

HARTLEY PARISH COUNCIL

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

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10th June 2009

Dear Councillor

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Tuesday 16th June 2009** commencing at **7.30 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

Julie Hoad
Proper Officer

AGENDA

Apologies

To receive apologies for absence.

1. Election of Chairman

To elect a Chairman of the Amenities and Open Spaces Committee until the Annual meeting of the Council in May 2010.

2. Election of Vice Chairman

To elect a Vice Chairman of the Amenities and Open Spaces Committee until the Annual meeting of the Council in May 2010.

3. Declarations of Interests

To receive Members' declarations of interests.

4. Minutes

(WHITE)

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 21st April 2009 as a correct record. (Annexed).

5. Gorsewood Road

To receive a report on a meeting held on Tuesday 9th June 2009, with PC Andy Blackmore, the Crime Reduction and Architectural Liason Officer, West Kent, residents of Gorsewood Road and Members of the Parish Council, to discuss the problems being experienced by residents.

6. Parish Plan

(DARK BLUE)

To consider the draft parish plan relevant to the Amenities and Open Spaces Committee: pages 15 & 16, countryside & farming pages 32 – 35, and maintenance of open spaces pages 36 & 37. (Annexed).

7. Cricket at Manor Field

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

(b) To consider a request from the New Ash Green and Hartley CC for a key to the boiler cupboard in order to allow access to the programmer. The Pavilion has suffered of late from a number of interruptions to the power supply, which un-sets the programmer on the boiler serving the hot water to the showers.

8. Cricket at Longfield Hill

(DARK GREEN)

(a) To receive a report from Meopham Cricket Club.

(b) To consider a report on the presence of Japanese Knotweed along the boundary of the recreation ground next to Manor Farm.

9. Football at Manor Field

To receive a report from Hartley De Sales FC.

10. Terms of Reference

(CREAM)

To review the terms of reference of the Amenities and Open Spaces Committee approved by the Council at its Annual meeting held on 11th May 2009. (Annexed).

11. Financial Report

(BLUE)

To consider a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 10th June 2009. (Annexed).

Background document

Net financial position as at 10th June 2009

12. Pavilion

(a) Hall floor

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

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

Mr Cunningham has advised that the wood block floor in the hall should be stripped of old polish and cleaned before the application of three coats of Woodblock floor polish, and after drying the floor should be buffed with a buffing floor machine. Mr Cunningham has quoted a total sum of £150 to undertake the work.

(b) Sustainable Energy Fund

To receive and note notification of funding opportunities from E.ON Sustainable Energy Fund. Community groups, charities and not for profit organisations that benefit young people, elderly people or people in fuel poverty can apply for grants of upto £20,000 (90% of costs) to implement sustainable energy projects in community buildings. Joint proposals with local authorities will be considered although community organisations must lead the application.

Background document

E mail dated 19th May 2009 from SDC

(c) Stopcock repair

To confirm the Clerk's actions to make arrangements for repairs to be undertaken to the leaking stopcock in the kitchen at a cost of £90.00.

13. Manor Field

(a) Meter cupboard

(RED)

To receive and note the notification from Sevenoaks District Council that the proposed works to relocate the electricity meter and enclosure onto land owned by the Council in Hartley Burial Ground has been granted a lawful development certificate, (SE/09/00595/LDCPR). The proposed works fall within the provisions of 1995 General Permitted Order and therefore constitutes permitted development.

The Committee is reminded of previous advice provided by NALC which states that, provided the Parish Council has a right to relocate and replace the meter and create an easement, the Parish Council should instruct the District Valuer to obtain a valuation of the proposed legal easement and instruct a firm of solicitors, who specialise in conveyancing, to obtain an estimate of legal fees.

At a meeting of the Council held on 9th March 2009 it was resolved that,

“(1) the Council’s solicitor be instructed to negotiate with solicitors acting on behalf of Messrs H F & J H Glover to draft an agreement and agree a nominal fee in respect of the creation of the easement and,

(2) subject to (1) above, the Council will consider meeting the reasonable legal costs incurred by Messrs H F & J H Glover.”

The Martin Tolhurst Partnership has confirmed it would be able to undertake the legal work in respect of the creation of an easement and provided the negotiations do not become protracted, estimate their fees to be £500 plus VAT and minor disbursements, plus Land Registry fees of approximately £80.

Solicitors acting on behalf of Messrs H F & J H Glover have advised their fees would be between £500 to £750 plus VAT and any disbursements, and that they would require their fees to be met whether or not the matter completes. They are willing to cap their fees at £750 plus VAT at this stage. (Annexed).

