Minutes of the 12th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 9th December 2013 at 7.30pm

Present: Cllrs Edwards-Winser (Chairman)
Mrs M. Evans
Mrs. J. Howe (from 8.30pm)
Mrs. J. Lawrey
H. Leicester
Mrs C Marsh
Mrs Ward
M. Whitehead

In attendance: District Councillor (for items 1-7) and 5 members of the public (2 present from 8.30pm).

PUBLIC FORUM
There was no input.

1. APOLOGIES FOR ABSENCE
1.1 Cllrs. Cracknell and Verrall

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

3. MINUTES
7.1 The minutes of the meeting held on 11th November 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.
5.5 - Continuing - The Highways committee will check the parking requirements of the cricket league
8.9 - Continuing - Cllr. Mrs Ward reported additional litter bins were required near the station. Cllr. Edwards-Winser recommended a site meeting with SDC. Cllr. Mrs Ward is meeting with SDC on 18th December.
8.10 - Continuing - A discussion took place re ownership of the village green and Cllr. Mrs Ward will review the documentation.
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.
10.4 - 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.
11.1 - Completed - Cllr. Mrs Howe reported that the verge on Pilgrims Way West between Telston Lane and Rye Lane had been damaged. The Clerk had contacted Kent Highways.
11.2 - Continuing - Cllr. Howe requested that a dog fouling notice be erected on the verge at Pilgrims Way West. The Clerk had sourced some notices and the most suitable notice for the location is to be ascertained.
11.3 - Completed - Cllr. Leicester expressed concern at the effectiveness of
SDC dog warden cover. He has asked for a report on time spent in Otford and observations made.

11.4 - Completed - 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 had contacted Kent Highways.

11.5 and 11.6 - Completed - The pathway between Pilgrims Way East and Gullivers is not swept. Cllr. Mrs Evans had swept this as in previous years. The Clerk had notified Kent Highways.

11.7 - Completed - The Clerk had ascertained how the worming took place on the recreation ground.

11.8 - Completed - 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. The Clerk had asked 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.

11.9 - Completed - The Clerk had let the donor of the new Memorial Hall clock know that it had been delivered.

11.10 - Completed - A letter had been received from SDC re more outlets for Green Garden Sacks. The Clerk had contacted One Stop and the Post Office.

11.11 - Completed - Correspondence had been received concerning purchase of defibrillators. The Chairman reported that A Big Community Fund grant had been requested. He had investigated security for the defibrillators.

11.12 - Continuing - 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.

11.13 - Continuing - 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. The Clerk had contacted the agents who had confirmed that they are aware of this.

5. CLERK'S REPORT

5.1 Issue no 822 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 A NALC Chairman's Briefing re Council Tax Benefit Support Grant had been received.

5.4 A SLCC news bulletin had been received.

5.5 Minutes of the Town and Parish Council Forum had been received.

6. OVERSEERS' REPORTS

6.1 Cllr. Mrs Evans reported that the verge outside Beadles Garage had been badly damaged by a large vehicle. The Clerk will contact Kent Highways.

6.2 Cllr. Mrs Marsh reported a pothole outside the doctors' surgery. The Clerk had ascertained that the land was not owned by Kent Highways and will write to the owner of the land and contact the practice manager asking that she also contact the owner.

7. DISTRICT COUNCILLOR'S REPORTS

7.1 Cllr. Ms. Lowe gave a report on District Council Housing and Community
Safety initiatives. There are three housing initiatives to encourage home ownership and another re internet safety for children. These are advertised in the ‘In Shape’ magazine and Cllr. Ms Lowe will provide details for insertion in the newsletter.

8. REPORTS FROM COMMITTEES

8.A. Environment
8.A.1 The report of the committee meeting on 12.11.2013 was received.
8.A.2 Cllr. Mrs Ward summarised the contents of the above report. In addition the SDC contractors had damaged the rides at Oxenhill woods. Wood is being processed on the site and there is concern that the wood piles are not safe and mud is being dragged onto Tudor Drive. Cllr. Mrs Ward will meet with SDC on 18th to discuss these issues. Cllrs Mrs Ward and Mrs Marsh had attended the Darent Catchment workshop. The committee had run a fundraising stall at the village hall and raised £213 for fundung an event in Oxenhill Woods as part of the Sevenoaks Festival. Cllr. Mrs Evans had planted the planters in front of the parade of shops. One of the planters was to be funded by One Stop and the Assistant Clerk is to obtain a plaque for it.

8.A.3 There were no recommendations.
8.A.4 A copy of Countryside Voice Magazine Winter 2013 had been received from CPRE.
8.A.5 A copy of Wild Kent Magazine Winter 2013/14 had been received from Kent Wildlife Trust.
8.A.6 A report had been received from FCS re tree works in Palace Field.
8.A.7 A Grounds Maintenance report had been received.

