

HARTLEY PARISH COUNCIL

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24th May 2022

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **MONDAY 30th MAY 2022** commencing at **7.00p.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. Election of Chairman

To elect a Chairman of the Amenities and Open Spaces Committee until the Annual meeting of the Council in May 2023.

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 2023.

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 30th March 2022, as a correct record. (**Previously circulated by email**).

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 9th May 2022 (Annexed).

Background documents

Terms of Reference and Delegated Powers as approved on 9th May 2022.

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) At the meeting of the Amenities & Open Space Committee held on 30th March 2022, it was agreed that quotations should be sought for the provision of a container to store the football club's equipment, currently being stored in the storage container for consideration at the next meeting.

The Committee is requested to consider any quotations obtained.

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 23rd May 2022. (Annexed).

11. Allotments (GREEN)

(a) To consider an email dated 21st April 2022, received from a resident, regarding ivy growing at the allotment site. (Annexed).

(b) To consider an email dated 4th May 2022, received from a resident regarding blackberry bushes growing along the fence line at Larks Field. (Annexed).

(c) To consider quotations for the removal of part of the boundary fence and replacement with post and wire fencing.

(d) To note recent reports from allotment tenants, of missing items and to consider a course of action.

12. Pavilion

(a) To note that the remedial works to enable a satisfactory Electrical Installation Condition report for the Pavilion have been completed and the certificate received.

(b) At the meeting of the Amenities & Open Spaces Committee held on 30th March 2022, it was recommended that pending clarification from ACRK regarding reference to the Licences and Deregulation Act in the draft Hiring Agreement, the draft agreement be approved and adopted by the Council.

The Committee is requested to consider the advice received from ACRK. (Annexed).

(c) At the meeting of the Amenities & Open Spaces Committee held on 30th March 2022, it was agreed that advice be sought from ACRK regarding the necessity for the continuation of the additional cleaning measures currently being carried out.

The Committee is requested to consider an email dated 12th May 2022, received from ACRK. (Annexed).

(d) To consider emails dated 28th April 2022 (and attachments), received from Sevenoaks District Council regarding the disposal of general and recycling waste at the Pavilion and to confirm the Clerk's actions. (Previously circulated by email).

(e) To consider a letter dated April 2022 received from Calor Gas, advising of a price increase. (Annexed).

(f) To consider a quotation to replace the existing light fittings at the Pavilion with LED light fittings.

(g) To consider the Legionella Risk Assessment carried out at the Pavilion on 8th November 2022. (Previously circulated by email).

13. Manor Field (WHITE)

(a) Car Park re-surfacing

To receive an update on progress with the proposed car park resurfacing at Manor Field.

(b) Community Garden

To consider an email dated 25th April 2022, regarding the proposed community garden to be located on the strip of land between Manor Field and Hartley Burial Ground. (Annexed).

14. Quantified Tree Risk Assessment

(a) At the meeting of the Amenities & Open Spaces Committee held on 5th January 2022, it was resolved that the Clerk be requested to contact the Scout Leader to accept the offer to locate and replace the missing ground markers in Gorse Wood, highlighted in the Quantified Tree Risk Assessment undertaken in September 2021.

The Scout Leader has been provided with a copy of the location plan supplied by the Land Surveyor, showing the locations of the markers

The Committee is requested to consider any update received.

(b) At the meeting of the Amenities & Open Spaces Committee held on 30th March 2022, it was resolved that arrangements be made with Duramen Consulting to carry out a Quantified Tree Risk Assessment on the trees located on land owned or managed by the Parish Council, provided that the cost of the inspection and report does not exceed by more than 10%, the fee charged for the inspection and report carried out in April 2021.

The Committee is requested to consider a progress report.

15. Playgrounds

(a) To consider any quotations received for the vegetation around the inside of the recreation ground at Woodland Avenue to be cut back in the Autumn.

(b) To consider any quotations received for the goal posts located at Woodland Avenue recreation ground to be moved over slightly to an area of unworn ground.

(b) To consider a renewal quotation received from the current playground inspection contractor.

16. Cherry Trees Shops

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

17. Trees

(a) Porchester Close

A resident of Porchester Close contacted the Parish Office with concerns regarding a fallen tree to the right hand side of their property and other overhanging trees making access to the pathway difficult.

The Clerk made arrangements for a Tree Surgeon to inspect the trees.

The Committee is requested to consider an update.

(b) Billings Hill Shaw

At the meeting of the Amenities & Open Spaces Committee held on 30th March 2022, it was agreed that quotations be sought for a suitable plaque to be erected at Billings Hill Shaw to commemorate the trees planted as part of the Queen's Platinum Jubilee celebrations.

The Committee is requested to consider any quotations received.

(c) Gorse Wood

To confirm the Clerk's actions in making arrangements for a failed, dead tree located in Gorse Wood adjacent to the entrance leading from Caxton Close, to be made safe at a cost of £100 + VAT.

18. Hoselands Green

(a) At the meeting of the Amenities & Open Spaces Committee held on 30th March 2022, it was recommended that the proposal for the erection of a Christmas tree on Hoselands Green, including lights, accompanied by a Carol service, be approved in principle, subject to receipt of further information regarding feasibility and cost.

Cllr Perry Cole was requested to obtain detailed information relating to the proposal to enable it to be considered further.

This recommendation was ratified by the full Council at its meeting held in April.

The Committee is requested to consider any further information available.

(b) At the meeting of the Amenities & Open Spaces Committee held on 30th March 2022, the Committee considered a complaint received from a resident regarding several trees located at the rear of Hoselands Green.

It was noted that the Clerk had made arrangements for a Tree Surgeon to inspect the trees, but that a report was awaited.

The Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee was given authority to accept any resulting quotation.

In view of the sums involved, the Chairman has requested that the quotations are considered by the Committee.

19. Routine Maintenance Contract 2022-23

To consider any quotations received for the Routine Maintenance Contract 2022-23.

20. Sevenoaks District Council – Welcome Back Fund

2 no benches and 2 no picnic benches have been ordered from the Welcome Back Fund.

To consider an update on the delivery/installation of the benches.

21. Risk Assessments

To review the Council's current risk assessments relating to the amenities and open spaces. (Previously circulated by email).

Background documents

List of current risk assessments in place dated 28th April 2021. (Annexed) (CREAM)

Copies of the risk assessments. (Emailed to Members prior to the meeting) (CREAM)

22. 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 30th March 2022. **(WHITE)**.
2. Terms of Reference and Delegated Powers as approved on 9th May 2022. **(YELLOW)**.
3. Financial report as at 23rd May 2022. **(BLUE)**.
4. Email dated 21st April 2022, received from a resident. **(GREEN)**.
5. Email dated 4th May 2022, received from a resident. **(GREEN)**.
6. Email dated 31st March (and attachments) received from ACRK. **(CREAM)**.
7. Email dated 12th May 2022, received from ACRK. **(CREAM)**.
8. Emails dated 28th April 2022 (and attachments), received from Sevenoaks District Council. **(CREAM)**
9. Letter dated April 2022, received from Calor Gas. **(CREAM)**.
10. List of current risk assessments in place dated 28th April 2021. **(PINK)**.