

Draft Minutes of the 3rd Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 9th March 2015 at 7.30pm

Present: Cllrs D Cracknell
J Edwards-Winsor (in the Chair)
Mrs M Evans
N Fothergill
Mrs J Howe
Mrs J Lawrey
H Leicester
Mrs C Marsh
Mrs E Ward
M Whitehead

In attendance – Clerk and 7 members of the public.

Public Forum

The Joint Transportation Board is holding a meeting where the suggested parking restrictions for Otford will be discussed. Cllr J Edwards-Winsor will report from the meeting and a suggestion to form a working party to look at the effects of increasing traffic and visitors on the village will be considered. The Darent Valley Consortium is also reviewing traffic issues.

Twitton Lane. Running water in the road has been reported. Kent Highways has been aware of this for the last six months.

1 - APOLOGIES FOR ABSENCE

1.1 Cllr. J Verrall.

2 - DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED

2.1 - None

3. MINUTES

3.1 The minutes of the meeting held on 9th February 2015 were approved and signed and an accurate record of the meeting.

4. MATTERS ARISING

- 4.1 Actions from previous meetings:
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| 12.4 - Continuing - The necessary quotes for access works at the front of the Parish Office are being obtained. | Action 12.4 Services Committee |
| 4.4 – Completed. The dog fouling notices have been erected. | |
| 7.5 - Continuing - Cllr. Cracknell suggested a notice board detailing the history of the pond. This is being discussed. | Action 7.5 Environment Committee |
| 7.8 – Completed. The Centenary Fields scheme has been discussed. It was agreed not to progress this any further as the field in question does not meet the required criteria. | |
| 10.6 – Continuing - Cllr. Mrs Ward will provide a list of disused traffic poles which need to be removed. | Action 10.6 EW |

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

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| 6.3 | Cllr. Mrs Evans reported that the new pavements in Tudor Crescent were dangerous in icy conditions. A response is awaited. | Continuing 12.3 Clerk |
| 6.4 | Cllr. Cracknell noted that the car park was slippery in icy weather. The matter will | Continuing |

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| | be referred to the insurance company for advice. | 12.4 Clerk |
| 6.8 | Concerns about the condition of the pavements on the Shoreham Road continues. They have become covered in mud and are very slippery in wet weather. A suggestion will be made to KCC to put kerb stones in as there is no edge to the road. | Continuing Clerk |
| 6.10 | The definitive map showing the footpaths is being sought. | Clerk |
| 6.11 | Car Park Entrance Widening. This is continuing. Recent issues with the drains to the public toilets may have raised a potential problem with the routing of the drains. To be investigated. | J-EW |
| 6.12 | Lighting and security in the Car Park is being reviewed. The Clerk will approach other Parish/Town Councils to find out best practice and legal requirements. | Clerk |
| 6.13 | Damp in the School House. This is continuing. | All |
| 6.14 | Service Pipes on The Green. Identifying all services pipes on The Green is continuing. | 9.c Environment Committee |
| 6.15 | Woodland Cemetery. A request has been made to review all aspects of the cemeteries. This will be considered after the Election in May. Parking. Cllr Cracknell will write to Beadles reminding them that regardless of their using the car park regularly, the land belongs to the Parish Council and the car park is there to serve the Cemetery. A decision on installing a gate to the car park will be referred back to Highways Committee. | 9.F.5 Continuing Highways Committee |
| 6.16 | Twitton Lane – a number of potholes need to be reported to KCC again. | Clerk |
| 6.17 | Sevenoaks Road/M26 Bridge – it has been noted that a section of the road is sinking by the bridge. | Continuing Clerk |
| 6.18 | A number of vehicles have been seen mounting the verge along Pilgrims Way West and Shoreham Road. (See also 6.8). Clerk to report to KCC. | Clerk |
| 6.19 | White lines at the junction by the pond (adjacent to The Woodman) have become very worn. This has been reported to KCC Highways. | Continuing Clerk |
| 6.20 | Replacement Belisha Beacons are required. The Conservation Officer at SDC has been consulted as to whether the new design of beacon is appropriate for a Conservation Area. | JE-W |

7. DISTRICT COUNCILLOR'S REPORTS

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| 7.1 | District Councillor John Edwards-Winsor reported that the JTB will be meeting to discuss parking issues at Otford. |
| 7.2 | The Annual Parish Meeting is taking place on 27 April 2015. It has been advertised in the Newsletter. |
| 7.3 | Nomination forms should be completed and left at the Parish Office. Cllr Edwards-Winsor will hand deliver them to the SDC Office. |
| 7.4 | Sevenoaks District Council is required to make more savings following a reduction in funding from central government. An income stream has been started by setting up a company to purchase property and rent it out. |

8. KENT COUNTY COUNCILLOR'S REPORTS

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| 8.1 | A report was not received. |
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9. REPORTS FROM COMMITTEES

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| 9.A. | Finance & General Purposes | |
| 9.A.1 | Resolved that the report of the F&GP Committee meeting held 2.3.15 be agreed and adopted. | Completed |
| 9.A.2 | Resolved that the updated Standing Orders be agreed and adopted. | |
| 9.A.3 | Resolved that the updated Financial Regulations be agreed and adopted. | Completed |
| 9.A.4 | Resolved that the updated Accountability Risk Assessment be agreed and adopted. | Completed |
| 9.A.5 | Resolved that the quote for grass cutting on Recreation Ground and Hale Lane be accepted. | Completed |
| 9.A.6 | Resolved that the quote for grass cutting on Village Green and Cemetery be accepted. | Completed |
| 9.A.7 | Resolved to accept an open resolution identifying 'The Clerk' as a Pensionable | Completed |

