

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

Minutes of the 6th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 12 June 2017 at 7.30pm

Present: Cllrs P Clucas  
J Edwards-Winser  
J Howe  
J Lawrey  
H Leicester  
I Roy  
N Rushby (in the Chair)  
M Whitehead

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

Cllr Rushby welcomed everyone to the Meeting.

#### Public Forum

No items were raised in the Public Forum.

		Action
1.	<b>APOLOGIES FOR ABSENCE</b> Councillor M Evans and Cllr N Fothergill.	
2.	<b>DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED</b> None.	
3.	<b>MINUTES OF PREVIOUS MEETING</b> The minutes of the meeting held on 8 May 2017 were approved and signed as an accurate record of the meeting.	
4.	<b>MATTERS ARISING - Actions from previous meetings</b>	
4.1	Amenities Committee: It was agreed that Cllr Fothergill will join the Amenities Committee, replacing Cllr Roy. Cllr Roy agreed to give support to the Planning Committee when needed. An updated Committee membership will be circulated to Councillors and added to the website. It was agreed the list of Overseers will be updated and circulated to Councillors and added to the website.	13/17 Clerk Completed
4.2	Heritage Trail Information Panels (to include detailing the history of the pond). A proposal has been presented to Council for a series of heritage information panels to be located at points of interest around the village to enhance Otford's standing as a 'Heritage Village'. Councillors agreed in principle to support the proposal.	7/15 PC/RS Continuing
4.3	Tractor Shed Security Doors. The doors have been secured by OIJFC. Hale Lane Pavilion. These doors will be secured with Licenced keys when they are replaced. Eric Dilley Pavilion. Licenced keys will be fitted. Councillors agreed to accept a quote for this work to be carried out.	43/16 Clerk/JV Continuing
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. The Clerk will advise OSA.	53/16 Clerk/JV Continuing

- The project will be added to the CIL list, as well as the path within the Cemetery.
- 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  
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. These items have been reported to the Community Warden. 6/17 Clerk/  
J-EW  
Continuing
- 4.7 Lease for the Toilets. Councillor Edwards-Winsor reported on his conversations with the Business Rating Officers. It was agreed that the Clerk will write to the Diocese regarding surrendering the lease. 4/17 JE-W  
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. 12/17 Clerk  
Continuing
- 4.9 A large sign has been installed at the new barber shop. District Cllr Edwards-Winsor has asked SDC if it meets the Conservation Area planning requirements. A response is awaited. 14/17 JE-W  
Continuing
- 4.10 SDC Parking Restrictions Review. District Councillor Edwards-Winsor will be attending the Joint Transportation Board meeting in the coming week where this matter will be discussed. Cllrs agreed to keep the existing restrictions on Sevenoaks Road. Cllr Edwards-Winsor will report any decisions to the next Parish Council meeting. 15/17 JE-W  
/IR  
Continuing
- 4.11 The bollard next to The Parade has been removed and the ground repaired.
- 4.12 A Risk Assessment has been prepared for the bins in the Play Area. Completed
- 4.13 Nitrous oxide canisters and balloons continue to be found at the top end of Willow Park/Telston Lane. The Community Warden is aware of the situation. Completed

## 5. COUNCILLORS REPORTS

- 5.1 It was reported that bushes close to the Station are overgrown and are obstructing the pavement.
- 5.2 Cllr Rushby agreed to write a letter to Otford Surgery on behalf of the Parish Council thanking Drs Howarth for their service and wishing them a happy retirement. Cllr Rushby agreed to write to District Councillor Nick Chard thanking him for his help and support to OPC over the years.
- 5.3 Cllr Howe reported the ongoing issue with canisters and balloons at Telston Lane.

## 6. DISTRICT COUNCILLORS' REPORT

- 6.1 Cllr Edwards-Winsor reported that he will be attending the JTB meeting on 14 June where the Otford review will be discussed. The SDC Planning Advisory Committee meeting on 22 June where the Options Document will be discussed which includes the recent Call for Sites and a meeting of the SDC Development Control Committee on 29 June.
- 6.2 Cllr Edwards-Winsor referred to the Northern Sevenoaks Masterplan meetings held at Sevenoaks Town Council and at Otford. He reminded members that the Masterplan forms only part of the Sevenoaks Local Plan currently under consideration by SDC.
- 6.3 It was noted that Kent Association of Local Councils run courses on Neighbourhood Planning. This item is being discussed at the next OPC Planning Meeting.
- 6.4 It was reported that a neighbouring parish has had planning consultation responses ignored by SDC because they were received after the consultation closing date. Occasionally the consultation dates do not coincide with parish meeting dates. Cllr Edwards-Winsor will be discussing this issue with SDC.

## 7. KENT COUNTY COUNCILLOR'S REPORTS - Cllr Roger Gough

County Councillor Roger Gough attended and gave a report regarding the eight parishes he will be responsible for which includes Otford. Cllr Gough has a Combined Member Fund of £20,000 which can be allocated to community projects and highways issues. This fund is spread across all his parishes.

Within KCC, Cllr Gough is a Cabinet Member and is responsible for Education and Children's Social Services.

