Minutes of the 8th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 12th August 2013 at 7.30pm

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

In attendance: Clerk, 3 members of the public and one member of the press.

PUBLIC FORUM – A member of the public thanked the Council for cutting the hedge between Palace Field and Sevenoaks Road.

1 - APOLOGIES FOR ABSENCE
1.1 Cllr. Knight

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

3. MINUTES
7.1 The minutes of the meeting held on 8th July 2013 were approved and signed.

4. MATTERS ARISING
4.1 Actions from previous meetings:
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.

5.4 - Continuing - Cllr. Cracknell requested that any documentation re parking permits be checked from a legal point of view.

5.5 - Continuing - The Highways committee will check the parking requirements of the cricket league

5.6 - Continuing - The location of pay and display units will have to be determined.

7.1 - Completed - The Chairman reported that the cricket club were not using the composting bins provided for their grass cuttings. The Clerk had contacted the cricket club

7.2 - Completed - There had been a problem with misuse of the children's play area in the recreation ground on Friday evenings and the dropping of food packaging in the Cemetery car park. The Clerk had asked the PCSO to patrol these areas.

7.3 - Completed - The Clerk had written back to KCC querying the lengths of footpaths which they had stated would be maintained, and giving the measurements of the footpaths around the village which were most used and required frequent attention.

7.4 - Continuing - It was recommended and resolved that two planters be
acquired for the verge outside the Parade. The size of planters had been agreed with Kent Highways and One Stop and the Fete Committee would contribute towards them.

7.5 - Completed - It was recommended and resolved that that on the Sevenoaks Road in the direction of Sevenoaks, 30mph be extended to Beadles garage and thereafter 50mph to the existing 30mph before the Sainsbury’s roundabout, and in the direction of Otford, proceeding from the Sainsbury’s roundabout, that 50mph be applied from the present release sign until Beadles garage where 30mph shall apply. The Clerk had contacted SDC to put this on the Agenda for the Joint Transportation Board.

7.6 - Continuing - The recommendation re car parking tariffs was discussed and the tariffs were agreed subject to certain conditions. Cllr. Leicester requested that the free parking time for Blue Badge holders be reassessed after six months. The Clerk is seeking the appropriate legal advice.

5. CLERK’S REPORT

5.1 Issues no 813 and 814 of Information Service had been received from NALC
5.2 Various agendas, reports and press releases had been received from SDC and KCC. Details were with the Clerk.
5.3 Various advertising brochures had been received and were available from the Clerk.
5.4 SLCC news bulletin had been received.

6. OVERSEERS’ REPORTS

6.1 Cllr. Mrs Marsh reported that litter had collected around the perimeter of Hale Lane recreation ground. The Clerk will contact Mr Still.
6.2 Cllr. Mrs Ward reported that the tree which had been planted in Telston Park to celebrate the Diamond Jubilee had been vandalised.
6.3 Cllr. Mrs Howe reported that the road sign on the iron bridge on Pilgrims Way West was falling off. The Clerk will contact Kent Highways.
6.4 Cllr. Leicester reported that the nettles were at eye height on the footpath between the Station and the Church. The Clerk will contact Kent PROW.
6.5 Cllr. Mrs Ward reported that the Station garden area was overhanging the pavement. Kent Highways had contacted the station.
6.6 Cllr. Edwards-Winser reported that a hedge in Hale Lane was overhanging the footpath. The clerk will contact Kent Highways.
6.7 Cllr. Whitehead reported that plants on a property neighbouring the Pond were overhanging the footpath. The Clerk will contact the owners.

7. REPORTS FROM COMMITTEES

7.A. Services
7.A.1 The minutes of the committee meeting held on 22 July 2013 were received.
7.A.2 The Chairman reported that the Emergency Manual was almost complete. The dog fouling flag day on the recreation ground had shown that the situation had improved. The bus access at Rye Lane does not appear to be wheelchair compliant. The Clerk will contact Kent Highways. The next twinning weekend is on 14/15 September with a trip to Chatham Dockyard and a Barn Dance and Fish and Chip Supper. Kent Highways had not been able to locate the Village of the Year Sign. Cllr. Edwards-Winser pointed out that, before the sign was removed, he had requested that it be retained. The Clerk will revert to Laura Squires.
7.A.3 It was recommended and resolved that the draft Lone Worker Policy be adopted.
7.A.4 It was recommended and resolved that the December and January version of the Newsletter be combined.
It was recommended and resolved that bottle digging should not be allowed in the Chalkpit.

7.A.5 An email had been received from Kent County Council / KALC re Children's Centres in Kent.

7.A.6 An email had been received from SDC re K College consultation.

7.A.7 A copy of Long Term Planning Process had been received from Network Rail.

7.A.8 A copy of Autumn Menu 2013 had been received from Applause

7.A.9 A copy of Stakeholder newsletter August 2013 had been received from Southeastern.

7.A.10 An email had been received from Ann Barnes re Mobile Police Contact Points.

7.B. Finance and General Purposes

7.B.1 The minutes of the committee meeting held on 29th July 2013 were received.

7.B.2 The Chairman had nothing further to report.

