

**MINUTES OF THE MEETING OF THE
AMENITIES AND OPEN SPACES COMMITTEE
HELD ON 4th MARCH 2010 AT 7.30 p.m. AT HARTLEY LIBRARY, ASH ROAD**

Present: Cllr A Barnett (Chairman)
Cllr Mrs P Cole (*arrived at 7.40 p.m.*)
Cllr J Gaywood
Cllr D Graeme (*arrived at 8.00 p.m.*)
Cllr S Granger
Cllr Mrs A Oxtoby
Cllr V Sewell (*left at 7.55 p.m.*)

In Attendance: Mrs J Hoad (Clerk)
2 members of the public

1. Apologies for absence

There were no apologies for absence.

2. Declaration of Interests

Cllr Mrs A Oxtoby declared a personal interest under minute items 6 and 7 in all matters relating to Hartley Wood as her private residence was located close to the woodland.

Cllr J Gaywood declared a personal interest under minute item 6 in all matters relating to Hartley Green as his private residence was located opposite the Green.

Cllr Mrs P Cole declared a personal interest under minute item 8 in respect of the hire of the Pavilion by the Longfield & Hartley Scout Group as her son was a cub scout.

3. Minutes of previous meetings

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 26th January 2010 be approved and signed by the Chairman as a correct record.

4. Football at Manor Field

There was no report from Hartley De Sales FC.

5. Financial Report

The Committee considered a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 26th February 2010.

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

Cllr Mrs P Cole arrived at the meeting at 7.40 p.m.

6. Quantified Tree Risk Assessments

The Committee considered a report detailing the quotations received in respect of quantified tree risk assessments on land owned by the Council, as set out below:

Consultant	Quotation 1 (based on four phase approach)	Quotation 2 (based on single inspection)
(1) Duramen Consulting Ltd	£1,260 plus VAT *	£1,500 plus VAT
(2) Quaife Woodlands	£4,050 plus VAT	£4,050 plus VAT
(3) Treeventures Ltd	£7,380	£7,380
(4) STS	No quotation returned	

** Each “contract” would incur a £195 mobilisation and reporting charge. Thus if the work was undertaken in two lots, add £195 x 2 = £390, so the total would be £1,650 plus VAT. If in four lots, add £195 x 4 = £780 totalling £2,040 plus VAT.*

The Committee noted a letter dated 19th February 2010 from the Council’s insurers in which they stated that it was necessary for all trees and property under the control of the Parish Council to be kept in good state of repair and to be safe. Furthermore they require all trees under the control of Parish Council to be subject to a regular inspection programme and annual professional inspections by a tree surgeon with a report issued. All remedial work must be completed.

RECOMMENDED: That, the quotation for the sum of £1,260 plus a mobilisation and reporting charge of £195 plus VAT from Duramen Consulting Ltd for quantified tree risk assessments to be carried out on the Council’s open spaces, as listed in the quotation invitation, be accepted.

Cllr V Sewell left the meeting at 7.55 p.m.

7. Tree management at Hartley Wood and Gorse Wood

The Committee was advised that the North West Kent Countryside Partnership had expressed an interest in getting involved with the future management plans of land owned by the Council in Hartley Wood and Gorse Wood.

RESOLVED: That, further investigations and discussions be undertaken with the North West Kent Countryside Partnership.

8. Pavilion

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 had requested clarification from the Longfield and Hartley Scout Group over whether it was able to recover the costs relating to the hire of the Pavilion from its insurers.

The Committee was reminded that the Amenities and Open Spaces Committee had deferred the matter at a meeting held on 26th January 2010 pending further information from the Longfield & Hartley Scout Group. The Committee was advised that no information had been forthcoming.

RECOMMENDED: That, the Longfield & Hartley Scout Group be invoiced in full for the use of the Pavilion during September and October 2009, for a total number of 7 hours at a rate of £8 per hour.

Cllr D Graeme arrived at the meeting at 8.00 p.m.

9. Manor Field

(a) Meter cupboard

The Committee considered a report on progress to relocate the electricity 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 and to create an easement in respect of the electricity cable passing across the 20 foot wide strip of land owned by Messrs H F & J H Glover along the southern boundary.

The Committee was advised that the works to be undertaken by the Council's electrician would commence on 18th March 2010.

