

Agenda for Meeting of the Services Committee on Tuesday 4 June 2013 at 10am

Welcome

- 1 Apologies
- 2 School House - to discuss placing of handrail at far end of Heritage Centre - Cllr Verrall and Ed Thompson
- 3 Manual of Emergency Services - to confirm progress
- 4 Website "What to do in Otford" – to discuss progress, if any
- 5 Dog fouling - to receive an update, including Pickmoss Lane
- 6 Litter - to discuss Community litter pick
- 7 Graffiti – to receive an update
- 8 Bus shelters and stops – to receive an update on hardstanding to be placed by bus stop in Pilgrims Way West by Arriva
- 9 Notice Boards - to confirm they are being refurbished with softer wood by Norman
- 10 Kent Highways Land outside Kent House - to plan mowing of area 6 weeks after spring bulbs have died down
- 11 Solar system - to receive an update on signage towards Pluto – Cllr Verrall and remarking orbits in Spring - Cllr Knight
- 12 Placing of defibrillator outside School House – to receive report from Ambulance Service
- 13 To discuss accuracy of clock on Memorial Hall
- 14 Twinning – to receive an update with future plans for 2013
- 15 To confirm efficient working of Mobile Hearing Loop having received funding from Big Community Fund – Cllr Verrall and to receive update on report writing for accessibility
- 16 Accessibility for those with disability – to discuss
- 17 Lone Worker policy – to discuss (ref: email attachment) and make recommendations
- 18 Otford Library - to receive an update
- 19 Newsletters – to discuss circulation
- 20 Risk Assessments – to discuss and make recommendation
- 21 Committee terms of reference – to discuss (ref: email attachment 30/04/2013 at 10.45am) and make recommendation

22 Other Matters to discuss and make recommendations including:

- a) Letter from CPRE re new transport toolkit
- b) Letter from SDC re Domestic Abuse Freedom Programme (email 24.04.13)
- c) Letter from the Ahmadiyya Muslim Association UK re Peace Exhibitions
- d) Comments from Grounds Maintenance Supervisor re bottle digging in Chalk Pit (email 18.04.13)
- e) Email from Eynsford PC re Mums Means Business Festival to be held on 29.6.13

23 Date of next Meeting