

**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 18 July 2016 from 7:30pm

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

Also Present: Mrs S Palmer, Clerk

Public Forum. No members of the public were present.

1. Apologies for Absence – Cllr J Howe, Cllr I Roy, Cllr N Rushby.
2. Declarations of Interest – None.
3. The Minutes of the previous meeting held on 23 May 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 is due to start on rebuilding the chimneys and repairs to the roof at the end of August. Completed
  - 5.2 The Clerk has been asked to look into the work that needs to be done to both the inside and outside of the building to improve the state of repair. Quotes are being sought for replacement of the windows in the first floor and repair to the windows and sills on the ground floor. 23/16 Clerk
6. **Bus Shelter**  
Members considered replacing the bus shelter on Sevenoaks Road. It was agreed that the main issue was securing the bus shelter into the ground at a suitable depth as service pipe might run under the ground in the area. 26/16 JE-W  
Cllr Edwards-Winsor offered to research bus shelters that use a different type of installation.  
  
Note: The Clerk confirmed that the remainder of the recent legacy given to the Parish Council is ring-fenced within the Reserves. Completed
7. **Litter/Dog Fouling/Graffiti on Roads & Pavements.**
  - 7.1 Stencils have been purchased. Cllr Evans and Cllr Roy are using them on footpaths and around the recreation grounds. Completed
  - 7.2 Graffiti. Graffiti has appeared on Otford Palace brickwork. This has been reported to Sevenoaks District Council for specialist removal. 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
9. **Information on car crashes and observed potentially dangerous incidents.**  
One incident was reported on Sevenoaks Road potentially due to mechanical failure.
10. **Car Parking in the village**
  - 10.1 Lorries are still parking in Hale Lane car park overnight. The PCSO is aware. 19/16  
The owners or drivers will be advised not to park blocking access or on the grass so that the grass can be cut and maintenance carried out. Continuing Warden

- 10.2 Car Parking on Station Road will be monitored. 28/16 All
- 10.3 Sevenoaks District Council is monitoring cars parking outside the shops on The Parade over the weekend. 29/16 SDC
11. **Road signs.** 25/16 J-EW
- 11.1 The sign on the Sevenoaks Road, close to Sainsbury's roundabout stating 'Welcome to Oxford' is badly faded. Cllr Edwards-Winsor will find out who has responsibility for the sign.
- 11.2 The Oxford sign on Polhill has been reported to KCC as it is covered by vegetation.
- 11.3 Overgrown vegetation on Sevenoaks Road and Pilgrims Way West has been cut back to reveal the road signs.
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. 12/16 Continuing JE-W / KCC
- 12b The lines on the zebra crossing outside the car park have been repainted by KCC. Completed
13. **Speedwatch / Lorrywatch** – to receive an update.
- 13.1 Members agreed to hold another Speedwatch in the near future. 21/16 All  
Members agreed to try and make arrangements for a Lorrywatch.
14. **Risk Assessments**
- It was agreed that the risk assessments will be audited. 30/16 Clerk
15. **Fire Drill**
- Cllr Verrall will be asked to undertake organising fire drills. 31/16 JV
16. **Other Matters/Correspondence**
- 16.1 The Clerk has been asked to make arrangements for someone to unseal the office window that does not currently open as this will be an emergency fire exit. 32/16 Clerk / JV  
Emergency exit from the first floor should be considered. Cllr Verrall will be asked to advise.  
Fire regulations should be posted on the walls of the meeting room and general office spaces.
- 16.2 District Councillor Edwards-Winsor advised that the potential footpath along the Shoreham Road is not going to be easy as a proportion of land will have to be donated by each householder which will affect a number of driveways and gates.
17. **Cycle Routes**
- District Councillor Edwards-Winsor advised that in his role as Chairman of the Sevenoaks District Cycle Working Group a cycle route has been suggested for implementation between Oxford and Bat & Ball. There is an existing footpath that can be used that follows most of the route.  
It has been advised that Kent Highways would be required to put up a large safety screen on the section crossing the M26 to prevent cyclists falling off the bridge. This is not viewed as acceptable in this area. The alternative is to reduce the speed limit in the area. The currently limit is 30-40-70-30 from Oxford to Sainsburys. The change would bring the limits down to 30-50-30 in both directions. The 30mph break point would also be moved to the area by the Village Gateways adjacent to the garage or to the dual carriageway. This would also have a positive effect on the Bubblestone junction by making it safer.  
It is RECOMMENDED that OPC agrees to the proposed cycle route. OPC to Vote
18. **Date of Next Meeting** – Monday 19 September 2016 at 7:30pm.  
The meeting closed at 9:00pm.