

**MINUTES OF THE MEETING OF THE AMENITIES AND OPEN SPACES COMMITTEE  
HELD ON 6<sup>th</sup> FEBRUARY 2007 AT 7.30 p.m. AT THE PAVILION, MANOR FIELD**

**Present:** Cllr Mr A Barnett (Chairman)  
Cllr Mr M Harris  
Cllr Mrs Oxtoby  
Cllr Mr V Sewell (*arrived at 7.45 p.m.*)  
Cllr Mrs M Solman  
Cllr Mr A Tremain

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

**1. Apologies for absence**

Apologies for absence had been received from Cllr Mr J Gaywood.

**2. Declaration of Interests**

Cllr Mrs A Oxtoby declared a personal interest under minute item 10, Trees, in respect of emergency action undertaken on a tree in Hartley Wood as her private residence was located adjacent to the woods.

Cllr Mr A Tremain declared a personal interest under minute item 10, Trees, in respect of emergency action undertaken on trees in Gorse Wood as his private residence was located adjacent to the woods.

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

Cllr Mr A Barnett declared a personal and prejudicial interest under minute item 9 in respect of matters relating to the allotments as he was an allotment holder 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 3<sup>rd</sup> January 2007 be approved and signed by the Chairman as a correct record.

**4. Football at Manor Field**

There was no report from Hartley De Sales FC.

The Committee expressed concern about the condition of the sight screen, which it considered could present a hazard to members of the public using the field. The Committee was informed that this matter had already been reported to the cricket club.

It was reported that the field, including the cricket square, had been sprayed for the control of worms on 2<sup>nd</sup> February 2007.

The Committee was advised of a request received from Longfield Tigers to set out an U10 football pitch at Manor Field as a temporary measure to overcome a short term problem with their existing facilities. The Clerk and the Chairman of the Amenities and Open Spaces Committee had measured the area between the training pitch and the senior pitch on Manor Field but found that the area in question was not large enough to accommodate an U10 pitch.

RESOLVED: That, the New Ash Green and Hartley CC be advised of the Committee's concerns regarding the sight screen and that the Club be asked to remove the broken sheets and undertake repairs to the sight screen as a matter of some urgency. If no action is taken, the Cricket Club be advised that the Council will undertake the work and charge the Cricket Club accordingly.

## 5. Financial Report

The Committee examined a financial report setting out the net financial position of the allotments, open spaces and the Pavilion as at 30<sup>th</sup> January 2007.

RESOLVED: That, the financial report indicating the net position of the allotments, open spaces and the Pavilion as at 30<sup>th</sup> January 2007, attached as appendix 1 to these minutes, be received and noted.

## 6. Playground inspections

The Committee examined the quarterly operational report on the Council's three playgrounds undertaken on 9<sup>th</sup> January 2007 by Ms M Cook of Craigdene Ltd and the action taken as a result of the aforementioned report.

RESOLVED: That,

(1) the quarterly operational report on the Council's three playgrounds undertaken on 9<sup>th</sup> January 2007 by Ms M Cook of Craigdene Ltd be noted,

(2) the Clerk's actions taken in response to the faults identified in the quarterly operational report be confirmed,

(3) the Clerk be authorised to spend upto a sum of £300 to effect minor repairs to the Council's three playgrounds and,

(4) the quotations sought in respect of repairs to the gates at Chantry Avenue and Longfield Hill, roundabout at Chantry Avenue and works to the surface surrounding the basketball net at Woodland Avenue be considered at a future meeting when available.

*Cllr Mr V Sewell arrived at the meeting at 7.45 p.m.*

## 7. Pavilion

(a) Fire risk assessment

The Committee considered a report on action taken since the last meeting in respect of the Fire Risk Assessment undertaken in the Pavilion by Neil Townsend Associates on 14<sup>th</sup> December 2006.

It was reported that an annual test on the emergency lighting had been undertaken by BBB Fire Security and that the emergency lighting had failed the annual test. A number of parts had been replaced and the emergency lighting was now functional.

RESOLVED: That,

(1) the report be noted and the Clerk's actions be confirmed,

(2) the wording on the fire action sign be amended so the words, "Report to assembly point in the car park" be replaced with "Assemble in the car park" and the Clerk be authorised up to a sum of £55.00 to make arrangements for the amended fire action sign to be supplied and delivered to the Council,

(3) a hand operated wall mounted fire alarm at a cost of £39.90 be ordered from Kent County Supplies and,

RECOMMENDED: That,

- (1) the Chairman of the Council be nominated as the responsible person
- (2) the terms and conditions of hire of the Pavilion be amended to indicate the location of the nearest public telephone, including a map and,
- (3) the emergency plan, attached as appendix 2 to these minutes, be approved and given to hirers of the Pavilion as part of their terms and conditions of hire.

