

**OTFORD  
PARISH  
COUNCIL**

Parish Clerk:  
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Minutes of the 11<sup>th</sup> Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 9 November 2015 at 7.30pm

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

In attendance – Clerk. Four members of the public.

Cllr Edwards-Winsor welcomed everyone to the meeting.

Public Forum

Mr R Shelton has collected information regarding incidents of flooding along the Darent and this has been passed to Sevenoaks District Council and the Environment Agency. Issues have arisen mainly from surface drainage problems. KCC will be asked to check the drains in Otford.

Two members of the public voiced support for the east facing slips and a linking road to the bottom of Polhill. Cllr Edwards-Winsor suggested they get a local group together to support the proposal and to work with County Councillor Nick Chard.

- |     |  | Action                          |
|-----|--|---------------------------------|
| 1.  | <b>APOLOGIES FOR ABSENCE</b><br>Cllr M Whitehead.  |                                 |
| 2.  | <b>DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED</b><br>None.   |                                 |
| 3.  | <b>MINUTES OF PREVIOUS MEETING</b><br>The minutes of the meeting held on 12 October 2015 were approved and signed as an accurate record of the meeting.        |                                 |
| 4.  | <b>MATTERS ARISING</b><br>Actions from previous meetings:  |                                 |
| 4.1 | Car Park Entrance Widening. Cllr Edwards-Winsor has prepared a sketch and a schematic of the proposed scheme. This has been passed to St Bartholomew’s Church. | 1/15 J-EW<br>Continuing         |
| 4.2 | Noticeboard detailing the history of the pond. Mrs Ward will be advised that Cllr Clucas will be able to help with designing any graphics required.            | 7.5 Mrs E<br>Ward<br>Continuing |

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4.3	Damp in the School House. Cllr Edwards-Winsler and Cllr Verrall will look for a builder to inspect the roof. A specification for repairs will be prepared by Cllr Verrall.	3/15 J- EW/JV Continuing
4.4	The identification of Service pipes on The Green. Responses are awaited from the service providers. SDC is unable to pass copies of any maps they hold to the Parish Council.	6.14 Clerk Continuing
4.5	Drain blockage to public toilets. A response from Thames Water is still awaited. The Clerk will write again.	7/15 Continuing
4.6	Fenced area outside Bubblestone Cottage. A copy of the Agreement from SDC is awaited. The Officer at SDC has advised the Agreement will be prepared when time allows. The trees have been removed from outside the property.	8/15 Clerk Continuing  Completed
4.7	Mr Thomas has checked for any build-up of rubbish in the stream running into Telston Park.	Completed
4.8	The working group is making progress regarding the lease to the Eric Dilley Pavilion.	25/15 Continuing
4.9	Clean-Up Day. It was agreed that the Clean-Up Day will be scheduled for Late February/Early March before new growth covers up areas to be cleared. Cllr Roy will contact Dunbrick for advice on equipment loan. As many local Groups as possible will be involved as well as any residents who wish to help. It was agreed this will be taken to the Amenities Committee to progress.	29/15 IR Completed
4.10	Cabinet at Sevenoaks District Council has agreed the final version of the Village Design Statement (2). This will now be accepted as a Supplementary Planning Document. Thanks are extended to Mr Rod Shelton for all his hard work.	Completed
4.11	The Scouts were given permission to hold the annual Firework Display in the Chalk Pit subject to the Parish Council having sight of the Public Liability Insurance and Risk Assessment from the Scouts. These documents were passed to the Parish Council. Following the event the Scouts have already reinstated the grass.	Completed
4.12	Car Park. Britannia has repaired the fault to the car park meter.	Completed
4.13	Fatality on the Pilgrims Way. Cllr Edwards-Winsler attended a meeting at Kemsing Parish Council with County Councillor Nick Chard and KCC Highways representatives. A suggestion was made to look at installing a pavement on one side of the road. Cllr Edwards-Winsler will report this to the Joint Transportation Board at their next meeting.	31/15 JE-W Continuing
4.14	Ownership of an area of land south of the bund in Oxenhill Shaw. The Land Registry and SDC are being consulted. It is understood that this area of land would be maintained as a meadow – it is currently overgrown. Mrs Ward has identified a letter outlining original plans for this area of land. Cllr Edwards-Winsler will pass this to Sevenoaks District Council.	32/15 JE-W Continuing
4.15	Family Fun Day. Bo Jangles did not attend the October event due to lack of custom at other Family Fun Days.	Completed
4.16	St Bartholomew’s Church has been requested to take the toilets back from the Parish Council. No response has been received to date.	Continuing