Cllr Gough reported that he will be meeting with a number of KCC Highways personnel to tour the roads in the area and identify any areas that need repair. Cllr Gough also confirmed that he will assist with consideration given at the next JTB meeting regarding parking restrictions in the village. Particularly as Otford Primary School is reporting students arriving late due to traffic problems in the village. It was requested that the road from Telston Lane to the Pond is looked at regarding congestion, especially around the Pond itself. It was noted that the new signs painted on the road at Pilgrims Way East are fading badly already.

## 8. CHAIRMAN'S REPORT

- 8.1 Football Clubs. Cllr Rushby reported on the final placings of the teams within the Leagues. The proposal for the installation of post and rail fencing on the Recreation Ground has been withdrawn.
- 8.2 Greatness Waste Site. Cllr Rushby attended the Liaison Meeting on 1 June. It was reported that the final 'cell' will be filled and the land restored to Green Belt standard by 2019. It is expected that the cells will continue to produce methane and contaminated leachate for another 15 years. After this time it is anticipated that the power station will be removed and any small quantities of gas remaining will be flared off. Cllr Verrall reminded Councillors that any leachate contaminating the water systems through adjoining streams would have a major effect on the River Darent. It was also noted that Corey were unaware of the Northern Sevenoaks Masterplan which presents proposals affecting their site.

## 9. CLERK'S REPORT

- 9.1 Climbing net replacement. The work has been completed.
- 9.2 The Black Poplar on Telston Park is being inspected following a branch falling into the garden of a neighbouring property.
- 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
- 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
- 9.5 Residents adjoining Telston Park have been asked not to place garden rubbish in the Park.

## 101. CORRESPONDENCE

- 10.1 Old Chalk New Downs project. Following further investigation, it was AGREED that the requested grant will be awarded. 18/17 Clerk
- 10.2 Members noted a press release from SDC from the new District Chairman.
- 10.3 Members noted a press release from SDC regarding the new Housing Strategy.

## 11. REPORTS FROM COMMITTEES

### 11.A Amenities (Highways & Services)

- 11.A.a The Minutes of the Amenities Committee Meeting held on 15 May 2017 were received and adopted.
- 11.A.b Bus Shelter. Views from residents have been sought. It was AGREED that a bus shelter will be installed in the Sevenoaks Road location only. Cllrs Edwards-Winsor and Cllr Whitehead will present style options prior to the next meeting. 23/17 JE-W /MW
- 11.A.c Cemetery. Quotes are being sought to continue the paths in the cemetery in accordance with the planning permission. The design for the central point of the cemetery will be discussed again at the next Amenities meeting. 47/16 Clerk /BT/JE-W Continuing
- 11.A.d Council noted receipt from SDC of the SDC Housing Strategy 2017.
- 11.A.e Council noted receipt of a letter from Seafarers UK regarding flying the Red Ensign on Merchant Navy Day.

### 11.B Finance & General Purposes

- 11.B.a The Minutes of the Finance & General Purposes Committee held on 5 June 2017 were

received and adopted.

11.B.b The Chairman had no updates to report.

11.B.c The orders for payments were approved.

11.B.d There were no recommendations.

11.B.e System of Internal Control. It was RESOLVED that the system of internal control is approved.

11.B.f Annual Governance Statement. It was RESOLVED that the Annual Governance Statement is approved.

11.B.g Accounting Statements. It was RESOLVED that the Accounting Statements are approved.

11.B.h Council noted Legal Updates received from Knocker & Foskett.

**11.C Recreation & Environment**

11.C.a The Minutes of the Recreation & Environment Committee Meeting held on 22 May 2017 were received and adopted.

11.C.b Picnic Tables. Members considered the recommendation to purchase three picnic benches to be placed on the Recreation Ground next to the Play Area. It was RESOLVED that only two benches are purchased made from reinforced recycled plastic.

11.C.c 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 ME

11.C.d Old Chalk New Downs – Grant Request. Members considered the recommendation to agree the £500 grant request to the Old Chalk New Downs project. Following further investigation concerning this project it was RESOLVED that the requested grant for £500 is approved.

**11.D. Planning**

11.D.a The Minutes of the Planning Committee Meetings held on 10 May 2017 and 7 June 2017 were received and adopted.

11.D.b Cllr Whitehead reported on recent meetings held by Sevenoaks Town Council and Otford Parish Council concerning the Northern Sevenoaks Masterplan. Copies of notes on the meetings are available from the Parish Office. The meeting held in Otford was well attended and representatives were present from the neighbouring parishes as well as a Councillor from Sevenoaks Town Council. Information was given on the meeting held at the Sevenoaks Town Council office on 31 May with Parish Councillors. This included a report from STC that proposals in the Masterplan involving neighbouring parishes had been withdrawn. The situation concerning the Vestry Estate is not clear at the moment. It was agreed that the parishes need to work together. Otford PC has applied to Sevenoaks Town Council to be included in a proposed group to discuss this matter further.

11.D.c There were no recommendations.

**12. KALC/NALC/SLCC**

12.1 Cllr Edwards-Winsor reported on a KALC meeting he recently attended.

**13. DATE OF NEXT MEETING**

The date of the next Parish Council Meeting was noted as 10 July 2017.

Signed.....Chairman

Date.....