

**OTFORD  
PARISH  
COUNCIL**

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

Email: clerk@otfordpc.co.uk

**MINUTES of a MEETING of OPC AMENITIES COMMITTEE**

at The School House on 20 July 2015 from 7:30pm

Present: Cllr J Edwards-Winser, Cllr N Rushby (in the Chair) and Cllr M Whitehead  
Also Present: Mrs S Palmer, Clerk

- 1 Appointment of Committee Chairman. Action  
RESOLVED that Cllr J Howe be appointed as Chairman of the Amenities Committee.
2. Appointment of Committee Vice-Chairman  
RESOLVED that Cllr N Rushby be appointed as Vice-Chairman of the Amenities Committee.
3. Apologies for Absence were received from Cllr J Howe and Cllr H Leicester.
4. Declarations of Interest – None.
5. The Minutes of the previous meetings of the Services Committee dated 23.3.15 and the Highways Committee dated 20 April 2015 were agreed as an accurate record.
6. Matters arising from the previous meeting not covered elsewhere on the agenda:
  - 6.1 School House (Services Committee Meeting dated 23.3.2015) Item 5.
    - a. The paving at the front of the School House has been completed. a. Completed
    - b. Access over the step into the Heritage Centre - continuing. b. Continuing
    - c. Work to chimney stack. This will be dependent on funding becoming available and the results of the inspection of the roof. c. Continuing
  - 6.2 Litter (Services Committee Meeting Minutes dated 23.3.2015) Item 8.  
Cllr Irene Roy will be asked to arrange a clean-up day in association with the Otford Society if they are interested.
  - 6.3 Notice Boards – Item 11. These have been installed. Completed
  - 6.4 Road Signage Cleaning - Item 12. It was suggested that a product 'Wet and Forget' is used on the road signs.
  - 6.5 Pickmoss Step (Highways Committee Minutes dated 20.4.15) Item 4. This item has been completed. Completed
  - 6.6 Footpaths – Item 7b. KCC have advised that maintenance of footpaths are generally the responsibility of the landowner.
7. School House Roof. This is continuing. Cllrs J Edwards-Winser and J Verrall are arranging for an inspection of the exterior and interior of the roof. JE-W
8. Refurbishment of Public Toilets. Cllr Edwards-Winser is asking two contractors to advise the Parish Council on the best way to refurbish the toilets. JE-W
9. Litter/Dog Fouling/Graffiti – There has been an increase in dog fouling around the perimeter of the Recreation Ground in the longer grass. This is particularly unpleasant for the groundsman who strims this area.
10. Review of all signage/statutory notices on Parish Council land. Continuing  
A report by been received (on the day of the Meeting) from Mr R Shelton on the village All

signage. Members will consider the report and how to progress this at the next meeting.

11. Otford Cemetery
  - a. Cllr Verrall is currently checking on Contractors' compliance. Continuing
  - b. A letter will be sent to the Woodland Trust asking that they clear the ditches to help drainage. Clerk
  
12. Solar System – Cllr Edwards-Winser has mowed the orbits and marked them with coloured paints.
  
13. Information on car crashes and observed potentially dangerous incidents.
  - a. A report of dangerous driving has been received involving a white Mercedes (registration number withheld) driving at excessive speed through the High Street on the wrong side the road.
  
  - b. Two incidents have been reported in Willow Park. In the first incident a cat was hit by a car and had to receive treatment from a vet for a dislocated hip. The second incident occurred when a car skidded on the road and hit a parked car and ended in a front garden. No injuries were reported.
  
  - c. The concrete bollard on the footpath on the Green has been hit by a car and dislodged. Mr Thomas will be asked re-set and paint this bollard white to make it more visible to drivers. BT
  
14. Car Parking in the village. A letter has been received from a resident concerned about cars parking on the High Street. The suggestion to paint yellow lines in this area can only be considered by KCC. Residents who need to park in this area will have been offered a permit to park in the car park.  
  
Cllr Edwards-Winser updated the meeting on the status of the new road markings in the Warham Road/Sevenoaks Road area.
  
15. Road signs  
The new belisha beacon at the crossing on the High Street needs an adjustment. The shielding on the light at The Bull side of the road needs to be turned by 90 degrees as the light cannot be seen when driving down the High Street from the Pond. The Clerk will advise KCC. Clerk
  
16. Proposed meeting with Kent Highways. There were no additional items to be discussed with Kent Highways at the present time. Issues arising throughout the year will be referred to Mr Catt.
  
18. Speedwatch / Lorrywatch. An Organiser is being sought to run Speedwatch. Cllr Roy will be asked to consider this. It was noted that Lorrywatch can only operate in Otford High Street.
  
19. Other Matters/Correspondence  
There was no correspondence.  
The plaque for the planter will be sought in the Parish Office.
  
20. Date of Next Meeting – Monday 21 September 2015 at 7:30pm.

The meeting closed at 8:55pm

Signed .....

Date .....