

**OTFORD
PARISH
COUNCIL**

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

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MINUTES of a MEETING for OPC RECREATION & ENVIRONMENT COMMITTEE

at The School House on 15 June 2015 from 7:30pm

Present: Cllr M Evans (in the Chair)
Cllrs N Fothergill, Mrs J Lawrey, Mrs I Roy
Mrs E Ward (co-opted member)

Also Present: Mr M Richards (OAA) for part of the meeting
Mrs K Drake (OSA) for part of the meeting

Clerk: Sharon Palmer

- Action
1. Appointment of Chairman
Cllr M Evans was appointed as Chairman.
 2. Appointment of Vice-Chairman
Cllr N Fothergill was appointed as Vice-Chairman.
 3. Co-option to the Committee
Mrs E Ward was co-opted to the Committee.
 4. Apologies
Apologies were received from Mr R Beasley (Parish Agent) and Mr B Thomas.
 5. Declarations of Interest – None.
 6. Minutes
The Minutes of the previous meeting of the Recreation Ground Committee held on 30 March 2015 were agreed as an accurate record of the meeting.
The Minutes of the previous meeting of the Environment Committee held on 3 March 2015 were agreed as an accurate record of the meeting.
 7. Matters Arising
 - a. Mrs Ward will speak to Mr Boorman at SDC regarding the laying of roadstone at Oxenhill Shaw. E Ward
 - b. The Committee has been advised that the gate in the fence at Oxenhill Shaw (the south meadow) was installed by Mr Froud on behalf of SDC.
 8. Allotments
 - a. The Committee received the report from the OAA.
 - b. There are three 5-rod allotments and one 10-rod allotment vacant.
 - c. The new gate is proving very useful. The padlock was kindly donated by Otford Builders Merchants.
 - d. Safe water tanks have been installed.
A number of older tanks have been retained. The Allotments Association will chase the relevant allotment holders to new tank covers installed. OAA
 - e. Tap problems. One has been repaired. The second tap is being replaced following an unsuccessful repair.
 - f. Trees are over-hanging certain allotments. These have been re-used as a cob-nut platt (approximately 2 allotments) and a wildlife area.
 - g. Car Park. OAA is still discussing getting formal proposals and quotes. OAA
 - h. Site Skip. The OAA has requested that the Parish Council orders a skip on a date to be advised. OAA/Office

- i. The Allotment Association is holding an Open Day on 18th July, with allotment judging taking place on 15 July. Scarecrow judging will take place between 10am and 12pm on the 18th.

- 9. OSA
- 9.1. The following points were discussed:
 - a. Cllr M Evans, Cllr J Edwards-Winser and Mrs K Drake met with the Football and Cricket Clubs to discuss cutting the pitches in the Recreation Ground. J E-W
Cllr Edwards-Winser will discuss the proposal that the Parish Council contributes to grass cutting with the Council. It was agreed that the Football Club bills will be paid by the Parish Council and reimbursed by the Football Club.
 - b. The Committee considered that a request from OUJFC for permission from the Parish Council to place a container on the Recreation Ground for storage is not suitable for this area. There is an existing shed that could be upgraded with the ground being cleared, the shed being cleared out and new doors being hung. This would make the shed more secure. Clerk to respond
It will be suggested that a grant for new doors can be considered by the Parish Council if the request meets the conditions of the OPC Grant Policy.

- 9.2 Future Planning following expiry of the lease on the football pavilion in 2016. Clerk
The Football Club continues to use this facility.
It was agreed that any other organisations who want to use this space will be able to do so.
It was agreed that the notes prepared by retired councillor Mr D Cracknell will be recirculated.
The Clerk will copy the lease to members.

- 10. High Street Recreation Ground
 - a. A report from Brian Thomas was received.
 - b. A lot of vandalism has been reported to the roundabout, gate and spring toys.
 - c. Children are climbing on top of the youth shelter and pulling/damaging the trees. Parents were not removing their children from the shelter. The Clerk will write to the Headteacher of Oxford Primary School asking that children are told not to climb on the shelter. Clerk/BT
Brian Thomas will be asked if smart water can be painted on the shelter of anti-vandal paint.
 - d. Patching of the safety surface in the play area needs to be considered. The budget will be checked. Clerk

- 11. Chalk Pit
 - a. It was agreed that letters will be sent to householders in Tudor Drive that back on to the Chalk Pit reminding them that fly tipping on property owned by the Parish Council is an offence. If anyone notices this taking place, it should be reported to the Parish Office as soon as possible. Clerk

- 12. Hale Lane/Telston Park
 - a. The swing has been repaired.
 - b. Cllr Edwards-Winser will be asked to look at Telston Park and mowing the pathway wider. The seat cannot be accessed and a path could be mown leading to the seat. JE-W

- 13. Oxenhill Woods
 - a. A copy of the Oxenhill Shaw Management Meeting Minutes for 11 March was received.
 - b. Ash die-back has been reported in the Oxenhill Shaw and Palace Park Wood. A professional inspection is being arranged for July. BT

- 14. Cemetery
The ditch between the Woodlands Trust area and the Cemetery should be kept clear. Clerk
The Woodland Trust will be asked to clear them.

- 15. Youth Activities
Family Fun Days are booked for 28 July and 30 October on the High Street Recreation Ground and will be advertised nearer the time.

- 16. Village Green and Pond
 - a. Rose border. This will be left until September.

- 17. Any Other Business
 - Signage. Multi signage on one pole. Cllr Edwards-Winser will be asked to help locate the metal pole. JE-W

- 18. Correspondence
 - a. A letter has been received from the North West Kent Countryside Partnership offering assistance with projects. This will be passed to Brian Thomas for suggestions. Clerk/BT
 - b. A letter has been received advising that school pupils are volunteering in the area and are looking for jobs to do. It was agreed that there were no projects suitable at this time.

- 19. Areas of Responsibility
 - Cllr Evans will review this.

- 20. Date of Next Meeting
 - Monday 3rd August 2015 at 7:30pm.

 - The meeting closed at 9:50pm.

Signed (Chairman)

Date