

**OTFORD  
PARISH  
COUNCIL**

Parish Clerk:  
Sharon Palmer  
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The School House  
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**MINUTES of a MEETING of OPC AMENITIES COMMITTEE**

at The School House on 4 April 2016 from 7:30pm

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

Also Present: Mrs S Palmer, Clerk

Public Forum. No members of the public were present.

1. Apologies for Absence – Cllr M Whitehead.
2. Declarations of Interest – None.
3. The Minutes of the previous meeting held on 18 January 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.  
The planning application has been prepared and submitted to SDC. Completed
6. **Public Toilets**
  - 6.1 Members noted an anonymous note had been fixed to the door of the toilets. Anonymous comments are not considered by the Council.
  - 6.2 **Lease.** A response is still awaited from St Bartholomew's Church regarding surrender of the lease. 2/16 Continuing Clerk
7. **Litter/Dog Fouling/Graffiti on Roads & Pavements.**
  - 7.1 A letter of complaint has been received regarding litter being dumped between Otford and Polhill.  
Both the Clerk and District Councillor Edwards-Winsler have replied to the complainant advising that some of the land is owned by SDC and some comes under the Parish of Badgers Mount but that SDC regularly keeps the roadsides clear of litter. Completed
  - 7.2 Graffiti. Graffiti on a fence beside the footpath leading from Tudor Drive to Kemsing has been noted and reported to the Community Warden. The Warden will be asked to request permission from the owners to try and clean it off. 16/16 Continuing Clerk/Warden
8. **Signage/Statutory Notices**
  - 8.1 Update on review of all signage/statutory notices on Parish Council land conducted by Assistant Clerk. 5/16 Continuing Asst Clerk
9. **Otford Cemetery**
  - 9.1 Tyres. The tyres dumped at the Cemetery Car Park have been removed. Completed
  - 9.2 The poles have been erected for the notices displaying the car park regulations. It is expected the notices will be put up shortly. 17/16 Continuing Brittonia

10	<b>Information on car crashes and observed potentially dangerous incidents.</b>	
10.1	A bus shelter on the Sevenoaks Road blew over in the high winds. This is a very heavy structure and cannot be manually lifted back into place. Mr Thomas has inspected the structure and marked it off with hazard tape. The wood at the base of the structure is rotten and it cannot be concreted back into place. It is recommended that this structure is replaced with a new shelter. The Clerk is investigating alternatives. Mr Thomas will dismantle the original. It is RECOMMENDED that OPC considers the replacement of the bus shelter.	18/16  OPC to consider
11.	<b>Car Parking in the village</b> – to receive an update.	
11.1	A report has been received that lorries have been parking in Hale Lane car park overnight. The PCSO is aware. Cllr Roy will check who owns the car park and the extension. The Warden will be asked for more details.	19/16 Continuing IR/Warden
12.	<b>Road signs.</b> The road signs have been treated and cleaned.	Completed
13.	<b>Road safety</b> – to receive an update.	
13a.	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.	12/16 Continuing JE-W / KCC
13b.	Reports have been sent to Thames Water regarding the sewage leak in Hale Lane/Pilgrims Way West.	Completed
13c.	Reports have been sent to KCC Highways regarding leaning trees and fallen branches following the high winds.	Completed
13d	The report has been received from Kemsing Parish Council on the meeting held in November to discuss the Pilgrims Way traffic issues attended by District Councillor J Edwards-Winser.	Completed
13e	A request has been made to KCC to refresh the zebra crossing outside the car park as the lines are fading.	20/16 Continuing Clerk / KCC
13.f	A resident has been in contact with County Councillor Nick Chard regarding school buses that are using Telston Lane and turning/waiting at the top of Darnets Field, sitting for up to 15 minutes with their engines running which is disturbing local residents. Cllr Chard is asking KCC officers to look into the situation. The Committee noted the information.	Completed
13.g	A letter has been received regarding a request for traffic calming measures for the Shoreham Road. The Clerk has responded.	Completed
13.h	A local resident has been in contact with Mr Fallon MP and Inspector Slade of the Police regarding speeding in the village. The Committee noted the information.	Completed
14.	<b>Speedwatch / Lorrywatch</b> – to receive an update.	
14.1	Kent Police have advised that a 24hr European Speed Marathon Campaign is running from 06:00 Thursday 21 April to 06:00 Friday 22 April 2016. All speedwatch scheme leaders are encouraged to plan sessions during this time. Councillors agreed to hold sessions if sufficient helpers can be arranged. Cllr Whitehead will be asked to co-ordinate this.	21/16 Continuing Cllr Whitehead
14.2	The Kent Community Speedwatch Unit has requested details of all practitioners including addresses, email addresses and phone numbers. It was agreed the details of the Parish Office and the Speedwatch Co-ordinator will be provided.	22/16 Continuing Clerk
15.	<b>Clean-up Day</b>	
15.1	McDonalds held a clean-up session that was extremely successful. Twenty volunteers attended from McDonalds and five Parish Council volunteers and two hours were spent picking up litter between the restaurant and the Pond.	
15.2	Clean for the Queen. This event went well but the number of volunteers could have been improved on.	Completed

16. **Other Matters/Correspondence**

16.1 An email has been received from a resident asking that the traffic lights at the recent roadworks by the junction of Pilgrims Way East are re-sequenced as long delays are being experienced. The Clerk spoke to the contractors who advised that the lights are sequenced to cope with the heaviest traffic in the day (the rush hour) and are not altered to handle further congestion during the day. Completed

16.2 Cllr Leicester raised the issue of overhanging hedges. This will be monitored and if necessary the Clerk will write to individual residents and ask them to trim the hedge.

17. **Date of Next Meeting** – Monday 23 May 2016 at 7:30pm.

The meeting closed at 9:10pm.