

**MINUTES OF THE MEETING OF THE  
AMENITIES AND OPEN SPACES COMMITTEE  
HELD AT HARTLEY LIBRARY, ASH ROAD  
ON WEDNESDAY 28<sup>th</sup> JUNE 2023 AT 7.00p.m.**

**Present:**

Cllr Larry Abraham  
Cllr David Conroy  
Cllr Laurence Glander – (*Chairman*)  
Cllr Mally Malham  
Cllr Anne Oxtoby – (*Arrived at 7.20p.m.*)  
Cllr Vincent Sewell

**In Attendance:**

Mrs H Boden – (*Clerk*)  
Representative from New Ash Green Football Club  
Representative from Ebsfleet United Women's Football Club

**1. Apologies for absence**

Apologies for absence had been received from Cllr Graeme, the New Ash Green & Hartley Cricket Club and Meopham Cricket Club.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Minutes of previous meeting**

RESOLVED: That,  
the minutes of the meeting of the Amenities and Open Spaces Committee held on 15<sup>th</sup> May 2023, be approved and signed by the Chairman as a correct record.

**4. Football at Manor Field**

(a) The Committee noted 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 15<sup>th</sup> May 2023, the Committee considered an email dated 22<sup>nd</sup> 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.

The Chairman reported that in order to obtain the information required for the assessment, the pitches would need to be set out, to enable samples to be taken from the required areas.

Members noted that the Chairman and the Clerk would be attending an information session on 13<sup>th</sup> July 2023, for town and parish councils, to understand the Grass Pitch Maintenance Funding.

RESOLVED: That, (1) the above report be noted and, (2) arrangements be made for a PitchPower Assessment Report to be obtained once the pitches have been set out in September.

(c) The Committee considered the pitch requirements for Hartley De Sales FC and the New Ash Green FC for the 2023/24 season.

The Clerk reported that Hartley De Sales FC had confirmed that only their U13s would be playing at Manor Field and that they would require 1 no 11 v 11 pitch (90 x 55 yards), to be located in the far left corner of Manor Field (when looking out from in front of the pavilion).

The representative from New Ash Green FC advised that the Club would require 3 no pitches. 1 no 9 a-side pitch, 1 no 7 a-side pitch and 1 no 5 a-side pitch, to be located in the far right corner of Manor Field (when looking out from in front of the pavilion).

The Committee noted that as last season, the Club would also require the use of the toilets in the Pavilion for their girl's teams.

The Clerk raised the issue that there could be potential clashes with hirers of the Pavilion, but the Committee considered that this could be overcome, provided that the Clubs be requested to provide a fixture list before the start of the season, confirming the dates that the use of the Pavilion would be required.

RESOLVED: That,

(1) the pitch requirements of Hartley De Sales FC be confirmed;

(2) confirmation of the pitch requirements of New Ash Green FC, be deferred, pending confirmation being received from the contractor that sets out the pitches, that the 3 pitches can be accommodated and,

(3) the Clerk be requested to contact the contractor responsible for setting out the pitches, to ask whether the required pitches could be accommodated and if so, to obtain a quotation for the work.

The representative from New Ash Green FC asked whether, if required, an additional grass cut could be carried out, outside of the contracted period (April – October).

The Committee agreed that should an additional cut be required, the cost would have to be met by the Club, unless a cut had been missed during the contracted period.

(d) The Committee considered an email received from Ebsfleet United WFC, dated 15<sup>th</sup> June 2023, enquiring about the possibility of hiring a pitch at Manor Field for the 2023/24 season.

The representative from Ebsfleet United WFC advised that space permitting, they would require 1 no 11 v 11 pitch and the use of the toilets in the Pavilion.

Again, the Committee did not consider that this would be an issue.

The Committee agreed that provided Hartley De Sales FC and New Ash Green FCs requirements could be met, the Club could have the use of a pitch immediately in front of the pavilion.

RESOLVED: That,

confirmation of the pitch requirements of Ebsfleet United WFC, be deferred, pending confirmation being received from the contractor that sets out the pitches, that all of the required pitches can be accommodated.

*The representatives from New Ash Green FC and Ebsfleet United WFC left the meeting at 7.31p.m.*

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

The Clerk reminded Members that the cost of setting out the pitches was not yet known.

The Committee noted that last season, the hire charge for 3 pitches had been set at £1,900.00 and agreed that this fee should be increased by 10%.

Members agreed that the three clubs should pay a third of this each, as although the New Ash Green FC would be using three pitches, they were significantly smaller than the 11 v 11 pitches.

