

**MINUTES OF THE MEETING OF THE AMENITIES AND OPEN SPACES COMMITTEE  
HELD ON 18<sup>th</sup> JULY 2006 AT 7.30 p.m. AT THE PAVILION, MANOR FIELD**

**Present:** Cllr Mr A Barnett (Chairman)  
Cllr Mrs Oxtoby  
Cllr Mrs M Solman  
Cllr Mr A Tremain

**In Attendance:** Mrs H Gilder (Assistant Clerk)  
Mr V John (New Ash Green and Hartley CC)

**1. Apologies for absence**

Apologies for absence had been received from Cllr Mr J Gaywood, Cllr Mr M Harris, Cllr Mr V Sewell and Cllr Mr C Ward.

**2. Declarations of Interests**

Cllr Mrs A Oxtoby declared a personal and prejudicial interest under minute item 12 in respect of matters relating to Hartley Wood, as her private residence is located adjacent to the woods and withdrew from the meeting during discussion and voting on the item.

**3. Minutes of previous meetings**

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 15<sup>th</sup> May 2006 be approved and signed by the Chairman as a correct record.

**4. Cricket at Manor Field**

(a) Mr John reported that the Cricket Club are now halfway through the season and that as a drought order has not yet been implemented by the Water Board, the Cricket Club are still able to water the field.

Mr John reported that there was no water in the away changing rooms and that the water in the showers in the home changing room was cold.

Cllr Barnett asked Mr John whether the Cricket Club had managed to obtain any costings for the proposed concrete base for the provision of a cricket net. Mr John reported that he had no information as yet but that it would be a project for next season. Cllr Barnett explained that if the Cricket Club would be looking to the Parish Council for a contribution then the Committee would need to have some idea of the potential cost before next years budget was set. Mr John agreed to contact a net installation company to obtain some costings before the next meeting.

At the last meeting Mr John reported that the Cricket Club had secured sponsorship from BUPA Care homes and asked whether the Council would have any objection to the siting of a sign at the entrance to Manor Field. Cllr Barnett asked whether Mr John had obtained any further details on the design of the sign and Mr John agreed that he would arrange for details to be sent to the Clerk.

Mr John reported that the Cricket Club still hadn't found anyone to prepare the Club's cricket teas despite an item being placed in the last edition of the Parish Council's newsletter.

Mr John confirmed that the Cricket Club would be undertaking the end of the season repairs to the cricket square during the second or third week in September and therefore it would not require the services of an outside contractor to undertake this work. Cllr Barnett requested that Mr John contact the Clerk nearer the time to confirm the exact dates that the work would be carried out.

RESOLVED: That, (1) the report be noted, (2) the Clerk be requested to contact South Eastern Plumbers to investigate the problems with the changing room showers and (3) the Cricket Club be asked to provide further details on the design of the sign to be provided by BUPA Care Homes.

(b) At its meeting on 2nd June 2005, the Committee agreed to fix the fee of £858 charged to the Cricket Club for the use of the field and Pavilion for a period of 2 years and thereafter be subject to review.

RESOLVED: That the total fee of £858 be charged to New Ash Green and Hartley CC for the 2006 season and that the fee for the 2007 season be subject to review, as approved by the Council at its meeting on 13th June 2005.

## 5. Cricket at Longfield Hill

(a) There was no report from Meopham Cricket Club.

(b) Cllr Barnett reported that the fence along the western boundary at Longfield Hill had been damaged as a result of treework undertaken on adjoining land.

Cllr Barnett confirmed that he and the Clerk had inspected the fence and considered that the whole fence would benefit from some attention as it had become rather dilapidated.

RESOLVED: That, a quotation be sought from Mr Munday to carry out repairs to the whole fence.

## 6. Football at Manor Field

(a) The Committee noted that Hartley De Sales has confirmed its usage of Manor Field for the 2006/07 season. The club will be fielding 4 teams.

2 x U 18 teams – on senior pitch

1 x U 14 and 1 x U 13 team on the junior pitch in front of the Pavilion.

(b) It was reported that the quotation to set out 2 no football pitches on Manor Field for the 2006/07 season was awaited.

RESOLVED: That, the Clerk, in consultation with Cllr Barnett, be authorised to arrange for the setting out of 2 no football pitches on Manor Field at a comparable price to last year.

(c) The Committee considered the fees to be charged to Hartley De Sales FC for the hire of the football pitches at Manor Field next season.

RECOMMENDED: That, the following fees for the hire of the football pitches for the 2006/07 season, as set out below, be approved:

2 x U18's @ £300 per team	600.00
1 x U14 team	260.00
1 x U 13 team	260.00
<b>Total</b>	<b>£1,120.00</b>

## 7. Financial Report

The Committee examined a financial report setting out the net financial position of the allotments, open spaces and the Pavilion as at 12<sup>th</sup> July 2006.

