

**MINUTES OF THE MEETING OF THE AMENITIES AND OPEN SPACES COMMITTEE
HELD ON 21st APRIL 2009 AT 7.30 p.m. AT HARTLEY LIBRARY, ASH ROAD**

Present: Cllr Mr A Barnett (Chairman)
Cllr Mrs P Cole
Cllr Mrs A Oxtoby

In Attendance: Mrs J Hoad (Clerk)
Mr M Quantrill (New Ash Green & Hartley CC)
Mr T Wade (Meopham CC)
2 members of the public

1. Apologies for absence

Apologies for absence had been received from Cllr Mr J Gaywood, Cllr Mr D Graeme, Cllr Mr S Granger and Mr G Flint (Hartley De Sales FC).

2. Declaration of Interests

Cllr Mr A Barnett declared a personal and prejudicial interest under minute item 15 (a) and (b) in respect of the allotments, as he was an allotment holder. As the number of members present at the meeting fell below the quorum required for a committee, (Standing Order 50), the items of business relating to the allotments were deferred to the next meeting.

3. Minutes of previous meetings

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 5th March 2009 be approved and signed by the Chairman as a correct record.

4. Cricket at Manor Field

Mr Quantrill reported on the membership and activities of New Ash Green & Hartley CC. After much change within the club he explained that some stability had returned and anticipated membership would remain at its current numbers for the foreseeable future.

He confirmed a planning application for the installation of a practice net had been submitted to Sevenoaks District Council and that the Parish Council had been provided with a copy of the application and accompanying drawings. The position of the practice net had been agreed with Members of the Amenities and Open Spaces Committee and would require the relocation of the bench to a new position to be agreed by the Committee. This work would be undertaken by the cricket club in conjunction with the construction work for the practice net. It was hoped the practice net would be installed for use during the current season.

It was confirmed that spraying for the control of worms on the outfield and the cricket square had been completed on 20th April 2009 and the outfield had been rolled on 21st April 2009.

Mr Quantrill left the meeting at 7.45 p.m.

5. Cricket at Longfield Hill

Mr T Wade reported on the cricket fixtures at Longfield Hill for the forthcoming season, which included 21 junior fixtures plus U 11 fixtures and 50% of the Sunday 3rd team fixtures. Work continued on the ground to improve the cricket square and extend the outfield.

It was confirmed that spraying for the control of worms on the outfield and the cricket square had been completed on 20th April 2009.

It was reported that the grass cutting had commenced sufficiently early to avoid the problem associated with lying grass clippings.

Mr Wade reported that the padlock securing the gate at Longfield Hill had become seized and was no longer able to be locked. Furthermore the welding work to prevent the gate from being lifted off its hinges had not been carried out. He reported evidence of tyre tracks on the outfield and the cricket square, which could have been from the contractors employed to carry out the worm control or from joy-riders.

Mr Wade explained that the cricket club was investigating the provision of a generator to provide electricity in the container rather than the provision of a permanent supply.

RESOLVED: That,

(1) arrangements be made for replacing the defective padlock and

(2) the welders employed to undertake work to prevent the gate from being lifted off its hinges be contacted to ask for the work to be carried out as soon as possible.

6. Football at Manor Field

There was no report from Hartley De Sales FC.

After the meeting Mr Flint apologised for his absence and reported that the pitches had been maintained in excellent condition throughout the season. He thanked the Council for its efforts and confirmed Hartley De Sales FC would require the same number of pitches next season.

7. Financial Report

The Committee examined a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 15th April 2009.

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

8. Pavilion

(a) Repairs to lighting

The Clerk reported repairs had been undertaken in the Pavilion to replace 1 no emergency light in the ladies toilet at a cost of £85.00.

RESOLVED: That, the Clerk's actions be confirmed and the expenditure of £85.00 to replace a defective emergency light in the Pavilion be authorised.

(b) Fixed wiring test

The Committee considered a quotation to undertake a fixed wiring test in the Pavilion.

RESOLVED: That, the quotation for the sum of £140 from Hartley Electrician to undertake a 5 year fixed wiring test and periodic inspection in accordance with the 17th edition IEE wiring regulations: BS 7671 be accepted.

