Minutes of the 4th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 14th April 2014 at 7.30pm

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

In attendance: 4 members of the public

Public Forum - No issues were raised.

1 - APOLOGIES FOR ABSENCE
1.1 Cllr. Mrs Howe, Mr B Thomas and Mrs I Roy

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

3. MINUTES
3.1 The minutes of the meeting held on 10th March 2014 were approved and signed.

4. MATTERS ARISING
4.1 Actions from previous meetings:

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.

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

2.4 – Continuing - Cllr. Mrs Ward will write a piece for the April newsletter requesting that residents collect litter dropped outside

2.5 – Completed - A resident reported that rubbish sacks put out along Station Road the night before collection were being ripped open by foxes. Cllr. Edwards-Winser had contacted the residents.

2.6 – Continuing - 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.

2.9 – Completed - Cllr. Cracknell suggested that a Health Committee be established to include Councillors and local health professionals. This had been discussed at the next meeting of the Services committee.

2.10 – Continuing - Cllr. Edwards-Winser 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
2.11 – Completed - A training session on defibrillators by the First Responder will be organised at the village hall and advertised in the Newsletter.

3.1 - Continuing - Cllr. Mrs Evans reported that the road surface on Pilgrims Way East from Row Dow to the junction with Station Road required resurfacing. Cllr. Edwards-Winser will discuss this at the next meeting of the Joint Transportation Board.

3.2 - Completed - Cllr. Mrs Evans reported that the new pavement surface in Tudor Crescent was very slippery in icy conditions especially as the pavements slope. The Clerk had spoken to the Highways Steward.

3.3 - Completed - Cllr. Edwards-Winser reported that SDC had allocated £150,000 of funding to those affected by flooding. Details were on the SDC website and were included in the Church and Parish Newsletters.

3.4 - Completed - It was recommended and resolved that OPC support the Sevenoaks Town Council submission to sustainable communities re business rates. The Clerk had responded.

3.5 - Completed - A letter had been received from St Bartholomew's Church re use of The Green for Palm Sunday Service and the use was agreed. The Clerk had contacted the Church.

3.6 - Completed - The Clerk had requested that the Grounds Maintenance supervisor inspect a large ash tree in the Chalk Pit.

3.7 - Completed – The applications to fill the casual vacancy were reviewed and it was resolved that Mr. N. Fothergill be co-opted. The Clerk had notified the applicants of the outcome.

5. CLERK’S REPORT

5.1 Issues no 830 and 831 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 SDC Inshape Magazine Spring 2014 had been received.

6. OVERSEERS’ REPORTS

6.1 Cllr. Verrall reported a mains water leak at the end of Pilgrims Way West. The Clerk will contact South East Water.

6.2 Cllr. Mrs Evans reported that the edge of the pavement between Pilgrims Way East and the Station was being eroded. The Clerk will contact Kent Highways.

6.3 Cllr. Verrall expressed concern that some of the new BT boxes were placed in such a way that they caused a hazard to pedestrians, particularly to those with sight and other mobility problems. The Clerk will forward to him the contact details of the SDC officer who has been liaising with BT.

7. DISTRICT COUNCILLOR’S REPORTS

7.1 Cllr. Edwards-Winser reported that he is liaising with Shoreham PC re the potential traveller site in Shoreham.

8. KENT COUNTY COUNCILLOR’S REPORTS

No report was given.

9. REPORTS FROM COMMITTEES

9.A. Recreation
There had not been a meeting of the committee since the last Council meeting. Cllrs. Mrs Evans and Marsh continued to research adult gyms. An inclusive approach involving facilities for older and disabled people was being sought.

It was agreed that a swing be added to the existing swing frame at Hale Lane recreation ground at a cost of £200.

There were no recommendations.

An email had been received from KCC re Try Angle Awards.

A letter had been received from Sovereign re meeting to discuss Adult Gym feasibility.

An email had been received from a resident re older children swings in Hale Lane Recreation Ground (see 9.A.2 above)

An email had been received from OSA re recreation ground matters.

A letter had been received from a resident re Recreation Ground matters.

An email had been received from OSA re events at Scout Hut.

The report of the committee meeting on 24.03.2014 was received.

Cllr. Lawrey summarised the report. A social gathering of the Twinning Committee would take place on 28th April. Cllr. Mrs Ward has 4 new dog fouling notices which will be affixed to the entrances to the recreation ground. Cllr. Cracknell queried the decision of the committee not to support the creation of a health committee. He requested that the services committee address the issue of ambulance response times. Mr Willis was thanked for his assistance with the defibrillators.

