

**MINUTES OF THE MEETING OF THE AMENITIES AND OPEN SPACES COMMITTEE
HELD ON 3rd MARCH 2004 AT 7.30 p.m. AT THE PAVILION, MANOR FIELD**

Present: Cllr Mr A Barnett (Chairman)
Cllr Mr J Gaywood
Cllr Mrs A Oxtoby
Cllr Mr V Sewell
Cllr Mr A Tremain
Mr K Bushell (New Ash Green CC)
Mr D Thompson (Hartley De Sales FC)

1. Apologies for absence

Apologies had been received from Cllr Mr C Ward, Cllr Mrs M Solman, Mr J Harding (New Ash Green CC) and Mr M Ward (Hextable CC)

2. Minutes of the last meeting

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 3rd February 2004 be approved and signed as a correct record.

3. Declarations of Interest

Cllr Mr A Tremain declared a personal and prejudicial interest under minute item 8(g), Manor Field and the Pavilion, cricket fees and left the meeting during discussion and voting on this item.

Cllr Mr A Barnett declared a personal and prejudicial interest under minute item 12, Allotments and left the meeting during discussion and voting on this item.

4. Cricket at Manor Field

New Ash Green CC reported that it had applied to the Kent League to play league cricket at Manor Field and that the application had been accepted, subject to an inspection of the facilities. Provided the grounds and facilities meet the requirements of the Kent League, it is proposed that the 1st and 2nd teams will relocate from New Ash Green to Manor Field in advance of the 2004 season. If this cannot be achieved, the club is confident that the move will take place for the 2005 season.

This being the case, league cricket will be played at Manor Field every Saturday throughout the season. The groundsman has confirmed that the square will benefit from the increased usage. The site screens, currently located at the New Ash Green ground, will be relocated to Manor Field. The Cricket Clubs agreed to consider improvements to the signage to assist away teams to find the ground. Some consideration was given to rolling and/or worming the field.

5. Football At Manor Field

Hartley De Sales FC reported a serious dog fouling problem on the pitches. They also reported that the pitches would benefit from rolling as soon as conditions would allow.

Hartley De Sales FC informed the Committee that next season an additional junior pitch may be required for two of its junior teams.

RESOLVED: That, (1) the dog warden be advised of the dog fouling problem at Manor Field and that additional signs be placed around the field asking dog owners to clear up after their dogs and (2) the Clerk be authorised to make arrangements for the field to be rolled by Mr Westwood as soon as ground conditions allow.

Mr Bushell and Mr Thompson left the meeting at 7.57 p.m.

6. Meopham Cricket Club

There was no report from Meopham Cricket Club.

7. Financial Statement

RESOLVED: That, the financial statement of the Council's allotments, open spaces and Manor Field Pavilion, attached as appendix 1 to these minutes, be noted.

8. Manor Field and Pavilion

(a) Sale of land and alterations to the covenants on Manor Field

It was reported that an informal meeting had been arranged with Messrs H F & J H Glover to be held on 16th March 2004 and that the results of those discussions would be reported back to the relevant committee.

(b) Kissing gate

The Committee considered proposals for the provision of a new kissing gate at the entrance to Manor Field. In light of concerns expressed over access by emergency vehicles into the field, the Committee considered amending the proposals to accommodate a wider field gate, either by excavating further into the existing bank or by relocating the position of the entrance so that it would be positioned back further into the field, away from the highway.

RESOLVED: That, further consideration of the new entrance arrangements be deferred.

(c) Entrance

The Committee considered repairs to the pothole located at the entrance to the field.

RESOLVED: That, the matter be deferred until such time as the proposals for the new entrance arrangements have been finalised.

(d) Path and weathervane

The Committee considered a quotation to raise the ground levels adjacent to the path, cesspool and the bench to eliminate a trip hazard, which also included a quotation to repair the weathervane.

RESOLVED: That, (1) the quotation dated 26th February 2004 from T D Munday for the sum of £73.00 to level the ground by the footpath, around the cesspool and the bench with top soil, and then grass seed and provide temporary fencing to protect the area until established be accepted and (2) the quotation dated 26th February 2004 from T D Munday for the sum of £15.00 to take down, repair and reinstate weather vane to the roof of the Pavilion be accepted.

