

HARTLEY PARISH COUNCIL

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21st July 2021

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **TUESDAY 27th JULY 2021** commencing at **7.00 p.m.** at **The Pavilion, Manor Field.**

Yours sincerely

Helen Boden

**Helen Boden
Proper Officer**

To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to contact the Clerk prior to the day of the meeting.

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 elect a Chairman of the Amenities and Open Spaces Committee until the Annual meeting of the Council in May 2022.

2. Election of Vice - Chairman

To elect a Vice Chairman of the Amenities and Open Spaces Committee until the Annual meeting of the Council in May 2022.

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

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 28th April 2021, as a correct record. (Annexed).

6. Terms of Reference and Delegated Powers (YELLOW)

To review the Terms of Reference and Delegated Powers of the Amenities and Open Spaces Committee as approved by the Council on 5th May 2021 (Annexed).

Background documents

Terms of Reference and Delegated Powers as approved on 5th May 2021.

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

- (a) To receive a report from Hartley De Sales Football Club.
- (b) To consider the fees to be charged to Hartley De Sales Football Club, for the use of the football pitches at Manor Field for the 2021/22 season.
- (c) To consider any advice/quotations received regarding the maintenance of the penalty spots.

8. Cricket at Manor Field

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

9. Meopham Cricket Club

To receive 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 21st July 2021. (Annexed).

11. Allotments (GREEN)

- (a) To consider whether the Council wishes to continue its membership of the National Society of Allotment and Leisure Gardeners, at a cost of £55 + VAT per year.
- (b) To receive an update on trees located outside of the allotment boundary fence which appear to be suffering from Ash Dieback Disease and to agree a course of action.
- (c) To consider a report on any allotment plots that may be in breach of the Tenancy agreement.
- (d) To consider emails dated 26th & 30th June, received from the resident of the property adjacent to the allotment site in Woodland Avenue, regarding the boundary fence that the Parish Council is responsible for maintaining. (Annexed).
- (e) At the meeting of the Amenities & Open Spaces Committee held on 28th April 2021, it was noted that a Water Regulations Inspection had been carried out on 18th February 2021 and that various works had been recommended.

It was noted that the Clerk had queried the recommendation for the replacement of the black pipe with the Inspector and that he had agreed that it could remain.

The Committee is requested to note that a re-inspection was carried out on 10th June 2021 and that the plumbing system at the allotment site was now compliant.

12. Pavilion/Manor Field (PINK)

(a) To consider the following documents:

- Village and Community Halls Advisory Service, latest ACRE guidance dated 14th July 2021 (Annexed)
- Guidance on Coronavirus (COVID-19) Measures for Grassroots Sport Participants, Providers and Facility Operators (Previously sent by email)

(b) To review the Risk Assessment for re-opening Manor Field Pavilion. (To follow).

(c) To review the Special Conditions of Hire During COVID-19. (To follow).

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

(e) To confirm the Clerk's actions in arranging for the bollard at the entrance to Manor Field to be repaired and serviced, due to it being unusable.

(f) A Legionella Risk Assessment was carried out in September 2019 and it was recommended that it be reviewed in September 2021.

The Committee is requested to consider quotations for a review of the Legionella Risk Assessment.

13. 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.

14. Trees

(a) Billings Hill Shaw

To note that a request has been received from the resident of a property located adjacent to Billings Hill Shaw, for the branches of trees located at the front and side of the property to be cut back as they are touching the roof.

The trees at the front of the property are protected by a Tree Preservation Order.

The Clerk has arrangements for a Tree Surgeon to inspect the trees and the Committee is requested to consider any advice/quotations received.

(b) Gorse Wood

To consider an email from the resident of a property in Gorsewood Road regarding trees at the rear of their property. (Annexed).

(c) Porchester Close

At the meeting of the Amenities & Open Spaces Committee held on 28th April 2021, the Committee considered an email received from a resident of Porchester Close, regarding overgrown trees at the rear of their property.

It was resolved that arrangements be made for a Tree Surgeon to inspect the trees to assess their condition and to advise whether they would benefit from reduction.

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

(d) Caxton Close

To consider an email dated 24th June 2021, received from West Kent Housing Association. (Annexed).

The Clerk has made arrangements for a Tree Surgeon to inspect the trees and the Committee is requested to consider any advice/quotations received.

15. Quantified Tree Risk Assessment

(a) to receive an update on the undertaking of the tree works, as recommended in the Quantified Tree Risk Assessment carried out by Duramen Consulting Ltd, on 23rd April 2021.

At the meeting of the Parish Council held on 21st June 2021, the quotation received from NPC Tree surgery, to carry out the required works, was accepted.

(b) The Quantified Tree Risk Assessment had highlighted the fact that the Consultant had been unable to locate some of the ground survey markers in Hartley Wood, marking the Parish Council's boundaries.

