

**OTFORD
PARISH
COUNCIL**

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

MINUTES of a MEETING of OPC AMENITIES COMMITTEE

at The School House on 15 May 2017 from 7:30pm

Present: Cllr J Howe (in the Chair), Cllr J Edwards-Winsor, Cllr H Leicester, Cllr I Roy and Cllr M Whitehead

Also Present: Cllr J Verrall (for the Public Forum only)
Clerk

Public Forum. Cllr Verrall advised that he had spoken to 5 people waiting at the bus stop about whether they wanted a Bus Shelter. All five confirmed that they would appreciate having somewhere to shelter whilst waiting for the bus. He had also spoken to 6 couples from Tudor Drive. Five couples agreed a shelter would be an advantage. One couple said no.

Cllr Verrall also advised that more companies would be approached to quote for the proposed footpath around the Recreation Ground.

1. **Election of a Committee Chairman**

Following a ballot, it was RESOLVED that Cllr J Howe is elected as Chairman for the coming year.

2. **Election of a Committee Deputy Chairman**

It was RESOLVED that Cllr I Roy is elected as Deputy Chairman for the coming year.

3. **Apologies for Absence** – None.

4. **Declarations of Interest not previously declared** – None.

5. **Minutes of the previous meeting** held on 20 March 2017 were signed as an accurate record.

6. **Matters arising** from the previous meeting not covered elsewhere on the agenda. None.

7. **School House.**

7.1 A list of work to be carried out is being prepared. It has been identified that the carpet needs to be replaced in the Office and the entrance area and stairs. The outside of the building needs repainting. The ground floor interior needs decorating. The sink and taps in the bathroom on the first floor need replacing. Quotes will be sought. 6/17 Clerk

8. **Bus Shelters**

Following discussion it is RECOMMENDED that two bus shelters will be purchased. One will be placed on the site of the previous bus shelter on the Sevenoaks Road. The second will be placed at the bus stop in Willow Park. Permission will be sought from KCC to place the shelters at the locations identified. 7/17 J-EW / Clerk
Council to Consider

Councillors will be sent an image of the preferred shelter prior to the meeting.

Cllr Whitehead and Cllr Edwards-Winsor will identify suitable shelters.

9. **Litter/Dog Fouling/Graffiti on Roads & Pavements.**

9.1 The dog bin in Telston Park has been relocated to the area of the bus stop outside Frog Farm. A new dog bin has been purchased and will be installed in Bubblestone Road. 1/17 Clerk/BT

The Clerk will advise KCC of the new locations for bin emptying.

The Noticeboard in Bubblestone Road will be relocated if necessary when the siting of the new driveway has been confirmed.

10. **Otford Cemetery**

10.1a Quotes will be sought for continuing the footpaths in the cemetery as agreed in the planning permission together with continuing the path up the right hand side from the entrance to the tap. Cllr J Edwards-Winsor is preparing a scale drawing. 27/16 Clerk / J-EW Continuing

- 10.1b A request has been made for a covered seating area in the cemetery. It is suggested that instead of a tree in the centre of the proposed seating area, a roof made from cedar shingles in the shape of a parasol is installed. This would be open on all sides. Council to consider
It is RECOMMENDED that Council considers the proposal prior to any further action being taken.
11. **Information on car crashes and observed potentially dangerous incidents.**
- 11.1 An incident was reported where the bollard at the entrance to the car park at The Parade was knocked over. This caused an accident when a resident tripped over the remnants left in the ground in the dark. KCC were informed and the area was repaired and the bollard was not replaced..
12. **Car Parking in the village**
- 12.1 Cars parking on Station Road are being monitored. Councillors and a number of residents are being asked to email Cllr Edwards-Winser with details of any congestion. The monitoring will continue until the June JTB meeting. Completed
The time restrictions on Sevenoaks Road are being reviewed. Cllr Roy will speak with the Headteacher of Oxford Primary School regarding staff parking needs. 11/17 IR
13. **Road signs.**
- 13.1 The sign on the Sevenoaks Road, close to Sainsbury's roundabout stating 'Welcome to Oxford' is badly faded. KCC is responsible for this sign. The Clerk will report the fault on the KCC website. The Clerk will advise Mr Hardcastle of the condition of the sign. 8/17 Clerk
- 13.2 Metric signs on the bridge. KCC Highways has been advised that metric signage needs to be installed on the rail bridge (when travelling from Oxford towards Dunton Green). They are required both sides of the bridge with changes to the advanced notification on Polhill. To date no response has been received from KCC. County Councillor R Gough will be advised. 2/17 Clerk
14. **Road safety**
- 14.1 The gullies in Rye Lane have been cleaned. Success of the operation will be judged by the next heavy rainfall. 9/17 KCC
15. **Speedwatch / Lorrywatch –**
- 15.1 There has been no new activity on Speedwatch or Lorrywatch.
16. **Risk Assessments**
- It was agreed that the risk assessments will be audited. 30/16 Clerk
Continuing
17. **Fire Drills**
- 17.1 Cllr Verrall is arranging Fire Drills. Completed
- 17.2 A Fire Notice has been placed in the upstairs office at School House. Completed
18. **Other Matters/Correspondence**
- 18.1 The Clerk will ask a handyman to unseal the office window that does not currently open as this will be an emergency fire exit. 32/16 Clerk /
Continuing
19. **Cycle Routes**
- KCC will carry out an assessment/appraisal in June from Oxford to Bat & Ball. Safety issues over the M26 bridge are yet to be resolved as speed restrictions in this area are not considered suitable. 38/16 JE-W/
NC/KCC
Continuing
Cllr Edwards-Winser will report to OPC. It was agreed that OPC will not support a cycle lane with a 70mph speed limit in the road.
20. **Correspondence/Other**
- 20.1 Trees in Telston Park. The tree work has been completed. Completed
- 20.2 The programme of urban grass cuts has been received from KCC.
- 20.3 A visibility cut will be carried out by KCC on 16 May 2017.
21. **Date of Next Meeting – Monday 24 July 2017 at 7:30pm.**