

HARTLEY PARISH COUNCIL

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

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27th November 2008

Dear Councillor

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Thursday 4th December 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 16th October 2008 as a correct record. (Annexed).

4. Financial Report

(BLUE)

To consider a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 27th November 2008. (Annexed).

Background document

Net financial position as at 28th November 2008

5. Pavilion

(a) At the previous meeting of the Amenities and Open Spaces Committee a review of the hourly hire charge for the Pavilion was deferred to the next meeting. The Committee is requested to reconsider this matter. At the last meeting Members were circulated with the All Saints Church Centre hiring fees for 2009 as a comparison.

Background documents

All Saints Church Centre Hiring Fees 2009

(b) *To consider a proposal to re paint the outside of the container.*

6. Manor Field

(a) Meter cupboard

To receive a verbal report on a meeting with EDF held on 4th December 2008 and to consider a course of action in respect of the relocation of the meter onto land owned by the Council in the Burial Ground.

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

[Letter dated 3rd June 2008 to EDF Energy](#)

[Letter dated 8th July 2008 to EDF Energy](#)

(b) To consider a quotation from Mr Westwood for the sum of £200 to level an area of land between the outfield and the new Burial Ground to prepare the ground in readiness for mowing, remove several Elder trees and one Sycamore tree, and cut back a number of low hanging branches.

Background document

E mail dated 15th October 2008 from Mr Westwood

(c) To consider a report on a meeting with Kick Kent held on 24th October 2008.
(ORANGE)

Background document

[Report on meeting with Kick Kent 24th October 2008](#)

7. Hartley Wood

(a) Tree planting

(PINK)

At the meeting of the Amenities and Open Spaces Committee held on 4th August it was resolved that

'(1) expenditure up to 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 the 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'.

The new trees have been ordered from the North West Kent Countryside Partnership.

At the previous meeting of the Amenities and Open Spaces Committee it was reported that the householder at Pippins, Gorsewood Road had agreed to assist with the planting. Network Rail has confirmed they are unable to provide any financial contribution towards the planting, but has volunteered to provide labour to assist with the planting. However Network Rail has provided some general advice about planting next to railway property.

The Committee is requested to receive and note the report, and consider advice received from Network Rail.

Background document

E mail dated 18th November 2008 from Network Rail

E mail dated 18th November 2008 from HPC to Network Rail

E mail dated 31st October 2008 from HPC to Network Rail

[Letter dated 14th October 2008 from HPC to Network Rail](#)

(b) Motorbikes – Beechlands Close

At the previous meeting of the Amenities and Open Spaces Committee the agreement between the developer of Beechlands Close and the Highway Authority was examined and it was resolved that, “*further work be undertaken to establish the boundary of highway land at the end of Beechlands Close in advance of the preparation of a scheme for the installation of a motorbike inhibitor and fencing for submission to Kent Highway Services for comment.*”

The Committee is requested to give this matter further consideration.

Background documents

E mail dated 21st May 2008 from Clerk Longfield & New Barn PC

E mail dated 5th June 2008 from PROW

E mail dated 23rd June 2008 to KHS

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

(GREEN)

The Committee is requested to consider an e mail dated 4th November 2008 from a resident explaining that motorbikes continue to be a problem in Hartley Wood and suggesting that the Council may wish to consider installing a fence and a kissing gate to the east of the subway.

Background document

E mail dated 4th November 2008 from resident

(d) Demarcation of title no K888102

(WHITE)

The Committee is requested to note that trees have been marked with yellow paint and a number of posts erected in Hartley Wood. It would appear the markings have been placed in the woods to identify the boundaries of title number K888102, which is a plot of land located to the east of Beechlands Close. The landowners have been contacted to enquire whether they carried out the work and if so, to establish what their intentions may be.

The Committee is requested to note the report, consider any response received from the landowners and consider what form of action, if any, the Council should take.

Background documents

Title plan K888102

Letter dated 18th November 2008 from HPC to landowners

8. Gorse Wood

At a meeting of the Amenities and Open Spaces Committee held on 4th August 2008 it was noted that quotations had been sought for the provision of fencing and kissing gates at the two entrances to Gorse Wood off Gorsewood Road. Quotations had been invited from six companies, but only two quotations were returned. Four companies declined to return quotations.

