

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
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9th May 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **MONDAY 15th MAY 2023** at **Hartley Library, Ash Road**, commencing at **10.30a.m.** or at the conclusion of the meeting of the Northfield Management Committee, whichever is later.

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 2024.

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 2024.

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 1st March 2023, 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 at its meeting held on 10th May 2023. (Annexed).

Background documents

Terms of Reference and Delegated Powers as approved on 10th May 2023.

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 (CREAM)

- (a) To receive a report from Hartley De Sales Football Club.
- (b) To receive a report from the New Ash Green Football Club.
- (c) To consider an email dated 22nd March 2023, received from the Kent County Football Association. (Annexed)

8. Cricket at Manor Field

- (a) To receive a report from the New Ash Green & Hartley Cricket Club.
- (b) To consider a request received from the New Ash Green & Hartley Cricket Club, for a reduction in fees, due to the non - availability of the changing rooms at the Pavilion since the start of the season.

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 9th May 2023. (If available).

11. Trees (GREEN)

(a) Gorse Wood

At the meeting of the Amenities & Open Spaces Committee held on 1st March 2023, the Committee 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.

At the meeting it was noted that arrangements had been made for two Tree Surgeons to inspect the trees, but that differing opinions had been received in their reports.

In view of this, the Clerk made arrangements for an additional Tree Surgeon to inspect the trees.

This had not been carried out in time for the meeting of the Committee and the matter was deferred.

An inspection was carried out on 7th March 2023.

The matter was considered by the full Council at its meeting held on 1st March 2023 at which, Members noted that none of the three inspections had been conclusive and that it had 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.

It was resolved that:

“1) the Clerk be requested to contact the resident to suggest that they make arrangements for a suitably qualified professional to carry out an assessment and provide a report to the Council;

2) the resident be advised that without such a report, the Council is unable to assess whether any work is required and;

3) the Clerk be authorised to make arrangements for the dead wood and the overhanging branches to be removed/cut back by a Tree Surgeon.”

To receive an update.

(b) Porchester Close

To consider an email dated 7th March 2023 regarding trees adjacent to a property in Porchester Close.

12. Gorse Wood

(WHITE)

(a) At the meeting of the Amenities & Open Spaces Committee held on 1st March 2023, Members considered the recent increase in fly-tipping.

It was noted that one of the fence panels in the Council’s metal fence on the boundary of Gorse Wood and Caxton Close car park had been stolen.

In addition, the wooden fence owned by West Kent Housing Association (WKHA), on the boundary of Gorse Wood and the alleyway which runs from no 66 – 72 Caxton Close, had been vandalised. Both of which now allow unrestricted access to the woods.

It was resolved that:

“ 1) the Clerk be requested to seek a quotation for a replacement panel for the metal fence at the entrance to Gorse Wood from Caxton Close car park;

2) the Clerk be requested to contact WKHA to ask whether, in view of the fact that their wooden boundary fence at the rear of 66-72 Caxton Close has been vandalised, allowing easy access to the woods, they would be prepared to contribute towards the cost of clearing the fly tipping;

3) the Clerk be requested to contact WKHA to ask them to make arrangements for the repair of their boundary fence at the rear of 66 – 72 Caxton Close and,

4) the Clerk be requested to contact the CSU at the District Council to ask whether they would consider re-instating the CCTV in the car park at Caxton Close.”

To receive an update.

(b) To consider emails dated 6th April 2023 and 24th April 2023. Received from the Environmental Enforcement Officer at Sevenoaks District Council. (Annexed).

13. Pavilion

(a) Legionella testing

To consider a report on the outcome of the testing of the water services at the Pavilion.

(b) Charges

To review the charges for the hire of the Pavilion.

At the meeting of the Amenities & Open Spaces Committee held on 17th August 2022, an increase of £1 per hour was approved.

The current hire charges are as follows:

- An hourly charge of £11 for the weekday hire of the Pavilion, discounted to £10 for regular hirers
- An hourly charge of £13 for the hire of the Pavilion at the weekend. This excludes regular hirers whose hourly charge would remain at £10
- 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.

(c) Fire Risk Assessment

The last fire risk assessment of the Pavilion was carried out on 4th August 2022, by Mr Lawrence Vesey (Health & Safety Advisor NEBOSH), with a recommendation that reviews be carried out on an annual basis.

The Committee is requested to consider arrangements for a review to be undertaken.

14. Manor Field – Car Park Re-surfacing

To receive an update on arrangements for the re-surfacing of the car park at Manor Field and to consider any quotations received following the recent site meetings.

15. Security of Open Spaces

Following the recent unauthorised encampment at Woodland Avenue, the Committee is requested to consider arrangements for increasing the security of the Parish Council's open spaces.

16. Quantified Tree Risk Assessment

(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) To consider any quotations received for the works highlighted in the Quantified Tree Risk Assessment Report dated 24th November 2022.

17. Routine Maintenance Contract

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

18. Allotments

(PINK)

To consider an email dated 23rd April 2023, received from an allotment plot holder, regarding the fencing at the Woodland Avenue entrance to the allotments. (Annexed).

19. Playgrounds

(a) Woodland Avenue

(i) To note that the team swing has been vandalised and removed for safekeeping and to consider a quotation for its repair/replacement.

(ii) To consider a complaint received from a resident regarding the MUGA area.

(b) Operational Inspection

To consider the Operational Inspection Report dated 13th March 2023, received from the Parish Council's Playground Inspectors. (Previously sent by email).

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

20. Rectory Meadow

(YELLOW)

(a) To consider an email dated 11th April 2023, received from a resident regarding various issues at Rectory Meadow. (Annexed).

(b) To note that two kissing gates have been vandalised and an attempt made to move the new bench.

21. Risk Assessments

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

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 1st March 2023. (**WHITE**).
2. Terms of Reference and Delegated Powers. (**YELLOW**).
3. Email dated 22nd March 2023, received from the Kent County Football Association. (**CREAM**).
4. Financial report as at 9th May 2023. (**BLUE**).
5. Email dated 7th March 2023 received from a resident. (**GREEN**).
6. Emails dated 6th April 2023 and 24th April 2023 received from SDC. (**WHITE**).
7. Email dated 23rd April 2023 received from an allotment holder. (**PINK**).
8. Email dated 11th April 2023 received from a resident. (**YELLOW**).

Committee Membership

Cllr Abraham (ex officio)
Cllr Driscoll
Cllr Glander
Cllr Graeme

Cllr Malham
Cllr Mrs Oxtoby (ex officio)
Cllr Sewell