

**MINUTES OF THE MEETING OF THE
AMENITIES AND OPEN SPACES COMMITTEE
HELD REMOTELY USING “ZOOM”
ON WEDNESDAY 28th APRIL 2021 AT 7.00 P.M.**

Present:

Cllr Larry Abraham
Cllr Lesley Driscoll
Cllr David Graeme – (*Chairman*)
Cllr Mally Malham
Cllr Anne Oxtoby
Cllr Vince Sewell

In Attendance:

Mrs H Boden – (*Clerk*)
Rob Hamshare – Hartley De Sales FC

1. Apologies for absence

Apologies for absence had been received from Cllr Fiona Hughes.

The Clerk reported that apologies had also been received from the representatives of the New Ash Green & Hartley Cricket Club and Meopham Cricket Club.

2. Declarations of Interest

Cllr Malham declared an interest in minute item, 8, (a), (b), (c), (d) and (e), as he is an allotment holder.

Cllr Graeme declared an interest in minute item 12, Routine Maintenance Contract 2021-22, as one of the quotations had been submitted by a relative.

Cllr Graeme left the meeting during discussion and voting on the matter.

3. Minutes of previous meetings

RESOLVED: That,

the minutes of the meeting of the Amenities and Open Spaces Committee held on 17th February 2021, be approved and signed by the Chairman as a correct record.

4. Football at Manor Field

(a) The Committee noted that following a request from the Football Club to continue using one of the pitches until the end of May, the Chairman of the Council, the Chairman of the Amenities & Open Spaces Committee, the Clerk and representatives from the New Ash Green & Hartley Cricket Club and Hartley De Sales Football Club, met on site to discuss the feasibility of this, in view of the imminent commencement of the cricket season.

After some discussion, it was agreed that the Football Club could continue using the pitch on the far left of the field (looking out from the Pavilion), until the end of May.

This would be strictly on a “one off” basis due to the fact that the season had been severely affected by COVID restrictions.

The Clerk reported that Mr Munday had taken down the goal posts on all 3 pitches and that the Football Club would be using portable goals on the remaining pitch.

Members noted that Mr Munday was continuing to line mark the pitch every 2 weeks and would continue to do so until the end of May.

Rob Hamshare reported that the Saturday morning junior team currently had around 20 attendees.

The Football Club had been using the field for training on a Wednesday evening, but Rob Hamshare confirmed that this had now stopped in order to prevent a clash with the cricket training. He confirmed that all managers had been informed.

The Committee noted that there had been several incidences on a Friday evening where the gate and bollard had not been locked/raised, causing a potential security issue.

Rob Hamshare assured the Committee that all managers had been reminded to secure the gate and bollard when leaving Manor Field.

Rob Hamshare expressed the Club’s thanks to the New Ash Green and Hartley Cricket Club for allowing the continued use of one of the football pitches until the end of May.

RESOLVED: That,
the above report be noted.

(b) The Committee considered details of a proposed permanent sign to be erected at the entrance to Manor Field.

Members noted that the proposed sign would have a red background with white lettering and be the same size as the existing cricket club sign.

It was agreed that the sign would be located to the right of the existing signs, on separate posts.

RECOMMENDED: That,

- 1) the request from Hartley De Sales Football Club to erect a sign the same size as the existing cricket club sign, with a red background and white wording, be approved and
- 2) the sign be located on 2 new posts, to the right of the existing signs at the entrance to Manor Field.

(c) The Committee considered a request from Hartley De Sales Football Club, for a contribution towards the purchase of portable goals for use by the Club at Manor Field.

Members were reminded that the existing goal posts were nearing the end of their lifespan and that there had been issues with the sockets the previous year.

Rob Hamshare reported that the Football Club had applied for a grant from the Football Foundation, which had been accepted and would fund half of the cost of portable goal posts.

The Committee noted that the cost of 2 sets of portable goal posts would be in the region of £5,200.

