Minutes of the 11th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 11th November 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 Ward
M. Whitehead

In attendance: Clerk and 6 members of the public (1 present for the public form only).

PUBLIC FORUM
A resident asked if any progress had been made with additional car parking. The Chairman explained that this would be progressed once the impact of Pay and Display had been ascertained.
A resident queried whether Otford Primary School had produced a Travel Plan as required under the conditions for the planning application for the new classrooms. The Planning Officer at KCC is following this up.
The Chairman of the Parish Plan thanked those who had completed the questionnaire on the Darent. There are to be public workshops to obtain the opinions of the public on the river Darent. These would take place in South Darent, Sundridge and Otford with the latter being on 3rd December 5.30-7.30 at the Methodist Church Hall. Cllr. Cracknell asked if the Environment Agency were aware that Otford Parish Council owned part of the river bank. The Council's Ground Maintenance Supervisor confirmed that he had met with the Agency and informed them.
A resident presented a plan for a possible by-pass of Otford to alleviate traffic in the village. This will be considered at the next meeting of the Highways Committee.

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 14th October 2013 were approved and signed.

4. MATTERS ARISING
4.1 Actions from previous meetings:
5.4 - Continuing - Cllr. Cracknell requested that any documentation re parking permits be checked from a legal point of view. Highways Committee
5.5 - Continuing - The Highways committee will check the parking requirements of the cricket league Highways Committee
8.9 - Continuing - Cllr. Mrs Ward reported additional litter bins were required near the station. Cllr. Edwards-Winser recommended a site meeting with SDC 8.9 EW
8.10 - Continuing - A discussion took place re ownership of the village green and Cllr. Mrs Ward will review the documentation. 8.10 EW
9.4 - Completed - It appears that the village of the year sign had been lost by Kent Highways who will not pay compensation. Cllrs. Cracknell and Leicester will discuss this at their meeting with Kent Highways on 17th October.

9.5 - Continuing - It was recommended and resolved that in the interests of improving observation of the existing speed limit, teams of 4 should be organised on a scheduled basis.

10.1 - Completed - Cllr. Cracknell reported that a lock on a gate on the footpath to Shoreham was broken. The Clerk had contacted Kent PROW.

10.2 - Completed - Cllrs. Cracknell and Whitehead reported that the paving in the High Street was a trip hazard. The Clerk had contacted Kent Highways.

10.3 - Completed - Cllr. Cracknell reported that there was a trip hazard on the pavement side of the car park gulley. The Clerk had contacted Kent Highways.

10.4 - Continuing - It was recommended and resolved in principle that a new lockable board be built to replace the current board in front of the church hall. Two doors had been located and Mr Catt had been asked for a quote to build the whole board.

10.5 - Completed - It was recommended and resolved that a replacement clock, as detailed in the report be obtained for the village hall. A resident will kindly make a donation towards this. The Clerk had ordered the clock.

10.6 - Completed - Cllr. Cracknell requested that the bench which had been moved from the cemetery be replaced. An item had been put in the newsletter and a resident had offered to donate a bench.

10.7 - Completed - A request had been put in the newsletter that staples should not be used on the notice boards.

10.8 - Completed - Kent Highways had been contacted to remove the sawn off posts on the traffic island at the end of the High Street.

10.9 - Completed - There will be a nature event on 22nd June 2014 as part of the Sevenoaks Festival and a stall at the coffee morning on 30th November to advertise this. Notification had been given in the Newsletter.

5. CLERK’S REPORT
5.1 Issue no 820 and 821 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 has been received.

6. OVERSEEERS’ REPORTS
6.1 Cllr. Mrs Howe reported that the verge on Pilgrims Way West between Telston Lane and Rye Lane had been damaged. The Clerk will contact Kent Highways.

6.2 Cllr. Howe requested that a dog fouling notice be erected on the verge at Pilgrims Way West.

6.3 Cllr. Leicester expressed concern at the effectiveness of SDC dog warden cover. He will ask for a report on time spent in Otford and observations made.

6.4 Cllr. Mrs Marsh reported that a drain on the A225 at the junction with Hillydeal Road was blocked and floodwater was causing a road hazard. The Clerk will contact Kent Highways.

6.5 The pathway between Pilgrims Way East and Gullivers is not swept. Cllr.
7. REPORTS FROM COMMITTEES

7.A. Highways

7.A.1 The report of the committee meeting on 21.10.2013 was received.
7.A.2 The Chairman summarised the contents of the above report. Further legal advice had been sought on Pay and Display parking and an additional meeting is to be held on 19th November to consider this. Cllrs. Cracknell and Leicester had met with a representative of Kent Highways re the pavement outside Pickmoss and were awaiting a response. A response had also been sought re the cost and siting of a SID along the Shoreham Road.
7.A.3 There were no recommendations.
7.A.4 Information had been received from a resident of an incident on Station Road involving a speeding car mounting the pavement.
7.A.5 A copy of Kent Highways Survey October 2013 had been received from Kent County Council.
7.A.6 A letter had been received from a resident re Car Park Pay & Display and lack of available spaces.

