

OTFORD	Parish Clerk:	The School House
PARISH	Sharon Palmer	21 High Street
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	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 8 August 2016 at 7.30pm

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

In attendance – Clerk. Six members of the public.

Cllr Edwards-Winsor welcomed everyone to the Meeting.

Public Forum

Mr Shelton advised that the graffiti has been removed from Otford Palace. Bridleway 36. The boundary with Shoreham is at the fence of the golf course. County Councillor Nick Chard will be advised that work to this bridleway is necessary to make it passable in winter and is to be included as a potential use for his Member’s Allowance. Mr Shelton will progress this.

Reeds on the Pond. Mr Thomas has started removing the reeds from the pond. It is understood that contractors are being sought to continue this work. It was noted that approximately 40 Carp need to be removed to keep the base of the pond intact.

Mr Shelton requested that Otford needs to reinforce the identity of the village as often as possible to encourage visitors. It is suggested that below the words ‘Otford Parish Council’ should be the addition of ‘Heritage Village’. This should also be added to the website. Members agreed.

It was noted that householders on the Shoreham Road had been approached regarding their willingness to sacrifice a portion of their gardens to enable a footpath to be put in.

It was reported that some householders apparently were not in agreement.

Cllr Chard had indicated at a previous meeting that this was a possible use for his Member’s Allowance but it is thought that such a large project could well be cost prohibitive. Estimates for the project are awaited from KCC.

Action

1. **APOLOGIES FOR ABSENCE**
 Cllrs J Lawrey and N Rushby.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
 None.
3. **MINUTES OF PREVIOUS MEETING**
 The minutes of the meeting held on 11 July 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)
Work on the chimneys and roof of the Parish Council Office is scheduled to start at the end of August. The attic will be cleared at the same time. Continuing
- 4.3 The identification of Service pipes on The Green. A response is awaited for water and phone services. 6.14 Clerk
Continuing
- 4.4 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 bit that has been 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. 22/16 Clerk
Continuing.
- 4.5 Trees overhanging the footpath in Palace Field have been cut back and the grass has been cut. Completed
- 4.6 Cllr Clucas reported that the exit onto the main road from the track leading to the Scout Hut is quite dangerous, especially when cars turning left ‘cut the corner’ as pedestrians are often on this corner waiting to cross. It was suggested that a post is installed to stop cars coming too close to pedestrians. The Clerk will write to KCC and suggest this is looked into. Completed
- 4.7 There is an area of road on the Russell House side of Station Road near the bus stop that has sunk. The Clerk has reported this to KCC. Completed
- 4.8 Tractor Shed Security Door. Work is progressing and the door is currently being galvanised. 26/16 Clerk
Continuing
- 4.9 Following an inspection visit to Hale Lane, it was noted that an outside door was delaminating. It appears that a door designed to be on the inside of a house was used as an exterior door. This will be considered for repair/replacement in the near future. 27/16 Clerk
Continuing
- 4.10 OUFC Recharge. Following an initial payment, the Parish Council has agreed to wait until 31 December 2016 to receive the remainder of the recharge. Completed
- 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. 28/16 ME
- 5.2 There was a fire in Telston Lane in a disused apple store. Numerous fire appliances attended the fire from all areas of Kent. Arson is being considered as the cause.
- 5.3 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
- 5.4 Cllr Leicester reported that The Accessible Information Standard is now obligatory. All providers of publicly funded health and social care – including GPs, hospitals, opticians, dentists, care homes and Public Health programmes – must help those with ‘communication difficulties’ due to disability or impairment. All letters, leaflets, information sheets should be in accessible formats. Discussions should be supported by advocates or interpreters. Communication channels (websites, emails, texts) should be easy to use. It is expected that this will take some time to become established everywhere.
- 6. DISTRICT COUNCILLOR’S REPORT**
- 6.1 District Councillor Edwards-Winsor advised that he will be chairing an SDC Cycling Working Group on 15 August.
- 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 Proposed Rail Crossing Diversion involving Public Footpath SR49
Copies of the paperwork have been passed to Councillors. This will be reviewed at the Planning Meeting on 17 August and any responses passed on to KCC. 30/16 Clerk/
Planning

10. CORRESPONDENCE

- 10.1 A letter has been received from a concerned resident concerning the proposed bridge at Otford Station and the diversion of the footpath.
- 10.2 A letter has been received from one of the teachers at Otford Primary School requesting use of Parish Council land for a Forest School. 31/16 Clerk
The Parish Council Insurers have advised that no fires can be lit or canopies left up on Parish Council Land. Otford Primary School must insure the events.
One possible location mentioned was the Chalkpit but there is a lot of glass that works its way to the surface from the days when it was a rubbish tip.
The Clerk will write and advise the teacher of this. A suggestion will be made that they approach the Scouts for use of their land or use their own school property which many other schools do.
- 10.3 A copy of the Waste Disposal Strategy Consultation was noted.
- 10.4 A press release from Sevenoaks District Council on the Council Tax Reduction Scheme Consultation was noted.
- 10.5 A copy of the Minutes of the OSA meeting held on 26 July was noted.

