

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

Minutes of the 6th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 13 June 2016 at 7.30pm

Present: Cllrs J Edwards-Winsor (in the Chair)  
 P Clucas  
 Mrs J Howe  
 Mrs J Lawrey  
 H Leicester  
 N Rushby  
 J Verrall  
 M Whitehead

Also Present – County Councillor N Chard.

In attendance – Clerk. Four members of the public.

Cllr Edwards-Winsor welcomed everyone to the Meeting.

Public Forum

Mr Shelton advised that Sevenoaks District Council is starting work on the Palace in July. The work to be carried out is as set by the architect who oversaw the previous work. It is anticipated that it will be finished by December. Mr Shelton has been invited to attend a meeting with the Prince’s Regeneration Trust which supports heritage regeneration and has many experts on hand to give advice and guidance on how to make a heritage site self-sustaining.

The Parish Council agreed to support Mr Shelton by paying his expenses to attend. Mr Shelton will provide reports on the progress of the work and his meeting.

Cllr Clucas advised that a new group was starting in the village called DROP – Discovering Roman Otford Project.

Mrs Drake commented that the recent closure of the High Street had a number of businesses complaining that their shops and restaurants were much quieter than usual due to bad signage by the work contractors. Cllr Edwards-Winsor advised that he had tried to speak to the contractors about this but had met with little success.

A village resident asked permission of the Council to hold a ‘soap box’ event on the Recreation Ground which was granted.

Action

**1. APOLOGIES FOR ABSENCE**  
 Cllrs M Evans, N Fothergill and I Roy.

**2. DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**  
 None.

**3. MINUTES OF PREVIOUS MEETING**  
 The minutes of the meeting held on 9 May 2016 were approved and signed as an accurate record of the meeting.

**4. MATTERS ARISING**  
 Actions from previous meetings:  
 No Councillors volunteered to become the Deputy Chairman again. Members were given one more month to consider standing. Cllr J Lawry will remain in post for a further month. This will be considered again at the July Parish Council meeting.

Clerk

- |           |   |   |
|-----------|---|---|
| 4.1       | Car Park Entrance Widening. St Bartholomew’s Church has taken this for consultation to the PCC.   | Completed                                       |
| 4.2       | Noticeboard detailing the history of the pond. This is still awaited. Cllr Clucas will action this item.  | 7/15 PC<br>Continuing                           |
| 4.3       | Damp in the School House. A planning application for the demolition of the chimney has been considered by SDC and refused. A further planning application has been submitted to SDC for the removal and rebuilding of the chimney and work to the roof to eliminate the damp. A decision is awaited.<br>Quotations have been sought and it was agreed to accept the quotation from Oakland Roofing Ltd. Work will be carried out during the School summer holidays. | 3/15 (a)<br>Continuing<br>3/15 (b)<br>Completed |
| 4.4       | The identification of Service pipes on The Green. A response has been received from Power Networks. A response is awaited for water and phone services.   | 6.14 Clerk<br>Continuing                        |
| 4.5       | Drain blockage to public toilets. Thames Water has supplied a fault report form to be completed.  | 7/15 Clerk<br>Continuing                        |
| 4.6       | Lease to the Eric Dilley Pavilion. A new lease has been agreed and signed.  | Completed                                       |
| 4.7       | Public Toilets. St Bartholomew’s Church has taken this item for consultation to the PCC.  | Completed                                       |
| 4.8       | The ‘keep left’ reflector sign on the pedestrian safety zone by the iron bridge needs re-aligning. This has been reported to KCC Highways.  | Completed                                       |
| 4.9       | Root damage to the footpaths between the Station and Tudor Drive and the railway crossing has been reported to KCC.   | Completed                                       |
| 4.10      | Bus Shelter. Members agreed that this will be returned to the Amenities Committee for further discussion.   | 19/16<br>Amenities                              |
| 4.11      | School Buses waiting in Telston Road/Hale Lane.<br>This item as been reported to the Joint Transportation Board and KCC.<br>County Councillor Nick Chard reported that he was trying to negotiate with the private bus companies not to leave buses standing with their engines running.  | Completed                                       |
| 4.12      | Spoil dumped in the Chalkpit. Sevenoaks District Council has investigated the complaint and has reported that as the rain has washed a lot of the spoil away, it was not economic to pursue the matter further.   | Completed                                       |
| <b>5.</b> | <b>COUNCILLORS REPORTS</b>  |   |
| 5.1       | Cllr Lawrey reported that graffiti has appeared on the new noticeboard on the footpath from Tudor Drive to Otford Station.  |   |
| 5.2       | The Clerk was asked to find out when the Scout fence will be painted in accordance with the Planning permission conditions.   | 22/16 Clerk                                     |
| <b>6.</b> | <b>DISTRICT COUNCILLOR’S REPORT</b>   |   |
| 6.1       | District Councillor John Edwards-Winsor attended the Kent Association of Local Councils meeting where a very interesting presentation was given by the Sevenoaks District Council Planning Enforcement Team.  |   |
| 6.2       | District Councillor John Edwards-Winsor will attend a meeting on the proposed M26 east facing slips next week. Three sites have been assessed by Kent County Council to provide a business case; Otford, Chipstead and Westerham. The results of this review are awaited.   |   |

