

**MINUTES OF THE MEETING OF THE AMENITIES AND OPEN SPACES COMMITTEE
HELD ON 18th DECEMBER 2007 AT 7.30 p.m. AT HARTLEY LIBRARY, ASH ROAD**

Present: Cllr Mr A Barnett (Chairman)
Cllr Mrs P Cole
Cllr Mr D Graeme
Cllr Mr S Granger (*arrived at 7.45 p.m.*)
Cllr Mrs A Oxtoby
Cllr Mr V Sewell

In Attendance: Mrs J Hoad (Clerk)
Mr T Wade (Meopham CC)
Mr G Flint (Hartley De Sales FC)
2 members of the public

1. Apologies for absence

Apologies for absence had been received from Cllr Mr J Gaywood, Cllr Mr M Harris and Mr V John (New Ash Green and Hartley CC).

2. Declaration of Interests

Cllr Mr P Cole declared a personal interest under minute item 13 in respect of the playground at Woodland Avenue as she lived opposite the recreation ground.

Cllr Mrs A Oxtoby declared a personal interest under minute item 14 in respect of Hartley Wood as her private residence was located adjacent to the woodland.

3. Minutes of previous meetings

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 6th November 2007 be approved and signed by the Chairman as a correct record.

4. Football at Manor Field

Mr G Flint, Secretary for Hartley De Sales FC, introduced himself to the Committee. Mr Flint asked a number of questions relating to the grass cutting at Manor Field and the cost of marking out the training pitch, as the football club was considering the possibility of marking out the training pitch on a two weekly basis rather than once every four weeks. Mr Flint confirmed the pitches at Manor Field were in good condition.

Mr Flint left the meeting.

5. Cricket at Manor Field

It was reported that New Ash Green and Hartley CC had been advised by the Planning Authority that it would be necessary to submit a planning application for the provision of a practice net at Manor Field. The cricket club requested confirmation from the Council on the agreed siting of the practice net.

RESOLVED: That, a site layout of the new Burial Ground be provided to the cricket club.

Cllr Mr S Granger arrived at the meeting.

6. Cricket at Longfield Hill

It was reported that the lease between Hartley Parish Council and the Trustees of Meopham Cricket Club made provisions for a rent review on 25th December 2007 and thereafter every five years on the anniversary of that date. The terms of the lease stipulated that the rent

review was upward only and that the rent payable should be recorded in a written memorandum.

RECOMMENDED: That, the rent be increased from £420 to £480 per annum for the period 25th December 2007 until the date of the next rent review on 25th December 2012.

Mr T Wade left the meeting.

7. Financial Report

The Committee considered a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 12th December 2007.

RESOLVED: That, the financial report, attached as appendix 1 to these minutes, be noted.

8. Pavilion

(a) Cleaning schedule

The Committee considered a [letter](#) dated 3rd December 2007 from the cleaner of the Pavilion setting out his views on the draft cleaning schedule, including the additional cost of implementing the new schedule. The cleaner confirmed that the tasks set out in schedule A, which included general cleaning in all areas of the Pavilion except the home and away changing areas and the referees changing room, could be achieved within the current allotted time, but considered that during the cricket season a further 1½ hours would be required to carry out the additional work contained in schedule B, which included cleaning the home and away changing rooms and referees changing room, at an additional cost of £15.00 per week.

The cleaner advised of the costs to carry out the additional work set out in (C) to (E) in the draft cleaning schedule:

Schedule C – Jet washing the floor of the home and away changing rooms, showers, toilets and referees changing room for the sum of £40.00 per occasion

Schedule D – Clean out fridge and defrost freezer twice a year for the sum of £10.00 per clean.

Schedule E – Clean inside of kitchen cupboards and drawers, and florescent light fittings for the sum of £50.00 per occasion.

The cleaner confirmed he would charge £20.00 for a one-off occasional clean of the Pavilion, if required between the regular weekly cleans.

The Committee was reminded that it was not necessary to comply with the Council's financial regulations for works to be executed which constituted an extension to an existing contract and therefore it would not be necessary to seek further quotations. The Committee noted that it had been entirely satisfied with the standard of work undertaken by the cleaner in the past.

RESOLVED: That, the cleaning schedule be adopted.

(b) Boiler

It was reported that advice on the replacement of the "Anderson" water heater was awaited.

RESOLVED: That, the matter be deferred.

9. Manor Field

(a) It was reported that the specification of works for the construction of a brick structure to surround the existing meter unit in Manor Field had been revised. The two contractors who had previously quoted for the works had been invited to re submit quotations based on the revised specification, in addition to three other contractors. Only one contractor had returned a quotation.

A response from the landowners, Messrs H F & J H Glover, on the proposal to erect the brick structure was awaited.

RESOLVED: That, the matter be deferred.

(b) It was reported that the Longfield and Hartley Scout Group had been contacted to enquire whether they had investigated other sites for the monthly waste paper collection. Furthermore, the residents of Cobweb Corner and Plum Castle had been asked for their views on the matter, but to date no response had been received. A letter from Messrs H F & J H Glover was read to the Committee in which they expressed concerns about the siting of a waste paper container in the overspill car park at Manor Field.

RESOLVED: That, the matter be deferred.

(c) It was reported that the landowners of the 20 foot wide strip of land at Manor Field in front of the bungalows Cobweb Corner and Plum Castle had given their consent to clearing the area of bramble and nettle, and that the works had been completed by the Kent Industrial Training Services on 16th and 22nd November 2007.

