

**MINUTES OF THE MEETING OF THE AMENITIES AND OPEN SPACES COMMITTEE
HELD ON 4th AUGUST 2008 AT 7.30 p.m. AT HARTLEY LIBRARY, ASH ROAD**

Present: Cllr Mr A Barnett (Chairman)
Cllr Mrs P Cole
Cllr Mr J Gaywood
Cllr Mr D Graeme
Cllr Mr S Granger
Cllr Mr M Harris

In Attendance: Mrs J Hoad (Clerk)
1 member of the public

1. Apologies for absence

Apologies for absence had been received from Cllr Mrs A Oxtoby, Cllr Mr V Sewell, Mr V John and Mr G Flint.

2. Declaration of Interests

Cllr Mrs P Cole declared a personal interest under minute item 11 (a), Woodland Avenue playground refurbishment, as her private residence was located opposite the recreation ground.

3. Minutes of previous meetings

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 16th June 2008 be approved and signed by the Chairman as a correct record.

4. Terms of Reference

The Committee considered an amendment to the Terms of Reference of the Amenities and Open Spaces Committee.

RECOMMENDED: That, the terms of reference of the Amenities and Open Spaces Committee, as set out in appendix 1 attached to these minutes, be amended.

5. Cricket at Manor Field

The Chairman of the Amenities and Open Spaces referred to an e mail received from Mr John enquiring when the boiler would be replaced and updating the Committee about the Cricket Club's plans for a practice net.

The Chairman of the Amenities and Open Spaces Committee advised Members that there had been no hot water in the showers since the start of the cricket season and that the installation of a new water heater, which had been approved by the Council at its meeting held on 14th July 2008, would be completed by the end of August. This effectively meant that the Cricket Club had been without hot water for the entire season.

The cricket practices at New Ash Green had not been successful and the Cricket Club had returned to Manor Field for its cricket practice. The Cricket Club intend to pursue the provision of a practice net at Manor Field and was currently investigating the feasibility of a portable net to be used on or next to the cricket square, as well as the provision of a grass practice pitch on

the edge of Manor Field in the position previously agreed by the Council. This would avoid the need to seek planning permission and the expense of laying a concrete base.

RESOLVED: That, the report be noted.

6. Cricket at Longfield Hill

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

(b) The Committee was advised of a report from Meopham CC about the metal entrance gate at Longfield Hill being lifted off its hinges allowing motorbikes onto the ground. Furthermore the Cricket Club had reported that the slamming post was not upright and required re-setting.

The Committee considered two quotations to undertake the necessary repairs and improvements:

- Remlap for the sum of £275 plus VAT.
- Meopham Fencing Works Ltd for the sum of £445 plus VAT.

RESOLVED: That, the quotation for the sum of £275 plus VAT from Remlap to undertake works to prevent the gate being lifted off its hinges and to re set the slamming post be accepted.

7. Football at Manor Field

The Committee considered a quotation to set out and mark the football pitches at Manor Field.

RESOLVED: That, the quotation for the sum of £205.00 plus VAT from Landscape Services to set out and mark 1 no full size football pitch and 2 no junior size football pitches be accepted.

8. Financial report

The Committee examined a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 29th July 2008.

RESOLVED: That,

(1) the financial report, attached as appendix 2 to these minutes, be noted and,

(2) information on the estimated income of the allotments for 2008/09 be made available for discussion at the next meeting of the Amenities and Open Spaces Committee.

9. Pavilion

(a) Replacement taps

The Committee considered two quotations to replace the taps in the toilets and changing rooms with push operated taps.

- Hartley Heating for the sum of £632.00 to supply and install 14 push type taps (with automatic turn off).
- South Eastern Plumbers for the sum of £567.00 to isolate water supplies, remove existing taps and supply and install 14 self closing basin taps.

The Committee was reminded of a recent problem involving two taps in the Pavilion which not being turned off properly resulting in a larger than normal water rates bill and cesspool emptying bill.

RESOLVED: That, the quotation for the sum of £567.00 from South Eastern Plumbers to isolate water supplies, remove existing taps and supply and install 14 self closing basin taps be accepted.