The Committee noted that the fee received from the Clubs would most likely not cover the expenditure incurred by the Parish Council for pitch setting out and line marking during the season.

RECOMMENDED: That,

(1) the fees to be charged for the use of five pitches at Manor Field, for the 2023/24 season, be set at £2,090 and that the three clubs be charged the sum of £696 each for the use of the pitches and,

(2) the New Ash Green FC and Ebsfleet United WFC be charged the sum of £20, each time they require the use of the toilets at the Pavilion.

## 5. Cricket at Manor Field

(a) The Clerk reported that the Club had advised that the season is going reasonably well, particularly for the 1<sup>st</sup> XI and they are getting numbers for both XIs.

The Club had also commented that in view of the fact that they rarely use the field/pavilion on a Sunday, they hoped that there would be no fee increase.

RESOLVED: That, the reported received from the New Ash Green & Hartley Cricket Club be noted.

(b) At the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> 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 (29<sup>th</sup> April).

It was agreed that due to the fact that the Cricket Club had not had a home fixture on the weekend of 29<sup>th</sup> 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 considered an email dated 19<sup>th</sup> May 2023, received from the new Ash Green & Hartley Cricket Club in response to the above, asking the Council to reconsider the charge for the weekend of 29<sup>th</sup> April.

The Committee agreed that the decision of the Committee made at the meeting held on 15<sup>th</sup> May, should stand.

RECOMMENDED: That,

(1) the fee payable by the New Ash Green & Hartley Cricket Club for the weekend of 29<sup>th</sup> April 2023, be paid in full and,

(2) as a goodwill gesture, the fee payable by the New Ash Green & Hartley Cricket Club for the weekends of 6<sup>th</sup> & 13<sup>th</sup> May 2023, be reduced to 75%.

(c) The Committee considered the fees to be charged for the use of the ground and the Pavilion during the 2023 season, starting on 29<sup>th</sup> April 2023 and finishing on 3<sup>rd</sup> September 2023.

Members were reminded that the Cricket Club had asked for the fees to remain static, in view of the fact that they rarely use the field/pavilion on a Sunday.

The Committee agreed that due to increased costs incurred by the Parish Council in respect of gas/electricity etc. this would not be possible.

Members noted that last year, it had been agreed that the fees to be charged would remain at the rate set in 2019, of £1,205.

RECOMMENDED: That,

the fees to be charged to the New Ash Green and Hartley Cricket Club be increased by 10%, to £1325.50, for the use of the ground and the Pavilion for the 2023 season.

## **6. Meopham Cricket Club**

The Clerk reported that the Club had advised that they had been using the ground this season and will continue to do so.

The Club are working on the ground to restore it to full hard ball cricket use and the work will continue during the autumn and winter months.

The Club have requested the continued assistance from the grass cutting contractor that cuts the outfield, in leaving the cricket square uncut, so that they can attend to it.

The Clerk reported that the edges of the square were now clearly defined and that the contractor had been requested not to cut the cricket square.

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 22<sup>nd</sup> June 2023.

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 22<sup>nd</sup> June 2023, be received and noted.

## **8. Allotments**

(a) The Chairman reported that he and the Assistant Clerk had recently carried out an inspection of the allotment site.

During the inspection it had been noted that five plots were in need of attention, as they did not appear to be being worked and had become overgrown.

The Clerk reported that one of the plots had been vacant, but that a new tenant had taken it on and there had already been a huge improvement.

Members noted that the Assistant Clerk had contacted the tenants of the remaining four plots, one of which has recently started work on the plot and the other has confirmed that they will be starting work on theirs soon.

The remaining two tenants had advised that due to unforeseen circumstances, they had not been able to work their plots and would not be in a position to clear them in the immediate future, but would like to keep the plots on if possible.

The Chairman reported that arrangements had been made for the Parish Council's Routine Maintenance Contractor to strim the plots to prevent them from affecting the surrounding plots/paths.

The tenants have been advised that this is strictly on a “one off” basis and that if they are unable to make arrangements for the plots to be worked, they will have to vacate them.

RESOLVED: That,

(1) the above report be noted and

(2) the Assistant Clerk’s actions of making arrangements for the two unmaintained plots to be strimmed on a “one off” basis, be confirmed.

(b) In view of the above, the Committee had been requested 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 Parish Council will make arrangements for the plot to be strimmed, to keep both it and the adjacent paths, in a tidy state, at a cost to the Tenant.

