

**OTFORD
PARISH
COUNCIL**

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

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MINUTES of a MEETING of OPC AMENITIES COMMITTEE

at The School House on 3 October 2016 from 7:30pm

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

Also Present: Mrs S Palmer, Clerk

Public Forum. No members of the public were present.

1. Apologies for Absence – None.
2. Declarations of Interest – None.
3. The Minutes of the previous meeting held on 18 July 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. Replacement lead flashing will be installed during October. Repairs to the interior walls that have been damaged by damp seeping into the plaster are underway. 33/16 Clerk
 - 5.2 Council is being asked to accept the quotation for the replacement first floor windows at the Council Meeting on 10 October 2016. 34/16 Clerk
 - 5.3 A quote has been accepted for repairs to the sills on the ground floor. Completed
6. **Bus Shelter**
Only one company has been found that does not require a replacement bus shelter being concreted into the ground. Their shelters start at £4,800. It was agreed that initially a memorial seat will be placed on the Sevenoaks Road. Mr Brian Thomas will be asked to do the installation. 26/16 Clerk/BT
7. **Litter/Dog Fouling/Graffiti on Roads & Pavements.**
 - 7.1 Stencils have been purchased. Cllr Evans and Cllr Roy have used the stencils on a number of footpaths and around the recreation grounds. Cllr Edwards-Winsor will use them in the Telston Lane/Hale Lane area. Completed
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.**
One incident was reported on Sevenoaks Road when a car lost control and crashed into two cars that were parked close to the Pond.
10. **Car Parking in the village**
 - 10.1 There have been no reports of illegal or inconsiderate parking in the village.
 - 10.2 Sevenoaks District Council has been monitoring cars parking outside the shops on The Parade over the weekend. There have been no further reports. Completed

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| 11. | Road signs. | 25/16 Clerk |
| 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. The Clerk will advise Mr Catt of the condition of the sign. | |
| 11.2 | The Otford sign on Polhill has been cleared of vegetation by KCC. | Completed |
| 11.3 | Overgrown vegetation on Sevenoaks Road and Pilgrims Way West has been cut back to reveal the road signs. | Completed |
| 11.4 | Palace Tower sign. It has been suggested that a finger post sign is placed by the 'footpath' sign on The Green directing people to the Palace Tower. A similar sign should be placed by the One Stop Shop, inside the fence by the gate. | Clerk/R
Shelton |
| 12. | Road safety | |
| 12a | 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 | A Speedwatch has been held by the Police on the junction of Greenhill Road and Shoreham Road for half an hour from 08:35. During that time period 64 vehicles were checked and 24 exceeded the speed limit. Drivers exceeding 35mph will receive warning letters from the Police.
The results of the speedwatch will be published in the newsletter. | 21/16 All |
| 13.2 | Lorrywatch. Cllr Whitehead has agreed to schedule a Lorrywatch. | 35/16
MW/All |
| 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.
Fire regulations will be posted on the walls of the meeting room and general office spaces. | 36/16 Clerk
37/16 Clerk |
| 16.3 | Proposed footpath along the Shoreham Road. All the information collected to date is being passed to County Councillor Nick Chard. Cllr Chard will approach Kent County Council and ask for a cost estimate to be prepared. | |
| 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. | |
| 16.5 | New lights for the 'Tree of Light'. It was agreed that new lights would be purchased for the Tree of Light. | 39/16 Asst
Clerk |
| 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. Cllr Chard has indicated his willingness to assist with the associated costs. 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. | Date of Next Meeting – Monday 21 November 2016 at 7:30pm. | |