

**OTFORD  
PARISH  
COUNCIL**

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

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**MINUTES of a MEETING of OPC FINANCE & GENERAL PURPOSES COMMITTEE**

at The School House on 6 November 2017 from 09:15am

Present: Cllr N Rushby (in the Chair), Cllr J Edwards-Winsor, Cllr J Lawrey  
Clerk: Mrs S Palmer

Public Forum: No members of the public were present.

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|     |   | Action                                      |
| 1.  | <b>Apologies for absence</b> - Cllr M Whitehead and Cllr J Verrall.   |   |
| 2.  | <b>Disclosures of Interest</b> – None.  |   |
| 3.  | <b>Minutes of the Previous Meeting.</b><br>The Minutes of the meeting held on 2 October 2017 were agreed as being an accurate record of the meeting.  |   |
| 4.  | <b>Matters Arising</b> (for items not appearing elsewhere in the Minutes).  |   |
| 5.  | <b>Eric Dilley Pavilion/Football Pitches</b>  |   |
| 5.1 | Ventilation system at the Eric Dilley Pavilion. Members noted the report and quote from Dunn AC Ltd. Additional quotes will be sought. It was agreed that a request will be made that the system is wired into the light switch to prevent it being left on accidentally.   | Completed                                   |
| 5.2 | Hale Lane Pavilion Roof Repairs. Julesbury has advised that the work will be carried out at the end of 2017/beginning of 2018 depending on the weather.   | 35/17 Clerk<br>Completed                    |
| 5.3 | Julesbury has confirmed that the closures to the metal doors at the Hale Lane Pavilion will be carried out at the same time that the roof is repaired.  | Completed                                   |
| 5.4 | Football Club. The Parish Council has been advised that Mr D and M S Cunningham have resigned from their official positions within Otford United Football Club. It is noted that Mr Peter Dixon is the only point of contact.   |   |
|     | <br>Use of Recreation Grounds by Other Organisations.<br>Following information received regarding the use of Hale Lane and the High Street Recreation Grounds by Chipstead Football Club a number of issues have been raised.<br>Following discussion, the F&GP Committee recommends the following:<br>That Chipstead Football Club is charged £40 per match and training session played on Otford Grounds this season.<br>That a standard charge for the use of pitches used by non-OSA teams should be charged at £40 per match/training session.<br>That, notwithstanding paragraphs 22 and 23 of the first schedule of the Hale Lane lease, Chipstead Junior FC may use Hale Lane by arrangement with OUFJFC, for the rest of the 2017/18 season, subject to the following conditions:<br>a. Chipstead Junior FC must provide the Council with a copy of their Public Liability Insurance.<br>b. Chipstead Junior FC must give an undertaking in writing to the Council to indemnify the Council against loss or damage prior to using the Premises.<br>c. The dates and time of use must be notified to OPC in writing prior to the use.<br>d. OUFJFC and Chipstead Junior FC must provide details in writing, of any financial consideration for the use of the Hale Lane facilities. | <br>46/17<br><b>Council to<br/>consider</b> |
| 6.  | <b>General Financial</b>  |   |
| 6.1 | Details of receipts and payments made since the last Council meeting together with details of   |   |

