

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
Tel/fax: 01474 709441
E mail: mail@hartleyparishcouncil.org.uk
Website: www.hartleyparishcouncil.org.uk

16th May 2018

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **TUESDAY 22nd MAY 2018** commencing at **7.45p.m.** at **Hartley Library, Ash Road.**

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.

AGENDA

1. Election of Chairman

To consider the election of the Chairman of the Amenities and Open Spaces Committee until the Annual meeting of the Council in May 2019.

2. Election of Vice - Chairman

To consider the election of the Vice Chairman of the Amenities and Open Spaces Committee until the Annual meeting of the Council in May 2019.

3. Apologies

To receive apologies for absence.

4. Declarations of Interest

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

5. Minutes

(WHITE)

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 27th March 2018, as a correct record. (Annexed).

6. Terms of Reference and Delegated Powers (CREAM)

To review the Terms of Reference and Delegated Powers of the Amenities and Open Spaces Committee as approved by the Council on 14th May 2018. (Annexed).

Background documents

Terms of Reference and Delegated Powers as approved on 14th May 2018.

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.

7. Football at Manor Field

To receive a report from Hartley De Sales FC on football at Manor Field.

8. Cricket at Manor Field

(a) To consider a report from New Ash Green & Hartley Cricket Club.

(b) To consider a progress report on arrangements for the Family Fun Day to be held on Sunday 27th May 2018.

9. Cricket at Longfield Hill

To consider a report from Meopham Cricket Club.

10. Financial Report (BLUE)

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 16th May 2018.

Background document

Financial statement as at 16th May 2018. (ANNEXED).

11. Pavilion (PINK)

(a) Boiler Maintenance

To consider the Commercial Gas Installation Safety Report issued by CACHES Limited, following the inspection of the boilers at the Pavilion in March 2018. (Annexed).

(b) Alarm

To consider the findings of the routine maintenance of the alarm system carried out at the Pavilion on 16th May 2018.

(c) Emergency Light Testing

To consider a quotation for the annual testing of the emergency lighting, due in August. (If available).

12. Manor Field

(a) To consider whether any resurfacing works are required in the car park at Manor Field, in advance of the “Battle’s Over – A Nation’s Tribute” event due to take place at the Pavilion, Manor Field in November.

(b) One of the trees at Manor Field has a memorial plaque attached with a chain. Over time, the tree has grown and the chain has broken.

The Committee is requested to consider whether the Council should repair/replace the chain.

13. Routine Maintenance Contract 2018-19

(WHITE)

To consider a report on the appointment of a Contractor to undertake duties set out in the Routine Maintenance Contract for the period 1st July 2018 to 30th June 2019, including regular patrols of the Council's open spaces and execution of minor repair/maintenance works. (Annexed).

14. Rectory Meadow

(a) Grass Cutting

At the meeting of the Amenities & Open Spaces Committee held on 27th March 2018, the Committee considered arrangements for grass cutting at Rectory Meadow and it was resolved that "*the Clerk be requested to contact the North West Kent Countryside Project to ask whether they would be able to recommend a suitable contractor/be prepared to carry out the cutting themselves*".

The Committee is requested to consider any advice/quotations received.

(b) Botanical Survey

To note that the botanical survey of Rectory Meadow, authorised by the Committee at its meeting held on 21st November 2017, will be undertaken on Tuesday 12th June 2018

15. Playgrounds

(a) To consider the Quarterly Operational Play Inspection Report carried out by the Council's playground inspector on 29th April 2018. (Previously sent by email).

(b) To note that Mr Munday has reported that the team swing at Woodland Avenue recreation ground has been damaged. Mr Munday does not consider the damage to be a hazard, but will continue to monitor the situation and will advise the Clerk if it worsens.

(c) To consider the replacement/refurbishment of the playground equipment at Longfield Hill.

(d) The metal kissing gate at Woodland Avenue Recreation Ground has been damaged. The latch has been removed and the gate does not close.

