Minutes of the 3rd meeting of 2013 of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 18th March 2013 at 7.30pm

Present: Cllrs Mrs. J. Lawrey (Acting Chairman)
D. Cracknell
Mrs. J. Howe
R. Knight
Mrs C. Marsh
M. Whitehead
Mrs. E. Ward

In attendance: Clerk, the allotment agent and three members of the public.

PUBLIC FORUM – Nothing was raised.

APOLOGIES FOR ABSENCE

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

3. MINUTES
3.1 The minutes of the meeting held on 11th February 2013 were approved and signed subject to an amendment at 8.E.6.

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 - Completed - 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 by NALC and these were awaited before updating commenced.
8.7 - Completed - The Chairman of the environment committee reported that The Woodland Trust had offered free trees and this would be investigated in the Autumn. Conditions at the moment were too wet to plant trees.
8.8 - Completed - A meeting of the Darent Valley consortium would be organised. This would now take place on 10th April 2013 at 7.30pm in the Club Room of Otford Village Memorial Hall.
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 has resolving the queries raised at the last meeting re water and electricity used by the Tennis Club and there will be an onsite meeting before organising this. 12.9 RK
12.11 - Continuing - The community calendar should show the deadlines for input into the newsletter. 12.11 Clerk
1.5 – Completed - A silver birch tree, donated by Kent Men of the Trees, was planted at Telston Park on 4th March 2013 at 11.00am in honour of the
Diamond Jubilee of the Queen. The Clerk had sent the contact details for the Sevenoaks Chronicle to Cllr. Mrs Ward.

2.1 - Completed - Cllr. Mrs Howe reported a gap between the pavement and the road outside 33/35 Pilgrims Way West. The Clerk had reported this to Kent Highways.

2.2 - Completed - Cllr. Mrs Evans reported potholes in Tudor Drive. She has notified the Clerk with specific locations.

2.3 - Completed - Cllr. Edwards-Winser reported that water was running in Rye Lane from 'The Firs' to Pilgrims Way West. The Clerk had reported this to Kent Highways.

2.4 - Completed - Cllr. Edwards-Winser reported a large pothole in the entrance to Telston Lane. The Clerk will report this to Kent Highways.

2.4 - Completed - Cllr. Edwards-Winser reported that Shoreham PC were receiving a free 'playday'. The Clerk had contacted the Clerk at Shoreham for more details and Cllr. Mrs Marsh had arranged a playday on 8th April 2013 in the recreation ground.

2.5 - Completed - 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. The Clerk had responded.

2.6 - Completed - Bins are needed by each of the footpaths on the station land. The Clerk had emailed Cllr. Edwards-Winser so that he can take this up with SDC.

2.7 - Completed - Cllr. Verrall had completed risk assessments for the Heritage Centre, the office and the chalk pit and the Clerk will circulate them.

2.8 - Completed - Cllr. Leicester requested that progress be made in making documents accessible. The Clerk had liaised with the assistant Clerk and the matter had been taken forward at a Services Committee meeting.

2.9 - Continuing - 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.

2.10 - Completed - 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. The software had been purchased and a training session arranged.

2.11 - Completed - 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 lease had now been received and was awaiting signature by the Chairman.

2.12 - Completed - 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. The Clerk had written and sent the letter.

2.13 - Completed - It was recommended and agreed that Paul Robertson, the Community Warden, be nominated for a community Safety Award. The Clerk had organised this.

2.9 Clerk
2.14 - Continuing - It was noted that postage costs had increased. Cllr. Edwards-Winser will write an insert for newsletters which are posted asking for email addresses so that newsletters can be emailed to save postage costs.

2.15 - Completed - Cllr. Mrs Howe had investigated the cost and practicalities of an emailing service. Emailing the newsletter to 1340 houses would cost £28 per month.

2.16 - Completed - A letter had been received from a resident requesting a donation for a charity trip. Cllr. Mrs Howe had researched the request further. Some of the charities were national charities and others were local to Sheffield University. This will be considered at the next F&GP meeting.

2.17 - Completed - An email had been received from Caremark re donation of prizes or sponsorship. The Clerk had sent a copy to the secretary of the OSA

2.18 - Completed - It was recommended and resolved that the whole Parish be recognised as a neighbourhood. The Clerk had notified SDC.

2.19 - Completed - A member of the public requested that details of which organisation is responsible for particular services is put in the newsletter. This information is in the April newsletter.

