

**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 10th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 9 October 2017 at 7.30pm

Present: Cllrs P Clucas  
J Edwards-Winser  
N Fothergill  
H Leicester  
J Howe  
N Rushby (in the Chair)  
J Verrall

In attendance: - Clerk and four members of the public.

Cllr Rushby welcomed everyone to the Meeting.

#### Public Forum

Mrs Drake reported that she had seen an item in the Sevenoaks Chronicle reporting that the Traffic Order regarding placing yellow lines in Station Road has been removed. Cllr Edwards-Winser advised that the Traffic Order was only valid for three months and the time limit has expired.

#### Heritage Centre

Cllr Fothergill requested permission for the Heritage Centre to put the 'Stars' back up in the foyer of the School House as part of the Solar System display. Cllrs agreed providing it does not present a risk to the public.

Action

1. **APOLOGIES FOR ABSENCE**  
Councillors M Evans, J Lawrey, I Roy and M Whitehead.  
County Councillor Roger Gough.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**  
None.
3. **MINUTES OF PREVIOUS MEETING**  
The minutes of the meeting held on 11 September 2017 were approved and signed as an accurate record of the meeting.
4. **MATTERS ARISING - Actions from previous meetings**
  - 4.1 Path around the perimeter of the Recreation Ground. Quotes are being sought. 53/16 Clerk  
A meeting has been held with a tree surgeon. Continuing
  - 4.2 List of Clubs and Societies. Cllr Evans has started this project but is waiting for replies 55/16 ME/IR  
to emails requesting information. Continuing
  - 4.3 Graffiti. There are two items on the Scout fence and the Parish Noticeboard. The 6/17 Clerk/  
Parish Noticeboard will need to be repainted. Cllr Edwards-Winser will provide the J-EW  
paint. Continuing
  - 4.4a Lease for the Toilets. The Clerk has written to the Diocese regarding surrendering the 4/17 JE-W  
lease. A response has been received advising that the matter will be considered by St Continuing  
Bartholomew's Church.  
Cllr Rushby advised that St Bartholomew's has appointed a Consultant to carry out an Move to  
Options Appraisal for the toilets, the Hall and the surrounding land. It was agreed that Future Items.  
this topic will be left in abeyance until the Church has considered the Options.

- 4.4b Mr Dullage has been asked to consult with the Hall cleaners to see if they would be willing to clean the public toilets if they were to re-open. Completed
- 4.4c Updated costing for refurbishment of the toilets. See 13.2
- 4.5 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. A response is awaited. 14/17 See Future Items 13.3
- 4.6 SDC Parking Restrictions Review. District Councillor Edwards-Winsor advised that the Traffic Order to place yellow lines in Station Road has expired. Completed
- 4.7 County Councillor Roger Gough will undertake a tour of the village to look at problem parking areas in October.
- 4.8 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. Completed
- 4.9 Drivers mis-using disabled parking spaces. An article has been written by the Chairman for the newsletter warning that if drivers are caught misusing the Blue Badge it can be withdrawn and the offender fined. Completed
- 4.10 Safety issues with the play area equipment have been progressed to a professional organisation. 36/17 Clerk Continuing
- 5. COUNCILLORS REPORTS**
- 5.1 Cllr Evans expressed interest in the Rural Community Energy Fund with a view to installing solar panels on the Parish Council sports pavilions. Mr Dullage also has expressed interest for the Otford Village Memorial Hall. The Clerk reported that on further investigation into the scheme, the grant offered was only for pre-planning work. The scheme then offers unsecured loans for the equipment itself. It was agreed that this was not a suitable scheme for the Parish Council but might be pursued by OVMH.
- 5.2 Cllr Roy reported that the first meeting of the Working Party investigating traffic problems in the village will take place in the next week. Local volunteers will also be involved.
- 5.3 Cllr Leicester reported that the SDC Housing Forum is meeting on 3 November. Cllr Edwards-Winsor will be attending.
- 5.4 Cllr Howe reported that the pavement by the Library and OBM is in bad condition. 35/17 Clerk  
The pavement in the area of the Pickmoss Step is also breaking up. This will be reported to KCC Highways.  
There are potholes at the entrance to OBM. This will be reported to KCC.  
There is water leaking from an inspection cover outside OBM. This will be reported to South East Water.
- 6. DISTRICT COUNCILLORS' REPORT**
- 6.1 District Councillor Edwards-Winsor advised that the North Farm waste and recycling site in Tunbridge Wells is closing from 18 September for 10 weeks. Dunbrick at Sundridge will be busier as it will be taking the waste and recycling from North Farm until it re-opens. This item will be added to the Newsletter. Completed
- 6.2 District Councillor Edwards-Winsor advised that Shoreham Parish Council has started to produce an Action List detailing all action items from Minutes in one document to make an efficient audit trail. It was agreed that Otford will do the same. 34/17 Clerk Continuing
- 6.3 Issues & Options Consultation Questionnaire. The time limit for responses has expired.
- 7. KENT COUNTY COUNCILLOR'S REPORTS - Cllr Roger Gough**
- 7.1 **Highways Meeting.** Cllr Gough will be meeting with members of KCC Highways in October. Problems will be identified that can be resolved by KCC and potentially through use of Cllr Gough's Member Fund.  
**Railway Metric Signage.** This has been forwarded to KCC Highways. RG- Cont.  
**Cul de Sac Sign at Twitton Meadows.** Cllr Gough will ask for permission for the Parish Council to put the sign up on KCC property. RG- Cont.

