

OTFORD	Parish Clerk:	The School House
PARISH	Sharon Palmer	21 High Street
COUNCIL	01959 524808	Otford Sevenoaks
		Kent TN14 5PG
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Minutes of the 9th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 14 August 2017 at 7.30pm

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

Also Present: County Councillor Roger Gough (for the duration of his report).
In attendance: - Clerk and four members of the public.

Cllr Rushby welcomed everyone to the Meeting.

Public Forum

Public Toilets

Mr Dullage raised the problems that the Otford Village Memorial Hall has had following the closure of the public toilets. Members of the public, walkers, allotment holders and people using the Recreation Ground are all accessing the Village Hall to use the toilets. These are not public toilets but are for use by people using the Hall. There is also a question of safety when members of the public walk into the Hall whilst it is being used for children's events. Members of the Management Committee for the Hall are extremely concerned and would like to see the public toilets re-opened.

It was agreed that F&GP would look at this again especially in regard to how to make them vandal proof. CCTV was suggested along with limited open hours or coin entry. The cleaning of the toilets has been a problem in the past. Mr Dullage was asked to consult the cleaners for the Hall and ask if they would consider taking it on in the event the public toilets are re-opened. A revised costing for refurbishment will be sought.

Disabled Car Parking Spaces

A request has been made by a member of the public for an additional disabled parking space next to the entrance to Otford Village Memorial Hall. As the disabled parking spaces are wider than usual, to add another space would necessitate the removal of all the existing white lines in the row and repainting them. The removal of the lines is very expensive as they have to be removed by a method that can damage the tarmac surface but it was agreed that this request will be considered when it is time to re-line the carpark.

A question was raised concerning drivers parking in the Village Car Park who abuse the disabled badge system. KCC issue the badges and also enforce the correct usage of them. It was agreed that an article will be written by the Chairman for the newsletter warning that if drivers are caught misusing the Blue Badge it can be withdrawn and the offender fined.

Action

1. **APOLOGIES FOR ABSENCE**
Councillors P Clucas, H Leicester, J Verrall and M Whitehead.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
None.
3. **MINUTES OF PREVIOUS MEETING**
The minutes of the meeting held on 14 August 2017 were approved and signed as an accurate record of the meeting.

- 4. MATTERS ARISING - Actions from previous meetings**
- 4.1 Hale Lane Lease. Cllr Rushby will ensure the lease is complete. The Football Club and the Clerk will sign the lease. Completed
- 4.2 Path around the perimeter of the Recreation Ground. The specification has been written and quotes are being sought. 53/16 Clerk
Continuing
Prior to finalising the position of the path, a check on potential damage to trees in the area will be made by a tree surgeon.
- 4.3 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
- 4.4 Graffiti. There are two items on the Scout fence and the Parish Noticeboard. The Parish Noticeboard will need to be repainted. Cllr Edwards-Winser will provide the paint. 6/17 Clerk/
J-EW
Continuing
- 4.5 Lease for the Toilets. The Clerk has written to the Diocese regarding surrendering the lease. A response has been received advising that the matter will be considered by St Bartholomew's Church. 4/17 JE-W
Continuing
- 4.6 A large sign has been installed at the new barber shop. District Cllr Edwards-Winser has asked SDC to confirm it meets the Conservation Area planning requirements. A response is awaited. 14/17 SDC
Continuing
- 4.7 SDC Parking Restrictions Review. District Councillor Edwards-Winser advised that the Joint Transportation Board had not made a decision at their recent meeting regarding Station Road. Further data was required in the correct format. County Councillor Roger Gough will speak to KCC regarding further information. He will also undertake a tour of the village to look at problem parking areas. 15/17 JE-W
/IR
Continuing
- 4.8 Mr Thomas will be asked to look at the Culvert in the tennis court at Willow Park as it has been reported that this area is overgrown with watercress. Completed
- 5. COUNCILLORS REPORTS**
- 5.1 Cllr Evans expressed interest in the Rural Community Energy Fund with a view to installing solar panels on the Parish Council sports pavilions. Mr Dullage also has expressed interest for the Otford Village Memorial Hall. The Clerk reported that on further investigation into the scheme, the grant offered was only for pre-planning work. The scheme then offers unsecured loans for the equipment itself. It was agreed that this was not a suitable scheme for the Parish Council but might be pursued by OVMH.
- 5.2 Cllr Roy reported that the first meeting of the Working Party investigating traffic problems in the village will take place in the next week. Local volunteers will also be involved.
- 5.3 The Issues & Options section of the Local Plan Consultation has been assessed by the Planning Committee. Open days held by SDC have been attended and a response is being prepared. Completed
- 6. DISTRICT COUNCILLORS' REPORT**
- 6.1 District Councillor Edwards-Winser advised that the North Farm waste and recycling site in Tunbridge Wells is closing from 18 September for 10 weeks. Dunbrick at Sundridge will be busier as it will be taking the waste and recycling from North Farm until it re-opens. This item will be added to the Newsletter. 33/17 Clerk
- 6.2 District Councillor Edwards-Winser advised that Shoreham Parish Council has started to produce an Action List detailing all action items from Minutes in one document to make an efficient audit trail. It was agreed that Otford will do the same. 34/17 Clerk
- 6.3 District Councillor Edwards-Winser advised that he had attended the Poster Display for the Local Plan at SDC. Two members of the Planning Policy Team were available to answer questions.
- 6.4 It is noted that SDC is making 2.2 million per year on their investments. This covers the amount previously received from the government and allows SDC to be self-sufficient.