The Committee is requested to consider the above report and agree a course of action.

Background documents

Notification from SDC valid on 19th March 2009

Letter dated 23rd March 2009 from MTP

Letter dated 21st May 2009 to solicitors acting on behalf of Messrs H F & J H Glover

Letter dated 1st June 2009 from Knocker & Foskett

(b) Athletics training/Trim trail

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

“a draft plan showing the position and type of trim trail equipment, including costings, be prepared and circulated to Committee for comment.”

The Committee is requested to consider the draft plan, as previously circulated to members.

(c) New beech hedge

To consider strimming the undergrowth around both sides of the new beech hedge, including the area behind the Pavilion and the application of a selective weedkiller to the area recently harrowed.

(d) Fertilizer

To consider a quotation to apply fertilizer to Manor Field.

(e) Fence repairs

To consider a quotation for the sum of £80.00 from T D Munday to repair the existing spile fence in the north east corner of Manor Field next to the kissing gate.

14. Hartley Wood

(a) Motorbikes – Beechlands Close

The engineer from Kent Highway Services has referred the matter to the County Council's Partnership Officer. Kent Highway Services has indicated that it would be extremely unlikely that it could fund the works as it would be deemed to be benefiting an individual by providing protection to private land.

The Committee is requested to receive and note the report.

Background documents

Letter dated 27th November 2008 to KHS

Email dated 18th May 2009 from KHS

(b) Foul drains

To consider an e mail dated 18th May 2009 from Thames Water advising of work to clear the foul drains in Springcroft and Beechlands Close:

Thames Water attended site on 15th February 2009 to clear a build up of fat and grease from the public sewer in Beechlands Close.

Investigations are on-going into the problems associated with the foul drain from Springcroft. A TV survey has established that the foul drain was blocked due to a build up of debris. Thames Water intends to undertake root cutting in the drain during week commencing 18th May 2009.

Background document

Letter dated 24th February 2009 from HPC to Thames Water

E mail dated 18th May 2009 from Thames Water.

(c) Arboricultural survey

At the previous meeting the Amenities and Open Spaces Committee considered an arboricultural survey on the land owned by the Parish Council in Hartley Wood. It was 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.”

Three contractors have been invited to submit quotations. The Committee is requested to consider any quotations received.

15. Billings Hill Shaw

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.

It was reported at the previous meeting that three quotations had been invited from fencing contractors, but only one quotation had been received. The contractors who had not responded were contacted to enquire whether they intended to provide a quotation. No response has been received and therefore it is unlikely they are interested in carrying out the work.

Quotations have been invited from two further fencing contractors, but to date no response has been received.

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

Letters dated 2nd February 2009, 17th March 2009 and 22nd May 2009 to fencing contractors

16. Chantry Avenue

Following concerns raised by a resident of Chantry Avenue a local tree surgeon was asked to inspect the three horse chestnut trees in the recreation ground. The tree surgeon reported that one of the horse chestnut trees had split approximately 1½ metres from the ground and additionally was splitting and shedding bark from the ground level to crown break. Furthermore bleeding was observed 1½ metres from ground level, indicating bleeding canker which is terminal in a tree of this species. The tree surgeon recommended the tree be removed and the stump ground out. The other two horse chestnut trees were found to be in sound condition.

Three quotations were invited, as set out below:

Austin Treework for the sum of £180 plus VAT

Down to Earth Trees Ltd for the sum of £297 plus VAT

Above the Canopy for the sum of £319.15 plus VAT

Due to the urgency of the work and pursuant to Financial Regulation 3.3 the quotation from Austin Treework for the total sum of £180 plus VAT was accepted

The Committee is requested to confirm the Clerk's actions.

17. Playgrounds

(WHITE)

(a) To consider an invitation to attend a play inspection training day being offered by Swanley Town Council to be held sometime between July to September, at a cost between £60 to £100.

(b) To consider a quarterly operation report undertaken by Ms Maria Cook of Craigdene Ltd on 28th May 2009 on the Council's three playgrounds. (Annexed).

Background documents

Quarterly operational report 28th May 2009

18. Woodland Avenue

To confirm the Clerk's actions to make arrangements for the area behind the play area to be cut back protruding branches and shrubbery which were causing a hazard.

