

**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 the OPC RECREATION & ENVIRONMENT COMMITTEE

at The School House on Monday 5 October 2015 from 7:30pm

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

Also Present: Mrs K Drake (OSA), Mr M Richards (OAA)

Clerk: Mrs S Palmer

Public Forum: No items were raised.

Action

1. Apologies for Absence were received from Cllr I Roy, Cllr N Rushby, Mrs E Ward (co-opted), Mr Brian Thomas.
2. Declarations of Interest - None.
3. Minutes – The Minutes of the previous meeting held on 3 August 2015 were agreed and signed as being an accurate record of the meeting.
4. Matters arising from the previous meeting not covered elsewhere on the agenda. There were no matters arising.
5. Allotments
 - a A written report was received from the Allotments Association.
 - b The Allotments Association AGM will take place on 10 October 2015.
 - c Allotments rents are now due. Plot availability for rent will be reviewed following the collection of rents.
 - d Discussions on the car park repairs are ongoing.
6. OSA
 - a A written report was received from the OSA
 - b Mrs Drake gave a verbal report. She passed on the thanks of the Football Clubs to the Parish Council for the contribution made towards cutting the football pitches out of season.
 - c Health & Safety checks at the Eric Dilley Pavilion have been carried out.
7. High Street Recreation Ground
 - a A written report was received from Brian Thomas
 - b The Annual Playground Inspection will be carried out by Craigdene on 20 October 2015.
8. Chalk Pit
 - a No new items were raised.
9. Hale Lane Recreation Ground/Pavilion/Telston Park
 - a A written report was received from Brian Thomas.
 - b The Committee agreed to a request from Mr Thomas to change the chains on the swing to safety chains to prevent over-swinging and collapsing..

10. Oxenhill Woods
- a A report on the Oxenhill Management Group Meeting held on 16 September was received.
 - b Ownership and maintenance of the land by the bund is being investigated. OPC Clerk will ask the SDC Ranger Ray Froud and Mr Thomas for an estimate for cutting back the area.
 - c It was reported that quad bikes have been seen on the land.
11. Palace Park Wood
- a A written report was received together with a report of a meeting held with the Woodland Trust.
 - b Otford Parish Council has requested that Mr Thomas is asked to maintain the land as it is not being maintained properly. A response is awaited from The Woodland Trust.
12. Village Green and Pond
- a A written report has been received.
 - b A car had been lodged in The Pond following an accident. It has now been removed. Checks have ascertained that no oil or petrol leaked into the water or surrounding area. A post has been damaged. Tracks over the grass and damage to reeds are expected to recover. The pond wall appears intact.
13. Youth Activities
- a A Family Fun Day is being held on 30 October 2015.
 - b A Youth Advisory Group Meeting is being held at the end of October.
14. Correspondence
15. Other Matters
- a Areas of Responsibility. Cllr Evans will update the Areas of Responsibility List. ME
 - b Area to be considered for the next working party.
 - Item 1 – Cut hedge at Hale Lane Recreation Ground. This will be carried out by Mr Thomas.
 - Item 2 – Remove ivy from Willow at the pond. This will be carried out by Mr Otto.
 - Item 3 – Remove ivy from three Acacia trees in the Recreation ground. This item is being considered.
 - Item 4 – Remove vegetation from the Palace Stream. This will be done as a working party in Spring 2016.
 - Item 5 – Tidy the shrub bed running from Palace Approach to the church gate. Cllr ME Evans will design and cost the addition of low maintenance shrubs.
 - Item 6 – Village Green / Palace Approach / Palace Field Footpath. This item is being considered.
 - c It was agreed that the Planter at the One Stop Shot needs replanting for winter. ME
16. Date of Next Meeting – Monday 7 December 2015 at 7:30pm.