Minutes of the 11th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 10th November 2014 at 7.30pm

Present: Cllrs Edwards-Winser (Chairman)  
N. Fothergill  
Mrs. J. Howe  
Mrs. J. Lawrey  
Mrs. C. Marsh  
J. Verrall  
Mrs. E. Ward  
M. Whitehead

In attendance – Clerk, District Councillor Michelle Lowe and two representatives from Network Rail (for the public forum only) and 18 members of the public of whom six remained after the public forum.

In the public forum the representatives from Network Rail gave the rationale for the proposal to erect a bridge over the railway line to replace the foot crossing adjacent to Otford station. Some members of the public raised queries and it was agreed that a public meeting would be held as part of the consultation process.

It was reported that the surface of public footpath SR32 was dangerous as it rises from Park Lane.

A member of the public sought clarification re works being carried out by Thames Water at Frog Farm. Cllr. Edwards-Winser explained that the flow and height of water was being monitored. The member of the public will contact the Environment Agency to confirm that water will not be extracted in Otford.

1 - APOLOGIES FOR ABSENCE
1.1 Cllrs. Cracknell and Leicester and Cllr. Mrs Evans.

2 - DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED
2.1 - None

3. MINUTES
3.1 The minutes of the meeting held on 13th October 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 further quotes requested.  
Action 12.4 Services Committee

2.6 – Completed - 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. There is not room for another bin so signage will request that existing bins are utilised.

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.  
Action 4.4 EW

7.3 - Completed - A resident reported that footpath SR14 had been poorly cut back and the cuttings left on the footpath. Cllr. Mrs Ward had contacted KCC.
7.5 - **Continuing** - Cllr. Cracknell suggested a notice board detailing the history of the pond. This is being discussed.

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

9.4 – **Completed** - Cllr. Cracknell had contacted Mr Thomas re space allocated to each burial. 

9.12 – **Continuing** - Cllr. Edwards-Winser will liaise with the SDC conservation officer re chimney works required at School House.

10.1 – **Completed** - Cllr. Fothergill reported that the Twitton Lane sign at Pilgrims Way West had been obliterated by brambles. These had now been cut back.

10.2 – **Completed** - Cllr. Cracknell reported that foliage from a garden in Leonard Avenue was overhanging the footpath. The Clerk had contacted Kent Highways.

10.3 – **Completed** - Cllr. Mrs Ward reported subsidence at the entrance to Pilgrims Way East. The Clerk had contacted Kent Highways.

10.4 – **Completed** - Cllr. Mrs Marsh reported subsidence in Shoreham Road opposite Appledowne Court. The Clerk had contacted Kent Highways

10.5 – **Completed** - it was resolved that, that Cllr. Cracknell would approach a landowner re a property matter.

10.6 – **Continuing** - Cllr. Mrs Ward will provide a list of disused traffic poles which need to be removed.

10.7 – **Completed** - It was resolved that a meeting of the Services Committee would be called to respond on behalf of the Council. A meeting had been convened and a response had been given.

10.8 – **Completed** - Cllr. Edwards-Winser had contacted KCC to ascertain if a Parish Council could contribute to a warden’s costs and guarantee a corresponding level of service. He had been told that a contribution might guarantee that the village retained the services but not necessarily those of Paul Robertson.

**5. CLERK’S REPORT**

5.1 Issue no 845 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 were with the Clerk.

5.3 Various advertising information had been received which was available from the Clerk.

5.4 Information had been received from SDC Community Transport Services.

5.5 Information had been received from Kent, Surrey and Sussex Air Ambulance

**6. OVERSEEERS’ REPORTS**

6.1 Cllr. Mrs Howe reported that a road sign on Pilgrims Way near the junction with Telston Lane had been knocked over. The Clerk will contact Kent Highways.

6.2 Cllr. Whitehead reported that a hedge on Station Road was impinging on the pavement. The Clerk will contact Kent Highways.

**7. DISTRICT COUNCILLOR’S REPORTS**

7.1 Cllr. Edwards-Winser reported that it was proposed to keep the SDC Council tax rise to 2%. Timberden Farm in Shoreham, which is owned by the District Council, is being sold.
8. KENT COUNTY COUNCILLOR’S REPORTS
8.1 A report was not received.

