

HARTLEY PARISH COUNCIL

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22nd June 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **WEDNESDAY 28th JUNE 2023** at **Hartley Library, Ash Road**, commencing at **7.00p.m.**

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 15th May 2023, 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 (GREEN)

(a) To note that the Hartley De Sales Football Club's training/coaching sessions at Manor Field during the summer months will be as follows:

Wednesday: 6p.m. - 7p.m.

Friday: 4.30p.m. – 7p.m.

Saturday: 9a.m. – 10a.m.

(b) At the meeting of the Amenities & Open Spaces Committee held on 15th May 2023, the Committee considered an email dated 22nd March 2023, received from the Kent County Football Association, regarding a funding opportunity for town and parish councils that have football pitches that are used by grassroots football clubs.

It was resolved at the meeting that arrangements be made for a PitchPower Assessment report to be obtained and that once received, the matter be brought back to the Committee for further consideration.

To receive an update and to consider any action required.

(c) To consider the pitch requirements for Hartley De Sales FC and the New Ash Green FC for 2023/24.

(d) To consider an email dated 15th June 2023 enquiring about the possibility of hiring a pitch at Manor Field for the 2023/24 season. (Annexed)

(e) To consider the fees to be charged for the use of the football pitches at Manor Field for the 2023/24 season.

5. Cricket at Manor Field

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

(b) At the meeting of the Amenities & Open Spaces Committee held on 15th May 2023, the Committee considered a request from the New Ash Green & Hartley Cricket Club for a reduction in fees due to the non-availability of the Pavilion/changing rooms since the start of the season (29th April).

It was agreed that due to the fact that the Cricket Club had not had a home fixture on the weekend of 29th April, the fact that the Pavilion had been closed was irrelevant and therefore, no discount should be given.

With regard to the following two weekends, the Committee agreed that, as the Club had had the use of the field, hall, kitchen and toilets, as a goodwill gesture, a discount of 25% of the weekly charge for both weekends would be applied.

The Committee is requested to consider an email dated 19th May 2023, received from the new Ash Green & Hartley Cricket Club in response to the above.

(c) To consider the cricket fees for the 2023 season.

Last year, it was agreed that the fees to be charged to the New Ash Green and Hartley Cricket Club remain at the rate set in 2019 of £1,205, for the use of the ground and the Pavilion for the 2022 season.

The 2023 season started on 29th April and will finish on 3rd September.

6. Meopham Cricket Club

To receive a report from Meopham Cricket Club.

7. 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 22nd June 2023. (Annexed).

8. Allotments

(a) To receive a report on a recent inspection of the allotments carried out by the Chairman of the Amenities & Open Spaces Committee and the Assistant Clerk and to consider any action that may be required.

(b) To consider adding a condition to the existing Allotment Tenancy Agreement to state that if a plot is unable to be worked for a temporary, valid reason, the plot will be strimmed by the Parish Council's Routine Maintenance Contractor to keep both it and the adjacent paths in a tidy state, at a cost to the Tenant.

9. Trees

(a) Gorse Wood

(i) At the meeting of the full Council held on 13th March 2023, Members considered a request received from a resident of Gorsewood Road, for trees adjacent to their property to be reduced/removed, as they considered that the roots *may* be affecting their property.

The Clerk had made arrangements for inspections to be carried out by three Tree Surgeons, none of which were conclusive.

It had therefore been suggested that the only way to find out for certain would be for the resident to arrange for a qualified Structural Engineer to carry out a survey, as the needless removal of trees could affect the water table and cause issues.

In view of the fact that neither the resident nor the Tree Surgeons could categorically state that the trees in question were affecting the property, it was agreed that the Council could take no further action without advice from a suitably qualified professional.

It was noted that there did appear to be some dead wood on the trees located at the side of the garden and it was suggested that this be removed.

In addition, it was considered that the tree located adjacent to the garage of the property had become overgrown and required some pruning.

At the meeting of the Amenities & Open Spaces Committee held on 15th May 2023, it was resolved that quotations be sought for this work and that the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, be authorised to accept a quotation up to a maximum of £500 + VAT.

The Committee is requested to note that a quotation has been accepted from NPC Tree Surgery for the sum of £450 + VAT.

(ii) An email dated 13th June 2023, was received from KCC requesting that the overgrown vegetation at the entrance to Gorse Wood, be cut back as they were overhanging the footpath.

The Committee is requested to confirm the Clerk's actions of making arrangements for the vegetation to be cut back at a cost of £80.00 + VAT.

