

HARTLEY PARISH COUNCIL

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21st April 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 28th APRIL 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 4th 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.

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 17th February 2021 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. (Annexed).

(c) To consider a request from Hartley De Sales Football Club to contribute towards the purchase of portable goal posts for use at Manor Field.

The estimated cost of two sets of goal posts (4 goals), is £6,000 - £6,500.

(d) At the meeting of the Amenities & Open Spaces Committee held on 7th July 2020, 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.

The Committee is requested to consider the fee to be charged for the 2020/21 season.

5. Cricket at Manor Field

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

(b) To consider the cricket fees for the 2021 season.

Last year the New Ash Green and Hartley Cricket Club was charged £180.00, as due to the COVID-19 Pandemic, they only used the ground and toilet facilities at the Pavilion for 6 weeks. The charge for the 2019 season was £1,205.

The 2021 season is due to start on 24th April and finish on 4th September.

6. Meopham Cricket Club

To receive a report from Meopham Cricket Club.

7. 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 31st March 2021. (Annexed).

8. Allotments

(a) To consider quotations for the shrubs and ivy adjacent to the property known as "Woodlands", Woodland Avenue, to be removed, to facilitate the installation of the Parish Council's new boundary fence.

(b) To receive an update on the 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.

(c) At the meeting of the Amenities & Open Spaces Committee held on 23rd September 2020, the Clerk was requested to make arrangements for an 8yd skip to be delivered to the allotment site and sited inside the Larksfield entrance, at a cost of £276.00 + VAT.

The purpose of the skip was to enable tenants to dispose of any rubbish left on plots by previous tenants.

The skip was delivered to the site on 15th March and was quickly filled.

In addition to this, arrangements had been made by the Parish Council, for the trees on the un-rentable plots to be removed and one of the boundary fences to be replaced.

In view of this additional waste, it was considered prudent to make arrangements for the skip to be exchanged.

The Committee is requested to confirm the Clerk's actions, in accordance with the authority delegated to the Clerk, in consultation with the Chairman of the Council and/or the Chairman of the Amenities & Open Spaces Committee, at the Council meeting held on 8th March 2021, to seek and accept quotations for any fly tipping or rubbish clearance that may be required, subject to a limit of £1,000, whether or not there is any budgetary provision for the expenditure, in making arrangements for the skip to be removed and replaced at a cost of £276.00 + VAT.

(d) At the meeting of the Amenities & Open Spaces Committee held on 17th February, the Committee considered a request from a plot holder to trim some of the trees adjacent to their allotment to allow more light on to the plot.

Members noted that the trees in question were located outside of the allotment boundary fence, but that Kent Highway Services had advised that they are "boundary trees" and as such, are not their responsibility.

The Committee noted that a similar request from the plot holder had been considered in July 2019, but that following advice received from a Tree Surgeon, no further action had been taken. Members agreed that there was no reason for this decision to be changed.

It has since been suggested that the trees may be suffering from Ash Dieback disease and in view of the fact that the trees are outside of the allotment boundary, this has been reported to KCC.

The Committee is requested to consider an update if available.

(e) Water Regulations Inspection

A Water Regulations Inspection was carried out by South East Water on 18th February 2021.

The Committee is requested to consider the resulting report. (Annexed).

9. Pavilion/Manor Field

(a) Pavilion Closure/re-opening

(i) To consider Information Sheet Issue 9, current on 26th March 2021, received from Action with Communities in Rural England. (Previously sent by email).

(ii) To consider COVID – 19 Organised Events Guidance for Local Authorities updated 19th April 2021. (Previously sent by email).

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

(b) Fire Appliance Maintenance

To note that arrangements have been made for the Fire Appliance maintenance contract with Inspection Services, (which is a division of Commercial Services at Kent County Council) to be renewed for one year, at a cost of £4.99 per portable fire extinguisher and £1.10 per fire blanket, (minimum service charge of £59.00 applies for 11 or fewer fire extinguishers), for fully inclusive maintenance.

The contract includes the Pavilion and Parish Office. Six appliances and one fire blanket are tested.

(c) Charges

To review the charges for the hire of the Pavilion.

At the meeting of the Amenities & Open Spaces Committee held on 26th May 2020, it was agreed that there be no increase to the hire charges introduced in May 2018.

The current hire charges are as follows:

- An hourly charge of £10 for the weekday hire of the Pavilion, discounted to £9 for regular hirers
- An hourly charge of £12 for the hire of the Pavilion at the weekend. This excludes regular hirers whose hourly charge would remain at £9
- Requests from hirers for a reduction of the hire charge in respect of events organised for charitable purposes, to be considered on an individual basis.