RECOMMENDED: That,

a condition be added to the Allotment Tenancy Agreement (condition 4.5) due to come in to force in October 2023, to state that if a plot is unable to be worked for a temporary, valid reason, the Parish Council will make arrangements for the plot to be strimmed, 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 13<sup>th</sup> 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 made arrangements for inspections to be carried out by three Tree Surgeons, none of which were conclusive.

It was 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 15<sup>th</sup> 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 noted that a quotation was subsequently accepted for the sum of £450 + VAT.

RESOLVED: That,

the acceptance of a quotation for the sum of £450 + VAT, to remove the dead wood on the trees located at the side of the garden and to prune the tree adjacent to the garage, be noted.

(ii) The Clerk reported that an email dated 13<sup>th</sup> 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 Clerk made arrangements for the vegetation to be cut back at a cost of £80.00 + VAT.

RESOLVED: That,

the Clerk's actions of making arrangements for the overgrown vegetation at the entrance to Gorse Wood, be cut back at a cost of £80.00 + VAT, be confirmed.

(b) Porchester Close

At the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> 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 noted that an additional email had been received from the resident on 20<sup>th</sup> June 2023.

Members considered the Tree Surgeon's report, which advised that there are 2 Cherry trees and 1 Field Maple, overhanging the rear garden, which are in decline and require removal.

The Tree Surgeon's advice was that the other trees to the side and front of the property are in keeping with the surrounding woodland and are not deemed to be too high.

The Clerk reported that three quotations had been sought for the required works, but that only one had been received.

RESOLVED: That,

the quotation received for the sum of £650.00 + VAT, to remove the 2 x Cherry trees and 1 x Field Maple, that are in decline, be accepted.

(c) Chantry Avenue

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

Members noted that it was an Ash tree, possibly self - seeded, that had become rather overgrown.

RESOLVED: That,  
the quotation received for the sum of £300.00 + VAT, to cut back the limbs of the Ash tree overhanging the rear garden (in the corner of the recreation ground, be accepted.

#### **10. Gorse Wood**

(a) At the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> 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 Clerk reported that in response to her request for a quotation, an email was received from SDC on 5<sup>th</sup> June 2023, advising that the team had removed the fly tipping from the site as they had sufficient space to take it, at no cost to the Council

RESOLVED: That,  
the Clerk's report be noted and no further action taken.

(b) The Committee had been requested 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.

The Clerk reported that the contractor that had installed the fencing had been requested to provide a quotation, but that it had not been forthcoming.

RESOLVED: That,  
quotations be sought from alternative fencing contractors for the replacement of the missing fence panel in the Council's fence on the boundary of Gorse Wood and Caxton Close, for consideration at the next meeting.

(c) The Clerk reported 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.

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

(d) The Clerk reported that there was no update on the possible installation of a CCTV camera in the car park at the rear of Caxton Close, by Sevenoaks District Council, but that she would continue to pursue the matter.

Cllr Abraham agreed to approach the appropriate department at the District Council regarding this.



RESOLVED: That,

(1) the Clerk's report be noted and,

(2) Cllr Abraham be asked to pursue the matter with the relevant department at the District Council.

(e) At the meeting of the Amenities & Open Spaces Committee held on 5<sup>th</sup> 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 Clerk reported 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 14<sup>th</sup> June 2023 to discuss how to progress the matter and the NWKCP will be conducting a site species survey and a bat survey on 13<sup>th</sup> July.

RESOLVED: That,

the Clerk's report be noted.

## **11. Pavilion**

### **(a) Legionella Testing**

The Clerk reported 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.

RESOLVED: That,

the Clerk's report be noted.

### **(b) Repair Works**

The Clerk reported that the contractor chosen to carry out the re-staining of the exterior woodwork and various repairs to the inside and outside of the building, started the work on 5<sup>th</sup> 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.

RESOLVED: That,

(1) the Clerk's report be noted and,

(2) the contractor be requested to return to site to replace the damaged air brick once the birds had left the nest.

### **(c) Locks - Minimum Security Condition**

The Clerk reported that the Parish Council had 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 1<sup>st</sup> June 2023, the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, accepted the quotation for the sum of £460 + VAT.

The following works were carried out on 13<sup>th</sup> June 2023.

**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-conforming 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 locksmith has confirmed that the locks have been fitted in accordance with current fire regulations.

RESOLVED: That,

(1) the Clerk's report be noted and,

(2) the Clerk's actions of arranging for the works to be undertaken, in consultation with the Chairman of the Amenities & Open Spaces Committee, be confirmed.

In view of the fact that the lock replacement had been effected as a condition of the Parish Council's insurance policy, the Committee agreed that the cost should not be met from the General Maintenance budget.

