

HARTLEY PARISH COUNCIL

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

Tel/fax: 01474 709441

E mail: mail@hartleyparishcouncil.org.uk

15th April 2009

Dear Councillor

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Tuesday 21st April 2009** 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 5th March 2009 as a correct record. (Annexed).

4. Cricket at Manor Field

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

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 15th April 2009. (Annexed).

Background document

Net financial position as at 15th April 2009

8. Pavilion

(a) Repairs to lighting

To confirm the Clerk's action to make arrangements for repairs to be undertaken to 1 no. emergency light located in the ladies toilet at a cost of £85.00.

(b) Fixed wiring 5 year test

To consider a quotation for the sum of £140 from Hartley Electrician to undertake a 5 year fixed wiring test and periodic inspection report in accordance with the 17th edition IEE wiring regulations; BS 7671.

(c) Storage container

To consider quotations in respect of the repainting of the storage container using a one coat application.

(d) Breast Cancer Walk

The Pavilion has been booked on 3rd May 2009 for 5 hours for a charity walk in aid of Breast Cancer. Last year the Parish Council agreed to waive the hire cost of the Pavilion for the event.

The organisers have asked whether the Parish Council would consider waiving the hire costs of the Pavilion for the 2009 event.

(e) Kick Kent

Kick Kent has booked the Pavilion and the use of the training pitch at Manor Field for a football course to be held on 8th and 9th April for 3½ hours per session, 7 hours in total. The Council resolved at a meeting held on 8th December 2008 to make a charge of £25 per 2 hour session for use of one football pitch and the Pavilion. The Committee is requested to consider how much Kick Kent should be charged to use the facilities on 8th and 9th April 2009.

(f) Vinyl floor

To consider advice from the cleaner at the Pavilion who recommends that the vinyl floor in the corridors, kitchens and toilets would benefit from stripping and resealing. A quotation for the work has been submitted for the Committee's attention.

9. Manor Field

(a) Meter cupboard

(RED)

To consider a progress report on the creation of an easement to allow the electricity cable to pass under land owned by Messrs H F & J H Glover on the southern boundary of Manor Field, in advance of works to relocate the electricity meter and housing in the Burial Ground.

Background documents

Letter dated 23rd March 2009 from Messrs H F & J H Glover

Letter dated 25th March 2009 from HPC to Messrs H F & J H Glover

Report on creation of an easement

(b) Athletics training

At the previous meeting of the Amenities and Open Spaces Committee it was resolved that,

“(1) Dartford Harriers be approached for their views on how Manor Field could be enhanced to provide athletic training facilities and whether, as a club, they would be interested in utilising Manor Field for such purposes and,

(2) examples of trim trail equipment be circulated to Members of the Committee and included on the agenda of the next meeting for discussion.”

To consider any response from Dartford Harriers regarding the use of Manor Field for athletics training and to consider the provision of trim trail equipment on Manor Field, including the adoption of an appropriate grass cutting regime to accommodate any equipment.

10. Hartley Wood

(CREAM)

(a) Motorbikes – Beechlands Close

At the meetings of the Amenities and Open Spaces Committee held on 5th March 2009 and 27th January 2009 it was reported that Kent Highway Services had confirmed verbally it would send a written response to the Council's enquiry about the provision of a motorbike inhibitor and fencing on highway land at the end of Beechlands Close and said response was awaited.

To consider any response from Kent Highway Services on the Council's proposal to install a motorcycle barrier and fencing on highway land at the end of Beechlands Close.

Background documents

Letter dated 27th November 2008 to KHS

(b) Foul drains

The Environmental Health Department have been informed of the recent waste discharge in Hartley Wood as the result of a blocked drain and that the Environmental Health Department would be taking the matter up with Thames Water.

To consider a report on the outcome of discussions between the Environmental Health Department and Thames Water.

Background document

Letter dated 24th February 2009 from HPC to Thames Water

(c) To consider an arboricultural survey undertaken by Quaife Woodlands on land owned by Hartley Parish Council in Hartley Wood. (Annexed).

11. Billings Hill Shaw

(a) New entrance

To consider quotations in respect of the provision of a "rambler" style gate to create a new access in the south west corner of Billings Hill Shaw.

Background document

E mail dated 20th November 2008

Report on site meeting held on 16th December 2008

Letters dated 9th February 2009 to residents of BHS

(b) Trees

The grass cutting contractor has advised that the branches of trees located in Billings Hill Shaw are obstructing his grass cutting machines and has provided the Council with a quotation for the sum of £260 to cut back the low level branches to enable his machines to get closer to the trees. Mr Westwood has informed the Council that a similar problem exists at Chantry Avenue and to a lesser extent at Woodland Avenue. He has confirmed that the aforementioned quotation makes provision for one day's labour and that he would be willing to transfer his workforce to Chantry Avenue to remove as many low level branches as time would allow.

Alternatively he has provided a fixed price quotation to undertake treework at Billings Hill Shaw, Chantry Avenue and Woodland Avenue for the Committee's consideration. If the Committee wished to pursue this matter alternative quotations would be required.

12. 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 any response received.

Background documents

Letter dated 25th October 2008 from local Guide Leader

Letter dated 6th November 2008 from HPC to Guide Leader

13. Playgrounds

To receive a report from the sub committee established to investigate the feasibility and funding opportunities to provide new play equipment at Woodland Avenue.

14. Foxborough Wood

(a) The Committee is requested to note that the owners of Hartley Court have been contacted on three occasions advising of the alleged encroachment from Hartley Court onto land owned by the Council in Foxborough Wood. The owners of Hartley Court have been informed that the Council wishes to resolve the matter amicably, suggesting a site meeting be arranged. To date no response has been received.

The Committee is requested to consider how it wishes to take the matter forward.

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

Letter dated 13th February 2009 to owners of Hartley Court

Letter dated 13th February 2009 to Messrs H F & J H Glover

(b) To consider quotations in respect of the provision of new fencing on the line of the agreed boundary between The Court Cottage and land owned by the Council in Foxborough Wood.

15. Allotments

(a) Rules and regulations

At the previous meeting of the Amenities and Open Spaces Committee it was resolved that information on a model allotment tenancy agreement be circulated in advance of a review of the Council's rules and regulations relating to its allotments at Woodland Avenue. The Committee had considered a review necessary in order to define responsibilities for maintenance of the borders surrounding each allotment plot.

The Committee is requested to consider draft amendments to the Council's rules and regulations (Annexed).

Background document

Rules relating to the allotments

(b) Taps

Due to a leak on one of the four taps located at the allotments, arrangements have been made for its replacement. During a visit from the Water Board last year, it was recommended that the Council should replace the taps with built-in non return check valves. As work was being carried out in the allotments to replace one tap it was considered prudent to make arrangements for the other three taps to be replaced.

To confirm the Clerk's action to replace four taps with non return check valves at a cost of approximately £30.

16. 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 5th March 2009. **(WHITE)**
2. Financial report as at 15th April 2009 indicating the net position of the allotments, open spaces and Manor Field Pavilion. **(BLUE)**
3. Report on creation of an easement **(RED)**
4. Arboricultural Survey undertaken by Quaife Woodlands in April 2009 **(CREAM)**

Committee Membership

Cllr Barnett
Cllr Gaywood (ex officio)
Cllr Granger
Cllr Sewell

Cllr Mrs P Cole
Cllr Graeme
Cllr Mrs Oxtoby