

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

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

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 and Cllr Mrs P Cole.

2. Declaration of Interests

Cllr Mrs A Oxtoby declared a personal interest under minute item 7 (a), 7 (b), 7 (c) and 7 (d) in respect of Hartley Wood as her private residence was located adjacent to the woodland.

Cllr Mrs A Oxtoby declared a personal interest under minute item 14 in respect of Gorsewood Road as her private residence was located in the vicinity of subway at the end of Gorsewood Road.

Cllr Mr A Barnett declared a personal and prejudicial interest under minute item 11 in respect of the allotments as he was an allotment holder and withdrew from the meeting during discussion and voting on the matter.

3. Minutes of previous meetings

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

4. Financial Report

The Committee examined a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 27th November 2008.

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

5. Pavilion

(a) The Committee reviewed the hourly rate for the hire of the Pavilion. The Committee compared the rates for the hire of All Saints Church Centre.

RECOMMENDED: That, the hourly rate for the hire of the Pavilion be increased by 50p per hour, from £7.50 to £8.00 for individual bookings and from £6.50 to £7.00 for regular hirers.

(b) The Committee considered a proposal to paint the outside of the storage container. Various options were considered, including the application of a proprietary paint suitable for metal.

RESOLVED: That, quotations be sought to paint the outside of the container.

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

6. Manor Field

(a) The Committee received a verbal report on a meeting held with a representative from EDF Energy earlier in the day. The Committee was informed that EDF Energy would be providing a quotation to undertake works to alter the route of the mains supply to the position of a new enclosure located in the corner of the Burial Ground. The Parish Council would be responsible for the provision of a new enclosure for the service head and meter, (electricity board property), and for the relocation of the existing consumer unit.

RESOLVED: That, (1) the report be noted and (2) quotations be sought for the provision of a new enclosure and electrical works, including necessary builders works, to relocate the existing consumer unit.

(b) The Committee considered a quotation to undertake works next to the new beech hedge forming the boundary between the new Burial Ground and Manor Field to enable the ground to be prepared suitable for mowing.

RESOLVED: That, the quotation for the sum of £200 from Mr Westwood to level an area of land between the outfield and the new Burial Ground in readiness for mowing, remove several Elder trees and one Sycamore tree, and cut back a number of low hanging branches be accepted.

(c) The Committee considered a report on a meeting with Kick Kent held on 24th October 2008 to discuss the use of Manor Field and the Pavilion for football parties.

RECOMMENDED: That, the use of the facilities at Manor Field and the Pavilion for football parties organised by Kick Kent be approved, subject to the following conditions:

- (1) a hire charge of £25 per two hour session for use of one football pitch and the Pavilion,
- (2) use of the facilities should not conflict with Hartley De Sales FC use of the ground, in terms of their league fixtures and training sessions,
- (3) a £100 refundable deposit be requested, in line with the normal hiring conditions of the Pavilion,
- (4) Kick Kent to be held responsible for cleaning the Pavilion after use,
- (5) no football boots to be worn in the Pavilion,
- (6) a copy of Kick Kent's public liability insurance policy be obtained.

7. Hartley Wood

(a) Tree planting

The Committee noted that at a meeting of the Amenities and Open Spaces Committee held on 4th August 2008 it had been resolved that planting works be undertaken in Hartley Wood on both sides of the southern entrance to the subway at the end of Gorsewood Road. The works had been deemed necessary to provide amenity screening following works recently undertaken by Network Rail to remove trees and vegetation from the railway embankment. It had subsequently been reported that whilst Network Rail was not able to provide a financial contribution towards the works, it was willing to provide labour to assist with the planting. The Committee was informed that this offer had subsequently been removed.

It was reported that the trees for the new planting would be collected from the North West Kent Countryside Partnership on 5th December 2008. The Committee felt the replanting works should be undertaken before Christmas, if possible, and suggested a number of dates when the works could take place.

RESOLVED: That, (1) the report be noted, (2) the residents at the end of Gorsewood Road, who had given an undertaking to assist with the replanting, be contacted to arrange a convenient date for the planting to be carried out and (3) arrangements be made for a supply of woodchips to be delivered to site.

(b) Motorbikes – Beechlands Close

It was reported a site meeting had taken place with Cllr Harris and Cllr Barnett to discuss the proposed installation of a motorbike inhibitor at the end of Beechlands Close to prevent access for motorbikes into Hartley Wood. It was felt the bramble located to the north of the proposed site of the motorbike inhibitor was not impenetrable and that the scheme should include the provision of fencing to run along the back edge of the existing pavement to the boundary of 15 Beechlands Close. The Committee was informed that the views of Kent Highway Services were being sought on this proposal.

RESOLVED: That, the report be noted.

(c) Motorbikes – End of Gorsewood Road next to subway

The Committee considered an e mail dated 4th November 2008 from a resident explaining that motorbikes continued to be a problem in Hartley Wood and suggesting that the Council might wish to consider the installation of fencing and a kissing gate to the east of the subway.

The Committee felt that the existing arrangement of gates at the end of the Gorsewood Road and to the north of the subway were adequate, and that the Council could not justify further expenditure to install additional fencing and gates to the east of the subway. The Committee noted that repairs to the fencing and installation of new gates at the two entrances to Gorse Wood off Gorsewood Road should discourage motorbikes accessing Hartley Wood from the Wellfield estate.

RESOLVED: That, the e mail be noted and no further action be taken.

(d) Demarcation of title no K888102

The Committee was informed of works undertaken in Hartley Wood to the east of Beechlands Close to identify the boundaries of a plot of woodland under title number K888102. The works included the marking of trees with yellow paint and erection of posts. The Committee was advised that residents believed the landowners intended to erect fences in the wood. It was reported that the Clerk had written to the landowners to establish their intentions and that a response was awaited.

