

OTFORD Parish Clerk: The School House
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Minutes of the 11th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 13 November 2017 at 7.30pm

Present: Cllrs P Clucas
J Edwards-Winser
M Evans
J Lowe
J Lawrey
I Roy
N Rushby (in the Chair)
J Verrall

Also Present: County Councillor R 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

Mr C Ward advised that an application has been made for St Bartholomew's Church Hall to be Listed. The building was designed by Sir Edwin Lutyens and features windows and an owl box typical of the style. The proposal to List the building is intended to protect the building from destruction and inappropriate development. The building lies in the Conservation Area.

Mr Ward advised that he will speak to Historic England and try to find out more about the application.

Otford Heritage Boards. Mr Shelton advised that 32 illustrations have been completed and scanned. The text is being prepared. The design will be finalised shortly. Once completed, it will be considered by Planning Officers at Sevenoaks District Council. It is hoped that the boards will be erected by Spring 2018.

Action

1. **APOLOGIES FOR ABSENCE**
Councillors N Fothergill, H Leicester and M Whitehead.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
None.
3. **MINUTES OF PREVIOUS MEETING**
The minutes of the meeting held on 9 October 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. Quotes are being sought. 53/16 Clerk
A meeting has been held with a tree surgeon. Continuing
 - 4.2 List of Clubs and Societies. Cllr Evans has started this project but is waiting for replies 55/16 ME/IR
to emails requesting information. Continuing
 - 4.3 Graffiti. There are two items on the Scout fence and the Parish Noticeboard. The 6/17 Clerk/
Parish Noticeboard will need to be repainted. Cllr Edwards-Winser will provide the J-EW
paint. Continuing
 - 4.4 A meeting has been held with County Councillor Roger Gough, Kent Highways and the OPC Traffic Management Group. A number of proposals were put forward for discussion. Cllr Gough offered to take proposals further if he can.
It was noted that Mr Bineham's help will be needed in the future.

It was agreed that the Minutes of meetings of the Traffic Management Group will be circulated. Two meetings have been held so far and problem areas have been identified. An Action Plan is being prepared. The Group is also speaking to other Parish and Town Councils.

- 4.5 Safety issues with the play area equipment have been progressed to a professional organisation. 36/17 Clerk Continuing

5. COUNCILLORS REPORTS

- 5.1 Cllr Howe reported that she has attended a Highways Seminar run by KCC. A copy of the presentation material is awaited.
- 5.2 Cllr Edwards-Winsler advised that he had met the new Police Chief Inspector Dyer. CI Dyer will be looking into various aspects relating to Speedwatch and Lorrywatch.
- 5.3 Cllr Edwards-Winsler, Cllr Leicester and Cllr Rushby have attended the SDC Housing Forum on 3 November. A copy of the presentation material will be circulated when it is available.
- 5.4 The pavement by the Library and OBM is in bad condition and has been reported to KCC. The pavement in the area of the Pickmoss Step is also breaking up and has been reported. Completed
- There are potholes at the entrance to OBM. This has been reported to KCC.
- There is water leaking from an inspection cover outside OBM. This has been reported to South East Water.
- 5.5 Cllr Edwards-Winsler thanked everyone who helped with the Remembrance Service. In future at least two people should man every traffic stop point. Traffic cones should be used. The early warning notices should also be placed on Bubblestone Road, Sainsbury's roundabout, Pilgrims Way East and Pilgrims Way West.
- 5.6 Cllr Howe advised that the North Downs Way sign at Rye Lane had collapsed.
Note – this was reinstated subsequent to the meeting.

6. DISTRICT COUNCILLORS' REPORT

- 6.1 District Councillor Edwards-Winsler 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. Otford Parish Council is now producing a similar document. 34/17 Completed
- 6.2 It was reported that at the Housing Strategy presentation by SDC, a need for 2 and 3 bedroom houses was identified from the recent housing survey and this will link with the SDC Local Plan.
- 6.3 SDC has set up a profit making company to assist in a bid to be self funding and is currently making approximately 7% return. The company has primarily purchased office accommodation which is rented out.
- An offshoot of this company is being set up for the building of affordable housing. These properties will be aimed at people who cannot afford to purchase a property but can afford to rent one.
- West Kent Housing has advised that they will be restricting tenancies to 5 years.

