

**OTFORD  
PARISH  
COUNCIL**

Parish Clerk:  
Sharon Palmer  
01959 524808

The School House  
21 High Street  
Otford Sevenoaks  
Kent TN14 5PG

Email: clerk@otfordpc.co.uk

**MINUTES of a MEETING of OPC RECREATION & ENVIRONMENT COMMITTEE**

at The School House on Monday 30 November 2015 from 7:30pm

Present: Cllr M Evans (in the Chair)  
Cllrs P Clucas (from 8:05pm), N Fothergill, J Lawrey, I Roy

Also Present: Mrs K Drake (OSA), Mr M Richards (OAA)

Clerk: Mrs S Palmer

Public Forum: No items were raised.

- |  | Action     |
|--|------------|
| 1. <u>Apologies for Absence</u> were received from Cllr N Rushby and Mr P Otto (co-opted).   |            |
| 2. <u>Declarations of Interest</u> - None.   |            |
| 3. <u>Minutes</u> – The Minutes of the previous meeting held on 5 October 2015 were aged and signed as being an accurate record of the meeting.  |            |
| 4. <u>Matters arising</u> from the previous meeting not covered elsewhere on the agenda.   |            |
| 15.b Working Party:  |            |
| Item 1 – Cut hedge at Hale Lane Recreation Ground.   | Completed  |
| Item 2 – Remove ivy from the Willow at the pond (Mr Otto).   | Continuing |
| Item 3 – Remove ivy from three Acacia trees in the Recreation Ground.  | Continuing |
| Item 4 – Remove vegetation from the Palace Stream (scheduled for Spring 2016).   | Continuing |
| Item 5 – Tidy the shrub bed running from Palace Approach to the Church gate (Councillor Evans will consult with Mr Brian Thomas).  | Continuing |
| Item 6 – Village Green/Palace Approach/Palace Field Footpath. A decision on work to be carried out in this area will be considered in Spring 2016.   | Continuing |
| 15.c The Planter at the One Stop Shop has been replanted.  | Completed. |
| The plaque for the front of the planter is yet to be located. In the event that this is not found, a new plaque will be made.  | Clerk      |
| 5. <u>Allotments</u>   |            |
| a A written report was received from the Allotments Association.   |            |
| b Allotment rents are being collected. Only 8 tenants remain outstanding with the rent.  |            |
| c Two 5-rod plots are currently available.   |            |
| d It was confirmed that the water supply has been turned off for the winter.   |            |
| e The grass has been mown each month and the Allotments Association would like this to continue in 2016.   | BT         |
| f The hedge between the allotment site and the football pitch is very thick and overgrown. The Allotments Association would like this to be thinned and lowered. Mr Thomas will be asked if this can be carried out. | BT         |
| g The Allotments Association is assessing how to improve the wildlife area adjacent to the Cob Nut area.   |            |
| h The Allotments Association will discuss how to progress the improvements to the Car Park at the next OAA meeting.  |            |
| i Mr Thomas will be asked to find out the status of the apple tree pruning in the Allotments.  | BT         |