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

- 7.1 **Highways Meeting.** Cllr Gough is arranging a meeting with members of KCC Highways and this should take place in October. Problems will be identified that can be resolved by KCC and potentially through use of Cllr Gough's Member Fund.
- Railway Metric Signage.** This has been forwarded to KCC Highways. Cul de Sac Sign at Twitton Meadows. The response from KCC to our request to place a Cul-de sac sign at the entrance to Twitton Meadows is that this is not a priority and will not be done by KCC. The Parish Council will purchase and erect the sign. Cllr Gough will ask for permission for the Parish Council to put the sign up on KCC property.
- School Bus.** Cllr Gough reported that a problem has been raised regarding school children using the Go Coach bus from Trinity School and Weald of Kent. This bus serves the villages north of Sevenoaks. As the schools have different finishing times to the school day, Cllr Gough is working with the schools and bus company to find a solution to pupils missing the bus.
- Pothole Repair.** The pothole blitz continues by KCC. Half of the money ring fenced for this project has been spent and a large proportion of the remainder has already been allocated but reports can still be made on the KCC website. It is anticipated the project will continue until the New Year.

8. CHAIRMAN'S REPORT

- 8.1 The Chairman discussed how to get more public involvement in the Parish Council meetings. It was suggested that pre-advertised topics can be discussed within the Public Forum that may interest members of the public. The layout of the furniture for the meeting did not need to be altered. It was noted that previous visitors to the Parish Council meetings did not return on a regular basis, only attending when a matter of particular interest to them was being discussed.
- 8.2 Northern Sevenoaks Masterplan. Mr Shelton has provided the business use evidence for the Vestry Estate. Responses to a survey issued by the Parish Council on how much demand there would be for existing businesses to relocate to the Vestry Estate if necessary are being received. A response will be prepared by the Planning Committee. 27/17 NR/IR /Planning Continuing

9. CLERK'S REPORT

- 9.1 Parish Council Website. EIS (Kent County Council) has agreed to create a new site for Otford as part of the Kent Parishes group. The Clerk has received a template for the new site and work has started to put relevant information on it. It was agreed that the Clerk can get assistance to help build the site if required up to the Clerk's financial limit. 25/17 Clerk Continuing
- 9.2 The summer Tree Safety Report has been received. A number of trees need maintenance work in the Chalkpit to remove dead wood. A Weeping Willow in Palace Field needs reducing in size. It was also noted that the Inspector has raised concerns over the placement of the proposed footpath in the Recreation Ground and potential damage to tree roots and wants a meeting with Cllr Verrall prior to the final position of the path is approved.
- 9.3 Sevenoaks District Council has created a 'Your Local Services' booklet which contains a detailed list of the support services throughout the Sevenoaks District. The booklet is designed for frontline workers and partner organisations when looking for a particular support service for a customer. A copy is held in the Parish Office.

10. CORRESPONDENCE

- 10.1 No additional correspondence has been received.

11. REPORTS FROM COMMITTEES**11.A Recreation & Environment**

- 11.A.1 No meeting has been held since the previous Parish Council Meeting.

- 11.A.2 An inspection of the Allotments has taken place. Four Notices to Quit have been issues. Completed
- 11.A.3 Oxenhill Fun Event. A letter of thanks has been sent to Mrs Elizabeth Ward. Completed
- 11.A.4 Cllr Evans reported that the Oxenhill Management Group will be meeting on 13 September to plan the work for the winter. The work will be advertised before taking place.
- 11.A.5 Trim Trail. Replacement trim trail items will be deferred until the path around the Recreation Ground has been finalised and a combined application can be made for additional CIL funding from SDC.
- 11.A.6 There were no recommendations.
- 11.A.7 Members noted receipt of a notice from Drips of their AGM to be held on 21 September.

- 11.B. **Planning**
- 11.B.1 The Minutes of the Planning Committee Meetings held on 16 and 30 August 2017 were received and adopted.
- 11.B.2 Cllr Rushby reported that the Northern Sevenoaks Masterplan is not consistent with the Sevenoaks District Council Local Plan especially regarding the employment areas of Vestry Estate and Connections.
- 11.B.3 SDC Local Plan – Issues and Options Consultation. This has been studied by the Planning Committee. It was noted that there are tiers of options that become increasingly unpalatable.
- 11.B.4 The study on the industrial area is ongoing.
- 11.B.5 The study on the traffic is ongoing.
- 11.B.6 A study on the sewage system is being carried out by Mr Shelton regarding whether the existing pipes are large enough to cope with the planned number of additional houses.

- 11.C **Amenities (Highways & Services)**
- 11.C.1 No meeting has been held since the last Parish Council meeting.
- 11.C.2 Bus Shelter. The order will be placed for the bus shelter as soon as the concrete plinth has been measured. 28/17 Clerk Continuing
- 11.C.3 It was recommended that Members consider the seating arrangement to be installed in the Cemetery when the paths are installed. It was AGREED that an octagonal seating arrangement will be purchased. Completed
- 11.C.4 Green Car Park to the rear of Otford Primary School. This item has been passed to the Planning Committee to progress. Completed

- 11.D **Finance & General Purposes**
- 11.D.1 The Minutes of the Finance & General Purposes Committee held on 4 September 2017 were received and adopted.
- 11.D.2 The Chairman advised that safety issues with the play area equipment have been progressed to a professional organisation.
- 11.D.3 The orders for payments were approved.
- 11.D.4 Members noted receipt of Legal Updates from Knocker & Foskett (solicitors).
- 11.D.5 Litter Picker. The position has been advertised in more detail. No applications have been received so far. 31/17 Clerk Continuing

- 12. **KALC/NALC/SLCC**
- 12.1 Members noted receipt of Parish News – August 2017 from KALC.
- 12.2 Cllr Rushby attended the KALC meeting on 8 September.

- 13. **DATE OF NEXT MEETING**
The date of the next Parish Council Meeting was noted as 9 October 2017.

Signed.....Chairman

Date.....

