OTFORD PARISH COUNCIL

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

MINUTES of a MEETING of OPC AMENITIES COMMITTEE
held at The School House on 18 January 2016 from 7:30pm

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

Also Present: Mrs S Palmer (Clerk)

Public Forum: No members of the public were present.

1.	Apologies for Absence – None.	**Action**
2.	Declarations of Interest – None.	
3.	The Minutes of the meeting held on 23 November 2015 were signed as being an accurate record of the meeting.	
4.	Matters arising from the previous meeting not covered elsewhere on the agenda. None.	
5.	**School House**.	
5.1	Access over the step into the Heritage Centre. A ramp has been donated by Cllr Leicester.	Completed
5.2	School House Roof. A new specification has been drawn up and will be submitted for quotations. A planning application will be prepared and submitted to SDC following a picture being prepared by Cllr Edwards-Winser showing the anticipated result.	1/16 Continuing JV/JE-W
6.	**Public Toilets**	
6.1	A quote has been received for a refurbishment of the toilets. A quote has also been received for removing all the toilet furniture and fittings.	Completed
6.2	Otford Village Memorial Hall – Request for a Grant This has been passed to the full Council for consideration.	Completed
6.3	Re-opening of the Public Toilets This has been passed to the full Council for consideration in April 2016.	Completed
6.4	Cllr Edwards-Winser has completed the repair to the gutter.	Completed
6.5	A response is still awaited from St Bartholomew's Church regarding surrender of the lease. The Clerk with chase.	2/16 Continuing Clerk
7.	**Litter/Dog Fouling/Graffiti**	
7.1	Clean-Up Day. Cllr Roy has been in contact with the Otford Society but a positive response has not been received. Macdonalds and Otford School have both expressed interest in the proposal. Cllr Roy agreed to try and organise an event that will tie in with the 'Clean for the Queen' campaign.	3/16 Continuing IR
7.2	Dog Fouling	

	All the signage has been received. This item will be referred to the Recreation and Environment Committee in future to avoid an overlap.	4/16 Rec & Env
8.	**Signage/Statutory Notices**	
8.1	Update on review of all signage/statutory notices on Parish Council land conducted by Assistant Clerk. It was clarified at the meeting that the Assistant Clerk will go to all areas owned and maintained by the Parish Council and take photographs of all signs and notices in the area. The signs will be checked for condition and whether the wording is correct. A report will be given at the next Amenities Meeting on 4 April 2016.	5/16 Assistant Clerk
8.2	Cllrs M Whitehead, J Edwards-Winser and N Rushby will review the list of road signage prepared by Mr Shelton and assess which items need reviewing and report to the next Amenities meeting on 4 April 2016.	6/16 Continuing MW/J-EW/NR
9.	**Otford Cemetery**	
9.1	A few tyres have been dumped at the Cemetery. The Clerk is arranging for them to be removed.	7/16 Clerk
10	**Information on car crashes and observed potentially dangerous incidents.** An incident was reported at the junction of Pilgrims Way East and Coombe Road resulting in minor damage to a car.	
11.	**Car Parking in the village**	
11.1	Car Park Widening. No response has been received from St Bartholomew's Church to a letter sent proposing the car park widening scheme.	8/16 Continuing
11.2	The latest information on car park income was noted.	
11.3	The consultation on car parking measures within the village is continuing.	9/16 Continuing
12.	**Road signs**	
12.1	Cllr Whitehead confirmed that work will start in the near future.	10/16 Continuing
12.2	Scouts. Permission was granted for a member of the Cub Scouts to organise a Community Project as part of the Chief Scouts Silver Award.	Completed
12.3	Meeting with Kemsing Parish Council The minutes are awaited from a meeting held with Kemsing Parish Council regarding road safety on Pilgrims Way East.	11/16 Continuing
13.	**Road Safety**	
13.1	A further report has been made to KCC concerning a blocked drain at the Rye Lane junction causing water to flow over the road. The initial work undertaken at this location has not resolved the problem.	12/16 Continuing
13.2	A further report has been made to KCC concerning the potholes at the junction of the High Street and the Pond.	13/16 Continuing
13.3	A further report has been made to KCC concerning blocked drains on the High Street, Otford outside Broughton Manor.	14/16 Continuing
14.	**Speedwatch / Lorrywatch**	
14.1	It is anticipated that a Lorrywatch event will be held in the near future.	15/16 Continuing
15.	**Other Matters/Correspondence**	
15.1	A response has been received from the Scouts regarding cars going down to the Scout Hut and spreading mud over the footpath.	
16.	Date of Next Meeting – Monday 4 April 2016 at 7:30pm. The meeting closed at 8:50pm.	