7.B.3 It was recommended and resolved that the Clerk's and Assistant Clerk's salary be increased by 1%, backdated to 1st April, being the national increase, and that both be awarded a one point spine increase starting from August 2013. It was recommended and resolved that a cleaner be engaged for School House.

7.B.4 Orders for payment were approved.

7.B.5 A letter had been received from Mind Sevenoaks re a donation. Cllr. Leicester will ascertain further details.

7.B.6 A letter had been received from a resident re the Public Toilets.

7.B.7 A copy of In Unity magazine had been received from Unity Trust Bank.

7.B.8 An email had been received from Aon Hewitt re LGPS actuarial valuation.

7.C Planning

7.C.1 The minutes of the committee meetings on 10th and 24th July and 7th August were received.

7.C.2 The Chairman summarised the applications and results considered at the above meetings property. It was noted that the OPC monitoring mechanism does not cover extensions under the amendments to the General Permitted Development Order which came into force on 30th May 2013.

7.C.3 There were no recommendations.

7.C.4 A letter had been received from Kent Legal Services re guide to growth and infrastructure Act 2013

7.C.5 A copy of minutes of a meeting held on 3.7.13 had been received from LGBC.

7.D. Environment

7.D.1 The report of the committee meeting held on 16th July 2013 was received.

7.D.2 The Chairman reported additional litter bins were required near the station. Cllr. Edwards-Winser recommended a site meeting with SDC. It was noted that a new warning sign was to be erected near the bottom of the footpath to The Mount as there was no longer a safety barrier on Pilgrim's Way West. A member of the public reported that the Environment Agency had no budget for work on the river Darent. A member of the public reported that in certain areas the water of the Darent was inexplicably muddy. A discussion took place re ownership of the village green and Cllr. Mrs Ward will review the documentation.
7.D.3 It was recommended that a beech hedge be planted next to the boundary fence of the car park. After discussion it was agreed that trees should be planted as previously resolved. The Clerk would contact the Cricket Club re their siting after consulting with the Grounds Maintenance Supervisor who would provide a list of suitable trees.

7.D.4 Correspondence had been received re removal of a Sycamore tree on the edge of Palace Field

7.D.5 A letter had been received re a bonfire.

7.D.6 A letter had been sent to Kent County Council re vegetation clearance on rights of way.

7.D.7 An email had been received from NWKCP re free trees.

7.D.8 A copy of Wild Kent Magazine had been received from Kent Wildlife Trust

7.D.9 A copy of The Orchid Magazine had been received from Kent Downs AONB.

7.D.10 An email had been received from Kent Downs AONB re Darent Valley Partnership Scheme.

7.D.11 A copy of Countryside Voice magazine Summer 2013 had been received from CPRE.

7.D.12 A complimentary email had been received from a resident re the Duck Pond.

7.E. Highways

7.E.1 The committee had not met since the last meeting of the Council. The next meeting would be on 19th August.

7.E.2 The Chairman reported that legal and planning advice was being sought re the proposed car park tariffs and Cllr. Edwards-Winser was meeting with the proposed car park operator re siting of the meters. Cllrs. Cracknell and Leicester were investigating with Kent Highways whether the pavement in the High Street opposite The Horns could be made safer for disabled access. The Car park would be closed for resurfacing from Wednesday to Saturday, weather permitting.

7.E.3 There were no recommendations.

7.E.4 An email had been received from Highways Agency re works at Junction 6 M25

7.E.5 A letter had been received from Sevenoaks District Council re pre planning application enquiry re installation of ticket machines and pay & display adverts.

7.F. Recreation

7.F.1 The report of the committee meeting held on 22nd July 2013 was received.

7.F.2 Cllr. Mrs Evans had chaired the above meeting. She reported that the play area would be closed for renovation in the week commencing 19th August. It was noted that Sevenoaks Archery Club were seeking a practice area and that the Clerk was liaising with them.

7.F.3 After discussions where lack of clarity and use of overly legal language was raised it was recommended and resolved that the new form of allotment tenancy agreement be approved as drafted.

7.F.4 The discussion re allotment rents was postponed until the next meeting as further information was awaited.

7.F.5 A copy of the Agenda for Sevenoaks Youth Advisory Group meeting held 18.7.13 and minutes of meeting held 18.4.13 had been received.

7.F.6 A letter had been received from SDC re Hale Lane Lease.

KALC/ACRK/NALC
An email had been received from KALC re Local Audit and Accountability
Bill.

A copy of Oast to Coast magazine Summer 2013 had been received from ACRK.

A copy of Rural News Issue 130 had been received from ACRK.

An email had been received from KALC re Street Lighting consultation

An email had been received from KALC re a new publication - Local Councils Explained.

An email had been received from KALC re Kent Downs AONB Management Plan public consultation.

An email had been received from KALC re planning guidance on siting of wind turbines.

A copy of an Agenda for KALC Sevenoaks Area meeting /AGM to be held 13.9.13 had been received together with minutes of the last meeting.

8 DATE OF NEXT MEETING

The date of the next meeting was noted as 9th September 2013 at 7.30pm

There being no other business the meeting was closed at 9.55 pm

Signed…………………………………………Chairman

Dated…………………………………………