

**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 3rd Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 14 March 2016 at 7.30pm

Present: Cllrs J Edwards-Winsor (in the Chair)
N Fothergill
Mrs J Howe
Mrs J Lawrey
H Leicester
N Rushby
M Whitehead

In attendance – Clerk. Three members 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 P Clucas, Cllr M Evans, Cllr I Roy and Cllr J Verrall.
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. Cllr Edwards-Winsor will chase. 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. A planning application has been prepared for SDC. A response is awaited. 3/15
J-EW/ JV
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
Continuing
 - 4.5 Drain blockage to public toilets. Thames Water has supplied a fault report form to be completed. 7/15
Continuing
 - 4.6 The working group is making progress regarding the lease to the Eric Dilley Pavilion. 25/15
Continuing

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| 4.7 | Fatality on the Pilgrims Way.
Cllr Edwards-Winser 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 |
| 4.8 | 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 subject to Otford PC carrying out certain items of maintenance first. Issues regarding access also need to be resolved. | 32/15 JE-W
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 | The McDonald’s Litter Clean-up Day took place on 9 th March 2016. It was especially pleasing to note the large number of McDonald’s employees who were involved. | Completed |
| 4.11 | Traffic on the Shoreham Road.
A request has been made to KCC regarding having a new Traffic Flow Report carried out. KCC has responded that there is insufficient evidence to warrant carrying out a new survey and insufficient funds within KCC for non-urgent work. | Completed |
| 4.12 | The bench in memory of Carol Griffiths will be installed on Friday 18 March. | Completed |
| 4.13 | 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
Continuing |
| 4.14 | The pothole outside no. 12 Tudor Drive has been repaired. | Completed |
| 4.15 | 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
Continuing |
| 4.16 | Planter for the traffic island outside The Crown. This has been reviewed by KCC and it is understood that permission will be given in the near future. | 10/16 Asst
Clerk
Continuing |
| 4.17 | Parking Restrictions in the Cemetery Car Park. Cllr Edwards-Winser reported that this is progressing slowly. It is agreed that a two hour restriction on parking in this area be made. Britannia will produce signage to this effect. Britannia has also agreed to enforce this restriction. Councillors agreed to this. Britannia is considering how this enforcement will be effectively carried out. | 11/16
Continuing |
| 4.18 | Clean for the Queen poster competition.
A number of posters were received and were judged by Community Warden Paul Robertson. One prize was won by a pupil from Otford Primary school and the other was won by a pupil from Russell House. | Completed |
| 4.19 | ‘Clean for the Queen’. This was a successful event. Cllr Edwards-Winser thanked everyone who helped out at the dog poo clearing event, the village clean-up and the McDonald’s Litter Pick. | Completed |
| 5. | CLERK / COUNCILLOR REPORTS | |
| 5.1 | A burnt-out car has been left on the Sevenoaks Road. Cllr Edwards-Winser will ask the police and SDC when it will be removed. It is likely that the road surface will need to be repaired. | 12/16 JE-W |

- 5.2 Cllr Lawrey reported that a motorbike has been heard using the footpath between Kemsing and Otford. This will be reported to the Community Warden. 13/16 Clerk
- 5.3 Cllr Lawrey reported that there is graffiti on the fence by the footpath leading from Tudor Crescent. This will be reported to Community Warden Paul Robertson. 14/16 Clerk
- 5.4 Cllr Leicester has asked that a request is placed in the Newsletter that residents make sure that hedges are kept cut back, especially those next to pavements. 15/16 Clerk
- 5.5 Cllr Leicester reported that a lot of mud is on the pavement outside a car showroom. This will be monitored.
- 5.6 Cllr Whitehead reported that there has been activity in the Chalkpit and it appears a camp is being built. Mr Thomas will be advised. 16/16 Clerk
- 6. DISTRICT COUNCILLOR’S REPORT**
There were no new items to report.
- 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 in April.
- 9. CONSULTATIONS**
- 9.1 Draft of Sevenoaks Community Plan 2016-19.
Cllr Edwards-Winsor asked for any comments to be forwarded to him for onward transmission to SDC. This consultation will be published for public comment in the near future.
- 9.2 Making the best of Mobile Libraries. Council noted the response from SDC to this KCC consultation.
- 10. CORRESPONDENCE**
- 10.1 Local Government Boundary Commission Electoral Review of Kent – final recommendations.
- 10.2 Press release from SDC re Budget and Council Tax.
- 11. REPORTS FROM COMMITTEES**
- 11.A Recreation and Environment**
- 11.A.1 No meeting was held since the last Parish Council meeting.
- 11.A.2 Cllr Fothergill gave a verbal report.
- 11.A.3 No recommendations were made.
- 11.A.4 A copy of the Kent Men of the Trees information sheet on the ‘Trees in the Village Competition 2016’ was noted.
- 11.B Amenities (Highways & Services)**
- 11.B.1 No meeting was held since the last Parish Council meeting.
- 11.B.2 Cllr Howe gave a verbal report.
- 11.B.3 No recommendations were made.
- 11.B.4 An email from SDC regarding the Spring Forum on Housing and Health on 18 April 2016 was noted.
- 11.B.5 Emails from a resident re Speeding in Otford were noted. This will be discussed at the next Amenities meeting.

11.C Finance & General Purposes

- 11.C.1 The Minutes of the F&GP Committee Meeting held on 7 March 2016 were received and adopted.
- 11.C.2 Cllr Edwards- Winser gave a verbal report.
- 11.C.3 The orders for payments were approved.
- 11.C.4 A copy from ICCM of The Journal – Spring 2016 was noted.

11.D. Planning

- 11.D.1 The Minutes of the Planning Committee meetings held on 17 February and 2 March 2016 were received and adopted.
- 11.D.2 Cllr Whitehead gave a verbal report.
- 11.D.3 The Council approved the recommendation that Cllr N Rushby is appointed as a member of the Planning Committee.
- 11.D.4 A copy of the response from The London Green Belt Council on proposed changes to National Planning Policy was noted. OPC also responded to this consultation.

12. KALC/NALC/SLCC

- 12.1 Copies of DIS Issue 877, 878 and 879 have been received.
- 12.2 A copy of Parish News February 2016 has been received from KALC.
- 12.3 Cllr Edwards-Winser attended the KALC meeting on 11 March where Kelly Webb from SDC gave a presentation.

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 11 April 2016.

The meeting closed at 8:55pm

Signed.....Chairman

Date.....