

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
01959 524808

The School House
21 High Street
Otford Sevenoaks
Kent TN14 5PG

Email: clerk@otfordpc.co.uk

MINUTES of a MEETING of OPC RECREATION & ENVIRONMENT COMMITTEE

at The School House on Monday 25 January 2016 from 7:30pm

Present: Cllr M Evans (in the Chair)
Cllrs P Clucas, N Fothergill, J Lawrey, N Rushby and Mr P Otto (co-opted)

Also Present: Mr M Richards (OAA)

Clerk: Mrs S Palmer

Public Forum: No items were raised.

| | Action |
|---|------------|
| 1. <u>Apologies for Absence</u> were received from Cllr I Roy and Mrs Drake (OSA). | |
| 2. <u>Declarations of Interest</u> - None. | |
| 3. <u>Minutes</u> – The Minutes of the previous meeting held on 30 November 2015 were agreed and signed as an accurate record of the meeting. | |
| 4. <u>Matters arising</u> from the previous meeting not covered elsewhere on the agenda. | |
| a Working Party: | 1/16 |
| Remove ivy from the Willow at the pond (Mr Otto). | Continuing |
| Remove ivy from three Acacia trees in the Recreation Ground. | Continuing |
| Remove vegetation from the Palace Stream (scheduled for Spring 2016). | Continuing |
| Tidy the shrub bed running from Palace Approach to the Church gate (Councillor Evans will consult with Mr Brian Thomas). | Continuing |
| Village Green/Palace Approach/Palace Field Footpath. A decision on work to be carried out in this area will be considered in Spring 2016. | Continuing |
| b Planter at the One Stop Shop. The plaque for the front of the planter has been located. It will be fitted in the near future. | 16/2 BT |
| c Memorial Bench for Mr Hewitt Details of suppliers have been given to relatives. A response is awaited for purchase details. | 16/3 |
| d Cllr Clucas confirmed that the apple trees have been pruned in the Community Orchard. | Completed |
| 5. <u>Allotments</u> | |
| a A written report was received from the Allotments Association. | |
| b Allotment rents are being collected. Only 6 tenants remain outstanding with the rent. | |
| c Two plots are currently available. There is no waiting list. | |
| d The hedges have now been cut. The hedge between the football pavilion and the tennis courts cannot be cut properly as the tennis club fence is collapsing toward the pavilion. | 16/4 BT |
| e The hedge/brambles along the fence from the allotment gate to the tennis court has been cut back revealing damage to the chain link fence. Repairs are needed and an email with a photo has been sent to the OAA for comment. | 16/5 BT |
| e The Allotments Association is assessing how to improve the wildlife area adjacent to the Cob Nut area. | 16/6 OAA |
| f The Allotments Association is continuing to discuss how to progress the improvements to the Car Park. | 16/7 OAA |
| g The apple trees have been pruned in the Allotments. | Completed |
| h The water supply serving the allotments will be turned on again in March. | |
| i Ivy has been removed from two trees in Mill Meadow, near OBM, to enable the trunks to be inspected. They appear to be sound. A horse chestnut in the area has shed a bough. | |

