

**MINUTES OF THE MEETING OF THE AMENITIES AND OPEN SPACES COMMITTEE
HELD ON 27th JULY 2009 AT 7.30 p.m. AT HARTLEY LIBRARY, ASH ROAD**

Present: Cllr A Barnett (Chairman)
Cllr Mrs P Cole (*arrived at 7.33 p.m.*)
Cllr D Graeme (*arrived at 7.31 p.m.*)
Cllr S Granger
Cllr Mrs A Oxtoby
Cllr V Sewell

In Attendance: Mrs J Hoad (Clerk)
Mr R Hampshire (Hartley De Sales FC)
2 members of the public

1. Apologies for absence

Apologies for absence had been received from Cllr J Gaywood, Mr M Quantrill (New Ash Green & Hartley CC) and Mr G Flint (Hartley De Sales FC).

2. Declaration of Interests

Cllr A Barnett declared a personal and prejudicial interest under minute item 15 in respect of the allotments, as he was an allotment holder and withdrew from the meeting during discussion and voting on the matter.

Cllr Mrs A Oxtoby declared a personal interest under minute item 10 in respect of Hartley Wood, as she owned land and property close to Hartley Wood.

Cllr Mrs P Cole declared a personal interest under minute item 8 (d) in respect of the Longfield and Hartley Scout Group, as her son was a member of the Scout Group.

3. Minutes of previous meetings

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 16th June 2009 be approved and signed by the Chairman as a correct record.

Cllr Graeme arrived at the meeting at 7.31p.m.

4. Cricket at Manor Field

The Committee considered a report from the Chairman of the New Ash Green and Hartley CC. The Cricket Club had expressed concerns about damage to the outfield caused by rabbits, particularly to the area in front of the Pavilion. Hartley De Sales FC agreed to monitor the situation to ensure the safety of users of the pitches.

Cllr Mrs P Cole arrived at the meeting at 7.33 p.m.

The Committee noted that the Cricket Club's roller had broken down and was currently located on the outfield. Efforts were being made by the Cricket Club to return it to the storage container.

The Committee noted that a portable frame for a cricket practice net had been erected next to the new Burial Ground close to the Pavilion.

The Committee was informed that the Cricket Club's application for a lawful development certificate had been refused by Sevenoaks District Council.

RESOLVED: That, arrangements be made for the damage caused by rabbits on the outfield at Manor Field to be repaired by filling the depressions in the ground with peat and sand.

5. Cricket at Longfield Hill

(a) There was no report from Meopham CC.

(b) The Committee considered a report on progress to eradicate Japanese Knotweed on land owned by the Parish Council at Longfield Hill and on adjoining land. Questions were raised about the safe disposal of the weed and about the agreement from the adjoining landowner to contribute to the cost of its removal.

RESOLVED: That,

(1) the report be noted;

(2) clarification be sought from Sencio Community Leisure on the safe means of disposal of Japanese Knotweed; and

(3) confirmation be obtained from the adjoining landowner that they would be willing to contribute to the cost of the removal of Japanese Knotweed.

6. Football at Manor Field

(a) Mr Hampshire confirmed usage at Manor Field for the 2009/10 season; 4 no teams (U13, U14, U15 and colts). Mr Hampshire confirmed the football club required the training pitch and agreed to meet the cost of marking it out once every 4 weeks. It was confirmed the pitches would be available for the first football fixture on 13th September 2009.

RESOLVED: That, arrangements be made for the football posts to be erected in advance of the 2009/10 football season commencing on 13th September 2009.

(b) RESOLVED: That, the quotation for the sum of £185 from Landscape Services to set out and mark 1 no full size football pitch and 2 no junior pitches be accepted.

Mr Hampshire left the meeting at 7.45 p.m.

7. Financial Report

The Committee was advised that the financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 21st July 2009 did not include the payments authorised at the July Council meeting.

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

8. Pavilion

(a) Chlorination

The Committee considered a quotation to chlorinate the water services at the Pavilion.

RESOLVED: That, the quotation for the sum of £180.00 plus VAT from Bayley Environmental Services Ltd to attend site once per year to carry out a clean and chlorination of the cold water storage tank and associated hot and cold water services and provide certification on completion be accepted.

(b) Legionella testing

The Committee considered a quotation to test for legionella bacteria in the water services at the Pavilion.

RESOLVED: That, the quotation for the sum of £200 plus VAT to attend site twice per year to take 2 no water samples per visit for testing of specific legionella

bacteria including sampling, transportation to a UKAS accredited laboratory and certification be accepted.

