

**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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Minutes of the 2nd Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 8 February 2016 at 7.30pm

Present: Cllrs J Edwards-Winsor (in the Chair)
P Clucas
N Fothergill
Mrs J Howe
Mrs J Lawrey
N Rushby (from 7:50pm)
J Verrall
M Whitehead

In attendance – Clerk. One member of the public.

Cllr Edwards-Winsor welcomed everyone to the meeting.

Public Forum

No items were raised in the Public Forum.

Action

1. **APOLOGIES FOR ABSENCE**
Cllr M Evans, Cllr H Leicester and Cllr I Roy.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
None.
3. **MINUTES OF PREVIOUS MEETING**
The minutes of the meeting held on 11 January 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. 1/15 J-EW Continuing
 - 4.2 Noticeboard detailing the history of the pond. This is still awaited. Cllr Clucas will action this item. 7.5 PC Continuing
 - 4.3 Damp in the School House. Cllr Edwards-Winsor and Cllr Verrall will look for a builder to inspect the roof. A specification for repairs has been prepared by Cllr Verrall. A planning application will be required for work to the chimney. 3/15 J-EW/JV Continuing
 - 4.4 The identification of Service pipes on The Green. Responses are awaited from the service providers. Further information has been received regarding phone numbers for the mapping services for each provider. 6.14 Clerk Continuing
 - 4.5 Drain blockage to public toilets. Thames Water has supplied a fault report form to be completed. 7/15 Continuing
 - 4.6 Fenced area outside Bubblestone Cottage. A copy of the Agreement from SDC has been received. 8/15 JV/Clerk

- A scale map is being prepared showing the area concerned.
- 4.7 The working group is making progress regarding the lease to the Eric Dilley Pavilion. 25/15
Continuing
- 4.8 Fatality on the Pilgrims Way.
Cllr Edwards-Winsor attended a meeting at Kemsing Parish Council with County Councillor Nick Chard. The notes on this meeting are awaited from Kemsing Parish Council.
No further action will be taken until following the inquest. 31/15 Clerk
Continuing
- 4.9 Ownership of an area of land south of the bund in Oxenhill Shaw.
It has been determined that Otford Parish Council owns this area of land. SDC is considering taking over this area of land and including it in their own land that surrounds the bund. 32/15 JE-W
Continuing
- 4.10 St Bartholomew's Church has been requested to take the toilets back from the Parish Council. No response has been received to date. Continuing
- 4.11 Family Fun Day. The event for 2016 will be held on 27 July 2016 and will be advertised in the Newsletter edition prior to the event. It will be pointed out in the notice that in the event of bad weather, the activities will take place in the Hall. Completed
- 4.12 The plaque on the planter outside the One Stop Shop has been replaced. Completed
- 4.13 Clean-up Day.
McDonald's have confirmed that their Litter Day will take place on Wednesday 9th March 2016. Details will be available nearer the time. 42/15 IR
Continuing
- 4.14 The heavy rain has caused the stream at the junction of Pilgrims Way West and Rye Lane to overflow again with the extra water flowing over the road. This problem has been reported to KCC again. Completed
- 4.15 The public footpath from the churchyard to the station is very muddy and slippery. This has been reported to KCC for action. Completed
- 4.16 Traffic has increased on the Shoreham Road to the extent that it is hard to cross safely at certain times of the day. It is suggested that increased school traffic may be a contributing factor. The Neighbourhood Watch representative will be asked to keep an eye on it. Cllr J Edwards-Winsor will speak to KCC about the possibility of having a new Traffic Flow Report carried out. 3/16 JE-W
to report to next JTB meeting.
Continuing
- 4.17 The bench in memory of Carol Griffiths has been ordered. A monetary gift from a benefactor has been received. 6/16
Continuing
- 4.18 It has been confirmed that only a small section of the redundant pulpit from the Methodist Church will be donated to the Heritage Centre. Completed
- 4.19 A consultation has been received regarding an appropriate location for east facing slips on the M26.
A response to the consultation has been prepared and submitted to KALC. Completed
- 5. CLERK / COUNCILLOR REPORTS**
- 5.1 Cllr Howe has advised that the 'keep left' reflector sign on the pedestrian safety zone by the iron bridge needs re-aligning. The Clerk will report this to KCC Highways. 7/16 Clerk
- 5.2 There is a large pothole outside no. 12 Tudor Drive. The Clerk will report this to KCC Highways. 8/16 Clerk