- employee.
- 9.A.8 Resolved that the orders for payment be approved.
- 9.A.9 The Committee noted a letter of thanks from Sevenoaks Volunteer Transport Group for a donation.
- 9.A.10 The Committee noted a letter from SDC regarding dedicated Officer Support for Town & Parish Councils (Richard Morris for OPC).
- 9.A.11 The Committee noted a letter from St Bartholomew's Church regarding the Church Fair 2015.
Following discussion the Clerk will request sight of the Third Party Liability Insurance, a Risk assessment and detailed plans for the siting of pitches, toilets etc. Continuing Clerk
- 9.A.12 Fenced area on The Green outside Bubblestone Cottage.
It was resolved that a standard letter of agreement will be prepared by SDC Legal agreeing that the owner of the property will be allowed to retain the fence posts and chain on the condition that they are maintained in good order and the grass within the fenced area is mowed regularly. This agreement will last for the duration of his occupation of the property. The agreement will not be passed to any other person. The land will remain at all times within the ownership of the Parish Council. The trees will be removed. Clerk
- 9.A.13 Cllr Edwards-Winsor has advised that a major drains blockage has taken place with the public toilets. An emergency clearing contractor was called to clear the blockage on a Sunday afternoon. A bill is expected. This will be presented to Thames Water. Clerk
Cllr Edwards-Winsor was thanked for his help clearing the drains.
- 9.B. **Recreation**
- 9.B.1 The report of the Recreation Committee meeting held on 9.2.15 was received.
- 9.B.2 Cllr. Evans summarised the report.
- 9.B.3 There were no recommendations.
- 9.B.4 The light in the car park is now working again. The switch is located in a secure box. Completed
- 9.B.5 Family Fun Days. These are scheduled to take place on 28 July and 30 October 2015. They will run from 10am – 2pm. Councillors will provide refreshments. Continuing All
- 9.B.6 Otford Cricket Club. The Clerk will wait for confirmation from the Cricket Club concerning whether a letter is required stating they have unlimited use of the Recreation Ground for training and matches to source funding. Continuing Clerk
- 9.B.7 The Committee noted a copy of the OAA Spring 2015 Newsletter.
- 9.C. **Planning**
- 9.C.1 The reports of the Planning Committee meetings held on 18.2.15 & 4.3.15 were received.
- 9.C.2 Cllr Whitehead summarised the report.
- 9.C.3 There were no recommendations.
- 9.C.4 The Committee noted a copy of the Agenda for a meeting to be held on 11.3.15 together with a copy of the previous Minutes.
- 9.D. **Environment**
- 9.D.1 The report of the Environment Committee meeting held on 3.3.15 was received.
- 9.D.2 Cllr Ward summarised the report.
- 9.D.3 There were no recommendations.
- 9.D.4 Mr Boreman at SDC will be contacted regarding the dumping of garden waste in the Chalk Pit from properties in Tudor Drive. Clerk
- 9.D.5 Litter Picking. Four large bags of rubbish were collected by a volunteer.
- 9.D.6 Oxenhill Wood is very wet and muddy. When this dries out it will be very rutted. Roadstone needs to be laid down in the worst areas.
- 9.D.7 The long border of Palace Approach needs to be dug out and replanted when the bulbs have finished. Services Committee
- 9.D.8 The Committee would like to record their thanks for the maintenance carried out in the area of the Pond and Green. It is looking very good.

9.E Highways

- 9.E.1 The report of the Highways Committee meeting held on 23.2.15 was received.
- 9.E.2 Cllr Howe summarised the report.
- 9.E.3 There were no recommendations.
- 9.E.4 Confirmation has been received that the hazard signs will go ahead.
- 9.E.5 Cllrs to note that there were 66,700 vehicle movements in the High Street in June 2010.
- 9.E.6 Lighting for the car park is being reviewed.
- 9.E.7 Speedwatch. The contact for Pilgrims Way West is Cllr J Edwards-Winser. Cllr Whitehead will not be continuing as a contact. The Asst. Clerk will phone all the speedwatch volunteers and see if they are still interested in helping.
- 9.E.8 20mph Speed Limited in the High Street. Councillors discussed this option and agreed that as it was not enforceable, this would not be pursued.

Asst. Clerk

Completed

9.F Services

- 9.F.1 Cllr Lawrey gave a report.
- 9.F.2 There were no recommendations.
- 9.F.3 The Committee noted a copy of the Otford Fete Committee Meeting Minutes for 12.2.15.
- 9.F.4 The Committee noted a copy of the Community Safety News from Sevenoaks District Council.
- 9.F.5 Councillors were reminded that a Twinning Meeting will take place on 23 March 2015.

10 KALC/ACRK/NALC

- 10.a Copies of DIS issues 852 & 853 have been received from NALC.
- 10.b A copy of Oast to Coast Magazine and the Annual Summary has been received from ACRK.
- 10.c A copy of the Finance Update re Annual Return has been received from KALC.

11 DATE OF NEXT MEETING

The date of the next meeting was noted as 13 April 2015 at 7.30pm.
The meeting closed at 10.00pm.

Signed.....Chairman

Date.....