

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
01959 524808

Email: clerk@otfordpc.co.uk

The School House
21 High Street
Otford Sevenoaks
Kent TN14 5PG

MINUTES of a MEETING of OPC AMENITIES COMMITTEE

at The School House on 20 March 2017 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: Clerk

Before the start of the meeting, a Fire Drill was held. All personnel arrived at the designated meeting point within 2 minutes. The Clerk recorded all members as being present. There were no issues raised regarding the evacuation.

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

1. Apologies for Absence – None.
2. Declarations of Interest not previously declared – None.
3. The Minutes of the previous meeting held on 23 January 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 Work to repair the rotten sills at the front of the building has been completed. The Clerk will check that the front window, which is a designated fire escape, will open satisfactorily. 5/17 Clerk
 - 5.2 A list of repairs still to be carried out will be prepared. 6/17 Clerk
6. **Seat on site of previous Bus Shelter**

The potential replacement of the Bus Shelter has been raised again. 7/17 J-EW / IR
The Clerk advised that it was agreed by the Parish Council not to replace the shelter 5 months ago. In accordance with the Standing Orders of the Parish Council, this item cannot be discussed again until May 2017. Cllr Roy volunteered to investigate whether Otford residents would like to have a shelter at the Sevenoaks Road bus stop and also whether a similar shelter would be appreciated in the Telston Lane area. Residents attending the Meeting of the Electors will be asked for their opinion.
7. **Litter/Dog Fouling/Graffiti on Roads & Pavements.**
 - 7.1 It was agreed that one of the dog bins in Telston Park will be removed and relocated to the area of the bus stop outside Frog Farm, subject to permission from KCC Highways. 1/17 Clerk/BT
A new dog bin will be purchased for a site in Bubblestone Road. Mr Brian Thomas will be asked to speak with Cllr I Roy who has offered to have the bin located on her land.
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 will prepare a drawing to be sent out with the specification. 27/16 Clerk / J-EW Continuing
9. **Information on car crashes and observed potentially dangerous incidents.**
 - 9.1 Two incidents were reported. One by the Sevenoaks Road junction with the Parade of shops and one on the High Street where a pedestrian sustained minor injuries in a hit and run on Thursday 2 March. Police are looking for a black Range Rover which failed to stop at the scene.

10. **Car Parking in the village**
- 10.1 Parking on the High Street. A car has been reported as being parked outside a house on the road in the High Street outside the hours allowed on a Saturday morning. This caused traffic congestion. Completed
- 10.2 Cars parking on Station Road are being monitored. Cllr Edwards-Winser advised that yellow lines will only be recommended for this road if congestion is reported to SDC on a regular basis. Completed
11. **Road signs.**
- 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 again of the condition of the sign. 8/17 Clerk
- 11.2 Palace Tower signs. The signs are completed and installed. An Officer from SDC remarked how nice they looked and how well they fitted into the location. Completed
- 11.3 Metric signs on the bridge. KCC Highways will be advised that metric signage needs to be installed on the rail bridge (when travelling from Otford towards Dunton Green). They are required both sides of the bridge with changes to the advanced notification on Polhill. 2/17 Clerk
- 11.4 Replacement No Entry sign at the Parade. The land at this location is private property and as such there is no permission to alter the existing signage. Completed
12. **Road safety**
- 12.1 Flooding at the junction of Rye Lane. KCC has carried out repairs at this location. Completed
- 12.2 In Rye Lane the gullies lie above ground level and as such the water does not access them but flows down the street. KCC are scheduled to inspect the gullies in the near future. 9/17 KCC
13. **Speedwatch / Lorrywatch –**
- 13.1 There has been no new activity on Speedwatch or Lorrywatch.
14. **Risk Assessments**
- It was agreed that the risk assessments will be audited. 30/16 Clerk Continuing
15. **Fire Drills**
- 15.1 Cllr Verrall is arranging Fire Drills. Completed
- 15.2 A Fire Notice will be placed in the upstairs office at School House. 10/17 Clerk
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 / Continuing
- 16.2 Proposed footpath along the Shoreham Road. KCC has advised that an assessment of the viability of the proposed footpath will be required at an approximate cost of £25,000. The local residents have been advised. Completed
17. **Cycle Routes**
- District Councillor Edwards-Winser advised that the next step in the process of creating a cycle route is for KCC to carry out an assessment/appraisal. The cost for this has been met by KCC. A start date is awaited. 38/16 JE-W/ NC/KCC Continuing
18. **Correspondence/Other**
- 18.1 Damaged River Darent Monitoring Station. The repair to the monitoring equipment has been completed. Completed
- 18.2 Trees in Telston Park. Quotations are awaited for pollarding/felling. 10/17 Clerk
- 18.3 KCC has advised there is one more cut of verges to be carried out in the 2016/17 programme.
19. **Date of Next Meeting – Monday 15th May 2017 at 7:30pm.**