

OTFORD	Parish Clerk:	The School House
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COUNCIL	Email: clerk@otfordpc.co.uk	Kent TN14 5PG

MINUTES of a MEETING of OPC RECREATION & ENVIRONMENT COMMITTEE

at The School House on Monday 31 October 2016 from 7:30pm

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

Also Present: Mr M Richards (OAA) (until 8:00pm)

Clerk: Mrs S Palmer

Public Forum: No items were raised.

1. Apologies for Absence – Mrs K Drake and Mrs E Ward
2. Declarations of Interest – None.
3. Minutes – The Minutes of the previous meeting held on 5 September 2016 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 that the Clerk will ask SDC for a quote to put in a new dog poo bin on the footpath running between Bubblestone Road and the Church close to the noticeboard. A quote will also be sought for a litterbin to be installed near the Eric Dilley Pavilion. 50/16 BT Continuing
 - b. Scout Hut Fence. The Clerk has asked the Scouts if they would be prepared to paint the remainder of the fence to make it blend into the area. The Parish Council will be willing to help with the cost of the paint. A response is awaited. 64/16 Clerk Continuing
 - c. Cricket Club. The door to the Cricket Club storage unit is being replaced. The sight screen remains in a very inconvenient position on the Recreation Ground. The Cricket Club will be asked to remove it if it is not going to be used. They will also be asked to tidy up the area. The Cricket Club will also be asked to tidy up the area behind the cricket nets and to strim it back. 65/16 Clerk Continuing
 - d. Work to Trees. An inspection has taken place of the trees throughout the Parish. Various areas have been identified that need work. Quotations have been sought and the work will be allocated by the Finance & General Purposes Committee. Information about where work will be taking place will be published in the Newsletter. 86/16 Clerk
5. Allotments
 - a. A written report was received from the Allotments Association.
 - b. Allotment Rents. 60 members have paid. 16 remain outstanding. The outstanding rents will be followed up. Once a response has been received the position regarding vacant plots will be clearer.
 - c. Neglected plots. This issue was discussed at the OAA Committee Meeting on 10 September 2016. OAA agreed to stricter control of neglected plots. Plot holders will be asked to let the OPC Agent know if they are having difficulty in maintaining their plot earlier so that the OAA can see if they are able to give assistance. If the holder of the neglected plot is unable to be contacted, they will be informed in writing at the last known address that it is assumed they have vacated the plot and it will be available for re-letting. The OAA Committee will arrange for the plot to be strimmed and prepared for re-letting. Completed
 - d. Grass mowing. Current arrangements are to mow the main paths monthly between March and October in advance of the OAA work parties. It is hoped that a similar arrangement can be made for the coming year. 67/16 OAA/BT
 - e. Allotment Car Park and Access to the Allotments. OPC has given approval for the purchase of Type 1 Granular Material for use by OAA to make repairs on the main track to Mill Meadow and other areas. OSS is making arrangement for supply and delivery. It is anticipated this work will be done later in the year as the areas of concern are too dry at the moment and the material needs to be laid then the ground is moist. Completed

