

**MINUTES OF THE MEETING OF THE AMENITIES AND OPEN SPACES COMMITTEE HELD
ON 2ND JUNE 2005 AT 7.30 p.m. AT THE PAVILION, MANOR FIELD**

Present: Cllr Mr A Barnett (Chairman)
Cllr Mr J Gaywood
Cllr Mr V Sewell
Cllr Mrs Solman
Cllr Mr A Tremain

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

1. Apologies for absence

Apologies had been received from Cllr Mrs Oxtoby, Cllr Mr C Ward, Mr A Gray (Hartley De Sales FC), Mr D Thompson (Hartley De Sales FC) and Mr V John (NAG & Hartley CC).

2. Election of Chairman

RESOLVED: That, Cllr Mr A Barnett be elected Chairman of the Amenities and Open Spaces Committee until the Annual Meeting of the Council in May 2006.

3. Election of Vice Chairman

RESOLVED: That, Cllr Mr A Tremain be elected Vice Chairman of the Amenities and Open Spaces Committee until the Annual Meeting of the Council in May 2006.

4. Declarations of Interest

Cllr Mr A Tremain declared a personal and prejudicial interest under minute item 8 in respect of cricket at Manor Field, as he is a member of Hextable CC and withdrew from the meeting during discussion and voting on the item.

Cllr Mr A Tremain declared a personal interest under minute item 11, in respect of cricket at Manor Field, as he is a member of Hextable CC.

Cllr Mr A Tremain declared a personal and prejudicial interest under minute item 10 in respect of Gorse Wood, as his private residence is located adjacent to the wood and withdrew from the meeting during discussion and voting on the item.

5. Terms of Reference

The Committee examined its terms of reference as approved by the Council at the Annual Meeting held on 9th May 2005 and was satisfied that no amendments were required.

RESOLVED: That, the terms of reference attached as appendix 1 to these minutes be received and noted.

6. Minutes of previous meetings

It was reported that, in consultation with the Clerk, Hartley De Sales had requested an amendment to minute item 4 of the minutes of the meeting held on 28th April 2005 on a point of accuracy, in respect of the report presented by the football club at the meeting held on 28th April 2005, so that the minutes record that the football club had not given its agreement to cricket running into mid September.

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 28th April 2005 be approved and signed as a correct record, subject to the following correction:

Page 2, minute item 4, paragraph 3, last sentence, delete the words “Hartley De Sales did not anticipate this would be a problem and if possible, the club would arrange their fixtures accordingly” and insert the words, “Hartley De Sales confirmed they would again delay the start of their home fixtures until the second Sunday, as they had done in the past, but would not wish to see a precedent set for further delaying the start of their home fixtures.

RESOLVED: That, the minutes of the special meeting of the Amenities and Open Spaces held on 25th May 2005 be approved and signed as a correct record.

7. Football at Manor Field

In the absence of the representatives from Hartley De Sales, the Clerk reported that the Club had advised the relevant Leagues that the football pitches would not be available until Sunday 18th September (third Sunday in September). This had been done on a non-precedent basis to solve this year’s likely problem caused as a result of the cricket fixtures being scheduled upto 10th September. The Club considers it should be permitted to play football at Manor Field on the second Sunday in September at the very latest, commencing 2006/07 and requested the cricket club arranged their fixtures accordingly.

Hartley De Sales have confirmed that they intend to field at least 5 teams and possibly 6 teams at Manor Field next season, in which case a third pitch would need to be marked out immediately in front of the Pavilion. At the last meeting it was reported that the posts stored in the container were not fit for use and a new set of posts would be required. The Club requested the size of the posts for the new pitch be 8’ x 24’ and that new pitch be a minimum of 90 yards x 60 yards, maximum 110 yards x 70 yards. The Club has offered to install the sockets for the new posts, but in view of the stringent health and safety requirements it was agreed this offer be declined.

It was reported the cost of the new 8’ x 24’ goal posts including sockets and delivery would be £384.05 plus VAT but installation costs of the sockets would be an additional cost. A quotation is being sought from Landscape Services to set out three pitches for the start of the season and it is intended to invite Landscape Services to include within their quotation, a charge for fitting 4 no new sockets and the removal of 4 no redundant sockets.

Complaints had been received over the amount of litter left on the field after use by the various sports clubs and damage to the ground caused by cars driving onto the field.

RESOLVED: That, (1) further consideration of the purchase of new football posts be deferred pending receipt of installation costs, (2) the sports clubs be asked to ensure all litter is removed after each use of the field and that they be reminded that no cars should be driven onto the field and, (3) a report be prepared indicating the estimated annual income to be received by the Council from the football and crickets clubs and the budgeted expenditure on Manor Field, including the Pavilion.

