

**OTFORD** Parish Clerk: The School House  
**PARISH** Sharon Palmer 21 High Street  
01959 524808 Otford Sevenoaks  
**COUNCIL** Email: [clerk@otfordpc.co.uk](mailto:clerk@otfordpc.co.uk)  
Kent TN14 5PG

**MINUTES of a MEETING of OPC RECREATION & ENVIRONMENT COMMITTEE**

at The School House on Monday 27 March 2017 from 7:30pm

Present: Cllr M Evans (in the Chair), Cllr P Clucas, Cllr N Fothergill, Cllr J Lawrey and Cllr I Roy.

Also Present: Mr M Richards (OAA)

Clerk: Mrs S Palmer

Public Forum: No items were raised in the Public Forum.

1. Apologies for Absence – Mrs K Drake (OSA).
2. Declarations of Interest – None.
3. Minutes – The Minutes of the previous meeting held on 30 January 2017 were signed as an accurate record of the meeting.
4. Matters arising from the previous meeting not covered elsewhere on the agenda.
  - a. It was agreed a new dog poo bin will be placed in Bubblestone Road. Mr Thomas will be asked to speak to Cllr Roy for the positioning. 50/16 Clerk/BT Continuing  
MacDonalds have offered to place a litter bin near the Eric Dilley Pavilion.
  - b. Scout Hut Fence. The Otford Society has responded that they are unable to assist with painting the Scout Hut Fence. Cllr Clucas is seeking alternative help. 64/16 Clerk/PC Continuing
  - c. Cricket Club. The Cricket Club has advised that the sight screen is still in use. Completed
  - d. The fence and gate between the Allotments and the Recreation Ground needs clearing of ivy. Mr Thomas will be advised. 14/17 Clerk/BT
5. Allotments
  - a. A written report was received from the Allotments Association.
  - b. Allotment Rents. All plots in the Allotments have been rented.
  - c. Neglected plots.  
The OAA will be looking out for plots that are not cultivated and will take appropriate action.
  - d. Grass mowing. Arrangements have been made for the mowing of the main paths monthly between March and October in advance of the Allotment Association work parties. The first mow of the season is expected to be undertaken shortly.
  - e. Allotment Car Park and Access to the Allotments  
The Parish Council has given their approval for the purchase of Type 1 Granular Material for use by the Allotment Association to make up pot holes etc on the main track to Mill Meadow and other areas.  
The Type 1 material has been purchased and delivered to site. The working party on Saturday 25 March 2017 will commence to use the material in areas requiring filling/repair.
  - f. Allotment Association Spring Social Evening.  
The OAA are holding a social evening on Thursday 6 April 2017. Mr Gordon Francis will be giving a talk about growing vegetables for the table and for showing.
  - g. A dated electronic copy of the Tenancy Agreement has been received. Completed
6. OSA
  - a. A written report was received from Mrs Drake. Cllr Rushby reported on items from the Otford Sports Association during the meeting.
  - b. Fence requirement for the Recreation Ground football pitch. 1/17 Clerk/OSA Continuing  
Single Rail Fence. This was discussed at the OPC Council Meeting and a number of questions were raised. Mrs Drake will convey these to the Football Clubs.  
OPC expressed a preference for the fence to be erected for the duration of the matches only. Advertising would also be limited to the duration of the matches.  
A response is awaited from the Football Clubs.

c	Mowing. OSA agreed in principle to a proposal from OPC that they take responsibility for mowing the sports pitches. This will be referred to F&GP Committee for further discussion regarding a formal agreement and how much will be given to OSA to support the mowing.	15/17 Clerk/F&GP/OSA
d	Hale Lane Agreement. This is progressing.	16/17 Clerk/IR Continuing
e	Role of OSA. It was agreed that the OSA will be the point of contact between OPC and the various sports clubs. Everything relating to the sports clubs will be dealt with via OSA.	
f	Oxford Cricket Club reported that they were pleased with the hedge trimming work carried out by OPC.	
g	Petanque reported that they were pleased with the cutting of the hedges and grass around their paved playing area.	
7.	<u>High Street Recreation Ground</u>	
A	A report was received from Brian Thomas.	
b	Fencing to be installed next to the mower shed. Work is expected to start at the end of March/April.	Completed
c	Green 'Frog Rubbish Bin'. This has been delivered and will be placed in the Play Area when the safety surface is replaced.	2/17 Completed
d	Mcdonalds have agreed to purchase a rubbish bin to be installed outside the Eric Dilley Pavilion.	3/17 Clerk Continuing
e	4Global has carried out an inspection of the facilities available at the Recreation Ground and the Hale Lane Recreation Ground. A report is awaited.	17/17 Continuing
f	Mower Shed Roof. Work is expected to start to replace the roof in April.	18/17 Continuing
g	Climbing Net Replacement in the Play Area. This net is expected to be replaced in April.	19/17 Continuing
h	Multi Play Unit. The new Eibe unit and safety surfacing are expected to be installed immediately after the Easter holidays.	20/17 Continuing
i	Quotations are being sought for the proposed path around the Recreation Ground.	21/17 Continuing
j	The damaged fence by the pedestrian access has been repaired.	Completed
k	Four units of the wooden trim trail equipment have been removed due to rot. Four units remain but these will be closely monitored for signs of decay. It was agreed that replacement items will be sought for the four units that have been removed.	22/17 Clerk
l	Cllr Clucas asked if it would be possible to plant some disease resistant Elm trees at the top end of the Recreation Ground to replace those felled a number of years ago. The Clerk will ask Mr Thomas if this is possible.	23/17 Clerk
m	A Field Maple tree, left over from planting in the Cemetery, has been planted at the top end of the Recreation Ground, next to Park Lane. This is to replace the tree stolen last winter (along with the stake, tie and tree guard).	
n	A request has been made for picnic tables to be installed next to the play area. Cllr Roy will research suitable units.	24/17 IR
8.	<u>Chalk Pit</u>	
a	Metal Advisory Notices in this area need to be cleaned and replaced as necessary.	4/17 Clerk/BT Continuing
b	Trees around the Pilgrims Way East retaining wall. SDC has refused permission to remove trees at the present time. OPC is waiting for a copy of the survey carried out on the wall to see if the work can be carried out in part, or at a later date.	5/17 Clerk/BT Continuing
c	A tree alongside Pilgrims Way West and a dead sycamore tree trunk has been removed.	12/17 Completed
i	Some subsidence has taken place beside the track, on the right hand side near the top. SDC carried out work at the site. Fencing was left by SDC around the area. Mr Thomas will report when it has been removed.	13/17 BT/Clerk
j	Mr Thomas will be meeting with Mr Froud, Ranger from SDC, to discuss the removal of a number of diseased Ash trees in the Chalkpit.	25/17 Clerk/BT
9.	<u>Hale Lane Recreation Ground/Pavilion/Telston Park</u>	
a	The new hedge is awaiting a trim.	74/16 BT
b	The gate to the new play area has been bent out of square by people swinging on it. There is no way to repair it. Mr Thomas will lower the ground underneath it to ensure the gate can close on its own.	26/17 Clerk/BT
c	Someone gained entry onto the Recreation Ground and drove around on the pitch but fortunately no damage was caused. Mr Thomas will ensure the chains across the entrance are secure.	9/17 BT Continuing
d	A small tree in Telston Park recently came down across the back fence and garden shed of an adjoining property during the snow. This was cleared by Mr Robinson. The surrounding trees are being inspected.	10/17 BT Continuing

