

**OTFORD  
PARISH  
COUNCIL**

Parish Clerk:  
Sharon Palmer  
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The School House  
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Otford Sevenoaks  
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Minutes of the 12<sup>th</sup> Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 14 December 2015 at 7.30pm

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

In attendance – Clerk. One member of the public.

Cllr Edwards-Winsor welcomed everyone to the meeting.

Public Forum

It was noted that edition no. 5 of the Otford Palace Newsletter has been released providing an update on repairs to the Palace Tower.

Action

**1. APOLOGIES FOR ABSENCE**  
None.

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

**3. MINUTES OF PREVIOUS MEETING**  
The minutes of the meeting held on 9 November 2015 were approved and signed as an accurate record of the meeting.

**4. MATTERS ARISING**  
Actions from previous meetings:

- |     |  |                                |
|-----|--|--------------------------------|
| 4.1 | Car Park Entrance Widening. A response is still awaited from St Bartholomew's Church on the proposed scheme.   | 1/15 J-EW<br>Continuing        |
| 4.2 | Noticeboard detailing the history of the pond. This is still awaited.  | 7.5 Mrs Ward<br>Continuing     |
| 4.3 | Damp in the School House. Cllr Edwards-Winsor and Cllr Verrall will look for a builder to inspect the roof. A specification for repairs has been prepared by Cllr Verrall. | 3/15 J-<br>EW/JV<br>Continuing |
| 4.4 | The identification of Service pipes on The Green. Responses are awaited from the service providers.  | 6.14 Clerk<br>Continuing       |
| 4.5 | Drain blockage to public toilets. A response from Thames Water is still awaited. The Clerk will write again.   | 7/15<br>Continuing             |

- |           |  |                           |
|-----------|--|---------------------------|
| 4.6       | Fenced area outside Bubblestone Cottage. A copy of the Agreement from SDC has been received.<br>A scale map is being prepared showing the area concerned.  | 8/15 Clerk<br>Continuing  |
| 4.7       | The working group is making progress regarding the lease to the Eric Dilley Pavilion.  | 25/15<br>Continuing       |
| 4.8       | Fatality on the Pilgrims Way.<br>Cllr Edwards-Winsor attended a meeting at Kemsing Parish Council with County Councillor Nick Chard.<br>The notes on this meeting are awaited from Kemsing Parish Council.<br>No further action will be taken until following the inquest.   | 31/15<br>Completed        |
| 4.9       | Ownership of an area of land south of the bund in Oxenhill Shaw.<br>Sevenoaks District Council is investigating the ownership of this area of land.  | 32/15 JE-W<br>Continuing  |
| 4.10      | St Bartholomew's Church has been requested to take the toilets back from the Parish Council. No response has been received to date.  | Continuing                |
| 4.11      | Maintenance of the Community Orchard, created by the Otford Society.<br>Cllr Clucas will be pruning the trees.<br>Mr Brian Thomas will be asked to cut the grass and strim around the trees.   | 34/15<br>PC/BT/Clerk      |
| 4.12      | Logs in the Cemetery.<br>Further information following the meeting:<br>Following discussions with the resident, it has come to light that the resident had asked for permission from the Contractor. Unfortunately the Contractor was not in a position to give permission for the logs to be removed but the resident was unaware of this and believed that permission had been given by the Council.<br>This matter will not be pursued further by the Parish Council due to the genuine nature of the misunderstanding. | Completed                 |
| 4.13      | All the play areas have had their annual inspection. The Trim Trail has been identified as having a limited life. It was agreed that items will be removed from the trail as they deteriorate.   | Completed                 |
| 4.14      | Family Fun Day. It was agreed that events for 2016 will be advertised in the Newsletter edition prior to the event. It will also be pointed out that in the event of bad weather, the activities will take place in the Hall.  | 37/15 Clerk<br>Continuing |
| 4.15      | The Otford Sports Association has requested dog fouling notices. A variety of notices have been received from SDC and will be erected around the Recreation Ground. SDC has also given OPC a chalk stencil to try for a month which is suitable for concrete pathways.   | Completed                 |
| 4.16      | An item was placed in the Newsletter asking for requests for additional bus stops in Otford to be sent to Cllr Leicester.  | Completed                 |
| <b>5.</b> | <b>CLERK / COUNCILLOR REPORTS</b>  |                           |
| 5.1       | Newsletter No 5 on the repairs to the Palace Tower has been issued.<br>Work is coming to an end and the scaffolding is expected to come down before Christmas. The scaffolding around the Gatehouse will come down in January.<br>It was agreed that the Parish Council will allocate up to £70 for wine to be given to the craftsmen who have worked so hard to complete the work on time.<br>An Options Appraisal for the Tower will be carried out in the near future.  |                           |
| 5.2       | Scout Fence. A planning application has been received for comment by the Parish Council.<br>Cllr Leicester has concerns that the spikes on top of the fence make them  |                           |

dangerous, especially when using the stile. Cllr Edwards-Winsor pointed out that the spikes at the top cannot be removed without a special tool being made to do the job.