Additional quotations were sought from seven companies for a slightly revised specification. The Committee is requested to consider any quotations received.

9. Billings Hill Shaw

(DARK BLUE)

To consider a request from a resident for the installation of a gate off the public right of way, SD301, to create a new access into Billings Hill Shaw.

[Background document](#)

E mail dated 20th November 2008

10. Hartley Green

At a meeting of the Finance & General Purposes Committee held on 5th November 2008 a letter from the local Guide Leader requesting permission to install a temporary raised flowerbed in celebration of the Centenary of Girl Guiding was considered. In addition the Girl Guides wished to plant a tree at an unspecified location. The Finance & General Purposes Committee requested further information and that the matter be referred to the Amenities and Open Spaces Committee.

The Committee is requested to consider the matter further, including any responses received.

[Background documents](#)

Letter dated 25th October 2008 from local Guide Leader

Letter dated 6th November 2008 from HPC to Guide Leader

11. Allotments

(RED)

At the last meeting of the Amenities & Open Spaces Committee a letter dated 30th July 2008 from a resident complaining about the encroachment of bramble onto her allotment and a section of missing fencing was considered. It was resolved that a meeting be arranged with the allotment holder to discuss matters further.

The Committee is requested to consider a report on the meeting and to consider a course of action.

[Background documents](#)

Letter dated 30th July 2008 from resident

[Report on meeting with allotment holder](#)

12. Playgrounds

(a) Woodland Avenue – playground refurbishment

To receive a verbal report on the online consultation in respect of the proposed refurbishment of Woodland Avenue playground.

[Background document](#)

[Woodland Avenue playground report](#)

(b) Quarterly Operational report

To consider the quarterly operational report on the Council's playgrounds undertaken by Ms M Cook on 19th November 2008.

[Background document](#)

[Quarterly operational report – 19th November 2008](#)

13. Foxborough Wood

(YELLOW)

To consider a report on a meeting with the landowners of Hartley Court Cottage on 7th November 2008.

Background documents

[Report on meeting with the landowners of Hartley Court Cottage 7th November 2008](#)

14. Gorsewood Road

At the last meeting of the Amenities & Open Spaces Committee it was resolved that, “(1) the matter in relation to the mud on the footpath leading to the subway and the defective lighting be pursued with the County Councillor and Kent Highway Services and (2) Sevenoaks District Council be asked to remove the graffiti from the walls of the subway”.

The Parish Council has been advised that the footpath is swept once a month by Sevenoaks District Council.

Kent Highway Services has confirmed it is responsible for the column light/s, (numbers IGAW 001, IGAW002 and IGAW003), on the public right of way and the bulkhead light, (number IGAW004), in the subway and that orders to inspect the lights have been raised on the monthly Parish spreadsheets.

Sevenoaks District Council has been requested to remove the graffiti from the walls of the subway.

The Committee is requested to note the report.

Background documents

E mail dated 6th November 2008 from Direct Services, SDC re footpath sweeping

E mail dated 23rd October 2008 to KHS re lighting and footpath condition

E mail dated 23rd October to SDC re graffiti

E mail dated 20th November 2008 from KHS

15. 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 16th October 2008 **(WHITE)**
2. Financial report as at 27th November 2008 indicating the net position of the allotments, open spaces and Manor Field Pavilion. **(BLUE)**
3. Report on meeting with Kick Kent on 24th October 2008 **(ORANGE)**
4. E mail dated 18th November 2008 from Network Rail **(PINK)**
5. E mail dated 4th November 2008 from local resident in respect of motorbikes in Hartley Wood **(GREEN)**
6. Title plan K888102 **(WHITE)**
7. Index map plan of Hartley Wood **(WHITE)**
8. E mail dated 20th November 2008 from a resident re Billings Hill Shaw **(DARK BLUE)**
9. Report on meeting with allotment holder **(RED)**
10. Report on meeting with landowners of Hartley Court Cottage on 7th November 2008 **(YELLOW)**

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

