

**OTFORD** Parish Clerk: The School House  
**PARISH** Sharon Palmer 21 High Street  
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**MINUTES of a MEETING of OPC RECREATION & ENVIRONMENT COMMITTEE**

at The School House on Monday 22 May 2017 from 7:30pm

Present: Cllr M Evans, Cllr P Clucas, Cllr N Fothergill, Cllr J Lawrey and Cllr I Roy.  
Also Present: Mr M Richards (OAA), Mrs K Drake (OSA),  
Mr J Booth from Otford Scouts for one item regarding painting of the Scout Hut fence.  
Clerk: Mrs S Palmer

Public Forum: No items were raised in the Public Forum.

1. Election of Chairman – RESOLVED that Cllr M Evans is elected as Chairman. Cllr Evans took the Chair for the remainder of the meeting.
2. Election of Vice Chairman – RESOLVED that Cllr I Roy is elected as Vice Chairman.
3. Apologies for Absence – None.
4. Declarations of Interest – None.
5. Minutes – The Minutes of the previous meeting held on 27 March 2017 were signed as an accurate record of the meeting.
6. Matters arising from the previous meeting not covered elsewhere on the agenda.
  - a The dog bins have been installed. Completed 50/16 Clerk
  - b McDonalds have offered to place a litter bin near the Eric Dilley Pavilion. The Clerk will contact them. 50/16 Clerk
  - c Scout Hut Fence. A proposal was put to Mr Booth regarding painting the remainder of the Scout Hut Fence. Mr Booth pointed out that even if the fence was painted it would still need to be maintained and there were not enough volunteers within the Scouts to do this. He also stated that the area that had been painted in accordance with the planning permission was already flaking off the fence and will have to be re-done. Mr Booth refused permission for the rest of the fence to be painted. The Clerk will check that it was a refusal for any group of volunteers to paint the fence and not just the group that had been found so far. Cllr Evans added that local residents are not happy and would appreciate it if the fence could be painted. 64/16 Clerk Continuing
  - d The fence and gate between the Allotments and the Recreation Ground needs clearing of ivy. Mr Thomas will be advised. 14/17 Clerk/BT
7. Allotments
  - a A written report was received from the Allotments Association.
  - b Allotment Rents. All plots in the Allotments have been rented.
  - c Neglected plots. The OAA will be looking out for plots that are not cultivated and will take appropriate action.
  - d Grass mowing. Arrangements have been made for the mowing of the main paths monthly between March and October in advance of the Allotment Association work parties. The first mow of the season is expected to be undertaken shortly.
  - e Allotment Car Park and Access to the Allotments. Some of the Type 1 material provided by the Parish Council has been used at two of the entrance gates. The remainder will be used at the gate into Mill Meadow from the footpath and on the main track to Mill Meadow and other areas.
  - f Other Maintenance Issues. A recent work party cut back a considerable amount of growth encroaching onto the track to Mill Meadow. Growth from the roots of a felled Sycamore were also cut back. Mr Thomas will be asked to help with removing as much of the root as possible to prevent further growth.
  - g Scaffolding adjacent to Methodist Hall. The Allotments Association liaised with representatives from the Methodist Church regarding scaffolding erected on the Allotments Site.

The Parish Council gave permission for the scaffolding to be erected following confirmation that the appropriate insurance and health and safety requirements were being met.