- j A telegraph pole in the bottom left hand corner of Mill Meadow that is leaning towards a house. The leaning is pulling a number of phone cables into an ash tree belonging to the parish council. The Clerk is trying to contact the owner of Lower Barn Farm to alert him to the problem. 16/8 Clerk
6. OSA
- a No report was received from the OSA as they had not met since the previous Recreation & Environment meeting..
- b The Cricket Club has carried out work to make the netting around the cricket square more noticeable. Completed
7. High Street Recreation Ground and Solar System
- a A written report was received from Mr Brian Thomas.
- b Dog Fouling Notices. Notices have been received and will be erected at the seven entry points into the Recreation Ground. 16/9 Clerk/BT
- c Eibe unit.
A project has been set up in the budget with £10,000 being allocated in 2016/17. The same amount will be allocated in subsequent years until the estimated replacement cost is reached. Completed
A representative from Park Leisure Ltd has visited the site and will provide an approximate replacement cost. A repair to the toddler multi-play and the safety surfaces was also discussed. 16/10 BT
- d Safety Surfacing. Completed
A project has been set up in the budget with £10,000 being allocated in 2016/17. The same amount will be allocated in subsequent years until the estimated price is reached. Funding from alternative sources will also be sought. 16/11
In the short term, companies will be asked to quote for patching various worn areas.
- e The missing part referred to on page 26 of the report will be taken up with Sutcliffes. Clerk
- f There is evidence of badger damage to the turf in a number of areas which may well require levelling and seeding in the spring. 16/12 BT
- g The fitness training taking place at the top of the Recreation Ground is causing muddy area to develop. The Clerk will ask the trainer to rotate through other areas of the Recreation Ground especially when the ground is wet. 16/13 Clerk
- h It was noted that work will soon commence on laying reinforcing tiles at the pedestrian entrance gate to the High Street Recreation Ground. 16/14 BT
- l Quotation for Grass Cutting 2016. Offord Parish Council agreed with the recommendation that the quotation for grass cutting in 2016 is accepted. Completed
8. Chalk Pit
- a A written report was received from Brian Thomas.
- b The work to remove two trees in the Chalk Pit will be carried out on 26 January 2016.
- c The Clerk will liaise with the Scouts concerning a map showing areas of responsibility around the Chalk Pit. 16/14 Clerk/BT
Mr Thomas will look at maintenance requirements for Spring 2016.
- d Another section of fence along Pilgrims Way West will be replaced shortly. 16/15 BT
- e North West Kent Countryside Partnership is looking into making the Chalk Pit a local nature reserve. A meeting to discuss this suggestion will be held in the near future. 16/16 BT
- f The Clerk will write to the Scouts and ask for the remains of a bicycle to be removed from the land. 16/20 Clerk
- g The Clerk will write to Network Rail and ask them to remove the litter on their land between the footpath by the stile to the station car park. The litter is predominately beside the tracks on the 'up' line. 16/21 Clerk
9. Hale Lane Recreation Ground/Pavilion/Telston Park
- a A written report was received from Brian Thomas.
- b Work to the swing in Hale Lane Recreation Ground will be carried out by Brian Thomas. 16/17 BT
- c Silver Birch Trees. Three trees are not in good shape. Two have been vandalised and one has been attacked by a woodpecker. Mr Thomas will keep an eye on the trees. 16/18 BT
- d Some small repairs are needed to the circular benches which will be carried out shortly. 16/19 BT
- e Mr Thomas has inspected the stream. The neighbours are going to remove the fences that run across the stream to increase the flow.
10. Oxenhill Wood
- a Work is starting by SDC to clear and widen the rides.
- b SDC is still looking into the ownership of the bund. Continuing

11. Palace Park Wood and Cemetery
a Drainage works are about to start in the consecrated area.
b The main drains have been cleared out.
c Tyres have been dumped in the Cemetery. The Clerk will arrange for removal. 16/22 Clerk
12. Village Green, Pond and Palace Field
a Cllr Roy commented that children are running down the footpath and through the area by the shops. This is a relatively dangerous area with cars moving close to the end of the footpath. Members discussed options to reduce the risk. District Cllr Edwards-Winser and Mr Brian Thomas will be consulted. Continuing
b Following a tree inspection, the Willow on the pond has decayed to such an extent that it must be felled. 16/23 Clerk
Quotations are being sought. Continuing
c The bench for the bus stop opposite the church is on order.
13. Youth Activities
a Family Fun Days 2016. The Clerk will request two dates in the summer 27 July and 19 August. 16/24 Clerk
14. Correspondence
a A request for a grant in the sum of £320 has been received from Otford United Football Club for additional mowing of the football pitch. It is RECOMMENDED that Council agrees to this request. 16/25 OPC
to Vote
15. Other Matters
a Clean for the Queen – 4, 5 & 6 March 2016
Villages are being asked to clean and tidy areas in commemoration of the Queen’s birthday. Cllr Roy is co-ordinating. An article will be placed in the Newsletter issued at the beginning of March giving full details and inviting volunteers to help. 16/26
IR/Clerk/
Asst Clerk
A dog poo clear up day is also being held on Friday 26 February starting at 9:00am. All Councillors and any other volunteers will be welcomed. 16/27 ME
It is suggested that the primary schools are asked to participate in a poster competition with a prize of two book tokens in the sum of £20 each. One for 6 and under, one for 7-11 age groups. Community Warden Paul Robinson will be asked to judge the competition. The Assistant Clerk will be asked to notify all village Associations that the clean-up will be taking place and ask for volunteers. 16/28 OPC
to Consider
- b Village Beacon. It was agreed that a beacon will not be lit on this occasion.
c Planter on the Traffic Island. It was agreed that the Assistant Clerk will be asked to continue to progress this. 16/29
Asst Clerk
16. Date of Next Meeting – Monday 21 March 2016 at 7:30pm.
The meeting closed at 9:20pm.