

Minutes of the 2nd Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 10th February 2014 at 7.30pm

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

In attendance: 5 members of the public

**PUBLIC FORUM**

A resident explained that rain water was pouring into the Palace Tower and could result in another fall of stonework. English Heritage and SDC had been informed. It appeared that SDC had accessed the tower but not secured it on exit. Funding was being sought in order to carry out a survey and make the Tower water tight.

A resident reported that the Environment Agency and the Darent Catchment Group had asked for feedback on the recent flooding. Once this is collated Cllr. Edwards-Winsor will pass the results to SDC. It was reported that the Environment Agency has no maintenance budget for the River Darent. A resident explained that the shop owners at the Parade were complaining that parking spaces were being used by station parkers. The parking spaces belong to KCC. Cllr, Edwards -Winsor will ask SDC if it would be willing to take over the spaces. The resident will contact KCC.

**1 - APOLOGIES FOR ABSENCE**

1.1 Cllrs. Mrs Evans and Leicester.

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

**3. MINUTES**

7.1 The minutes of the meeting held on 13th January 2014 were approved and signed.

**4. MATTERS ARISING**

4.1 Actions from previous meetings:

<p><b>5.5 - Continuing</b> -The Highways committee will check the parking requirements of the cricket league</p> <p><b>8.9 - Completed</b> - Cllr. Mrs Ward reported additional litter bins were required near the station. Cllr. Edwards-Winsor recommended a site meeting with SDC. Cllr. Mrs Ward had met with SDC to discuss provision of a bin.</p> <p><b>9.5 - Continuing</b> - 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.</p> <p><b>10.4 - Completed</b> - 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. Cllr. Verrall had spoken to Mr Catt.</p> <p><b>11.2 - Completed</b> - Cllr. Mrs. Howe requested that a dog fouling notice be</p>	<p>Highways Committee</p> <p>9.5 Assistant Clerk</p>
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erected on the verge at Pilgrims Way West. The Clerk had sourced some notices and they had been erected.

**11.12 - Completed** - 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.

**12.3 - Completed** - One of the planters outside the Parade was to be funded by One Stop and the Assistant Clerk is to obtain a plaque for it. A resident had organised a plaque with One Stop.

**12.4 - Continuing** - The necessary quotes for access works at the front of the Parish Office will now be obtained.

12.4  
Services  
Committee

**1.1 - Completed** - Cllr. Mrs Howe reported that the verge outside the Parade had been damaged by cars and Open Reach Vans. The Clerk had contacted Kent Highways.

**1.2 - Completed** - Cllr. Mrs Marsh reported that the triangle of land at the end of Pilgrims Way East was covered in ivy. The Clerk had contacted Kent Highways.

### **5. CLERK'S REPORT**

- 5.1 Various agendas, reports and press releases had been received from SDC and KCC. Details were with the Clerk.
- 5.2 Various advertising brochures had been received and were available from the Clerk.
- 5.3 A SLCC news bulletin had been received.

### **6. OVERSEERS' REPORTS**

- 6.1 Cllr. Mrs Howe reported that the sign post to Otford on Polhill required cleaning. The Clerk will contact Kent Highways.

2.1 Clerk

### **7. DISTRICT COUNCILLOR'S REPORTS**

- 7.1 The report of Cllr. Lowe was received.

### **8. KENT COUNTY COUNCILLOR'S REPORTS**

No report was given.

### **9. REPORTS FROM COMMITTEES**

#### **9.A. Finance and General Purposes**

- 9.A.1 The report of the committee meeting on 6.1.2014 was received.
- 9.A.2 Cllr. Edwards-Winsor had summarised the rationale for the precept for 2014/2015.
- 9.A.3 It was recommended and resolved that the quote from Oakland Roofing for the removal of a chimney at School House was accepted. This is subject to planning permission. The Clerk will contact the company.
- 9.A.4 Orders for payment were approved.
- 9.A.5 A request from a resident for a charity collection of foreign notes and coins in the Parish Office was discussed. It was decided that it was not advisable for the office to hold additional cash and therefore request was turned down. The Clerk will inform the resident.
- 9.A.6 An email had been received from RBS re Year End Accounts.
- 9.A.7 A letter had been received from Sevenoaks Volunteer Transport Group re a grant.

2.2 Clerk

2.3 Clerk

- 9.A.8 A letter had been received from Hospice in the Weald re donations for Light up a life.
- 9.A.9 An email had been received from Skinners Company re St Thomas Smythe's Charity Trustee appointment.
- 9.A.10 A letter had been received from OVMH re hire charges.
- 9.A.11 An email had been received from a resident re the Parish Council casual vacancy.

**9.B. Planning**

- 9.B.1 The reports of the committee meetings on 22.1.14 and 5.2.14 were received.
- 9.B.2 The chairman of the committee summarised the applications and results considered at the above meetings.
- 9.B.3 There were no recommendations.
- 9.B.4 An email had been received from the London Green Belt Council re the ministerial statement on the Green Belt.