- 6.3 District Councillor Michelle Lowe reported that SDC has become the first local authority to secure the new Investors in People (IIP) Platinum Award. IIP introduced the new tougher Platinum standard last year in order to single out the very best employers.
- 6.4 Shop Safe Scheme and dementia friendly taxi drivers.  
Cllr Lowe advised that as part of SDC's Independent Living Agenda, two new dementia friendly initiatives have been launched.  
Shop safe is a scheme to help vulnerable people and those living with dementia. Businesses are encouraged to join the scheme and to display a Shop Safe, Stay Safe sign advising people that they can enter that business and receive help if they need it. Residents can also sign up to the scheme and give details of a family member, friend or carer to contact in the event of an emergency. Vulnerable people are given a keyring with a unique code and if they need help, businesses can call Sevenoaks District Council and give the code and the Council will call the emergency contact to get help.
- 6.5 Sevenoaks District Council has been given two CCTV industry awards: the 'Operators Team of the Year' and the 'CCTV Management and Innovation Award'.  
The Operators Team of the Year was in recognition of outstanding work in relation to the car crash at Westerham Costa Coffee and the second award was following a bomb hoax at the Sevenoaks branch of Santander bank.

## **7. KENT COUNTY COUNCILLOR'S REPORTS - Cllr Nick Chard**

- 7.1 KCC will be carrying out a School Transport Review in the near future.
- 7.2 Shoreham Road. It has been reported that some of the Householders along Shoreham Road have offered 1 meter of frontage to their properties for the creation of a footpath. Contact will be made with all householders to get initial agreement to this proposal prior to progressing this any further.  
Cllr Leicester added that a review of this road had been undertaken by the Guide Dogs for the Blind and it was considered unsuitable for use by a Guide Dog.
- 7.3 Pilgrims Way East. The Coroner's Report is still awaited following the fatality on this stretch of road.  
It has been suggested that roundels showing the 'mother and child' walking together are painted on the road to show drivers that pedestrians are expected to be walking on the road. Cllr Chard also indicated that flashing signs will be investigated.
- 7.4 Find and Fix Potholes. This scheme is continuing and KCC is spending more money in this area.
- 7.5 KCC Members have individual funds available that can be used for infrastructure projects in the Parishes. The current funds must be used prior to the next election in May 2017.

## **8. CHAIRMAN'S REPORT**

- 8.1 Councillor Edwards-Winsor reported that a letter of complaint has been received concerning the closure of the toilets with the suggestion that they are opened with limited hours. Unfortunately this has already been tried and the toilets continued to be vandalised, even in daylight hours when more people are about.
- 8.2 It was reported that a number of cars are regularly parking in Station Road which is creating a problem with the flow of traffic through this part of the village. This will be monitored.

## **9. CORRESPONDENCE**

- 9.1 A letter has been received from the Friends of Otford Medical Practice requesting a grant for a heart/blood pressure monitor. The current system requires patients to travel to Pembury to collect a monitor, wear it for 24 hours and then return it back to Pembury the following day. This is difficult for elderly residents, especially those without transport. The Friends of Otford Medical Practice have already raised 50% of the cost and OPC agreed to a grant of £1000 to enable this important piece of equipment to be purchased.

**10. REPORTS FROM COMMITTEES**

**10.A Amenities (Highways & Services)**

- 10.A.a The Minutes of the Amenities Committee Meeting held on 23 May 2016 were received and adopted.
- 10.A.b Cllr Howe gave a verbal report.
- 10.A.c There were no recommendations.
- 10.A.d Members noted a copy of the Community Safety Strategy & Action Plan 2016-17 from SDC.
- 10.A.e Members noted a copy of Shop Safe Stay Safe ID Scheme from SDC.
- 10.A.f Members noted a copy of the Tesco Bags of Help carrier bag scheme.

**10.B Finance & General Purposes**

- 10.B.a The Minutes of the F&GP Committee Meeting held on 6 June 2016 were received and adopted.
- 10.B.b Cllr Edwards-Winsor gave a verbal report. He thanked the Clerk and Brian Beason, Internal Auditor for their work on the year-end accounts. He also advised that Brian has advised that he is now retiring from his role as the Internal Auditor.
- 10.B.c The orders for payments were approved.
- 10.B.d Members agreed the following recommendations:
  - e. That the new lease is signed for the Eric Dilley Pavilion. Thanks were extended to Cllr Rushby and Cllr Verrall for their hard work.
  - f. That the System of Internal Control is signed.
  - g. That the Annual Governance Statement is approved.
  - h. That the Accounting Statements are approved.
  - i. That a grant of £1000 is given to the Otford Patient Participation Group to purchase a Heart/Blood Pressure Monitor.

**10.C Recreation & Environment**

- 10.C.1 The Minutes of the Recreation & Environment Meeting held on 16 May 2016 were received and adopted. It was noted that Cllr Lawrey should be recorded as a late arrival and not as an absence.
- 10.C.2 Cllr Evans gave a written report.
- 10.C.3 It was noted that a round planter has been purchased for the traffic island outside The Crown. Delivery is awaited.

**10.D Planning**

- 10.D.1 The Minutes of the Planning Committee meetings held on 11 May, 25 May and 8 June 2016 were received and adopted.
- 10.D.2 Cllr Whitehead gave a verbal report. There were no items of concern. Cllr Whitehead advised that a new application is being made to Sevenoaks District Council for the repairs to the Chimneys and roof at the Parish Council office at 21 High Street.
- 10.D.3 No recommendations were made.

**11. KALC/NALC/SLCC**

- 11.1 No items were received.

**12. DATE OF NEXT MEETING**

The date of the next meeting was noted as 11 July 2016.

The meeting closed at 8:50pm

Signed.....Chairman

Date.....