

**OTFORD
PARISH
COUNCIL**

Parish Clerk:
Sharon Palmer
01959 524808

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 23 November 2015 from 7:30pm

Present: Cllr J Howe (in the Chair)

Also Present: Cllrs J Edwards Winser, H Leicester, N Rushby & M Whitehead

Public Forum: No members of the public were present.

- | | Action |
|---|---------------------------------------|
| 1. Apologies for Absence - None. | |
| 2. Declarations of Interest – None. | |
| 3. The Minutes of the meeting held on 21 September 2015 were signed as being an accurate record of the meeting. | |
| 4. Matters arising from the previous meeting not covered elsewhere on the agenda. None. | |
| 5. School House. | |
| 5.1 Access over the step into the Heritage Centre
Cllr Edwards-Winser and Cllr Whitehead will make a suitable ramp that can be easily moved in and out of position as required. | Continuing
JE-W/MW |
| 5.2 School House Roof
A new specification has been drawn up and will be submitted for quotations.
A planning application will be prepared and submitted to Sevenoaks District Council. | Continuing
JE-W/Clerk
J Verrall |
| 6. Public Toilets | |
| 6.1 Only one contractor has been willing to quote for a possible refurbishment. | |
| 6.2 Otford Village Memorial Hall has asked the Parish Council for a donation to help clean their toilets as more people are using them following the closure of the Council's toilets. The Clerk will ask for an idea of the costs involved prior to a decision being made. | Clerk |
| 6.3 It is RECOMMENDED that the Public Toilets remain closed over the winter and re-opening them will be considered in the Spring. | OPC to
Consider |
| 6.4 Cllr Edwards-Winser will repair the gutter with sealant. | Continuing
JE-W |
| 6.5 A response is still awaited from St Bartholomew's Church regarding surrender of the Lease. | Continuing |
| 7. Litter/Dog Fouling/Graffiti. | |
| 7.1 Cllr Roy is in contact with Otford Society who have expressed an interest in co-ordinating a Clean-Up Day. The Scouts and Guides have also offered to help and the School will be asked if they wish to participate.
Sevenoaks District Council (Dunbrick Depot) has offered supplies to help such as hi-viz tabards, gloves, litter pickers and bags. They will also come and pick up the full bags the next day.
McDonald's have also indicated they would be interested in assisting.
Cllr Roy will progress with the Otford Society. | IR |

- 7.2 McDonalds Litter Picking is scheduled for March 2016 (date to be advised). The area between McDonalds and Oxford Pond will be covered.
8. **Signage/Statutory Notices**
- 8.1. Update on review of all signage/statutory notices on Parish Council land conducted by Assistant Clerk. Continuing Asst Clerk
- 8.2 A list of redundant poles has been forwarded to KCC with a request for removal. Completed
- 8.3 Cllrs M Whitehead, J Edwards-Winser and N Rushby will review the list prepared by Mr R Shelton and assess which items will be actioned. Continuing MW/JE-W/NR
9. **Oxford Cemetery**
- 9.1 MDH has not moved the earth deposited there from grave digging. OPC arranged to have the earth removed by an alternative company. Completed
- 9.2 Car Park Maintenance. A budget item has been created for continuing maintenance of the car park and pathways in the cemetery. Completed
- 10 **Information on car crashes and observed potentially dangerous incidents.**
- 10.1 A car has been driven into the Pond. Fortunately no damage was caused to the structure of the Pond. The tyre tracks through the grass will grow back in time. It has been confirmed that the driver was over the alcohol limit.
- 10.2 A fatality occurred on the Pilgrims Way on a foggy morning when a resident came out of the driveway chasing a dog and was hit by a car. (See also item 13)
11. **Car Parking in the Village**
- 11.1 A response is awaited from St Bartholomew's Church regarding a request from the Parish Council to purchase a small strip of land to enable the entrance to be widened. Continuing JE-W
- 11.2 The consultation on parking measures within the village is continuing. Continuing
- 11.3 Cllr Roy has spoken to the Manager at Beadles regarding their staff parking arrangements. Mr Sixsmith reported that staff have had nails puncturing their tyres, and deep scratches in paintwork when parking on the roads in Oxford. The Police have been involved in the incidents which took place between March and June 2015. There is a shortfall of 23 parking spaces on the Beadles site for staff parking. At the present time the Parish Council allows Beadles staff to park in the Cemetery Car Park but this has always been a temporary measure. Beadles are usually co-operative when asked to move their cars out of the car park if a burial is taking place but this temporary arrangement is only until Beadles can sort out their own arrangements to increase parking on their own site.
- 11.4 A query has been raised about issuing special permits for the High Street Car Park for frequent visitors. It was AGREED that no changes would be made to the conditions originally set for issuing permits.
12. **Road signs.**
- 12.1 Cllr Whitehead confirmed that the solution for cleaning signs has been purchased and work will start in the near future.
- 12.2 A request has been received from a member of the Cub Scouts who is working towards a Chief Scouts Silver Award. Part of this award is to organise and take part in a community project. It was suggested that cleaning the road signs would be a suitable project to suggest to the Scouts. The Clerk will write and suggest the project if it can be organised by the Scouts, liaising with the Parish Council. The Parish Council is able to provide hi-viz jackets etc. Clerk
13. **Meeting held with Kemsing Parish Council**
A meeting was held by Kemsing Parish Council, with Cllr Brian Buttifant in the Chair. Attendees included District Councillor J Edwards-Winser and County Councillor Nick Chard to discuss safety on the Pilgrims Way.

