



**OTFORD
PARISH
COUNCIL**

Clerk: S Holt
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MINUTES OF A MEETING OF OPC RECREATION & ENVIRONMENT COMMITTEE
at The School House on Monday 4 November 2019 from 7:30pm

Present: Cllr M Evans (in the Chair), Cllr P Clucas, Cllr J Lawrey, Cllr I Roy, Cllr N Rushby (for Palace Park Wood)
Also Present: Mr M Richards (OAA) (for the duration of his report)
Clerk: Mrs S Holt

Public Forum: No members of the public were present.

1. Apologies for Absence – Mrs K Drake (OSA).
2. Declaration of Interest - None.
3. Minutes of the Previous Meeting. The Minutes of the previous meeting held on 19 August 2019 were signed as an accurate record of the meeting.
4. Matters arising from the previous meeting not covered elsewhere on the agenda – None.
5. Allotments
 - a A written report was received from the Allotments Association.
 - b Plot Lettings. Allotment rents were due on 1 October 2019. 4 plots are vacant. 7 people are on the waiting list.
 - c Unkempt plots. An inspection was carried out in September. One tenancy has not been renewed. The overgrown plot has been cleared by Mr Thomas as it was deemed to be beyond the OAA work party. Allotments in poor condition have been showing signs of improvement. The next inspection will take place in June 2020. 7/19 Completed
 - d Plot number markers. OPC has made a grant to OAA for the provision of plot markers. Completed
 - e The Ash tree beside the footpath at Mill Meadow needs the ivy cut on the trunk. It was agreed that Cllr Clucas will progress this at the work party. 29/18 PC
 - f Bee Hives. OAA will not be placing bee hives on the allotments. Completed
 - g Roots of the Willow and an Elder to be ground out. Mr Thomas has advised that this will not take place. Completed
 - h Work to trees. The recommendation made to Council that tree work is carried out in the winter months where possible was approved. 19/19 Completed
 - i Allotments Rents. The Clerk will prepare a five year income/expense report. 20/19 Clerk
 - j Brian Thomas has carried out mowing of the main paths prior to the OAA work parties. It is hoped that this will continue in 2020.
 - k The Association's shed was broken into in October and three mowers, strimmers and petrol cans were taken. The garage door and locking bar were damaged. The padlock on the main gate to the allotments was damaged. The OAA insurers and Police have been informed. OPC will replace the lock on the main gate. 36/19 Clerk/BT
 - l Greenhouse on the Allotments. The Clerk will check to see if greenhouses are allowed on the Allotments and for any planning restrictions. 37/19 Clerk
6. OSA
 - a A written report was received from Mrs Drake.
 - b OCC reported that the metal poles around the cricket square will be replaced by plastic poles. Hazard notices will be attached. To date this has not been carried out. Continuing.
 - c Post and Rail Fence. It is understood that a new application is being prepared for post and rail fencing around the floodlit football pitch. Otford PC will wait for a formal application before considering this again. 9/19
 - d OUJFC has asked for extra storage at both the Hale Lane and High Street recreation grounds. Cllr Clucas and Mr Thomas will be looking into this. 2/18 PC/BT Continuing

