

<b>OTFORD</b>	Parish Clerk:	The School House
<b>PARISH</b>	Sharon Palmer	21 High Street
<b>COUNCIL</b>	01959 524808	Otford Sevenoaks
		Kent TN14 5PG
	Email: clerk@otfordpc.co.uk	

Minutes of the 7th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 10 July 2017 at 7.30pm

Present: Cllrs P Clucas  
J Edwards-Winser (in the Chair)  
M Evans  
J Lawrey  
I Roy  
J Verrall  
M Whitehead

In attendance: - Clerk and four members of the public. County Cllr R Gough (for the duration of his report)

Cllr Edwards-Winser welcomed everyone to the Meeting.

#### Public Forum

Mr R Shelton updated the Council on the Otford Heritage Project. A shortlist of potential design styles were produced, based on quality. The preferred option was approximately £7000.00. Mr Shelton advised that he was searching for funding at the present time and local Societies were being approached.

Council was reminded that planning permission will be required as the boards will be placed in the Conservation Area.

Mrs K Drake reported that the football pitches are not being maintained by the OUFJC. Cllr Verrall will check the lease for conditions.

Action

1. **APOLOGIES FOR ABSENCE**  
Councillors J Howe, N Fothergill, H Leicester and N Rushby.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**  
None.
3. **MINUTES OF PREVIOUS MEETING**  
The minutes of the meeting held on 12 June 2017 were approved and signed as an accurate record of the meeting.
4. **MATTERS ARISING - Actions from previous meetings**
  - 4.1 An updated Committee membership list has been circulated to Councillors. Completed
  - 4.2 Heritage Trail Information Panels (see Public Forum item from Mr R Shelton). 7/15 PC/RS Continuing
  - 4.3 Hale Lane Pavilion. These doors will be secured with Licenced keys when they are replaced at the end of July. 43/16 Clerk/JV Continuing
  - Eric Dilley Pavilion. Licenced keys have been fitted. Completed
  - 4.4 Path around the perimeter of the Recreation Ground. The specification has been written and quotes are being sought to see if this project can be taken forward. 53/16 Clerk/JV Continuing

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|-----------|--|-----------------------------------|
|           | The Clerk has written to advise OSA.   | Completed                         |
|           | The project will be added to the CIL list, as well as the path within the Cemetery.  | Completed                         |
| 4.5       | List of Clubs and Societies. Cllr Evans has started this project but is waiting for replies to emails requesting information. It was suggested an interim list is published which will be assessed.  | 55/16 ME/IR<br>Continuing         |
| 4.6       | Graffiti. There are two items on the Scout fence and the Parish Noticeboard. The Parish Noticeboard will need to be repainted. Cllr Edwards-Winsor will provide the paint.   | 6/17 Clerk/<br>J-EW<br>Continuing |
| 4.7       | Lease for the Toilets. The Clerk has written to the Diocese regarding surrendering the lease. A response is awaited.   | 4/17 JE-W<br>Continuing           |
| 4.8       | Scout Hut Fence. Permission has been refused by the Scouts for volunteers to help with painting the Scout Hut Fence. It was reported that the continuing maintenance required if the fence was painted would be too onerous for the Scouts.  | Completed                         |
| 4.9       | A large sign has been installed at the new barber shop. District Cllr Edwards-Winsor has asked SDC to confirm it meets the Conservation Area planning requirements.  | 14/17 JE-W<br>Completed           |
| 4.10      | SDC Parking Restrictions Review. District Councillor Edwards-Winsor advised that the Joint Transportation Board had not made a decision at their recent meeting regarding Station Road. Further data was required in the correct format.   | 15/17 JE-W<br>/IR<br>Continuing   |
| <b>5.</b> | <b>COUNCILLORS REPORTS</b>   |                                   |
| 5.1       | Cllr Lawrey reported that the expected level of interest in a visit to France was not forthcoming. The trip was cancelled.   |                                   |
| <b>6.</b> | <b>DISTRICT COUNCILLORS' REPORT</b>  |                                   |
| 6.1       | Cllr Edwards-Winsor reported that the SDC Issues & Options document is being prepared (which includes the recent Call for Sites) and will be issued by the end of July. This document will be issued for public consultation. OPC Planning Committee will consider this document when it is available for comment.   |                                   |
| <b>7.</b> | <b>KENT COUNTY COUNCILLOR'S REPORTS - Cllr Roger Gough</b>   |                                   |
|           | County Councillor Roger Gough attended and gave a report.  |                                   |
|           | He advised that he had spoken to two KCC Highways Officers regarding the Northern Sevenoaks Masterplan who reported that they had not been asked to look at it. They also advised that KCC Highways will review the Sevenoaks Local Plan when it is ready. The Northern Sevenoaks Masterplan is part of the Local Plan and will be reviewed then as part of a larger scheme. |                                   |
|           | Cllr Gough had requested them to give him an opinion as early as possible.   |                                   |
|           | Cllr Gough advised that he was touring through the villages within his area and looking at the various road issues.  |                                   |
|           | Cllr Roy will accompany Cllr Gough when he tours through Otford and highlight the main areas of concern. The Clerk will check for availability dates.  | 24/17<br>Clerk/IR                 |
| <b>8.</b> | <b>CHAIRMAN'S REPORT</b>   |                                   |
| 8.1       | No items were reported.  |                                   |
| <b>9.</b> | <b>CLERK'S REPORT</b>  |                                   |
| 9.1       | Following a report by Councillor Clucas, further enquiries were made regarding CCTV and effects on dog fouling. The Clerk of the Parish Council concerned advised that no difference has been made to dog fouling by the introduction of CCTV and it is not cost effective. Council agreed not to progress this further but thanked Cllr Clucas for the suggestion.          | Completed                         |
| 9.2       | Black Poplar on Telston Park. Work is being carried out to reduce the size of the Poplar.  | Completed                         |
| 9.3       | Mr Thomas will be asked to look at the Culvert in the tennis court at Willow Park as it has been reported that this area is overgrown with watercress.   | 21/17 Clerk<br>Continuing         |

