

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

Tel/fax: 01474 709441

E mail: mail@hartleyparishcouncil.org.uk

30th January 2008

Dear Councillor/Sports Club Representative

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Tuesday 5th February 2008** commencing at **7.30 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

Julie Hoad
Proper Officer

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interests

To receive Members' declarations of interests.

3. Minutes

(WHITE)

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 18th December 2007 as a correct record. (Annexed).

4. Football at Manor Field

To receive a report from Hartley De Sales FC.

5. Cricket at Manor Field

To receive any report from New Ash Green and Hartley Cricket Club.

6. Cricket at Longfield Hill

To receive any report from Meopham Cricket Club.

7. Financial Report

(BLUE)

To consider a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 30th January 2008. (Annexed).

Background document

Net financial position as at 30th January 2008

8. Grass cutting contract 2008 – 10

To consider the quotations received in respect of the grass cutting contracts for the Council's open spaces and playing fields at Manor Field and Longfield Hill and to appoint a contractor/s for the period from 1st April 2008 to 31st October 2009.

9. Pavilion

(a) Boiler

At a meeting of the Committee held on 6th November 2008 it was resolved that alternative advice be sought from suitably qualified heating engineers on what system could be employed to replace the “Anderson” water heater located in the boiler cupboard at the Pavilion.

The Committee is requested to consider any advice received.

(b) Calor Gas supply

To confirm the Clerk’s actions to make arrangements for repairs to be undertaken to the regulator fitted on the Calor Gas tank which was replaced on 10th January 2008 and to consider a quotation to provide access to the emergency shut down valve on the Calor Gas supply into the Pavilion.

(c) Breast Cancer Walk

To consider a request for a charity event to be held at the Pavilion and Manor Field on Sunday 4th May 2008 in aid of breast cancer. The organisers have asked whether the Council would be prepared to let the facilities free of charge.

(d) Storage

To consider utilising the roof space in the Pavilion for additional storage.

10. Manor Field

(a) Meter cupboard

At the meeting of the Committee held on 6th November 2007 it was resolved that further quotations be invited to construct a brick structure to enclose the existing timber meter cupboard at the rear of the pond at Manor Field, which the Committee felt was vulnerable to vandalism following the clearance work undertaken at the pond.

The meter cupboard is currently located at the edge of Manor Field, behind the pond, on the 20 foot wide strip of land owned by Messrs H F & J H Glover. The landowners were consulted on the proposal and the Committee is requested to consider the response contained in their letter of 12th December 2007, in which they declined consent to construct a permanent enclosure for the meter and suggesting the Council should consider relocating the meter to inside the Pavilion.

A meeting was held with EDF Energy on 10th January 2008 to discuss the feasibility and costs involved in relocating the meter inside the Pavilion. EDF Energy have confirmed that it would not be possible to joint the incoming main to the service cable at the location of the meter, as the service cable is not of a sufficient standard to act as the incoming main into the Pavilion and therefore it would be necessary to run a new main from the existing pole located outside the entrance of Manor Field to the Pavilion. EDF Energy have indicated costs would be in the region of £6,000 plus VAT to relocate the intake position into the Pavilion and would exclude all excavation and reinstatement works.

The Committee is requested to consider the above report and to agree a course of action.

Background document

C://hpc1/mydocuments/Old PC Backup/My Documents/Amenities and Open Spaces/Meter cupboard spec

Letter dated 12th November 2007 to Messrs H F & J H Glover

Letter dated 12th December 2007 from Messrs H F & J H Glover

Letter dated 21st January 2008 from EDF Energy

(b) Scout monthly waste paper collection

At the meeting of the Committee held on 6th November 2007, a request from the Longfield and Hartley Scout Group to use the overspill car park at Manor Field for its monthly waste paper collection was considered and it was resolved that,

(1) enquires be made with the Longfield & Hartley Scout Group to establish if they had fully investigated alternative venues in the area for their monthly waste paper collection and,

(2) the views of residents at [Cobweb Corner](#) and [Plum Castle](#) be sought.

The Scouts have confirmed that they no longer wish to use the overspill car park at Manor Field for their monthly waste paper collection.

Background document

Letter dated 3rd October 2007 from the Longfield and Hartley Scout Group.

E mail dated 15th November 2007 from HPC to Longfield and Hartley Scout Group

Letters dated 16th November 2007 to residents at Cobweb Corner and Plum Castle

[E mail dated 21st January 2008 from HPC to Longfield and Hartley Scout Group](#)

(c) Clearance of land behind the Pavilion

At the last meeting of the Committee it was resolved that the landowners, Messrs H F & J H Glover, 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. To date no response has been received.

The Committee is requested to consider any response received.

Background document

[Letter dated 21st December 2007 from HPC to Messrs H F & J H Glover](#)

11. Rectory Meadow

(a) North West Kent Countryside Partnership

To note that Jennifer Winters will leaving the North West Kent Countryside Partnership at the end of January 2008.

Background document

Letter dated 14th January 2008 from Ms J Winters, Partnership Officer

(b) Botanical study

At a meeting of the Committee held on 6th November 2007 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. Enquiries have been sent to the Universities of Kent, Greenwich and Hadlow College but to date no responses have been received.

