

**MINUTES OF THE MEETING OF THE AMENITIES AND OPEN SPACES COMMITTEE  
HELD ON 29<sup>th</sup> SEPTEMBER 2004 AT 7.30 p.m. AT THE PAVILION, MANOR FIELD**

**Present:** Cllr Mr A Barnett (Chairman)  
Cllr Mrs A Oxtoby  
Cllr Mr V Sewell  
Cllr Mrs M Solman (arrived 7.33 p.m.)  
Cllr Mr A Tremain (arrived 7.33 p.m.)  
Mr K Bushell (New Ash Green and Hartley CC)  
Mr D Thompson (Hartley De Sales FC)

**In Attendance:** Mrs J Hoad (Clerk)  
2 members of the public

**1. Apologies for absence**

Apologies had been received from Cllr Mr J Gaywood and Cllr Mr C Ward.

**2. Minutes of the last meeting**

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 1<sup>st</sup> September 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 (a) and 8 (b), as his private residence adjoins Gorse Wood, and withdrew from the meeting during discussion and voting on the matter.

Cllr Mr A Barnett declared a personal and prejudicial interest under minute item 13, allotments, as an allotment holder, and withdrew from the meeting during discussion and voting on the matter.

**4. Football at Manor Field**

**(a) Report from Hartley De Sales FC**

Hartley De Sales FC reported that the junior football post sockets had been fitted at no cost to the Council or the football club.

It was further reported that the pitches had been set out on 2<sup>nd</sup> September in readiness for the start of the football season on 12<sup>th</sup> September, but unfortunately the lines had been somewhat patchy and it had been necessary for the football club to mark out the lines themselves, using the Council's new line marker before the fixture on the 12<sup>th</sup>. The Committee requested that in future the football club refrain from using the Council's equipment and reminded the club that the NAG and Hartley CC had offered the use of their line marker, which is stored in the container, in the event of an emergency. As the cupboard is now used by the Council to house its archived files, the football club was requested to return the key.

It was confirmed that, weather permitting, the grass at Manor Field will be cut on 30<sup>th</sup> September and lines remarked on 1<sup>st</sup> October. It is hoped that the build up of white paint will over time improve the quality and durability of the line. The Chairman had inspected the quality of the lines at the beginning of the week and was satisfied that, even though a period in excess of one week had elapsed since they were last marked out, they were still playable.

b) Fees for the 2004/05 season

Hartley De Sales FC was shown a report outlining the proposed fees to be charged for the use of Manor Field and confirmed that they appeared to be acceptable.

RECOMMENDED: That, Hartley De Sales FC be charged the following fees for the 2004/05 season, (pitches only, not including the use of the pavilion), based on the use of the pitch from 12<sup>th</sup> September to 24<sup>th</sup> April 2005, thus allowing a period of 1 week for the outfield to be rolled before the start of the cricket season, pitch to be marked out once every two weeks. Fees to be paid in two instalments, on 1<sup>st</sup> November 2004 and 1<sup>st</sup> March 2005.

U18 team	£280.00
U16 team	£280.00
U15 team	£280.00
U14 team	<u>£250.00</u>
<b>Total</b>	<b>£1,090.00</b>

*Mr Thompson left the meeting at 7.45 p.m.*

**5. Financial Statement**

The Committee considered a summary of receipts and payments for the allotments, Council's open spaces and Manor Field Pavilion as at 29<sup>th</sup> September 2004. The Clerk expressed some concern over the anticipated expenditure to the end of the financial year, particularly in light of the likely repairs required to the playgrounds arising from RoSPA's annual safety inspection report. The Committee was reminded that a number of items of expenditure had already been committed from the current budgetary provision and agreed that spending to the end of the year would need to be carefully monitored.

RESOLVED: That, the summary of receipts and payments indicating the net position of the Council's allotments, open spaces and Manor Field Pavilion as at 29<sup>th</sup> September 2004 be received and noted, as set out in appendix 1 attached to these minutes.