11. REPORTS FROM COMMITTEES**11.A Planning**

- 11.A.1 The Minutes of the Planning Committee meetings held on 20 July and 4 August 2016 were received and adopted.
- 11.A.2 Cllr Whitehead gave a verbal report. There were no items of concern.
Cllr Whitehead explained that when supporting an application, reasons for that support must be made clear to SDC.
- 11.A.3 Members noted that the yellow lines have been painted on the Sevenoaks Road.
No recommendations were made.
- 11.A.4 The Committee noted an email from KCC regarding the Adoption of the Kent Minerals and Waste Local Plan 2013-30.
- 11.A.5 Members noted a copy of the Local Green Infrastructure Magazine from the Landscape Institute.
- 11.A.6 It has been highlighted that the Hillway construction work on Pilgrims Way East is causing an issue with 30 tonne lorries using this narrow road.

11.B Amenities (Highways & Services)

- 11.B.1 The Minutes of the Amenities Committee held on 18 July 2016 were received and adopted.
- 11.B.2 The Chairman gave a verbal report.
- 11.B.3 The Committee Recommended that OPC agrees to the new proposed cycle route between Otford and Bat & Ball. OPC Agreed to the Recommendation.
- 11.B.4 The Committee noted a copy of the Patient Participation Newsletter from Otford Medical Practice.
- 11.B.5 Bus Shelter. Bus shelters with alternative fixtures into the ground are being sought. 32/16 JE-W
- 11.B.6 Cycle Routes. Progress is being made by the SDC Cycle Working Group. A proposal is being made to the JTB, with the agreement of Otford Parish Council, 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
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.B.7 Copies of emails addressed to Cllr Nick Chard have been received from a resident from Pilgrims Way East requesting better signage including a 'road narrows – slow' sign. An update will be requested from Cllr Chard. 34/16 Clerk
- 11.B.8 A number of road signs are being obscured by overgrown vegetation. Mr Shelton offered to cut it back.
- 11.B.9 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.C Finance & General Purposes

- 11.C.1 The Minutes of the F&GP Committee Meeting held on 3 August 2016 were received and adopted.
- 11.C.2 Cllr Edwards-Winsor gave a verbal report and mentioned spending is at the level it should be at this time of year.
- 11.C.3 The orders for payments were approved.
- 11.C.4 The Committee Recommended that OPC agrees to the provision of a grant of £400 to OUJFC for the purchase of a new flail mower. OPC Agreed to the Recommendation.
- 11.C.5 The Committee Recommended that a donation of £500 is given to the Old Chalk New Downs Parish Action Plan. OPC Agreed to the Recommendation subject to them completing a grant application form.

11.D. Recreation & Environment

- 11.D.1 The Minutes of the Recreation & Environment Meeting held on 27 June 2016 were received and adopted.
- 11.D.2 Cllr Evans gave a verbal report.
- 11.D.3 Thanks were given to all the Parish Councillors that turned up to help with clearing the footpaths. Gardens of England will be asked to cut specific areas. 36/16 Clerk
- 11.D.4 The dog poo stencils have arrived. Cllr Evans and Cllr Roy will use them around the village.
- 11.D.6 Family Fun Day. This took place on 27 July and was very successful with over 120 children attending.
- 11.D.7 Minutes of the OSA meeting held on 26th July were noted.
- 11.D.8 Muskateers have been asked to do all the required health and safety testing. They will also be asked to check the air conditioning system in the Eric Dilley Pavilion.
- 11.D.9 Cllr Rushby will be asked to comment on the Lease for the Eric Dilley Pavilion regarding subletting.
- 11.D.10 It has been noted that a person was seen practicing golf in the Recreation Ground. The person was advised that golf is not allowed in this area.
- 11.D.11 It was noted that a copy of the Wild Kent Magazine and Annual Report has been received from Kent Wildlife Trust.

12. KALC/NALC/SLCC

- 12.1 The KALC report on the M26 east facing slips has been completed. There was very little cost benefit in having the slips at any location examined. It is unlikely that this will proceed any further.
- 12.2 A copy of The Parish News July 2016 has been received.
- 12.3 A copy of NALC Legal Topic Note on Anti-Social Behaviour and Harassment has been received.

13. DATE OF NEXT MEETING

The date of the next meeting was noted as 12 September 2016.

The meeting closed at 9:30pm

Signed.....Chairman

Date.....