Cllr Driscoll asked who would be the legal owners of the portable goals and who would be responsible for maintenance should the Parish Council agree to contribute.

Rob Hamshare informed the Committee that the goals would remain permanently at Manor Field and that the Club would be happy for the Parish Council to assume ownership and responsibility for them.

The Clerk advised that the issue of ownership would need to be explored further, should the contribution be approved.

The Clerk advised the Committee that there was no budget provision for the above and that as such, the matter would need to be referred to the Finance Committee for consideration.

RECOMMENDED: That,

this Council gives consideration to making a donation of up to a maximum of £2,500, to Hartley De Sales Football Club towards the purchase of 2 sets of portable goals and that the matter be referred to the Finance Committee to investigate and make recommendation to the Council.

(d) At the meeting of the Amenities & Open Spaces Committee held on 7th July 2020, the Committee considered the fees to be charged to the Hartley De Sales Football Club for the use of the football pitches at Manor Field for the 2020/21 season.

It was 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.

It was agreed that a decision be deferred until the end of the season, when the total use of the pitches would be known.

The Committee noted that the pitches had been used for approximately 8 weeks in total.

Members were reminded that the Council had incurred costs for the setting out of the pitches and the line marking paint.

RECOMMENDED: That,

the fees to be charged to the Hartley De Sales Football Club for the 2020/21 season be set at £800.00.

Rob Hamshare left the meeting at 7.22p.m.

5. Cricket at Manor Field

(a) The Clerk reported that she had been contacted by the Cricket Club to advise that football training was taking place on Wednesday evenings and that this would clash with the start of the cricket season. The Cricket Club have advised that should this continue beyond 28th April when the cricket training commences, they will not be held responsible for any injuries sustained by cricket balls.

The Clerk reported that the Football Club have been told that they cannot train on a Wednesday evening and Members noted that Rob Hamshare had confirmed that this would not continue in his report earlier in the meeting.

RESOLVED: That,

- 1) the above report be noted and,
- 2) the situation be monitored to ensure that there were no training clashes.

(b) The Committee considered the fees to be charged for the use of the ground and the Pavilion during the 2021 season, starting on 24th April 2021 and finishing on 4th September 2021.

Members were reminded that until such time as Government restrictions are relaxed to allow the use of the kitchen and changing rooms, the Cricket Club only have the use of the ground and the toilets.

The Clerk reported that last year, the Club had been charged £180.00, due to their limited use.

The Committee agreed that the fees for the 2021 season should not be increased from the sum of £1,205 that had been agreed for the 2020 season.

This equates to £60.00 per week.

The Committee agreed that whilst the Club only had limited use of the Pavilion, the weekly fee should be reduced to £30.00 per week, rising to £60.00 per week once the facilities were able to be re-opened.

RECOMMENDED: That,

the fees to be charged to New Ash Green and Hartley Cricket Club be set at £60.00 per week, reducing to £30.00 until such time as the Pavilion facilities are able to be re-opened.

6. Meopham Cricket Club

The Clerk reported that an email had been received from Meopham Cricket Club requesting that the grass cutting contractor be asked to avoid cutting the cricket square, as it is the Club's intention to get it back in to commission this year.

Members noted that the Clerk had informed the contractor of this request.

RESOLVED: That,

the above report be noted.

7. Financial Report

The Committee considered 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.

RESOLVED: That,

the 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, be received and noted.

8. Allotments

(a) The Committee considered two 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.

The Clerk advised Members that there was no budget provision for the works and that should the Committee decide to proceed with the works, the matter would need to be referred to the Finance Committee for consideration.

RECOMMENDED: That,

the quotations for the removal of the shrubs and ivy adjacent to the property known as “Woodlands”, Woodland Avenue, to facilitate the installation of the Parish Council’s new boundary fence, be referred to the Finance Committee to investigate and make recommendation to the Council.

