

Draft Minutes of the 2nd Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 9<sup>th</sup> February 2015 at 7.30pm

Present: Cllrs Mrs J Lawrey (in the Chair)  
D Cracknell  
Mrs M. Evans  
N. Fothergill  
Mrs J Lawrey  
H. Leicester  
Mrs. C. Marsh  
J Verrall  
M Whitehead

In attendance – Clerk and 5 members of the public.

### Public Forum

The Parish Newsletter was discussed. The size of the Newsletter was considered with agreement that it will not exceed two A4 pages. The Newsletter will only include events in Otford. Events taking place outside the village will only be included in the event that the allocated space has not been filled.

### 1 - APOLOGIES FOR ABSENCE

1.1 Cllrs. J Edwards-Winser and Mrs E Ward

### 2 - DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED

2.1 - None

### 3. MINUTES

3.1 The minutes of the meeting held on 12<sup>th</sup> January 2015 were approved and signed subject to an amendment regarding the spelling of Cllr Verrall's surname, noting item 10.c.3. was a recommendation.

Cllr Leicester requested that the structure of the Minutes is reviewed with regard to making them easier to read when using assistive technologies.

### 4. MATTERS ARISING

4.1 Actions from previous meetings:

<p><b>12.4 - Continuing</b> - The necessary quotes for access works at the front of the Parish Office will now be obtained. Two quotes had been obtained and further quotes requested.</p> <p><b>4.4 – Continuing</b> - Mrs Ward has 4 new dog fouling notices which will be fixed to the entrances to the recreation ground. Three notices have been erected and the remaining one will follow shortly.</p> <p><b>7.5 - Continuing</b> - Cllr. Cracknell suggested a notice board detailing the history of the pond. This is being discussed.</p> <p><b>7.8 - Continuing</b> - The Centenary Fields scheme was discussed and the Council asked the Recreation Committee to explore this further.</p> <p><b>10.6 – Continuing</b> - Cllr. Mrs Ward will provide a list of disused traffic poles which need to be removed.</p>	<p>Action 12.4 Services Committee</p> <p>Action 4.4 EW</p> <p>Action 7.5 Environment Committee</p> <p>Action 7.8 Recreation Committee</p> <p>Action 10.6 EW</p>
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**11.5 – Completed** - The grounds Maintenance supervisor will request that high viz be worn when mowing the pond. Action 11.5  
BT

### **5. CLERK'S REPORT**

5.1 Various agendas, reports and press releases had been received from SDC and KCC. Details were with the Clerk.

### **6. OVERSEERS' REPORTS**

- |      |  |                          |
|------|--|--------------------------|
| 6.1  | Cllr. Mrs Marsh reported that sofa cushions had been fly tipped in the car park at the Hale Lane recreation ground. Cllr. Edwards-Winsor contacted SDC for removal.  | Completed                |
| 6.2  | Cllr. Mrs Ward reported an overhanging tree on Pilgrims Way West opposite Twitton Lane.  | Completed                |
| 6.3  | Cllr. Mrs Evans reported that the new pavements in Tudor Crescent were dangerous in icy conditions. The Clerk will provide the contact details of the Kent Highways steward. Notices will be considered.   | Continuing<br>12.3 Clerk |
| 6.4  | Cllr. Cracknell noted that the car park was slippery in icy weather. The Clerk will contact the Grounds maintenance supervisor re application of salt. It was suggested that a notice is placed in the car park warning of icy conditions in cold weather.                             | 12.4 Clerk               |
| 6.5  | It was reported that the 'keep left' sign on the traffic island by the entrance to Otford Station was lying flat. This has been repaired.  | Completed                |
| 6.6  | Signage was lying at 45% opposite the One Stop Shop on the verge. The Warden will be asked to investigate.   |                          |
| 6.7  | A rusty A-frame and pallet base have been left opposite Rye Lane. Cllr Edwards-Winsor will remove it from the roadside and put it inside the field with other left items.  | Completed                |
| 6.8  | Cllr Leicester reported on the condition of the pavements on the Shoreham Road. They have become covered in mud and are very slippery in wet weather. This has been reported to KCC.<br>It was also reported that lorries are parking on the verges and causing damage to the surface. | Continuing               |
| 6.9  | Pot holes were noted by the pond. These have been reported to KCC.   |                          |
| 6.10 | Footpaths. The Environment Committee will be asked to find out which footpaths are the responsibility of KCC and which are not.  | Environment<br>Committee |
| 6.11 | Car Park Entrance Widening. Cllr Verrall and Cllr Whitehead will meet the PCC in March.  | JV/MW                    |
| 6.12 | Britannia will be consulted regarding lighting above the pay and display notices.  | Clerk                    |
| 6.13 | Damp in the School House. This will await the return of the Chairman for further discussion.   | All                      |

### **7. DISTRICT COUNCILLOR'S REPORTS**

7.1 A report was not received.

### **8. KENT COUNTY COUNCILLOR'S REPORTS**

8.1 A report was not received.

### **9. REPORTS FROM COMMITTEES**

#### **9.A. Recreation**

9.A.1 Cllr. Evans reported.

9.A.2 No recommendations were received.