8.B. Highways
8.B.1 The report of the committee meeting on 19th November was received.
8.B.2 Cllr. Mrs Howe explained that the above meeting was called to progress Pay and Display Parking.
8.B.3 It was recommended and resolved that the attached recommended tariffs for Pay and Display be accepted subject to legal advice.
8.B.4 It was recommended and resolved that Britannia Parking Ltd be appointed to install Pay and Display parking in the Otford Village car park subject to the Council being satisfied with the terms of contract and in the light of legal advice.
8.B.5 A letter had been received from Russell House School in support of Speedwatch operations outside school.
8.B.6 An email had been received from the OVMH manager re a parking permit / footpath condition.
8.B.7 A email had been received from a resident re the road condition High Street j/w Pickmoss Lane.
8.B.8 A letter had been received from Kent County Council re Safe and Sensible Street Lighting - Part Night Lighting.

8.C Recreation
8.C.1 The report of the committee meeting on 26th November was received.
8.C.2 Cllr. Mrs Evans summarised the report. The Otford Allotment Association had since decided that greenhouses should not be erected on the allotments.
8.C.3 There were no recommendations.
8.C.4 An email had been received from Young Kent re Youth Funding Fair.
8.C.5 Emails had been received from OAA and OPC re improvements to Allotment
8.C.6 An email had been received re an Adult Multi Gym.
8.C.7 An email had been received from the OSA re Recreation Ground matters.
8.C.8 An email had been received from OUFC re cutting of hedge by compound on Recreation ground.

8.D. Services
8.D.1 The report of the committee meeting on 26th November was received.
8.D.2 Cllr. Mrs Lawrey summarised the report and discussions took place re various items. Cllr. Mrs Howe pointed out that the proposed Twinning WW1 Battlefield trip was on the 70th anniversary of D Day and this will be amended. The Ground Maintenance Supervisor will attend the next Services meeting to discuss health and safety issues for contractors.
8.D.3 It was recommended and resolved in principle that the following work be carried out at School House:
Remove part of right hand section of front hedge and lower remainder of section to improve sight lines, widen access between two hedges for easier wheelchair access, remove bush, grasses and lavender behind and re-landscape, extend brick paviors, extend gravel area for extra parking, extend dropped kerb for easier vehicular access and egress, and obtain rubberised wedged mat for double door entrance for use by wheel chairs. The necessary quotes will now be obtained.
8.D.4 The draft committee terms of reference were withdrawn after discussion.
8.D.5 A copy of Shows for Spring 2014 was received from Applause.
8.D.6 A copy of Community Safety Newsletter Issue 8 was received from SDC.
8.D.7 A letter had been received from Kent Police re Remembrance Day 2013.
8.D.8 A report had been received from Otford Heritage Centre re commemorating the Great War.

8.E. Finance and General Purposes
8.E.1 The report of the committee meetings on 25th November was received.
8.E.2 Cllr. Edwards-Winser had nothing further to add to the report.
8.E.3 There were no recommendations.
8.E.4 Orders for payment were approved.
8.E.5 A copy of Legal Update Autumn 2013 had been received from Knocker & Foskett.
8.E.6 A letter of resignation had been received from Cllr. Richard Knight. The Council requested that its appreciation for his hard work for the Council and its best wishes be minuted. The Chairman also will write a letter.
8.E.7 An email had been received from SDC re Election of Parish Councillor including a Casual Vacancy notice.
8.E.8 Three estimates had been received re decorating School House.
8.E.9 A letter had been received from SDC regarding a review of Polling Districts, Places and Stations.
8.E.10 An email had been received from KCC re Pension Forum held 5.12.13.
8.E.11 Emails had been received from KCC re KCC Transformation.
8.E.12 An email had been received from a resident re the casual vacancy.

8.F. Planning
8.F.1 The reports of the committee meetings on 13th and 27th November were received.
8.F.2 The Cllr. Whitehead summarised the applications and results considered at the above meetings. The London Airspace consultation was discussed and
Councillors were asked to look at the website to ascertain if they had any comments.

8.F.3 There were no recommendations.

**KALC/ACRK/NALC**

The minutes of KALC Sevenoaks Area meeting held on 8.11.13 were received.
An email had been received from KALC re refresh of Police and Crime Plan.
An email had been received from KALC re Local Audit – draft regulations consultation.
An email had been received from KALC re Council Tax support funding survey.

9 **DATE OF NEXT MEETING**

The date of the next meeting was noted as 13th January 2014 at 7.30pm. There being no other business the meeting was closed at 10.01 pm.

Signed…………………………………………Chairman

Dated………………………………………