(b) The Clerk reported that the Parish Council’s boundary fence had now been removed in readiness for the new chestnut paling fence to be installed and that this had allowed an assessment to be carried out of the fence of the property adjacent to the allotment site which the resident considered had been damaged by the Parish Council’s fence as it was leaning and bowing.

The Clerk made arrangements for two fencing contractors to undertake an independent assessment of the fence and they both advised that the issue was due to the original installation of the resident’s fence posts.

The Clerk reported that the property owner had been notified of the results of the fence assessment and that they were in the process of making arrangements for its repair.

The removal of the Parish Council’s fence had uncovered an electrical cable belonging to the property adjacent to the allotment site, which had been previously hidden between the two fences.

The Clerk reported that the resident had been asked to make arrangements for the cable to be re-sited, to ensure that it did not pose a health and safety risk.

RESOLVED: That,

- 1) the above report be noted;
- 2) the Clerk be requested to contact the owner of the property located adjacent to the allotment site to seek confirmation that the electrical cable has been re-sited and ,
- 3) the Clerk be requested to contact the owner of the property located adjacent to the allotment site to ensure that the works to their fence are carried out before the installation of the Council’s new boundary fence, to allow their contractor to have the necessary access.

(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 had been 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.

RESOLVED: That,

the Clerk's actions in making arrangements for the skip to be removed and replaced at a cost of £276.00 + VAT, be confirmed.

(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.

Members noted that it has since been suggested that the trees may be suffering from Ash Dieback disease.

The Clerk reported that she had contacted KCC to advise them of the issue and had received an email stating that the trees do not form part of the publicly maintainable highway and therefore the private land owner is responsible for the inspection and maintenance of the trees.

RESOLVED: That,

- 1) the Chairman of the Council and the Chairman of the Amenities & Open Spaces Committee conduct a site visit to assess the trees, once the leaves are out in May;
- 2) following this, should it be considered necessary for works to be carried out on the trees, the Clerk be requested to contact KCC to seek a contribution towards the cost.

The Chairman reported that the conifer trees further along from the Ash trees had become rather overgrown and would benefit from topping and facing.

RESOLVED: That,

the Clerk be requested to seek quotations for the topping and facing of the conifer trees and that the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee be authorised to accept the most suitable quotation received, up to the sum of £300.00.

(e) Water Regulations Inspection

The Clerk reported that a Water Regulations Inspection had been carried out by South East Water on 18th February 2021.

Whilst a formal report had not been received, the Inspector had advised that the four taps required a double check valve to be fitted to comply with fluid category 3 and the black polypipe fitted on the mains water feed should be replaced with blue pipe.

Members noted that these recommendations were compulsory rather than recommended, as they pose a potential contamination risk.

The Committee noted that Cllr Malham had since fitted check valves as recommended by the Inspector.

With regard to the replacement of the black pipe, this has been queried with the Inspector and a telephone call was subsequently received, advising that if the black pipe is just at the surface, the recommendation is that it is replaced with blue pipe.

If an exploratory dig is undertaken and it transpires that the pipe is black beneath the ground, the Inspector is happy for it to remain.

In future, if any major works need to be completed, the black pipe would need to be replaced with blue.

The Inspector has been asked for confirmation of the telephone conversation in writing, but the Clerk reported that to date this has not been received.

The Committee considered that undertaking an exploratory dig could result in damage to the underground pipes and agreed that as such, no further action should be taken regarding this.

RECOMMENDED: That,

- 1) the Clerk be requested to pursue the matter with the Inspector, to obtain written confirmation of the telephone conversation;
- 2) once received, no further action be taken with regard to the replacement of the pipes and,
- 3) the Inspector be advised of the Council's actions.

9. Pavilion/Manor Field

(a) Pavilion Closure/re-opening

(i) The Committee considered Information Sheets 9 and 10, current on 26th March 2021 and 22nd April respectively, received from Action with Communities in Rural England (ACRE).