(b) Graffiti

It was reported that the Pavilion had been chosen to test the performance of anti graffiti paint. Sevenoaks District Council had offered to clean the graffiti from the rear wall of the Pavilion, apply anti graffiti paint to the brickwork and test the effectiveness of the anti graffiti paint by graffitiing the wall and cleaning it off.

RESOLVED: That, the report be noted and the District Council's offer be accepted.

**8. Manor Field**

It was reported that a further quotation was awaited for the cutting of the hedge along the northern boundary of Manor Field. The Committee felt that the work should be undertaken in the Autumn to avoid damage to the surface of the ground which could occur if vehicles were taken onto the field in the Spring.

RESOLVED: That, the matter be deferred.

**9. Allotments**

(a) The Committee examined proposed amendments to the tenancy agreement held with allotment holders.

RECOMMENDED: That, the tenancy agreement held with allotment holders, attached as appendix 3 to these minutes, be amended.

(b) The Committee considered a quotation to clear bramble from allotments 1 and 2, and to load rubbish adjacent to plots 1 and 2 into a skip provided by the Council.

RESOLVED: That, (1) the quotation for the sum of £120.00 from T D Munday to load rubbish into a skip provided by the Council, to cut down all bramble on allotment plots 1 and 2 and dispose of into the skip and to burn on site any residual bramble be accepted and, (2) arrangements be made for the provision of an 8 yard skip for the disposal of rubbish and bramble from allotments 1 and 2.

**10. Trees**

The Committee considered a report on the emergency action undertaken in respect of damaged trees in Hartley Wood and Gorse Wood.

RESOLVED: That,

(1) the report be noted and,

(2) the Clerk's actions in respect of the emergency works required to make safe the tree in Hartley Wood on 5<sup>th</sup> January 2007 and the trees in Gorse Wood on 11<sup>th</sup> and 22<sup>nd</sup> January 2007 be confirmed.

RECOMMENDED: That, the Council undertakes a phased programme of quantified tree risk assessments on all areas of woodland owned by the Council, with a view to implementing such a programme within the resources available to the Council.

## 11. Pond

It was reported that the Community Warden had expressed an interest in undertaking an environmental project in the parish and that the Clerk and the Chairman of the Amenities and Open Spaces Committee had met the Community Warden on 30<sup>th</sup> January 2007 to discuss whether the pond would be suitable for such a project.

The Community Warden had indicated that he could organise labour through the Community Warden Response Team to clear the pond of rubbish and debris, and undertake such works to improve the environment surrounding the pond including the clearance of bramble from the earth bank behind the pond, repainting the duck house, planting new shrubs and fixing bird boxes. The Warden felt that more extensive improvement works could be undertaken to the pond, such as re lining the pond, if the Council so wished. It was reported that the Warden had agreed to prepare a report on the extent of the improvement works which could be undertaken to the pond by the Response Team for consideration by the Committee at a future meeting.

The Committee was informed that the pond report undertaken by Blackwood Bayne had now been received, but had arrived too late to be included on the agenda.

RESOLVED: That, (1) a special meeting of the Amenities and Open Spaces Committee be arranged to consider the pond report undertaken by Blackwood Bayne, in conjunction with the report to be prepared by the Community Warden and, (2) the Community Warden be invited to attend the special meeting.

## 12. Hartley Wood

(a) The Committee considered the extent of treework to undertaken to a group of trees in Hartley Wood located adjacent to a property known as “Malvern” in Gorsewood Road, which had been identified in a health and safety tree survey report prepared by Specialist Tree Services in October 2006, (referred to in the report as compartment 1). The Committee considered two options recommended by Specialist Tree Services:

Option 1: Remove dead wood close to or over the path and adjacent property. Ivy should be severed without damaging the bark of the trees, this will allow for more detailed inspection in the near future.

Option 2: Re-coppice the group, remove all debris.

RESOLVED: That, the works set out in option 1, as recommended by Specialist Tree Services in a health and safety tree report October 2006, be undertaken to the trees contained in compartment 1.

(b) The Committee considered a report on three quotations received to undertake various treework, as recommended in a health and safety tree survey report undertaken by Specialist Tree Services in October 2006, as set out below:

	Works to specified individual trees	Works to trees in compartment 1 and 5, option 1
Above the Canopy	£1,489.36 plus VAT	£1,382.98 plus VAT
Down to Earth	£1,920.00 plus VAT	£2,400.00 plus VAT
Quality Tree Care	£2,910.00 plus VAT	£2,700.00 plus VAT

The Committee noted that all the quotations received did not include for any costs which may be incurred from Network Rail for the provision of a site officer.

The Committee examined the financial report setting out the Committee's net financial position and was satisfied that the cost of the treework could be met from its current budget.

RESOLVED: That, the quotation sums of £1,489.36 plus VAT for work to specified individual trees and £1,382.98 plus VAT for treework specified in compartments 1 and 5 received from Above the Canopy be accepted and Network Rail be notified of the intended treework.