8. OSA
- a A written report was received from Mrs Drake.
- b The OSA held their AGM on 27 March 2017. Annual Reports from the Clubs were received.  
Officers were appointed. The Parish Council Representative is Cllr M Evans.
- c The Kirsh Cup was awarded to Lottie Bingham. Lottie plays Netball for Oxford, Hockey for Sevenoaks and various school sports. The Cup was presented at the Annual Parish Council Meeting.
- d Fence requirement for the Recreation Ground football pitch.  
Single Rail Fence. This was discussed at the OPC Council Meeting and a number of questions were raised. Mrs Drake will convey these to the Football Clubs.  
OPC expressed a preference for the fence to be erected for the duration of the matches only. Advertising would also be limited to the duration of the matches.  
A response is awaited from the Football Clubs.
- e Mowing. Agreement was not reached regarding mowing on the Recreation Ground.  
The mowing contract will continue as it is currently.
- f Hale Lane Agreement. This is progressing.
9. High Street Recreation Ground
- a A report was received from Brian Thomas.
- b Fencing to be installed next to the mower shed. This has been installed.
- c Green 'Frog Rubbish Bin'. This has been installed. A Risk Assessment has been prepared by Cllr Fothergill.
- d 4Global has carried out an inspection of the facilities available at the Recreation Ground and the Hale Lane Recreation Ground. A report is awaited.
- e Mower Shed Roof. The roof has been replaced.
- f Climbing Net Replacement in the Play Area. The net has been replaced.
- g Multi Play Unit. The new Eibe unit and safety surfacing have been installed. A post-installation safety inspection has been carried out. A few issues, especially with the slide, are being taken up with the manufacturers.  
A sign with red lettering on a white background will be produced advising that children must be supervised at all times.
- h Quotations are being sought for the proposed path around the Recreation Ground.
- i Four units of the wooden trim trail equipment have been removed due to rot. Four units remain but these will be closely monitored for signs of decay.  
Cllr Roy and Cllr Evans are looking at replacement units.
- j Disease resistant Elm trees  
A request for disease resistant Elm trees for the top end of the Recreation Ground to replace those felled a number of years ago is being investigated by Mr Thomas. A few trees were released in 2016. Mr Thomas will put in a request for trees if any are available in 2017.
- k Picnic tables to be installed next to the play area. Cllr Roy will research suitable units. It was agreed that recycled plastic units would be preferred with reinforced seats. Mr Thomas will be asked for his recommendation.  
Mr Thomas will be asked to keep the grass in this area very short.  
It was agreed that it will be RECOMMENDED to Council that three benches will be purchased.
- l In association with the picnic benches, it was agreed that it will be RECOMMENDED to Council that two rubbish bins will be purchased for the picnic area.
- m A brochure and price list has been received for outdoor gym equipment. This topic has been considered in the past and a consultation with residents identified that the equipment is not wanted.
- n A request has been received from OUJFC for the blown bulb in the floodlights to be replaced. A new bulb and a spare will be purchased. OUJFC additionally requested that the floodlights are changed to LED lights. The Clerk will refer this request to OSA and ask them to research it and create a proposal and costs to be put to the Council. OSA will also be asked to check the overspill from the existing lights.