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|-----|---|------------------------|
| e   | The very large dead Poplar tree near Telston Lane has been felled.  | Completed              |
| f   | The plastic mesh in the base of the youth shelter has been removed due to it having been set on fire. At present it will not be replaced. Erosion will be monitored.  | Completed              |
| g   | Replacement exterior door at Hale Lane Pavilion. A specification has been prepared and quotes are being sought.   | 27/17 Clerk            |
| 10. | <u>Oxenhill Wood</u>  |                        |
| a   | The area is looking very good now the rides have been cut and the area opened up. Drainage has also been improved.  |                        |
| b   | The grant application by the Oxenhill Management Committee to Cllr Nick Chard for 6 benches and two display boards is progressing.  |                        |
| c   | A burnt-out car has been removed from the area.   |                        |
| d   | The next meeting of the Oxenhill Group will take place on 5 April 2017.   |                        |
| 11. | <u>Village Green, Pond and Palace Field</u>   |                        |
| a   | Carp will be removed from the pond in the near future when the relevant permits have been obtained. The fish have to be removed as carp are bottom feeders and they damage the lining of the pond.  | 78/16 BT<br>Continuing |
| b   | Wooden posts. The post by the old Police House will be replaced.  | 6/17 BT                |
| c   | Mrs Ward (co-opted member) will be preparing an article for the newsletter on plans for the management of this area.  | 46/16 Continuing       |
| 12. | <u>Cemetery/Palace Park Wood</u>  |                        |
| a   | A number of fence posts are beginning to rot at the base and are coming loose. Replacement is being considered.   | 48/BT<br>Continuing    |
| b   | North/south path in the cemetery. Quotes will be obtained. Planning permission is not required.   | 58/16 Clerk            |
| c   | A new representative from the Woodland Trust will be asked to meet Mr Thomas and the Clerk to discuss maintenance of this area in the Summer.   | 6/17 Clerk/BT          |
| d   | Two trees have been felled next to the consecrated area due to their size preventing burials near them.   | Completed              |
| e   | The drainage system in the consecrated area has been extended and is working well.  | Completed              |
| f   | Some initial drainage work has been done in the woodland area but the main work will need to be done next winter. A channel taking water from this area through Palace Park Wood has been cleared out to let water get away.  | 28/17 BT<br>Continuing |
| g   | The Parish Council owns 28 pollarded willows alongside Long Lodge Farm. Most of these are veteran trees around 150 years old and are of great ecological and historical importance. A meeting will take place with a tree surgeon with a view to re-establishing the pollarding as the management programme ceased a few years ago. | 29/17 BT               |
| h   | Twenty three trees have been planted as memorial trees alongside graves in the woodland area. This is more than usual as all the previously planted Ash trees have had to be removed due to Ash Die-back.   |                        |
| i   | The Clerk will review the Agreement with the Woodland Trust.  | 30/17 Clerk            |
| 13. | <u>Youth Activities</u>   |                        |
| a   | Fun Days. Offord has not been allocated a Fun Day this year but is on a Reserve list.   | Completed              |
| 14. | <u>Correspondence</u>   |                        |
|     | There were no items of correspondence.  |                        |
| 15. | <u>Other Matters</u>  |                        |
|     | <u>Workparties</u>  |                        |
| a   | Remove ivy from three Acacia trees in the Recreation Ground.  | PC/NF                  |
| b   | Remove vegetation from Palace Stream. Cllr Evans/Mr Thomas to liaise.   | ME/BT                  |
| c   | Litter Picking with MacDonalds. Cllr Roy will organise a date.  | 31/17 IR               |
| 16. | <u>Date of Next Meeting</u> – Monday 22 May at 7:30pm.  |                        |