(c) Storage container

The Committee examined two quotations to supply and paint the container storage using Icosit 6630 as manufactured by Sika and to apply a coat of anti graffiti paint, as set out below. A third contractor had declined to submit a quotation.

Contractor	Container	Graffiti protection
Kevin Abraham	£460 (2 no coats)* *Following advice from the paint manufacturer, Sika, the contractor recommended the application of 2 no coats of Icosit 6630	£325 (1 no coat Johnstone's Anti graffiti coating)

New Barn Painting and Decorating services	£1,135.65 (1 no coat)	£1,774.90 (2 no coats Torfliffe anti graffiti coating)
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RESOLVED: That, the quotation for the sum of £460 from Kevin Abraham for the supply and application of 2 no coats of Icosit 6630, as manufactured by Sika, colour to match existing, to the storage container be accepted.

(d) Breast Cancer Walk

The Committee considered a request from the organisers of charity walk in aid of Breast Cancer on 3rd May 2009 to waive the charges on the hire costs of the Pavilion. The Pavilion had been booked for a period of 5 hours.

RESOLVED: That, the hire charges for the use of the Pavilion on 3rd May 2009 by organisers of a charity walk in aid of Breast Cancer be waived.

(e) Kick Kent

The Committee was informed that Kick Kent had booked and used the Pavilion and the training pitch to host a football course on 8th and 9th April 2009 for 2 x 3½ hour sessions, 7 hours in total. The Council had 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.

RECOMMENDED: That, Kick Kent be charged £85 for the hire of the Pavilion and use of the training pitch on 8th and 9th April 2009 for a total of 7 hours.

(f) Vinyl floor

The Committee considered advice from the cleaner at the Pavilion recommending that the vinyl floors in the corridors, kitchens and toilets should be stripped and resealed. The Committee noted that no maintenance had been carried out to the vinyl flooring since the Pavilion had been constructed in the early 1990's and agreed this treatment would make it easier to maintain and improve its appearance. The cleaner had submitted a quotation of £150 to supply the necessary materials and undertake the work.

RESOLVED: That,

(1) the quotation for the total sum of £150 from Mr D Cunningham to strip off the old polish and take back the vinyl to its original condition, clean off and polish using 3 no coats of Eturnum non-slip polish to all the vinyl floor coverings in the Pavilion be accepted and,

(2) advice be sought from Mr Cunningham on the treatment of the wood block floor in the hall at the Pavilion, including costings.

9. Manor Field

(a) Meter Cupboard

The Committee considered a report on progress to create an easement allowing 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 housing in the Burial Ground.

The Committee was advised that an application for a Lawful Development Certificate in respect of the construction works should be determined by 14th May 2009.

RESOLVED: That, the outcome of the application for a Lawful Development Certificate in respect of the construction works for the electricity meter cupboard be awaited.

(b) Athletics training

The Committee was informed that the use of Manor Field for athletic training purposes by Dartford Harriers could be of interest to the club's middle or long distance runners.

The Committee considered various items of trim trail equipment produced by a number of different suppliers. The Committee felt that if the proposal to install a trim trail at Manor Field was acceptable to the Council, the scheme could initially make provision for upto four items of equipment with a view to increasing the number of items of equipment at sometime in the future, as funds allowed. The Committee considered various options regarding the grass cutting regime that could be adopted in and around the items of trim trial equipment. Further investigation would need to be undertaken in respect of any requirements to obtain planning permission for the installation of trim trail equipment, and on-going maintenance and inspection costs.

RESOLVED: That, a draft plan showing the position and type of trim trail equipment, including costings, be prepared and circulated to Committee members for comment.

10. Hartley Wood

(a) Motorbikes – Beechlands Close

At meetings of the Committee held on 5th March 2009 and 27th January 2009 it had been 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. It was reported that no response had been received.

RESOLVED: That, the matter be pursued.

(b) Foul drains

The Committee was informed that the Environmental Health Department at Sevenoaks District Council had taken the matter up with Thames Water in respect of the recent discharge of waste in Hartley Wood. The Environmental Health Department had altered its initial advice given to the Parish Council stating that it was the responsibility of Thames Water to clear up any discharge and not the landowner's responsibility.

It was reported that on two occasions since the recent discharge in Hartley Wood, operatives had attended the site to conduct a TV drainage survey of the foul drain.

