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

Minutes of the 10th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 10 October 2016 at 7.30pm

Present: Cllrs J Edwards-Winsor (in the Chair)
P Clucas
M Evans
J Howe
I Roy
N Rushby
J Verrall
M Whitehead

Also Present - 12 Members of the public.

In attendance - Clerk.

Cllr Edwards-Winsor welcomed everyone to the Meeting.

Public Forum

Pilgrims Way East. The proposed repairs and new signage were discussed. Residents asked District Councillor Edwards Winsor to contact the Sevenoaks District Highways Officer regarding errors and omissions in the proposed plans for Pilgrims Way East. District Councillor Edwards-Winsor agreed to write to County Councillor Nick Chard and point out that the additional works are relevant and necessary. This will include the addition of a sign regarding no footway at the top of Tudor Drive by the electrical sub-station.

Action

1. APOLOGIES FOR ABSENCE

Councillors N Fothergill, J Lawrey and H Leicester.

2. DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED

None.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 12 September 2016 were approved and signed as an accurate record of the meeting.

4. MATTERS ARISING - Actions from previous meetings

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| 4.1 | Noticeboard detailing the history of the pond. This is still awaited. Cllr Clucas will action this item with the assistance of Mr R Shelton. | 7/15 PC/RS Continuing |
| 4.2 | Damp in the School House. Repair work is completed on the chimneys and roof of the Parish Council Office. Some additional work has been carried out to repair the water damaged plaster to the landing and meeting room. Additional work is awaited to the ceiling and further damaged plasterwork on the landing. | 3/15 (a) Continuing |
| 4.3 | The identification of Service pipes on The Green. A response is awaited for water and phone services. | 6.14 Clerk Continuing |
| 4.4 | Fencing around the Scout Hut. The Clerk has written to the Scouts asking if the remainder of the fence can also be painted as the section that has been painted looks much better. A response is awaited. | 22/16 Clerk Continuing. |
| 4.5 | Tractor Shed Security Doors. Padlocks with licenced keys will be fitted. Two keys will be passed to the leaseholder. Two keys will be held in the office. A key log will be prepared. | 43/16 Continuing |

- 4.6 Following an inspection visit to Hale Lane, it was noted that an outside door was delaminating due to insufficient protection above the doorway. Cllr Verrall will obtain quotations for steel lined exterior doors. 27/16 Clerk Continuing
- 4.7 Foot scraper at the bottom of Tudor Drive/Oxenhill Shaw. SDC Ranger Ray Froud has been advised of the problem. Completed
- 4.8 A link has been put in the Newsletter to a leaflet on ‘What to do in an Emergency’. Completed
- 4.9 Otford Palace Tower. Option appraisals are currently being carried out at the site. Cllr Clucas advised that Otford Historical Society would like to show people around the Tower to get local views on what the future of the Tower should be. A question of Health and Safety implications was raised. District Councillor Lowe advised that she would ask SDC whether this would be possible. 37/16 Cllr Lowe Continuing
- 5. COUNCILLORS REPORTS**
- 5.1 Cllr Evans advised that during August and September a number of footpaths were cleared of overgrown vegetation but the cuttings were left of the path. The footpaths involved were from the back of Tudor Crescent to Kemsing and from Tudor Drive to the Station.
- 5.2 Cllr Howe advised that three thefts have been reported in the area of Pilgrims Way West and Rye Lane. Most involved the theft of plants from gardens.
- 6. DISTRICT COUNCILLOR’S REPORT**
- 6.1 District Councillor Edwards-Winsor advised that the proposed decked car park in Buckhurst 2, Sevenoaks will be considered at the SDC Cabinet Meeting on 23 October. The proposal includes erection of 10 four-bedroom houses. It is anticipated that the sale of the houses will make the building of the car park cost neutral within 10 years.
- 6.2 The proposal to build a hotel by Sevenoaks Station will be debated at the Development Control Meeting at Sevenoaks District Council on 20th October.
- 7. KENT COUNTY COUNCILLOR’S REPORTS - Cllr Nick Chard**
- 7.1 No report was received from the County Councillor.
- 8. CHAIRMAN’S REPORT**
- 8.1 Work to the School House is nearing completion. A number of issues have arisen following the work being started which has involved extra work being carried out. The work has been budgeted for and this amount has not been exceeded even with the extra work having to be undertaken.
- 8.2 Repairs to Hale Lane playground are in hand. The vertical poles holding back the bank are rotting and need replacement after only two years. A revised scheme to taper the bank has been agreed.
- 8.3 Park Lane Footpath to Shoreham. Repairs to this footpath have been costed by KCC at £9000. The Parish Council has agreed to help with a contribution to get the work done before the winter. Otford Clubs and Societies have been approached to assist. The Otford Society has pledged £500. District Councillor Nick Chard is putting forward £2000 from his Member’s Fund. Otford Parish Council is paying £2,500 from CIL (Community Infrastructure Levy) funds from the Parish Council Reserves which has to be spent on infrastructure in the village.
- 9. CLERK’S REPORT**
- There were no additional items to report.
- 10. CORRESPONDENCE**
- 10.1 A request has been received from the Flamsteed Astronomy Society for permission to 44/16 Clerk

use the Recreation Ground for night sightings. It was agreed to grant consent. The Clerk will write to the Society and advise them of the use of floodlights by the football clubs. The hours of use will be checked by the Clerk from the planning permission for the lights.