(b) Conditions of hire of the Pavilion

The Committee considered amendments to the conditions of hire of the Pavilion and the emergency plan for the temporary responsible person.

RECOMMENDED: That, the conditions of hire and the emergency plan, as set out in appendix 3 attached to these minutes, be approved.

10. Manor Field

(a) Meter cupboard

The Committee was advised that two letters had been written to EDF Energy enquiring about the cost of relocating the meter onto land owned by the Parish Council in Hartley Burial Ground, but to date no response had been received.

RESOLVED: That, the report be noted and the Clerk be asked to pursue the matter with EDF Energy.

(b) Access to Manor Field

The Committee considered a request from a resident for unrestricted vehicular access to Manor Field during daylight hours. The Committee was advised that the resident had difficulty in walking and claimed that the Parish Council was discriminating against him by not providing vehicular access to Manor Field. The resident had explained that he could not walk from the lay-by in Church Road and that it would be too dangerous to use his wheelchair along Church Road.

Whilst the Committee sympathised with the resident, it considered the gate could not be left open and unlocked during daylight hours as the field would become vulnerable to occupation by travellers and to use by nuisance and illegal motorbikes. Furthermore the Council did not have the resources to open and lock the gate on a daily basis. The Committee was satisfied with the present gating arrangements, which permitted disabled access through the kissing gate.

RESOLVED: That, the resident be informed that the field gate at Manor Field could not be left open and unlocked during daylight hours.

11. Playgrounds

(a) Woodland Avenue – playground refurbishment

The Committee considered a report on the availability of funding for the proposed refurbishment of Woodland Avenue playground through Kent County Council and noted that the closing date for this year's capital grant scheme was 30th September. The Committee felt that the project would not be sufficiently advanced to submit an application for funding from this year's budget allocation, particularly as it was likely the scheme would require the benefit of planning permission. The Committee was reminded that the Communications Committee had been asked to investigate the possibility of conducting an online consultation exercise.

RESOLVED: That, the outcome of investigations by the Communications Committee on further consultation be awaited.

(b) Chantry Avenue

It was reported that two quotations had been received in respect of repairs to the vandalised wet pour below the cradle swing in Chantry Avenue.

- Wickstead for the sum of £750 plus VAT to supply and lay upto 6 m² of black wet pour to make good existing surface beneath the cradle swing.
- Safeplay for the sum of £829.00 plus VAT to supply and lay 4 m² of wet pour.

The Committee was informed that the quotation from Wickstead had been accepted, but since placing the order further vandalism to the remaining wet pour surface had been sustained and that it was likely the final cost of the works would exceed the quotation sum of £750.

RESOLVED: That, the report be noted and the Clerk's actions confirmed.

12. Rectory Meadow

(a) Bramble infestation

The Committee continued discussions on what methods could be employed to eradicate the bramble infestation in the wildflower meadow. The Committee was advised that the North West Kent Countryside Project and the Kent Wildlife Trust had advised against spraying for the control of bramble, as such action could adversely affect the wildflowers. The Committee felt that any attempts to dig out the brambles could disturb the wildflowers and so considered the only acceptable means to control the brambles would be to manually cut them down.

RESOLVED: That, North West Kent Countryside Project be asked to make arrangements for an additional volunteer day in September at a cost of £175, subject to their agreement that they would utilise the day to cut down the bramble by hand in the meadow.

(b) Botanical Survey

The Committee was advised that the Kent Wildlife Trust had visited Rectory Meadow on two occasions during the summer and were now in the process of drafting the report.

RESOLVED: That, the Botanical Survey on Rectory Meadow be awaited.

13. Hartley Wood

(a) Foul water discharge

The Committee was advised that Thames Water had confirmed a camera survey of the foul water drain running through Hartley Wood at the rear of Arclei, Simmons Drive, had identified a number of tree roots affecting the drain and which had now been cut out. The drain was affected by a build up of grease and fats and was scheduled for a de-scale and clean, which would probably take place at the end of the financial year. Thames Water had confirmed the drain was running freely and that no problems had been reported recently, and therefore the de-scale and clean would be a low priority.

