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| OTFORD | Parish Clerk: | The School House |
| PARISH | Sharon Palmer | 21 High Street |
| COUNCIL | 01959 524808 | Otford Sevenoaks |
| | Email: clerk@otfordpc.co.uk | Kent TN14 5PG |

Minutes of the 9th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 12 September 2016 at 7.30pm

Present: Cllrs J Verrall (in the Chair)
P Clucas
N Fothergill
J Howe
H Leicester
I Roy
N Rushby
M Whitehead

In attendance – District Councillor M Lowe
Clerk.

Cllr Verrall welcomed everyone to the Meeting.

At the start of the meeting Cllr Verrall asked all Councillors to ‘bring a friend’ (this did not include family members) to the next Council Meeting to see what the Council does and to encourage residents to attend meetings and develop an interest in maybe becoming Councillors themselves in the future.

Public Forum

No items were raised in the Public Forum.

Action

1. **APOLOGIES FOR ABSENCE**
District Councillor J Edwards-Winsor, Cllr M Evans and Cllr J Lawrey.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
None.
3. **MINUTES OF PREVIOUS MEETING**
The minutes of the meeting held on 8 August 2016 were approved and signed as an accurate record of the meeting.
4. **MATTERS ARISING - Actions from previous meetings**
 - 4.1 Noticeboard detailing the history of the pond. This is still awaited. Cllr Clucas will action this item with the assistance of Mr R Shelton. 7/15 PC/RS Continuing
 - 4.2 Damp in the School House. 3/15 (a) Continuing
 - 4.3 Repair work is continuing on the chimneys and roof of the Parish Council Office. 6.14 Clerk Continuing
 - 4.4 The identification of Service pipes on The Green. A response is awaited for water and phone services. 22/16 Clerk Continuing
 - 4.8 The Scouts have painted the area of the fence that was subject to planning permission. The Clerk will write and ask if the rest of the fence can also be painted as the section that has been painted looks much better. The Clerk will suggest the Scouts apply for a grant from the Parish Council, the Fete Committee and/or the Otford Society to help with the costs. Completed
 - 4.9 Tractor Shed Security Doors. The doors have been installed. Padlocks with licenced keys will be fitted. Two keys will be passed to the leaseholder. Two keys will be held in the office. A key log will be prepared. 27/16 Clerk Continuing
 - 4.9 Following an inspection visit to Hale Lane, it was noted that an outside door was delaminating due to insufficient protection above the doorway. This will be considered for repair/replacement in the near future.

5. COUNCILLORS REPORTS

- 5.1 Cllr Clucas asked if the foot scraper at the bottom of Tudor Drive/Oxenhill Shaw can be removed or repaired as it has some sharp edges. Cllr Evans will speak with the SDC Ranger Ray Froud. Mr Thomas will be asked to inspect it to see if it can be removed. 28/16
ME/Clerk/
BT
- 5.2 Cllr Roy requested that a link is put in the next Newsletter to a leaflet on ‘What to do in an Emergency’. 29/16 Clerk
- 5.3 Cllr Rushby reported that he had attended a meeting of the Greatness Integrated Waste Management Facility Site Liaison Group on 25 August, chaired by County Councillor Nick Chard. Councillors from Sevenoaks Town Council and a representative from Cory were also in attendance.
It was reported that Cory are about to start filling the last cell on the site. About 75% of the site is on the way to restoration with 1 metre of earth over the top impermeable membrane. Much of the area has been planted with grass and about 5000 trees (although only about 40% are expected to survive).
The site power station is fuelled by methane gas collected from the waste on the site which is generating sufficient electricity for 20,000 houses – approximately the number of houses in greater Sevenoaks.
In future, the final site will be contoured to ensure drainage. A flat surface is not considered suitable in this area. The work is expected to be completed in 2019.
It is currently planned to turn the site over to pasture but Cory would be open to suggestions to change their planning permission to include fruiting trees or vines. The next meeting will be on 8 June 2017.
Cllr Rushby will also be visiting the Tarmac Site in the next week.
- 5.4 Cllr Leicester advised that it the Guide Dogs Association 85th Anniversary year. It is planned to link their work to other Associations that help provide Canine Partners. In October 2016 a number of special events are being held to raise awareness. There are three walks taking place in Kent and Sussex, one of which is a walk on 4 October from the Bricklayers Arms in Chipstead to Otford.

6. DISTRICT COUNCILLOR’S REPORT

- 6.1 District Councillor Lowe reported that a by-election is being held in Swanley later in the year.

Sevenoaks District Council is now self-sufficient from any grants from central government. This has been achieved from income from Council investments.

Otford Palace Tower. Option appraisals are currently being carried out at the site. Cllr Clucas advised that Otford Historical Society would like to show people around the Tower to get local views on what the future of the Tower should be. A question of Health and Safety implications was raised. District Councillor Lowe advised that she would ask SDC whether this would be possible.

37/16
Cllr Lowe

Bed blocking is a major problem in many hospitals. Sevenoaks District Council is linking up with Sevenoaks, Edenbridge and Pembury hospitals to get disabled facilities installed in homes to enable people to come home earlier.

The work is ordered and carried out by SDC who ensures it is carried out to a high standard. A grant is given to SDC by central government to carry out the modifications. This money is ring-fenced for that purpose.

Cllr Leicester reported that Health Watch Kent, GPs and Social Services are working on linking services together to make resolving problems easier.

