

Minutes of the 7th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 8th July 2013 at 7.30pm

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

In attendance: Clerk and 5 members of the public.

**PUBLIC FORUM** --The Chairman of the Parish Plan reported that he was meeting with the Heritage Lottery Fund re the Valley of Visions project. In addition the Darent Catchment Improvement Group were surveying weirs re allowing fish access. Mr Shelton also reported that he had met with Cllr. Edwards-Winser and the head teacher of Otford Primary School for a useful informal discussion on the school travel plan. He requested that SDC be asked to approve the revised Village Design Statement which had been sent to them in October 2012..

**1 - APOLOGIES FOR ABSENCE**

1.1 Cllr. Mrs. Marsh, Cllr. Knight and The Sevenoaks Chronicle

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

**3. MINUTES**

7.1 The minutes of the meeting held on 10th June 2013 were approved and signed subject to changes in the header and the last line re the next meeting.

**4. MATTERS ARISING**

4.1 Actions from previous meetings:

**12.9 - Continuing** - The committee recommended that OUFC be billed directly for their water and electricity and it was resolved that this should be the case. The Clerk has been resolving the queries raised at the last meeting re water and electricity used by the Tennis Club and there will be an onsite meeting before organising this.

12.9 RK

**5.4 - Continuing** - Cllr. Cracknell requested that any documentation re parking permits be checked from a legal point of view.

Highways Committee

**5.5 - Continuing** -The Highways committee will check the parking requirements of the cricket league

Highways Committee

**5.6 - Continuing** - The location of pay and display units will have to be determined.

Highways Committee

**6.1 - Completed** - Cllr. Leicester reported that the footpath between the Oasthouse and Hillydeal Road on Shoreham Road was uneven. The Clerk had reported this to Kent Highways

**6.2 - Completed** - Cllr. Leicester reported that hedges in the High Street and by the station were overgrown. The Clerk had arranged for an item in the newsletter.

**6.3 - Completed** - Cllr. Mrs Evans reported that the footpath from the Church

to the Station was overgrown with nettles. The Clerk had contact Kent County Council.

**6.4 - Completed** - Cllr Edwards-Winsor would approach SDC re removal on the basis that some of the waste was an environmental hazard and as OPC only have a one year rolling lease

**6.5 - Completed** - The Clerk will write to nos 2-18 Tudor Drive and Pilgrims Oasts requesting that any fly tipping into the chalkpit ceases.

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

- 5.1 Issue no 809 of Information Service had been received from NALC
- 5.2 Various agendas, reports and press releases 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 SLCC news bulletin had been received on 15.5.2013

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

- 6.1 Cllr. Mrs Evans reported that Pilgrims Way East had been white lined and the work had been well carried out.
- 6.2 Cllr. Edwards-Winsor reported that the drains at the end of Rye Lane had been cleared.

### **7. REPORTS FROM COMMITTEES**

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

- 7.A.1 The minutes of the committee meeting held on 24th June were received.
- 7.A.2 The Chairman had nothing further to report.
- 7.A.3 It was recommended and resolved that the Grievance Policy as circulated be approved.
- 7.A.4 Orders for payment were approved.
- 7.A.5 A copy of Legal Updates had been received from Knocker & Foskett.
- 7.A.6 An e-mail had been received from KCC re changes Local Government Pension Scheme & briefing note.
- 7.A.7 A letter had been received from West Kent Mediation re donation.
- 7.A.8 A letter had been received from UK Debt Management Office re a direct debit.
- 7.A.9 Emails had been received from residents re Public Toilets
- 7.A.10 A quotation had been received from Ross Robinson re tree work Palace Field and Recreation Ground
- 7.A.11 A report had been received from FCS re Grave digging and tree works
- 7.A.12 A copy of letters to residents re tipping in Chalk-Pit was received.
- 7.A.13 An email had been received from a relative re rubbish dumped near a grave in the Cemetery.
- 7.A.14 An email had been received from Edenbridge Town Council re KALC Cllr Training to be held 15.7.13.