8. Cricket at Manor Field

New Ash Green Cricket Club

In the absence of a representative from the New Ash Green and Hartley CC, the Clerk reported that the Club was willing to accept the fee of £858 for the 2005 season, based on a charge of £39 fixed at 22 games regardless of the number of games actually played.

The Cricket Club has requested the fee of £858 be fixed for 5 years to allow the Club the ability to budget properly and allow for continued investment by the Club to improve facilities, including practice facilities, and to provide better opportunity to play cricket within the local community. The Committee noted that the next Council election’s were due to be held in May 2007 and considered it would be unfair to impose a binding agreement on the next Council by fixing the fee to be charged to the Cricket Club for a period of 5 years.

The Cricket Club requested that the outstanding fee of £425 for the 2004 season be split, so that £213 be added to the fees due for the 2005 season and £212 be added to fees due for the 2006 season.

It was reported that glass in a window at the Pavilion had been broken as the result of a cricket ball over the weekend of 28th/29th May and that the repair had cost £85.

RECOMMENDED: That, (1) the total fee of £858 charged to the New Ash Green and Hartley CC for the use of the field and Pavilion during the 2005 season be fixed for a period of 2 years and thereafter subject to review, (2) payment of the outstanding fee of £425 for the 2004 be recovered over two years, so that £213 be added to the fees due for the 2005 season and £212 be added to fees due for the 2006 season and, (3) the cost of the repair to the damaged glazing be waived on this occasion, but the Cricket Club be advised that any subsequent damage to the Pavilion caused as a result of the activities of the Club would be charged accordingly.

RESOLVED: That, enquiries be made with the Council's insurers to establish whether such accidental damage was covered by the Council's policy.

9. Order of business

RESOLVED: That, the order of business be altered so that agenda item 13 in respect of Gorse Wood be considered as the next item of business.

10. Gorse Wood

The Committee considered a letter from the Council's insurers advising that tree house constructed in Gorse Wood must be removed, as they are unable to confirm its safety and therefore are not prepared to cover it. It was reported that the tree house had been demolished by person/s unknown.

At the meeting held on 28th April 2005 it had been reported that a number of complaints had been received in respect of the amount of dumped rubbish and fly tipping in the wood. One quotation has been received in respect of the rubbish clearance and further quotations are being sought. It was suggested that the Probation Services be contacted to ask whether such clearance work could be undertaken by offenders serving community sentences. The Committee expressed serious concerns over the increasing costs involved in the regular clearance of the wood.

The Clerk reported vandalism to a tree located in Gorse Wood which necessitated emergency action to be taken to have the tree felled.

RECOMMENDED: That, terms of reference of the New Burial Ground Working Group be extended to investigate the problems associated with the misuse of Gorse Wood and that the Group be invited to report back its findings to the Council.

RESOLVED: That, (1) enquiries be made with the Probation Services to establish whether offenders serving community services could undertake rubbish clearance work in Gorse Wood and (2) the Clerk's action to cut down a tree located in Gorse Wood, damaged as a result of an act of vandalism, be confirmed.

11. Cricket at Manor Field cont'd

Hextable Cricket Club

Hextable CC advised the Committee of its intention to hold an event to mark the 25th anniversary of the Club on 10th July 2005 at Manor Field. The Club is arranging a home

match between old Hextable players and new Hextable players and intends to provide light refreshments after the match. The Club explained it was not a fundraising event and that the Club would not be seeking to make a profit from the event.

RESOLVED: That, the Committee has no objection the 25th anniversary celebrations being organised by Hextable CC on 10th July 2005 at Manor Field.

12. Cricket at Longfield Hill

In the absence of a representative from Meopham CC, the Clerk reported that discussion with EDF Energy were progressing in respect of the supply of electricity to the storage containers at Longfield Hill.

RESOLVED: That, the report be noted.

13. Financial Report

The Committee examined a financial report indicating the net position of the allotments, open spaces and the Pavilion.

RESOLVED: That, the financial report attached as appendix 2 to these minutes be received and noted.

14. Playgrounds

(a) The Committee considered a letter from the Council's insurers confirming they only require high or high/medium risk items to be completed within the 60 day limit, as stated in the endorsement and as the Council has not got any items in these categories it does not need to take any action at this time. The insurers also confirm that the European Standard is not retrospective and therefore they would not require any work to be done purely to comply with this standard.

RESOLVED: That, the letter be noted.

(b) The Committee considered quotations received in respect of safety surfacing renewals below the swing at Woodland Avenue and below the swing and the slide at Longfield Hill, as set out below. The Committee noted a third contractor, Easi Fall International Ltd, was not able to meet the quotation deadline. The Committee expressed some concern over the usage of the play area located at Longfield Hill and whether it was prudent for the Council to be investing in this play area which appeared to be under used.

