

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

Minutes of the 1st Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 9 January 2017 at 7.30pm

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

Also Present - 1 Member of the public.
In attendance - Clerk.

Cllr Edwards-Winsor welcomed everyone to the Meeting.

Public Forum

Cllr Edwards-Winsor congratulated Cllr H Leicester on the news that he will be receiving an MBE.

Mr Shelton advised that he was the local representative for DRIPS (Darent River Preservation Society) and suggested that the Parish Council appoints a River Warden who will keep an eye on the river within the Parish boundary to report on any problems such as sight of Himalayan Balsam, fallen logs or overgrowth. When problems are reported to Mr Shelton, he is able to fast-track the problem to the appropriate authorities. Cllr Mary Evans volunteered for the role and was appointed.

Mr Shelton thanked the Parish Council for the work carried out during the year.

		Action
1.	APOLOGIES FOR ABSENCE Councillor P Clucas and Councillor N Rushby.	
2.	DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED None.	
3.	MINUTES OF PREVIOUS MEETING The minutes of the meeting held on 14 November 2016 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	Damp in the School House. Quotes for the final repair work to damaged plasterwork have been considered and one has been agreed.	3/15 (a) Completed
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 has been received advising that there is not enough help for the scouts at the present time and this is something that the Scouts cannot undertake.	22/16 Completed

- Council agreed to look at this again in the Spring.
- 4.5 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
- 4.6 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/JV Continuing
- 4.7 Branches are overhanging the fence from Otford Station to Pilgrims Way East, extending to Tudor Drive. Mr Thomas will inspect the area and cut back as required. 52/16 Completed
- 4.8 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. OSA will be advised. 53/16 Clerk/JV Continuing
- 4.9 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

5. COUNCILLORS REPORTS

- 5.1 Cllr Clucas submitted the following to be reported in his absence.
Cllr Clucas attended a meeting on 12 December 2016 termed A Workshop for North Sevenoaks.
It was reported that Sevenoaks Town Council had commissioned a ‘think-tank’, consisting of town planners and architects, amongst others, to submit proposals to improve the area of land lying north of the A25 and south of the M26 motorway stretching from Riverhead and Dunton Green to Seal and Childsbridge Lane.
A number of proposals are being considered but no decisions have been made as yet.
- 5.2 Cllr Edwards-Winsor will be attending a ‘Call for Sites’ meeting at SDC to hear the results of a recent appeal by SDC for sites to be nominated as possible building land.
- 5.3 Cllr Lawrey advised that KCC will not be gritting Tudor Drive as part of their schedule of roads. Residents will now be responsible for putting down the grit which is held in the yellow bin at the junction with Pilgrims Way.
KCC has been advised that the new surface of the pavements is also very slippery but no action will be taken.
Cllr Edwards-Winsor advised that it is an offence for residents to remove salt from the bins to use on their own driveways. This salt is for the roads only.
- 5.4 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 will be reported to KCC. 1/17 Clerk
- 5.5 Graffiti. There are two items on the Scout fence. One on the silver area and one on the green. A further item is on the Parish Noticeboard. This will be reported to the Community Warden to see if it can be removed. 2/17 Clerk
- 5.6 Open Spaces Study. OPC was the only Parish Council that bothered to undertake an overview. An audit of the district’s open spaces is being carried out by SDC and recommendations for improvement will be made on the completion of the study. Sports facilities in the district are the subject of a separate study.