**9.C Environment**

- 9.C.1 The report of the committee meeting on 4.2.2014 was received.
- 9.C.2 Cllr. Mrs Ward summarised the report of the above meeting. A resident explained that the damage to the rides in Oxenhill Woods had been caused by a contractor carrying out hedge cutting. Cllr. Mrs Ward will write a piece for the March newsletter requesting that residents collect litter dropped outside their houses. A resident reported that rubbish sacks put out along Station Road the night before collection were being ripped open by foxes. Cllr. Edwards-Winsor will contact the residents. 2.4 EW
- 9.C.3 The recommendation re a litter bin at the station was deferred pending a request to the station to put another litter bin on the down platform. 2.5 JE-W
- 9.C.4 A request from a resident to use the Chalk Pit for two parties including the erection of a marquee and toilets was discussed and turned down. The Clerk will inform the resident. 2.6 EW
- 9.C.5 An email had been received from FCS re trees in Telston Park.
- 9.C.6 An email had been received from FCS re the condition of Village Green Christmas Tree. 2.7 Clerk
- 9.C.7 An email had been received from FCS re trees in Telston Park.
- 9.C.8 An email had been received from The Kent Men of the Trees re Village Competition 2014.
- 9.C.9 An email had been received from SDC re flood message 31.1.14.
- 9.C.10 An email had been received from Kent Downs AONB re Darent Valley Landscape Partnership Scheme.

**9.D. Highways**

- 9.D.1 The committee had not met since the last Council meeting. Cllr. Mrs Howe reported that it was hoped that the draft Pay and Display contract would be received shortly so that it could be sent to SDC.
- 9.D.2 An email had been received from Sevenoaks Cycle Forum re Road Safety in Kent - campaigning for a new approach.
- 9.D.3 An email had been received from Skanska re M25 Road Closures during January.
- 9.D.4 A letter from OPC and reply re pothole in Leonard Avenue were noted.
- 9.D.5 A letter had been received from KCC re Road Casualty Reduction Strategy for Kent Consultation.
- 9.D.6 An email had been received from SDC re Street Lighting in Sevenoaks.
- 9.D.7 A notice of Road Closure had been received for Pilgrims Way East from

21.4.14 for 6 nights.

**9.E. Recreation**

- 9.E.1 The committee had not met since the last Council meeting and there was nothing to report.
- 9.E.2 The SDC offer of a family fun day was considered and Cllr. Mrs Marsh will arrange this with SDC. 2.8 CM
- 9.E.3 An email had been received from SDC re Football Foundation & FA facilities Fund.
- 9.E.4 An email had been received from Young Kent re Youth Clinic - Dartford
- 9.E.5 A copy of a quote from Landscape Services re Grounds Maintenance contract 2014 had been received.
- 9.E.6 An email had been received from a resident re Hale Lane Recreation Ground swings.

**9.F. Services**

- 9.F.1 The report of the committee meeting on 4.2.2014 was received.
- 9.F.2 Cllr. Mrs Lawrey summarised the above report. The distribution of the newsletter was discussed and the insertion of a slip with posted newsletters asking if the recipient would prefer to receive their newsletter by email would be actioned as previously agreed. Cllr. Cracknell suggested that a Health Committee be established to include Councillors and local health professionals. This will be discussed at the next meeting of the Services committee. Cllr. Edwards-Winsor gave an update on recent flooding and the liaison with SDC. 2.9 JL
- 9.F.3 It was recommended and resolved that 3ipad defibrillators and unlocked cabinets be purchased from WEL medical and that an additional defibrillator be purchased for the First Responder if there were adequate funds as his had become faulty. The defibrillators are to be placed at the Dentist's in Sevenoaks Road, School House in the High Street and Yvonne's Shop in Telston Lane. Cllr. Edwards-Winsor will ascertain if the defibrillator at Yvonne's can be connected to electricity so that the cabinet can be heated. This is the case at the other locations. A training session by the First Responder will be organised at the village hall and advertised in the Newsletter. 2.10 J E-  
W  
2.11 Clerk
- 9.F.4 An email had been received from Community Heartbeart Trust and WEL Medical Ltd re defibrillators.
- 9.F.5 A copy of Community Safety News issue 10 had been received from SDC.
- 9.F.6 A bulletin had been received from NEA - The National Fuel Poverty Charity.

**KALC/ACRK/NALC**

An email had been received from KALC re Public consultation on draft of Kent Minerals & Waste Local Plan.  
 Emails had been received from KALC re Government Finance Statements.  
 An email had been received from KALC re draft refresh of Police and Crime Plan April 2013 to March 2017.  
 An email had been received from KALC re South East Coast Ambulance Service info events and membership.  
 A copy of Parish News Winter 2014 had been received from KALC.  
 An email had been received from NALC re What Next for Localism conference 26.3.14.  
 An email had been received from KALC re KCC's Safe and Sensible Street Lighting Plan.

An email had been received from KALC re Community Awards Scheme.  
An email had been received from KALC re Kent & Medway Camera  
Partnership free seminars.

**10**      **DATE OF NEXT MEETING**

The date of the next meeting was noted as 10th March 2014 at 7.30pm.  
There being no other business the meeting was closed at 9.35 pm.

Signed.....Chairman

Dated.....