6. OSA
- a A written report was received from the OSA.
- b Mrs Drake reported on a resident who had fallen over the wire netting surrounding the cricket square in the dark. Clerk
- Following discussion and a report from the Clerk on instructions received from the Parish Council Insurers, it was agreed that Mrs Drake will instruct the Cricket Club to wind reflective tape along the top of the netting and down the support poles. It was also indicated by Mrs Drake that long white strips of tape will be tied to the netting that will make a noise in the wind and hopefully people who do not use a torch in the dark in the Recreation Ground will be able to hear that there is an obstruction and avoid it. A suggestion to place orange plastic netting around the cricket square had been discussed at a previous meeting and it was decided by the Parish Council that this was not suitable in an Area of Outstanding Natural Beauty.
- Mrs Drake was thanked for her hard work.
7. High Street Recreation Ground and Solar System
- a A written report was received from Mr Brian Thomas.
- b Dog Fouling Notices. Notices are required for all seven entry points into the Recreation Ground. It was also suggested that the Dog Fouling Notices are copied onto different coloured paper to draw attention to them. IR/Clerk
- Cllr Roy will contact SDC at Dunbrick to see if any Dog Fouling Notices are available and to find out if they will target an area with stickers and stencils.
- c The Annual Playground Inspection Report carried out by Craigdene Ltd was received.
- d A report by Mr Brian Thomas on the findings of the Annual Playground Inspection by Craigdene Limited was received.
- e It was noted that the Eibe unit will reach the end of its usable life within a couple of years. Clerk/BT  
It was Agreed that if possible a project budget amount of £10,000 will be allocated in the 2016/17 budget and the same amount in subsequent years until the estimated price is reached. Funding from alternative sources will also be sought.  
It was agreed that a playground equipment supplier will be asked to quote for a similar piece of equipment.
- f It was agreed that a safety surfacing specialist firm will be asked to quote for replacing the whole surface for when the Eibe unit is replaced. Clerk/BT  
It was agreed that if possible a project budget amount of £10,000 will be allocated in the 2016/17 budget and the same amount in subsequent years until the estimated price is reached. Funding from alternative sources will also be sought.  
In the short term, a company will be asked to quote for patching various worn areas.
- g Trim Trail. The Trim Trail is coming to the end of its usable life. Items will be removed piece by piece as necessary. BT
- h The missing part referred to on page 26 of the report will be taken up with Sutcliffes. Clerk
- i Work to the swing in Hale Lane Recreation Ground was noted. This will be carried out by Brian Thomas. BT
- j It was noted that work will soon commence on laying reinforcing tiles at the pedestrian entrance gate to the High Street Recreation Ground. BT
- k Quotation for Grass Cutting 2016. It is recommended that Oxford Parish Council accepts the quotation for grass cutting in 2016. It is noted that this is the minimum number of cuts required. OPC to vote
8. Chalk Pit
- a A written report was received from Brian Thomas.
- b Quotes have been invited to cut down two trees that are growing sideways.
- c The Clerk will liaise with the Scouts concerning a map showing areas of responsibility around the Chalk Pit. Clerk/BT  
Mr Thomas will look at maintenance requirements for Spring 2016.
9. Hale Lane Recreation Ground/Pavilion/Telston Park
- a A written report was received from Brian Thomas.
- b The Committee noted work to be undertaken on the swing. BT
10. Oxenhill Woods
- a A written report was received from Brian Thomas.
- b Cllr Evans reported that someone has hacked at and sawn down a several saplings in a number of areas. The saplings have been left where they fell. This damage has been reported to the SDC Ranger, Mr Ray Froud.

- c It was noted that the rides have been cut. The whole area appears very muddy.
- d The Clerk reported that SDC are looking into ownership of the bund.
11. Palace Park Wood and Cemetery
- a A number of trees have been felled in the Cemetery. Mr Thomas is sourcing replacements. BT
12. Village Green, Pond and Palace Field
- a Cllr Roy commented that children are running down the footpath and through the area by the shops. This is a relatively dangerous area with cars moving close to the end of the footpath. Members discussed options to reduce the risk. No decision was made at this time. District Cllr Edwards-Winser and Mr Brian Thomas will be consulted.
13. Youth Activities
- a Family Fun Days – A report has been received on attendance at the Family Fun Days. It was agreed that when the dates are issued for 2016, the Parish Council will request an Easter and Summer date. Clerk  
The Autumn Fun Day held this year was not well attended.
14. Correspondence
- a A briefing note on the Greatness Integrated Waste Management Facility Site was received and circulated to members.
15. Other Matters
- a A request has been received for a memorial bench to Ted Hewitt is placed in the village. Committee members agreed that if the family wishes to purchase and place a bench, a suitable location would be overlooking the Cricket Square and the Allotments as Mr Hewitt had close ties to both of these areas.
- b Work Parties. Cllr Evans thanked Cllr Clucas and Cllr Fothergill for their hard work. Cllr Clucas commented that he was about to start pruning the apple trees in the Community Orchard. PC
- c It was agreed that the Clerk will write to the Scouts and ask them to stop parents driving down to the Scout Hut to collect their children. Complaints have been received from pedestrians that the cars are a danger in this area and they are making the area very dirty underfoot with leaves and mud being ground into the tarmac. The Scouts will also be asked to shut and lock the gate behind them when they go into and out of this area. Clerk
16. Date of Next Meeting – Monday 25 January 2016 at 7:30pm.