

OTFORD PARISH COUNCIL

Parish Clerk:
Sharon Palmer
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The School House
21 High Street
Otford Sevenoaks
Kent TN14 5PG

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Draft Minutes of the 4th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 13 April 2015 at 7.30pm

Present: Cllrs D Cracknell
J Edwards-Winser (in the Chair)
Mrs M Evans
N Fothergill
Mrs J Lawrey
Mrs C Marsh
Mrs E Ward

In attendance – Clerk.

Public Forum

An amount of ballast/gravel has been dropped on the road beside the Woodman pub, Leonard Avenue and Pilgrims Way. SDC will be contacted to sweep the road.

1 - APOLOGIES FOR ABSENCE

1.1 Cllr Mrs J Howe, Cllr H Leicester, Cllr J Verrall, Cllr M Whitehead.

2 - DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED

2.1 - None

3. MINUTES

3.1 The minutes of the meeting held on 9th March 2015 were approved and signed as an accurate record of the meeting.

4. MATTERS ARISING

- | | | |
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| 4.1 | Actions from previous meetings: | |
| 4.2 | 12.4 – Continuing. The necessary quotes for access works at the front of the Parish Office are being obtained. | Action 12.4
Services
Comm./JV |
| 4.3 | 7.5 – Continuing. Notice board detailing the history of the pond. This is progressing and is in the final stages. | Action 7.5
Environment
Committee |
| 4.4 | 10.6 – Continuing. Cllr. Mrs Ward is providing a list of disused traffic poles that need to be removed. | Action 10.6
EW |
| 4.5 | 6.3 – Continuing. Icy surfaces in Tudor Drive and Car Park. The Clerk is contacting the insurance company to establish the responsibility of the Parish Council. | Clerk |
| 4.6 | 6.6 – Continuing. KCC is being contacted regarding kerb stones on the Shoreham Road | Clerk |
| 4.7 | 6.10 – Continuing. KCC is being contacted regarding a definitive footpath map. | Clerk |
| 4.8 | 6.11 – Continuing. Car Park Entrance Widening. This is continuing. Recent issues with the drains to the public toilets may have raised a potential problem | J-EW |

- with the routing of the drains. To be investigated. A meeting with the PCC is scheduled for the end of April.
- 4.9 **6.12 – Continuing.** Lighting and security in the Car Park is being reviewed. The Clerk will approach other Parish/Town Councils to find out best practice and legal requirements. Cllr Verrall will investigate motion activated solar powered lighting Clerk/JV
- 4.10 **6.13 – Continuing.** Damp in the School House. The roof space has been checked and water does not appear to be coming through the tiles. The outside of the roof will be checked. The specification will be checked to see what was missing. All
- 4.11 **6.14 - Continuing.** Service Pipes on The Green. Identifying all services pipes on The Green is continuing. 9.c
Environment
Committee
- 4.12 **6.15 – Continuing.** Woodland Cemetery. A request has been made to review all aspects of the cemeteries. This will be considered after the Election in May. 9.F.5
Continuing
- 4.13 **6.15 – Continuing.** Cemetery Car Park. The Clerk will write to Beadles reminding them that regardless of their using the car park regularly, the land belongs to the Parish Council and the car park is there to serve the Cemetery. A decision on installing a gate to the car park will be referred back to Highways Committee. Clerk/Highways
Committee
- 4.14 **6.16 – Completed.** Twitton Lane Potholes have been reported to KCC.
- 4.15 **6.16 – Completed.** Dip in the road by the Bridge on Sevenoaks Road. This has been reported to KCC.
- 4.16 **6.18 – Completed.** A number of vehicles have been seen mounting the verge along Pilgrims Way West and Shoreham Road. (See also 6.8). Clerk to report to KCC.
- 4.17 **6.19 – Continuing.** White lines at the junction by the pond (adjacent to The Woodman) have become very worn. This has been reported to KCC Highways. The hatching could be extended to make it clearer which side of the road to take at the pond. JEW will speak to Cllr Chard. JE-W
- 4.18 **6.20 – Continuing.** Replacement Belisha Beacons are required. The Conservation Officer at SDC has been consulted as to whether the new design of beacon is appropriate for a Conservation Area. JE-W
- 4.19 **9.A.11 – Continuing.** St Bartholomew’s Church Fair 2015. A copy of the Third Party Liability Insurance has been received. A Risk Assessment and detailed plans for the siting of pitches, toilets etc is awaited. Clerk
- 4.20 **9.A.13 – Continuing.** Drains blockage to public toilets. The bill has been sent to Thames Water. A response is awaited. Clerk
- 4.21 **9.A.12 – Continuing.** Fenced area on The Green outside Bubblestone Cottage. Letter of Agreement from SDC is awaited. Clerk
- 4.22 **9.D.4 – Completed.** Mr Boreman at SDC has been contacted regarding the dumping of garden waste in the Chalk Pit from properties in Tudor Drive.
- 4.23 **9.D.6 – Completed.** Roadstone has been laid at Oxenhill Wood.
- 4.24 **9.E.7 – Continuing.** Speedwatch. The Assistant Clerk will updated JE-W. Asst. Clerk

