Minutes of the 10th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 13th October 2014 at 7.30pm

Present: Cllrs Edwards-Winser (Chairman)
D. Cracknell
Mrs. M. Evans
N. Fothergill
Mrs. J. Howe
Mrs. J. Lawrey
H. Leicester (until item 9.A.1)
Mrs. C. Marsh
Mrs. E. Ward
M. Whitehead

In attendance: Clerk, 4 members of the public (two for part of the meeting) and Community Warden Supervisor, Siobhan Mackay and Community Warden Paul Robertson (for part of the meeting).

In the Public Forum a member of the public expressed concern at the parking outside Beadles Garage. He will contact the management of the garage as SDC and KCC could not prevent the parking.

Concern was expressed at the height of the stiles on either side of the railway line at Otford Station. The Clerk reported that network rail had asked to attend a Council meeting re the crossing.

A member of the public explained that he had met with the property manager at SDC and Cllr. Edwards-Winser. SDC might have the funds to repair the tower and insert new roofs to the main tower and the two smaller ones and may then want to transfer Palace Field and the buildings to the community or the Parish Council.

1 - APOLOGIES FOR ABSENCE
1.1 Cllr. Verrall

2 - DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED
2.1 - None

3. MINUTES
4.1 The minutes of the meeting held on 8th September 2014 were approved and signed.

4. MATTERS ARISING
4.1 Actions from previous meetings:

**12.4 - Continuing** - The necessary quotes for access works at the front of the Parish Office will now be obtained. Two quotes had been obtained and a further quote requested.

**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.

**4.4 – Continuing** - Mrs Ward has 4 new dog fouling notices which will be fixed to the entrances to the recreation ground. Three notices have been erected and the remaining one will follow shortly.

**4.5 – Completed** – Cllr. Cracknell requested that the services committee address the issue of ambulance response times. Cllr. Leicester explained that a body was responsible for the ambulance service in Kent and that
Parish Council representation was via Health Watch Kent.

7.3 - Continuing - A resident reported that footpath SR14 had been poorly cut back and the cuttings left on the footpath. Cllr. Mrs Ward will contact KCC.

7.4 - Completed - Cllr. Leicester queried the use of the large stones at the pond to prevent damage by lorries. Cllr. Mrs Ward explained that the history of the stones and had put this in the next newsletter.

7.5 - Continuing - Cllr. Cracknell suggested a notice board detailing the history of the pond. This will be discussed at the next meeting of the committee.

7.8 - Continuing - The Centenary Fields scheme was discussed and the Council asked the committee to explore this further.

8.7 - Completed - The recommendation that only Otford residents and contiguous parishes, excluding Sevenoaks Town be allowed burial in the Otford Parish Council Green Cemetery was discussed. As the proposals had a financial impact it was decided to defer a decision pending further information being obtained by the F&GP committee. This had now been obtained.

9.1 – Completed - Cllr. Mrs Evans reported that the verge in front of The Parade needed mowing. The Clerk had contacted Kent Highways.

9.2 – Completed - Cllr. Verrall reported that there was still a large quantity of rubbish dumped into the chalk pit from Tudor Drive. Cllr. Edwards-Winser had contacted SDC.

9.3 – Completed - Cllr. Leicester reported that more motorists were stopping to let him cross the road when they saw his white cane. This was a pleasing development which he was keen be promoted throughout the SDC area. Cllr. Leicester had contacted SDC.

9.4 – Continuing - Cllr. Cracknell will contact Mr Thomas re space allocated to each burial.

9.5 – Completed - It was recommended and resolved that a new computer loaded with office 365 be purchased and that Office 365 also be installed on the lap top in accordance with a quote provided. The Clerk had organised this.

9.6 – Completed - It was recommended and resolved that a donation of £250 be made to the Kent, Surrey and Sussex Air Ambulance. A cheque had been issued.

9.7 – Completed - It was agreed that the Clerk would contact Kent Highways re cars parked on the verges outside Beadles garage. The Clerk had done so.

9.8 and 9.9 – Completed - Cllr. Cracknell queried whether the new stiles on the footpath which crossed the railway line could have been more accessible. The Clerk had contacted network rail. Cllr. Leicester had contacted SDC as part of the ‘Accessible Britain Challenge’.

9.10 – Completed - Cllr. Verrall reported that it would not be possible to use solar power to light adequate Christmas lights on the green. The Clerk had investigated the cost of a 20ft Christmas tree to stand outside the office.

9.11 – Completed - Cllr. Edwards-Winser had liaised with the Hall manager re siting of one of the meters.

9.12 – Continuing - Cllr. Edwards-Winser will liaise with the SDC conservation officer re chimney works required at School House.
5. CLERK’S REPORT
5.1 Issue nos 842, 843 and 844 of the Information Service had been received from NALC
5.2 Various agendas, reports and press releases had been received from SDC and KCC. Details are with the Clerk.
5.3 Various advertising information had been received which is available from the Clerk.