- 10.2 An email has been received from Cllr McGarvey (KALC representative) advising that KCC is proposing that the Parish Councils take over the soft landscaping maintenance work normally handled by KCC. This includes the cutting of road side verges. Cllrs agreed that this requires specialist machinery and can only be undertaken by companies that hold the necessary qualifications to work on or beside the highway. OPC will initially contact SDC and KCC to find out how much work is undertaken by their contractors and seek quotations to carry out the work. 45/16 Clerk
- 11. REPORTS FROM COMMITTEES**
- 11.A. Recreation & Environment**
- 11.A.1 No meeting has been held since the last Parish Council meeting.
- 11.A.2 Cllr Evans gave a verbal report.
- 11.A.3 Muskateers are progressing all the water hygiene tests and monitoring of the pavilions and the School House. They will also be checking the air handling system in the Pavilion. A log book system has been set up for continuing maintenance and safe use of the facility. Completed
- 11.A.4 Lease renewals. The Clerk has forwarded information to Cllr Rushby on lease preparation. The Recreation & Environment Committee will consider the procedures and letter prior to obtaining Council approval. 46/16 Clerk/NR/JV Continuing
- 11.A.5 Fencing beside the mower shed. This is progressing. 38/16 JV Continuing
- 11.A.6 Road stone has been delivered to Oxenhill Shaw and laid in the particularly muddy areas.
- 11.A.7 A work plan for winter is being agreed with SDC. This will be published when it is available.
- 11.A.8 The Scouts have requested use of the Chalkpit for their annual fireworks and bonfire event. This has been agreed. OPC has received a copy of the Risk Assessment and Insurance cover. It was agreed that the grass will be cut in the Chalkpit prior to the event.
- 11.B Planning**
- 11.B.1 The Minutes of the Planning Committee meetings held on 14 and 28 September 2016 were received and adopted.
- 11.B.2 Cllr Whitehead gave a verbal report. Of the four applications considered, three were supported and one was objected to by OPC. This application has been resubmitted having taken into consideration the comments of the Committee. One appeal was made to the Planning Inspectorate. The appeal was upheld. OPC supported one application that was later refused by SDC. It transpired that SDC had information relating to the history of construction at the property that was not available to the Parish Council when making their decision.
- 11.B.3 No recommendations were made.
- 11.C Amenities (Highways & Services)**
- 11.C.1 The Minutes of the Amenities Committee meeting held on 3 October 2016 were received and adopted.
- 11.C.2 Cllr Howe gave a verbal report.
- 11.C.3 Bus Shelter. It was agreed at the Amenities Committee meeting that a bench would be installed at the site. The bus shelter would not be replaced. Completed
- 11.C.4 Cycle Routes. The proposed cycle path is being costed. The exact route over road junctions is being considered. 33/16 JE-W Continuing

- 11.C.5 Cemetery. Quotes are being sought to continue the paths in the cemetery in accordance with the planning permission. 47/16 Clerk/BT
- 11.C.6 It has been noticed that the School sign by Otford Builders Merchants has been knocked over. The Clerk will advise Paul Catt from KCC Highways. 35/16 Clerk
- 11.C.7 Polhill Sign. The road signs on the road from Polhill have been cleared of overgrown vegetation. Completed
- 11.C.8 Speedwatch. A speedwatch has been carried out by the Police on the Shoreham Road. Very few drivers with found to be within the posted speed limit. A lorrywatch will be carried out in the near future.
- 11.C.9 A letter has been received from KCC advising that they are carrying out a blitz on potholes.

- 11.D **Finance & General Purposes**
- 11.D.1 The Minutes of the F&GP Committee Meeting held on 3 October 2016 were received and adopted.
- 11.D.2 Cllr Edwards-Winsor gave a verbal report.
- 11.D.3 The orders for payments were approved.
- 11.D.4 Old Chalk New Downs Parish Action Plan. A grant application form is awaited regarding the £500 donation awarded by OPC. SDC have advised that this is unlikely to be received until the new recruit is in post. 39/16 Continuing
- 11.D.5 It was suggested by Cllr Verrall that the Parish Council produces a list of all Clubs and Societies and Charity Groups in the village to be published in an issue of the Newsletter and on the PC Website. 40/16 Continuing
- 11.D.6 Insurance. A recommendation was made to accept the three year insurance quotation from Hiscox. AGREED. Completed
- 11.D.7 A recommendation was made that OPC contributes £1000 per year to The Darent Valley Landscape Partnership Scheme. AGREED. Completed
- 11.D.8 Windows in the School House. A recommendation was made to accept the revised quotation for the replacement windows in the first floor of the School House. AGREED. 48/16 Clerk
- 11.D.9 Repairs to Footpath (Park Lane to Shoreham). A recommendation was made to agree to a cheque for £2,500 being given from the CIL reserves to KCC to enable the repairs to the footpath to begin. AGREED. 49/12 Clerk
- 11.D.10 A letter of thanks has been received from the Otford Patient Participation Group for the donation given by OPC.
- 11.D.11 A letter of thanks has been received from the Kent Down AONB for the contribution agreed by OPC to be given over the next 5 years.

12. KALC/NALC/SLCC

A copy of the Parish News has been received from KALC.

13. DATE OF NEXT MEETING

The date of the next meeting was noted as 14 November 2016.

The meeting closed at 9:15pm

Signed.....Chairman

Date.....