(e) Electrical repairs

The Committee was informed that, as a matter of some urgency, the Clerk had authorised action to effect repairs to lights located at the Pavilion. It was noted that the work undertaken had not been as specified by the Council and that the matter will be taken up with the contractor.

RESOLVED: That, the action of the Clerk be confirmed to make arrangements for 1 no emergency light and 1 no outside light to be repaired by J C Electrical Ltd at a cost of £100 plus VAT and £115.00 plus VAT respectfully.

(f) Shelving

The Committee considered two forms of self assembly shelving systems suitable for storing archive material.

RESOLVED: That, an order be placed with UK Shelving Ltd for the supply and delivery of 1 no 2.5 m high x 300mm deep starter bay and 1 no 2.5 m high x 300 mm

deep extension at a cost of £72.49 plus VAT and £48.49 plus VAT respectfully and that following erection, arrangements be made for the units to be screwed to the wall.

(g) Cricket fees

In view of the proposed increased usage at the ground and the Pavilion as a result of two teams playing at Manor Field during the forthcoming season, the Committee considered the level of fees to be charged to the New Ash Green CC.

RECOMMENDED: That, the a fee of £850 be charged to New Ash Green CC for the use of the ground and the Pavilion for its 1st and 2nd teams on a Saturday throughout the 2004 season and (2) that a fee of £425.00 be charged to Hextable CC for the use of the ground and the Pavilion on a Sunday throughout the 2004 season.

(h) Worming

The Committee noted there were excessive amounts of worm casts visible on the surface of the field and considered quotations, as set out below, received from two companies to apply pesticide to eradicate the problem. Some concern was expressed over whether the application of such a pesticide would be detrimental to the drainage of the ground.

Company	Field (based on 10 acres)	Two football pitches
Weed Management Ltd	£520.00 plus VAT	£230.00 plus VAT
Amenity Weed Care	£380.00 plus VAT	£210.00 plus VAT

RESOLVED: That, further advice be sought on the application of a pesticide to eradicate worms on the field and pending said advice, the Clerk be authorised to accept the quotation for the sum of £380.00 from Amenity Weed Care to apply pesticide over the whole of the field.

(i) Meter cupboard

It was reported that the door of the meter cupboard required some repairs.

RESOLVED: That, a quotation be invited from T D Munday to undertake repairs to the meter cupboard door.

9. Rectory Meadow

The Committee considered a report outlining the steps required to designate the land at Rectory Meadow as a Local Nature Reserve and was pleased to note that the Council is now making some progress with this matter. Consultation with the local community and English Nature has been completed and the next step is to formally agree a form of wording for the declaration.

RECOMMENDED: That, the formal declaration, as set out in appendix 2 to these minutes, be approved by the Council.

10. Billings Hill Shaw

(a) The Committee noted that the Clerk had undertaken emergency action to remove a branch from a tree located in Billings Hill Shaw that fallen onto land at Hartley Grange at a cost of £90.00 plus VAT.

RESOLVED: That, the action of the Clerk be confirmed

(b) The Committee considered an e mail from the owner of Hartley Grange offering to purchase an area of land located in front of Hartley Grange Cottage and owned by the Council.

RESOLVED: That, the matter be deferred pending further investigation and advice.

11. Playgrounds

(a) Play Area Safety Inspection Report

The Committee considered the Play Area Inspection Report dated 26th January 2004 undertaken by RoSPA. The Committee noted that most of the faults identified in the report were a low risk and therefore only require monitoring. Four medium risks items were identified in the report, as set out below:

- Chantry Avenue – Motorbike spring – Algae growth – Clean and treat with weedkiller – (*T D Munday to be asked to repair*)
- Woodland Avenue – Path – Algae growth – Clean and treat with weedkiller – (*T D Munday to be asked to repair*)
- Woodland Avenue – Roundabout – Trip zone – Build up levels (*Quotation for renewal accepted under minute item 11 (b))*
- Longfield Hill – General maintenance – Trip zone – Build up levels (*Quotation for repair accepted under minute item 11(c))*

RESOLVED: That, (1) T D Munday be asked to undertake minor repairs to equipment, as set out in appendix 3 to these minutes and (2) a specialist contractor be invited to provide a quotation to undertake repairs to the swing and gate at Longfield Hill.

