Minutes of the Annual Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 13th May 2013 at 7.30pm

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

In attendance: Clerk, 4 members of the public and a member of the press.

PUBLIC FORUM – The Chairman of the Parish Plan had been liaising with the Kent Downs AONB who are looking for projects to assist the protection of the Darent Valley Heritage. They will be seeking lottery funding and are looking for financial support from Otford Parish Council to the extent of £1000 in three years hence. This will be considered by the Environment Committee of the Council.

A resident asked if there were any conditions put on the sale of the land for the recreation ground from the Mildmay Estate. The Clerk confirmed that there were no conditions in the 1952 conveyance.

Cllr. Verrall presented Otford Parish Council with a gavel which he had turned himself.

APOLOGIES FOR ABSENCE
1.1 Cllr. Knight and Cllr. Mrs. Lawrey.

2. ELECTION OF A CHAIRMAN FOR THE FORTHCOMING YEAR
2.1 Cllr. Edwards-Winser was proposed by Cllr. Whitehead and seconded by Cllr. Verrall. Cllr. Edwards-Winser was unanimously elected as Chairman.

3. DECLARATION OF OFFICE
3.1 The Chairman’s declaration of office was received.

4. ELECTION OF VICE CHAIRMAN FOR THE FOLLOWING YEAR
4.1 Cllr. Mrs. Lawrey was proposed by Cllr. Edwards-Winser and seconded by Cllr. Mrs. Howe. Cllr. Mrs. Lawrey was unanimously elected as Vice Chairman.

5. DECLARATIONS OF INTEREST (not already declared)—None

6. APPOINTMENT OF COMMITTEES AND OVERSEERS FOR THE FORTHCOMING YEAR
6.1 Cllr. Edwards-Winser reported that he may have to resign from the Planning Committee if he is appointed to the Development Control Committee of the District Council. Cllr. Mrs. Marsh volunteered to fill this vacancy on a temporary basis. Apart from this it was agreed that the committees and overseers remain as in the previous year.
7. MINUTES
7.1 The minutes of the meeting held on 15th April 2013 were approved and signed.

8. MATTERS ARISING
8.1 Actions from previous meetings:

5.6 - Completed - A member of the public suggested that the Otford Society be approached for donations towards planters. Cllr. Mrs Ward suggested that she would instead contact the fete committee and contact had been made.

9.11 – Continuing - The Kent Men of Trees had made some recommendations. These will be copied to Mr Thomas.

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 been 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.

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

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

4.1 - Completed - Cllr. Verrall reported a pothole in Pilgrims Way East, 20 metres from the junction with Station Road, 2 metres long and 50-100m in depth. The Clerk had contacted Kent Highways.

4.2 - Completed - Cllr. Mrs Ward reported numerous potholes on Pilgrims Way East from Row Dow to the Parish Boundary with Kemsing. The Clerk had contacted Kent Highways.

4.3 - Continuing - Cllr. Verrall reported that a front garden in Pilgrims Way East was flooded due to blocked drains. The Clerk will obtain the number of the property from Cllr. Verrall and contact Kent Highways.

4.4 - Completed - It was recommended and resolved that a three year contract be entered into for the Parish Council insurance. The Clerk had arranged this and the cheque was included in orders for payment.

4.5 - Completed - It was recommended and resolved that the quote for £1080 for replacing the doors at Hale Lane be accepted and the Clerk had accepted the quote.

4.6 - Completed - It was resolved that the committees draw up terms of reference for approval by the Council. The Clerk had circulated draft terms of reference received from KALC.

9. CLERK'S REPORT
9.1 Issue nos 807 and 808 of Information Service had been received from KALC
9.2 Various agendas, reports and press releases had been received from SDC and KCC.

9.3 Various advertising brochures had been received.
9.4 SLCC News Bulletin had been received.

10. OVERSEERS' REPORTS
10.1 Cllr. Mrs Evans reported a pothole at the junction of Tudor Drive and Pilgrims Way West. The Clerk will contact Kent Highways.  

10.2 Cllr. Mrs Evans reported a sunken drain cover at the top of Tudor Drive. The Clerk will contact Kent Highways.  

10.3 Cllr. Mrs Evans reported a faulty manhole cover in the verge outside 14 Tudor Crescent. The Clerk will contact Kent Highways.  

11. REPORTS FROM COMMITTEES  

11.A Planning  

11.A.1 The minutes of the committee meetings held on 17th April 2013 and 1st May 2013 were received.  

11.A.2 The Chairman summarised applications and results considered at the above meetings.  

11.A.3 There were no recommendations.  

11.A.4 An email from a resident re parking at the Parade was discussed. The land involved does not belong to the Parish Council.  

11.B Environment  

11.B.1 The next committee meeting would be the following day at 8.30am.  

11.B.2 There were no recommendations.  

11.B.3 A copy of the Agenda for the Sevenoaks Quarry Liaison group meeting held 16.4.13 had been received.  

