Report of Services Committee Meeting held 28.1.13

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

2. **In attendance:** Clerk, Assistant Clerk

3. **Apologies** Cllr H Leicester, Cllr. J Verrall

4. **School House**
   - School House Gas Boiler - still on occasions not working - JV Geer engineers called and temporary fix made and they are currently in discussion with Gloworm - ongoing
   - Heritage Centre Fire Risk Assessment - copy to be given to keyholders before reopening at the end of February.
   - Handrail in garden still to be fitted. Ed Thompson and Cllr. Verrall are dealing - ongoing

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

6. **Helplines Directory** SS to update on website

7. **Dog Fouling** No complaints received from clubs. Another dog poo flagday would take place in the Spring.

8. **Litter** Cllrs Mrs Lawrey, Mrs Marsh and Mrs Ward continued to pick up litter on Pilgrims Way East to Tudor Drive regularly. Contact McDonalds re arranging another Community Litter Pick

9. **Graffiti** Graffiti - some near railway line (Community Warden and SS to check and clear if possible). There is a large amount on scout hut, some offensive - Scouts to deal - check - possibly use the Community Payback scheme.

10. **Bus stop** Hardstanding still to be put down by bus stop in Pilgrims Way West - will now be completed by Arriva - however, no date for completion as yet - ongoing

11. **Notice Boards** Norman is refurbishing/renew all boards. 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.

12. **Kent Highways land next to Pond** Bulbs are just starting to be seen.
13 Solar System  Signage to Pluto - Cllr. Verral would make up wooden sign to place on the route - ongoing. Orbits will need to be re marked out. Audrey Thomas has given a mower to Mr Clinton. Cllr Knight will contact them both.


15. Village Hall Clock  Awaiting report from Gillet & Johnston Ltd a company known to Cllr Verrall.

16. Twinning  The next social gathering is on 25.2.13 in The Woodman PH. A Coach trip is taking place on 20.4.13. A weekend trip by car with hospitality is also planned on the weekend of 22-23rd June 2013. 8 people will be travelling from Hardelot to Otford by Car and then up by train to the Manet exhibition at the Royal Academy in London on 13.3.13 accompanied by some Otfordians. Schools will be contacted re email contacts with French children and possible exchange visits.

17. Mobile Hearing Loop  Cllr. Verrall had recently obtained funding from the Community Fund - ongoing
Investigate report writing for accessibility - still ongoing

18. Otford Library  Item in newsletter again to encourage use of library.

19. Dates of 2013 Meetings  
18th March (change of date), 28th May, 22nd July 23rd September, 25th November. All at 10am

20. Risk Assessments - ongoing  
Heritage Centre - Cllr Verrall  
Office - Cllr Verrall  
Car Park - Cllr Verrall  
Pavilions x 2 - Recreation Committee  
Recreation Ground / Hale Lane - Recreation Committee  
Chalk - Pit - Cllr Verrall - completed  
Telston Park - Environment Committee  
Palace Field / Approach - Environment / Services Committee  
Village Green/ Pond - Environment / Services Committee  
Cemetery - F& GP Committee / Mr B Thomas  
Public Toilets - Cllr Verrall

20 AOB  
Nil