- 5.3 It has been reported that there is root damage to the footpath between the Station and Tudor Drive. The Clerk will report this to KCC Public Rights of Way. 8/16 Clerk
- 5.4 The St George’s Day Lunch will now take place in the evening on Friday 22 April at 7:30pm at St Bartholomew’s Church Hall.
- 5.5 The Otford Twinning Association has advised that the ‘Twins’ from France will be visiting on 23 April 2016 and will be in the village for tea and cakes in Otford Village Memorial Hall at 4:00pm.
- 6. DISTRICT COUNCILLOR’S REPORT**
- 6.1 District Cllr Edwards-Winsor reported that he is now Chairman of a Cycling Working Group that reports to the Joint Transportation Board.
It has been advised that an original 106 agreement between SDC, KCC and Sainsburys to provide improvements to Bat & Ball junction cannot be re-assigned to provide a cycle route from Otford to Sevenoaks without a legal alteration which would be very costly.
- 6.2 District Cllr Edwards-Winsor advised that the Joint Transportation Board reported that the yellow lines on Sevenoaks Road will not be painted yet as the restrictions on this area have still has to be agreed and will be going out to consultation shortly.
- 6.3 No report was received from District Councillor Michelle Lowe. The Clerk will request a report each month.
- 7. KENT COUNTY COUNCILLOR’S REPORTS**
- 7.1 No report was received. The Clerk will request a report each month.
- 8. CHAIRMAN’S REPORT**
- 8.1 Cllr Edwards-Winsor advised that there were no further items to report at this point in the Agenda.
- 9. CONSULTATIONS**
- 9.1 A consultation has been received regarding the Lower Thames Crossing Route. It was AGREED that no response will be made.
- 10. CORRESPONDENCE**
- 10.1 The Council noted the Kent Minerals and Waste Local Plan 2013-30 Modifications. It was further noted that the modifications did not impact on Otford.
- 10.2 Local Government Boundary Commission Electoral Review of Kent. The final recommendations have been received and noted.
- 11. REPORTS FROM COMMITTEES**
- 11.A **Amenities (Highways & Services)**
- 11.A.1 The Minutes of the Amenities Committee Meeting held on 18 January 2016 were received and adopted.
- 11.A.2 Cllr Howe advised that the Committee agreed not to purchase a dust cart as the litter picker can leave black bags beside any SDC black litter bin and it will be collected.
- 11.A.3 Mrs Stephenson will be asked to progress the plan to place a planter on the traffic island outside The Crown. 10/16 Asst Clerk
- 11.A.4 District Cllr Edwards-Winsor reported that he was talking to Britannia about the Cemetery Car Park. It has been suggested that a 2 hour parking restriction should be made at this car park. Britannia will enforce the restriction. This will have a minimal extra cost to the Parish Council. Discussions continue. 11/16 All
- 11.A.5 No recommendations were made.

11.B Finance & General Purposes

- 11.B.1 The Minutes of the F&GP Committee Meeting held on 1 February 2016 were received and adopted.
- 11.B.2 Cllr Edwards- Winer gave a verbal report.
- 11.B.3 The orders for payments were approved.
- 11.B.4 The RECOMMENDATION to approve a one-off grant payment of £1000 to Otford Village Memorial Hall for extra toilet cleaning and CCTV in the entrance foyer was AGREED.
- 11.B.5 The RECOMMENDATION to draw up new signatory mandates for all banks was AGREED.
- 11.B.6 The RECOMMENDATION to open a new deposit account was AGREED. The Clerk will look for a number of accounts that accept two signatories.
- 11.B.7 The RECOMMENDATION to donate £100 to Sevenoaks Volunteer Transport Group was increased to £200 by Council and AGREED.
- 11.B.8 The Council noted an email from St Bartholomew's Church regarding use of The Green for the Palm Sunday Service.

11.C. Planning

- 11.C.1 The Minutes of the Planning Committee meetings held on 20 January, and 3 February 2016 were received and adopted.
- 11.C.2 Cllr Whitehead gave a verbal report and highlighted the result of the appeal on the proposed care home on the land above Otford Station which was dismissed.
- 11.C.3 The decision on the Scout Hut Fence was highlighted. This application was approved by SDC with a number of conditions including painting the fence green and planting shrubs to soften the appearance.
- 11.C.4 The Council noted the definition of a 'Brown Site'.
- 11.C.5 Cllr Whitehead clarified why Building Control at SDC don't inspect buildings as building work takes place. It was advised that Building Control make sure that the structure of the plans submitted is correct. They are not responsible for ensuring that what is being built complies with the agreed plans.
- 11.C.6 It was noted that the Hopgarden Farm appeal has been dismissed.
- 11.C.7 The Committee received a visit from the developer of The Crown Public House who outlined a number of ideas for the premises. One option is to re-open as a pub with offices above but no decision has been made as yet. Planning permission will be sought as required.
- 11.C.8 There were no recommendations.

11.D Recreation and Environment

- 11.D.1 The Minutes of the Recreation & Environment Committee meeting held on 25 January 2015 were received and adopted.
- 11.D.2 Cllr Fothergill gave a verbal report.
- 11.D.3 The RECOMMENDATION to approve a grant for £320 to Otford United Football Club was AGREED.
- 11.D.4 It was AGREED that the Otford Primary schools will be invited to take part in a 'Clean for the Queen' poster competition. Cllr Fothergill will write to the schools with details. It was AGREED that two £20 book tokens from Sevenoaks Book Shop will be the prizes. One for ages 6 and under, and one for 7 – 11s. Community Warden Paul Robertson will be asked to judge the competition. 12/16 NF
- 11.D.5 It was AGREED that the quotation from Safe Play to repair the Eibe unit and repairs to the safety surface will be accepted. Notices will be put up in advance of the work commencing as the play area will have to be closed whilst the work is carried out. 13/16 Clerk
- 11.D.6 It was AGREED that the Council will support the 'Clean for the Queen' campaign on 4, 5&6 March 2016. Asst Clerk / IR/ME
Councillors agreed the initial schedule of areas to concentrate on. The Assistant Clerk will place an article in the Newsletter and will write to all village organisations asking them to join in. Residents will be asked to make sure the area outside their own property is clear of rubbish.
- 11.D.7 Friday 26 February is Dog Poo Day. This will start at 9:15. Volunteers will meet at

12. KALC/NALC/SLCC

12.1 A copy of DIS Extra Issue 875 has been received.

13. ITEMS FOR FUTURE CONSIDERATION

13.1 Closure of Public Toilets. Council will consider:

- a. Converting the disabled toilet into a multi-use toilet and leaving the Ladies and Gents toilets closed.
 - b. Closing all the public toilets and stripping the interior.
- This will be discussed again in **April 2016**.

14. DATE OF NEXT MEETING

The date of the next meeting was noted as 14 March 2016.

The meeting closed at 9:15pm

Signed.....Chairman

Date.....