

OTFORD Parish Clerk: The School House
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COUNCIL Email: clerk@otfordpc.co.uk

Minutes of the 12th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 11 December 2017 at 7.30pm

Present: Cllrs J Edwards-Winser
M Evans
N Fothergill
J Howe
J Lawrey
I Roy
N Rushby (in the Chair)

In attendance: - Clerk and three members of the public.

Cllr Rushby welcomed everyone to the Meeting.

Public Forum

Otford Heritage Boards. Mr Shelton brought a number of illustrations to the meeting to show Councillors. The text has been written and is being edited.

SDC has advised that the project is unlikely to meet CIL funding requirements. Alternative funding will be sought from the Heritage Lottery Fund, SDC and KCC. A village Society will be asked to head the project in order that funding streams can be accessed that are not available to the Parish Council. It is anticipated that the cost will be approximately £9,500.

Planning permission will be sought from SDC in the near future.

Action

1. **APOLOGIES FOR ABSENCE**
Councillors H Leicester and J Verrall and County Councillor R Gough.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
None.
3. **MINUTES OF PREVIOUS MEETING**
The minutes of the meeting held on 13 November 2017 were approved and signed as an accurate record of the meeting.
4. **MATTERS ARISING - Actions from previous meetings**
 - 4.1 Path around the perimeter of the Recreation Ground. A number of quotes have been received. More quotes are being sought. 53/16 Clerk Continuing
 - 4.2 List of Clubs and Societies. Cllr Evans has started this project but is waiting for replies to emails requesting information. 55/16 ME/IR Continuing
 - 4.3 A Parish Noticeboard needs to be repainted. Cllr Edwards-Winser will provide the paint. 6/17 Clerk Move to Future Items
Note: This item is being moved to Future Items for action in Spring 2018.
 - 4.4 OPC Traffic Management Group.
Minutes of meetings of the Traffic Management Group are being circulated.
Cllr Roy asked that Councillors read the Minutes carefully because the Traffic Management Group will be making recommendations to Council and would like all Councillors to be aware of the background.
Cllr Roy also reported that the paperwork on a traffic scheme prepared 14 years ago has been found and passed to the Group.
It was also noted that the public needs to be involved in any proposal.

- 4.5 Safety issues with the play area equipment. A meeting is being set up in the New Year with the Playground Inspector, the installers of the equipment and the OPC Grounds Supervisor to find a solution that meets equipment standards. 36/17 Clerk Continuing

5. COUNCILLORS REPORTS

- 5.1 Cllr Leicester provided a written report prior to the meeting. He advised that he was liaising with SDC regarding introducing Accessibility Information Standards for local residents. The SDC website is being checked for accessibility.
- 5.2 Cllr Fothergill reported on the first meeting of the Tourism Group. He thanked Mr Shelton and Cllr Clucas for the work they have done on the Heritage Boards. It was noted that advisory leaflets with maps are needed to be available for visitors. The leaflets can also list places to visit within the village and any events or workshops taking place. The two existing leaflets on The Solar System and Trees also need to be checked and updated if necessary.
Work will be taking place with the Darent Valley Consortium and the Otford Palace Trust.
Publicity is an area being explored and how the area can provide more experiences locally.
The next meeting will be held on 15 February 2018.
- 5.3 Cllr Evans and Cllr Lawrey advised that Tudor Drive is very icy and the road condition is dangerous. KCC has been asked to consider adding Tudor Drive and Tudor Crescent to the gritting list. Cllr Gough is liaising with KCC. A response is awaited. 43/17 Clerk/RG
- 5.4 Cllr Lawrey requested that when the noticeboards are renovated, a softer surface is used for the interior because it is very hard to get the pins in. The surface used in the Bubblestone noticeboard would be suitable.
- 5.5 Cllr Edwards-Winsor advised that the gullies in Hale Lane have blocked up again. KCC will be advised and requested to jet between the drains. 38/17 Clerk
The drain opposite Leonard Avenue is also blocked. The drain by the bus stop at the Pond also appears to need clearing.

6. DISTRICT COUNCILLORS' REPORT

- 6.1 District Councillor Edwards-Winsor advised that the next issue of In Shape, published by Sevenoaks District Council, will be issued shortly.
The issue reports on SDC and the NHS working to adapt houses in preparation for patients leaving hospital who need aids installed to make life safer and easier. Handy Heroes help to adapt the houses.
It has been reported that 200 bed nights have been saved so far.
In Shape will also provide an analysis of the Local Plan.

At the recent Housing Forum presentation it was announced that a Wellbeing Starts at Home Campaign will begin. It was acknowledged that there is a link between housing and health.

It has been announced that Sevenoaks District Council has achieved the award as being the Best Local Council in the UK.
Mr Peter Fleming has also been voted the Best Council Leader in the UK.

