

## HARTLEY PARISH COUNCIL

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22<sup>nd</sup> September 2011

Dear Councillor

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Wednesday 28<sup>th</sup> September 2011** 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 27<sup>th</sup> July 2011 as a correct record. (Annexed).

**Pursuant to Standing Order 1 (d) the Chairman will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included on the agenda.**

#### 4. Football at Manor Field

(a) To receive a report from Hartley De Sales FC in respect of football at Manor Field.

(b) To consider football fees to be charged to Hartley De Sales for the use of the pitches at Manor Field for the 2011/12 season. The football club does not use the Pavilion.

Last year the football club was charged £360 per team for use of the senior pitch and £310 per team for use of the junior pitch.

## 5. Financial Report

(BLUE)

To consider a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 22<sup>nd</sup> September 2011. (Annexed).

Background document

*Net financial position as at 22<sup>nd</sup> September 2011.*

## 6. Budget 2012/2013

(CREAM)

To consider the budget of the allotments, open spaces and Pavilion for the period 1<sup>st</sup> April 2012 to 31<sup>st</sup> March 2013. (Annexed).

Background document

*Draft budget 2012/13*

## 7. Allotments

(a) To consider the allotment rents for the period 1<sup>st</sup> October 2012 to 30<sup>th</sup> September 2013. The allotment rents for the period 1<sup>st</sup> October 2011 to 30<sup>th</sup> September 2012 increased by 3%.

(b) To review the terms of the allotment tenancy agreement, particularly in light of the requirement to ensure each allotment plot holder has public liability insurance cover. (Annexed).

Background document

Allotment tenancy – draft amendments (DARK GREEN)

Allotment tenancy agreement current (RED)

## 8. Pavilion

To consider a complaint about the condition of Pavilion in respect of its hire on Saturday 10<sup>th</sup> September 2011.

## 9. Manor Field

### (a) Grant of electricity Easement

To consider an update on the granting of the electricity Easement at Manor Field.

Background document

*E mail dated 22<sup>nd</sup> June 2011 from Zurich*

*E mails dated 17<sup>th</sup> January 2011 and 22<sup>nd</sup> December 2010 from Martin Tolhurst Solicitors*

Draft Deed of Easement incorporating solicitor's comments

### (b) Plaque

At the meeting of the Council held on 12<sup>th</sup> September 2011 the recommendation relating to the request to place a plaque on an oak post next to an Oak tree at Manor Field planted by the family of the late leader of local scout group was withdrawn.

The Committee is requested to re consider the matter.

### (c) Water treatment service contract 2011-2012

To consider the following quotations from Bayley Environmental Services;

(i) To attend site once per year to clean out and chlorinate the cold water service tank and associated hot and cold water services for the sum of £225.00 plus VAT.

(ii) To attend site twice per year to take 2 no water samples per visit to be tested for legionella bacteria. Cost per sample £50.00 plus VAT. Total sum £200.00 VAT.

(d) Rubbish/redundant equipment

The cricketers have undertaken a tidy up and clearance of the container and as a result have temporarily stored redundant or defective equipment behind the container. The cricketers have disposed of some equipment but do not have the means to deal with the larger items currently stored behind the container which included an old steel cabinet, noticeboards, timber, parts of the sight screen and more. A redundant roller is also stored next to the Calor gas compound.

The Committee is requested to consider the hire of a skip to dispose of this redundant/damaged equipment.

(e) Storage brackets in the container

To consider the fabrication and installation of brackets to be fitted to the inside of the container for the storage of the football posts.

(f) Worm casts

To consider whether Manor Field would benefit from an application for the control of worm casts. Last year quotations in the region of £350 were obtained for an application at both Manor Field and Longfield Hill.

**10. Gorse Wood**

**(PINK)**

(a) To consider arrangements for the clear up of Gorse Wood by local volunteers and the Community Wardens on 28<sup>th</sup> October 2011.

(b) To consider complaints from residents at 34 Porchester Close and 35 Porchester Close in respect of trees overhanging from adjoining amenity spaces onto their property. The areas in question have been inspected and report will be presented at the meeting.

Background document

*E mail dated 12<sup>th</sup> September 2011 from resident of 34 Porchester Close (Annexed) (PINK)*

**11. Longfield Hill**

To consider an update on the proposed works to be undertaken by EDF Energy to install a new substation and underground cables at Longfield Hill.

Background document

*Letter dated 12<sup>th</sup> April 2011 from Batcheller Thacker to Hartley Parish Council*

## 12. Rectory Meadow

(a) To consider complaints from residents of Banckside about the weeds growing in the footpath running between Rectory Meadow and no 32 Banckside.

The Committee is requested to note that the residents complained about a tree on Rectory Meadow overhanging and obstructing the aforementioned footpath. Mr Munday has cut back the offending branches whilst undertaking other maintenance work at Rectory Meadow. The Committee is requested to confirm the Clerk's actions.