RESOLVED: That, the report be noted.

(b) Tree planting

The Committee was shown a proposed tree and shrub planting scheme to the area of land owned by the Parish Council extending 20 metres both sides of the southern entrance to subway at the end of Gorsewood Road. The planting scheme included wild cherry, hornbeam, silver birch, hazel, gilder rose and wayfaring.

The Committee was reminded that residents had approached the Parish Council seeking assistance following works undertaken by Network Rail to clear the embankments of vegetation, which had resulted in a loss of privacy and screening from the railway line. The Committee noted that residents had volunteered to assist with any re-planting.

RESOLVED: That, (1) expenditure upto a sum of £250 be authorised to purchase trees and other necessary materials to provide a screen on land owned by the Parish Council on both sides of the southern entrance to subway at the end of Gorsewood Road, (2) residents at the end of Gorsewood Road who had given an undertaking to the Parish Council to assist with any re-planting be contacted to seek their assistance and, (3) Network Rail be asked to make a contribution to the cost of the supply of the works.

(c) Motorbikes

The Committee was advised that no response had been received from Kent Highway Services in respect of its enquiry about the provision of a motorbike inhibitor and fencing at the end of Beechlands Close.

RESOLVED: That, the report be noted.

14. Gorse Wood

It was reported that only one quotation had been received for the provision of fencing and kissing gates at the entrances to Gorse Wood off Gorsewood Road. A further quotation was expected.

RESOLVED: That, the matter be deferred.

15. Foxborough Wood

The Committee was advised that the surveyor had completed stage 1 of the land survey to establish the position of the boundaries of land owned by the Parish Council in Foxborough Wood. The Committee examined a letter dated 17th June 2008 and accompanying plan from J C White Geomatics Ltd detailing a number of anomalies over the position of the boundaries with adjoining landowners.

The Committee was advised of the history. The land in Foxborough Wood had been acquired by the Parish Council in January 1939 for use as a burial ground. In 1943 a 10 foot wide strip of land running along the western boundary and extending approximately 110 feet in length had been sold by the Parish Council to the adjoining landowner at The Court Cottage. An agreement had been reached in 1972 with the former owner of Foxborough Wood releasing the Parish Council from the requirement contained in the 1939 conveyance to use the land for burial purposes.

In 2005 the land owned by the Parish Council in Foxborough Wood was registered for the first time in under title number K894736. The Committee was advised that the extent of the land shown on the filed title plan did not correspond with the extent of the land contained in the 1939 conveyance, resulting in a loss of registered land on the part of the Parish Council.

The Committee was advised of the content of a letter dated 15th July 2008 from the Land Registry explaining that the title could only be rectified following an application for rectification. Once this had been received, the Land Registry would inspect the land before taking any further action. The course of action available would depend on whether the registered owners of adjoining land under title number K553454 were in possession of the land.

The Committee was advised of the Clerk's action to seek a rectification of the title.

RESOLVED: That, the report be noted.

16. Gorsewood Road

The Committee was advised of information received explaining that Network Rail was not responsible for the condition of the subway, which was the responsibility of Kent County Council.

RESOLVED: That, the matter be referred to the local County Council member.

17. Date of next meeting

Thursday 16th October 2008 at 7.30 p.m. in Hartley Library.

The meeting closed at 9.30 p.m.

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

Amenities and Open Spaces Committee Terms of Reference

1. To manage the operation of the Manor Field, Pavilion and all open spaces, playing fields, recreation grounds, play grounds, ****and such land owned by the Council at the village pond*** and lay-by, and such land at Hartley Wood that the Council has taken care and control of, with the exception of the open space known as Northfield. Such operation shall include making recommendations to the Council on scales of hiring charges for the use of facilities together with conditions of hire.
2. To arrange for the maintenance of the Pavilion.
3. To review and monitor the grass cutting contracts together with the maintenance of all open spaces and to ensure that they are in safe condition for their use by the public.
4. To undertake and monitor health and safety inspections of all playground equipment.
5. To prepare an annual budget for review by the Council's Finance Committee in November of each year and to monitor expenditure against the annual budget approved by the Council.
6. To keep under review opportunities to secure funding support from external sources.
7. To be responsible for dealing with all matters relating to public rights of way to ensure the general upkeep of footpaths within the Parish, making recommendation to Council where necessary.

