

OTFORD	Parish Clerk:	The School House
PARISH	Sharon Palmer	21 High Street
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COUNCIL	Email: clerk@otfordpc.co.uk	Kent TN14 5PG

MINUTES of a MEETING of OPC RECREATION & ENVIRONMENT COMMITTEE

at The School House on Monday 27 June 2016 from 7:30pm

Present: Cllr M Evans (in the Chair)
Cllrs P Clucas, J Lawrey and I Roy

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

Clerk: Mrs S Palmer

Public Forum: No items were raised.

- 1 Election of Chairman of Recreation & Environment Committee
RESOLVED that Cllr Evans is elected as Chairman for the forthcoming year.
- 2 Election of Vice Chairman of Recreation & Environment Committee
RESOLVED that Cllr Roy is elected as Vice Chairman for the forthcoming year.
- 3 Apologies for Absence – Cllr N Fothergill. Mrs E Ward
4. Declarations of Interest – None.
5. Minutes – The Minutes of the previous meeting held on 16 May 2016 were signed as an accurate record of the meeting.
6. Matters arising from the previous meeting not covered elsewhere on the agenda.
 - a During the Clean for the Queen weekend it was noticed that a dog poo bin was concealed in the hedge behind the cricket nets. It was agreed that this will be moved to the footpath running between Bubblestone Road and the Church close to the noticeboard. At least one litterbin is also concealed within the hedge. It was agreed that this will be moved to near the Eric Dilley Pavilion. 50/16 BT
Continuing
 - b Planter on the Traffic Island outside The Crown Pub. The planter has been delivered and will be installed over the weekend of 2/3 July 2016. 29/16
Completed
 - c Scout Hut. The bike has been removed from the land by the Scout Hut and the area has been tidied. Painting of the fence has begun. 51/16
Completed
 - d Cricket Club. The door to the Cricket Club storage unit is being replaced. The sight screen remains in a very inconvenient position on the Recreation Ground. The Cricket Club will be asked to remove it if it is not going to be used. They will also be asked to tidy up the area. The Cricket Club will also be asked to tidy up the area behind the cricket nets and to trim it back.
7. Allotments
 - a A written report was received from the Allotments Association.
 - b There are three vacant plots and the waiting list is empty.
 - c There are 5 plots in poor condition. The allotment holders will be asked to tidy up the plots. All allotment holders will be reminded that they are responsible for keeping the area around their plots tidy which is not being done at the moment.
 - d Grass mowing. Brian Thomas will be reminded to mow the paths. 31/16
BT/Clerk
 - e Signs on Gates. The signs have been cleaned and replacements are not required at the moment. 32/16
Completed
 - f Allotment Track Repairs. The two one-tonne bags of Type 1 Granular Material will be purchased by the Parish Council in the Autumn when the Allotments Association is ready to spread it. 33/16 Clerk
Completed
 - g The allotments have their Open Morning on Saturday 16th July and an invitation was extended to the members of the committee and the Parish Council