5. CLERK'S REPORT

- 5.1 Various agendas, reports and press releases had been received from SDC and KCC. Details were with the Clerk.

6. OVERSEERS' REPORTS

- 6.1 The fence between Warham Road and Sevenoaks Road has been repaired.
6.2 The orange netting on the land north of Pilgrims Oasts marks the boundary.

7. DISTRICT COUNCILLOR'S REPORTS

- 7.1 District Councillor John Edwards-Winsor advised that following receipt of the nominations for Parish Councillors, there was space to recruit two more Councillors. Potential applicants will be advised to call into the Parish Office and speak to the Clerk, preferably before May.
- 7.2 District Councillors. This is not a foregone conclusion. People must be encouraged to vote.
- 7.3 Cllr Edwards-Winsor advised that this was the last meeting before the new Council will be created. He thanked the three retiring Councillors for all their years of voluntary service.
- 7.4 Cllr Edwards-Winsor, in his role as Chairman of the PC, has written his talk for the Annual Parish Meeting. This has been forwarded to all members to read and comment on prior to the meeting. All
- 7.5 Cllr Edwards-Winsor advised that in the event of his being re-elected as Chairman, his intention is to re-organise and combine some of the Committees as there is considerable over-lapping of issues. The number of people will be roughly the same, with member's personal circumstances being taken into account when assigning them to committees. The draft Committee Attendees List should be considered and any changes should be reported to JE-W. The Chairman for each Committee will be elected at the first meeting. All

8. KENT COUNTY COUNCILLOR'S REPORTS

- 8.1 A report was not received.

9. REPORTS FROM COMMITTEES

- 9.A. **Services**
- 9.A.1 The report of the Committee meeting dated 23.3.15 was received and adopted.
- 9.A.2 Cllr March summarised the report.
- 9.A.3 There were no recommendations.
- 9.A.4 Noticeboards. These will be erected in the next few weeks. Cllr Ward will meet with the installers. EW
- 9.A.5 Railway Bridge. A test drill of the land behind the Scout Hut is being carried out.
- 9.A.6 Bus Services. The proposed reduction in bus services was discussed. This item is within the remit of KCC. Cllr Edwards-Winsor pointed out that the bus service was not self-supporting and paying customers needed to use it to make the service viable to run.
- 9.A.7 Councillors are reminded that a visit by the French contingent of the Twinning Association will take place on 25 April. A visit to Scotney Castle will be followed by tea and cakes in the Memorial Hall from 4.30. Councillors are encouraged to attend. Information about further events in May and July will be advertised in due course.
- 9.A.8 Mr S Willis, Defibrillator Trainer, will be asked to do a training session at 7pm before the PC Meeting on 8 June. This will be advertised in the Newsletter for anyone interested to attend. The Asst Clerk will co-ordinate. Asst Clerk
- 9.A.9 A copy of Otford Fete Committee Minutes of a meeting held on 16.3.2015 was noted.
- 9.A.10 A copy of the Newsletter (March 2015) from Sevenoaks District Seniors Action Forum was noted.
- 9.A.11 A letter from BT regarding adopting a kiosk was noted.

- 9.A.12 An email from SDC regarding changes to Local Affordable Housing projects was noted.
- 9.A.13 An email from SDC regarding Community and Voluntary Award Scheme was noted.
- 9.A.14 An email from SDC regarding Tourism including a Data Capture form was noted.

