



OTFORD PARISH COUNCIL

Clerk: S Holt
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MINUTES OF A MEETING OF OPC RECREATION & ENVIRONMENT COMMITTEE

at The School House on Wednesday 10 November 2021 from 7:30pm

Present: Cllr M Evans (in the Chair), Cllr P Clucas, Cllr J Kelly, and Cllr J Lawrey
Also Present Mrs K Drake (OSA) and Parish Clerk

Public Forum: No members of the public were present.

1. Apologies for Absence – Cllr R Rogers and Mr M Richards (OAA).
2. Declaration of Interest - None.
3. Minutes of the Previous Meeting. The Minutes of the previous meeting held on 7 September 2021 were signed as an accurate record of the meeting.
4. Matters arising from the previous meeting.
5. Allotments
 - a A written report was received from the Allotments Association.
 - b Plot Lettings. All the plots are now let and there are 10 people on the waiting list.
 - c Inspection of Plots. The inspection has taken place and letters have been sent to the tenants where necessary.
 - d Work Parties. The latest work party was held in October and was well attended which enabled a considerable amount of work to be carried out. Paths have been mowed and shrubbery cut back and various areas tidied up.
 - e Brian Thomas has been mowing the main paths periodically between March and October. It is hoped this will continue during 2022.
 - f Tree Work. During the inspection a request was made for a large Sycamore tree adjacent to OBM's boundary to be removed as it is now too large and is overshadowing several plots. This work has been completed.
A tree that is covered in ivy and is looking unhealthy and overhangs the allotments needs to be cut back. This tree is on OBM's property and they will be asked to remove the overhanging branches. 28/21 Clerk
The hedge alongside the main track to the garage and Mill Meadow has been cut back by the OAA members as far as they are able. The growth on the trees needs to be cut down to the level of the top of OBM's boundary fence. 29/21 Clerk
Members will be asked to prune their fruit trees of the winter/spring so they do not overshadow other plots. It has been noted that there is a group of apple trees between plots 23a and 23b that have excessive growth. The OAA has agreed to undertake the pruning to bring these trees back under control. Any fruit from the trees will be shared by members,
 - g Plaque for Stan's Bench. Brian and Sue will be asked if they can have another look for the plaque.
 - h The old tyres being used on the allotments (approximately 120) are very visible and F&GP will be asked to consider recommending to Council that they are removed and replaced with an alternative. No only are the tyres making the area look messy but if anyone decided to set fire to the tyres they would become a hazard. Old tyres lying around can also encourage others to dump rubbish in the area. 30/21 Clerk
6. OSA
 - a A written report was received from Mrs Drake.
 - b Extra storage adjoining Hale Lane Pavilion. The Football Club is preparing a planning application to be submitted to Sevenoaks District Council for the placement of a storage container close to the Pavilion. 3/21 OFC

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| c | Defibrillator training course for the public. The new defibrillators have been installed in the sports pavilions and it is hoped a training course can be run as soon as pandemic restrictions are lifted. | 24/19 Clerk
Continuing |
| d | Petanque. The Petanque Club is still unable to hold regular meetings and decisions on future maintenance is awaited. OSA has requested that some money is put in a reserve for use by the Club if required to replace the barge boards and surface stones. | |
| e | Parking at Hale Lane. The Football Club has been asked to space the games at Hale Lane further apart to help with car parking. | 4/21 Completed |
| f | Hale Lane Pavilion Replacement Windows. Work has been completed. | 5/21 Completed |
| g | Rubbish left on the Recreation Ground around the football pitches following games. The Clubs have been asked to check and clear the area after games. | 7/21 Completed |
| h | Cricket players changing clothes in public on the Recreation Ground. OSA has passed this complaint to the Club. | 8/21 Completed |
| i | Victory Cup. Whilst clearing the Heritage Centre, a Victory Cup has been found. This is a cup that was presented by the Oxford Home Guard in 1945 for a 100 yards handicap race that was competed for by Oxford boys under 16 years of age. It was Agreed that Cllr Clucas will speak to the Organiser of the Oxford Fete to see if this competition could be resurrected in an updated format. | 21/21 PC
Continuing |
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| 7. | <u>High Street Recreation Ground</u> | |
| a | A report was received from Brian Thomas. | |
| b | Eric Dilley Pavilion. The gutters need to be repaired/replaced. | 31/21 Clerk |
| c | The Maple tree by the picnic tables is going to be removed as the tree is very damaged due to the fire that occurred under it. It is going to be replaced with a Tulip tree. | |
| d | Four Broadleaved Lime trees have been purchased to be planted along the Northern hedgerow. | |
| e | The three Robinia trees are going to be dead-wooded when the Maple is felled. | |
| f | The hedge cutting contractor is due soon. | |
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| 8. | <u>Chalk Pit</u> | |
| a | This area of land has been returned to SDC and the lease has ended. | |
| b | Members considered how to keep the chalk grassland area well tended and the Bee Orchids and numerous wild flowers cared for. Members agreed that SDC will be asked if the Parish Council can continue to mow the grass to preserve the area. | 32/21 Clerk |
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| 9. | <u>Hale Lane Recreation Ground/Pavilion/Telston Park</u> | |
| a | Fence security work has been carried out and a hedge planting and fencing scheme will be prepared this autumn. | 11/21 BT
Continuing |
| b | The post at the entrance to Telston Park to prevent cars driving into the area will be replaced shortly. | 6/20 Clerk
Continuing |
| c | Antisocial behaviour is continuing with groups of youths playing football against the pavilion and inside the play area. Notices have been erected. | |
| d | Anti-climb paint will be applied to parts of the roof of the pavilion to prevent access by the youths. | |
| e | A contractor will shortly be trimming the top hedge with his tractor mounted hedge cutter. | |
| f | The notices in the play area advising that the equipment is for use by primary school age children only need to be replaced. | 33/21 Clerk |
| g | Guttering at the pavilion. Repairs and replacements need to be carried out. | 34/21 Clerk |
| h | Cllr Kelly suggested more could be done with the Park. She will ask residents in the area to make suggestions for how it can be improved. | 22/21 JK
Continuing |
| i | Two Ash trees were classed as hazardous during a recent inspection. Both have been felled. | |
| j | Members agreed to create a reserve for Telston Park of £6000 that can be used as ideas are forthcoming. | |
| k | Hale Lane Pavilion – store doors. Quotes are being sought. | 35/21 Clerk |
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| 10. | <u>Oxenhill Wood</u> | |
| a | Maintenance of the area continues with various works planned for winter and spring. SDC will put up notices advising the public of what is being done. | |
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| 11. | <u>Village Green, Pond and Palace Approach</u> | |
| a | Copper Beech tree on the Village Green. This has been de-compacted and fed with Bio-Char. | 14/21 Completed |
| b | Palace Approach. The potential transfer of the land to OPC has been put on hold by SDC. We await developments. | |

