
PRESENT

Dr M Robertson, (Chairman), Mrs A Hastie (Vice – Chairman)

Mr M Appelbe, Miss M Cronin, Mr J Hunt, Mrs J Newman

ADDITIONAL CIRCULATION

All other Members,

Mr. G Bland, Mrs. B Palmer, Mr. N Gray, Mr. S Holden,

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1. Election of Chairman, Vice Chairman & F & GP Representative
 - 1.1 First meeting since full council AGM officers were elected in accordance with existing procedures. AH proposed and seconded by JH that MR is elected as Chairman if he is happy to continue. Vote taken four in favour with one abstention (MR). JH proposed and seconded by MR that AH is elected as Vice - Chairman if she is happy to continue. Vote taken four in favour with one abstention (AH). MR explained that PJ was the F & GP Representative and he is hoping to return to meeting soon. The committee felt they would like to wait until they had asked PJ if he would like to stand again for this role as he had done a good job last year. JH offered to fill in until he was able to attend meetings again. JH is happy to continue with Cemeteries, MC to start looking after allotments (with help from PJ and MR), and MA area is the HeartenOak Field.
 2. Adjournment for Public Speaking
 - 2.1 None
 3. Apologies for absence
 - 3.1 Mr P Jones.
 4. Declaration of interests
 - 4.1 None
 5. Approval of Minutes
 - 5.1 Minutes of Meeting held on 27th March 2017 were approved. Vote five in favour with one abstention (JN who was not at previous meeting)
 6. Matters Arising
 - 6.1 Playground equipment maintenance and replacement;
 - a) MR explained that the full council had decided that a robust 3-tier system of play equipment checks is to be created and this is to be included as part of its risk assessment document. MR had circulated a draft document to members before the meeting for consideration. The first part of the documents covers the three tiers approach these are; 1) weekly inspection by External Caretaker, (who is attending a RoSpa training course in July), results to be recorded on worksheet as per Rospa sheet no.24, 2) Bi- monthly more detailed operational inspection by outside contractors, (three quotes had been received for members to consider) and 3) annual RoSpa inspection to be undertaken. Second part of the document he explained concerned who to appoint when repairs or replacement is required. There are two main types of work, the first is non safety specific repair /maintenance so work that does not involve play equipment apart from removal of broken items and items to be replaced, these could be actioned by our External Caretaker or Committee Member they would be covered by

HPC insurance. The second is safety specific repair work, where if it is incorrectly done it could cause potential for harm to a member of the public. For contractors to carry out this work they would need to have public liability insurance and be either RoSpa accredited, or experience of working in the field so we could take references from other local authorities. After a general discussion MR proposed and seconded by AH that the document is accepted as set out (attached to the minutes for reference), that we approach MB Landscape Contractors to carry out the bi-monthly checks and the annual RoSpa inspection is undertaken and that this the policy that should be inserted into the Parish Council Risk Assessment Document. This was unanimously agreed. Details to be passed to the Clerk.

- b) Swings - at Heartenoak for older children. Members already aware that these had to be removed recently due to the wooden frames rotting making them unstable and dangerous. Apart from this the chains also need repair. AH explained that we had now received the monies from Kent Councillor Sean Holden, which was great news but that we need to decide what to spend it on as she is being chased by KCC. She felt that new swings could be a good idea. She had been researching cost and options from a specialist supplier. She said that the quote for new swings is £1891, they are stainless steel, plus new mulch matting would be £1400 and installing would be £624 and to remove old equipment £700. This would total more than the £2k from SH but we could add to it from the repair budget or she suggested that we could remove the old equipment ourselves much of done already and keep the existing surface as this wasn't identified as a RoSpa risk hence reducing the costs. JN asked if we had received three quotes. AH explained that not in this case but as she had been doing a lot of research in the market she had already discovered from previous work on the climbing frames, MUGA and sports ground that certain suppliers specialise in particular types of equipment and not others. She has taken advice from the Clerk and she has carried out sufficient due diligence to obtain best value and quality from across the play spectrum field, if members decided to go with this supplier. AH explained that we would receive a 15% discount as HPC have a field in trust. MR said we could go with a new surface as we have funding, JH felt a new surface wasn't necessary, as did MA & MC. MR proposed and seconded by MA that we purchase a new swing from Playdale, (old swing to be removed by HPC), and pay them for installation up to £3k in total, therefore giving a bit of leeway in case a small amount of funding is required to make the ground good before the installation.
- c) Repair Schedule - Slide at KGV. MR has had a contractor come out to assess the slide repairs. He has done work in the past for HPC and more recently at Sissinghurst so we could take references. He however chasing for the quote. He does have another booked in for 21st June so once quotes are in he will report back to the committee. The other item discussed was the swing basket at Heartenoak; this could possibly have strapping put around the post to repair. Members felt this could be the way forward with this item of equipment.
- d) Outdoor Gym – Installed looks good and people are using it. MR still considering a gala opening and asked committee members to think about who could open it and let him know.

6.2 Heartenoak Playing Field – new picnic table installed. MC has been investigating if it is possible to engrave or mark HPC initials into the wood to prevent it being stolen again. She explained this is proving to be very difficult to find someone suitable to do the work and who is prepared to quote. She is going to continue researching, trying local carpenters and will report back to the committee.

6.3 KGV Playing Field – Nothing to report

6.4 Allotments – MR briefly explained to MC that he does have concerns over the tidiness of a couple of plots, with one not really being cultivated properly. Annual walk round will help MC become more familiar with the allotments. Deputy Clerk to update MC on letters that have already been sent regarding the plot MR has concerns about outside of this meeting so more time can be allocated to resolve.

6.5 Cemetery – Deputy Clerk and Clerk have been down to the woodland cemetery recently and noticing that number of the posts and plaques have become worn or missing over time.

Replacements have been ordered. She will ask External Caretaker to replace

7. Matters For Further Discussion

7.1 Annual walk around the sites was booked in the diary for 6th June

7.2 Watering of the hanging baskets and tubs was discussed. Deputy Clerk to see if we can ask one of the traders on Highgate Hill to do the troughs outside their shops, Colonnade is taken care of by the florist, MA mentioned he thought he chemist would do as well and also the men's hairdressers have done the ones on the railings opposite them in the past. MA said that the tub outside Martins shop has deteriorated and may be should be replaced. Deputy Clerk said there is one by the library with a bin in front fit perhaps this could be moved to replace it. JH proposed and seconded by MA that the tub by library is moved to outside Martins shop, with old one outside Martins being removed (asking our external caretaker to this with help if necessary from a couple of the committee members) and that the cost of replanting it is covered from the land budget. This was unanimously agreed

7.3 Some of the post along the Moor have been knocked down by traffic, I was agreed to ask our External Caretaker to have look at and repair or replace

7.4 AOB

- JN mentioned that there are concrete posts that have been knocked over on the grass verge near her house. This KCC land so Deputy Clerk will report this to them.
- Deputy Clerk mentioned that the fun fair will be weekend 2nd & 3rd June
- Walk fest is to be launched 29th May; posters are around the village, we several walks short, medium, and one with dogs. Committee this will be a successful day for the village, hopefully becoming an event.

8. Correspondence

8.1 None

9. Questions and Comments from Councillors

None

10. Notes and Information

11. Confidential

None

12. Closure

The meeting closed at 20.05. The next meeting will be held on 24th July 2017

Signed.....Date.....

Dr Michael Robertson
Chairman Land Committee