- 5.3 The Clerk reported on an email received from Mr and Mrs Drake who extended their thanks to the Parish Council for all the hard work undertaken.

**6. DISTRICT COUNCILLOR'S REPORT**

6.1 District Councillor Edwards-Winsor reported that at the last Joint Transportation Group meeting the parking proposals for Otford were agreed. The only item not approved was the reduction of one parking bay outside the Chemist. Yellow lines in Station Road will be deferred for three months to see if they are actually needed. It is estimated that it will take 4-6 months before the new traffic controls are put in place.

6.2 District Councillor Edwards-Winsor reported that he is the Chairman of the Cycling Working Group which reported to the Joint Transport Board. This group meets four times a year and will be looking at cycle routes etc.

**7. KENT COUNTY COUNCILLOR'S REPORTS**

7.1 No report was received.

**8. CHAIRMAN'S REPORT**

8.1 The Christmas Tree has been erected outside the Parish Office and is now lit. Thanks are extended to the three passers-by who helped the Parish Councillors to install the tree.

**9. 2016 SCHEDULE OF MEETINGS**

The 2016 Schedule of Meetings was agreed.

**10. REPORTS FROM COMMITTEES**

**10.A Finance & General Purposes**

10.A.1 The Minutes of the F&GP Committee Meeting held on 4 December 2015 were received and adopted.

10.A.2 Cllr Edwards- Winsor gave a verbal report.

10.A.3 It is recommended that the Council agrees to revert to the Grant Procedure adopted in 2011. RESOLVED that the Council reverts to this edition of the Grant Procedures.

10.A.4 It is recommended that the Council approves a one off payment to SDC in response to a grant request to pay for a Falls Prevention Class. RESOLVED that the Parish Council agrees to a donation of £345 which covers the Hall Hire.

10.A.5 It is recommended that the Council approves a request for a donation of £1000 for the Otford Village Memorial Hall to help with toilet cleaning costs to cover the period from December 2015 to April 2016.

RESOLVED that the Clerk will send out the new grant request forms and ask for these to be filled out. The information requested on the grant form will indicate the costs involved in the toilet cleaning which are not known at present.

10.A.6 It is recommended that the Council considers converting the disabled toilet into a multi-use toilet and leaves the Ladies and Gents toilets closed.

Following discussion no decision was reached. It was RESOLVED that this will be discussed again in April 2016.

10.A.7 It is recommended that the Council agrees to the Landscape Services quotation for a minimum grass cutting requirement. RESOLVED that the quotation is accepted.

10.A.8 The orders for payments were approved.

**10.B. Planning**

10.B.1 The Minutes of the Planning Committee meetings held on 11 November, 25 November and 9 December 2015 were received and adopted.

40/15 Clerk

- 10.B.2 Cllr Whitehead gave a verbal report and highlighted the responses to planning applications made by the Committee.
- 10.B.3 There were no recommendations.

**10.C Recreation and Environment**

- 10.C.1 The Minutes of the Recreation and Environment Committee meeting held on 30 November 2015 were received and adopted.
- 10.C.2 Cllr M Evans gave a verbal report.
- 10.C.3 No recommendations were made.
- 10.C.4 The Clerk will remind Mr Thomas to replace the plaque on the planter.
- 10.C.5 A copy of the Countryside Voice Magazine, Winter 2015 has been received.
- 10.C.5 A copy of the Wild Kent magazine for Winter 2015/16 has been received from Kent Wildlife Trust.

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

- 10.D.1 The Minutes of the Amenities Committee meeting held on 23 November 2015 were received and adopted.
- 10.D.2 Cllr Howe gave a verbal report.
- 10.D.3 It was RESOLVED that the Public Toilets are closed over the winter and re-open in April 2016.
- 10.D.4 Following a request from a member of the Scouts to lead a community project to clean road signs in the village the Council agreed that this could go ahead provided it was properly insured and supervised by the Scouts. The Council offered to provide hi-viz jackets if needed.
- 10.D.5 Clean-up Day. Cllr Roy reported that she is still pursuing this with the Otford Society.  
McDonald’s have confirmed that their Litter Day will take place on Wednesday 9<sup>th</sup> March 2016. Details will be available nearer the time.
- 10.D.6 A copy of The Journal – Winter 2015 has been received from ICCM.

42/15 IR

**11. KALC/NALC/SLCC**

- a. Email from KALC re National developments and meetings.
- b. Copy from NALC of DIS Extra issue 872.
- c. Email from KALC re KFRS Information Update.
- d. Copy from NALC of Legal Topic Note re Byelaws (England).
- e. Copy from NALC of Legal Topic Note re Control of Dogs.

**11. DATE OF NEXT MEETING**

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

The meeting closed at 9.50pm

Signed.....Chairman

Date.....