

## HARTLEY PARISH COUNCIL

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11<sup>th</sup> February 2021

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be **held remotely, using “Zoom”** on **WEDNESDAY 17<sup>th</sup> FEBRUARY 2021** commencing at **7.00 p.m.**

Please log in using meeting code **436 7184 770**.

Yours sincerely

*Helen Boden*

**Helen Boden**  
**Proper Officer**

**Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.**

**The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, came into force on 4<sup>th</sup> April 2020.**

**Regulation 5 permits the holding of remote meetings.**

**Members of the public wishing to attend the meeting, should contact the Clerk at the Parish Office for further instructions.**

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### AGENDA

#### **1. Apologies**

To receive apologies for absence.

#### **2. Declarations of Interest**

To receive Members' declarations of interest, not already included on their Register of Interests.

#### **3. Minutes**

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 18<sup>th</sup> November 2020, as a correct record. (Annexed).

**Pursuant to Standing Order 3 (e) 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 Football Club.

(b) To consider details of a proposed permanent sign to be erected at the entrance to Manor Field. (If available).

(c) At the meeting of the Amenities & Open Spaces Committee the Committee considered the fees to be charged to Hartley De Sales Football Club for the use of the football pitches at Manor Field for the 2020/21 season.

Members agreed that in view of the current situation, the fees should not be increased and it was recommended that the fees charged to Hartley De Sales Football Club for the 2020/21 season, remain at £1,900.00, to be pro rated, should the start of the season be delayed.

As the football season is nearly at an end, the Committee is requested to consider the fee to be charged for the 2020/21 season.

#### **5. Cricket at Manor Field**

To receive a report from the New Ash Green & Hartley Cricket Club.

#### **6. Financial Report**

To consider a financial statement, setting out detailed income and expenditure by budget heading in respect of the Allotments, Open Spaces and the Pavilion, as at 11<sup>th</sup> February 2021. (Annexed).

#### **7. Allotments**

(a) To receive an update on the removal of four broken close boarded fence panels to enable an assessment of the fence of a property adjacent to the allotment site to be undertaken and the replacement of the Parish Council's fence with a 4 ft chestnut paling fence and posts.

(b) To receive an update on the provision of a skip to enable allotment tenants to dispose of unwanted rubbish.

(c) At the meeting of the Finance Committee held on 16<sup>th</sup> December 2020, November 2020, quotations were considered for the removal of the Cherry tree located in the corner of the allotment site and the trees located on plots 34, 35 and 36, which are currently un-rentable.

It was agreed that the quotation received from NPC Tree Surgery, for the sum of £1650.00 + VAT to carry out the following work, be accepted:

- dismantle the single cherry to ground level
- Fell and stump grind the group of cherry trees to allow the ground to be re-used as allotments
- Create piles of compost and domestic waste to be used/cleared by others

- Clear remaining trees and scrub in overgrown area and flatten ground utilising an excavator

It was agreed that the total cost of the works would be met from the Parish Council's General Reserves.

The Committee is requested to consider a progress report.

(d) To consider a request from an allotment holder to trim some of the trees adjacent to their allotment to allow more light on to the plot.

## **8. Gorse Wood**

### Fencing

(a) At the meeting of the Amenities & Open Spaces Committee held on 18<sup>th</sup> November 2020, Members noted that the quotation received from Meopham Fencing, for the sum of £2,180.00 + VAT, to take down the existing fencing and clear from site and install approximately 20m of 1.2m high twin wire mesh ppc green and 1 mobility gate had been accepted,

It was noted that the Clerk had approached West Kent Housing Association (WKHA), to ask whether they would be in a position to contribute towards the cost, but that a response had not been received in time for the meeting.

West Kent Housing has since advised that they will contribute £272.00 towards the cost.

(b) At the meeting of the Amenities & Open Spaces Committee held on 18<sup>th</sup> November 2020, the Clerk reported that she had contacted the Planning Department at Sevenoaks District Council, to confirm that planning permission for the works was not required. A response had not been received in time for the meeting.

The Committee is requested to consider a letter dated 9<sup>th</sup> December 2020, received from the Development Manager at the District Council. (Annexed).

(c) Work on the installation of the new fencing and gate commenced on 26<sup>th</sup> January. The contractor arrived on site the following day, to discover that the gate had been stolen and the remaining gate hoop had been damaged.

The Clerk made arrangements with the contractor, for the gate hoop to be removed and for the installation of the fence to be postponed, to allow the Council to make a decision as to whether it wishes for the works to be completed.

At the meeting of the Parish Council held on 8<sup>th</sup> February 2021, it was agreed that arrangements be made for the works to resume once the new mobile CCTV camera has been installed.

It was also agreed that should the cost of replacing the stolen gate be more than £250, (being the insurance policy excess), consideration be given to submitting a claim through the Parish Councils insurance policy.

The Contractor has advised that the cost of the replacement gate will be £220 + Vat inc delivery.

The total cost of the works will now amount to £2,780 + VAT.

### Flytipping

(c) To note that there is a substantial amount of fly tipping at the entrance to Gorse Wood (Caxton Close car park) as well as further in to the woods.

The Committee is requested to give consideration to its clearance.

## **9. Pavilion**

(a) To consider any action that may be required due to the Covid-19 Pandemic.

(b) An invoice was received from Castle Water relating to the use of the water at the Pavilion for the period 1<sup>st</sup> August 2020 – 31<sup>st</sup> January 2021, amounting to £537.77.