19. Woodland Avenue playground refurbishment

(a) To receive an update on a meeting with the funding officer from Kent County Council held on 6th May 2009. (Annexed) **(GREEN)**

(b) To consider an e mail dated 28th May 2009 from SDC informing of government funding through the "Playbuilder" fund managed by Kent County Council. The District Council is asking for expressions of interests from town and parish councils wishing to improve or build a play area in their parish during the year April 2010 – March 2011. The funding is subject to a number of criteria, set out in the e mail. Due to the deadline for responses, the Clerk has registered an expression of interest in respect of the Woodland Avenue playground refurbishment. (Annexed) **(YELLOW)**

Background documents

Report on meeting with KCC's funding officer

E mail dated 28th May 2009 from Regeneration and Youth Manager, SDC

E mail dated 2nd June 2009 from Clerk to Regeneration and Youth Manager, SDC

20. Gorse Wood

To note that Austin Treework notified the Council of tree work to be undertaken to trees overhanging the rear boundary of the property known as The Malt House, Gorsewood Road from Gorse Wood and that in line with good arboricultural procedure the overhanging branches would be cut back to a suitable point on the trees. The householder would be paying for the work. The work was authorised by the Clerk and completed on 14th May 2009.

To confirm the Clerk's actions.

Background document

Letter dated 11th May 2009 from Austin Treework

21. Rectory Meadow

(a) To confirm the Clerk's action to make arrangements for the area around the entrance to Rectory Meadow from Banckside to be strimmed and cleared of nettle.

(b) To consider employing the services of the North West Kent Countryside Partnership (NWKCP) to undertake an additional days work to eradicate the bramble in the meadow. Last year the NWKCP charged £175 plus VAT for each days attendance at Rectory Meadow.

22. Foxborough Wood

(a) At the previous meeting of the Amenities and Open Spaces Committee it was reported that no response had been received to a number of letters written to the owners of Hartley Court and it was 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.”

The Committee is requested to consider an update.

Background documents

Letter dated 3rd July 2008 to owners of Hartley Court

Letter dated 13th August 2008 to owners of Hartley Court

Letter dated 13th February 2009 to owners of Hartley Court

Letter dated 13th March 2009 to owners of Hartley Court

(b) At the previous meeting of the Amenities and Open Spaces Committee it was reported that one quotation had been received in respect of the erection of a new boundary fence between The Court Cottage and land owned by the Council in Foxborough Wood and that two further quotations from fencing contractors were awaited. To date no response has been received. Two further quotations are being sought.

The Committee is requested to consider any quotations received.

Background documents

Letters dated 16th March 2009, 24th March 2009 and 26th May 2009 to fencing contractors

23. Dog bin

To consider a request from a member of the public for the installation of a dog bin at the entrance of Hartley Wood at the end of Gorsewood Road.

24. Allotments

(a) Rules and regulations

At the previous meeting of the Amenities and Open Spaces Committee the review of the rules and regulations relating to the allotments was deferred. The Committee had previously considered a review necessary in order to define responsibilities for maintenance of the borders surrounding each allotment plot.

The Committee is requested to review the Council's rules and regulations relating to the allotments. (Annexed) **(PINK)**

Background document

Rules relating to the allotments

(b) Taps

To confirm the Clerk's action to replace a leaking tap at the allotments at a cost of £8.60. The repair was undertaken by an allotment holder.

25. 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 21st April 2009. **(WHITE)**
2. Extract from draft parish plan, (pages 15, 16, 32, 33, 34, 35, 36 & 37) **(DARK BLUE)**
3. Report on the presence of Japanese Knotwood at Longfield Hill recreation ground **(DARK GREEN)**
4. Terms of reference of the Amenities & Open Spaces Committee **(CREAM)**
5. Financial report as at 10th June 2009 indicating the net position of the allotments, open spaces and Manor Field Pavilion. **(BLUE)**
6. Letter dated 1st June 2009 from Knocker & Foskett **(RED)**
7. Quarterly operational report 28th May 2009 **(WHITE)**
8. Report on a meeting with the funding officer from Kent County Council held on 6th May 2009 **(GREEN)**
9. E mail dated 28th May 2009 from Regeneration and Youth Manager SDC **(YELLOW)**
10. E mail dated 2nd June 2009 from the Clerk to Regeneration and Youth manager **(YELLOW)**
11. Rules relating to the allotments **(PINK)**

Committee Membership

Cllr Barnett	Cllr Mrs P Cole
Cllr Gaywood (ex officio)	Cllr Graeme
Cllr Granger	Cllr Mrs Oxtoby (ex officio)
Cllr Sewell	