11.B.4 A letter had been received from The Kent Environment and Community Network re resource centre.  

11.B.5 A letter had been received from Kent Downs AONB re Darent Valley Landscape Partnership Scheme.  

11.B.6 A copy of Kent Voice Magazine Spring / Summer 2013 had been received from CPRE.  

11.B.7 An email had been received from a resident re Darent Catchment Improvement Group.  

11.B.8 A notice of a meeting of the Darent Valley Landscape Partnership on 8.5.13 had been received.  

11.C Highways  

11.C.1 The minutes of the committee meeting on 22\textsuperscript{nd} April 2013 were received.  

11.C.2 The Chairman reported that there had been another meeting of the car park Advisory Group and a broad consensus had been reached on car parking charges which would be put before the next Highways Committee meeting with a view to implementing it after the resurfacing work. It would be recommended that the tariff agreed upon be reviewed after one year. Cllr. Cracknell requested that any documentation re permits be reviewed from a legal viewpoint. The committee will check the parking requirements of the cricket league. The location of the Pay and Display units will also have to be determined.  

11.C.3 It was recommended that the car park be extended to ‘square it off’ next to the village hall subject to clarification as to the impact of open space provisions and Otford Parish Council agreeing that it will be beneficial to...
users of the Recreation Ground and inhabitants of the village. The extension would enable a ‘one way’ system to be implemented in the car park. The Clerk explained that she had clarified with the legal department at SDC that the open space provisions did not impact. It was resolved that the extension to the car park would be beneficial to users of the recreation ground and inhabitants of the village and that the car park should be extended.

11.C.4 It was recommended and, after discussion, resolved that the tree in the car park be removed and two-three trees of a semi-mature nature be planted on the periphery of the car park. Cllr. Mrs Howe pointed out that removal of the tree was required to facilitate the one way system thus improving the safety of the drop off and pick up of school children.

11.C.5 The minutes of the Advisory Group meeting on 14th March were received.

11.C.6 An email had been received from SDC re the free installation of cycle racks.

11.C.7 A quote had been received from R. Robinson re removal of the tree in the car park.

11.D. Recreation

11.D.1 The Chairman was not able to attend but had requested that a response be given to the OSA re fencing the football pitch. Cllr. Cracknell requested that this be dealt with at the next meeting of the committee. The date of the next meeting would have to be re-arranged in order to achieve a quorum. A member of the public reported that teenagers were using the Hale Lane Playground. A notice will be attached to the fence pointing out that the playground is for Primary School children only, subject to the Clerk checking this with the insurance company. A member of the public had suggested that the existing swings at the Hale Lane Recreation Ground be adjusted to take older children. The Clerk will liaise with the Grounds Maintenance Supervisor.

11.D.2 There were no recommendations.

11.D.3 An email had been received from Sutcliffe Play containing Playback Newsletter.

11.D.4 A copy of the Agenda and minutes of the Sevenoaks Youth Advisory Group meeting held on 18th April 2013 had been received.

11.D.5 An email had been received from the Grounds Maintenance Supervisor re the Hale Lane Play Area.

11.D.6 An email had been received from the OSA re fencing of the football pitch.

11.E. Services

11.E.1 In the absence of the Chairman there was no report.

11.E.2 There were no recommendations.

11.E.3 A letter had been received from CPRE re new Transport Toolkit.

11.E.4 A letter had been received re dog fouling in Pickmoss Lane

11.E.5 A letter had been received from SDC re Domestic Abuse Freedom Project.

11.E.6 A letter had been received from the Ahmadiyya Muslim association UK re Peace exhibitions.

11.E.7 Comments had been received from the Grounds Maintenance Supervisor re bottle digging in the chalkpit.

11.E.8 An email had been received from Eynsford PC re Mums Means Business festival to be held on 29th June 2013.

11.F. Finance and General Purposes

11.F.1 The minutes of the meeting of the F&GP Committee on 7th May were
received.
11.F.2 The Chairman had nothing further to report.
11.F.3 There were no recommendations
11.F.4 Orders for payment were approved.
11.F.5 A letter had been received from Zurich Municipal re insurance renewal quote.
11.F.6 A letter had been received from Unity Trust Bank re credit payment.
11.F.7 An email had been received from Unity Trust Bank re news update
11.F.8 A copy of the Kent County Council election results had been received from SDC.
11.F.9 A copy of the LGA Improvement and Innovation bulletin had been received.

KALC/ACRK
A copy of Parish News April 2013 had been received from KALC
A copy of ACRK Rural News issue no 128 had been received
An email from KALC re meet you Police and Crime Commissioner events had been received.
An email had been received from KALC re Census profiles for parishes in Kent.

8 DATE OF NEXT MEETING
The date of the next meeting, was noted as 10th June 2013 at 7.30pm
There being no other business the meeting was closed at 9.25 pm

Signed…………………………………………Chairman

Dated………………………………………. 