(c) Crocus Walk – 3rd May 2009

RESOLVED: That, the letter of thanks from the organiser of the Crocus Walk in aid of Breast Cancer Research held on 3rd May 2009 be received and noted.

(d) Longfield & Hartley Scout Group

The Committee considered the hire charge for the use of the kitchen area only at the Pavilion for 2¾ hours on 13th July 2009 by the Longfield & Hartley Scout Group.

RECOMMENDED: That, the Longfield & Hartley Scout Group be charged £16.00 to use the kitchen and toilets at the Pavilion for a period of 2¾ hours on 13th July 2009.

9. Manor Field

(a) Meter Cupboard

The meeting was adjourned to allow Mr Glover to address the Committee. He apologised for not responding sooner to the Council, explaining that his solicitor had not received a letter of instruction from his company. He confirmed that the company would not require payment in respect of the creation of an easement on land at Manor Field.

RESOLVED: That, the matter be progressed when confirmation had been received by the Council that no consideration would be required from Messrs H F & J H Glover in respect of the creation of an easement on land at Manor Field.

(b) Hawthorn hedge

The Committee noted the hawthorn hedge on the northern boundary of Manor Field had been pruned two years ago.

RESOLVED: That, quotations be sought to prune the hedge on the northern boundary of Manor Field.

(c) Oak trees

The Committee considered the Oak trees at Manor Field next to the new Burial Ground would benefit from formative pruning.

RESOLVED: That, quotations be sought to prune 6 no oaks trees at Manor Field.

10. Hartley Wood

Motorbikes – Beechlands Close

At the previous meeting of the Amenities and Open Spaces Committee it was reported that the County Council's Partnership Officer had misunderstood the situation regarding the provision and siting of a motorcycle barrier at the end of Beechlands Close and that the Clerk had offered to meet him on site to explain the position. The Committee was advised that no response had been received from the Partnership Officer. The Committee considered whether a reduced scheme would be acceptable.

RESOLVED: That, the matter be pursued with the County Council's Partnership Officer.

11. Woodland Avenue playground refurbishment

It was reported that a number of possible funding opportunities had been identified; Playbuilders' Fund, KCC's Members' Community Grant, KCC's Small Community Capital Projects Fund, Landfill Tax Credits and the Parish Council.

Consultations had taken place with the two local primary schools, online and through the Council's newsletter. A number of summer scheme play days were planned at Woodland Avenue at the end of July and throughout August; 28th July 2009 – In the Zone, organised by Sevenoaks District Council and 5th, 12th, 19th and 26th August – Playdays organised by West Kent Xtra. Representatives from the Parish Council would be in attendance at those events to continue consultation with young people and their parents/carers.

RESOLVED: That, the report be noted.

12. Rectory Meadow

The Committee considered a quotation to eradicate the nettle and docks at the entrance to Rectory Meadow off Banckside.

RESOLVED: That, the quotation for the sum of £105 from T D Munday to spray the nettles and docks at the entrance to Rectory Meadow off Backside to the east and west of the entrance and to strim the area when appropriate be accepted.

13. Hoselands Green

(a) The Committee considered a letter dated 29th June 2009 from the Council's insurers confirming the public liability section of the Council's policy would be extended to include the legal liabilities of the Council as far as they applied, provided the Parish Council had sole responsibility for the maintenance and upkeep of the land. The Council's insurers required a weekly visual inspection of the area and the Committee was advised that the routine maintenance contract had been extended accordingly.

RESOLVED: That,

(1) the letter dated 29th June 2009 from the Council's insurers be received and noted;

(2) the Clerk's actions to extend the routine maintenance contract be confirmed; and,

(3) the Council's insurers be advised accordingly.

(b) The Committee considered a complaint from a resident of Hoselands View about the trees on Hoselands Green which were claimed to overhang the front gardens of properties in Hoselands View. It was reported that the area had been inspected and one tree was found to overhang the front garden of no 13 Hoselands View.

RESOLVED: That, a quotation be sought to cut back the branches overhanging the front garden of no 13 Hoselands View.

14. Foxborough Wood

(a) At the previous meeting of the Amenities and Open Spaces Committee it had been reported that the owners of Hartley Court had not responded to a number of letters or attempts to contact them by telephone in respect of the alleged encroachment onto land owned by the Council in Foxborough Wood.

RESOLVED: That, the matter be pursued.

(b) The Committee considered quotations, as set out below, in respect of the installation of new fencing on the boundary between land owned by the Council in Foxborough Wood and The Court Cottage.

