

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

Tel: 01474 709441

Email: enquiries@hartleyparishcouncil.org.uk

Website: www.hartleyparishcouncil.org.uk

10th August 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **WEDNESDAY 16th August 2023** at **Hartley Library, Ash Road**, commencing at **7.00p.m.**

Yours sincerely

Helen Boden

Helen Boden
Proper Officer

A site visit to Chantry Avenue and Billings Hill Shaw will take place on Wednesday 16th August 2023, at 2.00p.m. Members are requested to meet at Chantry Avenue playground.

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 28th June 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

- (a) To consider the pitch requirements for 2023/24.
- (b) To consider a quotation for the setting out of the required pitches.
- (c) To consider a request received from Hartley De Sales FC, for the use of the Pavilion, during matches.

5. Cricket at Manor Field

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

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 10th August 2023. (Annexed).

8. Budget 2024-25 (BLUE)

To consider the draft budget for 2024/2025, for the allotments, open spaces and the Pavilion. (Annexed).

9. Trees (CREAM)

Chantry Avenue

To consider a request from a resident of Chantry Avenue, for a tree at the rear of their garden to be cut back.

10. Gorse Wood

- (a) 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.
- (b) To consider an update on the possible installation of a CCTV camera in the car park at the rear of Caxton Close.
- (c) To consider a progress report on the preparation of a Woodland Management Plan for the future maintenance of Gorse Wood, to be prepared by the North West Kent Countryside Project.

11. Pavilion

(a) Fire Risk Assessment

To consider any quotations received for a fire risk assessment to be carried out at the Pavilion.

(b) Monthly Water Temperature Checks

To consider the results of the monthly water temperature checks at the Pavilion, carried out by the cleaning contractor.

(c) Hire 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, it was agreed that the hire charges introduced in May 2018, be increased.

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.

12. Manor Field

Memorial Bench

To consider a request from a resident for a memorial bench to be installed at Manor Field.

13. Security of Open Spaces

To consider the option of the installation of additional benches and the planting of trees around Hoselands Green, to prevent unauthorised access.

14. Quantified Tree Risk Assessment (CREAM)

(a) At the meeting of the Amenities & Open Spaces Committee held on 28th June 2023, the Committee had been requested to consider any update received regarding the Scout Leader's offer to locate and replace the missing ground markers in Gorse Wood, which had been highlighted in the Quantified Tree Risk Assessment report undertaken in September 2021 and November 2022.

At the meeting, the Clerk reported that no update had been received and she was requested to continue to pursue the matter with the Scout Leader.

The Committee is requested to consider any response received.

(b) The Quantified Tree Risk Assessment report received in November 2022, advised that the next QTRA be carried out in Winter 2023 or Spring 2024.

The Committee is requested to give this matter its consideration.

15. Playgrounds

(a) Annual Inspection Report

To consider the Annual Inspection Report, dated 13th July 2023 received from the Council's Playground Inspector. (Previously sent by email).

(b) Surface Cleaning

To consider any advice/quotations received with regard to the cleaning of the safety surfacing at the Parish Council's 3 playgrounds.

(c) Damage to safety Surfacing – Woodland Avenue

In January 2023, a banding repair was carried out to the safety surfacing around the roundabout at Woodland Avenue.

This area was recently vandalised and the safety surfacing removed.

As this was a health and safety issue, (subsequently highlighted in the Annual Playground Inspection Report as a moderate risk), the Clerk sought two quotations for its repair and the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, accepted a quotation for the sum of £646.80 + VAT.

The Committee is requested to confirm the Clerk's actions of accepting the quotation for the sum of £646.80 + VAT and arranging for the repair work to be carried out.

(d) Waste removal

To confirm the Clerk's actions of making arrangements for the 3 piles of arboricultural waste left behind following the recent unauthorised encampment, to be removed from Woodland Avenue recreation ground, at a cost of £150.00 + VAT.

(e) Vandalism – Woodland Avenue

To receive a report on the recent vandalism at Woodland Avenue.

16. Dog Exercise Field (GREEN)

To consider an email dated 19th July 2023, regarding the provision of an enclosed dog field in the parish. (Annexed).

17. Billings Hill Shaw – Turtle Doves

To consider an email received from the Kent Turtle Dove Conservation Advisor.

18. Groundsman/Estate Manager

At the meeting of the Parish Council held on 10th July 2023, it was resolved that the Clerk be requested to contact neighbouring parishes to enquire about the possibility of sharing a Groundsman/Estate Manager.

The Committee is requested to consider any responses received.

19. Allotments

(a) To consider the allotment charges for the period 1st October 2024 to 30th September 2025.

The Allotment Tenancy Agreement requires the Council to give 12 months' notice to Allotment holders of any increase in charge for the Allotment plot. For the period 1st October 2023 to 30th September 2024 the allotment charges were increased by 10% from those set for 2022/23. There was an increase of 5% in the previous year's charges for the period 1st October 2022/23.

The total rental income for the period 1st October 2022 to 30th September 2023 was £1,140. The total rental income for the period 1st October 2023 to 30th September

2024 will be £1,254, based on a 10% increase agreed by the Council on 10th October 2022. There are 42 occupied allotment plots with no vacancies.

The individual Allotment rents range from £13.98 (42 sq m) to £45.50 (136.5 sq m), depending on size. The plots were measured in 2009, in advance of the issue of the invoices for the period 1st October 2009 to 30th September 2010.

(b) To consider whether the Council wishes to continue its membership of the National Society of Allotment and Leisure Gardeners Ltd, at a cost of £66.00 per annum.

(c) To consider arranging a meeting with allotment holders.

20. Site Visits

To consider any matters arising from the site visits to Chantry Avenue and Billings Hill Shaw, carried out by Members of the Committee prior to the meeting.

21. Grass Cutting Contracts 2024-26 (WHITE)

To review the grass cutting specification and schedule at the Council's open spaces falling due for renewal on 1st April 2024 and agree the list of Contractors to be invited to submit a quotation.

Background documents

Grass cutting specification 2022-2024. (ANNEXED).

Grass cutting schedule 2022-2024. (ANNEXED).

Contract 3 plan . (ANNEXED).

List of contractors 2022-2024. (ANNEXED).

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 28th June 2023. **(WHITE)**.
2. Financial report as at 10th August 2023. **(BLUE)**.
3. Draft budget 2024/2025, for the allotments, open spaces and the Pavilion. **(BLUE)**.
4. Email dated 19th July 2023. **(GREEN)**.
5. Grass cutting specification 2022-2024. **(WHITE)**.
6. Grass cutting schedule 2022-2024. **(WHITE)**.
7. Contract 3 Plan. **(WHITE)**.
8. List of contractors 2022-2024. **(WHITE)**.