7. KENT COUNTY COUNCILLOR’S REPORTS - Cllr Nick Chard

- 7.1 No report was received from the County Councillor.

8. CHAIRMAN’S REPORT

- 8.1 There were no items to report.

9. CLERK'S REPORT

- 9.1 The Clerk raised a question carried forward from April 2016 regarding whether a third Willow tree should be planted at the Pond. Now Councillors have had time to consider the appearance of the Pond following the felling of a mature Willow it was Agreed that no additional trees will be planted.
It was also reported that inspections of the remaining mature Willow outside the Chemist will be carried out regularly.

10. CORRESPONDENCE

- 10.1 No new items had been received.

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

- 11.A.1 The Minutes of the Recreation & Environment Meeting held on 5 September 2016 were received and adopted.
- 11.A.2 Cllr Roy gave a verbal report.
- 11.A.3 Gardens of England have cut back footpaths as requested. Completed
- 11.A.4 It was reported that a tree at the end of the Pickmoss Lane footpath has become overgrown and is obscuring the view of oncoming traffic. Clerk/BT
- 11.A.5 Muskateers have been asked to do all the water hygiene and monitoring of the Eric Dilley Pavilion. They will also be checking the air handling system in the Pavilion. A log book system will be set up for continuing maintenance and safe use of the facility. Continuing
- 11.A.6 Lease renewals. It was AGREED that the process will be formalised as follows: a document will be produced outlining the procedure to be followed when leases for Parish Council property are up for renewal. A letter will also be prepared to be sent to anyone interested in taking on the lease. Clerk/NR/JV
The Clerk will check for KALC recommendations.
A working group prepare the documents. Cllr Roy was enlisted onto the group.
The Recreation & Environment Committee will consider the procedures and letter prior to obtaining Council approval.
It was RECOMMENDED that the negotiations for the renewal of the Hale Lane lease is led by the F&GP Committee. This was AGREED. It was further AGREED that a link will be established between the Rec & Env Committee, the F&GP Committee and the OSA on all matters of the lease.
- 11.A.7 It was RECOMMENDED that the quote for the fencing beside the mower shed is accepted. This was AGREED subject to Cllr Verrall checking with the football club that this will not interfere with the outfield and confirming the details with the Clerk. 38/16
Clerk/JV
- 11.A.8 Notice of the DRIPS AGM on 8 September was received and circulated prior to the event.
- 11.A.9 A copy of the Countryside Voice Magazine (Summer 2016) has been received from CPRE.
- 11.B Planning**
- 11.B.1 The Minutes of the Planning Committee meetings held on 17 August and 31 August 2016 were received and adopted.
- 11.B.2 Cllr Whitehead gave a verbal report. It was noted that the amount of applications to be considered by the Committee has dropped over recent months. There were no items of concern.
- 11.B.3 No recommendations were made.
- 11.B.4 The Committee noted a notice received from London Green Belt Council of their AGM to be held on 23 November at Portcullis House in London.
- 11.C Amenities (Highways & Services)**
- 11.C.1 No meeting has been held since the last Parish Council Meeting.
- 11.C.2 The Chairman gave a verbal report.

- 11.C.3 Bus Shelter. Bus shelters with alternative fixtures into the ground are being sought. 32/16 JE-W
- 11.C.4 Cycle Routes. A proposal is being made to the JTB on 13 September 2016 that the speed limits from Otford village to the Sainsbury’s roundabout are changed to protect cyclists, especially over the section of dual carriageway. The proposal is to change from 30-40-70-30 mph to 30-50-30 mph. 33/16 JE-W
Continuing
The footpath will become dual use by painting the logo of a bicycle and a person walking. This route will continue to Bat & Ball traffic lights.
- 11.C.5 Pilgrims Way East. It is anticipated that better signage and carriage repairs are being carried out during the last week in October. 34/16 Clerk
Continuing
- 11.C.6 A number of road signs obscured by overgrown vegetation. Mr Shelton has cleared the obstructions. Completed
- 11.C.7 It has been noticed that the School sign by Otford Builders Merchants has been knocked over. The Clerk will advise Paul Catt from KCC Highways. 35/16 Clerk

11.D Finance & General Purposes

- 11.D.1 The Minutes of the F&GP Committee Meeting held on 30 August 2016 were received and adopted.
- 11.D.2 Cllr Verrall gave a verbal report. The work to the chimneys at School House has been completed. Work to the flashing and repairs to the interior will be completed during October.
- 11.D.3 The orders for payments were approved.
- 11.D.4 Old Chalk New Downs Parish Action Plan. A grant application form is awaited regarding the £500 donation awarded by OPC. 39/16
Continuing
- 11.D.5 It was suggested by Cllr Verrall that the Parish Council produces a list of all Clubs and Societies and Charity Groups in the village to be published in an issue of the Newsletter and on the PC Website. 40/16
- 11.D.6 Insurance. A recommendation was made to accept the three year insurance quotation from Hiscox. AGREED. 41/16 Clerk
- 11.D.7 A recommendation was made that OPC contributes £1000 per year to The Darent Valley Landscape Partnershi+ p Scheme. AGREED. 42/16 Clerk

12. KALC/NALC/SLCC

13. DATE OF NEXT MEETING

The date of the next meeting was noted as 10 October 2016.

The meeting closed at 9:30pm

Signed.....Chairman

Date.....