It was recommended and resolved that Cllr. Mrs Ward's plan for improving the office access and garden be approved, subject to it being within budget. The Clerk will advise on the extent of the budget.

A copy of Community Safety News March 2014 had been received from SDC.

Email updates had been received from PCSO Wright re actions in Otford & Shoreham.

An email had been received from Kent Police re Restructuring of Sevenoaks District Policing.

The report of the committee meeting on 31.03.14 was received

Cllr. Edwards-Winser had nothing further to add to the report.

It was recommended and resolved that a savings account and a community bank account be set up with Barclays Bank Plc. The Clerk explained that it was intended that the first instalment of the precept would be banked with Barclays in order to spread risk.

It was recommended and resolved that the Risk Assessment and Internal Control statement be approved. Cllr. Leicester drew attention to management of information to support decision making and openness to the public, raised in the Risk Assessment. Following progress was not always simple for those, like Cllr. Leicester, with 'special communication needs'. Simple data management plans for current and future projects is a worthy goal.

It was recommended and resolved that the quotation from Mr Boulind for replacement guttering be accepted. The Clerk will contact Mr Boulind.

Orders for payment were approved.

A copy of The Journal magazine Spring issue had been received from ICCM

An email had been received from KCC re Local Government Pension
Scheme Update.

9.C.9 A quote had been received from D Boulind re School House Replacement Guttering (see 9.C.5 above).

9.C.10 A copy of Parish Matters Spring 2014 had been received from Came & Company.

9.C.11 A letter had been received from 10 Downing Street re Tax cut for businesses.

9.C.12 An email had been received from SDC re an introduction to Rewiring Public Services meeting to be held 30.4.14

9.C.13 An email had been received from SDC re Police Crime Commissioners Fund

9.D. Planning

9.D.1 The reports of the committee meetings on 19.03.2014 and 2.4.2014 were received.

9.D.2 The Chairman summarised the reports. Cllr. Leicester noted mention of the Community Infrastructure Levy. Cllr. Edwards-Winser explained the timing and policy mechanisms now in place. Cllr. Leicester reminded the council that the CIL was raised at the November meeting and had led to actions on all committees to raise questions for County Councillors and specific sections at meetings for Sevenoaks and Kent updates.

9.D.3 There were no recommendations.

9.D.4 A copy of a newsletter from Historic Towns Forum had been received.

9.D.5 An email had been received from SDC re Guide to Community Led Planning

9.E. Environment

9.E.1 The report of the Environment Committee meeting on 1.4.2014 was received.

9.E.2 Cllr. Mrs Ward summarised the report. The Clerk will contact the Kemsing PC Clerk re rubbish dumped at the Kemsing end of Oxenhill Woods and provide the committee with the proposed date for ivy cutting in the chalkpit. 

9.E.3 There were no recommendations.

9.E.4 A copy of Open Space Magazine Spring 2014 had been received from Open Spaces Society

9.E.5 An email had been received from Kent Downs AONB re Darent Valley Partnership meeting held 7.3.14

9.E.6 A report of Darent Catchment Improvement Group meeting held 28.2.14 had been received.

9.E.7 An email had been received from KCC re Kent Countryside Management Partnerships.

9.E.8 An email had been received from SDC re Tree cutting in the Green Belt

9.E.9 A copy of Fieldwork Magazine Spring 2014 had been received from CPRE

9.E.10 An email had been received from Otford Scouts re Scout Hut/ Litter picking and other matters.

9.E.11 A copy of the agenda of Sevenoaks Quarry Liaison Meeting held 8.4.14 had been received.

9.F. Highways

9.F.1 The committee had not met since the last Council meeting. It would next meet on 28th April.

9.F.2 There were no recommendations.

9.F.3 Emails had been received from residents re VAS in Shoreham Road

9.F.4 An email had been received from Kent Highways re improvements to M25

9.F.5 An email had been received from a resident re car park proposals

9.F.6 An email had been received from a resident re car park permits

9.F.7 An email had been received from Britannia re the car park
9.F.8 An email had been received from a resident re car park proposed pay and display.

KALC/ACRK/NALC
A copy of Oast to Coast Magazine Spring 2014 had been received from ACRK
An email had been received from KALC re latest edition of Notes on Neighbourhood Planning
An email had been received from KALC re The Big Gig 2014
A copy of Policy Review Survey 2014 had been received from NALC
An email had been received from KALC re Greater flexibilities for Change of Use

11 DATE OF NEXT MEETING
The date of the next meeting was noted as 19th May 2014 at 7.30pm.

The meeting closed at 9.15pm.

Signed…………………………………………Chairman

Dated……………………………………….