

HARTLEY PARISH COUNCIL

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

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9th June 2011

Dear Councillor

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Wednesday 15th JUNE 2011** commencing at **7.30 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

Julie Hoad
Proper Officer

AGENDA

1. Election of Chairman

To elect a Chairman of the Amenities and Open Spaces Committee until the Annual meeting of the Council on 14th May 2012.

2. Election of Vice Chairman

To elect a Vice Chairman of the Amenities and Open Spaces Committee until the Annual meeting of the Council on 14th May 2012.

3. Apologies

To receive apologies for absence.

4. Declarations of Interest

To receive Members' declarations of interest.

5. Minutes

(WHITE)

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 13th April 2011 as a correct record. (Annexed).

Pursuant to Standing Order 1 (d) the Chairman will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included on the agenda.

6. Terms of Reference

(YELLOW)

To review the Terms of Reference of the Committee, as agreed by the Council at its Annual meeting held on 9th May 2011. (Annexed).

7. Cricket at Manor Field

- (a) To receive a report from New Ash Green and Hartley Cricket Club.
- (b) To consider the fees to be charged to New Ash Green and Hartley Cricket Club for the 2011 season.

The fees charged to the Cricket Club were fixed for two years at £950 for the 2009 and 2010 seasons. The fees are invoiced in three equal instalments in May, July and September.

8. Financial Report (BLUE)

To consider a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 9th June 2011. (Annexed).

Background document

Net financial position as at 9th June 2011.

9. Hartley Green

The Committee is requested to consider a request from a resident to donate a memorial bench on Hartley Green in memory of her late son.

The resident in question had previously requested a bronze memorial plaque be placed in the Garden of Remembrance in memory of her late son, but this was declined by the Burial Grounds and Gardens of Remembrance Committee as his ashes had not been interred in the Garden. The resident then requested that his ashes be interred in Garden but this was regrettably also declined as he had not resided in the parish for many years. (Refer to the minutes of the meeting of the Burial Grounds & Gardens of Remembrance Committee held on 1st December 2010, page 1, minute item 5(b)).

10. Pavilion

(a) Repairs

To receive a report on progress to repair the Pavilion following the break-in overnight on 31st March 2011 resulting in the theft of copper. (To follow).

(b) Keyholders

To agree a protocol regarding Council's keyholders for the new monitored intruder alarm installed in the Pavilion.

The current keyholders are the Clerk (office hours only), Chairman and Vice Chairman of the Council. It is suggested that a rota be agreed amongst Members of the Council to share the responsibility of being a keyholder.

11. Manor Field

(a) Grant of electricity Easement

The draft Deed of Easement in respect of the electricity cable at Manor Field states;

"The Grantee (Hartley Parish Council) hereby covenants with the Grantors (Mr R & E Glover) to the Grantors and their respective estates and effects indemnified from and against any act loss damage or liability suffered by the Grantors or their respective estates in the exercise of the right."

It has been reported at previous meetings that the Council's solicitor has advised this matter be referred to the Council's insurers, but no response has ever been forthcoming from AON. The Council is no longer insured through AON and is now insured with Zurich, in which case it will be necessary to direct the inquiry to Zurich.

The Committee is requested to receive and note the report.

Background document

E mails dated 17th January 2011 and 22nd December 2010 from Martin Tolhurst Solicitors

Draft Deed of Easement incorporating solicitor's comments

(b) Hedge

To consider cutting the hedge on the northern boundary of Manor Field.

12. Gorse Wood

To receive a report on the clearance of Gorse Wood.

The Community Payback team were due to undertake a clearance on 4th May 2011, but cancelled due to an injury to the supervisor. This is the second occasion that the Community Payback team have cancelled; they were due to attend on 6th April 2011.

13. Longfield Hill

To receive a report on the proposed works to be undertaken by EDF Energy to install a new substation and underground cables at Longfield Hill.

Batcheller Thacker, the land agent acting on behalf of Hartley Parish Council, advise that they have written to the Freedom Group seeking information and once received will report back on how the Council should proceed.

Background document

Letter dated 12th April 2011 from Batcheller Thacker to Hartley Parish Council

14. Playgrounds

(GREEN)

To consider the quarterly operational report on the Council's three playgrounds undertaken by Maria Cook on 12th April 2011 and the action taken in relation thereto. (Annexed)

Background document

Quarterly operational report

15. Hartley Wood

To receive a report on the application to register land owned by Hartley Parish Council in Hartley Wood as a village green. The application goes before a meeting of the Regulation Committee Member Panel on 13th June 2011. (To follow).

16. Allotments

(a) Tenancy agreement

The Committee is requested to note that advice is being sought from the National Society of Allotment & Leisure Gardeners Ltd on insurance protection for individual allotment holders and the notice period required to change tenancy agreements with

allotment holders. Advice is still awaited and will be presented to the Committee at the meeting, if available.

(b) Fence

At the last meeting of the Amenities and Open Spaces Committee it was resolved that a site visit be arranged to inspect an area of the allotment site where there was no fence between the allotment site and the sheltered housing in Wellfield. This was causing concern amongst the residents of the sheltered housing.

This matter has not been progressed until the appointment of a new Committee following the Annual meeting of the Council in May.

The Committee is requested to receive and note the report.

(c) Allotment plot 29 & 38

The Committee is requested to consider a complaint received in respect of the condition of allotment plots 29 & 38, which are maintained by the same allotment holder.

16. Date of next meeting

List of circulated documents

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

1. Minutes of the meeting of the Amenities and Open Spaces Committee held on 13th April 2011. **(WHITE)**
2. Terms of Reference as approved by the Council on 9th May 2011 **(YELLOW)**
3. Financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 9th June 2011. **(BLUE)**
4. Quarterly operational report on the Council's playground undertaken on 12th April 2011. **(GREEN)**

Committee Membership

Cllr Barnett
Cllr Gaywood (ex officio)
Cllr Granger
Cllr Sewell

Cllr Mrs P Cole
Cllr Graeme
Cllr Mrs Oxtoby (ex officio)