**6. Manor Field and the Pavilion**

(a) Vertical Blinds

Hillary's have confirmed that it is possible to fit two vertical blinds within the recess of the window opening, but that in doing so, approximately half of the external doors located at either end of the recess would be obstructed by the blind. Whilst the Committee appreciated that some daylight would be lost, the two affected external doors are not used and the fire exit double doors located in the centre of the recess would remain unobstructed. .

RESOLVED: That, the quotation from Hillarys for the sum of £299.00 to supply and fit vertical blinds to the full height windows and doors in the Pavilion overlooking the field be accepted, as approved by the Council at its meeting held on 13<sup>th</sup> September 2004.

(b) Line marking

The Committee considered a report on the cost of the paint for the line marker and noted with some surprise that the cost of the paint quoted by Kent County Supplies was approximately one third of its retail price.

RESOLVED: That, an order be placed with Kent County Supplies for the supply and delivery of 15 litres of pitchmarker super c white at a cost of £18.60 plus £8.82 for delivery.

*Keith Bushell arrived at 8.02 p.m.*

*The meeting was adjourned at 8.03 p.m.*

*Keith Bushell (New Ash Green and Hartley CC) informed the Committee of the outcome of the club's recent AGM. Members of the cricket club were delighted to be moving to Manor Field and had received a lot of positive feedback from their fun day held at Manor Field on 30<sup>th</sup> August 2004. The club has been renamed and is now known as New Ash Green and Hartley Cricket Club. It was noted that the Council awaits a letter from the Chairman of the Club outlining plans for the future of the club at Manor Field. Once the letter has been received, a meeting will be arranged with representatives from the Council and the Cricket Club. The Club is looking for sponsorship to provide nets at Manor Field. The club intend to run two teams on a Saturday, one team on a Sunday, which would be fitted in around Hextable CC fixtures and a colts team, which would play and/or train on Sunday mornings and Tuesday evenings, upto the start of the school summer holidays. It was generally agreed that the equipment stored in the container needed rationalising.*

*Keith Bushell left the meeting at 8.25 p.m.*

*The meeting resumed at 8.26 p.m.*

(c) Electricity charges for the pavilion

The Committee considered a report on the increase in electricity prices effective from 13<sup>th</sup> September 2004 and noted that the increase in charges affecting the pavilion would be minimal.

RESOLVED: That, the report be noted.

(d) Asbestos Survey

The Clerk reported that three quotations had been invited from suitably qualified consultants to undertake a type 2 asbestos survey on the Pavilion, but to date only one quotation had been returned.

RESOLVED: That, consideration of the matter be deferred pending receipt of further quotations.

(e) Electrical socket in storage cupboard

The Committee considered a quotation to provide a new socket in the storage cupboard for charging the battery of the line marking machine. There was some debate as to whether it would be necessary to fit a fused socket.

RESOLVED: That, advice be sought from NRS Technical Services Ltd as to whether it would be necessary to fit a fused socket in the storage cupboard for charging the battery of the line marking machine and that subject to this advice, the Clerk be authorised to make arrangements for a new electrical socket to be fitted upto a value of £100.

**7. Rectory Meadow**

The Chairman of the Amenities and Open Spaces Committee reported on the recent grass cut of the upper and lower meadows at Rectory Meadow undertaken by Williams Agriculture on 22<sup>nd</sup> September 2004. The work undertaken by the contractor to cut and remove the grass had been very successful and as a result, discussions will be held with the North West Kent Countryside Project to review future grass cutting arrangements at Rectory Meadow.

RESOLVED: That, the report be noted.

## 8. Gorse Wood

### (a) Rubbish clearance

The Committee considered a quotation received in respect of the clearance of two bmx tracks created out of dumped rubbish by the youth in Gorse Wood.

RESOLVED: That, pursuant to financial regulation 11.1 (a) (ii) the quotation received from Sevenoaks Direct Services for the sum of £425.00 plus VAT to remove the rubbish used to create a bmx track be accepted.

### (b) Trees

At the previous meeting, the Committee had considered a letter from a resident of Gorsewood Road, whose property adjoins woodland owned by the Parish Council at Gorse Wood, in which he expressed concerns about trees overhanging his property.

