

## HARTLEY PARISH COUNCIL

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18<sup>th</sup> January 2012

Dear Councillor

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Tuesday 24<sup>th</sup> January 2012** commencing at **7.30 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

Julie Hoad  
**Proper Officer**

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### AGENDA

#### 1. Apologies

To receive apologies for absence.

#### 2. Declarations of Interest

To receive Members' declarations of interest.

#### 3. Minutes

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 29<sup>th</sup> November 2011 as a correct record. (WHITE)

**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.**

#### 4. Football at Manor Field

To receive a report from Hartley De Sales FC in respect of football at Manor Field.

#### 5. Financial Report

**(BLUE)**

To consider a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 18<sup>th</sup> January 2012. (Annexed).

Background document

*Net financial position as at 18<sup>th</sup> January 2012. (BLUE)*

## 6. Grass cutting contract 2012-14

To consider quotations in respect of the grass cutting for the Council's open spaces during the period 2012–14 which was deferred from the previous meeting.

*Background document*

*Analysis of grass cutting quotations*

## 7. Pavilion

**(GREEN)**

(a) To receive and note a report on false activations of the intruder alarm at the Pavilion. (Annexed).

*Background document*

*Letters dated 7<sup>th</sup> December 2011 and 28<sup>th</sup> November 2011 from the Police*

*Report on false activations at the Pavilion*

(b) To consider a quotation for the sum of £50 from R Malpas to undertake an annual test of the emergency lighting, which will be carried out in conjunction with the Hartley Village Hall.

*Background document*

*E mail dated 22<sup>nd</sup> November 2011 from R Malpas*

## 8. Allotments – transfer of land at Woodland Avenue

(a) To consider a letter dated 30<sup>th</sup> November 2011 from Sevenoaks District Council enclosing a report on the transfer of title of allotment land at Woodland Avenue.

The letter of 30<sup>th</sup> November 2011, report and the draft Lease have been circulated with the agenda. The other documents listed below are available to view in the Parish Office.

*Background documents*

*Letter dated 30<sup>th</sup> November 2011 from SDC (RED)*

*Report on title as at 30<sup>th</sup> November 2011 (PINK)*

*Register of local land charges – official certificate of search*

*Copy of planning permission SE/81/323*

*Copy of planning permission SE/81/524*

*Report number CA/11-08-2011*

*SIMR Land Registry title numbers K192019 and K280291*

*Official copy of register of title K280291 and title plan*

*Official copy of register of title K192019 and title plan*

*Deed dated 7<sup>th</sup> July 1972 between Rural District Council of Dartford and Leslie Ernest Hillier*

*General pre-contract enquiries for all property transactions*

*Agreement dated 30<sup>th</sup> July 1982 between District Council of Sevenoaks and Hartley Parish Council*

*Draft Lease Hartley Allotments (YELLOW)*

(b) To receive a report on the non payment of rent on allotment number 19.

(c) At the last meeting of the Amenities & Open Spaces Committee it was resolved that *‘the allotment holders of plot numbers 21, 23 and 31 be contacted about the condition of their respective plots.’*

The Committee is requested to note that a letter has been received from the tenant of plot 23, confirming that it is their intention to cultivate their allotment this year and that work will start shortly.

## **9. Playgrounds**

**(GREEN)**

### **(a) Operational inspection report**

(i) The operational inspection report undertaken by Craigdene Ltd on 14<sup>th</sup> November 2011 identified that the gate to the play area at Woodland Avenue was closing too fast and should be adjusted to close between 3-7 seconds. The playground inspector reported this fault was a medium risk.

Mr Munday advises there is no further adjustment available to the gate and is of the opinion that the defective gate closes at the same speed as the other gate serving the play area. The Committee is requested to consider what action should be taken.

#### Background document

*Operational report – 14<sup>th</sup> November 2011, page 3*

(ii) The operational inspection report undertaken by Craigdene Ltd on 14<sup>th</sup> November 2011 recommended the removal of moss from the safety play surface at various locations.