(b) Safety Surface Renewal

The Committee considered quotations received from three contractors to renew the safety surface below the roundabout located at the Woodland Avenue play area.

Supplier	Specification Safety Surface Renewal below roundabout at Woodland Avenue	Guarantee	Compliance with EN1176 and EN1177	Cost
Park Leisure Ltd	To supply and lay 28 sqm of black EPDM wet pour safer surface 40 mm thick, including removal of existing rubber tiles and wooden kerbs and installation of new concrete kerb edging.	2 years	Yes	£1,826.00 plus VAT
Park Leisure Ltd (Alternative quotation)	To supply and lay 28 sqm of black EPDM wet pour safer surface 40 mm thick, including removal of existing rubber tiles and wooden kerbs and to lay safer surfacing butting new wet pour to existing tarmac edge.	2 years	Yes	£ 1,576.00 plus VAT
Abacus Playgrounds Ltd	To remove existing tiles and timber edging and remove from site. To fix 20 linear metres of 50 x 100 mm tanalised edging. To supply and lay 28 sqm x 35 mm black EPBM wet pour safety surfacing with full colour EPDM wear pad around roundabout	3 years fair wear and tear	Yes	£ 2,442.00 plus Vat
RSS Playmakers	Lift and dispose of safety tiles and remaining timber edging beneath roundabout, supply and lay pcc edging to roundabout wet pour area, and supply and lay 36 sqm wet pour surfacing beneath roundabout @ 30 mm depth (temporary fencing included)	5 years against bad workmanship and faulty materials	Yes	£3,073.00 plus VAT

RESOLVED: That, the quotation for the sum of £1,826.00 from Park Leisure to renew the safety surface below the roundabout located at Woodland Avenue be accepted.

(c) The Committee considered a quotation from T D Munday to undertake repairs at the Longfield Hill play area.

RESOLVED: That, the quotations dated 26th February 2004 from T D Munday for the sum of £20.00 to build up the ground level to remove trip hazard at the edge of

the impact absorbing surface with soil and for the sum £14.00 to stain seat with appropriate preservative, be accepted.

12. Allotments

The Committee considered a quotation to repair the fence located on the boundary of allotments with the property known as Woodlands.

RESOLVED: That, the quotation dated 26th February 2004 from T D Munday for the sum of £137.56 to repair existing close boarded fence with new posts and arris rails and featheredge boards, cut down bramble hedging to work on fence, be accepted.

13. Grass cutting contracts 2004/06

(a) The Committee considered quotations returned in respect of the grass cutting at Manor Field and Longfield Hill, as specified in contract three of the Council's ground maintenance contracts:

Contractor	Contract three
Grass cutting at Manor Field and Longfield Hill (gang mowing)	
Total per annum	
E Garvey	No tender returned
Landscape Services	£1,779.00 plus VAT
T D Munday	No tender returned
Westcut mowing	£1,540.00 plus VAT

RECOMMENDED: That, the quotation received from Westcut Mowing for the sum of £1,540.00 plus VAT in respect of contract three for grass cutting at Manor Field and Longfield be accepted.

(b) The Committee considered the benefits of purchasing line marking equipment to mark out the football pitches at Manor Field and whether there would be any benefit to the Council in terms of reduced costs and/or improvement in the quality of the line marking.

RESOLVED: That, arrangements be made for a demonstration of line marking equipment.

14. Pond

The Committee noted that the "deep water" sign fixed to the fence of the pond had been removed.

RESOLVED: That the Clerk's action to purchase a new "deep water" sign at a cost of £27.81 plus VAT and to make arrangements with T D Munday to fix the sign be confirmed.