1/17 Clerk/OSA  
Continuing

Completed

16/17 Clerk/NR  
Continuing

Completed  
Completed

17/17 Continuing

Completed

Completed

20/17 Continuing

21/17 Continuing

22/17

Clerk/IR/ME

23/17 Clerk/BT

24/17 IR/Clerk  
Council to  
Consider

32/17 Clerk  
Council to  
Consider

Completed

36/17 Clerk

10. Chalk Pit
- a Metal Advisory Notices in this area need to be cleaned and replaced as necessary. It is suggested that the produce Wet and Forget is used. 4/17 Clerk/BT Continuing
- b Trees around the Pilgrims Way East retaining wall. SDC has refused permission to remove trees at the present time. OPC has received a copy of the survey. OPC will not be carrying out any work in this area. 5/17 Completed
- c The fencing left in the Chalk Pit by SDC has been removed. 13/17 Completed
- d A meeting will be held with SDC to discuss the removal of a number of diseased Ash trees in the Chalkpit. 25/17 Clerk/JE-W/BT
- e Digging has been taking place on the slope in front of the concrete wall. It appears to be a mountain bike track. Mr Thomas has advised that there is nothing that can be done to rectify this.
11. Hale Lane Recreation Ground/Pavilion/Telston Park
- a The new hedge has been trimmed. 74/16 Completed
- b The gate to the new play area has been bent out of square by people swinging on it. There is no way to repair it. Mr Thomas will lower the ground underneath it to ensure the gate can close on its own. 26/17 Clerk/BT
- c Someone gained entry onto the Recreation Ground and drove around on the pitch but fortunately no damage was caused. Mr Thomas will ensure the chains across the entrance are secure. 9/17 BT Continuing
- d A small tree in Telston Park recently came down across the back fence and garden shed of an adjoining property during the snow. This was cleared by Mr Robinson. The surrounding trees have been inspected. Some tree pruning has been undertaken to protect neighbouring gardens and half the hazel stools have been coppiced. 10/17 Completed
- e Replacement exterior doors at Hale Lane Pavilion. A quote has been accepted and a start date is awaited. 27/17 Completed
- f The garden shrubs planted in Telston Park by a neighbour in Darnets Field have been removed. The Parish Council will be planting native shrubs across the back of the garden next winter. 33/17 Completed
- g Quite a bit of graffiti has appeared recently on the pavilion and youth shelter. The latter is offensive and will be over-painted by Mr Catt. The Community Warden has been advised. 34/17 BT/NC
12. Oxenhill Wood
- a The grant application by the Oxenhill Management Committee to Cllr Nick Chard for 6 benches and two display boards is progressing.
- b Fun Day. Kemsing Parish Council has been asked if they would like to contribute towards the event on July 22.
- c It has been noted that bikes are racing in the field and going up and down by the stream. Three men in their mid 20-30s were observed who left the area when challenged.
13. Village Green, Pond and Palace Field
- a Carp will be removed from the pond in the near future when the relevant permits have been obtained. The fish have to be removed as carp are bottom feeders and they damage the lining of the pond. Following numerous delays, a new company will be sought to carry out this work. 78/16 BT Continuing
- b Wooden posts. The post by the old Police House will be replaced. 6/17 BT
- c Mrs Ward (co-opted member) will be preparing an article for the newsletter on plans for the management of this area. 46/16 Continuing
- d Some minor tree work has taken place, principally with regard to trees overhanging private gardens.
- e The walnut tree continues to give concern. It has been deteriorating for some years and it's condition was commented on during the Tree Survey undertaken last year. The Spring growth this year was burnt off by the last frost. The condition of the tree will be watched throughout the year.
- f Consideration will be given to applying for a Tree Preservation Order for the Manna Ash tree which is a very good specimen. 35/17 BT/Clerk
- g The lightening conductor cable has been detached from the earth rod and ripped from the Palace Wall. SDC have been informed. Completed
- h A number of dying trees have been felled recently. Completed

14. Cemetery/Palace Park Wood
- |   |  |                          |
|---|--|--------------------------|
| a | A number of fence posts are beginning to rot at the base and are coming loose. Replacement is being considered.  | 48/BT<br>Continuing      |
| b | North/south path in the cemetery. Quotes will be obtained. Planning permission is not required. This item will be referred to the Amenities Committee to take forward.   | 58/16<br>Clerk/Amenities |
| c | A new representative from the Woodland Trust will be asked to meet Mr Thomas and the Clerk to discuss maintenance of this area in the Summer.  | 6/17 Clerk/BT            |
| d | Eight heritage Willow trees have been pollarded recently.  | Completed                |
| e | The drainage system in the consecrated area has been extended and is working well.   | Completed                |
| f | Some initial drainage work has been done in the woodland area but the main work will need to be done next winter. A channel taking water from this area through Palace Park Wood has been cleared out to let water get away. | 28/17 BT<br>Continuing   |
| g | The Clerk will review the Agreement with the Woodland Trust.   | 30/17 Clerk              |
15. Youth Activities  
There are no activities to report.
16. Correspondence  
There were no items of correspondence.
17. Other Matters  
Workparties
- |   |  |              |
|---|--|--------------|
| a | Remove ivy from three Acacia trees in the Recreation Ground.   | Completed    |
| b | Remove vegetation from Palace Stream. Cllr Evans/Mr Thomas to liaise.  | ME/BT        |
| c | Litter Picking with MacDonalds. Cllr Roy will organise a date in the Autumn.   | 31/17 IR     |
| d | Gardens of England will be asked to clear the footpath between the Church and Oxford Station.  |              |
| e | Toilets. Discussions will be held with the Diocese regarding the lease for the toilets.  | Clerk/IR/JEW |
| f | Dog Mess Clean-up. A date will be arranged.  |              |
| g | Benches. Mr Thomas has carried out a survey of thirty benches in the Parish. Two benches need to be replaced later this year and a number of others need repairs. It was agreed that the bench will be moved from the new picnic area to the area by the Tennis Court which is now vacant. |              |
| h | A note will be placed in the newsletter advising the location of the newly installed dog bins.   |              |
18. Date of Next Meeting – Monday 17 July at 7:30pm.