

HARTLEY PARISH COUNCIL

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

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19th January 2010

Dear Councillor

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Tuesday 26th January 2010** 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 Interest

To receive Members' declarations of interest.

3. Minutes

(WHITE)

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 3rd December 2009 as a correct record. (Annexed).

4. Football at Manor Field

To receive a report from Hartley De Sales FC.

5. Financial Report

(BLUE)

To consider a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 19th January 2010. (Annexed).

Background document

Net financial position as at 19th January 2010

6. Use of the Pavilion

(PINK)

To consider the use of the Pavilion during periods of snow and ice, and in particular whether the Council should grit the path from the car park to the side entrance door. The Council has received advice from various sources and is attached for Members' attention.

Background document

E mail dated 11th January 2010 from the Council's insurers

Advice from SLCC solicitor

Advice from KHS

7. Pavilion

(a) At the meeting of the Council held on 14th December 2009 the recommendation relating to the hire of the Pavilion by the Longfield and Hartley Scout Group, as contained in the minutes of the meeting of the Amenities and Open Spaces Committee held on 3rd December 2009, (page 2, minute item 6(b)), was withdrawn. The Council requested clarification from the local Scout Group as to whether they would be able to recover those costs through its insurers.

The Committee is requested to consider any response received from the Longfield & Hartley Scout Group.

(b) To receive and note a letter dated 20th November 2009 from Calor Gas Limited to confirm that the underground metallic pipework has not been classified amongst the 10% most at risk. The pipework will be reassessed every year. The Health and Safety Executive have been advised of the position. Calor Gas Ltd advise that the inspection and maintenance of the pipework is the Council's responsibility and that eventually it will require replacement.

Background documents

Letter dated 20th November 2009 from Calor Gas Ltd

8. Manor Field

(a) Meter cupboard

To consider a report on progress to relocate the meter serving the Pavilion from land owned by Messrs H F & J H Glover onto land owned by Hartley Parish Council in Hartley Burial ground.

Background document

Report on meter cupboard

(b) Oak tree

To consider a quotation for the sum of £60 plus VAT from Austin Treework to lift an Oak tree at Manor Field to a height of 2 metre.

Background document

Quotation dated 13th December 2009

9. Woodland Avenue

The Clerk has been advised by a resident of the presence of a spindle plant on the recreation ground at Woodland Avenue. The plant produces a pink/red berry which splits open to reveal orange seeds. Advice suggests that the leaves and fruits from such plants are harmful if eaten and because the fruits are colourful they are likely to be attractive to children so it is not a good choice of plant in a recreation ground.

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

10. Rectory Meadow

The Council has received its 25 no. free trees under the Kent Free Tree Scheme. The Committee is requested to approve the expenditure to plant the 25 no. free trees in Rectory Meadow.

11. Quantified Tree Risk Assessment

To consider quotations in respect of Quantified Tree Risk Assessments on the Council's open spaces.

[Background document](#)

Quotation invitation

Risk assessment (approved 3rd December 2009)

QTRA Licensed users

12. Grass cutting contracts 2010 – 2012

To consider quotations received in respect of the grass cutting contracts for the Council's open spaces for the period 1st April 2010 to 31st March 2012

[Background document](#)

Grass cutting specification 2010 – 2012

Grass cutting schedule 2010 – 2012

13. Playgrounds

(GREEN)

To consider the quarterly operational report for the Council's three playgrounds undertaken by Maria Cook on 8th December 2009 and to confirm action taken by the Clerk in respect of said report.

[Background document](#)

Quarterly operational report Dec 2009

Letter dated 21st December 2009 to T D Munday

E mail dated 21st December 2009 to Kelly Webb SDC

14. Allotments

(YELLOW)

(a) At the last meeting of the Amenities and Open Spaces Committee it was reported that a complaint had been received from an allotment holder about the height of the conifer trees at the rear of the recycling centre which were shading her allotment plot.

To consider a quotation for the sum of £180 plus VAT from Austin Treework to reduce the height of the conifers at the rear of the recycling centre at Woodland Avenue.

[Background document](#)

Quotation dated 13th December 2009 from Austin Treework

(b) To review the rules of the allotments following concerns expressed at the last meeting of the Amenities and Open Spaces Committee about the use of sprinklers in the allotments.

[Background](#)

Allotment rules as approved by Council on 14th September 2009

(c) The Committee is requested to note that a notice to quit was served on the allotment holder of plot 1A and 1B who has now vacated the plot. The allotment was offered to the first person on the waiting list, who declined to take it over. As a result the allotment was offered to the next person on the waiting list, who stated she would be interested in taking it over, provided the Council agreed to clear the plot.

The Committee is requested to give this matter due consideration.

15. Recycling centre

Sevenoaks District Council has informed the Parish that it has no intention to reinstate the recycling centre at Woodland Avenue following its removal in November 2009 due to vandalism. The Committee is requested to give this matter due consideration.

Background document

E mail dated 1st December 2009 from SDC

16. Date of next meeting

List of circulated documents

Copies of all documents listed in the agenda are available for inspection in the Parish Office

1. Minutes of the meeting of the Amenities and Open Spaces Committee held on 3rd December 2009. **(WHITE)**
2. Financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 19th January 2010. **(BLUE)**
3. E mail dated 11th January 2010 from the Council's insurers **(PINK)**
4. Advice from SLCC solicitor on gritting **(PINK)**
5. Advice from KHS on gritting **(PINK)**
6. Quarterly Operational report December 2009 **(GREEN)**
7. Allotment rules as approved 14/9/09 **(YELLOW)**

Committee Membership

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

Cllr Mrs P Cole
Cllr Graeme
Cllr Mrs Oxtoby (ex officio)