- the last bank reconciliation were received. Orders for payment were approved.
- 6.2 New Deposit Accounts 7/16 Clerk  
New accounts are being sought. It was agreed that an account will be opened for the receipt of CIL money to keep it separate from Parish Council reserves. Continuing
- 6.3 Heritage Centre Risk Assessment. A further draft has been received. The Clerk will liaise with Cllr Verrall regarding completing the Assessment. 51/16 Clerk/JV  
Continuing
- 6.4 New Heritage Boards. A response is awaited from SDC on whether they meet the requirements for CIL expenditure. 27/17 Clerk  
Continuing
- 6.5 Insurance. Members noted receipt of £5690 in respect of the demolished bus shelter. It was agreed that the Clerk will speak to the insurance company regarding reclaiming the excess payment of £250. 39/17 Clerk
- 6.6 Heritage Centre Recharge. Payment has been received. Completed
- 6.7 Royal British Legion Wreath. It was agreed that a £100 donation will be given to the Royal British Legion. The wreath to be laid by the Parish Council at the War Memorial has been received. 47/17/Clerk
- 6.8 CIL Receipts. Members noted the CIL receipt for October.
- 6.9 Draft Budget. It was agreed that the Draft Budget will be reconsidered at the next F&GP meeting. 48/17 Clerk
- 7. Cemetery/Churchyard**
- 7.1 It was agreed by the Amenities Committee that an octagonal seating arrangement will be placed in the intersection of the pathways with room for a tree or shrub to be planted in the middle. Sufficient room must be left to allow caskets to be moved around this area. It was agreed not to put a roof on the structure. Cllr Edwards-Winsor will finalise the drawing. 67/16 BT/  
JE-W  
Completed  
It was agreed that this item will be placed on the Items for the Future List. This will be considered again when the pathway extension has been completed
- 8. Car Parks**
- 8.1 Car park receipts were noted.
- 8.2 Britannia has agreed to check that cars parking in disabled parking bays are displaying the correct blue badges. 43/17 Clerk
- 9. Toilets**
- 9.1 An updated assessment will be made of what could be sensibly done to refurbish the public toilets. In the event that the toilets can be re-opened, arrangements for cleaning will be discussed and how the vandalism suffered previously can be stopped. Completed  
It was agreed that this item will be placed on the Items for the Future List and will be considered again once the Options Appraisal commissioned by the Church has been completed.
- 9.2 Surrender of the Lease. The Diocese has passed this matter back to St Bartholomew's Church to consider. It is understood the next meeting of the Church Committee will take place at the end of September. Completed  
It was agreed that this item will be placed on the Items for the Future List and will be considered again once the Options Appraisal commissioned by the Church has been completed.
- 10. Allotments**  
No issues were reported.
- 11. Recreation Grounds/Pond**
- 11.1 Removal of the carp. A new company is being sought to carry out this work. 47/15 BT  
Continuing
- 11.2 No quotes have been received for the proposed path in the High Street Recreation Ground. A revised map has been issued together with a detailed specification. Additional companies will be approached. 19/17 Clerk/JV  
Continuing

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| 11.3 | Extension of the car park. Cllr Verrall will look into the possibility of expanding the car park at Hale Lane. This would involve resurfacing, white lining and suitable drainage.   | 34/17 Clerk/JV<br>Continuing    |
| 11.4 | Eibe Play Equipment. Safety issues have been raised with the manufacturers. A letter has been sent to the Play Area Safety Executive. The Clerk will advise KALC of the situation.   | 37/17<br>Clerk/BT<br>Continuing |
| 11.5 | Tree work at The Pond. It was agreed that the quote for Tree Ability will be accepted for work to the Willow tree on the Pond. It was further agreed to carry out a scan of the interior of the Willow to assess the full extent of the damage inside the trunk. | 49/17<br>Clerk/BT               |
| 11.6 | Replacement Tennis Net. It was agreed to replace the damaged tennis net.   | 50/17 / Clerk                   |

## 12. School House

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| 12.1 | A list of the work remaining to be carried out at The School House has been drawn up. Quotes are being obtained for replacing the carpet and for painting inside and outside the building. It was noted that carpet tiles should be used. These should be semi-tacked to the floor. A tapered screed will be laid to assist with wheelchairs exiting the building. | 10/17 Clerk/JV<br>Continuing |
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Following initial inspection, it has been noted that areas of damp have been found at the front of the building by two radiators. A heating engineer has confirmed that the heating system is not the source of the leak.

A number of water marks are on the existing carpet tiles. It has been suggested that a non-porous coating is applied to the floor before the tiles are replaced. Cllr Verrall will damp test all the marks and advise.

51/17 Clerk/JV

## 13. Chalkpit

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| 13.2 | A noticeboard has fallen down in the Chalkpit. Mr Thomas has been informed. | Completed |
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## 14. Other

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| 14.1 | Members noted that the School House cleaner has resigned.<br>A number of applications for a replacement were considered and a new cleaner was chosen.   | Completed                    |
| 14.2 | Confidentiality Agreement. It is RECOMMENDED that Council approves the Agreement.   | 44/17 Council<br>to Consider |
| 14.3 | Calendar of Meetings. It is RECOMMENDED that Council approves the Calendar of Meetings for 2018.  | 52/17 Council<br>to Consider |
| 14.4 | War Memorial. It was agreed that quotes will be sought for an inspection of the structure of the War Memorial together with re-pointing and replacing corroded bolts.   |                              |
| 14.5 | Bus Stop Seating. It is noted that it is not possible to place a seat by the bus stop in Telston Lane/Willow Park due to the steep slope and the land in the area being privately owned. It was agreed that a metal seat will be placed by Wickham Field. | 53/17 Clerk                  |

## 15. Correspondence

### 16. Future Items

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| 16.1 | Seating Arrangement at the Cemetery.  |  |
| 16.2 | Refurbishment of the toilets. Security and cleaning arrangements for the toilets. |  |
| 16.3 | Surrender of the lease for the toilets.   |  |
| 16.4 | Widening of the Car Park Entrance.  |  |

## 17. Date of next meeting – Monday 4 December 2017

The meeting closed at 11:30am.