

**OTFORD  
PARISH  
COUNCIL**

Parish Clerk:  
Sharon Palmer  
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The School House  
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Otford Sevenoaks  
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Minutes of the 4th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 11 April 2016 at 7.30pm

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

In attendance – Clerk. Three members of the public.

Cllr Edwards-Winsor welcomed everyone to the meeting.

Public Forum

Mr Shelton advised that a meeting of the Darent Valley Consortium will be held on Wednesday 13 April at the Otford Village Memorial Hall from 7pm. The Clerk will attend to represent the Parish Council.

Action

**1. APOLOGIES FOR ABSENCE**

Cllr N Fothergill.

**2. DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**

None.

**3. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 14 March 2016 were approved and signed as an accurate record of the meeting.

**4. MATTERS ARISING**

Actions from previous meetings:

- |     |   |                          |
|-----|---|--------------------------|
| 4.1 | Car Park Entrance Widening. A response is still awaited from St Bartholomew’s Church on the proposed scheme. Cllr Edwards-Winsor will chase.            | 1/15 J-EW<br>Continuing  |
| 4.2 | Noticeboard detailing the history of the pond. This is still awaited. Cllr Clucas will action this item.  | 7.5 PC<br>Continuing     |
| 4.3 | Damp in the School House. A planning application has been submitted to SDC. A decision is awaited.  | 3/15<br>Continuing       |
| 4.4 | The identification of Service pipes on The Green. A response has been received from Power Networks. A response is awaited for water and phone services. | 6.14 Clerk<br>Continuing |
| 4.5 | Drain blockage to public toilets. Thames Water has supplied a fault report form to be completed.  | 7/15 Clerk<br>Continuing |

- |           |   |                          |
|-----------|---|--------------------------|
| 4.6       | The working group is making progress regarding the lease to the Eric Dilley Pavilion.   | 25/15<br>Continuing      |
| 4.7       | Fatality on the Pilgrims Way.<br>Cllr Edwards-Winsor attended a meeting at Kemsing Parish Council with County Councillor Nick Chard. The notes on this meeting have been received.  | Completed                |
| 4.8       | Ownership of an area of land south of the bund in Oxenhill Shaw.<br>It has been determined that Otford Parish Council owns this area of land. SDC is considering taking over this area of land subject to Otford PC carrying out certain items of maintenance first. Issues regarding access also need to be resolved.  | 32/15 JE-W<br>Continuing |
| 4.9       | St Bartholomew’s Church has been requested to take the toilets back from the Parish Council. No response has been received to date.   | Continuing               |
| 4.10      | Cllr Howe has advised that the ‘keep left’ reflector sign on the pedestrian safety zone by the iron bridge needs re-aligning. This has been reported to KCC Highways.   | 7/16 Clerk<br>Continuing |
| 4.11      | Root damage to the footpaths between the Station and Tudor Drive and the railway crossing. The Clerk has reported this to KCC Public Rights of Way. KCC will be reminded that this can cause a trip hazard, especially to the partially sighted.  | 8/16 Clerk<br>Continuing |
| 4.12      | Planter for the traffic island outside The Crown. KCC has given permission for the planter. The Council has agreed to purchase a planter of a suitable height, in keeping with others in the area.  | Completed                |
| 4.13      | Parking Restrictions in the Cemetery Car Park. Britannia has erected the required restriction notice and will be enforcing the two hour parking restriction.  | Completed                |
| 4.14      | The burnt-out car has been removed. The road surface did not need to be repaired.   | Completed                |
| 4.15      | Motorbike activity on the footpath between Kemsing and Otford and on Oxenhill Shaw. This has been reported to the Community Warden.   | Completed                |
| 4.16      | Graffiti on the fence by the footpath leading from Tudor Crescent. The Community Warden will speak to the property owners.  | Completed                |
| 4.17      | Request in the Newsletter that residents make sure that hedges are kept cut back, especially those next to pavements.   | Completed                |
| 4.18      | Mud on the pavement outside a car showroom. This section of pavement has been replaced.   | Completed                |
| 4.19      | Mr Thomas and the Community Warden have been checking on the recent activity in the Chalkpit,   | Completed                |
| <b>6.</b> | <b>DISTRICT COUNCILLOR’S REPORT</b><br>District Councillor Edwards-Winsor reported on drainage issues in Telston Lane and Oxenhill Shaw.<br>Thames Water has resolved the problems with blocked drains in Telston Lane but the problems in Oxenhill Shaw are ongoing. The drains in this area are harder to unblock due to the distance between the manhole covers and overgrown vegetation in the area. Councillors noted that the majority of blockages are caused by insolubles being flushed away instead of being put into bins, such as nappies, which get caught in the drainage pipes.<br>The Gullies between Twitton Meadows and Rye Lane need flushing out.<br>A large pothole needs repairing outside The Grange next to the kerb. | 17/16 Clerk              |