To confirm the Clerk’s actions to make arrangements for the supply and delivery of 5 litres of “Simply Gone” at a cost of £54.96. Simply Gone is a proprietary product which may be applied to surfaces to remove moss

### **(b) Roundabout – Woodland Avenue**

To consider a report of the replacement of the roundabout at Woodland Avenue. (Annexed).

#### Background document

*Report of the replacement of the roundabout at Woodland Avenue*

### **(c) Football nets – Woodland Avenue**

In light of advice from the playground inspector, to consider the purchase of football nets at Woodland Avenue recreation ground.

#### Background document

*E mail dated 20<sup>th</sup> November 2011 from Craigdene Ltd*

## **10. Quantified Tree Risk Assessment**

At the last meeting of the Amenities and Open Spaces Committee it was reported that concerns had been raised by a resident of Gorsewood Road about the condition of two Cherry trees located in Hartley Wood next to the path leading to the subway under the railway line. It was understood that one of the Cherry trees was located on land owned by Kent County Council. Kent County Council has been advised of these concerns. The consultant undertaking the Quantified Tree Risk Assessment has

inspected the trees located next to the boundary with Pippins, Gorsewood Road and advised there are no immediate health and safety concerns with the trees.

The consultant has completed the visual inspection of the trees and is in the process of finalising his report. If available the Committee is requested to consider the Quantified Tree Risk Assessment.

Background documents

*Photographs taken on 11<sup>th</sup> November 2011*

*E mails dated 9<sup>th</sup> December 2011 and 28<sup>th</sup> November 2011 from Duramen Consulting Ltd*

**11. Longfield Hill**

**(CREAM)**

The rent review date of the Lease between Hartley Parish Council and the Trustees of Meopham Cricket Club is due on 25<sup>th</sup> December 2012. The Committee is requested to consider how this rent review should be taken forward.

Background document

*Lease between HPC and Trustees of Meopham CC dated 3<sup>rd</sup> June 2003.*

**12. Rectory Meadow**

(a) To confirm the Clerk's actions to make arrangements for a fallen tree to be cut up and stacked to remove an obstruction to a footpath on Rectory Meadow.

(b) To note the sewer which runs through Rectory Meadow from Banckside to Ash Road was blocked, resulting in sewage being discharged from a manhole onto the Meadow. Thames Water attended site on 22<sup>nd</sup> December 2011 and cleared the blockage.

**13. Noticeboards**

To consider quotations from Mr Glidewell to undertake the following works;

Hoselands Green

Replace noticeboard with exterior quality, painted signboard with attached pinboard, lettering as original for the sum of £285.00

Allotments

Similar sign to above using reclaimed posts from vandalised noticeboard at Wellfield for the sum of £265.00

Wellfield

Remove and store vandalised sign for the sum of £40.00

Background document

*Schedule of noticeboards*

**14. 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 29<sup>th</sup> November 2011. **(WHITE)**
2. Financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 18<sup>th</sup> January 2012. **(BLUE)**
3. Report on false activations at the Pavilion **(GREEN)**
4. Letter dated 30<sup>th</sup> November 2011 from SDC re allotment land transfer. **(RED)**
5. Report on transfer of title of allotment land at Woodland Avenue. **(PINK)**
6. Draft Lease Hartley Allotments. **(YELLOW)**
7. Report on refurbishment of Woodland Avenue playground. **(GREEN)**
8. Lease between HPC and Trustees of Meopham CC dated 3<sup>rd</sup> June 2003. **(CREAM)**

#### Committee Membership

Cllr Abraham (ex officio)  
Cllr Mrs Cole  
Cllr Glander  
Cllr Mrs Oxtoby (ex officio)

Cllr Burchell  
Cllr Mrs Fernley  
Cllr Graeme  
Cllr Sewell