The Committee was advised of a recommendation from Finance & General Purposes Committee which would be considered at the Council meeting on 8th March 2010. The recommendation proposed that the Council should make its own arrangements for the production of a plan for annexing to any legal documents in respect of modification of covenants and extension of the right of way for burial purposes. The Committee felt that similar arrangements should be made for the production of a plan in respect of the legal documentation for the creation of an easement.

RESOLVED: That the progress report to relocate the electricity meter and create an easement be received and noted.

(b) Moss control

At a meeting of the Amenities and Open Spaces Committee held on 26th January 2010 the Committee considered advice on the control of moss at Manor Field.

Further advice received from contractors suggested that if the field was treated solely for the control of moss the quality of the grass would be effected and a combined treatment of moss killer and fertilizer should be applied. In line with this advice three quotations were duly invited, as set out below:

Westcut Mowing for the sum of £924.80 plus VAT for the supply and application of Renovator Pro.

Weed Management Ltd for the sum of £548.00 plus VAT for the supply and application of sulphate of iron and liquid fertilizer, if both treatments were applied on the same day.

Sencio for the sum of £420 plus VAT for the treatment of the control of moss and liquid fertilizer carried out as a two part operation, with the first application being completed by the end of February and the second application 4/5 weeks later.

In view of the time restrictions proposed by Sencio and in consultation with Members of the Amenities and Open Spaces Committee, the Clerk had accepted the quotation for the total sum of £420 plus VAT from Sencio.

RESOLVED: That, the Clerk's actions be confirmed and the works at Manor Field in respect of the combined treatment for the control of moss and an application of fertilizer at a cost of £420 plus VAT be authorised.

(c) Treatment for the control of worms

The Committee was advised of concerns expressed by Hartley and New Ash Green CC about the presence of worm casts at Manor Field and requested that the Council give consideration to the treatment of the field for the control of worms.

The Committee considered three quotations received for the supply and application of Carbendazim for the control of worms at Manor Field and Longfield Hill, as set out below:

Contractor	Quotation
Complete Weed Control	£420.00 plus VAT
Weed Management Ltd	£348.70 plus VAT
Sencio (verbal quotation)	£315.00 plus 3% plus VAT

The Committee was advised of the success of recent treatments undertaken by Weed Management Ltd and Sencio. The treatment carried out by Weed Management Ltd in 2006 had last longer than the more recent treatment undertaken by Sencio in April 2009.

RESOLVED: That, the quotation for the sum of £348.70 plus VAT from Weed Management Ltd for the supply and application of Carbendazim for the control of worms at Manor Field and Longfield Hill, including the cricket squares, be accepted.

(d) Hawthorn Hedge

The Committee was reminded that at a meeting held on 24th September 2009 a quotation for the sum of £250 from Mr Ballard had been accepted to dress the top of the hedge and the Manor Field side of the Hawthorn hedge on the northern boundary of Manor Field. The Committee was advised that this work had not been carried out.

RESOLVED: That, the cutting of the hawthorn hedge at Manor Field be deferred until the beginning of October 2010.

(e) Rolling

The Committee was advised that Manor Field would require rolling after the close of the football season and before the start of the cricket season.

RESOLVED: That, expenditure upto a sum of £250 be authorised to roll Manor Field after the close of the football season and before the start of the cricket season.

(f) Boundary fence

The Committee was advised of repairs required to the spile fence running along the northern boundary of Manor Field.

RESOLVED: That, expenditure upto a sum of £100 be authorised to undertake repairs to the spile fence along the northern boundary of Manor Field.

10. Billings Hill Shaw

(a) Licences

The Committee considered a report on licences held with three property owners of 46, 48 and 50 Billings Hill Shaw in respect of a grass verge at Billings Hill Shaw. The grass verge forms part of the land held by the Council at Billings Hill Shaw under title number K446939.

RECOMMENDED: That,

(1) a licence be granted to the owners of 50 Billings Hill Shaw in respect of the use of the land based on the same terms as that granted on 29th January 1979 to the owner of 48 Billings Hill Shaw and the previous owner of 50 Billings Hill Shaw, and on 5th January 1982 to the owner of 46 Billings Hill Shaw; and

(2) the solicitors acting on behalf of the owners of 50 Billings Hill Shaw be asked to prepare the necessary legal documentation.

