

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
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The School House
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Otford Sevenoaks
Kent TN14 5PG

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Minutes of the 10th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 12 October 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
M Whitehead

In attendance – Clerk. Six Members of the public.

Cllr Edwards-Winsor welcomed everyone to the meeting.

Public Forum

Mr R Shelton requested that KCC is chased for a response following a request from the Parish Council that the surface of footpath SR729 (in Park Lane where it turns into a bridleway) is stabilised.

Mr Shelton asked if anyone would like to help to take on some of the Heritage Projects highlighted in the Otford Village Design Statement. The projects are designed to improve the look and prestige of the village. Cllr Clucas agreed to help. Cllr Howe will pass the information on to a friend.

Action

1. **APOLOGIES FOR ABSENCE**
None.

2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
None.

3. **MINUTES OF PREVIOUS MEETING**
The minutes of the meeting held on 14 September 2015 were approved and signed as an accurate record of the meeting following the correction of the spelling of Cllr Verrall’s surname in item 5.4.

4. **MATTERS ARISING**
Actions from previous meetings:

4.1 1/15 - Car Park Entrance Widening. Cllr Edwards-Winsor has prepared a sketch and a schematic of the proposed scheme. This will be presented to St Bartholomew’s Church for onward transmission to the Diocese. 1/15 J-EW Continuing

4.2 7.5 – Noticeboard detailing the history of the pond. 7.5 Mrs E Ward Continuing

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|-----------|--|----------------------------------|
| 4.3 | 3/15 – Damp in the School House. Cllr Edwards-Winser and Cllr Verrall will look for a builder to inspect the roof. | 3/15 J-
EW/JV
Continuing |
| 4.4 | 6.14 – The identification of Service pipes on The Green. Responses are awaited from the service providers.
Cllr Edwards-Winser will ask SDC if they hold any maps showing the service pipes. | 6.14 Clerk
Continuing
JE-W |
| 4.5 | 6.19 – Extension of hatching around the pond. Following a consultation by SDC, it was agreed that this would not be progressed due to the number of negative comments to the proposal. It was highlighted that this was a traffic management problem (Kent Highways) and not a parking problem (SDC) | Completed |
| 4.6 | 7/15 – Drain blockage to public toilets. A response from Thames Water is still awaited. The Clerk will write again. | 7/15
Continuing |
| 4.7 | 8/15 – Fenced area outside Bubblestone Cottage. A copy of the Agreement from SDC is awaited. The removal of the trees is scheduled for the end of October. The Officer at SDC has advised the Agreement will be prepared when time allows. | 8/15 Clerk
Continuing |
| 4.9 | 21/15 – Mr Thomas will be asked to check the stream running into Telston Park for rubbish. | Continuing
Clerk/BT |
| 4.12 | 25/15 - The Clerk will contact Mrs Darby regarding the lease to the Eric Dilley Pavilion. | 25/15 Clerk
Continuing |
| 4.13 | Hedge at the entrance to Leonard Avenue. The occupant has confirmed that the hedge has been cut back. | Completed |
| 4.14 | Advertising posters. KCC Highways have been advised of the increasing numbers of fly posters in the area of the Vestry Estate. | Completed |
| 5. | CLERK / COUNCILLOR REPORTS | |
| 5.1 | Cllr Roy advised that the One Stop Shop are putting aside the 5p charge for the use of carrier bags. This money will be used for community projects. Suggestions can be put forward at the shop. | |
| 5.2 | Clean-Up Day. Cllr Roy asked for suggestions of areas in the village that need attention. Footpaths, particularly those around the Station, were put forward. 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. | 29/15 IR |
| 6. | DISTRICT COUNCILLOR'S REPORT | |
| 6.1 | District Councillor John Edwards-Winser reported that SDC are saving money by reducing the number of Chief Officers from 6 to 4. The two Officers leaving have taken early retirement. | |
| 6.2 | SDC Legal Department. At present only one permanent member of staff is in this department. Recruitment is ongoing. If necessary, work is sub-contracted out. | |
| 6.3 | SDC is looking at the final version of the Village Design Statement. It is anticipated that it will go to Committee in October and be agreed at Cabinet in November 2015. | |

7. KENT COUNTY COUNCILLOR'S REPORTS

7.1 A report was not received.

8. CHAIRMAN'S REPORT

8.1 The Scouts have asked for permission to hold the annual Firework Display in the Chalk Pit. Permission was granted subject to the Parish Council having sight of the Public Liability Insurance and Risk Assessment from the Scouts. 30/15 Clerk

8.2 A driver managed to drive into the Pond. Fortunately no damage was caused to the pond wall. It would appear that no water pollution from oil or petrol occurred. Tracks over the grass will grow back.

