in the newsletter. Cllr. Leicester requested an update on the step at Pickmoss. Cllr. Edwards-Winser reported that Kent highways had confirmed that they would not take any action re this. 2.19 Clerk
- 8.F.2 There were no recommendations.  
 8.F.3 A request had been received from a resident of The Charne for the Charne to be gritted in snowy weather and for the siting of a salt bin at the Charne to facilitate the access of disabled people. Cllr. Edwards-Winser explained that this would not be possible under the policies of Kent Highways.  
 8.F.4 A request had been received from a resident of Hale Lane for a salt bin at Hale Lane to facilitate access of the first responder. Cllr. Edwards-Winser explained that this would not be possible under the policies of Kent Highways.  
 8.F.5 An email had been received from a resident re traffic crash data for Shoreham Road and Pilgrims Way West.  
 8.F.6 A letter had been received from a non resident re Sunday car parking charges at the Station.

**KALC/ACRK**

An email had been received re Inspection of Fire Hydrants.  
 An email had been received from KALC re examining speed limits for HGVs over 7.5 tonnes.

**8**            **DATE OF NEXT MEETING**

The date of the next meeting was noted as 11th March 2013 at 7.30pm  
There being no other business the meeting was closed at 10.12 pm

Signed.....Chairman

Dated.....