The Chairman of the Amenities and Open Spaces Committee reported on a site meeting with a tree surgeon, who has identified that one ash is rather close to the side of the property. The tree surgeon also identified three or four cherry trees, whilst not affecting the property at the moment, may in five to ten years become a problem. The tree surgeon has been requested to provide a quotation to take down one ash tree and a number of cherry trees identified as likely to cause a problem in the future.

RESOLVED: That, the consideration of the matter be deferred pending receipt of the quotation.

### (c) BMX track

Cllr Sewell reported on the recent meeting with PC Rick Pay and the Youth Committee. PC Pay had indicated that grants may be available for the provision of a bmx track and that Groundwork Trust would be contacted to establish whether they would be able to assist the Council with surveys and consultation on proposals to provide a bmx track at Woodland Avenue recreation ground.

RESOLVED: That, further consideration of the matter be deferred pending receipt of the Youth Committee's proposals for the provision of bmx track at Woodland Avenue recreation ground.

## 9. Pond

The Chairman of the Amenities and Open Spaces Committee reported on a meeting with BTCV on 16<sup>th</sup> September 2004. Initial enquiries with the Local Heritage Initiative had been positive, but in order to pursue any grant application it would be necessary to enlist the support of the community. Examples of public support could include undertaking research into the history of the pond with a view to producing a pamphlet or including an item in the Council's newsletter, organising a display in the public library, involving local schools and youth organisations such as the scouts, designing an interpretative board, etc.

*The meeting was adjourned at 9.00 p.m.*

*Members of the public were invited to express their views. Mrs Brudenell asked that any improvement work undertaken to the pond and its surroundings should be looked at as a whole and not piecemeal. Mrs Brudenell elaborated on the problems encountered in the past with work undertaken to the pond. Mrs Sharp expressed some safety concerns over the pond located in her neighbour's garden.*

*The meeting resumed at 9.06 p.m.*

RESOLVED: That, enquiries be made with a local resident asking if he would be interested in assisting the Council with writing an article on the history of the pond for inclusion in the Council's newsletter and to include in the

newsletter, a request for members of the public interested in improving the pond to come forward with their views and suggestions.

#### **10. Routine Maintenance Contract**

The Committee was advised that the two sets of football posts need to be inspected on a weekly basis and this has been added to the routine maintenance contract.

RESOLVED: That, the report be noted.

#### **11. Hartley Green**

The Council had approved at its meeting held on 13<sup>th</sup> September 2004, the purchase and installation of a new bench on Hartley Green up to a value of £500. The Committee considered a number of styles of benches. The Committee stated that it hoped the bench could be installed before the Remembrance Sunday service to be held on 14<sup>th</sup> November 2004.

RESOLVED: That, the Clerk be authorised, in consultation with the Vice Chairman of the Committee, to place an order with ESF for the supply and delivery of an 8 foot long teak bench at a cost of £393.15 plus VAT and to accept the quotation from Mr Munday to install the bench at a cost of £25.00.

#### **12. Chantry Avenue**

(a) In February 2004 the Committee considered letters from a resident of Chantry Avenue in connection with trees located on the Chantry Avenue recreation ground, which are allegedly obstructing light to her property. It was resolved that the Council take no action to reduce the height of the three horse chestnut trees and that a review of the Council's management of its trees take place after a period of six months has elapsed. At the last meeting of the Amenities and Open Spaces Committee, it was agreed that the Clerk be authorised to obtain quotations to pollard the trees.

Two quotations have been sought and it is anticipated that they will be available for consideration at the next meeting.

RESOLVED: That, the report be noted.

(b) The Committee had noted at its previous meeting that the landowner adjacent to the Chantry Avenue recreational ground had repaired some of the sections of dilapidated fence and that the Committee had asked the Clerk to seek a quotation to complete the repairs. The Committee considered a quotation from Mr Munday to repair and replace, where necessary, five sections of close boarded fence.

RESOLVED: That, (1) as a gesture of goodwill and without prejudice the landowner be informed that the Council is willing to undertake repairs to the fence and, (2) the quotation from Mr Munday to replace two complete sections of close boarded fence and repair three part sections of close boarded fence with new arris rails and new featheredge boarding for the sum of £275.70 be accepted.