**13. Date of next meeting**

Wednesday 28<sup>th</sup> February 2007 at 7.00 p.m. in Hartley Library – Special meeting to discuss works to the pond

Tuesday 13<sup>th</sup> March 2007 at 7.30 p.m. in Hartley Library

The meeting closed at 9.05 p.m.

Signed:..... Date:.....  
Chairman of the Amenities and Open Spaces Committee

**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	379.15	575.00	450.46	203.69
6 Open Spaces	2,375.00	9,420.60	24,825.00	27,452.14	4,418.46
7 Manor Field Pavilion	1,000.00	1,206.25	6,375.00	4,556.88	2,024.37
<b>NET TOTAL</b>	<b>3,675.00</b>	<b>11,006.00</b>	<b>31,775.00</b>	<b>32,459.48</b>	<b>6,646.52</b>
Total for ALL Cost Centres		112,593.60		90,361.26	
V.A.T.		3,556.86		5,069.70	
<b>GROSS TOTAL</b>		<b>116,150.46</b>		<b>95,430.96</b>	

**PAVILION MANOR FIELD**  
**EMERGENCY PLAN FOR THE TEMPORARY RESPONSIBLE PERSON**

**As the responsible person for the event/function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.**

**Before the event or function you should be aware of:**

- What fire protection systems are present;
- How a fire will be detected;
- How people will be warned if there is a fire;
- What staff **people** should do if they discover a fire;
- How the evacuation of the premises should be carried out;
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- Arrangements for fighting fire;
- Specific arrangements, if necessary, for high fire risk areas;
- How the fire and rescue service and any other necessary services will be called;
- Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risk, e.g. the location of highly flammable materials;
- ~~• What instruction employees or helpers need and the arrangements for ensuring that this training is given;~~
- Limitation on numbers of people;
- Any chains and padlocks which need removing from fire exits, etc.;
- Exit doors which are required to be in the open position are secure; and
- Checking that all escape routes are clear of obstructions and combustibles.

**Before the event or function you should decide:**

- The arrangements for fighting fire;
- The arrangements for means of escape for disabled persons;
- ~~• The duties and identity of staff who have specific responsibilities if there is a fire;~~
- The arrangements for the safe evacuation of people identified as being especially at risk, such as **the elderly, contractors**, those with disabilities **and** children, ~~members of the public and visitors~~;
- ~~How you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers or smoke control systems;~~
- Who will be responsible for calling the fire and rescue service and any other necessary services;
- Who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials; and
- Your plans to deal with people once they have left the premises, especially children.

**At the start of the event or function you should notify all those present about:**

- The **non**-smoking policy;
- The emergency warning signal;
- Who is supervising and how to identify them;
- Location of exits and escape routes;
- Taking only valuables immediately to hand but not to go to collect other belongings;

- The location of muster points; and
- What will happen after that (e.g. re-entry to the building).

**During the event or function you should ensure that:**

- Escape routes and exits do not become blocked;
- ~~The Your~~ non - smoking policy is adhered to;
- No naked flames are started (unless authorised ~~by the Council~~ e.g. candles);
- Where naked flames are present that combustible material is kept clear;
- Rooms do not become overcrowded;
- Noise levels cannot drown out the ~~emergency warning signal~~ fire alarm; and
- If necessary, the number of persons in ~~your the Pavilion~~ premises is limited ~~to a maximum of 85.~~ or controlled.

~~The above list is for example only and will need to be specific to any particular venue or premises.~~

**THIS DOCUMENT IS ALSO AVAILABLE IN LARGE PRINT.**

**HARTLEY PARISH COUNCIL**

AGREEMENT between the above Council and

.....  
whereby the Council agrees to let, and the above Tenant agrees to hire, allotment garden no..... on the Plan, as a yearly tenant from ..... at a yearly rent of..... payable in advance on 1st October.

Both the Parish Council and the Tenant shall give 12 months notice if this agreement is terminated.

**This Agreement is subject to the following rules which any Tenant is expected to keep:**

1. The Allotment Garden shall be kept clean and in a reasonable state of cultivation. Failure to do so will result in one months notice being given to put the plot in order or relinquish the tenancy;
2. No nuisance or annoyance shall be caused to any occupier of another Allotment Garden;  
*Any burning on site shall be strictly limited and shall not be left unattended.*
3. No part of the Allotment can be sub-let to another person;
4. No building shall be erected, or trees planted without the consent of the Council;
5. No fence shall be erected.
- 6. Allotment holders shall be responsible for the safe and secure storage of hazardous equipment or chemicals. Chemicals are to be stored and used strictly in accordance with the manufacturer's instructions.*
- 7. Allotment holders are not permitted to lay bait for the control of rodents. Rodent infestation should be reported to the Council immediately.*

*\* Proposed amendments in italics*

**The Council reserves the right to terminate the Tenancy in the event of these Rules not being observed.**

**SIGNED..... Tenant**

**SIGNED..... Clerk to the Parish Council**

**DATE.....**