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| e | The football clubs have amalgamated. The new lease for Hale Lane Pavilion has been received. The new lease for Eric Dilley Pavilion is still awaited. It is RECOMMENDED that F&GP deal with obtaining the lease. | 21/19 Council to Consider |
| f | Grant Application. OPC approved an application from OSA for a grant for the purchase, fitting and electrical connection of two defibrillator boxes. | 23/19 Completed |
| g | OPC agreed the recommendation to run a defibrillator training course for the public and to publicise where the defibrillators are located. | 24/19 Clerk Continuing |
| h | Members noted the emails thanking the PC for replacing the broken floodlights and for the grant. | |
| i | The football club is very good at keeping the Otford teams out of the play area in their football boots. The Clerk will write to the Club and ask if they can make sure the visiting teams do not go in there as well. Notices will be redone in A3 very brightly coloured paper and laminated. | 38/19 Clerk |
| 7. | <u>High Street Recreation Ground</u> | |
| a. | A report was received from Brian Thomas. | |
| b | Dog Fouling. Notices stating 'Please keep dogs on a lead when sports are being played' have been prepared and will be installed soon. Large signs will be erected at each entrance. One for dog fouling and one for keeping dogs on a lead. | 25/19 Clerk Continuing |
| c | Trim trail equipment. The first half of the over 12 equipment has been delivered and is being installed. The second half has been ordered. | 26/19 Continuing |
| d | Some minor work has been identified as being required to the swings and the roundabout. | 34/19 Clerk/BT |
| e | Waste bin to be placed on the patio. This is awaiting fitting. Mr Thomas has been asked to assist. | Continuing |
| f | Spring seats in the playground. The two toddler spring seats have been installed. | 33/18 Completed |
| g | Entrance points to the Recreation Ground. It was agreed that the entrance points get very muddy and it needs more than the 'crete' material. Mr Thomas will be asked for suggestions. | 39/18 Clerk/BT Continuing |
| h | It is also noted that the concrete by the kissing gate on the car park side is eroding. The hedge behind the football pavilion has been cut but the hedgerow between the tennis courts and the petanque court needs lowering as it is growing through the fencing. | 2/19 BT |
| l | New seats, chains and bearings are on order for the youth swings. | |
| j | Tennis Court Chain Link Fencing. This fencing will need to be renewed before too long. F&GP has been asked to create a Reserve for the replacement. | 27/19 Clerk Completed |
| k | Worm Spraying. Mr Thomas will monitor the conditions. | |
| 8. | <u>Chalk Pit</u> | |
| a | There is more graffiti on the sign close to the Scout Hut. The Clerk will speak to the Community Warden about removing it. | 15/19 Clerk |
| b | Mr Thomas has spoken to the teacher that runs the Forest School. A nature trail was requested and this has been established. | 28/19 Completed |
| c | The chalk grassland area had several Bee Orchids this summer and numerous wild flowers. A meeting to discuss how to manage the area will be held in November. | 29/19 BT Continuing |
| d | The DVLP plan for the Chalk Pit was considered by Council. It was agreed that the plan is not progressed. | 30/19 Completed |
| e | Committee members asked Cllr Lawrey to pass on their thanks to Keith Lawrey for his voluntary work clearing leaves from the footpath from Tudor Drive to the Station. | |
| f | Mr Thomas will be asked if there is any voluntary work in the Chalk Pit that would be suitable for youth groups. | 40/19 Clerk/BT |
| 9. | <u>Hale Lane Recreation Ground/Pavilion/Telston Park</u> | |
| a | Equipment for the over 12s. It was agreed that £5000 would be placed in the budget for this item as a start. It has been suggested that a hard standing is installed around the basketball hoop similar to the one at Nightingale Rec in Kemsing. Quotes will be sought. | 37/18 Clerk Continuing 41/19 |
| b | Swing. It was agreed the top bar and cast iron mouldings will be painted and the bolts will be replaced at the end of the chains. Safety matting will be installed under the swing. | 38/18 Clerk/BT Continuing |
| c | The North West Kent Countryside Partnership has visited Hale Lane Recreation Ground to assess the planting works necessary in the West and South hedgerows. A plan has been received and it is RECOMMENDED that the plan is accepted. There is no charge to the Council. | 41/19 Council to Consider |

- d The posts by the Pavilion will be reset at they are loose. 31/19 BT
 e A number of Hazel trees will be coppiced in the winter. 32/19 BT
 f A fence alongside the path from Willow Park has been steadily rotting. There is also a large amount of ivy growing over the fence from the garden of the house. The fence is now leaning at quite an angle over the path. The homeowners have not indicated that they are prepared to replace or repair the fence. The footpath may have to be closed at some point. The condition of the fence will be monitored for safety. 33/19 BT
10. Oxenhill Wood
 a A Management Team meeting was held in September. Members are very pleased with the condition of the wood. Winter work is being carried out.
11. Village Green, Pond and Palace Field
 No new items have been raised.
12. Cemetery/Palace Park Wood
 a Woodland Trust. The response from Woodland Trust answering OPC questions was not sufficient to convince members that the area would be effectively managed in the future. It is RECOMMENDED that the lease with Woodland Trust is cancelled. 42/19 Council to Consider
 b Updating of the burials plan for the woodland cemetery has been completed. 47/17 Completed
 c The apple trees have been pruned in the Community Orchard. A copy of the drawing showing the placement of each variety will be passed to the Parish Office. 4/19 Clerk/BT
 d Car Park Litter. McDonalds has been asked to clear the area more often and to consider putting in another bin. 16/19 Clerk
 e The new cemetery paths project has started. A specification is being prepared.
 f DVLP Plan. Mr Thomas is preparing a maintenance plan for the area in the event that the Woodland Trust lease is terminated. DVLP will be consulted as plans develop.
13. Youth Activities
 No new items have been raised.
14. Correspondence
15. Other Matters
 a Toilets. No further progress will take place until the Surveyor appointed by St Bartholomew’s Church has completed his report. 27/18 Clerk Continuing
 b Tree Survey. A tree survey of all the trees on Parish Council land has been carried out. Work is required to trees in the Chalk Pit, Village Green, Palace Field, Recreation Ground, Allotments and Palace Park Wood. 43/19 Council to Consider
 Quotes have been sought and it is RECOMMENDED that partial quotes are accepted from two companies.
 c Members thanked Mr Thomas for doing the Planters this autumn when Cllr Evans was away.
 d Perimeter Path. Following a request, members discussed the perimeter path that was proposed for around the Recreation Ground. It was agreed that it may be possible to revisit the idea of a path but it would not be the path that was previously considered. It was agreed that this will be put on the Agenda for the next meeting.
16. Date of Next Meeting – Monday 24 February 2020 at 7:30pm.