- 9.A.3 The Committee noted the Minutes of the OSA Meeting held on 20 January 2015.
- 9.A.4 The Council was advised that empty allotment plots are being advertised.
- 9.A.5 The Allotments car park is very muddy and cars are getting stuck. OAA are seeking quotes to improve the surface.
- 9.A.6 OSA Football Club. A request has been made to put a post a rail fence around the pitch to prevent the lines being worn away. The Committee decision was to look at this if the Football Team goes into the next League.
- 9.A.7 Quotes are being sought for grass cutting for 2015/16.
- 9.A.8 Approval from the Council is sought to place railway sleepers at the petanque area. OSA will finance. Agreed.
- 9.A.9 Football Pavilion Lease. This lease is expiring soon. Cllr Cracknell will look into this.
- Family Fun Day. These have been agreed and refreshments will be provided.
- 9.B Planning**
- 9.B.1 The reports of the Planning Committee meetings held on 21.1.15 and 4.2.15 were received.
- 9.B.2 Cllr. Whitehead summarised the report.
- 9.B.3 There were no recommendations.
- 9.B.4 The Committee noted a copy of the Winter magazine 2014/15 from ASHTAV.
- 9.B.5 The Committee noted a copy of the Affordable Rural Housing Guide from the Rural Housing Alliance.
- 9.B.6 A revised list of potential Community Assets have been drawn up and will be checked with SDC for their suitability. Clerk
- 9.C Environment**
- 9.C.1 There was no Chairman's report.
- 9.C.2 There were no recommendations.
- 9.C.3 The Committee noted the Winter Tree Inspection from FCS.
- 9.C.4 Oxenhill Shaw. This area is very muddy. A burnt out car has been removed with the aid of a tractor. The paths are very thick with mud and a request will be made for more roadstone to be put down.
- 9.C.5 A survey of the gas pipes under The Green has been carried out. The layout of the pipes prevents any further tree planting. A suggestion to plant trees in pots in the area was not recommended. It was agreed that a full survey of all service pipes in the area would be beneficial. Environment Committee
- 9.D Highways**
- 9.D.1 Cllr Mrs Howe gave a verbal report.
- 9.D.2 There were no recommendations.
- 9.D.4 A petition regarding the parking in the vicinity of Warham Road will be presented to the JTB in March.
- A suggestion has been made to use the same lineage as in Tudor Drive and Tudor Crescent.
- Highways will be asked to look at how to present a coherent plan across the whole village. Highways Committee
- 9.E Services**
- 9.E.1 The report of the Services Committee meeting held on 26 January was received.
- 9.E.2 Cllr Lawrey reported that consideration is being given to making access

into the School House more wheelchair friendly (both the paving to the front and the front door step.

- 9.E.3 The cascade system for the Emergency Plan has been finalised.  
 9.E.4 The new noticeboards are nearing completion.  
 9.E.5 Cllr Lawrey advised that various events are being arranged by the Twinning Association that will be promoted nearer the time.  
 9.E.6 Ambulance response times have been queried by the Cricket and Football Clubs. No data is available at present. First Responders are located in the village.  
 9.E.7 Railway Crossing Proposal. A decision from Network Rail is still awaited regarding the various options presented.  
 9.E.9 Toilets. Cllr Verrall is continuing.  
 9.E.10 There were no recommendations.

## **9.F. Finance & General Purposes**

9.F.1 The reports of the F&GP committee meeting on 2 February 2015 was received.

9.F.2 There was no Chairman's report.

9.F.3 There were no recommendations.

9.F.4 Orders for payment were approved.

9.F.5 Woodland Cemetery.

Clerk/F&GP

Members considered joining the Association of Natural Burial Grounds. It was agreed that this will be considered at the next F&GP Committee meeting when more information on the Association will be available.

Parking at the Cemetery. A gate was discussed. No decision was taken. Cllr Cracknell will draft a letter to Beadles. This will prevent over usage and acknowledge ownership of the land.

DC/Clerk

Pathways. Consider ensuring that the pathways shown on the cemetery plan are on the ground. Either by mowing or tarmac. Ensure that there is access for mourners. Finance & General Purposes to consider.

F&GP

Working Parties. It was agreed that when working parties are arranged for the cemetery, all churches in the village will be invited to help.

9.F.6 General

The Clerk will advise F&GP on the status of the new boiler contract.

Clerk

It was agreed to sign up to the KALC Community Awards Scheme.

Clerk

The Annual Parish Meeting will be advertised in the Newsletter.

Asst. Clerk

## **10 RIGHTS OF ACCESS**

Following discussion when the public were asked to leave the room, it was agreed that Cllr Cracknell will draft a letter to SDC regarding rights of access.

DC/Clerk

## **11 KALC/ACRK/NALC**

Notice has been received from KALC of a Planning Conference to be held on 27 March 2015.

Notice has been received from KALC regarding the Community Awards Scheme for 2015. Members AGREED to sign up to the scheme.

Clerk

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**DATE OF NEXT MEETING**

The date of the next meeting was noted as 9 March 2015 at 7.30pm.  
The meeting closed at 9.45pm.

Signed.....Chairman

Date.....