

**MINUTES OF THE MEETING OF THE  
AMENITIES AND OPEN SPACES COMMITTEE  
HELD ON 13<sup>th</sup> APRIL 2011 AT 7.30 p.m. AT HARTLEY LIBRARY, ASH ROAD**

**Present:** Cllr A Barnett (*Chairman*)  
Cllr D Graeme  
Cllr S Granger  
Cllr Mrs A Oxtoby  
Cllr V Sewell (*arrived at 8.35 p.m.*)  
Mr R Hamshare (Hartley De Sales FC)

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

**1. Apologies for absence**

Apologies for absence had been received from Cllr Mrs P Cole and Cllr J Gaywood.

**2. Declarations of Interest**

Cllr Mrs Barnett declared a personal interest under minute item 7, Pavilion, in respect discussions relating to monitored intruder alarm systems as one of the companies under discussion maintains the intruder alarm at his private residence.

**3. Minutes of previous meetings**

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 2<sup>nd</sup> March 2011 be approved and signed by the Chairman as a correct record.

Pursuant to Standing Order 1 (d) the Chairman invited members of the public to express an interest if they wished to make representations, answer questions or give evidence in respect of any item of business included on the agenda. Members of the public expressed an interest under agenda item 8, Manor Field.

**4. Football at Manor Field**

(a) The Committee received a report from Hartley De Sales FC. Mr Hamshare reported that the pitches had been in an excellent condition throughout the season.

(b) The Committee considered a request from Hartley De Sales FC to mark out three football pitches next season for use by 6 teams, (U17, U16, U15, U14, U13 and U12). The details of the size of the pitches and football posts required next season had been set out in an e mail dated 6<sup>th</sup> April 2011 from Mr Rennison. In addition Hartley De Sales FC requested the marking out of new “respect” spectator lines to both sides of all 3 pitches, approximately 4 feet from the touchlines. The Committee had previously considered this request and had determined there was insufficient space for a “respect” line due to the position of the cricket square.

RESOLVED: That, further investigation be undertaken to establish whether there would be sufficient space at Manor Field to accommodate Hartley De Sales FC’s request for 3 pitches, including “respect” spectator lines, for the 2011/12 season, as set out in an e mail dated 6<sup>th</sup> April 2011.

(c) The Committee considered a request from the manager of the U9 team to set up a trailer in the car park at Manor Field, on one occasion, for playing X box games. The Committee questioned whether the trailer would require access to power.

RESOLVED: That, the request from the manager of the U9 team to set up a trailer in the car park at Manor Field, on one occasion, for playing X box games be accepted, subject to clarification on whether power would be required.

(d) The Committee was informed of a request from a local U7 team to train at Manor Field on Saturday mornings and noted there had been no objection raised by Hartley De Sales FC. The U7 team had been advised not to train on the pitches used by Hartley De Sales FC. The team had also enquired about the use of the ground at Longfield Hill, but it had been explained to the organisers that the parking at Longfield Hill would be difficult.

RESOLVED: That, the report be noted.

*Mr Hampshire left the meeting at 7.55 p.m.*

## **5. Financial Report**

The Committee considered a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 7<sup>th</sup> April 2011.

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

## **6. Routine Maintenance Contract 2011-12**

The Committee was informed that there had been no expressions of interest from companies or individuals following public notice of the Council's intentions to appoint a contractor/s for the Routine Maintenance Contract for the period 1<sup>st</sup> June 2011 to 31<sup>st</sup> May 2012. A notice had been displayed on the Council's noticeboards at Hartley Library and Hoselands Green on 21<sup>st</sup> March 2011 in compliance with Financial Regulation 11.1 (c).

The Committee opened and examined a quotation from T D Munday for the total sum of £6,936.00. The Committee noted that the quotation submitted by T D Munday last year for the Routine Maintenance Contract had been £6,832.00.

The Committee was reminded that Financial Regulation 11.1 (j) permits the Council to make such arrangements as it thinks fit for the procurement of goods, works or services if an insufficient number of quotations are received.

