

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

Minutes of the 3rd Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 13 March 2017 at 7.30pm

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

In attendance - Clerk and two members of the public.

Cllr Edwards-Winsor welcomed everyone to the Meeting.

Public Forum

Mrs Drake (OSA) said she would speak to the Sports Clubs on their mowing requirements. It was suggested that a notice is put on the gate stating that no drones or flying motorised craft is permitted on the Recreation Ground. Agreed.  
 The Football Club will be asked if they have agreed that schools can use the football pitches. A group of children in school uniform were observed playing on the pitches.

Action

1. **APOLOGIES FOR ABSENCE**  
 Councillor J Verrall.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**  
 None.
3. **MINUTES OF PREVIOUS MEETING**  
 The minutes of the meeting held on 13 February 2017 were approved and signed as an accurate record of the meeting.
4. **MATTERS ARISING - Actions from previous meetings**
  - 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 The identification of Service pipes on The Green. A response is awaited for sewage services. 6/14 Clerk Continuing
  - 4.3 Tractor Shed Security Doors / Hale Lane Pavilion / Eric Dilley Pavilion. Licenced keys will be fitted. A key log will be prepared. A survey of the requirements has been carried out and the report is awaited. 43/16 Clerk/JV Continuing
  - 4.4 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 draw up a specification and quotations will be obtained for steel lined exterior doors. 27/16 Clerk/JV Continuing
  - 4.5 Path around the perimeter of the Recreation Ground. It has been confirmed that this project is a suitable subject for use of CIL receipts. The specification has been written and quotes are being sought to see if this project can be taken forward. 53/16 Clerk/JV Continuing

- 4.6 List of Clubs and Societies. Cllr Evans has started this project but is waiting for replies to emails requesting information. 55/16 ME/IR  
Continuing
- 4.7 It was noted that the footpath from Tudor Drive to Otford Station level crossing is very slippery from the amount of leaves on the surface. This has been reported to KCC. 1/17 Clerk  
Completed
- 4.8 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/  
J-EW
- 4.9 The Chairman has been in contact with the Vicar at St Bartholomew’s Church. A copy of the report on the condition of the trees and monuments/gravestones has been received. Discussion is taking place over the lease for the toilets. Cllr Edwards-Winsor will investigate whether the toilets would be free of Business Rates if returned to the Church. 4/17 JE-W  
Continuing
- 4.10 Family Fun Days. The Family Fun Days are fully booked for 2017. Otford Parish Council has been placed on a Reserve List. Completed
- 4.11 Parking in Station Road. Congestion has occurred occasionally when cars are parked in the narrow section of Station Road. SDC has advised that yellow lines can be put in this road if the congestion occurs consistently. Completed  
Cllr Edwards-Winsor advised that he should be advised when these problem occur so that he can inform SDC as soon as possible.
- 5. COUNCILLORS REPORTS**
- 5.1 It was noted the fence surrounding the hole in the Chalkpit is still in place. SDC will be reminded that it is still there. 8/17 Clerk  
J-EW
- 5.2 Cllr Fothergill thanked everyone for helping with the Spring Clean-up.
- 5.3 Cllr Clucas gave more information on the North Sevenoaks Plan. It has been suggested that more housing will be built in the Darenth Basin. The sale of the housing would be used to fund other plans.  
A meeting will be held at the Community Centre at Bat & Ball on 20 March at 7pm. Cllr Clucas and Cllr Rushby will attend and report to the Council.
- 5.4 Cllr Lawrey asked Cllrs to note that visitors from Hardelot, Otford Twin in France, will be visiting Otford on 19 April at about 4pm for tea and cakes in the Church Centre. It would be appreciated if everyone could join them, and bring a cake if possible.
- 6. DISTRICT COUNCILLOR’S REPORT**
- 6.1 District Councillor Edwards-Winsor had nothing of particular interest to report.
- 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 The Chairman reminded Committee Chairman that he is awaiting notes from them to be reported at the Meeting of the Electors on 3 April. The Assistant Clerk will be writing to village Groups & Societies to ask if they want a table at the meeting to promote their interests.
- 8.2 Cllr N Rushby volunteered to Chair the Parish Council Meeting on 10 April 2017.
- 8.3 A number of trees are leaning in Telston Park. Cllr Edwards-Winsor will review these with Brian Thomas with a view to pollarding or removal. 9/17  
JE-W/BT
- 9. CLERK’S REPORT**
- 9.1 A request has been received from the Chairman of the St Bartholomew’s Fair Committee to use The Green for the fair on Saturday 17 June 2017. This request was AGREED subject to a suitable Risk Assessment being provided.
- 9.2 A request has been received from St Bartholomew’s Church for permission to use The Green on Palm Sunday, 9 April 2017, from 10:45 to 11:15 for the procession and service. This request was AGREED.
- 9.3 An invitation has been received for all Parish Councillors to attend the Civic Service at St Bartholomew’s Church on Sunday 21 May at 10:00.