(d) Fire Risk Assessment

The last fire risk assessment of the Pavilion was carried out on 30th

June 2020, by Mr Lawrence Vesey (Health & Safety Advisor NEBOSH), with a recommendation that reviews be carried out on an annual basis.

The Committee is requested to consider arrangements for a review to be undertaken.

(e) Boiler Maintenance

(i) To consider the Commercial Gas Safety Report relating to the Pavilion. (Annexed).

(ii) During the recent maintenance visit carried out by CACHES on the boilers at the Pavilion, the following issues with the boiler were highlighted:

- the expansion vessel within the boiler is faulty,
- the bladder is perforated and there is now no allowance within the system for expansion. This will cause the boiler pressure relief valve to discharge and the system to trip on low pressure.

The Committee is requested to confirm the Clerk's actions in accepting the resulting quotation from CACHES, For the sum of £227.20 + VAT, for the repairs to be carried out.

(f) Alarm – Routine Inspection

To note that the routine inspection of the alarm system at the Pavilion was carried out by ADT on 19th March 2021 and replacement batteries were installed.

10. Manor Field – Car Park Re-surfacing

The Committee is requested to consider any quotations received for the preparation of plans for the proposed re-surfacing of the car park at Manor Field.

11. Trees

(a) Gorse Wood

(i) To note that a request has been received from a resident for the branches of a tree located in Gorse Wood, which are overhanging their property, to be cut back.

The resident has been advised that they are at liberty to cut back the branches to the boundary of their property.

The Committee is requested to note that the Clerk made arrangements for a Tree Surgeon to inspect the tree, to ensure that there are no health and safety issues.

The Committee is requested to consider the Tree Surgeon's report.

(ii) At the meeting of the Amenities & Open Spaces Committee held on 17th February 2021, the Committee considered a request received from a resident, for the part of Gorse Wood not already so designated, to be designated as Ancient Woodland.

It was agreed that the Clerk be requested to contact the Tree Officer at Sevenoaks District Council to seek clarification as to the part designation of the wood as Ancient Woodland and to make enquiries as to the benefits and process of designating woodland as Ancient Woodland.

The Committee is requested to consider an email; dated 18th February 2021, received from the Tree Officer at Sevenoaks District Council. (Annexed).

(iii) To consider an email dated 18th April 2021, received from a resident of Porchester Close, regarding overgrown trees at the rear of their property. (Annexed).

(b) Quantified Tree Risk Assessment

To consider the Quantified Tree Risk Assessment report, if available.

12. Routine Maintenance Contract 2021-22

To consider any quotations received for the Routine Maintenance Contract 2021-22.

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 any action that may be required due to the COVID - 19 Pandemic.

(b) To review the Playground Risk Assessments. (Annexed).

(c) To consider the Operational Inspection Report, dated 19th February 2021, received from the Parish Council's Playground Inspectors. (Previously sent by email).

(d) To consider the Operational Inspection Report dated 8th April 2021, received from the Parish Council's Playground Inspectors. (Previously sent by email).

(e) To consider quotations for the provision of a full year's inspection service of the Council's 3 playgrounds.

15. Hartley Evening W.I Centenary

At the meeting of the Amenities & Open Spaces Committee held on 18th November 2020, it was agreed that the requests received from the Hartley Evening W.I. for the installation of a bench on the memorial green and the planting of a tree on Hoseland's Green, be approved, subject to further discussions as to the proposed design of the bench and species of the tree.

The Committee is requested to consider any further information received.

16. Dog Bins

To consider an email dated 6th April 2021, received from a resident requesting that a dog bin be installed on the footpath leading from Grange Way to Church Road. (Annexed).

17. Bulky Waste Collection

At the meeting of the Hartley Parish Council held on 8th March 2021, the Clerk was requested to contact West Kent Housing Association and Sevenoaks District Council, to enquire as to the possibility of re-instating the bulky refuse collections.

The Committee is requested to consider any information received.

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 17th February 2021. **(WHITE)**.
2. Details of proposed permanent sign re Hartley De Sales FC. **(WHITE)**.
3. Financial report as at 31st March 2021. **(BLUE)**.
4. South East Water Inspection Report. **(WHITE)**.
5. Commercial Gas Safety Report re the Pavilion. **(PINK)**.
6. Email dated 18th February 2021, received from a resident. **(GREEN)**.
7. Playground Risk Assessments. **(WHITE)**.
8. Email dated 6th April 2021, received from a resident. **(YELLOW)**.