9. REPORTS FROM COMMITTEES

9.A. Highways
9.A.1 The report of the Highways Committee meeting held on 20.10.14 was received.
9.A.2 Cllr. Mrs Howe summarised the report and thanked Jeff Lee for all his work on road safety. He will be retiring from the committee of the Otford society once the road safety markings have been installed on the Shoreham Road. The majority of comments on the Pay and Display car parking had been positive. A resident asked for the operational details of Lorrywatch. It was explained that the Speedwatch teams will monitor the size of lorries on roads with width restrictions.
9.A.3 There were no recommendations.
9.A.4 An email had been received from the Highways Agency re Smart Motorway works.
9.A.5 An email had been received from KCC re Street Light switch offs.
9.A.6 A letter had been received from SDC re Road Closure for Remembrance Sunday 2014.
9.A.7 An email had been received re Car Park charges.
9.A.8 An email had been received from Cllr Lowe re parking issues in Warham Road and The Parade.
9.A.9 An email had been received from Network Rail re Railway Crossings.

9.B. Services
9.B.1 There had been no meeting of the committee since the last Council meeting. The next meeting would be on 17th November. The next social meeting of the Twinning committee would be on 24th November in The Woodman where activities would be planned for the coming year.
9.B.2 There were no recommendations.
9.B.3 Cllr. Verrall presented options available in respect of the refurbishment of the public toilets. The Services committee will consider these at its next meeting.
9.B.4 An email had been received from VAWK re Summer Fun Days 2014.
9.B.5 An email had been received from SDC re Kent Carrier Extension Consultation.
9.B.6 An email had been received from PCSO Wright re actions and newsletter.
9.B.7 An email had been received from Kent Police re Burglary Campaign.

9.C Finance and General Purposes
9.C.1 The report of the F&GP Committee meeting held on 3.11.14 was received.
9.C.2 Cllr. Edwards-Winser had nothing further to add to the report.
9.C.3 It was recommended and resolved that £25,000 be transferred from Bank of Ireland to Unity Trust Bank. The Clerk will organise this.
9.C.4 The Clerk was asked to leave the room whilst both hers and the assistant clerks’ salaries were discussed. It was recommended and resolved that the clerk should receive an increase of two spine points and the assistant clerk one spine point.
9.C.5 Orders for payment were approved.
9.C.6 An email had been received from KCC re Statutory Ill Health Guidance.
9.C.7 An email had been received from a resident re the Green Cemetery.
9.C.8 A report on Woodland Cemetery spaces had been received from FCS.
A letter of thanks had been received from Kent, Surrey & Sussex Air Ambulance re donation.

**Recreation**

9.D.1 There had not been a meeting of the committee since the last Council meeting. The next meeting would be on 1st December.

9.D.3 There were no recommendations.

9.D.4 An email had been received from Russell House School PTA re outdoor classroom development. The Clerk will respond giving details of the Big Community Fund.

9.D.5 An email had been received from SITA re end of project feedback form.

**Planning**

9.E.1 The reports of the Planning Committee meetings held on 15.10.14 and 29.10.14 were received.


9.E.3 There were no recommendations.

9.E.4 An email had been received from LGBC re launch of London Green Belt Map.

9.E.5 A letter had been received from Biggin Hill Airport re consultation on jobs plan.

**Environment**

9.F.1 The report of the Environment Committee meeting held on 4th November 2014 was received.

9.F.2 Cllr. Mrs Ward summarised the report. She requested that the Clerk write to Green Man Services thanking them for tidying the area round the war memorial in preparation for the remembrance service. The grounds Maintenance supervisor will request that high viz be worn when mowing the pond.

9.F.2 There were no recommendations.

**KALC/ACRK/NALC**

- A copy of the AGM Agenda to be held on 14.11.14 and notes of the last meeting had been received from KALC of Sevenoaks Area Committee.
- A notice of the AGM to be held 22.11.14 and the Annual Report had been received from KALC.
- Elections 2015 posters and flyers had been received from KALC.
- A copy of The Parish News had been received from KALC.
- A notice of the AGM to be held 20.11.14 had been received from ACRK.
- An email had been received from KALC re Community Resilience and Emergency Planning.
- An email had been received from KALC re the 2015 Elections.

**DATE OF NEXT MEETING**

The date of the next meeting was noted as 8th December 2014 at 7.30pm.

The meeting closed at 9.15pm.

Signed…………………………………………Chairman

Date……………………………………