

**OTFORD
PARISH
COUNCIL**

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

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MINUTES of a MEETING of OPC AMENITIES COMMITTEE

at The School House on 21st September 2015 from 7:30pm

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

Also Present: Mrs S Palmer (Clerk)

Public Forum: No members of the public were present.

1. Apologies for Absence were received from Cllr I Roy.
2. Declarations of Interest – none.
3. The Minutes of the meeting held on 20 July 2015 were signed as being an accurate record of the meeting with the addition of Cllr Verrall to item 7.
4. Matters arising from the previous meeting not covered elsewhere on the agenda.
 - 4.1 Access over the step into the Heritage Centre.
A catalogue has arrived detailing various rubberised and slip-proof temporary ramps that can be used to access the School House & Heritage Centre by wheelchair. The best option will be chosen to fit the doorway and a purchase order will be raised. Continuing All/Clerk
 5. School House
 - 5.1 Building contractors are being asked to inspect the roof. Work to the Chimney Stack will depend on the results of the inspection and funding, Continuing JE-W/JV
 6. Public Toilets
 - 6.1 Advice on how best to refurbish the toilets is still being sought.
 - 6.2 Cllr Edwards-Winsor will repair the gutter. JE-W
 - 6.3 St Bartholomew's Church will be asked if they want to take the public toilets back at any stage from now until the end of the lease.
 - 6.4 Cleaning the disabled toilet. This will be done on Monday, Wednesday and Fridays to begin with.
 7. Litter/Dog Fouling/Graffiti – No adverse reports have been received since the July 2015 meeting.
 - 7.1 Cllr Roy reported by email that she is in contact with the Oxford Society to ask if they would join forces with the Parish Council in a village clean-up. A response is awaited. IR
 - 7.2 A Litter Day is being planned with MacDonalDs. Email contact details have been sent to Cllr Roy. IR
 8. Review of all signage/statutory notices.
 - 8.1 The items that appear on the list prepared by Mrs E Ward will be forwarded to KCC together with a request for the redundant poles to be removed. Clerk
 - 8.2 Cllrs will review the list prepared by Mr R Shelton and assess which items will be actioned. All
 9. Oxford Cemetery
 - 9.1 MDH has been requested again to remove the soil from both the consecrated and green areas by Tuesday 29 September. Clerk
 - 9.2 A meeting has been held with Woodland Trust regarding cleaning the drains in the green cemetery to help water drainage in the area. Completed

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| 9.3 | Car Park Maintenance. It was agreed to add an item to the OPC Budget to prepare for resurfacing the car park in the future and maintenance/repair of the pathways. | Clerk |
| 10. | Information on car crashes and observed potentially dangerous incidents. | |
| 10.1 | June 2015. A vehicle over-turned on Pilgrims Way East junction with Tudor Drive. | |
| 10.2 | August 2015. Two vehicles were in collision at the junction with Tudor Drive. Wing and o/s front wheel collapsed. | |
| 10.3 | 11 September 2015. Two vehicle collision outside no. 24 Pilgrims Way East resulting in broken wing mirrors and wing damage. | |
| 11. | Car Parking in the village. | |
| 11.1 | 12 months in and there have been more compliments than complaints. The Committee is pleased with progress to date. | Completed |
| 11.2 | Entrance Widening. Cllr John Edwards-Winsor is producing a dimension drawing to give to the PCC for consideration. | JE-W |
| 12. | Road signs. Wet & Forget will be applied by Councillors. | All |
| 13. | Road safety. A repair carried out by KCC on the bridge over the railway has broken down and bits of tarmac have spread over the road. This will be reported to KCC. | Clerk |
| 14. | Speedwatch / Lorrywatch. | |
| 14.1 | Cllr Roy will co-ordinate with Cllr Whitehead. A lorrywatch will be arranged and the Offord Society will be approached to see if they are able to help as they have in the past. | IR/MW |
| 14.2 | Cllr Edwards-Winsor read an email received regarding the number of speeding tickets issued in relation to the number of speeding vehicles recorded. The number of tickets issued is very low. Kent Police responded that they are concentrating on other offences occurring within the District. | Completed |
| 15. | Other Matters/Correspondence | |
| 15.1 | Two depressions in the road at the junction of the High Street have been reported to KCC Highways. | Completed |
| 15.2 | A letter has been received from KCC Highways regarding damage to the verges along the Shoreham Road. The potential repair in this road would involve several bollards being installed over a long stretch of the road, or high kerbs, which is not possible from a financial standpoint. The Highway Steward will be asked to keep a watch in this road for cars and trade vehicles parking on the verge. | Completed |
| 15.3 | A Highways and Transportation Survey has been received from KCC. The Clerk will ask why the Parish Councils do not receive any feedback of results from this survey which is issued every year. | Clerk |
| 15.4 | The Clerk has sought advice from KCC regarding a blocked footpath in Twitton. KCC has advised that the footpath is not a public right of way and the landowner is not obliged to remove the obstruction. | |
| 16. | Date of Next Meeting – Monday 23 rd November 2015 at 7:30pm. | |