8.3 Car Park. One of the car park meters has been out of order. Britannia has been informed twice about this fault without a repair being carried out. It is expected to be repaired imminently. Britannia has advised that they are happy with the income generated by the car park.

8.4 Fatality on the Pilgrims Way. 31/15
KCC is investigating. Cllr Edwards-Winsor will speak to the Joint Transportation Board about any suggestions to make the road safer. JE-W
NB this is a Kent Highways matter and is being dealt with by County Cllr Nick Chard.

9. REPORTS FROM COMMITTEES**9 A Recreation and Environment**

9.A.1 The Minutes of the Recreation and Environment Committee Meeting held on 5 October 2015 were received and adopted.

9.A.2 Cllr M Evans gave a verbal report.

9.A.3 No recommendations were made.

9.A.4 Members to note the Playground Inspections will take place on 20 October.

9.A.5 Problems regarding the 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. 32/15 JE-W

9.A.6 Palace Park Wood. The woodland Trust has been asked to appoint the OPC Groundsman to maintain this area of land.

9.A.7 Family Fun Day. This will take place on 30 October 2015 from 10am to 2pm.

9.A.8 Bo Jangles. It was agreed that as the weather is likely to be cold on the Family Fun Day, Bo Jangles will be allowed to attend this event on this one occasion. The Parish Council will need sight of the Public Liability Insurance and Risk Assessment. The vehicle will be sited on the Recreation Ground and not in the car park. 33/15 Clerk

9.B Amenities (Highways & Services)

9.B.1 The Minutes of the Amenities Committee Meeting held on 21 September 2015 were received and adopted.

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

9.B.3 No recommendations were made.

9.B.4 The car park figures have remained stable throughout the year.

9.B.5 Otford Primary School is not opening the gate early enough on occasion and crowds of children and parents are gathering on the pavement blocking access. The Clerk has asked the school to monitor this.

9.B.6 A copy of the Community Safety Partnership Report 2015-16 has been received from SDC.

9.B.7 Members noted an email from SDC regarding a new guide to unauthorised encampments.

9.B.8 Cllr Leicester asked if buses could be asked to make additional stops on their routes

through Otford. Cllr Edwards-Winser responded that the buses are the responsibility of KCC. A request could be made directly to Aviva and Go bus companies who determine where the bus stops are located but it was suggested that they would only do this if economically viable.

9.C Finance & General Purposes

- 9.C.1 The Minutes of the F&GP Committee Meeting held on 5 October 2015 were received and adopted.
- 9.C.2 Cllr Edwards- Winser gave a verbal report.
- 9.C.3 No recommendations were made.
- 9.C.4 The orders for payments were approved.
- 9.C.3 St Bartholomew’s Church has been requested to take the toilets back from the Parish Council.
- 9.C.4 Confirmation of completion of the Annual Audit for the year ended 31 March 2015 was received from PKF Littlejohn.
- 9.C.5 The Committee noted a letter from SDC regarding instructions for the new SDC Community Infrastructure Levy.

9.D. Planning

- 9.C.1 The Minutes of the Planning Committee meetings held on 16 September and 30 September 2015 were received and adopted.
- 9.C.2 Cllr Whitehead gave a verbal report and highlighted the responses to planning applications made by the Committee.
- 9.C.3 There were no recommendations.

10. CONSULTATIONS

A consultation has been received from the Local Government Boundary Commission – Electoral Review of Kent – Further Limited Consultation for Sevenoaks.

A response was read out by Cllr Edwards-Winser. Members agreed the response.

11. KALC/ACRK/NALC/SLCC

- 11.a A copy of DIS Issue 868 has been received from NALC.

12. DATE OF NEXT MEETING

The date of the next meeting was noted as 9 November 2015 at 7.30pm.

The meeting closed at 9.00pm

Signed.....Chairman

Date.....