The amount paid for the water supply at the Pavilion in 2018/19 was £189.94 and in 2019/20 it was £78.39.

It is Castle Water's policy to charge for 2 months in arrears and 4 months in advance.

The Clerk contacted Castle Water to ask that the bill be revised, using a confirmed meter reading and was advised that the Council would need to read the meter and submit a confirmed reading in place of the estimated reading used on the bill. Details and photographs of the location of the meter were provided, but despite 7 different people searching for the meter, it has not been possible to locate it.

The Clerk was advised that the meter was only read twice a year and that a fee of £35 would be payable if the Council required an engineer to read the meter.

The Committee is requested to:

(1) confirm the Clerk's actions in arranging for the meter to be read at a cost of £35.00 to enable an accurate invoice to be issued and for location details and photographs to be provided to the Council and,

(2) to consider a verbal update.

## **10. Manor Field**

### (a) Car Park Resurfacing

At the meeting of the Amenities & Open Spaces Committee held on 18<sup>th</sup> November 2020, the Committee noted that due to reasons beyond his control, the Architect appointed to prepare the plans for the proposed resurfacing of the car park at Manor Field, had not yet been able to complete the work.

It was agreed that alternative quotations be sought.

The Committee is requested to consider any quotations received.

### (b) Hire Request

At the meeting of the Amenities & Open Spaces Committee held on 18<sup>th</sup> November 2020, the Committee considered a request received from the Rude Mechanical Theatre, for the use of Manor Field and the Pavilion, on Thursday 27<sup>th</sup> May 2021, for an outdoor theatre production.

It was agreed that the hire be approved, subject to any Government COVID-19 restrictions that may be in force at the time and that the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee be authorised to agree the fee to be charged to the Theatre Company, once the final arrangements have been discussed, to be in the region of £150 - £200.

An email was subsequently received from the Theatre Company, requesting that the fee be reduced to a maximum of £100.

This request was considered at the meeting of the Parish Council held on 11<sup>th</sup> January 2021 and it was agreed that fee charged to the Theatre Company would be set at £100.

In an email dated 13<sup>th</sup> January 2021, the Theatre Company advised that due to the current pandemic, it is likely that the date would have to be changed.

The Committee is requested to consider any further updates.

## **11. Trees**

### **(a) Gorse Wood**

(i) At the meeting of the Amenities & Open Spaces Committee held on 18<sup>th</sup> November 2020, the Committee noted that concern had been expressed by the resident of a property located adjacent to Gorse Wood, regarding overhanging branches from Gorse Wood, into their property.

The Committee noted that the Clerk had made arrangements for a tree surgeon to visit the site to inspect the trees.

It was agreed that the Clerk, in consultation with the Chairman of the amenities & Open Spaces Committee, be authorised to act on the advice received from the tree surgeon and to accept any resulting quotation for tree works considered necessary.

The Committee is requested to consider a verbal update.

(ii) Following concerns expressed by the resident of a property located adjacent to Gorse Wood regarding an Ash Tree that appeared to be displaying signs of Ash Die Back Disease, the Clerk made arrangements for a tree surgeon to visit the site.

The Committee is requested to consider the tree surgeons report.

(iii) To consider an email dated 19<sup>th</sup> January 2021, received from a resident, requesting that consideration be given to designating the whole of Gorse Wood as Ancient Woodland. (Annexed).

### **(b) Quantified Tree Risk Assessment**

To receive a progress report.

## **12. Routine Maintenance Contract 2021-22**

At the meeting of the Amenities & Open Spaces Committee held on 18<sup>th</sup> November 2020, the Committee considered a report on the appointment of a contractor to undertake duties set out in the Routine Maintenance Contract for the period 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022.

It was agreed that a notice should be included in the Parish Council's newsletter, inviting anyone interested in providing a quotation for the contract to contact the Council.

The Committee is requested to receive an update and to consider a course of action

## **13. Cherry Trees Shops**

To receive an update on the works to repair the paving and to re-instate the bollards, outside the shops at Cherry Trees.

## **14. Playgrounds**

- (a) To consider a letter from Play England. (Annexed).
- (b) To consider COVID-19 Government Guidance for managing playgrounds and outdoor gyms, updated 28<sup>th</sup> January 2021. (Previously sent by email).
- (c) To consider any action that may be required due to the COVID - 19 Pandemic.

## **15. Metal Detecting**

To consider a request from a resident to permit them to use a metal detector in the woods owned by the Parish Council and on Rectory Meadow.

## **16. Litter Bins**

To consider an email dated 18<sup>th</sup> January 2021, received from a resident requesting additional bins in Porchester Close and Woodland Avenue. (Annexed).

## **17. Mobile CCTV Camera**

At the meeting of the Parish Council held on 8<sup>th</sup> February, the purchase of a mobile CCTV camera was approved.

The Committee is requested to consider a draft policy statement and CCTV policy. (To follow).

## **18. Date of next meeting**

### **List of circulated documents**

**Copies of all background 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 18<sup>th</sup> November 2020. **(WHITE)**.
2. Financial report as at 11<sup>th</sup> February 2021. **(BLUE)**.
3. Letter dated 9<sup>th</sup> December 2020, received from the Development Manager at the District Council. **(GREEN)**.
4. Email dated 19<sup>th</sup> January 2021, received from a resident. **(PINK)**.
5. Letter received from Play England. **(WHITE)**.
6. Email dated 18<sup>th</sup> January 2021, received from a resident. **(YELLOW)**.