The Committee is requested to consider seeking quotations for the ground in Hartley Wood to be re-surveyed and the ground markers re-instated.

(c) The recent Quantified Tree Risk Assessment report suggested that the Parish Council contact the Kent Wildlife Trust or similar organisation to ask for advice with the management of Gorse Wood.

The alternative is to let the woodland remain as it is: there will be continuing tree loss in storms or due to disease, or because neighbours find trees are interfering with their property and request removal or pruning.

Gaps within the woodland will get larger and the understorey, particularly bramble, will hinder access.

The Consultant has advised that at this stage, the gaps are not large enough to justify the planting of new trees and considers that it would be a waste of money to attempt to plant trees before removing some of the older trees.

The Clerk has contacted the Kent Wildlife Trust and the North West Kent Countryside Project for advice.

The Committee is requested to consider any advice received.

16. 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.

17. Playgrounds

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

(b) To consider the Annual Inspection Report, dated 7th July 2021, received from the Parish Council's Playground Inspectors. (Previously sent by email).

(c) To consider a request received from a resident for spikes to be installed on the top of the swing bar on the swings at Chantry Avenue, to prevent bird fouling on the swing seats.

(d) To note that the metal entrance gate at Woodland Avenue has been damaged and requires repair/replacement.

The Committee is requested to consider any quotations received.

18. Dog Bins/Litter Bins

(a) At the meeting of the Amenities & Open Spaces Committee, Members considered 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.

It was resolved that the request for an additional dog bin be declined and the resident be advised that dog waste can be disposed of in both dog waste bins and general litter bins.

The resident has subsequently asked whether consideration could be given to having a litter bin on the corner of St Johns Lane and Grange Way where the footpath starts/ends, as this might help to avoid bags being dropped and also the litter that is always strewn along this footpath.

The Committee is requested to give this matter its consideration.

(b) To note that the roll out of the first phase of 25 dual general and recycling waste street bins with smart sensors will commence in late July.

Hartley and the surrounding areas will be included in part 2 of the project.

19. Bulky Waste Collection

At the meeting of the Amenities & Open Spaces Committee held on 28th April 2021, it was resolved that the District Council be pursued for further information as to the cost and location of its bulky waste collections.

The Committee is requested to consider any information received.

20. Sevenoaks District Council – Welcome Back Funding

To consider an update on the ideas submitted to SDC for the Welcome Back Funding

21. Plant a Tree for the Queen’s Jubilee

(a) To consider whether the Parish Council wishes to participate in the “Queen’s Green Canopy” initiative, encouraging everyone to mark the Queen’s Platinum Jubilee in 2022, by planting trees.

The “Queen’s Green Canopy” will create a network of individual trees, avenues, copses and whole woodlands, in honour of the Queen’s service and the legacy she has built.

This will create a green legacy of its own, with every tree planted bringing benefits for people, wildlife and climate, now and for the future.

Any trees planted from October 2021 to the end of the jubilee year in 2022 can be part of the QGC. Tree planting season is October to March – this is when roots are dormant and new trees will have the best chance of flourishing.

(b) At the meeting of the Parish Council held on 21st June 2021, it was agreed that the request from the Rainbow & Brownie Guider, for permission to plant some trees under the “Queen’s Green Canopy” Initiative, be approved and that the selection of suitable

locations for the trees to be planted, be referred to the Amenities & Open Spaces Committee for consideration at its next meeting.

The Committee is requested to give this matter its consideration.

22. Billings Hill Shaw

The fence at the entrance to the open space at Billings Hill Shaw is leaning quite badly and requires new posts.

The Committee is requested to consider quotations for its repair.

23. Rectory Meadow (WHITE)

(a) To consider an email dated 24th April 2021, received from a resident regarding camp fires in Rectory Meadow. (Annexed).

(b) To consider a quotation for a new sign to replace the existing sign at the Banckside entrance, which is in disrepair.

24. The Parade, Ash Road (YELLOW)

To consider an email dated 18th July 2021, received from a resident regarding waste dumped on the verge. (Annexed).

25. 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 28th April 2021. **(WHITE)**.
2. Terms of Reference and Delegated Powers of the Amenities & Open Spaces Committee as approved by the Council on 5th May 2021. **(YELLOW)**.
3. Financial report as at 21st July 2021. **(BLUE)**.
4. Village & Community Halls Advisory Service, latest ACRE Guidance dated 14th July 2021. **(PINK)**.
5. Guidance on Coronavirus (COVID-19) Measures for Grassroots Sport Participants, Providers and Facility Operators. **(PINK)**.
6. Risk Assessment for Re-opening the Pavilion, Manor Field. **(PINK)**.
7. Special Conditions of Hire During COVID-19. **(PINK)**.
8. Email received from a resident of Gorsewood Road. **(GREEN)**.
9. Email dated 24th April 2021, received from a resident. **(WHITE)**.
10. Email dated 18th July 2021 received from a resident. **(YELLOW)**.