

## HARTLEY PARISH COUNCIL

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19<sup>th</sup> October 2010

Dear Councillor

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Monday 25<sup>th</sup> October 2010** commencing at **7.30 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

**Julie Hoad**  
**Proper Officer**

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### 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 16<sup>th</sup> September 2010 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 19<sup>th</sup> October 2010. (Annexed).

*Background document*

*Net financial position as at 19<sup>th</sup> October 2010.*

**6. Quantified Tree Risk Assessments**

(a) To note a meeting was held with Duramen Consulting Ltd on 21st September 2010 at which the consultant took Members of the Committee through the content and findings of the Quantified Tree Risk Assessment dated 30<sup>th</sup> July 2010.

*Background document*

*Quantified tree risk assessment – 30<sup>th</sup> July 2010*

(b) To consider quotations received in respect of treework identified within the Quantified Tree Risk Assessment dated 30<sup>th</sup> July 2010 on the grounds of safety.

*Background documents*

*Specification of works to trees*

*Schedule of works*

## **7. Hoselands Green**

To confirm the Clerk's action to make arrangements for a dead tree located on Hoselands Green next to Ash Road to be felled and the stump ground out at a cost of £80 plus VAT on the grounds of safety.

## **8. Playgrounds**

**(CREAM)**

To consider the Annual Inspection and Risk Assessment on the Council's three playgrounds undertaken by Maria Cooke on 28<sup>th</sup> September 2010. (Annexed).

The Committee is requested to note the report indicated two medium risk items;

- (1) at Woodland Avenue due to the presence of glass on the carpet of the ball wall. Mr Munday was instructed to attend site and undertake a clearance which was completed on 30<sup>th</sup> September 2010; and
- (2) at Longfield Hill play area due to algae growth on the safety surface beneath the slide. Mr Munday has been instructed to clean the surface.

*Background document*

*Annual inspection and risk assessment – 28<sup>th</sup> September 2010*

*Letter dated 30<sup>th</sup> September 2010 to T D Munday*

## **9. Manor Field**

### **(a) Rabbit infestation**

To note that the landowners of the field to the north of Manor Field have erected rabbit proof fencing on the eastern, (next to Foxborough Wood), and southern, (next to the hawthorn hedge), boundaries of the cultivated field.

### **(b) Trees**

To consider undertaking the following tree works; (1) remove 2 no Oak and 1 no Chestnut self seeded trees and (2) cut back branches overhanging new Beech hedge.

## **10. Pavilion**

(a) To confirm the Clerk's actions to make arrangements for repairs to be undertaken to the leaking cisterns in the ladies toilet.

(b) To confirm the Clerks actions to make arrangements for the defective fluorescent strip to be replaced in the light fitting in the corridor.

## **11. Longfield Hill**

### **(a) Proposed new substation and underground cables**

To consider a letter dated 15<sup>th</sup> October 2010 from the Freedom Group confirming EDF will cover all costs relating to the reinstatement of the land resulting from works to install a new substation and underground cables at Longfield Hill. Furthermore

Freedom Group has confirmed EDF will pay all reasonable legal fees and has asked what the Council's legal fees and professional costs would be. EDF has offered the proposed works under the terms of a Wayleave agreement with an annual payment of £25.44. (Annexed).

Background document

*Letter dated 15<sup>th</sup> October 2010 from the Freedom Group*

(b) Gate repairs

To note the self closing mechanism to the gate next to highway and the railway line is not functioning. The Committee is requested to consider whether repairs shall be implemented.

## 12. Rectory Meadow

### Byelaws

To consider a letter dated 20<sup>th</sup> September 2010 from DEFRA in respect of the byelaws relating to Rectory Meadow. (Annexed). **(PINK)**

A copy of the guidance notes on Dog Control Orders issued by DEFRA is circulated for Members' information. Sevenoaks District Council has confirmed there are no dog control orders in place in the Sevenoaks District. **(DARK BLUE)**

A guide to making Local Nature Reserve Byelaws revised September 2010 is also circulated for Members' information. **(CREAM)**

Background document

*Letter dated 20<sup>th</sup> September 2010 from DEFRA (PINK)*

*E mail dated 14<sup>th</sup> October 2010 from DEFRA to HPC (DARK YELLOW)*

*Dog Control Orders – guidance on sections 55 to 67 of the Clean Neighbourhoods and Environment Act 2005 (DARK BLUE)*

*A guide to making Local Nature Reserve Byelaws revised September 2010 (CREAM)*

*E mail dated 21<sup>st</sup> September 2010 from SDC*

*E mail dated 21<sup>st</sup> September to DEFRA from HPC*

*E mail dated 27<sup>th</sup> September 2010 from DEFRA to HPC*

## 13. Gorse Wood

To consider a request from a member of the public to spread woodchips on the public right of way from Caxton Close to Gorsewood Road, through Gorse Wood.

## 14. Allotments

(a) To consider the notes provided at a training seminar in respect of allotment management attended by the Clerk on 13<sup>th</sup> September 2010.

Background documents

*Training notes (GREEN)*

*Hens and rabbits on allotment plots – NSALG/Bryn Pugh September 2008 (ORANGE)*

*Bees on allotment sites by Bryn Pugh (DARK GREEN)*

*Creating a new allotment site - NSALG (YELLOW)*

(b) To consider a request to prune a cherry tree overshadowing allotment plot number 33 and 32.

(c) To consider a quotation for the sum of £218.50 from T D Munday to remove the vandalised chain link fence from the corner of Larksfield/Woodland Avenue to the first tree in Larksfield and supply and fit new chain link fence to existing posts.

*Background document*

*Quotation dated 3<sup>rd</sup> October 2010 from T D Munday*

### **15. Hartley Green**

(a) To note that the one of the timber bollards protecting Hartley Green has been knocked down and to consider what action should be taken.

(b) To consider undertaking works to the Chestnut tree on Hartley Green to lift the canopy in advance of the Remembrance Sunday Service on 14<sup>th</sup> November 2010.

### **16. Hartley Wood**

To receive a report on a management plan for Hartley Wood. North West Kent Countryside Partnership has secured a grant to undertake a management plan of Hartley Wood.

### **17. Kent Wildlife Trust**

**(WHITE)**

To consider a letter from the Kent Wildlife Trust seeking support for the Natural Environment White Paper due to be published in Spring 2011. (Annexed)

*Background document*

*Letter from Kent Wildlife Trust*

### **18. 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 16<sup>th</sup> September 2010. **(WHITE)**
2. Financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 19<sup>th</sup> October 2010. **(BLUE)**
3. Annual playground inspection and risk assessment – 28<sup>th</sup> September 2010 **(CREAM)**
4. Letter dated 15<sup>th</sup> October 2010 from the Freedom Group **(RED)**
5. Letter dated 20<sup>th</sup> September 2010 from DEFRA **(PINK)**
6. E mail dated 14<sup>th</sup> October 2010 from DEFRA to HPC and e mail dated 21<sup>st</sup> September 2010 from HPC to DEFRA **(DARK YELLOW)**
7. Dog control order - guidance on sections 55 to 67 of the Clean Neighbourhoods and Environment Act 2005 **(DARK BLUE)**
8. A guide to making Local Nature Reserve Byelaws **(CREAM)**
9. Training notes on allotment management **(GREEN)**
10. Hens & Rabbits on Allotment Plots **(ORANGE)**
11. Bees on Allotment sites **(DARK GREEN)**
12. Creating a New Allotment Site **(YELLOW)**
13. Letter from the Kent Wildlife Trust **(WHITE)**

#### Committee Membership

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

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