RESOLVED: That,

the ACRE Information Sheets Issue 9 and 10 – current on 26th March 2021 and 19th April 2021 respectively, be noted;

(ii) The Committee considered Guidance for the safe use of multi-purpose community facilities (updated 12th April 2021) and COVID-19 Organised Events Guidance for Local Authorities updated 19th April 2021.

RESOLVED: That,

Guidance for the safe use of multi-purpose community facilities (updated 12th April 2021) and COVID-19 Organised Events Guidance for Local Authorities updated 19th April 2021, be noted.

(iii) The Committee considered any action that may be required due to the COVID-19 Pandemic and noted that the Pavilion had re-opened on 12th April 2021.

Members noted that the only activities permitted to take place in the hall at this stage would be:

- Supervised activities for children, including dance classes, musical activities, cub scouts, brownies, for all children, in accordance with Government guidance for Out of School Settings.
- Parent and child groups e.g parent and toddlers

Other activities such as art classes, clubs, WI's craft groups and Parish Council meetings, will not yet be permitted.

The social contact rules will continue to apply in all settings.

RESOLVED: That,

- (1) the re-opening of the Pavilion for permitted activities, from 12th April be noted;
- (2) the changing rooms and kitchen remain closed to hirers, subject to further review;
- (3) the use of the male, female and disabled toilets at the Pavilion, by the New Ash Green and Hartley Cricket Club, subject to the Club agreeing to the " Special Conditions of Hire during COVID-19, be approved;
- (4) regular hirers using the hall for permitted activities, be provided with a copy of the Special Conditions of Hire During COVID-19 (as approved by the Council at its meeting held on 26th April 2021) and advised of the reduced capacity permitted in the Pavilion;
- (5) the existing arrangements for the Pavilion to be cleaned once a week, continue, subject to further review and,
- (6) Government guidelines continue to be reviewed and authority be delegated to the Clerk, in consultation with the Chairman of the Council and Chairman of the Amenities and Open Spaces Committee, to act on any relevant advice.

(b) Fire Appliance Maintenance

The Clerk reported 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.

RESOLVED: That,
the above report be noted.

(c) Charges

The Committee reviewed the charges for the hire of the Pavilion.

Members noted that 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.

RECOMMENDED: That,
there be no increase to the hire charges introduced in May 2018.

(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 had been requested to consider arrangements for a review to be undertaken.

RESOLVED: That,
the quotation received from Mr Lawrence Vesey (Health & Safety Advisor NEBOSH), for the sum of £30.00, to carry out a review of the Fire Risk Assessment of the Pavilion, undertaken on 30th June 2020, be accepted.

(e) Boiler Maintenance

(i) The Committee considered the Commercial Gas Installation Safety Report relating to the inspection undertaken by CACHES on 12th April 2021.

Members noted that the Declaration of Gas Safety had been issued.

RESOLVED: That,
the Commercial Gas Installation Safety Report dated 12th April 2021,
be noted.

(ii) The Clerk reported that 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 had been 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.

The Clerk reported that the work had now been done.

RESOLVED: That,
1) the above report be noted and
2) 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, be approved

(f) Alarm – Routine Inspection

The Clerk reported that the routine inspection of the alarm system at the Pavilion had been carried out on 19th March 2021 and replacement batteries had been installed.

RESOLVED: That,
the Clerk's report be noted.

10. Manor Field – Car Park Re-surfacing

The Chairman reported that he, the Chairman of the Council and the Clerk, had recently met with a representative from Amey, the company that delivers highways maintenance services to Kent County Council, to seek advice on the proposed re-surfacing.

The representative had agreed to draw up some plans and offer advice on surfacing options.

The Clerk reported that to date no further information had been received.

RESOLVED: That,
the matter be deferred to the next meeting.

11. Trees

(a) Gorse Wood

The Clerk reported that a request had been received from the resident of a property backing on to Gorse Wood, for the branches of a tree located in Gorse Wood, which are overhanging their property, to be cut back.

