

**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 9th Meeting of Otford Parish Council held in the Club Room, Otford Village Memorial Hall on Monday 14 September 2015 at 7.30pm

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

In attendance – Clerk. Three Members of the public.

Cllr Edwards-Winsor welcomed everyone to the meeting and advised that Mr Richard Knight had recently passed away and that he would be sorely missed. He was previously a Parish Councillor, chairing two Committees. The Memorial Service will be held on 26 September at 3pm. Members were invited to stand for a minute’s silence.

Public Forum

Mr R Shelton commented that footpath SR729 (in Park Lane where it turns into a bridleway) becomes totally impassable during the winter months. The Council was asked to approach KCC to try and get a hard base put down in order to try and stabilise the surface. The Clerk will write to KCC and ask if this can be done. It is understood a similar request was made during the autumn of 2014.

Action

1. **APOLOGIES FOR ABSENCE**
Apologies were received from Cllrs M Evans and M Whitehead.
2. **DECLARATIONS OF INTEREST NOT PREVIOUSLY DECLARED**
None.
3. **MINUTES OF PREVIOUS MEETING**
The minutes of the meeting held on 10 August 2015 were approved and signed as an accurate record of the meeting.
4. **MATTERS ARISING**
Actions from previous meetings:
 - 4.1 1/15 - Car Park Entrance Widening. Continuing. Cllr Edwards-Winsor has started preparing drawings of the proposed scheme to be presented to St Bartholomew’s Church for onward transmission to the Diocese. 1/15 J-EW
 - 4.2 7.5 – Continuing. Noticeboard detailing the history of the pond. 7.5 Mrs E Ward
 - 4.3 3/15 – Continuing. Damp in the School House. Cllr Edwards-Winsor and Cllr Verrall will look for a builder to inspect the roof. 3/15 J-EW/JV

- 4.4 6.14 – Continuing. The identification of Service pipes on The Green. Responses are awaited from the service providers. 6.14 Clerk
- 4.5 6.19 – Continuing. Extension of hatching around the pond. The results of the Parking Consultation are awaited from SDC. 6.19 J E-W
- 4.6 7/15 – Continuing. Drain blockage to public toilets. A response from Thames Water is still awaited. 7/15 Clerk to write again.
- 4.7 8/15 – Continuing. Fenced area outside Bubblestone Cottage. A copy of the Agreement from SDC is awaited. The removal of the trees is still awaited. The Officer at SDC has advised the Agreement will be prepared when time allows. 8/15 Clerk
- 4.8 8.A.3. – Completed. Hazard signs at the Pickmoss Step. KCC has corrected the positioning of one of the hazard signs. Completed
- 4.9 21/15 – Mr Thomas will be asked to check the stream running into Telston Park for rubbish. Continuing Clerk/BT
- 4.10 23/15 - The overgrown vegetation at The Bull Public House has been cut back. Completed
- 4.11 24/15 - Use of the new Dog Waste Bin at the entrance to Telston Park. Mr Willis has confirmed that this is being used instead of the litter bin. Completed
- 4.12 25/15 - Continuing. The Clerk will contact Mrs Darby regarding the lease to the Eric Dilley Pavilion. 25/15 Clerk
- 4.13 8.C.4 - Completed. Padlocks for the play area have been purchased. Completed
- 4.14 26/15 - Road Signage. Reports have been received and will be considered at the Amenities Meeting on 21 September 2015. Completed
- 4.15 8.D.6 - Damage to bollard on The Green. This has been reported to KCC. Completed
- 5. CLERK / COUNCILLOR REPORTS**
- 5.1 It was noted that the hedge at the entrance to Leonard Avenue has become excessively overgrown and is impeding use of the pavement. The Clerk will contact the property owner. 27/15 Clerk
- 5.2 A lorry has driven over the side of the pond to avoid a broken down bus. No permanent damage has been caused.
- 5.3 Twinning. The next visit to France is taking place on 26 September 2015. There are five spaces left on the coach.
- 5.4 Councillor Verrall commented on the large number of advertising posters that have appeared on the central reservation near the entrance to the Vestry Estate. KCC will be asked to remove them. 28/15 Clerk
- 6. DISTRICT COUNCILLOR'S REPORT**
- 6.1 District Councillor John Edwards-Winser reported that KALC are currently running a consultation to make a business case for putting east facing slips on the M26 at a location between Kemsing and Westerham.
- 7. KENT COUNTY COUNCILLOR'S REPORTS**
- 7.1 A report was not received.