The Committee is requested to consider arrangements for repairing/replacing the gate.

16. Pond

At the meeting of the Amenities & Open Spaces Committee held on 27th March 2018, the Committee discussed the neglected state of the pond.

It was resolved that "*(1) the Clerk be requested to seek advice from the Internal Auditor and from KALC, as to the probity of pursuing the option of possessory title and,*

(2) the Clerk be requested to contact the Council's Solicitor to obtain further details as to the process required should the Council wish to pursue the matter.

The Committee is requested to consider any advice received.

17. Trees

At the last meeting of the Amenities & Open Spaces Committee, Members considered an email dated 28th February 2018 and accompanying report, following an aerial inspection of an Ash tree located adjacent to Hartley Grange Cottage, which had been identified as requiring attention on health and safety grounds.

Members noted that to bring the tree to an acceptable level of safety, it was recommended that a significant crown reduction be made in order to stabilise the tree and reduce the likelihood of stem fracture failure.

The report stated that due to the tree forming one of many trees in a small woodland scenario and not representing any significant aesthetic or amenity value and whilst taking into consideration the cost implications of maintaining a pruning programme, in the Arborist's opinion, the only alternative to a crown reduction would be complete removal before further deterioration occurs, as this may be considered the most effective use of resources.

The report recommended that the works be carried out within 6 months of the date of the report.

The Committee agreed that the preferred course of action would be the complete removal of the tree, to prevent additional costs or safety issues being incurred in the future.

It was resolved that *“(1) quotations be sought for the removal of the tree to ground level and (2) once received, the Clerk in consultation with the Chairman be authorised to accept a quotation for the felling of the tree, up to a maximum of £500.00.”*

Three quotations were sought, but only two received, both in excess of £500.00.

The Committee is requested to consider the two quotations received.

18. Allotments

(GREEN)

(a) To consider the notes of the meeting held with the allotment holders on 12th April 2018. (Annexed).

(b) A bill was recently received from South East Water, relating to the water supply at the allotments, covering the period 20th October 2017 – 3rd April 2018.

The bill was in excess of the amount usually paid for this period and the Clerk therefore contacted the water supplier to ask them to investigate.

The Committee is requested to consider a report on the outcome of these investigations.

19. Gorse Wood

Following an increase in fly tipped objects in Gorse Wood, at the Caxton Close end, Members carried out a site inspection of the woods on Wednesday 11th April.

The Committee is requested to consider the outcome of the site inspection and to agree a course of action.

20. Noticeboards

(a) In January 2018, the Clerk contacted the Public Rights of Way Officer regarding the noticeboard showing the network of public footpaths in the parish and immediate area, located next to the parish noticeboard outside the library, as one of the posts had split and it was leaning precariously.

The noticeboard had originally been erected by Explore Kent and as such, is the property of Kent County Council.

The Public Rights of Way Officer advised that similar noticeboards had been installed all over the county and that as they had all been erected within a similar timeframe, several other parishes had reported the same issue.

The Public Rights of Way Officer visited the site and secured the noticeboard, pending discussions with Explore Kent as to how the problem could be resolved.

The Committee is requested to consider a progress report.

(b) Concerns have been expressed regarding the condition of the Parish Council noticeboard outside the library.

The Committee is requested to give this matter its consideration.

21. 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 27th March 2018. **(WHITE)**.
2. Terms of Reference & Delegated Powers. **(CREAM)**.
3. Financial statement as at 16th May 2018. **(BLUE)**.
4. Commercial Gas Installation Safety Report. **(PINK)**.
5. Report on the Routine Maintenance Contract 2017-18. **(WHITE)**.
6. Notes of the meeting held with the allotment holders on 12th April 2018. **(CREAM)**.

Committee Membership

Cllr Abraham (ex officio)
Cllr Bennett
Cllr Cole
Cllr Graeme
Cllr Mrs Oxtoby (ex officio)
Cllr Sewell
Cllr Tremain
Cllr Mrs Vesey