15. Caxton Close

It was reported that the Community Facilities Working Group had considered the provision of a new children's play area on land owned by Sevenoaks District Council off Caxton Close at its last meeting and that the West Kent Housing Association supports this initiative. Preliminary discussions with the District Council have established that it may be possible to lease the land from the District at a peppercorn rent and that grants may be available to establish a new play area suitable for younger children. The West Kent Housing Association has agreed to consult with its tenants on this matter .

RESOLVED: That, that the report be noted.

16. Date of next meeting

Tuesday 20th April 2004 at 7.30 p.m.

The meeting closed at 10.00 p.m.

Signed:.....

Date:.....

Appendix 1

**Hartley Parish Council
Summary of Receipts and Payments
Amenities and Open Spaces**

Cost Centre	Receipts		Payments		Net Position
	Estimated	Actual	Estimated	Actual	Underspend (+) Overspend (-)
5 Allotments Open	385.00	290.40	600.00	367.47	137.43
6 Spaces Manor Field	1,590.00	1,950.00	23,700.00	21,488.31	2,571.69
7 Pavilion	2,150.00	1,604.50	6,130.00	5,112.53	471.97
NET TOTAL	4,125.00	3,844.90	30,430.00	26,968.31	3,181.59
 Total for ALL Cost Centres V.A.T. GROSS TOTAL		 108,669.69 6,945.77		 87,117.24 5,571.42	
		115,615.46		92,688.66	

Appendix 2

NATIONAL PARKS AND ACCESS TO THE COUNTRYSIDE ACT 1949

No 1 Declaration 2004

In pursuance of Section 19 and 21 of the above mentioned Act, and all other powers enabling them in that behalf, the Hartley Parish Council hereby declares that the land containing 2 hectares or thereabouts situated in the Parish of Hartley in the County of Kent and shown edged red on the attached plan (has been acquired by the Council)

AND in pursuance of Section 19(2) of the above mentioned Act and all other powers aforesaid the Council hereby further declare that the said land is being managed as a Nature Reserve.

This declaration may be referred to as the Rectory Meadow Nature Reserve No 1

Declaration 2004

Given under the Common
Seal of the Hartley Parish
Council this
..... day of
Two thousand and four

SEAL

(Signed).....

(Signed).....

Appendix 3

Site	Equipment	List of Repairs to be undertaken by T D Munday		Notes
		Fault	Repair	
Chantry Avenue	Planting	Overhanging	Cut back branches to holly tree to main access gate	
Chantry Avenue	Cradle Swing	Dry bearings	Treat with oil, grease or silicon spray according to suppliers instructions	
Chantry Avenue	Junior Seat Swing	Dry bearings	Treat with oil, grease or silicon spray according to suppliers instructions	
Chantry Avenue	Junior Seat Swing	One shackle fixing stuck	Re fix/lubricate	
Chantry Avenue	Motor bike Spring	Algae growth on surface giving slippery conditions	Clean and treat with weed killer	
Woodland Avenue	Access gate	Wear	Provide slabs under one gate	
Woodland Avenue	Path	Algae growth on surface giving slippery conditions	Clean and treat with weed killer	
Woodland Avenue	Planting	Overhanging	Cut back from gate adjacent to ball wall Cut back bushes from fence	
Woodland Avenue	Junior Swing	Dry bearings	Treat with oil, grease or silicon spray according to suppliers instructions	
Longfield Hill	Seat	Timber preservative in poor condition	Stain with appropriate preservative to EN 351-1 or if plywood to EN 636-3	Quotation accepted (minute item 11 (c))
Longfield Hill	Seat	Wear	Rub down rough damaged area to top back log	
Longfield Hill	Safety surface	Trip zone at edge of impact absorbing surface	Build up ground levels to remove trip hazard	Quotation accepted (minute item 11(c))

Appendix 3

List of repairs requiring quotations

Site	Equipment	Fault	Repair
Longfield Hill	Junior Seat Swings	Wear	Remove shackle bolt and check bush and shackle pin wear, replacing if necessary
Longfield Hill	Gates	Wear	Re fix spring cover to one gate

Other repairs

Confirm responsibility for replacing defective litter bin at Longfield Hill
Confirm responsibility for condition of surface of PROW at Longfield Hill