(b) The Committee is requested to note this is the final year of a 10 year management plan at Rectory Meadow which has attracted annual grants. The Committee is requested to note the outcome of a meeting with Natural England on 20<sup>th</sup> September 2011 to explore other funding opportunities that could be available to the Council.

## 13. Playgrounds

(a) Safeplay quoted a sum of £378.40 to access the bearings of the roundabout at Woodland Avenue and replace them, lubricate and test, which was accepted by the Committee at a meeting held on 2<sup>nd</sup> February 2011. The quotation was based on the assumption that the column was undamaged.

When Safeplay started the work they discovered a more serious and costly problem relating to damage around the shaft and have quoted a sum of £1,585 plus VAT. The works would include;

- Remove existing roundabout from its fixings
- Excavate existing roundabout shaft from its concrete footings
- Re-set shaft into new concrete footings
- Replace bearings on shaft as movement would have caused potential damage
- After waiting 72 hours to allow concrete to set replace the roundabout onto the shaft
- Re-attach the resistor unit and lubricate all parts
- Close all service panel and top covering
- Test unit and ensure site is left clean and clear

If the work does not to proceed Safeplay advise they will charge £240 plus VAT to cover their abortive works, which is based on 4 people attending site for 3 hours.

(b) To consider the Annual Inspection of the Council's playgrounds undertaken on 3<sup>rd</sup> August 2011 by Ms M Cook and the action taken in relation thereto. (Annexed) **(GREEN)**

*Background document*

*Annual inspection – 3<sup>rd</sup> August 2011 (GREEN)*

## 14. Tree Management

(a) At the last meeting of the Amenities and Open Spaces Committee it was resolved that further advice be sought from the Council's insurers on the management of trees and in particular the extent and frequency of any inspection regime.

The Committee is requested to note the Council's insurers is not in a position to provide any advice in relation to frequency of inspection, but would expect the Council to use its own judgement and comply with any advice from arboriculturists. The

insurers have referred the Council to the General Conditions' clause in the policy wording about 'reasonable precautions' (Page 9 point 3) which states;

**“3. Reasonable Precautions**

*The insured will comply with all regulations imposed by any competent authority and take all reasonable precautions to prevent or minimise accident, injury, loss or damage.”*

Background document

*E mail dated 2<sup>nd</sup> August 2011 from Council to Zurich*

*E mail dated 3<sup>rd</sup> August 2011 from Zurich to Council (Annexed) (YELLOW)*

(b) To consider quotations from consultants to undertake a quantified tree risk assessment of trees on land owned by Hartley Parish Council.

The last quantified tree risk assessment was undertaken between April and July 2010 by Duramen Consulting. Members attention is drawn to the last paragraph on page 3 of the consultant's report dated 30<sup>th</sup> July 2011 which gives advice on the frequency of future inspections. A copy of the report was circulated with the agenda papers of the previous committee meeting.

Background document

*Tree survey report dated 30<sup>th</sup> July 2010 from Duramen Consulting*

**15. Noticeboards**

At the last meeting of the Amenities and Open Spaces Committee the Committee considered a schedule of the Council's noticeboards and it was resolved that further investigations be undertaken to establish what noticeboards were in the market place. A copy of the schedule was circulated with the agenda papers of the previous meeting.

The Committee is requested to give this matter further consideration.

Background document

*Schedule of noticeboards*

**16. Big Community Fund**

The Council has been advised of a new funding opportunity through Sevenoaks District Council known as the Big Community Fund. The Committee is requested to consider whether there are any projects in the parish suitable for funding through this scheme.

Details of the new fund may be viewed at;

<http://www.sevenoaks.gov.uk/news/2011/july/4481.asp>

**17. Kent Free Tree Scheme 2011**

To consider whether the Council wishes to make an application to the Countryside Management Partnerships for 25 free trees.

**18. Routine Maintenance Contract**

To consider extending the Routine Maintenance Contract to include regular inspections of the Allotments at Woodland Avenue.

## 19. 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 27<sup>th</sup> July 2011. **(WHITE)**
2. Financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 22<sup>nd</sup> September 2011. **(BLUE)**
3. Draft budget 2012/2013 **(CREAM)**
4. Allotment tenancy agreement draft amendments **(DARK GREEN)**
5. Allotment tenancy agreement current **(RED)**
6. E mail dated 12<sup>th</sup> September 2011 from resident of Porchester Close **(PINK)**
7. Annual playground inspection – 3<sup>rd</sup> August 2011 **(GREEN)**
8. Email dated 3<sup>rd</sup> August 2011 from Zurich **(YELLOW)**

#### Committee Membership

Cllr Abraham (ex officio)  
Cllr Mrs Cole  
Cllr Glander  
Cllr Mrs Oxtoby (ex officio)

Cllr Burchell  
Cllr Mrs Fernley  
Cllr Graeme  
Cllr Sewell