

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 8th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 14 August 2017 at 7.30pm

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

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

Cllr Rushby welcomed everyone to the Meeting.

Public Forum

Mr R Shelton updated the Council on the Otford Heritage Project. The design style has been selected and a mock-up of the finished size and style was shown to the Council. A map showing the potential locations has been produced to be agreed with Sevenoaks District Council. All the locations are on private property.

Mr Shelton advised that the notices will all have a QR Code that will enable people to listen to dialog describing the scene shown on the boards. Before finalising the dialog system, advice will be sought on the NFC system as an alternative. It is also planned to produce a leaflet showing the locations of all the boards.

It is understood that a number of village Clubs & Societies have indicated that they will assist with the funding for this project. Use of CIL funds has also been agreed by Council.

Councillors thanked Mr Shelton for his work on this project.

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| | | Action |
| 1. | APOLOGIES FOR ABSENCE
Councillor J Edwards-Winsor 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 10 July 2017 were approved and signed as an accurate record of the meeting. | |
| 4. | MATTERS ARISING - Actions from previous meetings | |
| 4.1 | Hale Lane Pavilion. The new doors have been fitted. It was agreed with the Football Club that Licenced keys are not necessary at this location. Keys have been passed to the Football Club for distribution. | Completed |
| 4.2 | Hale Lane Lease. Cllr Rushby will ensure the lease is complete. The Football Club and the Clerk will sign the lease. | 26/17 NR/
Clerk |

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| 4.3 | Path around the perimeter of the Recreation Ground. The specification has been written and quotes are being sought. | 53/16 Clerk
Continuing |
| | The Clerk has written to advise OSA and the management team of the Otford Memorial Hall. | |
| 4.4 | List of Clubs and Societies. Cllr Evans has started this project but is waiting for replies to emails requesting information. | Completed
55/16 ME/IR
Continuing |
| 4.5 | Graffiti. There are two items on the Scout fence and the Parish Noticeboard. The Parish Noticeboard will need to be repainted. Cllr Edwards-Winsor will provide the paint. | 6/17 Clerk/
J-EW
Continuing |
| 4.6 | 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 |
| 4.7 | A large sign has been installed at the new barber shop. District Cllr Edwards-Winsor has asked SDC to confirm it meets the Conservation Area planning requirements. A response is awaited. | 14/17 SDC
Continuing |
| 4.8 | SDC Parking Restrictions Review. District Councillor Edwards-Winsor 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 |
| 4.9 | 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. | 21/17 Clerk
Continuing |
| 5. | COUNCILLORS REPORTS | |
| 5.1 | Cllr Leicester reported that he had attended a Sustainability and Transformation Plan presentation at SDC on August 8. Cllr Leicester will keep the Parish Council updated on progress. | |
| 5.2 | Work to the Gas main in Tudor Drive/Tudor Crescent is continuing. It was noted that the contractors are very efficient and they leave the area spotless every evening when they leave. | |
| 5.3 | The Issues & Options section of the Local Plan Consultation is being assessed by the Planning Committee. Full details are available on the SDC website. A special issue of the In Shape magazine will be delivered to all households which gives information on how to respond to the consultation. SDC are holding Open Days for questions to be answered by members of the Planning Team. Full details of the Open Days will be found on the SDC website or in the In Shape magazine.
An article will be placed in the OPC Newsletter. | 28/17
Planning /
Clerk |
| 6. | DISTRICT COUNCILLORS’ REPORT | |
| 6.1 | No items were reported. | |
| 7. | KENT COUNTY COUNCILLOR’S REPORTS - Cllr Roger Gough | |
| 7.1 | No items were reported. | |
| 8. | CHAIRMAN’S REPORT | |
| 8.1 | No items were reported. | |
| 8.2 | Northern Sevenoaks Masterplan. Cllr Rushby reported that he had attended a meeting on 31 July at the Sevenoaks Town Council offices. It was reported that the Vestry Estate is the responsibility of Otford. An email has been sent to Cllr Piper asking him to confirm this in writing.
In order to effectively present an objection to the Masterplan, any response needs to be evidence based. It was agreed that a study of how much demand there would be for existing businesses to relocate to the Vestry Estate if necessary and assuming there is sufficient space to accommodate them. This will be discussed further in Planning. Mr Shelton will provide existing figures for Vestry Estate. | 27/17 NR/IR |

Infrastructure was also discussed involving health, education, services and traffic. It was noted that STC has not considered infrastructure as part of the consultation. The infrastructure issues will affect the surrounding parishes.

