Report of Services Committee Meeting held 26.11.12

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

2. **In attendance:** Assistant Clerk

3. **Apologies** Cllr Mrs Ward

4. **School House** Copy of details re need to have fire drills and positioning of fire extinguishers sent to Heritage Centre for information of stewards, copy also to Councillors. Back Garden now finished looks excellent. Thanks to Ed Thompson, Ivan, Alan, Milo and Carol Griffiths. SS to contact British Gas re possibly setting up a service contract on the boiler. Grit bin needed for Car Park - SS to order - ongoing.

5. **Emergency Manual** Cllr Verrall and Cllr Mrs Ward to look at updating manual - ongoing

6. **Dog Fouling** Another dog poo flagday will take place in the Spring. The Recreation Committee had recently discussed about keeping dogs on leads and decided to leave it as it is as it would be very difficult to monitor.

7. **Litter** Cllrs Mrs Lawrey, Mrs Marsh and Mrs Ward to continue to pick up litter on Pilgrims Way East to Tudor Drive regularly.

8. **Graffiti** Graffiti - none reported

9. **Bus stop** Hardstanding still to be put down by bus stop in Pilgrims Way West - ongoing

19. **Notice Boards** Norman will refurbish/renew all boards during the Autumn / Winter. He would be asked to make wood softer to make putting pins in easier. The refurbishment of the interpretive boards by the Palace is being looked at as part of the Parish Plan.

11. **Kent Highways land** Cllr Knight, Rod Shelton, Jane Lawrey and Keith Lawrey tidied the area, planted bulbs and laid turf. The area looks very good. Many thanks to all those who took part.
12 Solar System  Signage to Pluto - JV will make up some wooden signs to place on the route - ongoing. Orbits will need to be re marked out. JL will contact Tremaine Clinton and Audrey Thomas.

13. Defibrillator  The Committee still support the housing of a defibrillator outside School House - ongoing.

15. Newsletter  Numbers were small but went very well. In the future it was decided to make it a summer event.

16. Twinning  A social evening was being held 26.11.12 at 7.45pm. A weekend trip by car with hospitality was planned on the weekend of 22-23rd June 2013. Everyone is very enthusiastic and a list of events will be publicised soon. A trip from Hardelot up to London with 68 people will be taking place on 2.12.12.

17. Mobile Hearing Loop  Cllr. Verrall had recently obtained funding from the Community Fund - ongoing.

18. Otford Library  A coffee morning drop in took place on Saturday 17th November in the Village Hall for people to give their ideas. There was poor attendance. More ideas are needed to make better use of the library. The January Newsletter will have a major Library input, promoting services and asking people 'can you use the library'?

19. Dates of 2013 Meetings  
28th January 2013
25th March 2013
28th May 2013
22nd July 2013
23rd September 2013
25th November 2013
All at 10am

20. AOB  Discussed possible use of Community Payback Scheme, Otford Beavers are interested, could also be used for football pavilion, youth shelters and car park posts. Disabled Go - Howard to take forward, need to record the facilities in place to make the village accessible.