5. CLERK’S REPORT

5.1 There was nothing to report.

6. OVERSEERS’ REPORTS

6.1 Cllr. Cracknell reported that the pavement at the side of The Corner House was uneven and dangerous. The Clerk will contact Kent Highways.

6.2 Cllr. Cracknell reported that water was pouring through a manhole in Park Lane. The Clerk will contact Thames Water.

6.3 Cllr. Mrs Marsh reported that the verges in Shoreham Road had been badly damaged by builders lorries. The Clerk will contact Kent Highways and care of verges should be mentioned in the newsletter.

6.4 Cllr. Mrs Marsh requested that a VAS sign be installed in Shoreham Road to reduce speeding. This will be considered at the next meeting of the Highways Committee.

6.5 Cllr. Mrs Howe reported that the verge opposite Telston Lane had been damaged. The Clerk will contact Kent Highways.

6.6 Cllr. Mrs Lawrey reported that verges at the top and bottom of Tudor Drive had been damaged by a lorry. The Clerk will contact Kent Highways.

6.7 Cllr. Mrs Evans reported numerous potholes in Tudor Drive and Tudor Crescent. The Clerk will contact Kent Highways.

6.8 Cllr. Mrs Evans reported potholes in Pilgrims Way East between Long acre and Hillway.

7. REPORTS FROM COMMITTEES

8.A. Highways

8.A.1 The minutes of the committee meeting held on 18th February 2013 were received.

8.A.2 The Chairman reported that the car park Stakeholder group had met and a consensus was being arrived at for charging to be implemented after the resurfacing of the car park. The group had queried whether the yellow line in the Bubblestone area could be reversed as they were not popular with the residents of that area and this would help those who worked in the village. Cllr. Whitehead explained that this would be a lengthy process. It was suggested that details of the 'rent a drive' scheme be published in the
newsletter. The allotment agent expressed concern that the allotment car park might be used by those who were not allotment holders. A member of the public suggested that this could contravene the planning permission for the site. A suggestion had been made that a trust be set up to run the car park using Flash Park. It was agreed that this was not feasible as feedback had been obtained that Flash Park would not provide an adequate deterrent to long term parking and would put the safety of volunteers at risk. In addition any income would then be applied for the car park only. The last meeting of the stakeholder group would be on 18th April.

8.A.3 The quotes obtained for car park resurfacing were discussed and a recommendation was to be made in the F&GP section of the meeting.
8.A.4 A letter had been received from a resident re FP SR52.
8.A.5 An e-mail had been received from KCC re Kent Freight Action Plan - Lorry Watch.
8.A.6 An e-mail had been received from Came and Company re car park risk assessment.
8.A.7 An e-mail had been received from a resident re parking on the footpath close to junction Willow Park & Rye lane.
8.A.8 Information had been received from a resident re two road rage incidents in the High Street.
8.A.9 Input had been received from a resident re Village Gateways
8.A.10 An e-mail had been received from Kent police re Speedwatch Mini-Conference to be held 20.4.13

8.B. Recreation
8.B.1 The committee had not met since the last Council meeting. The next meeting would be on 25th March. The Hale Lane Play Area would be opened on 6th April.
8.B.2 There were no recommendations.
8.B.3 Quotes for Grass Cutting Grounds Maintenance 2013
8.B.4 E-mail from Rospaplay safety re inspections 2013
8.B.5 A copy of Newsletter Spring 2013 had been received from Otford Allotment Association.
8.B.6 An E-mail had been received from SDC of minutes of Sevenoaks Youth Advisory Group meeting held 24.1.13.
8.B.7 A copy of the Risk Assessment for Eric Dilley Pavilion had been prepared.
8.B.8 An e-mail had been received from CXK Limited re providing weekly youth activities.
8.B.9 A copy of the quarterly safety inspection report from Wicksteed had been received.
8.B.10 A letter re the Annual Safety Inspection had been received from Wicksteed
8.B.11 A quotation from R P Dalton had been received re repairs to Hale Lane Pavilion.
8.B.12 A copy of a letter to A& R Joiners re repairs to Hale Lane Pavilion was received.