8. CHAIRMAN'S REPORT

- 8.1 The parking survey for Otford has been completed by SDC and the results are awaited.
- 8.2 Network Rail. SDC Planning Officers will be considering the planning application. When commenting, SDC have been asked to point out to Network Rail that there is an alternative plan that may be more appropriate for the location.
- 8.3 Community Infrastructure Levy. The first payments are expected to be made at the end of September 2015. It is anticipated that requests for lump sum investments in the future may be considered.
- 8.4 Fort Halstead. This application has been considered by the SDC Development Control Committee. It was resolved that the application is granted with several conditions.
The properties will be built in a trickle effect over a period of 10 years. The industrial side of the application will be build first and the houses will follow. It is a condition of the planning permission that all interested parties agree to the stated terms.

9. REPORTS FROM COMMITTEES**9.A Amenities (Highways & Services)**

- 9.A.1 No meeting has been held in August.
- 9.A.2 No verbal report was given.
- 9.A.3 No recommendations were made.
- 9.A.4 ICCM has published Notice of the AGM to be held on 29.9.15.
- 9.A.5 ICCM has issued the autumn issue of The Journal.
- 9.A.6 A copy of the Charity Commission News has been received from the Charity Commission.

9.B Finance & General Purposes

- 9.B.1 The Minutes of the F&GP Committee meeting held on 7 September 2015 were received and adopted.
- 9.B.2 Cllr Edwards- Winser gave a verbal report.
- 9.B.3 Recommendations:
Public Loan Board. It is recommended that the Council approve paying off the remaining loan amount on The School House prior to the end of the loan term. RESOLVED that the loan will be paid in full at the next payment date in January 2016.
- 9.B.4 The orders for payment were approved.
- 9.B.5 The Council noted a copy of Council Matters magazine Autumn 2015 from Came & Company (insurers).
- 9.B.6 Recent changes to the banking compensation arrangements were noted. It was AGREED that a new current account will be set up with a local bank. The Bank of Ireland account will be changed into a savings account.

9.C. Planning

- 9.C.1 The Minutes of the Planning Committee meetings held on 19 August and 2 September 2015 were received and adopted.
- 9.C.2 Cllr Edwards-Winser gave a verbal report and highlighted the responses to planning applications made by the Committee.
- 9.C.3 There were no recommendations.
- 9.C.4 A copy of Field Work Magazine & Countryside Voice Magazine Summer 2015 has been received from CPRE.
- 9.C.5 An email has been received from KCC regarding the Kent Minerals and Waste Local Plan consultation.

9.C.6 An email and photos have been received from SDC regarding works to the Palace Tower.

9.D Recreation & Environment

9.D.1 No meeting has been held since the last Parish Council meeting.

9.D.2 There were no recommendations.

9.D.3 Fence surrounding the Scout Hut. A meeting was held with SDC, KCC and representative s from the Scouts. The Scouts have been advised that planning permission is required for the fence. KCC have advised that the fence has been placed within the boundary of an ancient highway and must be moved to the tree line. It is preferred that the fence is painted green but this will have to wait until the steel has weathered.

The Parish Council has been advised that the stile must be removed and replaced with a kissing gate.

The offset railings at the Tudor Drive end of the footpath must be removed. The gate at the Oast House end must also be removed. The rules state that a highway must not be obstructed.

The gate can be replaced with a lockable/moveable bollard to be supplied by KCC Rights of Way Officer.

9.D.4 The Palace Tower now has a new roof.

Where drains have been leaking the brickwork is very damaged. This will be replaced.

The quoins around the windows are damaged and flaky. These will be replaced with new sandstone.

Brickwork on the parapet is not to standard and will degrade over time. This will be repaired in the future if more work is required in this area of the building.

9.D.5 A meeting has been held with a Woodland Trust Steward to discuss Ash Die-back and the clearing of drains in the cemetery.

9.D.6 A copy of the report on Ash Die-back has been sent to Les Jones, the Arboriculture Officer at SDC.

9.D.7 A copy of the Brogdale National Fruit Collection magazine Summer 2015 has been received.

9.D.8 Minutes of the Sevenoaks Quarry Liaison Meeting held on 17 March 2015 were noted.

9.D.9 A letter has been received from Otford Primary School in response to a letter from OPC regarding children climbing on the roof of the youth shelter.

9.D.10 An email has been received from SDC regarding a Heritage Tree Surveyor training course.

10 KALC/ACRK/NALC/SLCC

10.a A copy of the agenda for KALC Sevenoaks Area Meeting held 11.9.2015.

10.b Copy from KALC of The Parish News – August 2015.

10.c Notice from SLCC of AGM to be held 16 October 2015.

11 DATE OF NEXT MEETING

The date of the next meeting was noted as 12 October 2015 at 7.30pm.

The meeting closed at 9.20pm

Signed.....Chairman

Date.....