RESOLVED: That, the report be noted.

8. Gorse Wood

(a) The Committee examined quotations invited to repair fencing and install new metal kissing gates at the two entrances to Gorse Wood off Gorsewood Road.

Name of contractor	To supply and install fencing & kissing gate adjacent to “Down Ampney”	To supply and install fencing & kissing gate adjacent to “The Chase”	TOTAL
Four Seasons Fencing	£ 945.00	£ 914.00	£ 1,859.00
Hoist Fencing Works Ltd	£ 890.00	£ 790.00	£ 1,680.00

Meopham Fencing Works Ltd	£ 1,182.19	£ 1,374.27	£ 2,556.46
Ian Paternoster	£ 955.00	£ 805.00	£ 1,760.00
Pitfield Fencing	No quotation returned	No quotation returned	
ABC Fencing	No quotation returned	No quotation returned	
Lynx Fencing	No quotation returned	No quotation returned	
Swanley & North Kent Fencing	No quotation returned	No quotation returned	

The Committee examined the quotations received from Hoist Fencing for the total sum of £1,680 and Ian Paternoster for the total sum of £1,760, and noted there was only a difference of £80 between the quotation sums submitted by the two contractors. Furthermore it was noted that the Council had been very satisfied with the quality of work undertaken by Ian Paternoster for the Council in the past and that by accepting his quotation would represent best value for residents. The Committee noted that pursuant to financial regulation 11.1 (i) the Council was not bound to accept the lowest quotation.

RESOLVED: That, the quotation for the total sum of £1,760 plus VAT from Ian Paternoster to repair fencing and provide new kissing gates at Gorse Wood be accepted .

9. Billings Hill Shaw

The Committee considered a request from a resident for a new access off public right of way SD 301 into Billings Hill Shaw.

RESOLVED: That, arrangements be made for a site meeting to consider the matter further.

10. Hartley Green

The Committee noted that the request from the local Girl Guide leader to install a temporary raised flower bed and plant a tree in celebration of the Centenary of Girl Guiding had been referred to the Amenities and Open Spaces Committee. Further information had been sought from the Girl Guide leader which was awaited.

RESOLVED: That, the matter be deferred.

11. Allotments

The Committee considered a report on a site meeting with an allotment holder held on 7th November 2008 in response to a complaint about the encroachment of bramble and missing fencing. The Committee considered a quotation to cut back the bramble and erect a section of fencing. The Committee was informed that the area in question was unsightly, but that once cleared could be laid to grass and thereafter maintained by the adjoining allotment holder/s. The Committee recognised this could be an ongoing annual maintenance requirement to ensure the bramble was kept under control.

RESOLVED: That, the quotation for the total sum of £145.00 from T D Munday to cut back and dispose of bramble and weeds in the south west corner of the allotment site, (£120.00), and collect a section of chestnut paling fence from Manor Field and fix to infill gap along the western boundary, (£25.00), be accepted.

12. Playgrounds

(a) Woodland Avenue – playground refurbishment

The Committee was shown responses received to date from residents who had completed the online consultation document in respect of the proposed refurbishment of Woodland Avenue playground.

RESOLVED: That, the matter be deferred to the next meeting of the Amenities and Open Spaces Committee.

(b) Quarterly Operational report

The Committee examined the quarterly operational report on the Council's playground undertaken by Ms M Cook on 19th November 2008. The Committee noted there was only one item identified as a low/medium risk, under the slide at the Chantry Avenue recreation ground. All other matters had been identified as a low risk.

RESOLVED: That, arrangements be made for (1) the algae under the slide at the Chantry Avenue recreation ground to be removed as soon as possible and, (2) the other minor items of repair identified in the quarterly operational report to be rectified as soon as practicable.

13. Foxborough Wood

The Committee considered a report on a meeting with the owners of Hartley Court Cottage on 7th November 2008. The Committee was informed that the surveyor would be undertaking additional survey work on 17th December 2008 as authorised by the Council on 10th November 2008 and that a meeting would be held with the owners of Hartley Court Cottage and the surveyors on that date.

RESOLVED: That, the report be noted.

14. Gorsewood Road

The Committee noted that the public footpath was swept once a month by Sevenoaks District Council, but some doubt was expressed as to whether the sweeping extended along the entire length of the tarmac path.

The Committee noted that street light columns IGAW001, IGAW002, IGAW003 and IGAW004 located on the public right of way SD 295 and DR 213A were the responsibility of Kent Highway Services. There was still some doubt which authority was responsible for the maintenance of the bulkhead light in the subway.

The Committee noted that Sevenoaks District Council had been requested to remove the graffiti from the walls in the subway.

RESOLVED: That, (1) report be noted, (2) enquiries be made with Sevenoaks District Council to establish the extent of path sweeping along SD 295, (3) further enquiries be made with Kent Highway Services to establish responsibility for the maintenance of the defective bulkhead light in the subway and, (4) the removal of graffiti from the walls of the subway be pursued with Sevenoaks District Council.

15. Date of next meeting

Tuesday 27th January 2009 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

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	276.79	575.00	692.73	-140.94
6 Open Spaces	1,870.00	999.00	25,700.00	13,370.97	11,458.03
7 Manor Field Pavilion	1,500.00	1,638.00	7,850.00	6,624.48	1,363.52
NET TOTAL	3,670.00	2,913.79	34,125.00	20,688.18	12,680.61
Total for ALL Cost Centres		115,007.24		95,847.95	
V.A.T.		4,695.84		5,943.43	
GROSS TOTAL		119,703.08		101,791.38	