

HARTLEY PARISH COUNCIL

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

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29th April 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 6th May 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 25th March 2008 as a correct record. (Annexed).

4. Football at Manor Field

To consider a request from a senior team from [New Ash Green](#) to hire a football pitch at Manor Field next season. The manager has requested details of hire charges.

5. Cricket at Manor Field

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

6. Cricket at Longfield Hill

To receive a 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 29th April 2008. (Annexed).

Background document

Net financial position as at 29th April 2008

8. Routine Maintenance Contract

(PINK)

To consider two quotations received in respect of the routine maintenance contract from the period 1st June 2008 to 31st May 2009.

Where the value of the contract is likely to be £6,000 and up to a value of £14,000, the Council's Financial Regulations require the Proper Officer to seek three written quotations and give three weeks public notice of such intention by displaying the invitation to quote on the Council's official notice board outside the Library.

Notice advertising the Council's intention to invite quotations for the routine maintenance contract was displayed on the Council's noticeboards for the required period of three weeks and any interested parties were invited to contact the Parish Clerk.

The Council has historically encountered difficulty in finding a contractor willing to submit a quotation for the annual routine maintenance contract. In previous years T D Munday has been appointed to undertake the contract following a quotation seeking process. The Council has always been completely satisfied with the standard of his work and invited him to submit a quotation for the 2008-09 contract. This year, as a result of the public notice, a resident expressed an interest in submitting a quotation.

The Council's Financial Regulation 11.1 (j) states that if following the quotation process an insufficient number of quotations are received, then the Council may make such arrangements as it thinks fit for procuring works.

The Committee is requested to consider the quotations as set out below:

- (1) T D Munday for the total sum of £6,031.00
- (2) Mr G Keen for the total sum of £30,000

Copies of the completed form of quotations have been circulated for Members information. (Annexed).

[Background document](#)

[Routine maintenance contract 2008-09](#)

Forms of quotations from T D Munday and Mr Keen

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 Council has received advice from a local heating engineer suggesting the old Andrews storage water heater could be replaced with an new Andrews L63/71 storage water heater with auto ignition controls.

The Committee is requested to consider said advice.

[Background document](#)

Letter dated 24th March 2008 from local plumber

(b) Car park light

To consider a complaint from a local resident about the lights in the car park shining directly into his drive. The resident also complained that the lights had, on occasions, been left on over night.

The two car park lights are operated by means of a timed switch located in the corridor of the Pavilion. The switch was inspected and found to be slightly dirty causing it to get stuck in the "on" position. The switch has since been cleaned.

The Committee is requested to note that one of the lights in the car park is not working.

[Background document](#)

E mail dated 27th March 2008

(c) Water consumption

To receive and note a letter dated 7th April 2008 from South East Water informing the Council that its water consumption at the Pavilion had increased significantly when compared with a similar period for last year. Two taps had recently been found to be leaking and have since been repaired. The water main has been investigated and there appears to be no leak. It is suspected that the increase in consumption was due to the leaking taps. It has been suggested the Council may wish to replace the existing taps in the mens and ladies toilets with push taps.

The Committee is requested to note the report and confirm all actions.

(d) Hire of the Pavilion

The Council has received an enquiry from a Slimming Group about hiring the Pavilion on a regular basis, as set out below. In the past the Council has offered regular hirers a discount of £1.00 per hour on the standard hourly hire rate which currently is £7.50 per hour, thus reducing the rental to £6.50 per hour.

Slimming Group, every Friday morning from 9.30a.m. – 11.30a.m. for an initial period of 6 weeks, commencing on Friday 13th June 2008.

The Committee is requested to consider offering a discount to the Slimming Group as regular hirers of the Pavilion.

10. Manor Field

(a) Meter cupboard

At the previous meeting of the Committee it was resolved that further investigations be carried out to examine the feasibility and costs involved in repositioning the meter on land owned by the Council and providing a more secure enclosure.

The Committee is requested to consider the outcome of said investigations.

Background documents

<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

[Letter dated 3rd March 2008 from HPC to Messrs H F & J H Glover](#)

Letter dated 13th March 2008 from Messrs H F & J H Glover

11. Playgrounds

Woodland Avenue – playground refurbishment

At the last meeting of the Committee it was resolved that (1) the criteria of various grants be examined to establish what would be required by the grant provider, (2) the head teachers of the two local primary schools be contacted to establish what assistance could be offered by the schools in any consultation exercise undertaken by the Council and (3) investigation be undertaken to establish whether the design schemes submitted by various playground suppliers could be displayed on the Council's website.

The Committee is requested to consider the outcome of said investigations.

12. Rectory Meadow

(a) To confirm the Clerk's action to make arrangements for the recently planted trees at Rectory Meadow to be sprayed with herbicide and for woodchips to be distributed

around the base of the trees at a cost of £65. This action was taken in consultation with the Chairman of the Amenities and Spaces Committee as it was deemed sufficiently urgent and could not wait for authorisation at the next meeting.

Background document

Letter dated 28th March 2008 from T D Munday

(b) To consider quotations in respect of the grass cutting at Rectory Meadow.

13. Hartley Wood

(YELLOW)

(a) Motorbikes

At the last meeting of the Committee it was resolved that (1) Longfield and New Barn Parish Council be asked if it would be willing to provide a padlock on the kissing gate to the north of the subway, so as to prevent the gate being opened with a RADAR key, (2) investigations be undertaken into the provision of a motorbike inhibitor next to the subway, (3) a meeting be arranged with the Crime Reduction Officer to investigate measures to prevent motorbike incursion of the highway at the end of Beechlands Close and (4) Southwark Council be asked what measures it intends to take to prevent motorbike incursions off Hartley Bottom Road and over the land-fill site.