(b) Porchester Close

At the meeting of the Amenities & Open Spaces Committee held on 15th May 2023, Members considered an email received from a resident requesting that trees overhanging their garden be reduced in height to allow more sunlight into the property.

The Committee is requested to consider the Tree Surgeon's report and any quotations received.

(c) Chantry Avenue

To consider a request received from a resident of Chantry Avenue for the branches of a large tree overhanging their rear garden to be cut back.

10. Gorse Wood

(a) At the meeting of the Amenities & Open Spaces Committee held on 15th May 2023, Members considered emails received from the Environmental Enforcement Officer at Sevenoaks District Council, regarding fly tipping in Gorse Wood.

It was resolved that a quotation to remove the fly tipping be sought from Sevenoaks District Council (SDC) and that the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee be authorised to accept the resultant quotation.

The Committee is requested to note that in response to the Clerk's request for a quotation, an email was received from SDC on 5th June 2023, advising that the team had removed the fly tipping from the site as they had sufficient space to take it.

(b) To consider any quotations received for the replacement of the missing fence panel in the Council's metal fence on the boundary of Gorse Wood and Caxton Close car park.

(c) To note that confirmation has now been received from West Kent Housing Association that the footpath at the rear of 66-72 Caxton Close is owned by them and that arrangements are being made for the area to be inspected and any clearance/repair works carried out.

(d) To receive an update on the possible installation of a CCTV camera in the car park at the rear of Caxton Close, by Sevenoaks District Council.

(e) At the meeting of the Amenities & Open Spaces Committee held on 5th October 2022, it was resolved that the quotation received from the North West Kent Countryside Project (NWKCP), to prepare a Woodland Management Plan for the future maintenance of Gorse Wood, be accepted.

The Committee is requested to note that the Officer assigned to prepare the report has since left the NWKCP.

The Clerk and the Chairman of the Amenities & Open Spaces Committee met with the Officer's replacement on 14th June 2023 to discuss how to progress the matter and the Committee is requested to consider an update.

11. Pavilion

(a) Legionella Testing

To note that the recent testing of the water samples taken from the Pavilion have come back clear and the changing rooms and WC located off the main entrance hall have been reopened.

(b) Repair Works

To note that the contractor chosen to carry out re-staining of the exterior woodwork and various repairs to the inside and outside of the building, started the work on 5th June and that it has now been completed, with the exception of the replacement of one of the air bricks which has a Blue Tit's nest behind it.

The Committee is requested to note that the cost of the repairs amounted to £490.00 and the cost to re-stain the exterior woodwork amounted to £850.00.

As previously approved, the cost of the re-staining of the exterior woodwork will be met from CIL monies.

(c) Locks - Minimum Security Condition

To note that the Parish Council recently renewed its insurance policy upon which, a minimum security condition had been imposed.

A quotation for the necessary upgrades was sought from a suitably qualified locksmith and, due to the fact that the works were required as a condition of the Parish Council's insurance which renewed on 1st June 2023, the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, accepted the quotation for the sum of £460 + VAT for the following works to be carried out.

1) Right side single main entrance door

1 x high security BS8621 deadlock (the locksmith has advised that this will allow the door to be deadlocked and will also confirm to fire regulations as this is a designated fire exit).

2) Boiler room double doors

1 x 5 lever BS3621 British standard sashlock. (this will swap the current 3 lever non-confirming sashlock)

3) Front main entrance double fire exit doors

2 x multipurpose key operated bolts to be fitted to the top and bottom of the slave door. (The main opening door already has fire exit hardware that confirms to the new policy, it is just the slave door that requires additional security).

4) Front main entrance 2 x single doors

2 x 5 lever BS3621 British standard sashlocks. (The locksmith has advised that as these are not fire doors, we can just upgrade the current non-confirming 3 lever sashlocks).

The works were carried out on 13th June 2023.

The Committee is requested to confirm the Clerk's actions of arranging for the works to be undertaken.

(d) Roof

At the meeting of the Amenities & Open Spaces Committee held on 7th December 2022, it was noted that during the recent clearance of the guttering at the pavilion by the routine maintenance contractor, it was noted that the cementing under some of the roof tiles had come away.

The Clerk reported that she had made arrangements for the roof to be inspected, but that the report had not been received.

It was resolved that upon receipt of the roof report, the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, be authorised to accept any resulting quotation received.

The Committee is requested to note that a quotation for the sum of £495, received from the contractor carrying out the repair works at the Pavilion had been accepted by the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee and that the work has now been completed.

