

**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 24 July 2017 from 7:30pm

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

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

1. **Apologies for Absence** – None.
2. **Declarations of Interest not previously declared** – None.
3. **Minutes of the previous meeting.** The Minutes of the Meeting held on 15 May 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 A list of work to be carried out has been prepared. The carpet tiles need 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 in the bathroom on the first floor needs replacing. Cllr Edwards-Winsor will source a new sink. Quotes are being sought. 6/17 Clerk/  
J-EW  
Continuing
6. **Bus Shelters**  
Council agreed that one bus shelter will be purchased for the site on the Sevenoaks Road. It is acknowledged that a bus shelter in Willow Park is not wanted by the residents. Cllr Edwards-Winsor presented a number of styles of bus shelter. The Committee agreed that Councillors will be sent images of the preferred shelters prior to the August Council meeting in order that a final choice can be made. It was agreed that the images will be either all glass or part wood/part glass. The shelter will be positioned with the back of the unit facing the prevailing wind. 7/17 J-EW /  
Clerk  
Council to  
Consider
7. **Litter/Dog Fouling/Graffiti on Roads & Pavements.**
- 7.1 A new dog bin has been purchased and installed in Bubblestone Road. Completed  
The Clerk as advised 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.
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-Winsor is preparing a scale drawing. 27/16 Clerk /  
J-EW  
Continuing
- 8.2 Council considered the proposal for a covered area in the Cemetery. It was agreed that the proposal would be considered again by the Amenities Committee. The Committee RECOMMENDS that there is an octagonal seating area in the centre of the footpaths with a shrub planted in the middle. It was agreed that to put in a covered area would impede the movement of caskets around the paths. Council to  
Consider
9. **Information on car crashes and observed potentially dangerous incidents.**  
No new incidents have been reported.

10. **Car Parking in the village**
- 10.1 A resident has requested that Council considers the possibility of creating a Green Car Park close to the rear of Oxford Primary School. 12/17 Clerk  
 This was considered a number of years ago, but the level of car parking has increased and the need should be re-assessed. Council to Consider  
 It was noted that the proposal would depend on the landowners being willing to sell the prospective site to the Council.  
 It is RECOMMENDED that Council considers whether to progress this proposal further.
11. **Road signs.**
- 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 will report the fault on the KCC website. The Clerk will advise Mr Hardcastle of the condition of the sign. 8/17 Clerk
- 11.2 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
12. **Road safety**
- 12.1 The gullies in Rye Lane have been cleaned and appear to be working effectively. Completed  
 12.2 The gullies in the area of Station Road appear to be blocked. Cllr Edwards-Winsor will advise on the route of the excess water and which gullies need to be cleared. 13/17 Clerk / JE-W  
 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. 16/17 Clerk
13. **Speedwatch / Lorrywatch –**
- 13.1 There has been no new activity on Speedwatch or Lorrywatch. Following a request from a resident for more traffic control in the village, a request for a co-ordinator and new volunteers will be placed in the Parish Newsletter to man the equipment and arrange events. 14/17 Clerk
14. **Risk Assessments**
- The audit of the risk assessments is continuing. 30/16 Clerk Continuing
15. **Other Matters/Correspondence**
- 15.1 Unseal the office window that does not currently open as this will be an emergency fire exit. It was agreed that as the door to the Parish Office is directly next to the windows, the windows will be left alone until they are ready for replacement. Completed  
 15.2 Overgrown Hedges. Cllr Edwards-Winsor will advise the Clerk of any overgrown hedges in the Willow Park area. 15/17 Clerk / JE-W
16. **Cycle Routes**
- 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. Completed  
 It was noted that it was unlikely that SDC would proceed with the proposed route in the near future.  
 It was also noted that the bridge on the Sevenoaks Road over the M26 raised a particular issue in that the existing fencing was not high enough. It was estimated that the cost of replacing the fencing would be £65,000 for this alone.
17. **Correspondence/Other**
- 17.1 KCC has advised that the next urban grass cut is expected to take place on 5 August.
18. **Date of Next Meeting – Monday 18 September 2017 at 7:30pm.**