RECOMMENDED: That, the quotation for the total sum of £6,936.00 from T D Munday to undertake the Routine Maintenance Contract for the period 1<sup>st</sup> June 2011 to 31<sup>st</sup> May 2012 be accepted

## **7. Pavilion**

### **(a) Storage container roof repairs**

The Committee was advised that the welder employed to undertake repairs to the roof of the storage container had confirmed there were no further immediate problems with the condition of the roof, but advised that if a problem occurred in the future the roof of the container could be covered with roofing felt.

**(b) Damage to Pavilion – Theft of copper pipes**

Mr Glover and Mrs Sharp made representations to the Committee.

The Committee was reminded of the report on the damage to the Pavilion overnight on 31<sup>st</sup> March/1<sup>st</sup> April 2011 presented to the Council at its meeting on 11<sup>th</sup> April 2011. The Committee was advised that the insurers have now decided to appoint a loss adjuster and that a meeting with the surveyor would be arranged as soon as possible.

The Committee considered whether the intruder alarm system at the Pavilion should be upgraded from a bells only system to a fully monitored system and was advised of budget estimates received from two intruder alarm companies. The Committee noted that any system installed at the Pavilion would have to operate on a mobile network as the Pavilion did not have a landline and that two named keyholders would be required. The Committee was advised that the Police response would be withdrawn if there were 3 false alarms in a 12 month period. An annual service fee would be chargeable for a monitored system.

RESOLVED: That, further advice be sought on monitored intruder alarms and the findings be brought back to the Committee for further consideration.

**8. Manor Field**

**Grant of Easement for the electricity cable**

The Committee was reminded that the draft Deed of Easement in respect of the electricity cable at Manor Field stated,

*“The Grantee (Hartley Parish Council) hereby covenants with the Grantors (Mr R & E Glover) to keep the Grantors and their respective estates and effects indemnified from and against any act loss damage or liability suffered by the Grantors or their respective estates in the exercise of the rights.”*

The Council’s solicitor had advised that this matter be referred to the Council’s insurers. The Committee was advised that, despite a number of reminders, a response was still awaited from the Council’s insurers.

RESOLVED: That, the report be received and noted and the Council’s insurers be reminded that a response was still awaited.

**9. Woodland Avenue**

The Committee considered a number of quotations from Contractors to spray for the control of worms at Manor Field and Longfield Hill and for the application of a fertilizer at Manor Field. The Committee considered that the conditions were too dry to spray for the control of worms and that currently the worm casts did not present a problem. The Committee felt that works for the control of worms could be delayed to the end of the cricket season in September.

RESOLVED: That,

(1) the quotation for the sum of £200 per application from Mr Westwood to apply a general purpose fertilizer at Manor Field in May and July be accepted; and

(2) the spraying for the control of worms at Manor Field and Longfield Hill be delayed until September.

#### **10. Gorse Wood**

The Committee was advised that the clearance of Gorse Wood by the Community Payback team would take place on 4<sup>th</sup> May 2011. Due to the damage in the Pavilion it would now be necessary to hire a temporary toilet. There was some question as to whether this cost could be recovered from the Council's insurers.

RESOLVED: That, the report be received and noted, and the recovery of costs to hire the temporary toilet be pursued with the Council's insurers.

*Cllr Sewell arrived at the meeting at 8.35 p.m.*

#### **11. Longfield Hill**

##### Proposed new sub-station and underground cables

The Committee was advised that solicitors and surveyors have been instructed to act on the Council's behalf in respect of the agreement for the provision of a new sub station and underground cables at Longfield Hill.

RESOLVED: That, the report be received and noted.

#### **12. Woodland Avenue**

The Committee was advised that at a PACT meeting held on 6<sup>th</sup> April 2011 residents had complained about vegetation from the recreation ground overhanging the footpath in Woodland Avenue. The area had been inspected, but at present the vegetation did not present a problem.

Cllr Sewell asked whether the goal posts at Woodland Avenue could be moved to allow the grass to recover in the goalmouths.