- 9.4 Fish in the Pond. The removal of the fish is being arranged with West Kent Fisheries and the Environment Agency. They are being removed to prevent them eating the pudding at the base of the pond.
- 9.5 Tree Surgery – Pilgrims Way East. The work is scheduled for 24 March subject to permission from Kent Highways to use traffic lights.
- 9.6 Tree Surgery – Telston Park. Work is scheduled to take place on 23 March.
- 9.7 Scout Hut Fence Painting. A response has been received from The Otford Society. They have advised that they are unable to carry out this project. The Parish Council will look for alternatives.
- 9.8 Fencing by the Mower Shed. Work will start at the end of March/beginning of April.
- 9.9 Replacement Mower Shed Roof. Work will start at the end of March or during April.
- 9.10 Replacement Multi Play Unit in the Play Area. Work will start after the Easter holidays.
- 9.11 Climbing Net Replacement in the Play Area. This will be carried out at the end of March or during April.

#### 10. **POST AND RAIL FENCING REQUEST FOR LOWER FOOTBALL PITCH**

A request has been received for a post and rail fence alongside the Pavilion edge of the football pitch with permission for advertising to be displayed on the fence. 10/17 OSA  
 This was discussed at length by the Councillors. OSA, who attended the meeting, was asked to obtain further information from the Football Club as follows:  
 Has a Risk Assessment been carried out? OPC requires a copy.  
 What material is the proposed fence made from?  
 Is there sufficient room between the pitch and the Pavilion to put the fence in, in accordance with the requirements of the FA.

In the interim, OSA will report to the Football Club that the preference of OPC is that the fence is erected just before each match and taken down afterwards. Any advertising is only added for the duration of the match.

#### 11. **CORRESPONDENCE**

- 11.1 A letter of thanks has been received from the Sevenoaks Volunteer Transport Group for the continued support from Otford Parish Council.

#### 12. **REPORTS FROM COMMITTEES**

##### 12.A **Recreation & Environment**

- 12.A.1 No meeting has been held since the last Parish Council Meeting.
- 12.A.2 Cllr Evans advised there was nothing new to report.
- 12.A.3 Lease renewal at Hale Lane. 46/16 Clerk Continuing
- 12.A.4 New dog poo bins. Brian Thomas will be asked to contact Cllr I Roy regarding permission to place a new dog poo bin in Bubblestone Road on private land. 54/16 Clerk/JE-W/BT
- 12.A.5 A response is awaited from SDC with permission to carry out the tree work on the retaining wall in the Chalkpit. 7/17 Clerk Continuing
- 12.A.6 No recommendations were made. Continuing

##### 12.B **Planning**

- 12.B.1 The Minutes of the Planning Committee meetings held on 15 February 2017 and 1 March 2017 were received and adopted.
- 12.B.2 Cllr Whitehead gave a brief report.
- 12.B.3 No recommendations were made.

##### 12.C **Amenities (Highways & Services)**

- 12.C.1 No meeting has been held since the last Parish Council Meeting.

- 12.B.2 Cllr Howe advised that there was nothing new to report.
- 12.B.3 Cemetery. Quotes are being sought to continue the paths in the cemetery in accordance with the planning permission. Cllr Edwards-Winsor is preparing the drawings. 47/16 Clerk /BT/JE-W Continuing
- 12.B.4 A request has been received to place a larger ‘No Entry’ sign outside the parade of shops on Sevenoaks Road. It was AGREED that this request will not be followed up as the land is Private Property and no signs can be placed there. 5/17 Completed
- 12.B.5 There were no recommendations.

**12.C Finance & General Purposes**

- 12.C.1 The Minutes of the F&GP Committee Meeting held on 6 March 2017 were received and adopted.
- 12.C.2 Cllr Edwards-Winsor gave a verbal report.
- 12.C.3 The orders for payments were approved.
- 12.C.4 A recommendation was made to increase the number of complete cuts of the Recreation Ground to 21 a year. Council AGREED to refer this to OSA who will discuss this with the Sports Clubs.
- 12.C.5 A recommendation is made to make a donation of £250 to the Kent Air Ambulance Service. This was AGREED.

**13. KALC/NALC/SLCC**

- 13.1 A copy of the Parish News, February 2017 has been received from KALC.

**14. DATE OF NEXT MEETING**

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

Members to note the date of the Meeting of Electors is 3 April 2017.

Signed.....Chairman

Date.....

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