

Draft Minutes of the 1st Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 12th January 2015 at 7.30pm

Present: Cllrs Edwards-Winser (Chairman)
 Mrs M. Evans (following the Public Forum)
 N. Fothergill
 Mrs. J. Howe
 Mrs J Lawrey
 H. Leicester
 Mrs. C. Marsh
 Mrs. E. Ward

In attendance – Clerk and 5 members of the public, two of whom left after the Public Forum.

In the Public Forum the Chairman welcomed everyone to the first meeting of the year. The Chairman also welcomed Mrs Palmer as the new Clerk to Otford Parish Council.

A member of the public reported that he had been repeatedly picking up rubbish around the One Stop Shop and a larger rubbish bin was needed at this location. The Chairman will speak to Sevenoaks District Council. Cllr Marsh suggested that a letter is sent to all shopkeepers to keep their frontages clear of rubbish. It was pointed out that the source of the littering was not clear. A photograph of the rubbish will be passed to the Chairman to show to SDC.

It was reported that two trees (Willows) have collapsed into the river. This will reported to The Environment Agency for clearance.

1 - APOLOGIES FOR ABSENCE

1.1 Cllrs. D Cracknell and J Verrell

2 - DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED

2.1 - None

3. MINUTES

3.1 The minutes of the meeting held on 8th December 2014 were approved and signed subject to an amendment regarding the numbering in section 3 and a typo in 9.D.1 and 9.E.2.

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 will now be obtained. Two quotes had been obtained and further quotes requested. | Action 12.4
Services
Committee |
| 4.4 – Continuing - Mrs Ward has 4 new dog fouling notices which will be fixed to the entrances to the recreation ground. Three notices have been erected and the remaining one will follow shortly. | Action 4.4
EW |
| 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 - Continuing - The Centenary Fields scheme was discussed and the Council asked the Recreation Committee to explore this further. | Action 7.8
Recreation
Committee |
| 9.12 – Completed - Cllr. Edwards-Winser will liaise with the SDC | |

Conservation Officer re chimney works required at School House following the winter. This action point will therefore be reinstated at a later date.

10.6 – Continuing - Cllr. Mrs Ward will provide a list of disused traffic poles which need to be removed. Action 10.6
EW

11.1 – Completed - Cllr. Mrs Howe reported that a road sign on Pilgrims Way near the junction with Telston Lane had been knocked over. The Clerk had contacted Kent Highways.

11.2 – Completed - Cllr. Whitehead reported that a hedge on Station Road was impinging on the pavement. The Clerk had contacted Kent Highways.

11.3 – Completed - It was recommended and resolved that £25,000 be transferred from Bank of Ireland to Unity Trust Bank. The Clerk had organised this.

11.4 – Completed - Cllr. Mrs Ward summarised the report. She requested that the Clerk write to Green Man Services thanking them for tidying the area round the war memorial in preparation for the remembrance service. The Clerk had done so.

11.5 – Continuing - The grounds Maintenance supervisor will request that high viz be worn when mowing the pond. Action 11.5
BT

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

6.1 Cllr. Mrs Marsh reported that sofa cushions had been fly tipped in the car park at the Hale Lane recreation ground. Cllr. Edwards-Winsor will contact SDC. 12.1 JE-W

6.2 Cllr. Mrs Ward reported an overhanging tree on Pilgrims Way West opposite Twitton Lane. The Clerk will contact Kent Highways 12.2 Clerk

6.3 Cllr. Mrs Evans reported that the new pavements in Tudor Crescent were dangerous in icy conditions. The Clerk will provide the contact details of the Kent Highways steward. 12.3 Clerk

6.4 Cllr. Cracknell noted that car park was slippery in icy weather. The Clerk will contact the Grounds maintenance supervisor re application of salt. It was suggested that a notice is placed in the car park warning of icy conditions in cold weather. 12.4 Clerk

6.5 It was reported that the 'keep left' sign on the traffic island by the entrance to Otford Station was lying flat. Clerk

6.6 Signage was lying at 45% opposite the One Stop Shop on the verge. The Warden will be asked to investigate.

6.7 A rusty A-frame and pallet base have been left opposite Rye Lane. Cllr Edwards-Winsor will remove it from the roadside and put it inside the field with other left items. J E-W

6.8 Cllr Leicester reported on the condition of the pavements on the Shoreham Road. They have become covered in mud and are very slippery in wet weather. This will be reported to KCC. Clerk

6.9 Pot holes were noted by the pond. These will be reported to KCC. Clerk

7. DISTRICT COUNCILLOR'S REPORTS

7.1 Cllr. Edwards-Winsor reported that Sevenoaks District Council will be raising the Council Tax by 2% which is the maximum allowed. KCC will also make a 2% increase. The Fire Brigade and Police have not put forward

a budget at this time.

The planning application for a Solar Farm at Edenbridge has been refused as the application did not demonstrate a need great enough to overcome the strict rules applicable within the Green Belt.

A new manager has been recruited in the Planning Department of SDC with a background in enforcement.

The KCC Community Warden Consultation has been completed. It has been announced that the service will continue. Savings will be made by a small cut in the number of managers. There will no cut to the number of Wardens.

8. KENT COUNTY COUNCILLOR'S REPORTS

8.1 A report was not received.

9. REPORT FROM OTFORD HERITAGE MANAGEMENT COMMITTEE

9.1 The report from the meeting held on 24.9.14 was received.

10. REPORTS FROM COMMITTEES

10.A. Planning

10.A.1 The report of the Planning Committee meetings held on 10.12.14, 17.12.14 and 7.1.15 were received.