Cllr Edwards-Winsor advised that Planning advice and applications will see an increase in fees from 2018. Pre-application advice, a previously free service, will now be £96. The new charging system will be monitored by SDC.

7. KENT COUNTY COUNCILLOR'S REPORTS - Cllr Roger Gough

- 7.1 Cllr Gough was unable to attend the meeting but advised that he would report on the following items before Christmas.
Railway Metric Signage. This has been forwarded to KCC Highways. RG- Cont
Cul de Sac Sign at Twitton Meadows. Cllr Gough will ask for permission for the Parish Council to put the sign up on KCC property. RG- Cont.

Seat by Wickham Field Bus Stop. Cllr Gough will ask for permission to put a seat by the Wickham Field Bus Stop on KCC property. RG-Cont.

8. CHAIRMAN'S REPORT

- 8.1 Otford Neighbourhood Plan. Cllr Rushby reported that the meeting held on 2 December was very successful. Several volunteers signed up to help. A second meeting is being arranged for early in the New Year.
- 8.2 A complaint has been received about the amount of horse manure on Park Lane. The Clerk will write to the stables and request that it is cleared periodically. The Clerk will advise KCC Public Rights of Way Officer. 39/17 Clerk
- 8.3 The Chairman reported that the PCSO has advised that during a routine patrol a car was located in the Otford Car Park and was checked for drugs. No drugs were found at the time but drug paraphernalia was seized. Three of the youths involved were Otford residents.

9. CLERK'S REPORT

- 9.1 Parish Council Website. Work is continuing on preparing the new Parish Council Website. 25/17 Clerk Continuing
- 9.2 The Parish Council Office will be closed from Monday 18 December to Tuesday 2 January. Emails will be monitored and meetings held as usual.

10. CORRESPONDENCE

No additional correspondence has been received.

11. REPORTS FROM COMMITTEES

11.A. Planning

- 11.A.1 The Minutes of the Planning Committee Meetings held on 22 November 2017 and 6 December 2017 were received and adopted.
- 11.A.2 The Chairman reported on various applications.
- 11.A.3 There were no recommendations.
- 11.A.4 It was agreed at the meeting that OPC will respond to Historic England objecting to the listing of St Bartholomew's Church Hall on the grounds that (a) it was not designed by Lutyens himself but comes from his studio and (b) that listing would make it difficult for the building to be conserved as a valuable community asset. 40/17 Clerk/NR

11.B. Amenities

- 11.B.1 The Minutes of the Amenities Committee Meeting held on 20 November 2017 were received and adopted.
- 11.B.2 The Chairman reported that the bus shelters had been delivered today but could not be installed in the correct positions due to the bad weather. Arrangements will be made with a local company to move them to the final positions. 41/17 Clerk/BT
- 11.B.3 There were no recommendations.

11.C Finance & General Purposes

- 11.C.1 The Minutes of the Finance & General Purposes Committee Meeting held on 6 November 2017 were received and adopted.
- 11.C.2 The orders for payments were approved.
- 11.C.3 It is RECOMMENDED that the Council agrees the draft budget, proposed precept of £155,655.00 and reserves for 2018/19. Council agreed to the recommendation. The Clerk will advise SDC. 42/17 Clerk
- 11.C.4 Council noted the Legal Updates from Knocker & Foskett (solicitors).

11.D. Recreation and Environment

- 11.D.1 The Minutes of the Recreation & Environment Committee Meeting held on 27 November 2017 were received and adopted.
- 11.D.2 The Chairman reported that arrangements to correct the Eibe unit were ongoing.
- 11.D.3 The Chairman reported that items for the Trim Trail and Fitness Trail have been identified. It was noted that several of the pieces are suitable for multi-ability use.

- 11.D.4 Willow on the Pond. It was agreed that the replacement Willow tree will be as large as Mr Thomas can successfully plant without the use of a crane or road management measures.
- 11.D.5 There were no recommendations.
- 11.D.6 Members noted receipt of the Wild Kent Magazine Winter 2017 from Kent Wildlife Trust.
- 11.D.7 Members noted receipt of Countryside Voice Magazine Winter 2017 from CPRE.

12. KALC/NALC/SLCC

- 12.1 There were no items to report.

13. FUTURE ITEMS

- 13.1 Additional disabled parking space at the entrance to OVMH. To be considered when the car park is re-lined.
- 13.2 Lease for the toilets, refurbishment, cleaning arrangements and anti-vandalism options will be considered following a decision by St Bartholomew’s Church on the Options Appraisal.
- 13.3 Sign above the new Barber Shop. A response from SDC on whether the sign meets planning regulations will be reported at a future date.
- 13.4 Parish Noticeboard. One of the noticeboards needs repainting. This will be done in Spring 2018. Cllr Edwards-Winser will provide the paint.

14. DATE OF NEXT MEETING

The date of the next Parish Council Meeting was noted as 8 January 2018.

The meeting closed at 9:20pm

Signed.....Chairman

Date.....