6. DISTRICT COUNCILLOR’S REPORT

- 6.1 District Councillor Lowe reported that she will be meeting with Russell House School to discuss the school’s needs and planning regulations.
- 6.2 It was reported that SDC has won the Guardian award for the Self-Sufficiency work undertaken by the Council.
- 6.3 SDC has successfully bid for nearly £100,000 of the PM’s trailblazer funding to tackle the causes of homelessness.
- 6.4 District Councillor Edwards-Winsor had no items 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 Cllr Edwards-Winsor reminded Councillors that he will be stepping down as Chairman in May although he will remain as a Parish Councillor. Members were asked to

9. CLERK'S REPORT

- 9.1 The Clerk reported that a quote has been received for two signs directing visitors to Otford Palace. This had been incorrectly reported to the Finance & General Purposes Committee and the request for the signs had originated with the Amenities Committee. Members AGREED to accept the quotation. Completed

10. CORRESPONDENCE

- 10.1 SDC has announced dates for the Family Fun Days in April and July/August. The Clerk will check availability of the Memorial Hall and Bo-Jangles before requesting dates. 3/17 Clerk
- 10.2 A letter has been received from a resident requesting that home owners should be aware of the impact that Leylandi trees have on other residents when they are allowed to grow excessively high. 4/17 Clerk
Unfortunately the Parish Council has no powers to ask residents to trim their trees but would ask residents to consider this and trim their overgrown trees and shrubs where they may impact on others.
The Clerk will respond to the resident.
- 10.3 A resident has asked whether a footpath can be put in between Twitton and Otford. 5/17 Clerk
Unfortunately the width of the road is too narrow and the land either side of the road is privately owned. The Clerk will respond to the resident.

11. REPORTS FROM COMMITTEES

11.A Amenities (Highways & Services)

- 11.A.1 No meeting was held since the last Parish Council meeting.
- 11.A.2 Cllr Howe gave a verbal report.
- 11.A.3 Cycle Routes. The proposed cycle path is being costed. The exact route over road junctions is being considered. 33/16
Completed
- 11.A.4 Cemetery. Quotes are being sought to continue the paths in the cemetery in accordance with the planning permission. 47/16
Clerk/BT
- 11.A.5 There were no recommendations.
- 11.A.6 Members noted receipt from SDC of Community Safety News – December 2016.

11.B Finance & General Purposes

- 11.B.1 The Minutes of the F&GP Committee Meeting held on 3 January 2017 were received and adopted.
- 11.B.2 Cllr Edwards-Winsor gave a verbal report.
- 11.B.3 The orders for payments were approved.
- 11.B.4 Council noted receipt of a letter from Hospice in the Weald regarding donations raised for the Tree of Light.

11.C. Recreation & Environment

- 11.C.1 No meeting has taken place since the last Parish Council meeting.
- 11.C.2 Cllr Evans gave a verbal report and had no new items to raise.
- 11.C.3 There were no recommendations.
- 11.C.4 Lease renewals. The Clerk has forwarded information to Cllr Rushby on lease preparation. 46/16
Clerk/NR/JV
Continuing
- 11.C.5 Fencing beside the mower shed. This is progressing. Revised quotes are being sought. The existing hedge has been cut back. 38/16 JV
Continuing
- 11.C.6 New dog poo bins. The Clerk will speak to SDC about installing a new dog poo bin by the Parish Council noticeboard at the entrance to the footpath in Bubblestone Road. 54/16
Clerk/JE-W
Continuing
Care will be taken to ensure this is not placed on the driveway for the new build in this location.
The second bin will be placed by the black SDC litter bin by the entrance to Frog Farm opposite the entrance to Telston Lane.

11.D Planning

- 11.D.1 The Minutes of the Planning Committee meetings held on 21 December 2016 and 4 January 2017 were received and adopted.
- 11.D.2 Cllr Whitehead gave a verbal report.
- 11.D.3 No recommendations were made.

12. KALC/NALC/SLCC

- 12.1 Members noted receipt of The Parish News December 2016 newsletter from KALC.
- 12.2 Members noted receipt of Legal Topic Notes Policing your Area, Adverse Possession Claims and Trespass to Land and the Criminal Justice and Public Order Act (1994) from NALC.
- 12.3 Members noted a letter from NALC of Audit Appointments.

13. DATE OF NEXT MEETING

The date of the next meeting was noted as 13 February 2017.

The meeting closed at 9:30pm

Signed.....Chairman

Date.....