Members noted that the resident had been advised that they were at liberty to cut any overhanging branches back to the property boundary.

The Clerk reported that she had made arrangements for a Tree Surgeon to inspect the tree and that he had confirmed that there were no health and safety concerns.

RESOLVED: That,

- 1) the Clerk's report be noted and,
- 2) the resident be advised that as there were no health and safety concerns with the tree, no further action would be taken by the Council.

(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 considered an email dated 18th February 2021, received from the Tree Officer at Sevenoaks District Council, advising that in order to be designated as Ancient Woodland, there needs to have been woodland in that location for at least the last 400 years.

The Tree Officer advised that a survey had been carried out several years ago, to identify such sites and that as the part of the wood in question had not received a designation of Ancient Woodland, this meant it had not been identified as such.

RESOLVED: That,

- 1) the email; dated 18th February 2021, received from the Tree Officer at Sevenoaks District Council, be noted and,
- 2) no further action be taken.

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

The resident is requesting that the trees are cut back as they are blocking sunlight from the garden.

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.

(b) Quantified Tree Risk Assessment

The Clerk reported that the report had been received by email just before the meeting and that therefore, it hadn't been possible to circulate it.

RESOLVED: That,

- 1) arrangements be made for the report to be circulated to members after the meeting;
- 2) consideration of the Quantified Tree Risk Assessment be deferred until the next meeting;
- 3) the Clerk be requested to seek quotations for the works highlighted in the report, to be considered at the next meeting and,
- 4) authority be delegated to the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, to make arrangements for any works highlighted as "urgent" in the report, to be dealt with accordingly.

Cllr Graeme left the meeting at 8.13p.m.

In the absence of Cllr Graeme, the Vice Chairman, Cllr Sewell took over as Chairman.

12. Routine Maintenance Contract

The Clerk reported that one of the contractors that had submitted a quotation was Cllr Graeme's brother-in-law and as such, Cllr Graeme had declared an interest and left the meeting during discussion and voting on the matter.

The Committee considered 2 quotations for the Routine Maintenance Contract for the period 1st July 2021 to 30th June 2022 and was advised that a notice, inviting interested individuals or companies to express an interest in submitting a quotation for the 2020/21 Routine Maintenance Contract, had been displayed on the Council's noticeboard outside Hartley Library on 19th November 2020.

Members noted that the current contractor Mr Munday had declined to provide a quotation this year.

The Clerk reported that she had sought quotations from 7 contractors, but that only 2 had submitted quotations.

The Committee noted that the closing date for the submission of quotations had been Friday 23rd April.

The quotations had been opened by the Clerk, in the presence of the Vice Chairman Cllr Sewell, on Monday 26th April.

The Clerk reported that copies of the contractors Public Liability Insurance had not been submitted with the quotations.

RECOMMENDED: That,

- 1) the quotation received for the sum of £10,305.75 to undertake the Council's Routine Maintenance Contract for the period 1st July 2020 to 30th June 2021 be accepted;

- 2) prior to acceptance of the quotation, the Clerk be requested to obtain confirmation of the contractor's Public Liability Insurance.

Cllr Graeme returned to the meeting at 8.19p.m.

13. Cherry Trees Shops

The Committee noted that the bollards had recently been re-instated by KCC, but that the paving was still in need of repair.

RESOLVED: That,
the Clerk be requested to pursue this with the Landlords.

14. Playgrounds

(a) The Committee had been requested to consider any action that may be required due to the COVID-19 Pandemic.

Members considered that in view of the fact that the playgrounds were currently open, with a COVID-19 Risk Assessment in place, no further action was required.

RESOLVED: That,
no further action is required.

(b) The Committee reviewed the COVID-19 Risk assessments relating to the Council's 3 playgrounds and agreed that they were satisfactory and required no amendments/additions.

