Report of Services Committee Meeting held 24.9.13

1. **Present:** Cllr Mrs J Lawrey (Chairman), Cllr. J Verrall

2. **In attendance:** Assistant Clerk

3. **Apologies** Cllr R Knight, Cllr H Leicester, Cllr Mrs Ward, Clerk

4. **Minutes** Minutes of last meeting approved

5. **School House** Front garden - **The Committee recommends to extend the dropped kerb, remove the front hedge nearest the drive and all the shrubs and lay brick pavours to fill in area up to current path.**

   - New Guttering required - JV to obtain quote
   - Dropped kerb - SS contacted KCC - £308 to submit application, if successful then costs could be from £1,000 - £2500.
   - Hedge Removal - SS to obtain quote
   - Handrail in garden is still to be fitted.
   - Key Log to be maintained recording lending out of keys

6. **Emergency Manual** Assistant Clerk will obtain Neighbourhood Watch contacts, update manual and circulate.
7. **What to do in Otford** Item to be removed from website

8. **Dog Fouling** Has become more of a problem over the last few weeks on the Recreation Ground after a good summer. Any different ideas to try and deal with this problem would be welcome

9. **Litter** Cllr Mrs Marsh is in discussion with McDonalds re extra litter bin in the cemetery and Clerk would contact Railtrack concerning the land near the Station.

10. **Graffiti** Graffiti - some on footpath to Station (Community Warden and Assistant Clerk will assess and clear / paint over if possible).

11. **Bus stop**

   **Disabled access** Hardstanding now in place. Meeting taking place with Kent Highways to consider the positioning and access at Rye lane Bus Stop

12. **Notice Boards** Norman would be refurbishing/renewing all boards later this year. JV had completed a spec for new High Street Notice Board.

   **The Committee recommends that a new lockable board be built to JV’s specification.**

   Approximate cost would be £1500. SS to contact The Fete Committee and the Otford Society re grants.

13. **Kent Highways land next to Pond**

   Rod Shelton had mown the area recently. Await to see if bulbs reappear in the Spring
14. **Solar System** No volunteers were forthcoming at this time to mow the orbits.

15. **Defibrillator** Stan Willis the First responder had provided contact details to ring re purchasing our own equipment. The cost of each unit is 1457.89 and we will try to obtain grants from the Big Community Fund, The Fete Committee and the Otford Society.

16. **Village Hall Clock** JV had contacted Sportclox and got details concerning a replacement clock 36" wide, black frame and analogue numerals costing £350 + VAT and £10 delivery.

The Committee recommends going ahead with the purchase of a new clock as described above.

17. **Twinning** The recent weekend was a great success with the trip to Chatham Dockyard, and the Fish & Chip Supper and Barn Dance which it is hoped to make a village event next year. The next Social is at The Woodman on 4/11/13 with a request for ideas for next year.

18. **Newsletters** Posted copies have been reduced by approx 100. All now posted are in roads that are too dangerous for volunteer deliverers.

19. **Risk Assessments** Nearly all completed. - Public toilets, Recreation Ground and Cemetery still to do -ongoing

20. **Cleaning of war Memorial** SS to contact SDC re cleaning and to research grants
21. Village of The Year & Gateway Signs

Reply from Kent is that both signs have gone missing.

22. Mobile Police Contact Points

The van turns up every fortnight, currently allowing them to park on recreation ground to avoid taking up parking bays. It has been advertised in newsletter but no proper advertising when they arrive to show residents that they are there. SS has spoken to Kent Police Inspector about how service could be improved.

23. NHS 111 This service has been advertised in the October Newsletter

24. Correspondence None received.

25. Date of next meeting - Monday 25th November at 10am