

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
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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 18 September 2017 from 7:30pm

Present: Cllr J Howe (in the Chair), Cllr J Edwards-Winser, Cllr H Leicester
Also Present: Clerk

Public Forum. No items were raised in the Public Forum.

1. **Apologies for Absence** – Cllr N Fothergill.
2. **Declarations of Interest not previously declared** – None.
3. **Minutes of the previous meeting.** The Minutes of the Meeting held on 24 July 2017 were signed as an accurate record.
4. **Matters arising** from the previous meeting not covered elsewhere on the agenda. None.
5. **School House.**
 - 5.1 Replacement of carpet tiles in the Office and the entrance area and stairs. Suppliers and quotes are being sought. 6/17 Clerk/ Continuing
 - 5.2 Repainting the outside of the building and decorating the interior (ground floor only). Quotes are being sought. 6/17 Continuing
 - 5.4 Replacement sink for the first floor. Completed
6. **Bus Shelters**

Following agreement from the Council to replace the bus shelter on the Sevenoaks Road, measurements are being taken of the existing concrete base to see if it needs to be replaced before the final order is made with the supplier. 7/17 J-EW / Clerk/BT/ Continuing
7. **Litter/Dog Fouling/Graffiti on Roads & Pavements.**
 - 7.1 Litter Picker. The position has been re-advertised.
8. **Otford Cemetery**
 - 8.1 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-Winser is preparing a scale drawing. 27/16 Clerk / J-EW Continuing
 - 8.2 Council agreed that an octagonal seating area will be placed in the centre of the footpaths with a shrub or small tree planted in the middle. Completed
It was agreed that a covered area will not be added as it would impede the movement of caskets around the paths.
9. **Information on car crashes and observed potentially dangerous incidents.**
 - 9.1 A resident has reported having his wing mirror smashed whilst unloading his car in the High Street by Pickmoss Lane. The other driver did not stop.
10. **Car Parking in the village**
 - 10.1 Sevenoaks District Council has been advised that cars are parking in the High Street after 8:30am and on Sevenoaks Road prior to 8:00am. SDC Traffic Enforcement Officers will monitor the areas. 17/17 Clerk
 - 10.2 Evidence continues to be collected to support the installation of yellow lines on Station Road. 18/17 Clerk Continuing

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| 10.3 | Green Car Park close to the rear of Otford Primary School. Council considered the recommendation to create a Green Car Park. It was agreed that initially the Planning Committee will look into the background, viability, planning restrictions and ownership. | 12/17 Planning Committee Completed |
| 10.4 | A recent request by a visiting sports team to park their coach on the Recreation Ground was refused as it was likely to damage the grass. Several alternative parking areas have been suggested. | Completed |
| 11. Road signs. | | |
| 11.1 | The sign on the Sevenoaks Road, close to Sainsbury's roundabout stating 'Welcome to Otford' is badly faded. KCC is responsible for this sign. Despite reporting the condition of the sign to KCC it remains unchanged. A final letter and photographs will be sent to County Councillor Roger Gough to see if he can help. | 8/17 Clerk Continuing |
| 11.2 | Metric signs on the bridge. County Councillor Gough is liaising with KCC on the metric signage that needs to be installed on the rail bridge (when travelling from Otford towards Dunton Green). They are required on both sides of the bridge together with changes to the advanced notification on Polhill. | 2/17 Clerk Continuing |
| 11.3 | A request has been made by a resident to add a cul-de-sac sign at the entrance to Twitton Meadows to stop drivers turning in by mistake. KCC has been asked to install the sign but refused. It was agreed that if Cllr Gough can get permission from KCC Highways to use their land, a sign will be purchased and installed by the Parish Council. | |
| 12. Road safety | | |
| 12.2 | The gullies in the area of Station Road and the Pond appear to be blocked. Cllr Edwards-Winsor has provided a drawing showing the route taken by excess water indicating which gullies need to be cleared. KCC will be advised. | 13/17 Completed |
| 12.3 | A letter has been received from a resident concerning inconsiderate parking in the village. SDC has checked the area and found that the parking is not illegal. KCC will be asked to check the road markings in Willow Park and Rye Lane. | Completed |
| 13. Speedwatch / Lorrywatch – | | |
| 13.1 | A request for a co-ordinator and new volunteers to man the equipment and arrange events has been placed in the Parish Newsletter. | Completed |
| 14. Risk Assessments | | |
| 14. | The audit of the risk assessments is continuing. | 30/16 Clerk Continuing |
| 15. Other Matters/Correspondence | | |
| 15.1 | Overgrown Hedges. Cllr Edwards-Winsor will advise the Clerk of any overgrown hedges in the Willow Park area. | Completed |
| 15.2 | A report has been received that there is a small number of deer roaming in the area around Polhill. Cllr Edwards-Winsor will try and find out exactly where they are. | 19/17 J-EW |
| 15.3 | Cllr Leicester reported the bad condition of the pavement surface on both sides of the road by the Library and Pickmoss Lane. This presents a trip hazard to him and others and will be reported to KCC. | 20/17 Clerk |
| 15.4 | KCC has advised that the second weed treatment of the year will take place on 6 October for Otford. | |
| 15.5 | KCC has advised that the fifth urban grass cut will take place on 15 September in Otford. | |
| 15.6 | KCC Highways has invited the Parish Council to attend a Parish Seminar near Tunbridge Wells on 20 October. Cllr Howe will attend. | |
| 16. Cycle Routes | | |
| 16. | Cllr Edwards-Winsor advised that the proposals for a cycle route by the contractors did not meet the expectations of SDC and was deemed impractical. The proposal was estimated to cost approximately £300,000. It was noted that it was unlikely that SDC would proceed due to difficulty in placing the route between Otford and Sevenoaks that meets the Safety Standards and a lack of financial commitment. | Completed |
| 17. | Date of Next Meeting – Monday 20 November 2017 at 7:30pm. | |

The meeting closed at 8:20pm.