**7. KENT COUNTY COUNCILLOR'S REPORTS**

7.1 No report was received.

**8. CHAIRMAN'S REPORT**

8.1 Cllr Edwards-Winsor requested that Committee Chairmen provide reports for the Meeting of Electors on 25 April by the end of this week. MW/JH/ME

**9. CONSULTATIONS**

9.1 Council noted the SDC consultation on decked car park plans.

**10. CORRESPONDENCE**

10.1 Council considered a request for a grant for advertising costs of £60 from the Otford Medical Practice Patient Participation Group. Agreed.

This organisation will be advised that events can be listed in the Parish Council Newsletter.

**11. PUBLIC TOILETS**

Following discussion, it was RESOLVED that the toilets are all closed and the furniture in the building stripped out. A specification will be drawn up and sent to contractors to quote for the work. 18/16 Clerk

**12. REPORTS FROM COMMITTEES****12.A Planning**

12.A.1 The Minutes of the Planning Committee meetings held on 16 March 2016 and 30 March 2016 were received and adopted.

12.A.2 Cllr Whitehead gave a verbal report and advised the Kent House application has been considered by Development Control Committee at SDC and the recommendation is for Refusal.

12.A.3 No recommendations were made.

12.A.4 A copy from ASTAV of the Magazine, Spring 2016 was noted.

**12.B Amenities (Highways & Services)**

12.B.1 The Minutes of the Amenities meeting held on 4 April 2016 were received and adopted.

12.B.2 Cllr Howe gave a verbal report.

12.B.3 The Committee RECOMMENDED the replacement of the Sevenoaks Road bus shelter. Members AGREED to scrap the existing shelter and to ask Mr Thomas to remove it as quickly as possible. Members will consider replacements. The Clerk will copy brochures to members. 19/16 Clerk/BT

12.B.4 It was noted lorries were parking in the Hale Lane car park. No complaints have been received.

12.B.5 Complaints have been received about the School Buses waiting in Telston Road/Hale Lane with their engines running. This is disturbing residents. Cllr J Edwards-Winsor will speak to the Environmental Officer regarding noise and pollution. Councillors noted that it is the schools that determine the stops that the school buses make, not KCC or SDC. 20/16 JE-W

12.B.6 Volunteers are still being sought to help with Speedwatch.

12.B.7 The Clean-Up day with McDonalds was extremely successful with approximately 20 employees from McDonalds joining in.

12.B.8 An email from SDC regarding Voluntary & Community 'Making it Happen Awards' was noted.

**12.C Finance & General Purposes**

12.C.1 The Minutes of the F&GP Committee Meeting held on 4 April 2016 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 copy from Came & Company of Council Matters Magazine Spring 2016 was noted.

**12.D. Recreation & Environment**

- 12.D.1 The Minutes of the Recreation & Environment Meeting held on 21 March were received and adopted.
- 12.D.2 Cllr Evans gave a verbal report.
- 12.D.3 The Council APPROVED the recommendation to purchase granular material to level the path between allotment sites.
- 12.D.4 The Council APPROVED the recommendation that Bo Jangles is booked for the July Family Fun Day.
- 12.D.5 Councillors noted receipt of a copy of Kent Voice Magazine, Spring/Summer 2016, from CPRE.
- 12.D.6 Clean for the Queen. The Parish Council noted the work undertaken at this event and thanked all volunteers and Societies who joined in.
- 12.D.7 Councillors noted receipt of a copy of Open Space Magazine, Sprint 2016, from Open Spaces Society.

**13. KALC/NALC/SLCC**

- 13.1 Copies from NALC of DIS issues 880 and 881 have been received.
- 13.2 Copy from ACRK of Oast to Coast Magazine Spring 2016 has been received.
- 13.3 Copy from KALC of Sevenoaks Area Committee Minutes of a meeting held 11 March 2016.
- 13.4 Copy from KALC of Legal Topic Note on Copyright.

**14. DATE OF NEXT MEETING**

The date of the next meeting was noted as 9 May 2016.

The meeting closed at 9:30pm

Signed.....Chairman

Date.....