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

- 7.1 **Highways Meeting.** Cllr Gough has had a meeting with members of KCC Highways and Parish Councillors. A number of ideas were put forward for advice from KCC Engineers. The OPC Traffic Management Group will report in 2018. Cllr Gough advised that he will help to take ideas forward to KCC in the future. RG- Cont.
- 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.
- 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.
- 7.2 Cllr Gough advised that the Pot Hole Blitz is continuing for the time being. He also advised that the KCC backlog of road maintenance is significant.

8. CHAIRMAN'S REPORT

- 8.1 Sustainable Tourism Group. Members noted that the first meeting will be held in the coming week.
It was noted that a discussion will be held with SDC and Go Coach on the feasibility of running a hopper up and down the Darent Valley. A route will be considered. The SDC Tourism Group promoting the idea is keen that it can run without subsidy, perhaps at the weekend only.
- 8.2 Otford Neighbourhood Plan. It was AGREED that Otford will produce a Neighbourhood Plan. Village Groups and Societies will be asked to nominate a member to represent their interests. A village meeting will be held to explain the process to residents who are expected to play a major part in the production of the Plan.
- 8.3 Otford Neighbourhood Plan. Cllr Rushby advised that a village meeting is being held on 2 December at 2:30pm in Otford Memorial Hall.

9. CLERK'S REPORT

- 9.1 Parish Council Website. Work is continuing on preparing the new Parish Council Website. 25/17 Clerk Continuing

10. CORRESPONDENCE

No additional correspondence has been received.

11. REPORTS FROM COMMITTEES**11.A Amenities (Highways & Services)**

- 11.A.1 No meeting has been held since the last Parish Council Meeting.
- 11.A.2 Bus Shelter. Payment for the destroyed bus shelter opposite the junction at Rye Lane has been received from the Insurance Company. The two shelters will now be ordered. 28/17 Completed
- 11.A.3 There were no recommendations.

11.B Finance & General Purposes

- 11.B.1 The Minutes of the Finance & General Purposes Committee held on 6 November 2017 were received and adopted.
- 11.B.2 The orders for payments were approved.
- 11.B.3 It is RECOMMENDED that Council agrees the following:
That Chipstead Football Club is charged £40 per match and training session play on Otford Grounds this season. AGREED. It was further agreed that Chipstead FC should be asked to pay retrospectively for matches already played at Otford this season.
That, notwithstanding paragraphs 22 and 23 of the first schedule of the Hale Lane lease, Chipstead Junior Football Club may use Hale Lane by arrangement with OUFJFC, for the rest of the 2017/18 season, subject to the following conditions:
. Chipstead Junior FC must provide the Council with a copy of the Public Liability Insurance.
. Chipstead Junior FC must give an undertaking in writing to the Council to indemnify the Council against loss or damage prior to using the Premises.
. The dates and times of use must be notified to OPC in writing prior to the use.
. OUFJFC and Chipstead Junior FC must provide details in writing of any financial consideration for the use of the Hale Lane facilities.
Council AGREED.
It was also noted that Chipstead FC and Otford FC should leave an hour between matches at Hale Lane in order for cars to leave and arrive without causing traffic problems in the road.
- 11.B.4 It is RECOMMENDED that Council approves the Calendar of Meetings for 2018. AGREED.
- 11.B.5 It is RECOMMENDED that Councils approves the Confidentiality Agreement. AGREED.
- 11.B.6 Council noted receipt of a copy of Council Matters Newsletter Autumn 2017 from Came & Company (insurers).

11.C. Recreation and Environment

- 11.C.1 No meeting has been held since the previous Parish Council meeting.
- 11.C.2 The Chairman reported that work at Oxenhill Shaw by SDC has been delayed.
- 11.C.3 There were no recommendations.
- 11.C.4 Members noted receipt of the Kent Voice Magazine Autumn/Winter 2017 from CPRE..
- 11.C.5 Members noted receipt of the Open Spaces Magazine from the Open Spaces Society.

11.D. Planning

- 11.D.1 The Minutes of the Planning Committee Meetings held on 11 and 25 October and 8 November 2017 were received and adopted.
- 11.D.2 The Chairman reported on various applications.
- 11.D.3 There were no recommendations.

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.

14. DATE OF NEXT MEETING

The date of the next Parish Council Meeting was noted as 11 December 2017.

The meeting closed at 9:50pm

Signed.....Chairman

Date.....