RECOMMENDED: That,
the COVID-19 Risk assessments relating to the Council's 3 playgrounds, as approved by the Council at its meeting held on 23rd July 2020, be confirmed and approved.

(c) The Committee considered the Operational Inspection Report dated 19th February 2021, received from the Parish Council's Playground Inspector.

Members noted that an inspection had also been undertaken on 8th April which superseded the report dated 19th February.

The Clerk reported that she had queried the frequency of the inspections with the inspection company, but had not yet received a response.

RESOLVED: That,
1) the Operational Inspection Report dated 19th February 2021, received from the Parish Council's Playground Inspector, be noted and,
2) the Clerk be requested to obtain a timetable from the playground inspector as to the frequency of the inspections.

(d) The Committee considered the Operational Inspection Report dated 8th April 2021, received from the Parish Council's Playground Inspectors.

Cllr Oxtoby commented on the recommendation regarding the notice at Longfield Hill, that "signage shall include the site name and address.

Members considered that no further action was required regarding this.

The report also recommended that a clearly visible advisory sign should be provided in a prominent position by the multi use games area at Woodland Avenue.

The Committee agreed that in view of the fact that previous signage at Woodland Avenue had been vandalised/removed, no further action should be taken with regard to the erection of the recommended advisory sign.

Chantry Avenue

- sign – Replace rotted timbers and secure loose fixings
- remove excess thread length on the kissing gate and deburr or provide cap
- clean and treat the algae or moss growth on the safety surfacing
- remove weeds/vegetation growth between and around the edges of the surfacing around the spring frog, cradle swing, bay seat swings, slide, roundabout and multi play unit
- remove all rough or sharp edges on the timber of the bench and remove algae and moss
- reinstate the area under the gate to level with the surrounding surface
- monitor the chain wear on the cradle and bay seat swing and replace when 40% worn
- monitor the bushes on the cradle swing and replace as required
- repair the perimeter of the surfacing around the cradle swing, to remove trip points
- remove algae or moss from the surface of the multi play unit
- monitor dents in slide chute
- treat rusting components on the slide and repaint
- monitor and repair gaps in the surfacing around the slide
- monitor for further deterioration in the foundations of the basketball hoop
- reinstate the surface of the goal mouths
- treat and repaint any rusting components on the goal posts
- monitor fence post deterioration and replace as required
- monitor and repair as required, gaps between the edging and surfacing surrounding the roundabout
- monitor the bearing on the roundabout and replace as required
- roundabout – rub down and repaint the flaking paint

Longfield Hill

- monitor loose, rotten posts around the fence and replace as required
- monitor bench fixings for further deterioration and replace as required
- replace missing inserts of the bench

- monitor chain wear, swing seat connectors, seat, frame fixings, shackles and bush wear on bay seat swing and replace as required
- remove algae or moss on the bench
- treat any rusting components on the bay swing frame
- the surface is lifting at the edges and creating trip hazards. Repair perimeter and fill gaps around bay seat swings and slide
- remove algae or moss from the surface under the bay swings and the slide
- monitor dents in slide chute
- treat and repaint any rusting components on the slide & replace all corroded fixings
- regulate surfaces to level to remove trip points

Woodland Avenue

- remove weeds/vegetation/growth from between or around the edges of the safety surfacing
- remove algae or moss from safety surfacing
- reinstate surfaces around the gate to remove trip points
- reinstate eroded area around the bench
- there are trip hazards at the edge of the surface – reinstate surrounding surface levels to remove the trip points
- remove staples from timber fence and picnic bench
- replace rotted fence posts
- replace rotted timbers of bench
- treat any rusting components on the bench and repaint
- adventure trail - replace missing or damaged bolt cap covers
- spinning pole – secure all loose fixings
- 2 bay swing – replace swing seat connectors if possible or replace seat
- 2 bay swing – monitor for further chain wear and replace when 40% worn
- team swing – replace missing caps under the seats
- multi play – clean & treat algae & moss, monitor dents in slide chute, replace bolt cap covers, monitor gaps in the surfacing and repair as required, monitor damaged ropes/nets and repair or replace as required and monitor shackles for further deterioration and replace when 40% worn
- inclusive springie – the plastic cowell is damage, monitor for any further damage and replace as required. The U bolts clamping the spring are worn, monitor and replace as required.
- there are trip hazards at the edges of the surface to the rim of the roundabout. Repair perimeter of surfacing to remove the trip points