6. OVERSEERS’ REPORTS
6.1 Cllr. Fothergill reported that the Twitton Lane sign at Pilgrims Way West had been obliterated by Brambles. The Clerk will contact Kent Highways. Action 10.1
6.2 Cllr. Cracknell reported that foliage from a garden in Leonard Avenue was overhanging the footpath. The Clerk will contact Kent Highways. Action 10.2
6.3 Cllr. Mrs. Ward reported subsidence at the entrance to Pilgrims Way East. The Clerk will contact Kent Highways. Action 10.3
6.4 Cllr. Mrs. Marsh reported subsidence in Shoreham Road opposite Appledowne Court. The Clerk will contact Kent Highways. Action 10.4

7. DISTRICT COUNCILLOR’S REPORTS
7.1 The enforcement officers have been requested to be more pro-active.

8. KENT COUNTY COUNCILLOR’S REPORTS
8.1 A report was not received.

9. REPORTS FROM COMMITTEES
9.A. Services
9.A.1 The committee had not met since the last meeting of the Council. Cllr. Mrs Lawrey reported that the Twinning Association trip to Hardelot on 11th October had been successful and the next social event was on 24th November. Cllr. Leicester reported that accessibility had been discussed at the Liberal Democrat conference and had been included in their manifesto. The ‘Accessible Britain Challenge’ will push the issue.
9.A.2 There were no recommendations
9.A.3 A copy of Healthwatch Kent Annual Report 2014 had been received.
9.A.4 A copy of Community Safety News had been received from SDC

9.B. Finance and General Purposes
9.B.1 The report of the Committee meeting held on 29.09.14 was received.
9.B.2 Cllr. Edwards-Winser had nothing further to report. Cllr. Cracknell reported that he had been able to confirm that the Council did not own the village hall or the land on which it was built.
9.B.3 After discussion it was recommended and resolved that the charge for those from non contiguous parishes for a plot in the Green Burial Area should be increased to £4,000 and that no pre-purchase be available for those from non contiguous parishes.
9.B.4 Orders for payment were approved
9.B.5 Confirmation of completion of the annual audit for the year ended 31st March 2014 had been received from PKF Littlejohn
9.B.6 An email had been received from the Charity Commission re Otford Village Hall

9.C. Recreation
9.C.1 The report of the Committee meeting held on 6.10.14 was received.
9.C.2 Cllr. Mrs Evans summarised the additional works that were required at the
allotments.

9.C.3 It was resolved that item 5.4 of the recreation committee minutes be discussed at the end of the meeting and that the public be excluded. At the end of the meeting, and after the public had been excluded, it was resolved that, that Cllr. Cracknell would approach a landowner re a property matter

9.D  Planning
9.D.1 The reports of the Planning Committee meetings held on 19.09.14 and 1.10.14 were received.
9.D.2 Cllr. Whitehead summarised the reports. Five Councillors had attended the Fort Halstead consultation and reported that they were concerned at the lack of consideration given to the impact of the development on traffic, schools and medical services in Otford.
9.D.3 There were no recommendations.
9.D.4 A letter had been received from Fort Halstead re the consultation on the preview exhibition on 2.10.14.

9.E.  Environment
9.E.1 The report of the Environment Committee meeting held on 30.9.14 was received.
9.E.2 Cllr. Mrs Ward summarised the report. The condition of the stream in Palace Field was discussed and no further action was required. Cllr. Cracknell will investigate the ownership of the meadow to the south of Oxenhill Shaw.
9.E.3 There were no recommendations.
9.E.4 A copy of the report of Oxenhill Management Meeting held on 10.9.14 had been received.
9.E.5 A copy of the minutes of Sevenoaks Quarry Liaison Committee Meeting held 16.9.14 had been received from Lafarge Tarmac Limited.
9.E.6 An email had been received from NW Kent Countryside Project re Free Tree Scheme.
9.E.7 An email had been received from a resident re state of grass verges at the Parade.
9.E.8 Email correspondence had been received re railway crossing at Tudor Drive.

9.F.  Highways
9.F.1 There had been no meeting of the committee since the last meeting of the Council. The VAS had been installed in Shoreham Road. The Pay and Display equipment had been installed in the car park. Cllr. Mrs Ward will provide a list of disused traffic poles which need to be removed.
9.F.2 There were no recommendations.
9.F.3 An email had been received from The Greenhill Road Fund re sighting of VAS in Shoreham Road.
9.F.4 A Kent Community Speedwatch newsletter had been received from Kent Police.
9.F.5 An email had been received from Hospices of Hope Charity Shop re Pay and Display Parking / Permits.
9.F.6 A letter had been received from a resident re car park.
9.F.7 An email had been received from KCC re the VAS on Shoreham Road.
9.F.8 An email had been received from a resident re vehicles parking outside Beadles.
9.F.9 A letter had been received from a resident re car park permits.
This item was discussed after the District Councillor’s report. The Community Warden Supervisor reported that changes were proposed to the Community Warden Service provided by KCC in order to save funds. A larger area would be covered with fewer staff. Residents were requested to respond to the public consultation on the reduction in the service to be provided. It was resolved that a meeting of the Services Committee would be called to respond on behalf of the Council. Cllr. Edwards-Winser will contact KCC to ascertain if a Parish Council could contribute to a warden’s costs and guarantee a corresponding level of service.

**KALC/ACRK/NALC**

A copy of The Parish News September 2014 had been received from KALC.
A copy of Learning & Development Update late summer 2014 had been received from KALC.
A copy of Oast to Coast magazine Autumn 2014 had been received from ACRK.
An email had been received from KALC re Crime Commissioner Event held 8.10.14.
An email had been received from KALC re Community Awards Scheme 2015.

**DATE OF NEXT MEETING**

The date of the next meeting was noted as 10th November 2014 at 7.30pm.
The meeting closed at 9.55pm.

Signed…………………………………………Chairman

Date………………………………