1. Present: Cllr Mrs J Lawrey (Chairman), Cllr R Knight, Cllr H Leicester, Cllr Mrs Ward

2. In attendance: Clerk, Assistant Clerk,

3. Apologies Cllr. J Verrall,

4. School House
Quotes for Asbestos Work – Cllr Verrall awaiting second quote (ongoing).
Management File/ Fire Risk Assessment records – Assistant Clerk (ongoing)
Fire extinguishers and smoke alarms (completed)
Decoration of office is all but completed by councillors, front part of office to be finished and then lobby area.
Both Front and back gardens at School House need a lot of attention. Working Party date set as Monday 13th August. Assistant Clerk had tidied front garden for Jubilee weekend.

5. Emergency Manual
Manual to be updated if required and circulated (Assistant Clerk - ongoing)

6. Dog Fouling
A Dog Poo Flag Day will take place on the Recreation Ground between 12th to 14th June. Assistant Clerk to obtain / make flags.
A sweep of the Recreation Ground will take place before the Parish Council meeting on 11th and any evidence will be flagged. Then over the next 3 days there will be more sweeps and Cllrs will be on the gate to provide education for dog owners as they arrive. Cllr Knight to investigate the use of wormaries.

7. Litter
Litter problem – McDonalds pick up more regularly in the Cemetery and village. Cllrs Mrs Lawrey, Mrs Marsh and Mrs Ward pick up litter on Pilgrims Way East to Tudor Drive regularly. Note to be put at parade re putting out rubbish bags too early.

8. Graffiti
Graffiti - none reported

9. Bus stop
Cllr Mrs Lawrey would speak to Arriva re timetables. Residents to be informed about train changes and road closures during Olympics and Paralympics via the newsletter.

19. Notice Boards
Norman will refurbishing the boards during the Summer at the Parade Bubblestone Road and School House. The refurbishment of the interpretive boards by the Palace is being looked at as part of the Parish Plan.

11. Kent Highways land
The Otford Society were looking into putting paving celebrating o/s Kent House the Diamond Jubilee on the Kent Highways land outside Kent House. A plan had been received and more discussion was necessary before a decision could be made (Carol Griffiths - ongoing)

12 Solar System
The planets had been cleaned ready for the Solar System Walk
Tremaine Clinton would help to update the display in the Heritage Centre.
13. Defibrillator

The Committee supported the housing of a defibrillator outside School House, may look at courses to train up persons in the village. Stan the first responder will be contacted as to the next step.

14. Jubilee Events

The beacon had arrived and had been tested. Events detailed as below
  - **Saturday morning** – 10am start – planet walk for children. Councillors and clerks would man the start and finish point and planets. Children would hopefully be accompanied by their parents / carers and if arrive on their own taking part would be at their own risk.
  - **Saturday evening** – The Sackville Singers are performing a ‘Proms’ type event in St Bartholomew’s Church
  - **Sunday** - Civic Service (Diamond Jubilee Thanksgiving Service) in St Bartholomew’s Church
  - **Big Tea** – on Village Green co-ordinated by St Bartholomew’s Church
  - **Sunday evening** - ‘The Millers Tale’ by Brandywine and The Crown PH on the Recreation Ground - 6pm – 8.30pm + beer tent
  - **Monday morning & afternoon** - Village Fete with Olympic Theme
  - **Monday evening** – Beacon Lighting with Community Choir and beer tent
  - **Tuesday** – Street Parties
  - It was hoped that more bunting / flags would appear around the village.

15. Newsletter

Ongoing

16. Twinning

A trip would be going to Hardelet on weekend of 9th and 10th June and again in October

17. Mobile Hearing Loop

Details had arrived from company. Cllr. Verrall to follow up.

18. AOB

Cllr Leicester reported on Disabled go and to make sure details of buildings in the village are updated as to their access for disabled persons.

Date of Next Meeting – Monday 13.8.12 at 10am