- basket ball goal – remove weeds/vegetation growth and remove graffiti. Monitor safety surface and repair as required. Treat and repaint any rusting components
- football goal – treat and repaint any rusting components
- teenage shelter – the concrete surface under or around the unit has been damaged. Monitor and repair as required.
- remove cable ties from gate

RESOLVED: That,

- 1) Mr Munday be requested to undertake the required minor works, as highlighted in the inspection report, detailed above and,
- 2) no further action be taken with regard to the erection of the recommended signage at Longfield Hill and Woodland Avenue.

The Clerk reported that Mr Munday continued to check the required COVID – 19 signage during his weekly playground inspections to ensure that it remains in place and has been provided with a supply of signs to enable him to replace any that may be missing.

The Clerk reported that the fence at the main entrance to the Longfield Hill recreation ground has been severely damaged.

Mr Munday has been notified and asked to carry out the necessary repairs.

RESOLVED: That,
the Clerk's report be noted.

(e) The Committee considered two quotations for the provision of a full year's inspection service of the Council's 3 playgrounds.

One annual inspection and three operational inspections.

RESOLVED: That,

- 1) the quotation received from The Play Inspection Company for the sum of £231.75 + VAT, to carry out an annual inspection of the Council's 3 playgrounds, be accepted and,
- 2) the quotation received from The Play Inspection Company for the sum of £602.55 + VAT, to carry out 3 no operational inspections of the Council's 3 playgrounds, be accepted

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 request received from the Hartley Evening W.I. for the installation of a bench on the memorial green be approved, subject to further discussions as to the proposed design of the bench.

The Clerk reported that details of the bench had now been received from the Hartley W.I and it was proposed that a 1.8m Teak Bericote bench be purchased from Woodberry .

In addition, the W.I. have confirmed that they will meet the cost of the installation of the bench.

Members agreed that the preferred location for the bench would be on the memorial green, between the VE/VJ Day memorial bench and the memorial.

RESOLVED: That,

the request from the Hartley W.I. to install a 1.8m Teak Bericote from Woodberry, on the memorial green, between the VE/VJ Day memorial bench and the memorial, be approved.

16. Dog Bins

The Committee 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.

Members were reminded that Sevenoaks District Council were no longer supporting the installation and emptying of new designated dog waste bins, due to the requirement of KCC, for dog waste to be mixed with litter.

The Committee considered that the emptying of a bin in the suggested location would also prove difficult.

RESOLVED: That,

- 1) the request for an additional dog waste bin be declined and,
- 2) the resident be advised that dog waste can be disposed of in both dog waste bins and general litter bins

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 Clerk reported that confirmation had been received from Sevenoaks District Council that bulky waste collections were due to be reinstated in June, at a cost to the parishes.

Members noted that the Clerk had requested further information as to the cost and the locations of the collections, but that to date, none had been received.

The Clerk reported that West Kent Housing Association had confirmed that they are no longer operating bulky waste days on a planned schedule as they had previously done, but that if there are problems with fly-tipping increasing on West Kent owned land, they would be happy to look at ways to address this.

RESOLVED: That,

- 1) the Clerk's report be noted and,
- 2) the District Council be pursued for further information as to the cost and location of their bulky waste collections for consideration at the next meeting.

18. Date of next meeting

To be confirmed.

The meeting closed at 8.38p.m.

Signed:..... Date:.....

Chairman of the Amenities and Open Spaces Committee