RESOLVED: That, the financial report indicating the net position of the allotments, open spaces and the Pavilion as at 12<sup>th</sup> July 2006, attached as appendix 1 to these minutes, be received and noted.

## 8. Playgrounds

(a) The Committee considered the use of chemicals in the Council's three playgrounds, instead of strimming around the inside face of the fencing surrounding the play areas. The grass cutting contracts require the contractor to trim these areas in conjunction with the general grass cutting contract. However, the contractor has asked whether it would be acceptable to use the chemical 'Roundup'.

The Committee considered RoSPA's Play Safety Information Sheet no 30 – Use of Chemicals on Play Areas.

RESOLVED: That, the use of the chemical 'Roundup' be approved for use in the Council's three playgrounds and that the contractor be advised accordingly.

(b) The Committee considered a letter dated 31st May 2006 from RoSPA, advising of amendments to the play area safety inspection report undertaken on 13th February 2006, amended on 31st May 2006.

RESOLVED: That the letter from RoSPA, be noted.

(c) The Committee considered a report on action taken by the Council in respect of the playground safety inspection report undertaken by RoSPA on 13th February 2006.

RESOLVED: That, the report be noted

## 9. Manor Field

(a) The Committee received a letter dated 16th May 2006 from Messrs HF & JH Glover confirming that on this occasion they had no objection to the application to seek a temporary events notice submitted to the District Council by the Arthritis Research Campaign to allow the organisers to set up a "Pimms and Chardonnay" stall at the charity event held on Manor Field on 16th June 2006.

RESOLVED: That, the letter be noted

(b) The Committee considered a quotation from Mr Westwood for the sum of £100.00 to flail mow the area of land known as the Orchard at Manor Field, including an area of land to the east of Manor Field adjacent to Foxborough Wood.

RESOLVED: That the quotation from Mr Westwood for the sum of £100.00 to flail mow the area of land known as the Orchard at Manor Field, including an area of land to the east of Manor Field adjacent to Foxborough Wood, be accepted.

(c) The Committee considered spraying for the eradication of bramble and weed around and behind the Pavilion.

RESOLVED: That, a sum of up to £100 for spraying for the eradication of bramble and weed around and behind the Pavilion, be authorised.

## 10. Pavilion

(a) In light of the recent application for a temporary events notice submitted by the Arthritis Research Campaign it had been suggested that the terms and conditions of hire be amended.

The Committee considered a draft of the proposed amendments to the conditions of hire.

RECOMMENDED: That, the conditions of hire for the Pavilion, Manor Field, as shown on appendix 2 to these minutes, be approved by the Council.

(b) The Committee considered a letter dated 3rd July from Calor Gas Ltd advising of the Health and Safety Executive requirements regarding the inspection and maintenance of pipes buried under the ground.

RESOLVED: That quotations be sought for the inspection and maintenance of pipes buried under the ground.

## 11. Rectory Meadow

(a) The Committee considered a letter dated 28th June 2006 from the Rural Development Service enclosing a guidance sheet entitled 'Educational Access Group Visit Criteria: Guidance for Agreement Holders'.

Cllr Barnett reported that the Parish Council had been successful in claiming £900.00 per year.

RESOLVED: That, the letter from the Rural Development Service and guidance sheet be noted.

(b) The Committee received a letter dated 1st June 2006 from the Kent Wildlife Trust enclosing an updated schedule and information sheet on Rectory Meadow, Site of Conservation Interest, ref no SE45.

RESOLVED: That, the letter from the Kent Wildlife Trust enclosing an updated schedule and information sheet on Rectory Meadow, Site of Conservation Interest, ref no SE45, be noted.

(c) RESOLVED: That, confirmation received that Rectory Meadow will receive a payment of £19.91 under the Single Payment Scheme, be noted.

## 12. Hartley Wood

(a) The Committee considered a letter dated 26th June 2006 from Martin Tolhurst Partnership in respect of the Council's possessory title claim on land where there is no known owner in Hartley Wood.

Cllr Barnett informed the Committee that he has been asked to sign the Statutory Declaration in order to progress with the Council's claim.

Cllr Barnett explained that the Parish Council is aware of an area of land that has an owner who has not registered the land and that in order for the Statutory Declaration to exclude this area from the Council's claim, it would be necessary to identify the plots within the declaration.

Cllr Barnett informed the Committee that the Clerk has endeavoured to contact the owner on several occasions and has recently written to them requesting details of the land in their ownership. To date no reply has been received.

Cllr Barnett explained that until this information is received he is unable to sign the declaration.

It is hoped that this information will have been received before the next meeting.