8.C Services
8.C.1 The Chairman reported that the committee had met that morning, there were still places available on the trip to Hardelot on 20th April 2013. On 8th June the French would be visiting Sissinghurst and wanted to visit gardens in Otford.
8.C.2 There were no recommendations.
8.C.3 An e-mail from Sevenoaks District Senior Action Forum of Newsletter Issue 11 had been received.
8.C.4 An e-mail had been received from Sevenoaks District Arts Council re 'Sevenoaks District Journey Through Time'.
8.C.5 An e-mail had been received from South Eastern of Stakeholder Newsletter February 2013.
8.C.6 An e-mail had been received from Contacta re quote for portable hearing loops.
8.C.7 A copy of the Risk Assessment for School House and Heritage Centre had been received.
8.C.8 A copy of SDC of Community Safety News March issue had been received.
8.C.9 A letter had been received from Southeastern re stakeholder forum meeting to be held on 18.4.13.

8.D. Finance and General Purposes
8.D.1 The minutes of the meeting of the committee on 4th March were received.
8.D.2 The Chairman had nothing further to report.
8.D.3 It was recommended and resolved that any unspent budgets be transferred to general reserves noting that reserves include £28,500 which is allocated for car park resurfacing.
8.D.4 It was recommended and resolved that, based on the two quotes received for car park resurfacing, the Sturgeons quote be accepted subject to Cllr. Verralls review of terms and discussions with them and the third quote no improvement on this.
8.D.5 It was recommended and resolved that the quote from British Telecom giving a saving of £132 p.a. be accepted. Cllr. Knight queried whether the fax should be discarded and this will be discussed at the next F&GP committee.
8.D.6 Orders for payment were approved. Cllr. Knight requested that the Clerk checked that the subscription to RBS re Alpha software is for one year only.
8.D.7 A copy of Legal Updates had been received from Knocker & Foskett.
8.D.8 An e-mail had been received from Gillett & Johnston re Village Clock Estimate.
8.D.9 A letter of reply had been received from M Fallon MP re letter sent concerning localism.
8.D.10 An e-mail from Unity Trust Bank containing Newsletter February 2013.
8.D.11 A copy from of Parish Matters Spring 2013 had been received from Came & Company.
8.D.12 A letter had been received from a resident re donation for charity fundraising project. This will be considered at the next meeting of the F&GP committee.
8.D.13 An email had been received re use of parish office facilities. This will be considered at the next meeting of the F&GP committee.

8.E. Planning
8.E.1 The minutes of the Planning Committee meetings held on 20.2.2013 and 6.3.2013 were received.
8.E.2 The Chairman summarised the applications and results considered in the above meetings.
8.E.3 An e-mail had been received from The London Green Belt Council re meeting to be held 13.3.2013.
8.E.4 A copy of Spring magazine 2013 had been received from ASHTAV.

8.F. Environment
8.F.1 A meeting had been held on 13.03.2013 and a report would be given at the next meeting. Mr Catt had constructed the planters but there was concern over the location of the planter at the car park. The Clerk will consult with Cllr. Verrall.

8.F.2 There were no recommendations.

8.F.3 A letter had been received from Kent Men of The Trees re Village Competition 2013.

8.F.4 An e-mail had been received from a resident re environmental improvements at The Parade.

8.F.5 An email had been received from the KCC Highway steward re planters at The Parade.

8.F.6 An email had been received from Water Resources in the South East re recording of briefing held 15.2.13.

8.F.7 A copy of a Risk Assessment for Chalk Pit had been received.

8.F.8 A copy of Open Space Magazine Spring 2013 had been received from the Open Spaces Society.

8.F.9 An email had been received from Fields in Trust containing the March e-zine.

8.F.10 A copy from of the Village Tree Inspection report had been received from FCS.

8.F.11 A copy of the six monthly inspection of Recreation ground had been received from FCS.

8.F.12 A letter had been received from the Environment Agency re River Darent abstraction.

8.F.13 Notes had been received from the 'Migrating towards Better Rivers' workshop. Cllr. Mrs Ward thanked Mr Shelton for his input.

KALC/ACRK
A notice had been received from KFAS of 'A Global Airport for Kent?' conference to be held 22.3.13. A copy of the Agenda for KALC Sevenoaks Area Meeting to be held 8.3.13 had been received. Cllr. Mrs Lawrey had attended the meeting which was addressed by Ann Barnes and gave a report. The Clerk was requested to invite Mrs Barnes to the Annual meeting of the electors.

An email had been received from KALC re NALC chairman's resignation. An email had been received from NALC re 'Putting Communities First' conference to be held 6.6.13.

8

DATE OF NEXT MEETING
The date of the next meeting was noted as 15th April 2013 at 7.30pm
There being no other business the meeting was closed at 9.20 pm

Signed……………………………………….Chairman

Dated……………………………………….