

HARTLEY PARISH COUNCIL

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23rd December 2021

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **WEDNESDAY 5th JANUARY 2022** commencing at **7.00 p.m.** at Hartley Library, Ash Road.

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. 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 (WHITE)

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 8th September 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

To receive a report from Hartley De Sales Football Club.

5. Cricket at Manor Field

At the meeting of the Amenities & Open Spaces Committee held on 8th September 2021, it was resolved that the Clerk be requested to contact Brodex Trident, the contractor responsible for the water hygiene contract at the Pavilion, to ask whether switching off the boiler serving the showers would affect the regular water checks carried out as part of the contract.

Brodex Trident advised that this is not something that they would recommend.

6. 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 23rd December 2021. (Annexed).

7. Allotments (GREEN)

(a) At the meeting of the Amenities & Open Spaces Committee held on 8th September 2021, the Clerk reported that confirmation had been received from the Soft Landscape Team at Kent Highway Services, that an emergency job order would be raised to have the trees suffering from Ash Dieback, located outside the allotment boundary fence, at the Woodland Avenue entrance, to be removed.

An email was subsequently received from the Soft Landscape Team at KCC, advising that following investigation by Sevenoaks District Council, the Parish Council is responsible for the maintenance of the trees on the allotment boundary, as part of the tenancy agreement for the site.

In view of the state of the trees and following advice from the Tree Surgeon, the Clerk, in consultation with the Chairman of the Council and the Chairman of the Amenities & Open Spaces Committee made arrangements for the trees to be felled at a cost of £345 + VAT, pursuant to Financial Regulation 4.5.

(b) To consider the notes of the meeting held with the allotment holders on 18th November 2021. (Annexed).

8. Pavilion (CREAM)

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

(b) To note that the annual testing of the emergency lighting at the Pavilion was carried out on 10th December 2021.

(c) To note that the five yearly Electrical Installation Condition Report was carried out at the Pavilion on 10th December 2021.

A meeting has been arranged with the contractor on 7th January to discuss the findings.

(d) To consider an email dated 9th September 2021, received from Action with Communities in Rural Kent, in response to the Clerk's enquiry regarding portable appliances that hirers take in to the hall. (Annexed).

(e) To review the Hire Agreement Form for the Pavilion. (Annexed)

(f) To consider an email dated 24th November 2021, including a Service Agreement, received from CACHES Limited, regarding the service maintenance contract for the main plant at the Pavilion, Manor Field. (Annexed).

The Committee is requested to consider whether it wishes to renew the service maintenance contract for a further 12 month period.

(g) In 2017, Sevenoaks District Council introduced a new “Every Step Counts” Group, a well-being walk aimed at people who may have a long term condition, weight issues, lack of fitness, or lack of confidence and self-esteem which may have an effect on them being active.

The Hartley walk was very popular and took place at Woodland Avenue recreation ground.

After the walk, refreshments were made available at the Wellfield Community Lounge.

The Walk Leader is hoping to recommence the walks in the new year and the Committee is requested to consider a request, for the use of Manor Field and the Pavilion.

9. Manor Field

(a) Car Park re-surfacing

At the meeting of the Amenities & Open Spaces Committee held on 8th September 2021, it was resolved that the Clerk be requested to seek quotations for the provision of a specification of works, sufficiently detailed to enable the Council to seek quotations using the Public Procurement Policy.

The Committee is requested to consider any quotations received.

(b) Weed, moss & worm control

(i) To consider quotations for the following programme of works to the ground at Manor Field for 2022.

- March (Fertilizer and Sulphate of Iron),
- June (Fertilizer and Herbicide)
- September (Fertilizer and Sulphate of Iron)

(ii) To consider including an application for the control of worms.

Background document

E mail dated 10th November 2021 - Weed Management Ltd.

E mail dated 28th October 2020 - Complete Weed Control (Kent).

10. Quantified Tree Risk Assessment

(a) At the meeting of the Amenities & Open Spaces Committee held on 8th September 2021, the Committee considered an estimated quotation for the replacement of the missing ground markers in Hartley Wood, marking the Parish Council’s boundaries, as highlighted in the recent Quantified Tree risk Assessment.

In view of the significant cost of this, it was suggested that, as the Council has the co-ordinates for the ground markers, it may be possible to make alternative arrangements to replace them. Cllr Sewell agreed to contact the local Scout Leader to ask whether they could offer any assistance.

The Committee is requested to consider any response received.

(b) 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.

At the meeting of the Amenities & Open Spaces Committee held on 8th September 2021, the Committee accepted a quotation received from the North West Kent Countryside Project for a one day woodland management visit.

The Committee is requested to note that the work was carried out on 24th November, with the focus on clearing and coppicing the woodland trees bordering residents' properties and walk ways.

The footpaths throughout the woodland were also cleared and tidied.

11. Playgrounds

(a) To consider the Operational Inspection Report, dated 25th October 2021, received from the Parish Council's Playground Inspectors. (Previously sent by email).

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

12. Dog Bins/Litter Bins

To receive an update on the possible installation of new litter bins on the corner of St Johns Lane and Grange Way and in the car park at the rear of Caxton Close.

13. Cherry Trees Shops

To receive an update on the requested repairs to the paving outside the Cherry Trees shops.

14. The Parade, Ash Road (GREEN)

To consider an email dated 7th December 2021, received from a resident, regarding the poor state of the area outside The Parade, Ash Road. (Annexed).

15. Grass Cutting Contracts 2022-24 (WHITE)

To consider quotations for cutting the grass at the Council's open spaces falling due for renewal on 1st April 2022.

Background documents

Grass cutting specification 2022-2024

Grass cutting schedule 2022-2024

Contract 3 plan

List of contractors 2022-2024

16. Safeguarding Policy (PINK)

To consider a draft Safeguarding Policy. (Annexed).

17. Trees

A complaint has been received from a resident regarding the trees overhanging the grassed area from the entrance gate at Billings Hill Shaw, to the tarmac turning area.

The Committee is requested to consider a quotation for the

18. Routine Maintenance Contract 2022-23 (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 2022 to 30th June 2023, including regular patrols of the Council's open spaces and execution of minor repair/maintenance works. (Annexed).

19. 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 8th September 2021. **(WHITE)**.
2. Financial report as at 23rd December 2021. **(BLUE)**.
3. Notes of the meeting held with the allotment holders on 18th November 2021. **(GREEN)**.
4. Email dated 9th September 2021, received from Action with Communities in Rural Kent. **(CREAM)**.
5. Hire Agreement Form for the Pavilion. **(CREAM)**.
6. Email dated 24th November 2021 received from CACHES Limited. **(CREAM)**.
7. Email dated 7th December 2021, received from a resident. **(GREEN)**.
8. Draft Safeguarding Policy. **(PINK)**.
9. Report on the appointment of a Contractor to undertake duties set out in the RMC. **(WHITE)**.