It was agreed that a traffic management study would be carried out to see what might be done to make Otford a safer and more pleasant place in which to live. Cllr Roy volunteered to lead this study including information of the volumes of traffic now and predicted increases in 10-15 years. Information on the legal aspects of highway management will also be considered. Cllr Whitehead and Mr Shelton will assist Cllr Roy.

9. CLERK'S REPORT

- 9.1 Overgrown hedges in Willow Park have been cut. Completed
- 9.2 Parish Council Website. Following the pre-publishing review by OPC Councillors of the proposed Parish Council Website, it was reported by Cllr Leicester that the site did not meet accessibility standards. 25/17 Clerk Continuing
- EIS (Kent County Council) has been approached to create a new site for Otford as part of the Kent Parishes group. The Clerk has received a template for the new site. It will be created in the coming months.

10. CORRESPONDENCE

- 10.1 Members noted a press release from SDC regarding the Future of Sevenoaks District through the Local Plan.

11. REPORTS FROM COMMITTEES

11.A. Planning

- 11.A.1 The Minutes of the Planning Committee Meetings held on 21 June 2017 and 5 July 2017 were received and adopted.
- 11.A.2 Cllr Whitehead reported on recent meetings. There were no issues to be raised.
- 11.A.3 There were no recommendations.

At this point in the meeting the Chairman temporarily vacated the Chair in order to speak to the Police. Cllr Verrall took the Chair until his return.

11.B Amenities (Highways & Services)

- 11.B.1 The Minutes of the Amenities Committee Meeting held on 24 July 2017 were received and adopted.
- 11.B.2 It was recommended that Members consider the bus shelters and pick the one that would suit the area best. It was AGREED that the Bushby shelter will be purchased. 28/17 Clerk
- 11.B.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. 29/17 Clerk
- 11.B.4 It was recommended that Members consider the creation of a Green Car Park to the rear of Otford Primary School. It was noted that this was looked at by Otford PC about 6 years ago and a number of issues were raised at the time. 30/17 Planning
It was AGREED that the Planning Committee will look into the background, viability, planning requirements and ownership and report back to the PC.
The ideas presented by both Mr Shelton and Mrs Drake will be investigated.

11.C Finance & General Purposes

- 11.C.1 The Minutes of the Finance & General Purposes Committee held on 7 August 2017 were received and adopted.
- 11.C.2 The Chairman had no updates to report.
- 11.C.3 The orders for payments were approved.
- 11.C.4 There were no recommendations.
- 11.C.5 Members noted a letter of thanks from the Citizens Advice Bureau re surgery donations.
- 11.C.6 Litter Picker. It was agreed that this position would be advertised in more detail. The 31/17 Clerk

Clerk will advise Kay of the number of hours per week that the job requires.

11.D Recreation & Environment

- 11.D.1 The Minutes of the Recreation & Environment Committee Meeting held on 17 July 2017 were received and adopted.
- 11.D.2 Picnic Tables. The two picnic tables have been delivered and will be installed shortly. Completed
- 11.D.3 Rubbish Bins. A large rubbish bin has been delivered and will be placed in the Recreation Ground by the picnic tables. A second bin will be purchased if necessary. Completed
- 11.D.4 An inspection of the Allotments prior to the Open Day has taken place. Letters have been written to the tenants of untended plots. A further inspection will take place at the end of August. 25/17 Clerk
- 11.D.5 Cllr Evans reported on the Oxenhill Fun Event that took place on 22 July. Unfortunately the wet weather reduced the number of visitors to the event. It was AGREED that a letter of thanks will be sent to Elizabeth Ward thanking her for all her help to set the event up. 32/17 Clerk
- 11.D.6 There were no recommendations.
- 11.D.7 Members noted an email of thanks has been received for the contribution made towards the Old Chalk New Downs Project.
- 11.D.8 Members noted a copy of the Wild Kent Magazine has been received from Kent Wildlife Trust.
- 11.D.9 Members noted an email has been received from Old Chalk New Downs regarding the Otford Parish Action Plan.
- 11.D.10 Members noted receipt of a copy of the Countryside Voice and Fieldwork magazine from CPRE.

12. KALC/NALC/SLCC

- 12.1 No new items have been received from KALC/NALC.

13. DATE OF NEXT MEETING

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

Signed.....Chairman

Date.....

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Signed.....Chairman

Date.....