#### **7.B. Planning**

- 7.B.1 The minutes of the planning committee meetings on 12th and 26th June 2013 were received.
- 7.B.2 The Chairman summarised the applications and results considered at the above meetings. Cllr. Leicester queried whether Otford had yet benefited from the Community Infrastructure Levy. The Chairman confirmed that there was very little new development which resulted in the levy in Otford but the

- position would be monitored.
- 7.B.3 There were no recommendations.
- 7.B.4 A copy of the LGBC Agenda for the meeting held on 3.7.13 had been received together with Notes no 165.

**7.C Environment**

- 7.C.1 The committee had not met since the last meeting of the Council. The next meeting would be on 16th July.  
The Chairman reported that the cricket club were not using the composting bins provided for their grass cuttings. The Clerk will contact the cricket club. There has been a problem with misuse of the children's play area in the recreation ground on Friday evenings and the dropping of food packaging in the Cemetery car park. An extra bin is required for the Cemetery car park and Cllr. Mrs Marsh was liaising with MacDonaldis re this. The Clerk will ask the PCSO to patrol these areas. The Acacia trees on the side of the recreation ground require pruning. There would be a liaison meeting with Tarmac on 10th September and an Oxenhill site meeting on 2nd October 2013. Timber has still to be cleared out of the drainage ditches in Oxenhill and Golden Rod needs to be dealt with. 7.1 Clerk
- 7.C.2 It was recommended and resolved that the Clerk write back to KCC querying the lengths of footpaths which they had stated would be maintained, and giving the measurements of the footpaths around the village which were most used and required frequent attention. 7.2 Clerk
- 7.C.3 It was recommended and agreed that the diseased Horse Chestnut tree in Palace Field and the self sown Sycamore tree which was impacting on a larger Horse Chestnut tree be felled. 7.3 Clerk
- 7.C.4 It was recommended and resolved that two planters be acquired for the verge outside the Parade. The size of planters had been agreed with Kent Highways and One Stop and the Fete Committee would contribute towards them. 7.4 Clerk
- 7.C.5 E-mail from Kent Downs re submission to Heritage Lottery for Darent Valley Landscape Partnership Scheme (Committee to note).
- 7.C.6 An email had been received from Otford Cubs re the community litter pick
- 7.C.7 An email had been received from a resident re litter in the Cemetery Car Park
- 7.C.8 A copy of the Agenda of DRIPS AGM to be held 10.7.13 had been received.
- 7.C.9 An e-mail had been received from Down to Earth re removal of tree Palace Field
- 7.C.10 An email had been received from SDC re Conservation Volunteer tree planting sites.

**7.D. Highways**

- 7.D.1 The report of the committee meeting held on 17th June 2013 was received.
- 7.D.2 The Chairman reported that there had been joyriding in Willow Park on the previous evening.
- 7.D.3 It was recommended and resolved that that on the Sevenoaks Road in the direction of Sevenoaks, 30mph be extended to Beadles garage and thereafter 50mph to the existing 30mph before the Sainsbury's roundabout, and in the direction of Otford, proceeding from the Sainsbury's roundabout, that 50mph be applied from the present release sign until Beadles garage where 30mph shall apply. The Clerk will contact SDC to put this on the Agenda for the Joint Transportation Board. It was noted that the VAS will have to be moved and changed. 7.5 Clerk
- 7.D.4 The recommendation re car parking tariffs was discussed and the tariffs shown on the attached schedule were agreed subject to the conditions shown

on the attached schedule. Cllr. Leicester requested that the free parking time for Blue Badge holders be reassessed after six months. The Clerk will seek the appropriate legal advice 7.6 Clerk

7.D.5 A copy of the minutes of the Car Park Advisory Group meeting held 7.5.13 was received.

7.D.6 A copy of a newsletter and emails from the Highways Agency on M25 junction 5 to 7 had been received.