RESOLVED: That, once confirmation of the location of this unregistered land has been received from the owner, the Council should proceed with its possessory title claim.

(b) The Council considered two quotations received in respect of a Quantified Risk Assessment of the trees on land owned by the Parish Council in Hartley Wood.

The quotations were received from Quaife Woodlands, for the sum of £750.00 + VAT and Specialist Tree Services for the sum of £760.00 + VAT.

Cllr Barnett reported that he and the Clerk had met a representative from Specialist Tree Services and had walked the site prior to the quotation being provided.

The Committee considered the quotation from Specialist Tree Services to be very detailed and thorough and Cllr Barnett confirmed that the representative that he had met had been very helpful.

RESOLVED: That, the quotation from Specialist Tree Services for the sum of £760.00 + VAT to carry out an initial Quantified Risk Assessment of the trees on land owned by the Parish Council at Hartley Wood, be accepted.

(c) The Committee received a report on the new kissing gate to be installed on the north side of the subway at the end of Gorsewood Road.

RESOLVED: That, the report be noted.

### **13. Billings Hill Shaw**

The Committee considered a quotation from Austin Treework to remove a dead tree and grind out the stump for the sum of £80.00 + VAT, if undertaken in conjunction with treework at Hartley Court Green.

RESOLVED: That, the quotation from Austin Treework for the sum of £80.00 + VAT to remove a dead tree and grind out the stump, in conjunction with treework to be carried out at Hartley Court Green, be accepted.

### **14. Woodland Avenue Recreation Ground**

(a) The Committee noted that the Clerk had made arrangements for the vandalised post and rail fence located on the boundary of the recreation ground opposite the recycling centre to be repaired, at a cost of £170.00. The damage was reported to the Police on 28th June 2006.

RESOLVED: That, the action taken by the Clerk to repair the vandalised fence, be confirmed.

(b) Cllr Barnett reported that the section of post and rail fence located behind the recreation ground next to the kissing gate, leading to the car park off Porchester Close had been damaged.

Cllr Barnett explained that the fence does not serve the purpose of preventing motorbikes gaining access to the recreation ground as there are numerous other means of access available.

The Committee agreed that the damaged fence should be removed and not replaced.

RESOLVED: That, the Clerk be requested to make arrangements to remove the broken fence.

### **15. Pond**

(a) The Committee considered a quotation dated 7th July 2006 from Blackwood Bayne for the sum of £500 to prepare a report on the future management of the pond.

The Committee discussed the option of developing the pond into a wetland environment which would benefit from the trees and surrounding shrubbery being cut back.

RESOLVED: That, the Clerk be requested to contact Blackwood Bayne to ask for the quotation to be revised to include a brief survey of the current condition of the pond and options for the management of the pond to include a wetland option.

(b) The Committee considered a letter dated 3rd July 2006, from a resident in support of refurbishment works to the pond.

RESOLVED: That, 1) the letter from a resident in support of refurbishment works to the pond, be noted and 2) the Clerk be requested to write to the resident to thank them for their letter and to advise them that the Council is seeking advice

from a pond expert on what action can be taken to remedy the situation.

#### **16. Foxborough Wood**

At the last meeting a letter dated 23rd April 2006 from a local resident expressing concern about the safety of a tree which was heavily clad in ivy and believed to be located on land owned by the Council in Foxborough Wood, was considered by the Committee. The Committee requested that as the tree was protected by a TPO, advice should be sought from the Tree Officer at Sevenoaks District Council. To date no response has been received from the District Council. However, a local tree surgeon has inspected the tree and is of the opinion that the tree is safe.

RESOLVED: That, the report be noted.

#### **17. Hartley Court Green**

The Committee considered a quotation from Austin Treework to remove the dead cherry tree located on Hartley Court Green for the sum of £100.00 + VAT.

RESOLVED: That, the quotation from Austin Treework to remove the dead cherry tree located on Hartley Court Green, for the sum of £100.00 + VAT, be accepted.

#### **18. Lay by**

The Committee considered a quotation from T D Munday to re align the chestnut poles in the lay by with additional metal pegs to improve the stability for the sum of £87.00.

RESOLVED: That, the quotation from T D Munday to re align the chestnut poles in the lay by with additional metal pegs to improve the stability, for the sum of £87.00, be accepted.

#### **19. Clean Kent Campaign**

The Committee considered a letter dated 21st June 2006 from Sevenoaks District Council informing of a new initiative operated by Kent County Council in partnership with all 12 Kent Districts, Kent Highways, the Highway Agency and Rail companies, to target litter and waste across the County. The District Council proposes to employ three "Clean Kent" rapid response teams to augment existing Council resources to clear litter, remove dumped rubbish, clean up areas (including private land), remove graffiti and dog fouling. The West Kent team will serve the Districts of Sevenoaks, Dartford, Gravesham and Tunbridge Wells, with the team being deployed in each District one week in four.