Delegated Powers

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. To respond, on behalf of the Council, to orders for the diversion, stopping-up, extinguishment or creation of a public path.

**** proposed amendment shown in bold italics.***

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	0.00	575.00	133.46	141.54
6 Open Spaces	1,870.00	0.00	25,700.00	7,713.38	16,116.62
7 Manor Field Pavilion	1,500.00	879.75	7,850.00	2,688.49	4,541.26
NET TOTAL	3,670.00	879.75	34,125.00	10,535.33	20,799.42
 Total for ALL Cost Centres		55,844.45		49,536.87	
V.A.T.		485.73		3,348.12	
GROSS TOTAL		56,330.18		52,884.99	

HARTLEY PARISH COUNCIL
HIRE OF MANOR FIELD AND PAVILION
AGREEMENT FORM

Name of ***Hirer**/Organisation:.....

Name of Responsible Person:.....

Address:.....

Telephone No:.....

Facilities Required:.....

Date & Time Required:.....

I confirm that I have read and agree to the conditions of hire and that I have been provided with a copy of the emergency plan which I, the named responsible person agree to comply with.

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

DATE:.....

PLEASE RETURN TO:

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

**YOUR BOOKING IS NOT CONSIDERED CONFIRMED UNTIL THIS FORM HAS BEEN
RETURNED**

THE PAVILION, MANOR FIELD, CHURCH ROAD, HARTLEY, LONGFIELD, KENT DA3 8DT

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 Parish Council's insurance provides Public Liability in respect of cover for private hirers of the Pavilion against third party claims which might be made by persons for injury or damage arising out of this hiring.

This cover is subject to a number of terms and conditions. If you would like to see a copy of Council's policy document, please contact the Clerk.

Commercial hirers are not covered under the Public Liability section of the Council's insurance and should make arrangements to have in force during the period of hire, a policy of insurance underwritten by a reputable insurance company, covering the Hirer against third party claims. The Hirer, at the request of the Parish Council shall produce 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.

1. No activities shall take place, or facilities used without the prior consent of the Clerk.
2. Payment to be made in full when **collecting** picking up the keys £7.50 per hour. **Hire rates are available from the Clerk. A discounted rate may be offered to regular users.** Cheques payable to 'Hartley Parish Council'. A deposit of ~~£25.00~~ **£100** 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.
4. ***It is the hirer's responsibility to ensure that on departure, all doors are securely locked, the alarm is re-set and all lights are turned off. On leaving the car park please ensure that the collapsible bollard is raised and the gate locked.*** Please take any rubbish away with you. ***Hirers are requested to leave the premises quietly.***
5. 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.
6. Any damage or problems with equipment must be reported to the Clerk.
7. All vehicles to be parked in the parking area.
8. The Council reserves the right to terminate bookings in cases of improper use.
9. No responsibility is accepted for injury caused to persons using the field or facilities.

10. Any valuables left in the pavilion are at the owner's risk.
11. Emergency accesses must be kept clear at all times.
12. In the event of a fire the nearest muster point is in the car park. The nearest public telephone box is located **outside the Social Club on Ash Road.** ~~on the junction of Manor Lane/Church Road (see attached map)~~ **Hirers are advised to carry a mobile phone for use in emergencies.**
13. Attention is drawn to the Byelaws on the Notice Board.
14. Maximum capacity of the Pavilion: 85 persons
15. The hirer must have the permission from the Council before arranging for alcoholic drinks to be consumed on the premises.
16. The hirer must have the permission of the Council before making any application to Sevenoaks District Council for a temporary events notice.
17. Accidents should be recorded in the Accident Book, located in the drawer next to the sink in the kitchen. Once completed, the form should be detached from the book and passed to the Parish Clerk.