- 9.4 Letters will be sent to householders in Willow Park as a number of hedges are growing over the pavement and impeding pedestrians. 22/17 Clerk Continuing
- 9.5 Residents adjoining Telston Park have been asked not to place garden rubbish in the Park. Completed
- 9.6 Parish Council Website. Following the pre-publishing review by OPC Councillors of the proposed Parish Council Website, it was reported by Cllr Leicester that the site did not meet accessibility standards.  
As a result of this, it was AGREED that the proposed Parish Council Website will not be published. The Parish Council AGREED that a new website will be created using the Kent Parishes site provided by EIS (Kent County Council) which does meet the required accessibility standards.
- 10. CORRESPONDENCE**
- 10.2 Members noted a press release from SDC regarding the Community and Voluntary Marking It Happen Awards.
- 11. REPORTS FROM COMMITTEES**
- 11.A Amenities (Highways & Services)**
- 11.A.1 The Minutes of the Amenities Committee Meeting.  
No meeting was held since the last Parish Council meeting in June.
- 11.A.2 No recommendations were made.
- 11.A.e Council noted receipt of the Sevenoaks Local Housing Needs Study 2017 from SDC. .
- 11.B Finance & General Purposes**
- 11.B.1 The Minutes of the Finance & General Purposes Committee held on 3 July 2017 were received and adopted.
- 11.B.2 The Chairman had no updates to report.
- 11.B.3 The orders for payments were approved.
- 11.B.4 There were no recommendations.
- 11.C Recreation & Environment**
- 11.C.1 The Minutes of the Recreation & Environment Committee Meeting.  
No meeting was held since the last Parish Council meeting in June.
- 11.C.2 Picnic Tables. The two picnic tables have been ordered and delivery is awaited. Completed
- 11.C.3 Rubbish Bins. Members considered the recommendation to purchase two litter bins to be placed in the Recreation Ground by the picnic tables. It was RESOLVED that the litter bins are purchased. 19/17 Clerk Continuing
- 11.C.4 Old Chalk New Downs – Grant Request. Completed  
A cheque for £500 has been sent to SDC as a grant for the Old Chalk New Downs project.
- 11.C.5 Cllr Evans advised that the Allotments will be holding an Open Day on 15 July between 10am and 12 noon. All visitors will be welcome.
- 11.C.6 It was agreed that the Clerk and Cllr Evans will have an inspection of the Allotments prior to the Open Day and see how many plots are uncultivated. 25/17 Clerk
- 11.C.7 Cllr Evans reminded members that the Oxenhill Fun Event will take place on 22 July. Posters have been placed in local shops and on noticeboards. It has also been advertised in the Newsletter and the Sevenoaks Chronicle. Volunteers are needed between 2pm and 4:30pm as well as from 10am to help set up.
- 11.C.8 Cllr Evans thanked Councillors for helping with the Dog Fouling Clean-up session prior to the meeting. 14 areas were marked. All dog owners walking on the Recreation Ground had bags with them.
- 11.C.9 Council noted a letter of thanks has been received by a resident regarding the new seats in Oxenhill Shaw.
- 11.D. Planning**
- 11.D.1 The Minutes of the Planning Committee Meetings held on 21 June 2017 and 5 July 2017 were received and adopted.

- 11.D.2 Cllr Whitehead reported on recent meetings. There were no issues to be raised.
- 11.D.3 There were no recommendations.

**12. KALC/NALC/SLCC**

- 12.1 No new items have been received from KALC/NALC.

**13. DATE OF NEXT MEETING**

The date of the next Parish Council Meeting was noted as 14 August 2017.

Signed.....Chairman

Date.....