

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

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12th December 2007

Dear Councillor/Sports Club Representative

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Tuesday 18th December 2007** commencing at **7.30 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

Julie Hoad
Proper Officer

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interests

To receive Members' declarations of interests.

3. Minutes

(WHITE)

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 6th November 2007 as a correct record. (Annexed).

4. Football at Manor Field

To receive a report from Hartley De Sales FC.

5. Cricket at Manor Field

To continue discussions with the New Ash Green and Hartley Cricket Club on proposals to provide a practice net at Manor Field.

6. Cricket at Longfield

The lease between Hartley Parish Council and the Trustees of Meopham makes provisions for a rent review on 25th December 2007 and thereafter every five years on the anniversary of that date. The terms of the lease stipulate that the rent review is upward only and that the rent payable shall be recorded in a written memorandum.

The Committee is requested to consider the rent payable for the period 25th December 2007 until the date of the next rent review on 25th December 2012.

7. Financial Report

(BLUE)

To consider a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 12th December 2007. (Annexed).

Background document

Net financial position as at 12th December 2007

8. Pavilion

(a) Cleaning schedule

At the last meeting the Committee examined a draft cleaning schedule and resolved to ask the cleaner to comment on the additional work required to implement the new draft cleaning schedule and to provide an estimate of the likely additional costs if the new cleaning schedule was adopted. In addition the cleaner was asked to provide an additional one-off clean of the hall, kitchen and toilets over and above the regular weekly cleans.

To consider any response received from the cleaner.

Background document

Draft cleaning schedule and checklist

(b) Boiler

At the last meeting of the Committee it was resolved that alternative advice be sought from suitably qualified heating engineers on what system could be employed to replace the “Anderson” water heater located in the boiler cupboard at the Pavilion.

The Committee is requested to consider any advice received.

9. Manor Field

(a) At the last meeting of the Committee it was resolved that further quotations be invited in respect of the construction of a brick structure to enclose the meter cupboard at the rear of the pond at Manor Field. Quotations have been invited and it is hoped they will be available at the meeting.

The existing meter housing is positioned on the 20 foot wide strip of land owned by Messrs H F & J H Glover. The landowners have been asked whether they have any objection to the construction of a brick structure to enclose the existing meter housing. To date no response has been received.

Background document

C:/hpc1/mydocuments/Old PC Backup/My Documents/Amenities and Open Spaces/Meter cupboard spec

Letter dated 12th November 2007 to Messrs H F & J H Glover

(b) At the last meeting of the Committee a request from the Longfield and Hartley Scout Group to use the overspill car park at Manor Field for its monthly waste paper collection was considered and it was resolved that,

(1) enquires be made with the Longfield & Hartley Scout Group to establish if they had fully investigated alternative venues in the area for their monthly waste paper collection and,

(2) the views of residents at [Cobweb Corner](#) and [Plum Castle](#) be sought.

The Committee is requested to consider any responses.

Background document

Letter dated 3rd October 2007 from the Longfield and Hartley Scout Group.

E mail dated 15th November 2007 from HPC to Longfield and Hartley Scout Group

(c) The landowners of the 20 foot wide strip of land at Manor Field in front of the bungalows have given their consent to clearing the area of bramble and nettle. The Committee is requested to note that the Kent Industrial Training Services attended site on 16th and 22nd November 2007 and the area has now been cleared.

Background document

Letter dated 7th November 2007 from Messrs H F & J H Glover

10. Playgrounds

At the last meeting the quarterly operational report undertaken by Ms M Cook on 23rd October 2007 at each of the Council's three playgrounds was considered by the Committee. Three medium risk items were identified:

- Spring base unit : The base should be removed or the item replaced – The frog spring unit was reinstated on 20th November 2007.
- Chantry Avenue & Woodland Avenue roundabouts : The underside of the roundabout surface area requires sweeping and clearing of glass – Mr Munday has been reminded to inspect the underside of the roundabouts and to clear away any glass and litter where accessible.
- Woodland Avenue fencing to play area : Remove redundant bolts adjacent to the field gate – Mr Munday has confirmed that it has been removed.

The Committee is requested to note this report on recent playground repairs.

Background documents

C://Hpc1/My documents/Old PC Backup/My Documents/Playgrounds/2007-07-10 Play Area Safety report

Quarterly Operational Report inspected by Maria Cook on 23rd October 2007

Letter dated 6th November 2007 from HPC to Mr Munday

11. Rectory Meadow

(a) To consider quotations in respect of treework to the dying beech tree located in Rectory Meadow on the boundary with no 29 Banckside.

- Down to Earth for the sum of £512.00 plus VAT to fell tree leaving 3 m high stem (approximately). All arisings to be stacked on site.
- Austin Treework for the sum of £980.00 plus VAT to reduce to a safe height (approximately 8 feet), chipping up brushwood on site and stacking cordwood on site. Access would be required to the rear garden of no 29 Banckside.
- Quality Tree Care for the sum of £1,800 plus VAT to reduce tree to approximately 8 foot. All debris recycled as mulch and cleared from site.

(b) At the last meeting it was resolved that enquiries be made with educational establishments to ascertain whether a botanical survey could be completed by student/s as part of their studies. The Universities of Kent, Greenwich and Hadlow College have been contacted.

The Committee is requested to consider any responses received.

12. Gorse Wood

At the last meeting it was reported that due to a number of discrepancies identified in the arboricultural risk assessment undertaken by Quaife Woodlands in Gorse Wood during June 2007, the surveyor had re-assessed the site and submitted a revised report. The Committee examined the revised report and resolved to seek quotations for treework based on the recommendations contained in the revised report.

The Committee is requested to consider any quotations received.

Background documents

[Letters dated 20th November 2007 to various tree surgeons](#)

13. Woodland Avenue

At the last meeting it was resolved to undertake investigations with playground suppliers to further discussions on a refurbishment scheme for the playground at Woodland Avenue and to obtain details of the grant Children's Play: Playful Ideas.

Bids in respect of The Children's Play: Playful Ideas grant must be submitted by the end of December 2007 and therefore it would not be feasible for the Council to pursue this funding source.

Possible funding providers have been identified and include Kent County Council Small Community Capital Projects Fund, Kent County Council Members Community Fund, Kent Peoples Trust, West Kent Xtra and Awards for All.

Discussions have taken place with Kompan and Playdale, both of whom are preparing schemes for consideration by the Committee.

The Committee is requested to continue those discussions.

14. Hartley Wood

At the last meeting of the Council it was resolve that enquiries be made with the Council's insurers to establish whether the Council's policy could be extended to cover the legal liabilities of the landowner under title number K873988. The Council's insurers have confirmed they would not be willing to extend the Council's policy.

The Committee is requested to note the report.

Background documents

[Letter](#) dated 19th November 2007 from HPC to Allianz

[Letter](#) dated 30th November 2007 from Allianz to HPC

15. Foxborough Wood

At the last meeting it was resolved to seek quotations to undertake a land survey of Foxborough Wood to mark the extent of the land owned by the Parish Council.

The Committee is requested to consider any quotations.

Background document

[Letter](#) dated 20th November 2007 to various land surveyors

16. Date of next meeting

List of circulated documents

Copies of all documents listed below are available for inspection in the Parish Office

1. Minutes of the meeting of the Amenities and Open Spaces Committee held 6th November 2007 (**WHITE**)
2. Financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion. (**BLUE**)

Committee Membership

Cllr Barnett
Cllr Gaywood (ex officio)
Cllr Granger
Cllr Mrs Oxtoby

Cllr Mrs P Cole
Cllr Graeme
Cllr Harris (ex officio)
Cllr Sewell