The Committee is requested to confirm the action of the Clerk and Chairman of the Amenities & Open Spaces Committee of accepting the quotation.

(e) Showers

On 5th June 2023, an email was received from the New Ash Green & Hartley Cricket Club, advising that the showers had been cold at the weekend.

The Clerk made arrangements for the water heater to be inspected and was advised that a new PCB board was required at a cost of £196.20 + VAT for the supply and fitting.

The Committee is requested to confirm the Clerk's actions of, in consultation with the Chairman of the Amenities & Open Spaces Committee, accepting the above quotation.

The Committee is requested to note the advice received that the existing water heater will need replacing in the near future, as the gas fired cylinder was originally a mains gas appliance and converted to run on LPG. The service parts for the LPG kit are no longer available.

(f) Calor Gas (PINK)

To consider a letter dated 16th April 2023, received from Calor Gas Limited. (Annexed).

12. Manor Field – Car Park Re-surfacing

To receive an update on arrangements for the re-surfacing of the car park at Manor Field, including the creation of a footpath at the rear of the car park, leading to Hartley Burial Ground and to consider any action required.

13. Security of Open Spaces

(a) To consider any quotations received for the bund, recently created around Woodland Avenue, to be finished with top soil and grass seed.

(b) To consider any quotations received for the installation of bollards around Hoselands Green, from the bus stop, back to Wellfield, including a collapsible bollard to allow access for contractors' access.

14. Quantified Tree Risk Assessment (CREAM)

(a) To consider any update received regarding the Scout Leader's offer to locate and replace the missing ground markers in Gorse Wood, highlighted in the Quantified Tree Risk Assessment undertaken in September 2021.

(b) At the meeting of the Amenities & Open Spaces Committee held on 15th May 2023, it was resolved that the Clerk be requested to contact the Tree Inspector that had carried out the recent Quantified Tree Risk Assessment, to obtain clarification as to the locations of the trees highlighted in the report as requiring attention and the scope of works required.

The Committee is requested to consider an email dated 22nd May 2023, received from the Tree Inspector in response to the Clerk's enquiries. (Annexed).

(c) To consider an email dated 18th May 2023, received from the Parish Council's insurer following the Clerk's enquiry regarding tree maintenance requirements imposed in the policy. (Annexed).

(d) At the meeting of the Amenities & Open Spaces Committee held on 15th May 2023, it was recommended that quotations be sought from suitably qualified professionals, to inspect all of the trees on land owned by the Parish Council, using an alternative appropriate inspection method.

The Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, was authorised to accept the most suitable quotation up to the um of £2,000.

In light of the information received in the email dated 22nd May 2023, received from the Tree Inspector, the Committee is requested to re - consider how it wishes to proceed and to consider any relevant quotations (if available).

15. Routine Maintenance Contract

To consider any quotations received for the Routine Maintenance Contract 2023/24.

16. Playgrounds

(a) Woodland Avenue

To consider any quotations received for the repair/replacement of the team swing that was recently vandalised and removed for safekeeping.

(b) Operational Inspection Report

To consider the Operational Inspection Report received from the Council's Playground Inspector. (If available).

(c) Surface Cleaning

To consider arrangements for the cleaning/treatment of the safety surfaces at the Council's three playgrounds.

17. Rectory Meadow (YELLOW)

(a) To consider any quotations received for the repair of the fencing on the gate at the north end of the field and the two kissing gates that have been damaged.

(b) To consider emails dated 25th May 2023 and 5th June 2023, received from a resident regarding the new bench recently installed at Rectory Meadow. (Annexed).

18. Risk Assessments

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

19. Safeguarding Policy (WHITE)

To review the Parish Council's Safeguarding Policy. (Annexed).

20. CCTV Policy (CREAM)

To review the Parish Council's CCTV Policy. (Annexed).

21. 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 15th May 2023. **(WHITE)**.
2. Email dated 15th June 2023. **(GREEN)**.
3. Financial report as at 22nd June 2023. **(BLUE)**.
4. Letter dated 16th April 2023, received from Calor Gas. **(PINK)**.
5. Email dated 22nd May 2023 received from the Tree Inspector. **(CREAM)**.
6. Email dated 18th May 2023 received from the Parish Council's insurer. **(CREAM)**.
7. Email dated 25th May 2023 and 5th June 2023, received from a resident. **(YELLOW)**.
8. Safeguarding Policy. **(WHITE)**.
9. CCTV Policy. **(GREEN)**.