(b) Damage to property

The Committee received a report of damage to the chain link fence between the open space and PROW SD301, and missing padlocks and chain and to the two field gates at Billings Shaw. The damage had been reported to the Clerk on 8th February 2010.

RESOLVED: That, the Clerk's actions to instigate repairs to the chain link fence and the missing padlocks and chains be confirmed.

11. Foxborough Wood

It was reported that the setting out of the northern and eastern boundaries of land owned by the Council in Foxborough Wood had been carried out on 1st March 2010. The Council's surveyor had set out the boundaries as shown on the title plan filed at Land Registry and the 1939 Conveyance plan. The Committee was shown a plan prepared by the surveyors indicating the position of the two boundaries, attached as appendix 2 to these minutes.

The Committee was advised that Messrs H F & J H Glover had been provided with a copy of the surveyor's plan and that they had inspected the site. It was reported that Messrs H F & J H Glover was unable to accept the position of the boundary between the land owned by the Council and the land owned by Messrs H F & J H Glover as that shown on the 1939 Conveyance plan and as marked by pegs B1 to B 9 on the drawing number 1, annexed to these minutes.

The meeting adjourned at 8.45 p.m. to allow Mr Glover to address the Committee.

The meeting resumed at 8.50 p.m.

RESOLVED: That, the matter be deferred for further discussion with the adjoining landowners, Messrs H F & J H Glover.

12. Gorse Wood

The Committee was advised of fly tipping in Gorse Wood. Large items of household furniture had been dumped at the rear of properties 72a, 72b and 72c Caxton Close. The Committee was informed of a meeting with West Kent Housing Association on 9th March 2010.

RESOLVED: That, the report be noted.

13. Playgrounds

The Committee considered a report on remedial work undertaken following the quarterly operational report of the Council's three playgrounds undertaken by Maria Cook on 8th December 2009. The Committee was advised of the difficulty of removing the algae from the safety surfacing, made worse by the fact that none of the playgrounds had a water supply and therefore the safety surfacing could not pressure washed.

The Committee was advised of a water based concentrate that could be applied to remove algae moss and other fungi. Its application was weather dependent and was safe for animals, pets and children once the surface was dry. The Committee considered the product should be applied early in the morning to enable sufficient time for the surface to dry before the end of the school day and undertaken outside school holiday periods.

RESOLVED: That,

(1) the report on the remedial undertaken be noted; and

(2) the expenditure of £38.30 plus VAT and postage of £9.00 for the purchase of 5 litres of "Simply Gone" algae, moss and fungi killer be authorised and applied to the safety surfacing under the slide at Longfield Hill and the swings at Chantry Avenue, strictly in accordance with the manufacturer's instructions.

14. Allotments

(a) Transfer of land

The Committee considered a letter dated 3rd February 2010 from Sevenoaks District Council in respect of the Transfer of land at Woodland Avenue to Hartley Parish Council. In order to comply with the requirements of the Law Society the Committee was advised of safeguards to be put in place to avoid a conflict of interests. Ms J Heath would be acting on the sale from the District and Mr G Grove would be acting on the purchase side.

RECOMMENDED: That, Sevenoaks District Council be advised that Hartley Parish Council is satisfied with the arrangements to be put in place to avoid a conflict of interest in respect of the Transfer of land at Woodland Avenue as set out in a letter dated 3rd February 2010.

(b) Allotment 17

The Committee considered a report on vacant allotment plot number 17. The previous allotment holder had reported that the plot was affected with the Club Root fungus. The Committee considered the implications for any incoming plot holder and neighbouring plot holders.

RECOMMENDED: That, the allotment plot number 17 be re-let and that the incoming allotment plot holder be advised of the problem.

15. Date of the next meeting

Tuesday 27th April 2010 at 7.30 p.m. in Hartley Library.

The meeting closed at 9.20 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	562.04	725.00	640.19	196.85
6 Open Spaces	2,590.00	3,909.50	26,050.00	22,627.31	4,742.19
7 Manor Field Pavilion	2,000.00	2,132.50	8,900.00	6,373.04	2,659.46
NET TOTAL	5,040.00	6,604.04	35,675.00	29,640.54	7,598.50
 Total for ALL Cost Centres		118,785.92		107,955.39	
V.A.T.		4,629.45		4,248.44	
GROSS TOTAL		123,415.37		112,203.83	