RESOLVED: That, the Clerk be authorised to make arrangements for the shrubs to cut back from recreation ground at Woodland Avenue should they encroach onto the footpath.

#### **13. Foxborough Wood**

The Committee was advised that the Clerk had made arrangements for the removal of dead wood from an Oak tree located in Foxborough Wood which was in danger of falling onto Grange Lane at a cost of £150 plus VAT.

The tree surgeon had removed the dead wood and severed the Ivy at the base which was enveloping the tree. The tree surgeon had inspected the Oak tree during the emergency works and advised that the upper canopy was live and that he was hopeful when the tree came into leaf and the Ivy died away from the crown, the tree would be visually better and healthier.

RESOLVED: That, the report be received and noted, and the Clerk's action to take emergency action to remove dead wood from the Oak tree be confirmed.

#### **14. Allotments**

##### (a) Tenancy agreement

The Committee was informed that advice from the National Society of Allotment & Leisure Gardeners Ltd on insurance protection for individual allotment holders and notice period required to change tenancy agreements with allotment holders was still awaited.

RESOLVED: That, the report be received and noted.

(b) Fence

The Committee was informed of reports of anti-social behaviour behind the sheltered bungalows in Wellfield and break-ins to sheds, and considered a request from a resident for a fence to be erected between the allotments and the bungalows.

RESOLVED: That, a site visit be arranged in inspect the area concerned and the findings be the Committee at a future meeting.

## 15. Rectory Meadow

(a) The Committee was advised that a quotation was awaited for cutting and removing the grass from Rectory Meadow. The Committee was informed that the specification had been amended and that the works would involve cutting the grass in the lower meadow once during April and once during July, and undertaking a full cut of the meadow in September. The Committee was reminded that the Council had experienced difficulty in securing a Contractor who was able to cut and remove the grass, particularly in view of the tight confines of the site and that the Council had only been able to source one Contractor, Mr Hawkins. Last year Mr Hawkins had undertaken the works for the sum of £275 per cut and that the Committee had been very pleased with the quality of the work.

The Committee was reminded that Financial Regulation 11.1 (j) permits the Council to make such arrangements as it thinks fit for the procurement of goods, works or services if an insufficient number of quotations are received.

RECOMMENDED: In view of the urgent nature of the works, the Council confirm the Clerk's action to accept the quotation from Mr Hawkins to undertake the first cut at Rectory Meadow in April and that the quotation from Mr Hawkins to cut the meadow in July and September be accepted.

(b) The Committee considered arrangements for maintaining access to the entrance to Rectory Meadow off Banckside.

RESOLVED: That, the Clerk, in consultation with the Chairman of the Amenities and Open Spaces Committee, be authorised to make arrangements for the access to Rectory Meadow off Banckside to be kept clear and for the vegetation around the new trees located on the bank next to the entrance to be strimmed at least 3 times during the summer or as necessary.

## 16. Date of next meeting

Wednesday 15<sup>th</sup> June 2011 at 7.30 p.m. in Hartley Library.

The meeting closed at 8.55 p.m.

Signed:..... Date:.....

Chairman of the Amenities and Open Spaces Committee

**Hartley Parish Council**  
**Summary of Receipts and Payments**  
Amenities and Open Spaces (as at 7<sup>th</sup> April 2011)

Cost Centre	Receipts		Payments		Net Position Underspend (+) /Overspend (-)
	Estimated	Actual	Estimated	Actual	
5 Allotments	640.00	619.16	675.00	0.00	35.00
6 Open Spaces	2,750.00	3,109.00	27,350.00	0.00	24,600.00
7 Manor Field Pavilion	1,850.00	70.00	7,875.00	0.00	6,095.00
<b>NET TOTAL</b>	<b>5,240.00</b>	<b>70.00</b>	<b>35,900.00</b>	<b>0.00</b>	<b>30,730.00</b>
Total for ALL Cost Centres		429.00		0.00	
V.A.T.		0.00		0.00	
<b>GROSS TOTAL</b>		<b>429.00</b>		<b>0.00</b>	