

## HARTLEY PARISH COUNCIL

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20<sup>th</sup> January 2009

Dear Councillor

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Tuesday 27<sup>th</sup> January 2009** commencing at **7.30 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

**Julie Hoad**  
**Proper Officer**

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### 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 4<sup>th</sup> December 2008 as a correct record. (Annexed).

**4. Cricket at Manor Field**

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

(b) To consider the fees for the use of the ground and the Pavilion by the New Ash Green and Hartley CC for the 2009 season. The fee charged for the 2007 and 2008 season was £900 per season, which was invoiced in three equal instalments in May, July and September.

**5. Cricket at Longfield Hill**

To receive a report from Meopham Cricket Club.

**6. Football at Manor Field**

To receive a report from Hartley De Sales FC.

**7. Financial Report**

**(BLUE)**

To consider a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 20<sup>th</sup> January 2009. (Annexed).

Background document

*Net financial position as at 20<sup>th</sup> January 2009*

## 8. Pavilion

(a) At the previous meeting of the Amenities and Open Spaces Committee it was 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. This was approved by the Council at its meeting held on 8<sup>th</sup> December 2008. The approved recommendation omitted to include that the increase in fees would be effective from 1<sup>st</sup> April 2009.

The Committee is requested to consider this matter and to recommend that the increase in the hourly charge for the hire of the Pavilion be effective from 1<sup>st</sup> April 2009.

(b) To consider the purchase of additional shelving for the storage of the Council's archive documentation in the Pavilion.

## 9. Manor Field

### (a) Meter cupboard

To consider a quotation for the sum of £547 plus VAT from EDF Energy to joint the existing mains supply to Pavilion on land owned by the Council at the rear of the pond and run a new supply to a steel service cabinet located in Hartley Burial Ground.

To consider quotations, if available, for the provision of a new steel service container on a concrete base including all necessary ducting and to undertake electrical works to realign the electrical supply to the Pavilion and relocate the existing trip box.

Messrs H F & J H Glover have confirmed they had no objection to the meter cupboard, currently sited on their 20 foot wide strip of land, being re-sited onto land owned by the Council in Hartley Burial Ground, provided the work is carried out properly, which includes the preparation and completion of an easement allowing the electric cable to cross their land. Messrs H F & J H Glover request the easement is completed before the work is carried out.

#### 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*

*Letter dated 22nd December 2008 to Messrs H F & J H Glover*

*Letter dated 14th January 2009 from Messrs H F & J H Glover*

### (b) Grass cutting

To agree the grass cutting regime of three cuts per year on the orchard and fringe area between the playing field and Foxborough Wood.

### (c) Storage container – painting

To consider any quotations received for re painting the container.

(d) Storage container – football posts

To consider relocating the brackets in the container used for the storage of the football posts during the closed season. Currently the brackets are too high for easy access.

## 10. Hartley Wood

(a) Motorbikes – Beechlands Close

The Committee is requested to consider any response received from Kent Highway Services in respect of an enquiry to install a motorbike inhibitor and fencing on highway land at the end of Beechlands Close.

Background documents

*Letter dated 27<sup>th</sup> November 2008 to KHS*

(b) Demarcation of title no K888102

At the previous meeting of the Amenities and Open Spaces Committee it was reported that that trees had been marked with yellow paint and a number of posts erected in Hartley Wood and that it appeared the markings had been placed to identify the boundaries of title number K888102, a plot of woodland to the east of Beechlands Close.

The landowners have confirmed that the boundary marker posts around the land were installed to define the correct position of boundaries as it had not previously been clear on the ground.

Background documents

*Title plan K888102*

*Letter dated 18<sup>th</sup> November 2008 from HPC to landowners*

*Letter dated 11<sup>th</sup> December from one of the landowners of title no K888102*

## 11. Billings Hill Shaw

(YELLOW)

(a) New entrance

At the previous meeting of the Amenities and Open Spaces Committee it was resolved that a site meeting be arranged 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.

The Committee is requested to consider a report on the site meeting held on 16<sup>th</sup> December 2008 with Cllrs Harris and Mrs Oxtoby, and the Clerk. (Annexed).

Background document

*E mail dated 20th November 2008*

*Report on site meeting held on 16th December 2008*

(b) Bench

To consider the provision of a bench on Billings Hill Shaw.

## 12. Hartley Green

At a meeting of the Finance & General Purposes Committee held on 5<sup>th</sup> 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 any response received.