(c) At the last Committee meeting, it was reported that the two spring units at the Chantry Avenue recreation ground had been vandalised. Mr Munday has been asked to make safe the remains of the timber seat of the frog spring unit.

The Committee considered two quotations:

RSS Ltd to supply and fit replacement MEHO frog springer top and handles for the MEHO motorbike springer for the sum of £509, plus carriage of £75.00, plus VAT. The quotation is based on ½ days labour of £175.00. If the work cannot be co-ordinated with other work in the area, a full days labour with an additional charge of £175 will be

charged. The manufacturer of MEHO units is based in Europe and only has two business partners in this country, one being RSS Ltd and the other based in Yorkshire.

Park Leisure Ltd to supply two new spring units for the sum of £355 each, plus installation of £260 each and supply and lay 8 m sq of 25 mm thick EPDM wet pour safety surfacing for the sum of £850, totalling £2,080 plus VAT.

RESOLVED: That, (1) further action be deferred until such time as advice has been obtained from RSS Ltd on the fault identified by RoSPA to the safety surfacing below the junior seat swing and (2) in the meantime, warning notices stating “do not use” be placed on the two spring units.

(d) The Committee considered a letter from a resident of Chantry Avenue informing the Council that a tree surgeon will be felling a tree located in their rear garden on 1<sup>st</sup> October 2004 and requesting the Council’s permission to gain access to the recreation ground. The tree surgeon will be undertaking a risk assessment before and whilst undertaking the work

RESOLVED: That, the resident be informed the Council has no objection to the tree surgeon gaining access to the recreation ground to assist with the removal of the tree.

### 13. Allotments

The Committee considered rents for the allotments for the year 2005/06.

RECOMMENDED: That, the rents for the allotments for the year 2005/06 be increased in line with inflation (3%).

### 14. Longfield Hill

(a) The Committee considered that as there was no suitable fence on which to fix the dog waste bin at Longfield Hill, it had no alternative but to purchase and install a dog waste bin supplied with a suitable post.

RESOLVED: That, an order be placed with Glasdon UK Ltd to purchase 1 no Fido 25 dog bin in dark green with a post and ground locking system at a cost of £145.71 plus VAT, plus 1 no installation tool at a cost of £21.61 plus VAT and that arrangements be made with Mr Munday to install the bin in a suitable location at the ground.

(b) The Committee noted a report that the notice board at Longfield Hill had been vandalised.

RESOLVED: That, a quotation be sought to either repair or replace, as deemed necessary, the notice board at Longfield Hill and at the allotments.

### 15. Playground safety inspection reports

The Committee considered a report on the action taken since the last Committee in respect of the safety inspection report undertaken by RoSPA on 16<sup>th</sup> July 2004.

RESOLVED: That, the report be noted.

### 16. Correspondence

RESOLVED: That, the Kent County Playing Fields Association Newsletter Summer 2004 edition be received and noted.

**17. Community Paths Project and Rights of Way Improvement Initiative**

The Committee considered a letter dated 17<sup>th</sup> September 2004 from Kent County Council detailing two projects with the Rights of Way team to deal with enhancements to local paths networks.

RESOLVED: That, (1) the letter be noted and, (2) copies of the correspondence and accompanying leaflets be passed to the Council's footpath representative and the Hartley footpaths group.

**18. Date of next meeting**

Wednesday 10<sup>th</sup> November 2004 at 7.30 p.m.

The meeting closed at 9.50 p.m.

Signed:.....

Date:.....

**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	350.00	16.50	600.00	258.74	7.76
6 Open Spaces	1,560.00	1,463.04	23,750.00	15,058.48	8,594.56
7 Manor Field Pavilion	1,000.00	646.75	6,250.00	3,461.75	2,435.00
<b>NET TOTAL</b>	<b>2,910.00</b>	<b>2,126.29</b>	<b>30,600.00</b>	<b>18,778.97</b>	<b>11,037.32</b>
Total for ALL Cost Centres		51,189.74		49,802.16	
V.A.T.		2,097.15		3,119.38	
<b>GROSS TOTAL</b>		<b>53,286.89</b>		<b>52,921.54</b>	