RESOLVED: That, Thames Water be pursued for a response to the Council's letter of 24th February 2009.

(c) Arboricultural survey

The Committee examined an arboricultural survey of the trees located on land owned by the Parish Council in Hartley Wood undertaken by Quaife Woodlands during April 2009. The report recommended works to four trees, three of which were to be felled to the ground.

RESOLVED: That, quotations be invited for work to be carried out to four trees as recommended in the April 2009 arboricultural survey undertaken by Quaife Woodlands.

11. Billings Hill Shaw

(a) New entrance

The Committee was advised that one quotation had been received in respect of the supply and installation of a "Rambler" style gate in the corner of Billings Hill Shaw and that two further quotations were awaited from fencing contractors.

RESOLVED: That, the two fencing contractors invited to submit a quotation be asked whether they intend to return a quotation in respect of the works and in the

event they declined the invitation to submit a quotation, alternative quotations be sought.

(b) Trees

The Committee was informed of a problem associated with low level branches at Billings Hills Shaw which was preventing the grass cutting contractor from getting his machinery close to the trees. The Committee considered a quotation to cut back the branches causing the obstruction. The grass cutting contractor had advised that a similar problem existed at Chantry Avenue and to a lesser extent at Woodland Avenue. He confirmed that the aforementioned quotation made 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.

The Committee was advised that he had submitted a fixed price quotation to cut back low level branches from trees at all three locations; Billings Hill Shaw, Chantry Avenue and Woodland Avenue, but the Committee was informed that this quotation would take them over the financial limits prescribed in the Council's Financial Regulations in respect of the acceptance of one quotation and that alternative quotations would be required.

RESOLVED: That, the quotation for the sum of £260 plus VAT from Mr Westwood to cut back low level branches from trees at Billings Hill Shaw and, if possible, at Chantry Avenue and Woodland Avenue be accepted.

12. Hartley Green

There was no further information available from the guide leader in respect of the request to install a temporary flower bed at Hartley Green in celebration of the Centenary of Girl Guiding.

RESOLVED: That, the matter be deferred.

13. Playgrounds

Quarterly Operational Inspection

The Committee considered a verbal report from the sub committee established to investigate the feasibility of refurbishing the playground at Woodland Avenue. The sub committee had visited playgrounds at The Oval in New Barn, Darenth Estate at the rear of Darenth Valley Hospital and Bluewater.

The funding officer at Kent County Council was willing to meet with members of the sub committee and a meeting would be arranged in the near future.

RESOLVED: That, the report be noted.

14. Foxborough Wood

(a) The Committee was informed of efforts to contact the owners of Hartley Court in respect of the alleged encroachment from Hartley Court onto land owned by the Council in Foxborough Wood. The owners of Hartley Court had been informed that the Council wishes to resolve the matter amicably, suggesting a site meeting be arranged. Since last year three letters had been written to the owners of Hartley Court, but no response had been received.

RESOLVED: That, the Clerk endeavour to contact the owners of Hartley Court by telephone with a view to arranging a meeting to discuss the alleged encroachment onto land owned by the Council in Foxborough Wood.

(b) The Committee was informed that one quotation had been received in respect of provision of fence between The Court Cottage and land owned by the Council in Foxborough Wood. Two alternative quotations from fencing contractors were awaited.

RESOLVED: That, the matter be deferred.

15. Allotments

Due to Cllr Barnett's declaration of a personal and prejudicial interest in respect matters relating to the allotments, the Committee was not able to consider the items of business contained on the agenda, as the number of members present at the meeting had fallen below the quorum required for a committee, (Standing Order 50),

16. Date of next meeting

Tuesday 16th June 2009 at 7.30 p.m. in Hartley Library.

The meeting closed at 9.00 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	450.00	-	725.00	-	275.00
6 Open Spaces	2,590.00	-	26,050.00	-	23,460.00
7 Manor Field Pavilion	2,000.00	61.50	8,900.00	-	6,961.00
NET TOTAL	5,040.00	61.50	35,675.00	-	30,696.50
Total for ALL Cost Centres		393.50		6.86	
V.A.T.		-		-	
GROSS TOTAL		393.50		6.86	