Report of Services Committee Meeting held 28.3.13

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 - now working correctly
   - Heritage Centre Fire Risk Assessment - copy had be sent
   - Checking Emergency Lighting - ongoing
   - Handrail in garden is 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 now updated on website

7. What to do in Otford Website - the link on the Otford site did not currently work. John Hubbard had set up a Sevenoaks site with a link and he would be demonstrating it at the Annual Parish Meeting

8. Dog Fouling No complaints received.

9. Litter McDonalds arranging another Community Litter Pick with OPC in April. Concern re Railtrack land by Station.

10. Graffiti Graffiti - some near railway line (Community Warden and SS to check and clear if possible).

11. 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

12. 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.

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.


15. Village Hall Clock  Report received from Gillet & Johnston Ltd. The cost of repair would be £2700 or a new clock would be £500.

16. Twinning  Still some places on the Coach trip taking place on 20.4.13. A weekend trip by car with hospitality is planned on the weekend of 22-23rd June 2013. A French group will be coming over on the 8th June when they would like to visit gardens. A trip to Sissinghurst and Tenterden is planned. Also on 14/ 15th September a group would be coming over from Hardelot.

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

18. Lone Worker Policy  to be discussed at next meeting - ongoing

19. Otford Library  Cllr Leicester to liaise with library.

20. Newsletters  SS to look into emailing copy to Vestry businesses.

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

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

To note Annual Meeting of the Parish taking place 20th May in Club Room of Village Hall. Same format as last year.