

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
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The School House
21 High Street
Otford Sevenoaks
Kent TN14 5PG

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Minutes of the 1st Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 11 January 2016 at 7.30pm

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

In attendance – Clerk. Three members of the public.

Cllr Edwards-Winsor welcomed everyone to the meeting.

Public Forum

No items were raised in the Public Forum.

Action

1. APOLOGIES FOR ABSENCE
Cllr M Evans.

2. DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED
None.

3. MINUTES OF PREVIOUS MEETING
The minutes of the meeting held on 14 December 2015 were approved and signed as an accurate record of the meeting following a change to item 5.2 Scout Fence where it should read that Cllr Edwards-Winsor pointed out that the verticals cannot be removed without a special tool being made.

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 Continuing

4.2 Noticeboard detailing the history of the pond. This is still awaited. It was agreed that Cllr Clucas will action this item. 7.5 PC 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-EW/JV Continuing

4.4 The identification of Service pipes on The Green. Responses are awaited from the service providers. 6.14 Clerk Continuing

4.5 Drain blockage to public toilets. A response from Thames Water is still awaited. The Clerk will write again. 7/15 Continuing

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| 4.6 | Fenced area outside Bubblestone Cottage. A copy of the Agreement from SDC has been received.
A scale map is being prepared showing the area concerned. | 8/15 JV/Clerk
Continuing |
| 4.7 | The working group is making progress regarding the lease to the Eric Dilley Pavilion. | 25/15
Continuing |
| 4.8 | Fatality on the Pilgrims Way.
Cllr Edwards-Winsor attended a meeting at Kemsing Parish Council with County Councillor Nick Chard. The notes on this meeting are awaited from Kemsing Parish Council.
No further action will be taken until following the inquest. | 31/15 Clerk
Continuing |
| 4.9 | Ownership of an area of land south of the bund in Oxenhill Shaw.
Sevenoaks District Council is investigating the ownership of this area of land. | 32/15 JE-W
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.
Cllr Clucas has pruned the trees. Mr Brian Thomas has agreed to cut the grass and strim around the trees in the Spring. | Completed |
| 4.12 | 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. Dates for 2016 are awaited. | 37/15 Clerk
Continuing |
| 4.13 | Council agreed to the Landscape Services quotation for a minimum grass cutting requirement and the quote has been accepted. | Completed |
| 4.14 | Grant Procedure adopted in 2011. RESOLVED that the Council reverts to this edition of the Grant Procedures. | Completed |
| 4.15 | Council approved a one off payment to SDC in response to a grant request to pay for a Falls Prevention Class in the sum of £345 which covers the Hall Hire. | Completed |
| 4.16 | Otford Village Memorial Hall. Request for a grant of £1000 to assist with toilet cleaning costs to cover the period from December 2015 to April 2016.
Grant request forms have been sent out. | Completed |
| 4.17 | The plaque on the planter outside the One Stop Shop will be replaced by Mr Thomas in the near future. | 41/15 BT
Continuing |
| 4.18 | 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 th March 2016. Details will be available nearer the time. | 42/15 IR
Continuing |
| 5. | CLERK / COUNCILLOR REPORTS | |
| 5.1 | The heavy rain has caused the stream at the junction of Pilgrims Way West and Rye Lane to overflow again with the extra water flowing over the road. The Clerk will report this to KCC again as the recent repairs have not solved the problem. | 1/16 Clerk |
| 5.2 | The public footpath from the churchyard to the station is very muddy and slippery. This will be reported to KCC. | 2/16 Clerk |
| 5.3 | Cllr Leicester reported that traffic has increased on the Shoreham Road to the extent that it is hard to cross safely at certain times of the day. It is suggested that | 3/16 JE-W |

increased school traffic may be a contributing factor. The Neighbourhood Watch representative will be asked to keep an eye on it. Cllr J Edwards-Winsor will speak to KCC about the possibility of having a new Traffic Flow Report carried out

- 5.4 The bench in memory of Carol Griffiths has been ordered.
- 5.5 A member of the public raised the question of placement of the redundant pulpit from the Methodist Church into the Heritage Centre. Cllr J Edwards-Winsor asked that the Methodist Church finds out who requested the pulpit as it is doubtful that it will fit in the Heritage Centre. 4/16 Methodist Church
- 5.6 Cllr Leicester advised that two consultations are being published, one on Communication Strategy by SDC and one on Sensory Strategy by KCC.
- 6. DISTRICT COUNCILLOR'S REPORT**
- 6.1 There were no new items to report.
- 7. KENT COUNTY COUNCILLOR'S REPORTS**
- 7.1 No report was received.
- 8. CHAIRMAN'S REPORT**
- 8.1 Cllr Edwards-Winsor reported that the Planning Committee will be reviewing a consultation on brownfield sites in the area. SDC has provided a definition of what constitutes a brownfield site but each case is considered individually.
- 9. CONSULTATIONS**
- 9.1 A consultation has been received regarding an appropriate location for east facing slips on the M26. 5/16 Clerk/All
RESOLVED that this item will be referred to the Planning Committee for a response to be drafted. Councillors will pass their comments to the Clerk. Details of the consultation will be passed to The Otford Society.
- 10. CORRESPONDENCE**
- 10.1 A letter has been received from the Lord Lieutenant of Kent regarding a Civic Service to be held on 15 March 2016. Cllr Edwards-Winsor is unable to attend.
- 11. REPORTS FROM COMMITTEES**
- 11.A Finance & General Purposes**
- 11.A.1 The Minutes of the F&GP Committee Meeting held on 4 January 2016 were received and adopted.
- 11.A.2 Cllr Edwards- Winsor gave a verbal report.
- 11.A.3 The orders for payments were approved.
- 11.A.4 The budget and precept for 2016/17 was agreed.
- 11.A.5 A copy of Legal Updates from Knocker & Foskett was noted.
- 11.B. Planning**
- 11.B.1 The Minutes of the Planning Committee meetings held on 23 December 2015 and 6 January 2016 were received and adopted.
- 11.B.2 Cllr Whitehead gave a verbal report and highlighted the result of the appeal on the proposed care home on the land above Otford Station which was dismissed.
- 11.B.3 There were no recommendations.
- 11.C Recreation and Environment**
- 11.C.1 No meetings were held in December.
- 11.C.2 No verbal report was received.
- 11.C.3 No recommendations were made.

11.D Amenities (Highways & Services)

- 11.D.1 No meetings were held in December.
- 11.D.2 Cllr Howe advised that there were no issues to raise.
- 11.D.3 Cllr Leicester advised that Mr Noad at KCC is looking into the Pickmoss Step issues.
- 11.D.4 No recommendations were made.

12. KALC/NALC/SLCC

- 12.1 A copy of DIS Extra Issue 874 has been received.
- 12.2 A copy of the minutes from KALC Sevenoaks Area Committee Meeting held on 11 December 2015 together with the minutes of the KALC AGM held on the same day.
- 12.3 A copy of The Parish News – December 2015 has been received from KALC.

13. ITEMS FOR FUTURE CONSIDERATION

- 13.1 Closure of Public Toilets. Council will consider:
 - a. Converting the disabled toilet into a multi-use toilet and leaving the Ladies and Gents toilets closed.
 - b. Closing all the public toilets and stripping the interior.This will be discussed again in **April 2016**.

14. DATE OF NEXT MEETING

The date of the next meeting was noted as 8 February 2016.

The meeting closed at 8.45pm

Signed.....Chairman

Date.....