The Committee is reminded that a quotation for the sum of £475 plus VAT from the Kent Wildlife Trust to undertake a botanical survey as set out in their letter of 4th October 2007 has been received. The Council's Financial Regulations shall not be applied to contracts for specialist services, (refer to Financial Regulation 11.1 (a) (ii)) and therefore it would not be necessary to seek further quotations. However the quotation from the Kent Wildlife Trust was valid for 30 days so it would be necessary to confirm whether the Trust would be willing to stand by their original quotation.

The Committee is requested to consider the above report and agree a course of action.

Background documents

Letter dated 4th October 2007 from the Kent Wildlife Trust

Letter dated 27th November 2007 to University of Greenwich

E mails dated 27th November 2007 to University of Kent and Hadlow College

(c) Countryside Stewardship Scheme

To receive and note a letter dated 22nd January 2008 from Natural England in respect of Visit Evaluation Forms.

Background documents

Letter dated 22nd January 2008 Natural England

(d) New trees

To consider making arrangements for, (1) the application of herbicide around the area recently cleared next to the footpath adjacent to no 32 Banckside and, (2) the distribution of woodchips around the base of the new trees recently planted by the North West Kent Countryside Partnership.

12. Gorse Wood

To confirm the Clerk's action to make arrangements for a tree, which had blown down and was obstructing a footpath, to be cleared.

13. Playgrounds

(a) Woodland Avenue

At the meeting of the Committee held on 6th November 2007 it was resolved to undertake investigations with playground suppliers to further discussions on a refurbishment scheme for the playground at Woodland Avenue and to obtain details of the grant Children's Play: Playful Ideas.

Discussions have taken place with Kompan and Playdale, both of whom are preparing schemes for consideration by the Committee.

The Committee is requested to examine the schemes submitted so far and to continue discussions on the refurbishment of the playground.

(b) Chantry Avenue

At a Members Surgery held on 12th January 2008 a resident of Chantry Avenue raised a number of issues relating to the playground at Chantry Avenue. She felt that the playground was underused because the equipment was out of date and that not many people knew of its existence as there were no direction signs.

The Committee is requested to consider the matter.

(c) Roundabout – Woodland Avenue

Problems to the bearings on the roundabout at the play area in Woodland Avenue were identified during the weekly visual inspections of the Council's playgrounds.

The quarterly operational inspection undertaken by Ms M Cook on 23rd October 2007 identified slight wear to the bearings on the roundabout and it was recommended that the Council should monitor the situation.

Quotations have been sought to replace the bearings and are set out below:

- Park Leisure Ltd for the sum of £750 plus VAT to dismantle the unit, replace top and bottom bearing sets, inspect and report on any spindle damage.
- Safeplay for the sum of £470 plus VAT to remove the unit and replace the bearings. Safeplay advise that roundabout was inspected on 31st October

2007 and it was found that the steel protective skirt under the unit was connecting with the concrete base. The reason for this is probable wear to the bearings which is causing the unit platform to move up and down, in turn causing the steel skirt to connect with the concrete base. Whilst the problem with the unit does not pose a significant risk, vertical movement on the platform is causing ground clearance to fluctuate which will increase if the bearings are not replaced.

14. Hartley Wood

(PINK)

(a) A resident of Gorsewood Road has complained to the Parish Council about recent works undertaken by Network Rail to clear the embankment of trees and vegetation, which has resulted in a loss of privacy to his property. The resident has asked for the Council's support in persuading Network Rail to reinstate the screen of trees recently removed and to agree to the planting of trees on land owned by the Parish Council at Network Rail's expense.

Background document

Letter dated 23rd January 2008 from a resident of Gorsewood Road

(b) At a meeting of the Committee held on 18th July 2007 it was resolved that arrangements be made for the supply and installation of a notice to be erected at the entrance to Hartley Wood off Gorsewood Road stating that the Council was only responsible for the maintenance of woodland under its ownership.

To consider a quotation for the sum of £270 from Mr Glidewell to supply and install a new notice board at the entrance to Hartley Wood at the end of Gorsewood Road.

15. Foxborough Wood

At the meeting of the Council held on 6th November 2007, it was resolved to seek quotations to undertake a land survey of Foxborough Wood to mark the extent of the land owned by the Parish Council.

The Committee is requested to consider any quotations.

Background document

Letter dated 20th November 2007 to various land surveyors

Letter dated 21st December 2007 to land surveyor

16. Date of next meeting

List of circulated documents

Copies of all documents listed below are available for inspection in the Parish Office

1. Minutes of the meeting of the Amenities and Open Spaces Committee held on 18th December 2007 **(WHITE)**
2. Financial report as at 30th January 2008 indicating the net position of the allotments, open spaces and Manor Field Pavilion. **(BLUE)**
3. Letter dated 23rd January 2008 from a resident of Gorsewood Road **(PINK)**

Committee Membership

Cllr Barnett
Cllr Gaywood (ex officio)
Cllr Granger
Cllr Mrs Oxtoby

Cllr Mrs P Cole
Cllr Graeme
Cllr Harris (ex officio)
Cllr Sewell

