Report of Services Committee Meeting on Tuesday 26
November 2013 at 10am

1 Present: Cllr Mrs J Lawrey (Chairman), Cllr J Verrall, Cllr E Ward

2 In attendance: Clerk

3 Apologies: Cllr H Leicester

4 Minutes of last meeting approved

5 School House - handrail placed at far end of Heritage Centre still needs final painting; new guttering will be in next year’s budget, but 2 further quotes are needed (JV and JEW); plans for front garden reconsidered: 
   Recommendation to remove part of right hand section of front hedge and lower remainder of section to improve sight lines, widen access between two hedges for easier wheelchair access, remove bush, grasses and lavender behind and re-landscape, extend brick paviors, extend gravel area for extra parking, extend dropped kerb for easier vehicular access and egress, and obtain rubberised wedged mat for double door entrance for use by wheelchairs. OPC to vote

6 Monthly emergency lighting checks to be carried out and recorded regularly. (SS)

   Keys to be hung on key board, named and coded as soon as possible in hard backed key log which must be locked away when office is closed. (SS)

6 Manual of Emergency Services – amendments discussed on page 3: “Call out cascade” to replace Cllr Mrs J Lawrey by Clerk, to add Cllr J Verrall to 4th team entitled Structural and Technical Emergencies Team, Assistant Clerk to replace Cllr Knight in Material Resources Team, pagination to read 1/9, 2/9 etc:(JV to contact SDC Emergency Planner) Updated date to read December 2013. Also Neighbourhood Watch co-ordinators to have been added before JL, JV, EW recheck and before document is recirculated asap because of inclement winter weather (SS)
7  “What to do in Otford?” – removed from website

8  Dog fouling - fluorescent spray used in three areas on main Recreation Ground on 22 November

9  Litter – McDonalds are placing a further bin near the cemetery. Possibility of placing “Please take your litter home” sign strategically at the station (JL) Clerk to contact Railtrack to remove litter on their land behind new green wire netting. Details of weekly litter picks on OPC land in the village to be made available to the Committee (SS)

10  Graffiti on fence along footpath near the Station from the Church and near the crossing to be removed as soon as possible (SS and PR)

11  Notice Boards - to be with a hard wood and the pinboard backing to be replaced by a softer wood by Norman and new lockable board opposite The Bull to be made and erected as soon as possible. Bollards near the Pond to be painted (JV to progress)

12  Solar system - orbits to be remarked in Spring with guidance from Tremaine Clinton  (Cliff and E Ward and JEW)

13  Defibrillators need keypad numbers, training is being advertised and grant application to help with purchase has been made to SDC

14  Replacement clock for Memorial Hall has arrived and will be erected before Christmas, weather permitting (JV and team)

15  Twinning –26 April 2014 Coach visit to Hever, 6/7/8 June car-sharing visit to WW1 Battlefield sites in France, 19 July coach for adults and children to visit Hardelot, 14/15 September car-sharing visit to Kent

16  Newsletters – possible ways of reducing material, labour and delivery costs were discussed

17  Risk Assessments for Public Toilets have been dictated by Cllr Verrall to Assistant Clerk, Cemetery to be done by JV, Main Recreation Ground to be done by JL Hale Lane Recreation Ground still outstanding

18  Draft Committee Terms of Reference have been drawn up. OPC to vote
19 Commemorative events for 2014 were discussed
20 Otford Cemetery – JV is working on advice re liabilities, insurance etc: from the Institute of Cemetery and Crematorium Management “Code of Safe Working Practice for Cemeteries” for SS to type up prior to its circulation to Funeral Directors and Subcontractors working at the cemetery or elsewhere in the village
21 Mobile Police Contact Points – dates are in the OPC Newsletter
22 KCC member, Nick Chard, to be invited to give monthly report at full Council Meetings
23 Date of next Meeting Monday 20 January 2014 at 10am