RESOLVED: That, the Clerk be requested to apply to the Clean Kent Campaign asking them to consider clearing Gorse Wood as a possible rubbish clearance project.

#### **20. Publications**

(a) Newsletter for all Agri-Environment agreement holders in England entitled 'Agri-Environment Matters' Summer 2006.

RESOLVED: That, the publication Agri-Environment Matters, Summer 2006, be noted.

(b) Publication from the Open Spaces Society entitled 'Open Space Summer 2006 Volume 28 no 6'.

RESOLVED: That, the publication Open Space Summer 2006, Volume 28, no 6, be noted.

(c) Newsletter published by the Regional Play Association entitled 'Play Work South East' summer 2006 issue 7.

RESOLVED: That, the publication Play Work South East, summer 2006, issue 7, be noted.

(d) Newsletter published by the Kent County Playing Fields Association entitled 'The Playing Field – Spring 2006'.

RESOLVED: That, the publication The Playing Field – Spring 2006, be noted.

**21. Date of next meeting**

Thursday 7th September 2006 at 7.30 p.m.

The meeting closed at 10.02 p.m.

Signed:.....

Date:.....

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

Cost Centre	Receipts		Payments		Net Position Underspend (+) /Overspend (-)
	Estimated	Actual	Estimated	Actual	
5 Allotments	300.00		575.00	200.69	74.31
6 Open Spaces	2,375.00	564.91	24,825.00	12,670.25	10,344.66
7 Manor Field Pavilion	1,000.00	330.00	6,375.00	2,214.40	3,490.60
<b>NET TOTAL</b>	<b>3,675.00</b>	<b>894.91</b>	<b>31,775.00</b>	<b>15,085.34</b>	<b>13,909.57</b>
Total for ALL Cost Centres		50,597.20		39,454.92	
V.A.T.		581.23		2,325.87	
<b>GROSS TOTAL</b>		<b>51,178.43</b>		<b>41,780.79</b>	

**HARTLEY PARISH COUNCIL**  
**HIRE OF MANOR FIELD AND PAVILION**  
**AGREEMENT FORM**

Name of Organisation:.....

Name of Responsible Person:.....

Address:.....

Telephone No:.....

Facilities Required:.....

Date & Time Required:.....

Your use of the Pavilion and facilities is subject to your agreeing to the 'Conditions of hire' as attached. Subject to your agreement would you please sign and return this agreement form as soon as convenient.

SIGNED:..... PRINT NAME:.....

DATE:.....

**PLEASE RETURN TO:**

MRS J HOAD  
THE CLERK  
HARTLEY LIBRARY  
ASH ROAD  
HARTLEY  
LONGFIELD  
KENT  
DA3 8EL

**PAVILION MANOR FIELD**

## **CONDITIONS OF HIRE**

### **Important note:**

**The Hirer shall have in force during the period of hire, a policy of insurance underwritten with a reputable insurance company, covering the Hirer against third party claims which might be made by persons for injury or damage arising out of this hiring. The Hirer, at the request of the Parish Council shall produce to the Parish Council evidence of such policy.**

**The Hirer shall indemnify the Parish Council for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring.**

**The Parish Council's insurance policy covers public liability claims for non-commercial Hirers arising out of its own negligence, but not that of the Hirer.**

1. No activities shall take place, or facilities used without the prior consent of the Clerk.
2. Payment to be made in full when picking up the keys £7.50 per hour. Cheques payable to 'Hartley Parish Council'. A deposit of £25.00 is required, which will be returned after use, provided the Pavilion is left in an acceptable condition by the user.
3. Equipment to be left clean and replaced in storage areas. The Pavilion must be left clean and secure after use. Please take any rubbish away with you.
4. All floors and kitchen work surfaces must be washed down and left clean after use. Cleaning equipment is located in the umpire's changing room and under the sink in the kitchen.
5. Any damage or problems with equipment must be reported to the Clerk.
6. All vehicles to be parked in the parking area.
7. The Council reserves the right to terminate bookings in cases of improper use.
8. No responsibility is accepted for injury caused to persons using the field or facilities.
9. Any valuables left in the pavilion are at the owner's risk.
10. Emergency accesses must be kept clear at all times.
11. Attention is drawn to the Byelaws on the Notice Board.
12. Maximum capacity of the Pavilion: 85 persons
13. The hirer must have the permission from the Council before arranging for alcoholic drinks to be consumed on the premises.
14. The hirer must have the permission of the Council before making any application to Sevenoaks District Council for a temporary events notice.