A suggestion was made to look at potentially introducing a pavement on one side of the road but it was felt that this would encourage traffic to travel even faster. The introduction of a 20mph speed limit was considered but it would be very difficult to enforce due to the winding nature of the road and the sight lines necessary to use speed cameras (either in situ or hand held). Making it a single track road with passing places would not solve the problem. Powered signs posting speeds would not work on the majority of the road as they need to be placed where there aren't any trees. Speed reducing measures placed in the road cannot be installed as it is necessary for the road to be illuminated with street lights. It is suggested that pedestrians are encouraged to use the footpath below Beechy Lees to gain access to Otford Station rather than walking along the Pilgrims Way. County Councillor Nick Chard will speak with KCC Highways and report to the next JTB Meeting. Kemsing Parish Council will provide a report on the meeting.

14. **Road safety**

- 14a. It has been reported that water is flowing across the road at the junction with Rye Lane instead of feeding into the drains under the road. KCC has been advised. This is a safety issue in cold weather when the water freezes on the road surface.
Update following the meeting – KCC has carried out a repair. This will be monitored

15. **Speedwatch / Lorrywatch**

- 15.1 Lorrywatch. This is continuing. MW
- 15.2 Two depressions in the road at the entrance to the High Street are deepening through the excessive number of large vehicles using the High Street. KCC have been updated.
- 15.3 It was AGREED that a request for volunteers to help with Speedwatch activities will be placed in the Newsletter. Asst Clerk

16. **Clean-up Day**

Cllr Roy advised that she is in contact with the Otford Society and is encouraging them to take up this challenge to arrange a village wide Clean-Up Day and involve all residents. IR

At this point in the meeting (10pm) the Committee voted to continue for a further 5 minutes.

17. **Other Matters/Correspondence**

- 17a. An Information Update has been received from Kent Fire & Rescue Service.
- 17b. The Committee noted a response to a query from the Parish Council on the KCC Highways and Transportation Survey has been received.
- 17c. A request has been made by SDC to the owner of a property in Tudor Crescent to remove the leftover building materials (concrete and ballast) from a verge outside the property.
- 17d. A copy of How Roadworks Are Managed has been received from KCC.
- 17e. A request has been made by residents for a bench to be placed on the pavement by the bus stop outside St Bartholomew's Church. Clerk
- It was agreed that a bench would be purchased (£750). It was further suggested that this bench is engraved to mark the passing of Carol Griffiths who had close ties to many Societies in the village. The Clerk will ask if any Societies wish to consider this.
- 17f. The Parish Council has received an email from Network Rail confirming that they will not be building the rail crossing to the alternative design suggested by the village due to cost and the additional construction time that would be required.

The meeting closed at 10:05pm.

18. Date of Next Meeting – Monday 18 January 2015 at 7:30pm.