

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
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MINUTES of a MEETING of OPC AMENITIES COMMITTEE

at The School House on 23 January 2017 from 7:30pm

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

Also Present: Mr Adrian Barendt, Mrs S Palmer, Clerk

Public Forum. Mr Adrian Barendt spoke to the Committee on behalf of the petitioners for a 20mph speed limit on Pilgrims Way East. The benefits of a 20mph limit were expressed and traffic calming options which will be investigated further by Mr Barendt. A consultation would need to be carried out before any potential resolutions were implemented. It was agreed that this topic will be discussed at the next Parish Council Meeting.

Cllr Leicester raised the issue of access around the Pickmoss Step again as there was support for seeking a solution to this from the Otford Methodist Church, the Village Society and others. He stated that he wanted KCC to come up with designs that could provide an answer to the problem. Cllr Edwards-Winsor reported that he had already approached KCC Highways about this matter and that their response was that no easily viable solution was available. To look into the possibility of further design work would cost a minimum of £25,000 and the Parish Council would not fund this. Any possible solution would be extremely expensive and neither KCC nor the Parish Council could fund this sort of work. It was agreed that Cllr Edwards-Winsor would contact KCC Highways requesting a summary of the options seen to be possible with their judgement as to viability.

1. Apologies for Absence – Cllr I Roy and Cllr N Rushby.
2. Declarations of Interest – None.
3. The Minutes of the previous meeting held on 3 October 2016 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 School House Roof.
Work to the chimneys has been completed. A quotation has been accepted to do the final area of work to the landing and painting the meeting room. Completed
 - 5.2 Work to the first floor windows at The School House has been completed. Completed
 - 5.3 Work on the sills on the ground floor will start when the weather improves. Completed
6. **Seat on site of previous Bus Shelter**
Potential seats will be investigated for the site in London Road that previously had a bus shelter. 26/16
Clerk/BT
7. **Litter/Dog Fouling/Graffiti on Roads & Pavements.**
 - 7.1 Two dog bins will be purchased. One for the site in Bubblestone Road by the Parish Council noticeboard and one for a site close to the junction with Telston Lane. Cllr Edwards-Winsor will speak to SDC at Dunbrick. 1/17
Clerk/BT/JEW
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. 27/16
Continuing

9. **Information on car crashes and observed potentially dangerous incidents.**
Three incidents were reported. One by Oxford Station, one in Colets Orchard and one on Pilgrims Way West. No damage was reported.
10. **Car Parking in the village**
- 10.1 Parking on the High Street. A number of cars were reported as being parked outside houses on the road in the High Street outside the hours allowed. This caused significant traffic congestion. It appears to have been resolved. The Community Warden has been asked to be aware of this in case it happens again. Completed
- 10.2 Cars parking on Station Road are being monitored. Completed
11. **Road signs.** 25/16 Clerk
- 11.1 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 has advised Mr Catt of the condition of the sign. Completed
- 11.2 Palace Tower signs. The signs are being prepared. Completed
- 11.3 Metric signs on the railway bridge. Cllrs will look into displaying the height of the bridge by adding the metric height onto the existing signs. 2/17 Clerk
- 11.4 SDC will be asked to replace the No Entry sign at the Parade with a much larger sign. The damaged sign will be removed. 3/17 Clerk
12. **Road safety**
- 12.1 Reports to KCC continue concerning water flowing in the road at the Rye Lane junction. The initial work undertaken at this location has not resolved the problem. As the weather worsens, it is anticipated that KCC will be recalled to try and resolve the problem again. One suggestion has been to ask KCC to lower the height of the entrance to the gullies to try and direct the water flow into the drains. 12/16 Continuing
JE-W / KCC
13. **Speedwatch / Lorrywatch** – to receive an update.
- 13.1 There has been no new activity on Speedwatch or Lorrywatch.
14. **Risk Assessments**
- It was agreed that the risk assessments will be audited. 30/16 Clerk
Continuing
15. **Fire Drill**
- Cllr Verrall will be asked to undertake organising fire drills. 31/16 JV
Continuing
16. **Other Matters/Correspondence**
- 16.1 The Clerk has asked Dalton Joinery to unseal the office window that does not currently open as this will be an emergency fire exit. 32/16 Clerk /
JV
- 16.2 Emergency exit from the first floor. It was AGREED that an escape ladder will be purchased for use from the first floor of the School House. 36/16 Clerk
Fire regulations will be posted on the walls of the meeting room and general office spaces. 37/16 Clerk
- 16.3 Proposed footpath along the Shoreham Road. KCC has advised that an assessment of the viability of the proposed footpath will be required at an approximate cost of £25,000. This is out of the budget restrictions of the Parish Council. Consideration will be given to how to proceed in the future. 4/17 Clerk
- 16.4 Local Transport Plan (4). District Councillor Edwards-Winsor advised that Sevenoaks District Council will be making a district wide response to this consultation. Complete
- 16.5 New lights for the 'Tree of Light' have been purchased. Complete

17. **Cycle Routes**

District Councillor Edwards-Winsor advised that the next step in the process of creating a cycle route is for County Councillor Nick Chard to approach Kent County Council to prepare a cost estimate at an approximate cost of £25,000. Some technical issues have also arisen regarding where to place the cycle path over some of the road crossings.

38/16 JE-W/
NC/KCC

18. **Correspondence/Other**

18.1 Wreaths. It was agreed that the Remembrance Day wreaths will be removed in the middle of January. The wreaths start to decay and blow around as the weather worsens.

18.2 A request has been received for a footpath from Twitton to Otford. The Clerk has responded advising that the road is too narrow to add a footpath in this area and the land on either side is privately owned and cannot be used by KCC.

18.3 Damaged River Darent Monitoring Station. A repair to the monitoring equipment has been requested.

18.4 Mr Thomas has been asked to look at a number of trees in Telston Park that appear to be leaning.

18.5 KCC has advised that all the concrete bus stop poles are being removed throughout Kent.

19. **Date of Next Meeting** – Monday 20 March 2017 at 7:30pm.