Contractor	Quotation sum	Works
Ian J Paternoster	£462.00 plus VAT	Take down and clear away existing chestnut paling fence. Cut back branches and clear undergrowth from fence line. Supply and fix 35 m of 4ft high chestnut paling fencing fixed to chestnut posts driven into ground at 3 m centres
Ian J Paternoster	£767 plus VAT	As above but fixed to concrete posts concreted into ground at 3 m centres
Homewood Fencing	£875	Supply and fit 34 m of 4 ft high chestnut paling fencing. Remove existing fence and leave site tidy

RESOLVED: That, the quotation for the sum of £462 plus VAT from Ian J Paternoster to take down and clear away existing chestnut paling fence, cut back branches and clear undergrowth from fence line, supply and fix 35 m of 4ft high chestnut paling fencing fixed to chestnut posts driven into ground at 3 m centres be accepted.

15. Allotments

Cllr Barnett withdrew from the meeting.

Rules and regulations

The Committee considered a draft showing proposed amendments to the rules and regulations relating to the allotments at Woodland Avenue.

RECOMMENDED: That, amendments to the rules and regulations relating to the allotments at Woodland Avenue, attached as appendix 2 to these minutes, be approved and that the amended rules and regulations come into effect from 1st October 2009.

Cllr Barnett returned to the meeting.

16. Dog Bin

The Committee was advised of complaints received by Sevenoaks District Council about dog fouling in Larkwell Lane, which is owned by Sevenoaks District Council. The District Council had confirmed that it would not be prepared to install a dog bin on Larkwell Lane as there was no budget for such provision. The District Council had contacted the Parish Council to explain it would have no objection to the Parish Council installing a dog bin in Larkwell Lane, provided it agreed to meet future emptying costs.

RECOMMENDED: That, no further action be taken by the Parish Council in respect of the provision of a dog bin in Larkwell Lane.

17. Footpaths

The Committee considered a proposal to draft an information sheet showing walks and footpaths interlinking places of interests within the parish. The Committee was shown an information sheet produced by the New Ash Green Village Association detailing a circular walk to explore New Ash Green's Orchard, Meadow and Woodlands. It was considered the design work and printing could be undertaken in the Parish Office.

RECOMMENDED: That, an information sheet showing walks and footpaths interlinking places of interests within the parish be published by the Parish Council.

18. Date of next meeting

24th September 2009 at 7.30 p.m. in Hartley Library.

The meeting closed at 8.34 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	129.22	145.78
6 Open Spaces	2,590.00	977.00	26,050.00	5,049.86	19,387.14
7 Manor Field Pavilion	2,000.00	868.00	8,900.00	2,393.86	5,374.14
NET TOTAL	5,040.00	1,845.00	35,675.00	7,572.94	24,907.06
Total for ALL Cost Centres		57,789.35		32,180.28	
V.A.T.		1,154.12		1,076.83	
GROSS TOTAL		58,943.47		33,257.11	

HARTLEY PARISH COUNCIL

AGREEMENT between the above Council and
whereby the Council agrees to let, and the above Tenant agrees to hire, allotment garden no.....on the Plan, as a yearly tenant from at a yearly rent of..... payable in advance on 1st October.

Both the Parish Council and the Tenant shall give 12 months notice if this agreement is terminated.

This Agreement is subject to the following rules which any Tenant is expected to keep:

1. The allotment garden shall be kept clean and in a reasonable state of cultivation *and any pathway included therein or abutting thereon shall be kept reasonably free from weeds, by the allotment holder.*

Failure to do so ~~will~~ *may* result in one months notice being given to put the plot in order or relinquish the tenancy;

2. No nuisance or annoyance shall be caused to any occupier of another allotment garden;

Any burning on site shall be strictly limited and shall not be left unattended.

3. No part of the allotment can be sub-let to another person;

4. No building shall be erected, or trees planted without the consent of the Council;

5. No fence shall be erected, *without the consent of the Council.*

6. Allotment holders shall be responsible for the safe and secure storage of hazardous equipment or chemicals. Chemicals are to be stored and used strictly in accordance with the manufacturer's instructions.

7. Allotment holders are not permitted to lay bait for the control of rodents. Rodent infestation should be reported to the Council immediately.

8. No animals or livestock are to be kept on the allotment garden without the prior consent, in writing, of the Council.

The Council reserves the right to terminate the Tenancy in the event of these Rules not being observed.

SIGNED..... Tenant

SIGNED..... Clerk to the Parish Council

DATE.....