6. OSA
a No report was received. The next meeting of the OSA is on 2 November. A report will be given at the next Recreation & Environment Meeting.
b. Pavilion Leases
The Clerk has passed information obtained from Kent Association of Local Councils to Cllr Rushby. Completed
It was Agreed by Council that the renewal of the lease for facilities at Hale Lane will be handled by F&GP.
7. High Street Recreation Ground
a A report was received from Brian Thomas.
b Mr Thomas has laid mesh and oak chippings around the entrance to the Recreation Ground from the car park. This will be extended to help the muddy area drain better. 61/16 BT Continuing
c The car park fencing has been damaged recently between the parking meter and the playground. A number of posts have been broken. Repairs will be carried out this autumn. 69/16 BT Continuing
d Meetings are being held with companies to discuss replacement of the Eibe multi play. 70/16 BT
e A worm repellent spray has been applied to the football pitches. OUJFC have been asked to inform Mr Thomas before this is undertaken in the future.
f A scorch mark has appeared on the cricket outfield. Mr Thomas will re-seed this area if it does not fade. 86/16 BT
g A spare bench from The Green is being transferred to the Play Area. 71/16 BT
h Council agreed to accept the quote for the fencing to be installed next to the mower shed to provide a secure storage area. 84/16 JV/Clerk
8. Chalk Pit
a A request has been made by the Cub Scouts to install bat boxes in this area. Mr Thomas has put them in touch with the North West Kent Countryside Partnership. Completed
b There are several low hanging branches that hinder mowing in this area. Brian Thomas will remove them over the winter. 72/16 BT
9. Hale Lane Recreation Ground/Pavilion/Telston Park
a Mr Thomas has reported that the fence on the right hand side is leaning over the path and is in a bad state of decay. This has been reported to West Kent Housing. Completed
b The fault with one of the new pieces of play equipment has been repaired. Completed
c The new hedge is scheduled for a trim in the autumn. 74/16 BT
d Work to the earth bank has been completed. Completed
10. Oxenhill Wood
a Road stone has been placed in the muddy areas. Completed
b Cllr Evans has asked Mr Froud if the paths can be cut as soon as the area dries out.
c A request has been made to Country Councillor Nick Chard for assistance with the purchase of extra seating and information boards.
11. Village Green, Pond and Palace Field
a Work to the reeds in the pond has been completed. Completed
b 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 Continuing
c Work is underway on the wooden posts. They will be replaced when the painting is complete. New reflective triangles have been installed on the wooden posts. 40/16 BT Continuing
d Gate post to the duck enclosure. This has been replaced. Completed
e Old Duck House. This has been refurbished and is ready to be installed. Completed
f Mrs Ward (co-opted member) will be preparing an article for the newsletter on plans for the management of this area. 46/16 Continuing
g The privet hedge will be replanted following damage from a car accident. 87/16 BT
h The stream will be cleaned out in the autumn. 81/16 BT
12. Cemetery/Palace Park Wood
a A number of fence posts are beginning to rot at the base and are coming loose. 48/BT Continuing
Replacement will need to be considered in the autumn.
b North/south path in the cemetery. Quotes will be obtained. Planning permission is not required. 58/16 Clerk
c A woodland grave has a stone memorial that has not been agreed by the Parish Council. 82/16
This is being investigated.

- d A grave is currently having new kerbing installed around it, as agreed by the Parish Council. 83/16
The old kerbing is currently stacked under a nearby hedge. Mr Thomas will check that it is disposed of properly by the owners.
- e A representative from the Woodland Trust will be asked to meet Mr Thomas and the Clerk to discuss maintenance of this area.
13. Youth Activities
- a Information has been received following the Fun Days held in each Parish over the summer. 88/16 Clerk
The attendance figures for Oxford were very high. A comment was raised over signage. The Clerk will check with the organisers to see where this can be improved.
14. Correspondence
- a An email has been received from the Oxford United Junior Football Club requesting that they are allowed to put up a net behind the goal at Hale Lane to stop footballs escaping. It was agreed that this can be done but must be taken down after each use. Care must be taken not to damage the hedge. 89/16 Clerk
- b A full report on the condition of the trees has been received.
- c An invitation was received from SDC to send a representative from the Parish to a Placemaking Workshop on 2 November. Cllr Irene Roy will attend on behalf of OPC.
15. Other Matters
Workparties
- a Remove ivy from three Acacia trees in the Recreation Ground. PC/NF
- b Re-stocking planters for the winter. This has been completed. Completed
- c Remove vegetation from Palace Stream. Cllr Evans/Mr Thomas to liaise. ME/BT
16. Date of Next Meeting – Monday 19 December 2016 at 7:30pm.

The meeting closed at 9:15pm.