RESOLVED: That, (1) the report be noted, (2) Kent Industrial Training Services to be asked to move the arisings from the clearance works to the bonfire site in the Burial Ground and to burn the waste and, (3) the landowners of the 20 foot wide strip of land be asked if they had any objection to Kent Industrial Training Services being asked to clear the land from the overspill car park to the site of the new Burial Ground along the southern boundary of Manor Field.

10. Playground

It was reported that the following medium risk items, identified in a quarterly operational report undertaken by Ms M Cook on 23rd October 2007, had been completed.

- Spring base unit: The base should be removed or the item replaced – The frog spring unit had been reinstated on 20th November 2007.
- Chantry Avenue & Woodland Avenue roundabouts: The underside of the roundabout surface area requires sweeping and clearing of glass – Mr Munday had been [reminded](#) to inspect the underside of the roundabouts and to clear away any glass and litter where accessible.
- Woodland Avenue fencing to play area: Remove redundant bolts adjacent to the field gate – Mr Munday had [confirmed](#) that it had been removed.

RESOLVED: That, the report be noted.

11. Rectory Meadow

(a) The Committee considered quotations in respect of treework to the dying beech tree located in Rectory Meadow on the boundary with no 29 Banckside.

- Down to Earth for the sum of £512.00 plus VAT to fell tree leaving 3 m high stem (approximately). All arisings to be stacked on site.
- Austin Treework for the sum of £980.00 plus VAT to reduce to a safe height (approximately 8 feet), chipping up brushwood on site and stacking cordwood on site. Access would be required to the rear garden of no 29 Banckside.
- Quality Tree Care for the sum of £1,800 plus VAT to reduce tree to approximately 8 foot. All debris recycled as mulch and cleared from site.

RESOLVED: That, the quotation from Down to Earth for the sum of £512.00 plus VAT to fell twin stemmed dying beech tree leaving 3 metre high stem and leave all arisings stacked on site be accepted.

(b) At the last meeting it was resolved that enquiries be made with educational establishments to ascertain whether a botanical survey could be completed by student/s as part of their studies. It was reported that the Universities of Kent, Greenwich and Hadlow College had been contacted, but to date no response had been received.

RESOLVED: That, the report be noted.

12. Gorse Wood

The Committee examined quotations received in respect of treework identified in the arboricultural risk assessment undertaken by Quaife Woodlands in Gorse Wood in November 2007 and as set out below:

- Above the Canopy for the sum of £1,500 plus VAT
- Down to Earth for the sum of £2,327.50 plus VAT
- Quality Tree Care for the sum of £2,500 plus VAT
- Austin Treework for the sum of £5,410.00 plus VAT

All contractors confirmed they had £5,000,000 indemnity cover and could start the works in February 2008. Above the Canopy and Down to Earth had provided method statements with their quotations. The Committee noted that the tree works in Gorse Wood were not contained in the current budget.

RECOMMENDED: That, the quotation for the sum of £1,500 plus VAT from Above the Canopy to under tree work as identified in an arboricultural risk assessment undertaken by Quaife Woodlands in November 2007 be accepted.

13. Woodland Avenue

At the last meeting of the Committee it was resolved that investigations be undertaken with suppliers of play equipment to refurbish the playground at Woodland Avenue. Playground equipment suppliers, Kompan and Playdale, were contacted. The Committee viewed a sketch design submitted by Kompan. It was reported that the Playdale design should be available for consideration at the next meeting.

It was reported that the closing date for submission of bids in respect of The Children's Play: Playful ideas was the end of December 2007 and therefore it would not be possible to submit an application within the required timescale.

Other possible funding providers were identified, including Kent County Council Small Capital Projects Fund, Kent County Council Members Community Fund, Kent Peoples Trust, West Kent Xtra and Awards for All. It was reported that North Kent Groundwork Trust had recently amalgamated with Medway and as a result now worked throughout Kent under the title Groundwork Kent and Medway Trust. The Trust had confirmed it could assist the Parish Council with the design and project management of the playground refurbishment scheme and that the fees charged would be in the region of 15% of the contract sum. The Trust could also assist with any consultation with residents and/or young people, which would be charged at an hourly rate. A fully costed fee proposal could be prepared by the Trust, if required.

RESOLVED: That, the matter be deferred.

14. Hartley Wood

It was reported that enquiries had been made with the Council's insurers to enquire whether the Council's policy could be extended to cover the legal liabilities of the landowner of title number K873988. The Council's insurers had confirmed it would not be willing to extend the Council's policy.

RESOLVED: That, the report be noted and the landowner of title number K873988 be informed.

15. Foxborough Wood

It was reported that three quotations had been invited to undertake a land survey of Foxborough Wood to mark the boundaries of land owned by Hartley Parish Council in Foxborough Wood.

RESOLVED: That, matter be deferred.

16. Date of next meeting

Tuesday 5th February 2008 at 7.30 p.m.

The meeting closed 9.00 at 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	433.59	575.00	728.67	-20.08
6 Open Spaces	1,783.00	989.19	26,575.00	20,674.16	5,107.03
7 Manor Field Pavilion	1,000.00	2,077.25	7,825.00	5490.70	3,411.55
NET TOTAL	3,083.00	3,500.03	34,975.00	26,893.53	8,498.50
Total for ALL Cost Centres		109,256.12		88,762.64	
V.A.T.		3,510.52		3,830.12	
GROSS TOTAL		112,766.64		92,592.76	