9.B. **Finance and General Purposes**

- 9.B.1 The report of the F&GP Committee meeting held on 30 March 2015 was received and adopted.
- 9.B.2 Cllr Edwards-Winser summarised the report.
- 9.B.3 There were no recommendations.
- 9.B.4 The orders for payment were approved.
- 9.B.5 An email was received from SDC regarding the Sevenoaks District Parish Charter. This is being revised by SDC.
- 9.B.6 Councillors noted a letter received from Kent Police introducing the new Sevenoaks District Commander.
- 9.B.7 Councillors noted an email from Cllr Cracknell requesting a grant on behalf of the Petanque Club. The Clerk requested that the grant application is made directly by the Club on headed paper with details of the amount requested and the purpose of the grant.
- 9.B.8 Councillors noted an email from SDC regarding recognition of performance by an International Awards Scheme.
- 9.B.9 Due to a change in the Alpha accounting package software, the Committee has taken advice from Computer Support and have been advised that this package will no longer run successfully on the Parish Council system. It was agreed that the accounts system will revert to Scribe.
- 9.B.10 A copy of the Council Matters magazine from Came and Company Insurers has been received.
- 9.B.11 A copy of the Unity Trust Bank ‘In Unity’ Spring 2015 Newsletter has been received.
- 9.B.12 A copy of the Came & Company Spring 2015 Council Matters has been received.
- 9.B.13 A copy of ICCM The Journal Magazine 2015 has been received.

9.C. **Recreation**

- 9.C.1 The report of the Recreation Committee meeting held on 30.3.15 was received.
- 9.C.2 Cllr. Evans summarised the report.
- 9.C.3 There were no recommendations.
- 9.C.4 The Committee noted a copy of the KCPFA April 2015 Newsletter.
- 9.C.5 Cllr Evans reported that there was a half-plot at the allotments still available.
- 9.C.6 Work to the water tanks at the allotments has been completed.
- 9.C.7 Work to the surface of the allotments car park has been deferred.
- 9.C.8 A request to place a container on the Recreation Ground to house a mower has been refused. This would require planning permission as it is in the Conservation Area. An alternative storage solution will be suggested eg. the garage/tractor shed which could be made more secure with new doors.
- 9.C.9 Arrangement on the Pavilion. A draft document is out for comment by the Recreation Committee. Comments to be received by next meeting.
- 9.C.10 Football Clubs & Cricket Club. Issues relating to mowing. A meeting will be scheduled with OSA and the Parish Council.

Recreation
Committee
JE-W

9.D. **Planning**

- 9.D.1 The reports of the Planning Committee meetings held on 18.3.15 & 1.4.15 were received and adopted.
- 9.D.2 Cllr Edwards-Winser summarised the report. He highlighted the response made on the Fort Halstead planning application regarding traffic through the village.
- 9.D.3 There were no recommendations.
- 9.D.4 The Committee noted a copy of the London Green Belt Council Minutes of a

9.E. Environment

- 9.E.1 There was no report of the Environment Committee.
- 9.E.2 There were no recommendations.
- 9.E.3 Mr Boreman at SDC will be contacted regarding dumping on the Oxenhill Shaw by the noticeboard. Clerk
- 9.E.4 The Committee noted a copy of the Management Plan 2014-2019 from Kent Downs AONB. Clerk
- 9.E.5 The Committee noted a copy of the Open Space Magazine 2015 from the Open Spaces Society.
- 9.E.6 The Committee noted a copy of the Kent Voice magazine from CPRE.
- 9.E.7 The Committee noted a copy of the Wild Kent Magazine Spring 2015 from Kent Wildlife Trust.

9.F Highways

- 9.F.1 There was no report of the Highways Committee.
- 9.F.2 Car Park Review. Cllr Edwards-Winser reported that the general consensus is that there are no issues with the Car Park and generally people can park easily.
- 9.F.3 There were no recommendations.

9.G Services

- 9.G.1 Cllr Lawrey gave a report.
- 9.G.2 There were no recommendations.
- 9.G.3 The Committee noted a copy of the Otford Fete Committee Meeting Minutes for 12.2.15.
- 9.G.4 The Committee noted a copy of the Community Safety News from Sevenoaks District Council.
- 9.G.5 Councillors were reminded that a Twinning Meeting will take place on 23 March 2015.

10 KALC/ACRK/NALC

- 10.a A copy of DIS issue 854 has been received from NALC.

11 DATE OF NEXT MEETING

The date of the next meeting was noted as 11 May 2015 at 7.30pm.
The meeting closed at 9.40pm.

Signed.....Chairman

Date.....