Scope of work (safety surface renewal at following locations)	Park Leisure Ltd (all prices exclude VAT)	Wicksteed Leisure Ltd (all prices exclude VAT)
(1) Slide and swing at Longfield Hill and swing at Woodland Avenue	£ 7,699.00 Thickness 50 mm below swing and 70 mm below slide Total area 106.75 m ²	£ 10,520.30 Thickness 50 mm below swing and 40 mm and 80 mm below slide Total area 89 m ²
(2) Swing at Woodland Avenue	£ 1,596.00 Thickness 50mm Area 24.5 m ²	£ 2,690.40 Thickness 50mm Area 24.5 m ²
(3) Slide at Longfield Hill	£ 5,131.00 Thickness 70 mm Area 57.75 m ²	£5,139.00 Thickness 40 mm and 80 mm Area 40 m ²

(4) Swing at Longfield Hill	£ 1,596.00 Thickness 50mm Area 24.5 m ²	£ 2,690.40 Thickness 50mm Area 24.5 m ²
(5) Swing and slide at Longfield Hill	£ 6,727.00 Thickness 50 mm and 70 mm below slide Total area 82.25 m ²	£ 7,829.90 Thickness 50 mm below swing and 40 mm and 80 mm below slide Total area 64.5 m ²

RESOLVED: That, (1) the quotation for the sum of £1,596.00 plus VAT from Park Leisure Ltd to renew the safety surface using wet pour below the swing at Woodland Avenue and the quotation for the sum of £1,596.00 plus VAT from Park Leisure Ltd to renew the safety surface below the swing at Longfield Hill be accepted and, (2) the Finance and General Purposes Committee be invited to examine the long term issues relating to the costs involved in maintaining the play area at Longfield Hill.

(c) The Committee considered a report on the repairs to the goal mouths at Woodland Avenue.

RESOLVED: That, the routine maintenance contract be extended to include the weekly inspection of the goal mouths located at the recreation grounds at Woodland Avenue and Chantry Avenue, and that the contractor be asked to remove any projecting flints and reinstate of the ground with compacted loam.

15. Hartley Wood

The Committee considered a letter from the Council's insurer in respect of the public liability cover on the three plots of land to be gifted to the Council. The Council's insurers state that, "In order to provide Public Liability in respect of the 3 new plots of woodland we confirm that the Parish Council must have a maintenance and inspection programme for this area and all details must be logged and recorded. Further we will require a professional tree inspection to be completed and then again at intervals recommended by the professional."

As the three plots of land are located within open woodland and it is not possible to define the extent of land for which the Council is responsible, the Committee agreed it will be necessary for the Council to establish and mark the boundaries of these plots of land. In addition, it will be necessary for the Council to define the boundaries of the one plot of land that is already in the ownership of the Council. This being the case, quotations are being sought from land surveyors to define the boundaries of the four plots of land and it is hoped the quotations will be available for consideration at the next meeting.

Quotations are also being sought from arboriculturists to undertake a professional tree inspection and to prepare a maintenance and inspection programme in respect of these four plots of land.

RESOLVED: That, the report be noted and the matter be progressed.

16. Manor Field

(a) The Committee briefly considered a suggestion to prepare a schedule of charges for the hire of Manor Field and the Pavilion.

RESOLVED: That, consideration of a schedule of charges for the hire of the facilities at Manor Field, including the hire of the Pavilion be deferred.

(b) The Committee considered a quotation for the application of fertilizer on Manor Field.

RESOLVED: That, no further action be taken.

(c) The Committee considered a quotation to flail mow the Orchard.

RESOLVED: That, the quotation for the sum of £100 from Mr Westwood to flail mow the Orchard be accepted.

(d) The Committee considered the installation of a new tap connection at the Pavilion as it is difficult to attach a hose to the present connection.

RESOLVED: That, a quotation be sought to install a new tap connection.

(e) The Committee considered a report on the electrical inspection and testing undertaken by EDF Energy at the Pavilion to identify an intermittent fault which causes the RCD located in the corridor to trip out. EDF Energy formed the view that the fault was due to dampness and water present in the external lighting columns.

RESOLVED: That, the report be noted.

17. Pavilion

(a) The Committee considered a letter from Sevenoaks District Council in respect of the Licensing Act 2003 and examined a document from the Action with Communities in Rural England entitled, "Changes to the Licensing system from 2004". The Committee was satisfied that due to the nature of the activities undertaken at the Pavilion, it was not necessary for the Council to apply for a premises licence, but should the Pavilion be used for a licensable activity then the hirer of the facilities would be required to apply for a Temporary Events Notice (TENS). The Committee noted that only 12 TEN were permitted per annum, but in the unlikely event that this should be exceeded, then the Council would be required to apply for a premises licence.

RESOLVED: That, no further action be taken.