7.B. Recreation

7.B.1 The committee had not met since the last meeting. The next meeting would be on 25th November. It was noted that the football pitches had received treatment for worms. The committee will consider whether worm treatment should be applied in the future and the procedures which should be followed. The Clerk was asked to ascertain how the worming took place without the knowledge of the Council.
7.B.2 There were no recommendations.
7.B.3 An e-mail had been received from a resident and a reply sent re Hale Lane Swings. A tree overhanging from a residents garden meant that new swings could not be installed. It was agreed that the Clerk ask the Community Warden to visit the resident to ascertain why a letter from the Council pointing out the danger caused by the tree had not been actioned.
7.B.4 A copy of the minutes of the OSA meeting held on 23.10.13 had been received.
7.B.5 An estimate from Weed Management re Worm cast suppressant to Football Pitches had been received.
7.B.6 A report from the Ground Maintenance Supervisor re trees in Mill Meadow Allotments had been received.
7.B.7 The minutes of the Youth Advisory Group meeting held 24.10.13 had been received from SDC.

7.C Services

7.C.1 The Committee had not met since the last meeting. The next meeting would be on 26th November. Sixty one French visitors from Hardelot had attended the Lord Mayors Show. The Clerk was asked to let the donor of the new Memorial Hall clock know when it had been delivered.
7.C.2 There were no recommendations.
7.C.3 An email had been received from Kent Police re the Meet the Commissioner event held 6.11.13.
7.C.4 A letter had been received from SDC re more outlets for Green Garden Sacks. The assistant Clerk to contact One Stop.
An email had been received from a resident re the Village Hall clock.

Correspondence had been received concerning purchase of defibrillators. The Chairman reported that a Big Community Fund grant had been requested. He will investigate security for the defibrillators.

**Finance and General Purposes**

**7.D.1** The report of the committee meeting on 28th October was received. The Chairman had nothing further to report.

**7.D.2** The Clerk had ascertained that the cost of worming football pitches had been reimbursed by the football clubs in the past three years but not in the year prior to that. In the previous four years the records showed no payments being made by the Council. After discussion it was recommended and resolved that the Council would not contribute to the cost of worming the football pitches as the ground would not be wormed if not used by the football clubs.

**7.D.3** Orders for payment were approved.

**7.D.4** A copy of Parish Matters Autumn 2013 had been received from Came & Company.

**7.D.5** A letter had been received from Otford Scouts re use of The Chalk Pit for Bonfire Night 2.11.13 and risk assessment.

**7.D.6** An email had been received from PKF-Littlejohn re Audit submission date.

**7.D.7** An email had been received from Came & Company re Cemetery.

**7.D.8** A quote had been received from David Boulind re School House Guttering.

**7.D.9** An estimate had been received from Oakland Roofing re School House Chimney Stack.

**7.D.10** An email had been received from Kent County Council re LGPS 2014 and end of year training sessions.

**7.D.11** An email had been received from a resident re membership of the Parish Council.

**7.D.12** An email had been received from a resident re the donation of a bench for the cemetery.

**7.D.13** A copy of the application to the Big Community Fund re defibrillators was received.

**Planning**

**7.E.1** The reports of the committee meetings on 16.10.2013 and 30.10.2013 were received.

**7.E.2** The Committee Chairman summarised the applications and results considered at the above meetings and content of the Agenda of the meeting to be held on 13th November. Cllr. Leicester queried whether any of the s106 contribution to KCC from the developers re school transport could be specifically allocated to Otford. It was agreed that Cllr. Nick Chard be invited to attend a meeting of Otford Parish Council and that Committee Chairmen first detail the points which they would like him to answer at the meeting.

**7.E.3** Cllr. Mrs Ward requested and it was agreed that the Clerk write to the estate agent/owner of a property on the green which is being advertised for sale to emphasise that the front of the property is part of the village green.

**7.E.4** Notice from London Green Belt Council of AGM to be held 13.11.13.

**7.E.5** An email had been received from SDC re Fort Halstead departure date.

**7.E.6** A copy of neighbourhood planning notes had been received from DGLC.

**Environment**
7.F.1 The committee had not met since the last meeting. It would meet on 12th November.

7.F.2 A report re a tree interfering with seven telephone cables in Palace Field was received and it was recommended and resolved that it be felled and another horse chestnut be planted to replace it for which donations could be sought.

7.F.3 A copy of Kent Voice Magazine Autumn/Winter had been received from CPRE.

7.F.4 A report of a meeting of Oxenhill Woods Management Committee on 2.10.13 was received.

7.F.5 A copy of a Tree Inspection report from FCS was received.

7.F.6 An email had been received from Kent Downs AONB re HLF decision on Darent Valley Landscape Partnership Scheme.

7.F.7 An email had been received from North West Kent Countryside Partnership re River Darent - Community Consultation.

**KALC/ACRK/NALC**

A notice had been received from KALC re AGM to be held 23.11.13 and Annual Report 2012/2013.

A copy of the Electoral Commission Consultation - Standing for Election in the UK had been received from KALC.

A copy of Parish News October 2013 had been received from KALC.

An email re Response from Brandon Lewis MP had been received from KALC.

An email from KALC re Sustainable Communities Act had been received from KALC.

An email from KALC re funding for WW1 centenary had been received from KALC.

An email from KALC re funding for WW1 centenary had been received from KALC.

8  **DATE OF NEXT MEETING**

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

There being no other business the meeting was closed at 9.47 pm

Signed............................................Chairman

Dated............................................