**8. CHAIRMAN'S REPORT**

- 8.1 Northern Sevenoaks Masterplan. The Vestry Estate Study has been completed and copies sent to Sevenoaks Town Council and Sevenoaks District Council. It is anticipated that the Study will also feed into the Otford Neighbourhood Plan. Completed
- 8.2 Otford Neighbourhood Plan. It was AGREED that Otford will produce a Neighbourhood Plan. Village Groups and Societies will be asked to nominate a member to represent their interests. A village meeting will be held to explain the process to residents who are expected to play a major part in the production of the Plan.
- 8.3 Traffic Management Working Group. A productive first meeting was held on 20<sup>th</sup> September. The next meeting will be held at the end of October.

**9. CLERK'S REPORT**

- 9.1 Parish Council Website. Work is continuing on preparing the new Parish Council Website. 25/17 Clerk Continuing

**10. CORRESPONDENCE**

- 10.1 A request has been received from Otford Scouts to hold their annual Firework Event in the Chalkpit. This was AGREED. The Clerk confirmed that a Risk Assessment and proof of insurance has been received.
- 10.2 A request has been received for some seating at the bus stops at the Telston Lane end of Willow Park and by the Wickham Field bus stop in Pilgrims Way West. Members AGREED. 37/17 Clerk/BT  
It was noted that there may not be sufficient space to place seating at the Willow Park/Telston Lane bus stop.
- 10.3 Members noted a press release from Sevenoaks District Council regarding a new Walking Group.

**11. REPORTS FROM COMMITTEES****11.A Finance & General Purposes**

- 11.A.1 The Minutes of the Finance & General Purposes Committee held on 2 October 2017 were received and adopted.
- 11.A.2 The orders for payments were approved.
- 11.A.3 Litter Picker. The position has now been filled. Completed
- 11.A.4 It is RECOMMENDED that Council agrees the new Complaints Procedure. Council AGREED and the document was signed by the Chairman. It was noted that appropriate communication methods may need to be adopted in some circumstances.
- 11.A.5 It is RECOMMENDED the Council sets up a Sustainable Tourism Working Group. Council AGREED. Cllr Fothergill will lead the group. Volunteers are needed.

**11.B. Recreation and Environment**

- 11.B.1 No meeting has been held since the previous Parish Council meeting.
- 11.B.2 There was no report from the Chairman.
- 11.B.3 There were no recommendations.
- 11.B.4 Members noted receipt of the News Flow Magazine from Drips and Minutes of the AGM held on 21 September 2017.

**11.C. Planning**

- 11.C.1 The Minutes of the Planning Committee Meetings held on 13 and 27 September 2017 were received and adopted.
- 11.C.2 It is RECOMMENDED that the Vestry Estate Study is approved. Council AGREED to approve the Study. It will be distributed to Sevenoaks Town Council and Sevenoaks District Council.
- 11.C.3 A study on the sewage system is being carried out by Mr Shelton regarding whether the existing pipes are large enough to cope with the planned number of additional houses. Mr Shelton will report at a future date.

**11.D Amenities (Highways & Services)**

11.D.1 The Minutes of the Amenities Committee Meeting held on 18 September 2017 were received and adopted.

11.D.2 Bus Shelter. Since the last Parish Council Meeting a car has destroyed the bus shelter opposite the junction at Rye Lane. This is in the hands of the Police and Insurance Company.

28/17 Clerk  
Continuing

Both concrete plinths have been measured.

Two bus shelters will be ordered and delivered and installed at the same time to save on delivery costs.

11.D.3 There were no recommendations.

11.D.4 Speedwatch. Only one response has been received from the newsletter appeal for volunteers. This has been passed to the Traffic Management Group.

**12. KALC/NALC/SLCC**

12.1 There were no items to report.

**13. FUTURE ITEMS**

13.1 Additional disabled parking space at the entrance to OVMH. To be considered when the car park is re-lined.

13.2 Lease for the toilets, refurbishment, cleaning arrangements and anti-vandalism options will be considered following a decision by St Bartholomew’s Church on the Options Appraisal.

13.3 Sign above the new Barber Shop. A response from SDC on whether the sign meets planning regulations will be reported at a future date.

**14. DATE OF NEXT MEETING**

The date of the next Parish Council Meeting was noted as 13 November 2017.

The meeting closed at 9:10pm

Note: After the meeting closed it was reported to the Clerk that the large notice board at the entrance to the Methodist Church is shielding the sight line when cars are trying to join the High Street. This will be reported to the Community Warden.

Signed.....Chairman

Date.....