(b) The Committee considered a report on the difficulties over the recent Calor gas delivery at the Pavilion and advice from the plumber in respect of improvements that could be made to the hot water services controls.

RESOLVED: That, (1) the report be noted, (2) the expenditure of £55.00 as a callout charge for the plumber to investigate the problem over the lack of hot water and to re fire the boiler and check the system after the delivery of gas be confirmed and (3) a quotation be sought on the installation of a new programmer.

18. Woodland Avenue

The Committee considered two quotations on alterations to the kissing gate located opposite the recycling centre at Woodland Avenue, as set out below:

(1) Remove the kissing gate located opposite the property known as Woodlands:

T D Munday for the sum of £38.50

I Paternoster for the sum of £116.00

(2) To remove kissing gate as before and form new entrance opposite the recycling centre:

T D Munday for the sum of £113.30

I Paternoster for the sum of £242.00

RESOLVED: That, the quotation for the sum of £113.30 from Mr Munday to remove the kissing gate located opposite the property know as Woodlands and form a new entrance opposite the recycling centre be accepted.

(b) At the meeting held on 28th April 2005, the Committee considered the installation of a new kissing gate suitable for disabled access at the southern end of the boundary of Woodland Avenue to replace the existing kissing gate which is currently too narrow to

allow the passage of wheelchairs or pushchairs. The Committee examined both timber and metal kissing gates manufactured by Centrewire Ltd. The Clerk reported that a verbal quotation of £110 had been received from Mr Munday to install either a metal or timber kissing gate, and that some adaptation to the existing tarmac path would be required at an additional cost.

RESOLVED: That, (1) an order be placed with Centrewire Ltd for the supply and delivery of a "Woodstock" kissing gate for medium mobility vehicles at a cost of £204.00 plus delivery and VAT, (2) the quotation for the sum of £110.00 from Mr Munday for the installation of the kissing gate be accepted and, (3) Mr Munday be asked to adapt the path to accommodate the new kissing gate.

(c) The Clerk reported that the post and rail fence located opposite the recycling centre in Woodland Avenue was vandalised overnight on 11/12th May 2005.

RESOLVED: That, the Clerk's action to make arrangements for the vandalised fence to be repaired be confirmed.

(d) The Clerk reported that dog bin located at Woodland Avenue had been vandalised on or around 26th May 2005.

RESOLVED: That, the purchase and installation of a new dog bin to replace the vandalised bin be authorised.

19. Rectory Meadow

The Committee considered a report on the progress of the re designation of the meadow as a Local Nature Reserve. The Committee was disappointed that no progress had been achieved over the past twelve months. The Parish Council has been awaiting confirmation from Sevenoaks District Council since May 2004 of the Cabinet's approval of the scheme for the District.

RESOLVED: That, the report be noted and that the matter be referred to Local District Council Members.

20. Correspondence

RESOLVED: That, Kent County Playing Fields Association Newsletter entitled "The Playing Field" be received and noted.

21. Date of next meeting

Wednesday 20th July 2005 at 7.30 p.m.

The meeting closed at 9.50 p.m.

Signed:.....

Date:.....

**Amenities and Open Spaces Committee
Terms of Reference**

1. To manage the operation of the Manor Field, Pavilion and all open spaces, playing fields, recreation grounds, play grounds, village pond and lay-by and such land at Hartley Wood that the Council has taken care and control of, with the exception of the open space known as Northfield. Such operation shall include making recommendations to the Council on scales of hiring charges for the use of facilities together with conditions of hire.
2. To arrange for the maintenance of the Pavilion.
3. To review and monitor the grass cutting contracts together with the maintenance of all open spaces and to ensure that they are in safe condition for their use by the public.
4. To undertake and monitor health and safety inspections of all playground equipment.
5. To prepare an annual budget for review by the Council's Finance Committee in November of each year and to monitor expenditure against the annual budget approved by the Council.
6. To keep under review opportunities to secure funding support from external sources.
7. To be responsible for dealing with all matters relating to public rights of way to ensure the general upkeep of footpaths within the Parish, making recommendation to Council where necessary.

Delegated Powers

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. To respond, on behalf of the Council, to orders for the diversion, stopping-up, extinguishment or creation of a public path.

**As approved by Council on 9th February 2004 and
confirmed at the Annual Meetings on 10th May 2004 and 9th May 2005**

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	300.00	35.15	700.00	26.49	408.66
6 Open Spaces	2,790.00	0.00	25,550.00	2,787.83	19,972.17
7 Manor Field Pavilion	1,200.00	97.50	6,125.00	1,730.05	3,292.45
NET TOTAL	4,290.00	132.65	32,375.00	4,544.37	23,673.28
Total for ALL Cost Centres		3,461.38		16,915.24	
V.A.T.		816.50		702.32	
GROSS TOTAL		4,277.88		17,617.56	