Background documents

*Letter dated 25<sup>th</sup> October 2008 from local Guide Leader*

*Letter dated 6<sup>th</sup> November 2008 from HPC to Guide Leader*

### **13. Playgrounds**

#### **(a) Woodland Avenue – playground refurbishment**

**(WHITE)**

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

*Background document*

*Woodland Avenue playground report*

#### **(b) Quarterly Operational report**

**(PINK)**

To receive a report on the action taken to attend to matters raised in the quarterly operational report on the Council's playgrounds undertaken by Ms M Cook on 19<sup>th</sup> November 2008. (Annexed).

*Background document*

*Quarterly operational report – 19th November 2008*

*Report on the action from the quarterly report*

### **14. Foxborough Wood**

**(GREEN)**

To consider progress to identify the boundaries of the Council owned plot of land in Foxborough Wood. (Annexed).

*Background documents*

*Report on meeting with the landowners of Hartley Court Cottage 7th November 2008*

*Report on additional survey work undertaken on 15th December 2008*

### **15. Rectory Meadow**

To consider quotations, if available, for grass cutting at Rectory Meadow throughout 2009.

### **16. Gorsewood Road**

At a meeting of the Amenities & Open Spaces Committee held on 16<sup>th</sup> October 2008 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 and that the footpath is swept to the top of the steps leading to the subway. The road sweeper has agreed to extend the sweep, down the steps and through the subway.

At the previous meeting it was reported that Kent Highway Services had confirmed it was responsible for the maintenance of the column light/s, (numbers IGAW 001, IGAW002, IGAW003 and IGAW004), located on the public right of way SD 295 and DR 213A. Kent Highway Service is responsible for the maintenance of the bulkhead located in the subway and has confirmed the light is now functioning.

Sevenoaks District Council has advised there is a 12 week waiting list for the removal of graffiti. The matter was reported on 23<sup>rd</sup> October 2008.

The Committee is requested to note the report.

*Background documents*

*E mail dated 8<sup>th</sup> January 2009 from KHS*

*E mail dated 15<sup>th</sup> December 2008 from KHS re bulkhead light*

*E mail dated 10<sup>th</sup> December 2008 from SDC re graffiti*

*E mail dated 6<sup>th</sup> November 2008 from Direct Services, SDC re footpath sweeping*

*E mail dated 23<sup>rd</sup> October 2008 to KHS re lighting and footpath condition*

*E mail dated 23<sup>rd</sup> October to SDC re graffiti*

*E mail dated 20<sup>th</sup> November 2008 from KHS*

## **17. Noticeboards**

To consider a quotation for the total sum of £120 from Mr G Glidewell to recover the noticeboards at Longfield Hill and Manor Field with new perspex.

## **18. Allotments**

**(ORANGE)**

To consider letters dated 27<sup>th</sup> December 2008 and 11<sup>th</sup> January 2009 from a resident complaining about the removal of bramble from the corner of the allotments. The Committee is reminded that the removal of the bramble was approved at the previous meeting in response to a complaint received from an allotment holder. (Annexed).

### Background document

*Letter dated 27th December 2008 from a resident*

*Letter dated 7th January 2009 from the Clerk*

*Letter dated 11th January 2009 from a resident*

*Letter dated 16th January 2009 from the Clerk*

## **19. Hoselands Hill verge**

Last summer bee orchids appeared on the grass verge on Hoselands Hill, Ash Road opposite the junction to the Bramblefield Estate. The Kent Wildlife Trust was informed and the Highway Authority was asked to refrain from cutting the grass verge until such time as the orchids had seeded. As a result only a 1 metre wide strip was cut immediately adjacent to the highway to ensure sight lines could be maintained. However mid way through the season the verge was cut before the orchids had seeded.

The Committee is requested to consider making an approach the Kent Wildlife Trust for the verge to be designated as a Road Side Nature Reserve to enable a grassing cutting regime to be adopted to accommodate the bee orchids.

## **20. 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 4<sup>th</sup> December 2008 **(WHITE)**
2. Financial report as at 20<sup>th</sup> January 2009 indicating the net position of the allotments, open spaces and Manor Field Pavilion. **(BLUE)**
3. Report on site meeting held at Billings Hill Shaw on 16<sup>th</sup> December 2008 **(YELLOW)**
4. Response received from online consultation in respect of the proposed refurbishment of Woodland Avenue. **(WHITE)**
5. Report on action taken to attend to matters raised in quarterly operational report on Council's playgrounds. **(PINK)**
6. Report on additional survey work undertaken on 15<sup>th</sup> December 2008 at Foxborough Wood **(GREEN)**
7. Letters dated 27<sup>th</sup> December 2008 and 11<sup>th</sup> January 2009 from a resident re allotments **(ORANGE)**

#### 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