The Committee is requested to note an e mail of complaint has been received from a local resident about motorbike activity in Hartley Wood and the land-fill site. The Community Warden has been informed and undertakes regular patrols of the area.

Background document

E mail dated 8th April 2008 from local resident

(b) Foul water discharge

At the last meeting of the Committee it was reported that foul water had been discharging into part of Hartley Wood and that this problem had been ongoing for a number years. It was resolved that enquiries be made with Thames Water to establish the position and layout of the foul drains in the area affected.

Thames Water has agreed to provide the Council with a plan showing the drainage layout and hopefully will be available at the meeting.

Background documents

Letter dated 15th February 2008 from a resident of Gorse Way – foul water discharge into Hartley Wood.

(c) Quantified tree risk assessment

The Committee agreed at a meeting held on 20th September 2007 that a quotation for the sum of £275.00 plus VAT from Specialist Tree Services. The company has failed to produce a report, despite a number of reminders and the Committee is requested to consider cancelling their order and seek new quotations to undertake the work.

14. Gorse Wood

At the last meeting of the Committee it was resolved that (1) further investigation be undertaken to establish the extent of fly tipping in Gorse Wood and (2) quotations be sought on the provision of fencing and kissing gats at the two entrances to Gorse Wood off Gorsewood Road.

The Committee is requested to note that Mr Munday has inspected the area and reports no significant problem with fly tipping.

15. Foxborough Wood

(GREEN)

The Committee is requested to consider three quotations from land surveyors to mark the boundaries of land owned by the Council in Foxborough Wood.

(1) J C White Geomatics Ltd for the sum of £995 plus VAT, plus other costs as set out below:

Source Ordnance Survey digital data and Land Registry information approximately £40 plus VAT.

Ground anchors supplied and installed at a cost of £20 plus VAT each.

J C White Geomatic Ltd advise they would survey the fence to the west of the site to ascertain whether it is aligned to the Ordnance Survey and Land Registry information. In view of the letter from the owners of The Court Cottage (see below), it would appear the existing boundary fence is not correctly aligned with the aforementioned documentation.

(2) 3sixtymeasurement Ltd for the total sum of £1,950.00 plus VAT, as set out below:

Location plan: Provision of 1:100 scale plan, recording the details of the existing site boundary as indicated on the Council's plans for the sum of £800.00

Setting out boundaries: ground markers to be set out on each of the boundary lines to fixed reference points to allow the boundary to be established in the future. £1,150.00

(3) Glen Survey Ltd for the total sum of £1,650.00 plus VAT, as set out below:

Site plan and control points for the sum of £750

Digitise title plans/OS data for the sum of £150

Set out at 20 m intervals for the sum of £750

The Committee is requested to consider a letter dated 10th April 2008 from the owner of The Court Cottage, Grange Lane referring to a long standing boundary dispute between his property and land owned by the Council in Foxborough Wood. (Annexed).

The Committee is requested to consider the above quotations.

Background document

Letter dated 20th November 2007 to various land surveyors

Letter dated 21st December 2007 to land surveyor

Letter dated 28th March 2008 from JC White Geomatics Ltd

Letter dated 14th January 2008 from 3sixtymeasurement Ltd

Letter dated 26th November 2007 from Glen Surveys Ltd

Letter dated 10th April 2008 from the owner of The Court Cottage

16. Longfield Hill

At the last meeting of the Committee it was resolved that the Clerk be authorised upto a sum of £350 to make arrangements for works to be undertaken on the outfield and the cricket square at Manor Field for the control of wormcasts and to seek a quotation for similar works to be carried out at Longfield Hill.

A quotation from Sencio for the total sum of £300 plus VAT has been accepted by the Clerk to undertaken spraying for the control of worms to the outfields and cricket squares at Longfield Hill and Manor Field. A comparative quotation was provided by Weed Management Ltd for the total sum of £580 plus VAT.

The Clerk's action to include Longfield Hill in works for the control of worms was taken before the next meeting of the Committee, in consultation with the Chairman of

the Amenities and Open Spaces Committee, as any spraying undertaken after May would have been ineffective.

The Committee is requested to confirm the Clerk's actions.

17. Allotments

(CREAM)

(a) The Committee is requested to consider a quotation from Austin Treework for the sum of £190.00 plus VAT for the reduction of the Conifer trees located to the rear of the recycling centre in Woodland Avenue. The quotation included for cutting the trees back to their old cuttings, clipping of the face, removal and disposal of all arisings.

(b) To consider a letter dated 7th April 2008 from a local resident complaining about parking in Larksfield and Woodland Avenue allegedly caused by users of the allotments. (Annexed)

Background document

Letter dated 15th March 2008 from Austin Treework

Letter dated 7th April 2008 from a local resident

18. 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 25th March 2008 **(WHITE)**
2. Financial report as at 29th April 2008 indicating the net position of the allotments, open spaces and Manor Field Pavilion. **(BLUE)**
3. Routine maintenance specification **(PINK)**
4. Routine maintenance forms of quotations **(PINK)**
5. Letter dated 28th March 2008 from JC White Geomatics Ltd **(GREEN)**
6. Letter dated 14th January 2008 from 3sixtymeasurement Ltd **(GREEN)**
7. Letter dated 26th November 2007 from Glen Surveys Ltd **(GREEN)**
8. Letter dated 10th April 2008 from the owner of The Court Cottage **(GREEN)**
9. Letter dated 7th April 2008 from a local resident **(CREAM)**

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