**5. CLERK / COUNCILLOR REPORTS**

- 5.1 Cllr Evans raised a query regarding who is responsible for the maintenance of the Community Orchard, created by the Otford Society. Cllr Clucas offered to take on the responsibility for pruning the trees. 34/15  
PC/BT  
It was agreed that Brian Thomas will be asked to cut the grass and strim around the trees.
- 5.2 Cllr Leicester thanked the Members of the Recreation and Environment Committee who formed a working party to trim hedges encroaching onto the pavements.
- 5.3 Mr Brian Thomas gave a written report that following work to trees at the Cemetery, a local resident was seen taking the logs away, without the permission of the Council, almost immediately after the contractors left. 35/15 Clerk  
It was agreed that the Clerk will write to the resident and ask for a donation in exchange for the logs.

**6. DISTRICT COUNCILLOR'S REPORT**

District Councillor Edwards-Winsor reported that the Village Design Statement (2) for Otford went through at Cabinet at SDC. It is hoped that it will be available at the end of the year.

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

- 7.1 A report was not received.

**8. CHAIRMAN'S REPORT**

There were no new items to report.

**9. REPORTS FROM COMMITTEES****9.A. Planning**

- 9.A.1 The Minutes of the Planning Committee meetings held on 14 October and 28 October 2015 were received and adopted.
- 9.A.2 Cllr Edwards-Winsor gave a verbal report and highlighted the responses to planning applications made by the Committee.
- 9.A.3 There were no recommendations.

**9 B Recreation and Environment**

- 9.B.1 Cllr M Evans gave a verbal report.
- 9.B.2 No recommendations were made.
- 9.B.3 Cllr Evans thanked Committee members for carry out various works around the village.
- 9.B.4 All the play areas have had their annual inspection. The Trim Trail has been identified as having a limited life. This will be reviewed at the next Recreation and Environment Committee meeting. 36/15 Clerk
- 9.B.5 Family Fun Day. Otford has been identified as being one of the best attended events during the summer with 155 visitors. The October event was not well supported with only 15 people attending. The feedback from parents was good. It was agreed that the events will be advertised in the Newsletter edition prior to the event. It will also be pointed out that in the event of bad weather, the activities will take place in the Hall. 37/15 Clerk
- 9.B.6 The Otford Sports Association has requested dog fouling notices. Enquiries will also be made about whether notices can be sprayed on through an acetate template. 38/15 Clerk
- 9.B.7 A copy of the Kent Voice magazine for Autumn/Winter 2015 has been received from CPRE.
- 9.B.8 A copy of the Play Areas Annual Inspection Report has been received from Craigdene Ltd.

- 9.B.9 A copy of the Playground Inspection Report from FCS has been received.
- 9.B.10 A copy of the product catalogue from Greviews has been received.

**9.C. Amenities (Highways & Services)**

- 9.C.1 Cllr Evans advised that there was nothing new to report.
- 9.C.2 The committee noted a letter from SDC regarding road closures for Remembrance Sunday 2015.
- 9.C.3 No recommendations were made.
- 9.C.4 Cllr Leicester asked how people could request additional bus stops in Otford. Cllr Edwards-Winsor suggested it is an item in the Newsletter with requests to be forwarded to Cllr Leicester.

39/15 Clerk

**9.D Finance & General Purposes**

- 9.D.1 The Minutes of the F&GP Committee Meeting held on 2 November 2015 were received and adopted.
- 9.D.2 Cllr Edwards- Winsor gave a verbal report.
- 9.D.3 No recommendations were made.
- 9.D.4 The orders for payments were approved.
- 9.D.5 A copy of the In Unity magazine, Autumn 2015, from Unity Trust Bank has been received.

**10. KALC/ACRK/NALC/SLCC**

- 10.a A copy of DIS Issue 870 has been received from NALC.
- 10.b Notice of KALC AGM to be held 21.11.15 has been received.
- 10.c Information on the KALC 2016 Community Awards Scheme has been received.
- 10.d A copy of the KALC Parish News, October 2015, has been received.

**11. DATE OF NEXT MEETING**

The date of the next meeting was noted as 14 December 2015 at 7.30pm.

The meeting closed at 9.25pm

Signed.....Chairman

Date.....