**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. Graffitti – 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