7.D.7 A copy of a letter to KALC re proposed Car Parking Charges was received.

7.D.8 An email had been received from Kent Highways re footway resurfacing Tudor Crescent.

**7.E. Recreation**

7.E.1 The committee had not met since the last meeting of the Council.

7.E.2 There was no report. Cllr. Mrs. Evans will chair the next meeting on 29th July 2013.

7.E.3 There were no recommendations.

7.E.4 An email had been received from the OSA re the Colts Pitch

7.E.5 A copy of a letter to OSA re fencing of Senior football pitch was received.

7.E.6 A copy of an email from Ann Barnes to the Kent Youth Advisory Group Meeting was received.

7.E.7 A copy of an email re trees alongside Mill Meadow was received.

7.E.8 An email from CATS project re Otford session was received.

**7.F. Services**

7.F.1 The committee had not met since that last meeting of the Council.

7.F.2 The Chairman reported that there would be a dog fouling flag event on the recreation ground on 10th July at 8.30am. There would be a barn dance for the village and French twins on 14th September.

7.F.3 There were no recommendations.

7.F.4 A letter had been received from Invicta Grammar School re consultation to develop an annex

7.F.5 An email had been received from SDC re a K College consultation event to be held 12.7.13

7.F.6 An email had been received of The Source newsletter from South East Water

7.F.7 Cleaning of the War Memorial for 2014 is to be discussed.

7.F.8 An email had been received from British Gas re Boiler care plan

7.F.9 An email had been received from a resident re Super Fast Broadband

**KALC/ACRK/NALC**

A copy of The Parish News June 2013 had been received from KALC

An email had been received from KALC re Councillors Conference to be held 13.7.13

A copy of the minutes of KALC Sevenoaks Area meeting held 10.5.13 and Agenda for meeting to be held 12.7.13 had been received.

An email had been received from KALC re Police & Crime Commissioner Events

An email had been received from KALC re Police Contact Points

**8**

**DATE OF NEXT MEETING**

The date of the next meeting was noted as 12th August 2013 at 7.30pm

There being no other business the meeting was closed at 10.08 pm

Signed.....Chairman

Dated.....

## DRAFT

### RECOMMENDED TARIFFS FOR PAY AND DISPLAY PARKING

The charges will apply Monday-Saturday 7am-6pm

#### WEEKDAY CHARGES

1<sup>st</sup> Hour Free ( no return within 2 hours )

2<sup>nd</sup> and 3<sup>rd</sup> hours charged at 50p per hour

Additional hours charged at £1 per hour

Parents nominated by school to be given permits by school to park 8.35am – 9.05am and 3.15pm – 3.45pm to address drop off/pick up problem re ticketing.

#### SATURDAYS

1<sup>st</sup> Hour Free ( no return within 2 hours )

2<sup>nd</sup> and 3<sup>rd</sup> hours charged at 50p per hour

All day charge £2

OSA to distribute 20 permits to be shared between Football and Cricket clubs, essentially for visiting teams

#### SUNDAYS AND BANK HOLIDAYS

Free ( to be reviewed if congestion becomes a major issue )

#### RESIDENTS' PERMITS

To be available to High St/ Pickmoss Lane residents with no off road parking.

£75 for first car, £150 for second car (annual).

Only applicable to cars registered at applying address.

Not transferable on sale of property. New resident can apply.

Initial granting of permits to recognise partly but not wholly, the current status quo. In future the principle of one permit per household with no off road parking to be applied

No granting in perpetuity. Rates can be reviewed/changed.

Permits do not guarantee a parking space

#### DISABLED BAYS

Two to be provided.

Disabled parking allowed in other bays

3 Hours free parking for Blue Badge holders only

#### REVIEW

After 6 months and thereafter twice annually

The scheme may be amended, or withdrawn in whole or in part, by Otford Parish Council on giving reasonable notice

The above recommendations are subject to :

- Legal advice
- Finalising the contract with the car park operator and confirming that there will be no financial liability to Otford Parish Council