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| c | Car Parking on Palace Approach. It has been reported that cars are parking on the triangle of grass near the Tower. It was Agreed that a wood bollard will be inserted to prevent cars parking illegally in this area. | 23/21 Clerk/BT
Continuing |
| d | The Medlar tree is going to be pruned shortly and the Lime growing beside it will be pruned to allow more light to reach the Medlar. | |
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| 12. | <u>Cemetery</u> | |
| a | Cemetery Path. Quotes are being sought. | 24/21 Clerk/BT |
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| 13. | <u>Palace Park Wood</u> | |
| a | Apple trees in the Community Orchard. A copy of the drawing showing the placement of each variety is awaited. | 4/19 Clerk/BT |
| b | DVLP. An application for funding has been submitted. Following the recent lockdown, the Parish Council has been advised that a decision may be forthcoming soon. | |
| c | Ash Die-back Removal and Hardstanding. Work has started on the site. | 17/21 Continuing |
| d | Drainage at Palace Park Wood/Cemetery
Solicitors have been contacted regarding the formal agreement. | 18/21 Continuing |
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| 14. | <u>Correspondence</u> | |
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| 15. | <u>Other Matters</u> | |
| a | Vegetation Clearance. A new budget code for vegetation clearance from footpaths and other problem areas will be added to the 2022 Budget with £1000. | 25/21 Clerk |
| b | Planters. The condition of the existing planters has been checked.
Council agreed to replace the planter on the traffic refuge. | 26/21 Completed |
| c | Tennis Club. Members Agreed that with effect from November 2021, the rent will be one peppercorn per year. | 27/21 Completed |
| d | Budget 2022 – F&GP has asked Rec & Env for create a plan for the renewal of the Hale Lane Play Area. A new budget code will be added to the projects section to build up funds. | 36/21 Clerk |
| e | Oxford Parish Council gave an undertaking to DVLP to pay £1,000 for 5 years to help them to carry out work in Oxford and surrounding areas.
As Oxford Parish Council has not received the grant from DVLP it has applied for, the grant money has had to be paid by the Parish Council for the immediate work that had to be done. As a result, the Clerk will write to DVLP and advise them that the remainder of the undertaking (£2000) will be paid at a rate of £250 per year. | 37/21 Clerk |
| f | Following the decision of the Planning Inspectorate to allow the footbridge over Oxford Station to go ahead, Cllr Clucas asked that the trees on the site are identified on the plans. | 38/21 Clerk |
| g | Budget 2022 – Tennis Court. As the tennis court is widely used, a budget item should be included for the renewal/maintenance of the playing surface to be built up over a few years. | 39/21 Clerk |
| h | Budget 2022 – F&GP suggested a height barrier could be considered for the car park at Hale Lane. Unfortunately this is not possible as the SDC refuse lorries have to be able to use this area to turn around. | |
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| 16. | <u>Date of Next Meeting</u> – 21 February 2022 at 7:30pm. | |