8. OSA
a A verbal report was received from the Oxford Sports Association.
b Lease for the Eric Dilley Pavilion. The lease has been signed by the Oxford Junior Football Club. 34/16 Completed
c The next meeting of the OSA will take place on Tuesday 26 July.
9. High Street Recreation Ground
a A report was received from Brian Thomas.
b Cllrs will be asked to attend half an hour before the Council meeting in June so that a dog poo collection can take place, especially around the perimeter of the Recreation Ground. **Councillors to Note.**
c It was noted that 14-15 year olds were climbing over the fence and into the play area. The question of whether the play area is being locked was raised. The gate on the Recreation Ground side is locked during the winter to stop mud being walked onto the play surface. The other gate is open all year. Completed
d The notice board on the Parish Council tennis court has fallen off the fence. Clerk/BT
e Mr Thomas has laid mesh and oak chippings around the entrance to the Recreation Ground from the car park. This will be extended to help the muddy area drain better. 61/16 BT
10. Chalk Pit
a The Chalk Pit has been tidied. Litter will be monitored. Mr Thomas will cut the grass as necessary. Completed
b An ash tree will need to be removed in the next few months if no sign of new growth is observed. Mr Thomas will monitor. 52/16 BT Completed
c The logs have been removed by Mr Thomas. Completed
d A request has been made by the Cub Scouts to install bat boxes in this area. Mr Thomas will advise on where they should be placed as various Ash trees are scheduled to be removed. 63/16 BT
11. Hale Lane Recreation Ground/Pavilion/Telston Park
a A number of vans have been parking overnight in this area. Community Warden Paul Robertson will be asked to inform the owners that they should not block access to the area. 54/16 PR
b Mr Thomas has reported that the fence on the right hand side is leaning over the path and is in a bad state of decay. This needs to be scheduled for replacement. 57/16 BT
12. Oxenhill Wood
a There is a very muddy area at the top end near the entrance to Kemsing Recreation Ground. It will be very expensive to improve this area and would require a membrane and a considerable amount of road stone. A similar problem in the lower south-western corner needs the same treatment. 56/16 Continuing
SDC is looking at a number of grant opportunities to cover the cost of this work. Kent County Councillor Nick Chard is being approached regarding a contribution from his Members Fund.
Mr Ray Froud, Ranger, has reported that the roadstone has been ordered.
b Cllr Evans has asked Mr Froud if the paths can be cut as soon as the area dries out.
13. Village Green, Pond and Palace Field
a Vegetation around the pond has been cut down. Vegetation within the water will be thinned out when the moorhens have stopped nesting. BT Continuing
b New reflective triangles will be installed on the wooden posts. 40/16 BT Continuing
c The pond bollards will be painted when the weather improves. 41/16 BT Continuing
d One of the gate posts to the duck enclosure is rotten and needs replacing. 42/16 BT Continuing
e Old Duck House. BT/NC will try and refurbish the duck house. If the damage is too bad, a replacement will have to be considered. 43/16 BT/NC Continuing
f Mrs Ward (co-opted member) will be preparing an article for the newsletter on plans for the management of this area. 46/16 Mrs Ward Continuing
g Cllr Evans and Cllr Lawrey will meet to consider the best area to install the foot scraper close to the footpath. 55/16 ME/JL Continuing

14. Cemetery/Palace Park Wood
- a A number of fence posts are beginning to rot at the base and are coming loose. 48/BT
Replacement will need to be considered in the autumn. Continuing
 - b Consideration needs to be given to the proposed north/south path in the cemetery. The Clerk will check whether planning permission is required. 58/16 Clerk
 - c A few trees have been maliciously damaged in the Cemetery. These will be monitored.
15. Youth Activities
- a Family Fun Day – The Clerk has forwarded the details of this event to Kay Drake for her article in the Sevenoaks Chronicle. 49/16
Completed
16. Correspondence
- a Further complaints have been received following the closure of the public toilets. Information will be sought on hiring a portaloos for the duration of the summer. It is RECOMMENDED that Council looks again at opening the disabled toilet during the summer holidays. 60/16 PC to
Consider
 - b An email has been received commenting on the dog fouling on the footpath from Oxford Station to St Bartholomew's Church.
17. Other Matters
Workparties
- a. Footpaths that still require cleaning – Consider for work parties.
Footpath from level crossing to station; footpath from station to churchyard; footpath from Evelyn Road to level crossing.
 - b Remove ivy from three Acacia trees in the Recreation Ground. PC/NF
 - c Re-stocking planters. ME
 - d Remove vegetation from Palace Stream. Cllr Evans/Mr Thomas to liaise. ME/BT
 - e Remove vegetation from fence bordering the Chalk Pit and Pilgrims Way East.
 - f Remove vegetation from the footpath leading from the station to the churchyard and from the footpath leading from the station to Tudor Drive.
 - f Graffiti.
The Community Warden will put a note through the door of the owners of the fence that has been marked with graffiti offering to remove it.
Further graffiti has been added to the noticeboard by the station.
18. Date of Next Meeting – Monday 5 September 2016 at 7:30pm.

The meeting closed at 9:35pm.