10.A.2 Cllr. Whitehead summarised the report.

10.A.3 There were no recommendations.

10.A.4 The committee noted an email from Gatwick Airport regarding the airport expansion consultation.

10.B. Environment

10.B.1 The report of the Environment Committee meeting held on 6.1.15 was received.

10.B.2 Cllr Mrs Ward summarised the report.

10.B.3 There were no recommendations.

10.B.4 It was reported that joy-riding was taking place in the area. A burnt out vehicle has been noted. The vehicles are making large ruts in the meadow between Kemsing and Otford. The Ranger is intending to install a fence on the Kemsing side of the meadow where it is believed access is gained. Access may be being achieved from the Tudor Crescent/Elmwood areas too.

Unauthorised access has also been noted in the Recreation Ground by quad bikes and a horse. The Warden will be advised. Clerk

10.C. Highways

10.C.1 The report of the Highways Committee held on 15.12.14 was received.

10.C.2 Cllr Mrs Howe summarised the report.

10.C.3 There were no recommendations.

10.C.4 The Committee noted that emails had been received from members of the public regarding the proposed footbridge at Otford Station.

10.C.5 Cllr Leicester raised a number of issues on public footpaths. It was agreed that he will email the Clerk with a list of specific issues that can be put to the KCC Public Rights of Way Officer. HL

10.C.6 Cllr Mrs Howe advised that the issue of the Pickmoss Step was being addressed. Mr Noad of the Highways Department KCC has advised that two hazard signs can be put either side of the step, depicting an adult holding a child's hand. The financing of this needs to be considered. In the longer term, it will be necessary to consult on drainage and other

issues but this will be a matter for KCC Highways.

Another option is to make the pavement wider but this would make the road narrower and would cost several hundred thousand pounds to achieve.

It was AGREED that Mr Noad at KCC will be asked to remove the 'road narrows' signs and replace them with the 'adult and child' signs. They will be asked to remove the redundant poles. Clerk

10.C.7 Cllr Edwards-Winsor had tried to obtain a copy of the SDC Risk Assessment for their car parks. SDC advised that they do not risk assess the car parks.

Cllr Verrall will be asked to review the car park and additionally to look at the possibility of widening the entrance. JV

The lighting needs to be checked and repaired. Clerk

There had been a number of attempts to break into the ticket machines. It has been suggested that lighting is installed above the machines but this is a decision for the car park operators.

It is suggested that 'icy underfoot' signs are erected. Clerk

Network Rail is holding a public meeting for residents regarding the proposed footbridge. A display of proposals will be available to view.

Network Rail has permitted development rights over their own land and the Parish Council does not have to be consulted.

10.D Services

10.D.1 Cllr Lawrey gave an update and advised that a sign cleaning session will take place after the next meeting.

9.D.2 Damp in the Parish Office is being monitored. An inspection is being made of the roof and chimneys. JV

Toilets. Cllr Verrall is continuing.

9.D.3 There were no recommendations.

9.D.4 Members noted an email from South East Trains regarding the Thameslink programme.

10.E Finance and General Purposes

10.E.1 The report of the F&GP committee meeting held on 6 January was received.

10.E.2 Cllr. Edwards-Winsor summarised the report

10.E.3 There were no recommendations.

10.E.4 Orders for payment were approved.

10.E.5 The Budget for 2015/16 was agreed together with a proposed precept of £145,929. Precept payments will be made in May and October 2015. Replacement of Tree on the Green. It was agreed that a sum of £250 is allocated to the replacement of the tree on The Green, subject to a survey being carried out of underground services.

10.E.6 Email from OVMH treasurer re Grant application was considered for upgrades to the Hall. It was AGREED to allocate £1000.

10.E.7 A letter from MDH re retirement and change of ownership was noted. Clerk
MDH will be asked to provide evidence of risk assessment and insurance.

10.E.8 A letter from Hospice in the Weald re Light up a life donations was noted.

10.E.9 A letter from Lord Lieutenant of Kent re Civic Service to be held 10.3.15 was noted.

10.F. Recreation

10.F.1 Cllr. Mrs Marsh reported that the main gate into the allotments needed to be moved and a support added so that it can be locked. A smaller pedestrian gate will be added to the side. This will be referred back to the Allotments

- 10.F.2 to consider and for costings. Cllr Cracknell will consider Rights of Way. Responses to the public questionnaire for an outside gym were noted. There appears to be little support with only 20 positive responses. The site would need to be fenced to the same height as the Children’s Play Area. A suitable ground covering would need to be installed. It was AGREED that this will be deferred for the time being.
- 10.F.3 Nordic Walkers. Checks will be made to see if any permission has been given for use of the Recreation Ground. OSA
- 10.F.4 A fire has taken place in the Play Area and the surface is damaged. This will be reported to the Police. Clerk
- 10.F.5 Sixty empty containers of nitrous oxide have been collected from the Recreation Ground in one visit. This will be reported to the Police. Clerk
- 10.F.6 There were no recommendations.

KALC/ACRK/NALC

A copy from KALC of notes of Sevenoaks Area meeting and AGM held 14.11.14.

Notes from KALC re Community Resilience and Emergency Planning.

An email had been received from KALC re New Year’s 2015 Honours

An email had been received from KALC re Communities and Local Government Committee report on National planning policy.

An email had been received from KALC of The Parish News December 2014.

Financial Topic note from NALC re Pension issues.

11 DATE OF NEXT MEETING

The date of the next meeting was noted as 9 February 2015 at 7.30pm.

The meeting closed at 9.30pm.

Signed.....Chairman

Date.....