RECOMMENDED: That,

the total cost of the replacement locks, amounting to £460.00 + VAT, be met from the Parish Council's general reserves.

(d) Roof

At the meeting of the Amenities & Open Spaces Committee held on 7<sup>th</sup> December 2022, it was noted that during the recent clearance of the guttering at the pavilion by the routine maintenance contractor, it had been 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 resultant quotation received.

The Clerk reported that a quotation for the sum of £495.00 had been accepted, in consultation with the Chairman of the Amenities & Open Spaces Committee and that the work has now been completed.

RESOLVED: That,  
the Clerk's actions of accepting a quotation for the sum of  
£495.00, for the repair of the roof, in consultation with the Chairman of the  
Amenities & Open Spaces Committee, be confirmed.

(e) Showers

The Clerk reported that on 5<sup>th</sup> June 2023, an email had been 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.

Members noted that the engineer had advised that the existing water heater will need replacement in the near future. 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.

RESOLVED: That,  
(1) the Clerk's actions of arranging for the water heater to be  
repaired at a cost of £196.20 + VAT, in consultation with the Chairman of the  
Amenities & Open Spaces Committee, be confirmed and,  
(2) the advice received from the engineer regarding the  
replacement of the existing water heater, be noted.

(f) Calor Gas

The Committee considered a letter dated 16<sup>th</sup> April 2023, received from Calor Gas Limited, advising that their accounting system is changing.

RESOLVED: That,  
the letter dated 16<sup>th</sup> April 2023, received from Calor Gas, be  
noted.

**12. Manor Field – Car Park Re-surfacing**

The Clerk reported that there was no further 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.

### 13. Security of Open Spaces

(a) The Clerk reported that quotations had been sought for the emergency bund, recently created around Woodland Avenue, to be finished with top soil and grass seed.

The Committee agreed that a quotation received from Cllr Malham for the sum of £470.00, for materials only, (as he had offered his labour free of charge), should be accepted, as it represented the best value for money and that the work should be carried out in the Autumn.

RECOMMENDED: That,

(1) the quotation received from Councillor Malham for the sum of £470.00, to complete the emergency works previously carried out, by finishing the bund created around Woodland Avenue recreation ground with top soil and grass seed, be accepted and the work be carried out in the Autumn and,

(2) the total cost of the works be met from the Parish Council's general reserves.

(b) The Committee considered 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.

Members agreed that although the travellers had set up an encampment on the green, due to its location and size, it was not an ideal site.

In view of this and the fact that the work would be costly and possibly cause issues for the grass cutting contractor, it was agreed that no further action should be taken regarding the installation of bollards, but that the planting of trees and the installation of additional benches around the green, could be considered as an alternative.

RECOMMENDED: That,

(1) no further action be taken with regard to the installation of bollards around Hoselands Green and

(2) the Council considers an alternative option of the installation of additional benches and the planting of trees around the green to prevent unauthorised access.

### 14. Quantified Tree Risk Assessment

(a) 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, highlighted in the Quantified Tree Risk Assessment undertaken in September 2021.

The Clerk reported that she had pursued the matter with the Scout Leader, but that no response had been received.

RESOLVED: That,

the Clerk be requested to continue to pursue the matter with the Scout Leader and that if they are no longer able to assist,

alternative arrangements for the locating of the markers be considered at the next meeting.

(b) At the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> 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 considered an email dated 22<sup>nd</sup> May 2023, received from the Tree Inspector in response to the Clerk's enquiries.

The Tree Inspector had confirmed that there were only 4 trees requiring attention. 2 at Billings Hill Shaw, 1 on Hoselands Green and 1 at the Burial Ground.

The Clerk reported that the tree at the Burial Ground had already been dealt with and that quotations had been sought for the work required on the remaining 3 trees.

RESOLVED: That,

the quotation received for the sum of £150.00 + VAT, to carry out the required works resulting from the Quantified Tree Risk Assessment, be accepted.

(c) The Committee considered an email dated 18<sup>th</sup> May 2023, received from the Parish Council's insurer following the Clerk's enquiry regarding tree maintenance requirements imposed in the new policy.

Members noted that the insurer has not imposed any specific requirements regarding the management of trees. The Policy Condition requiring reasonable precautions to be taken to reduce the risk of injury or damage arising, remains the key consideration.

Whilst the insurer strongly recommends that councils engage with and act on the expert advice of an arboriculturist, this is from a best practice/risk management perspective. It is not a mandatory policy requirement.

The Committee noted that any periodic, specialist inspection should be supported by regular, routine visual checks which can be carried out by a person (s) considered competent by the Parish Council.

The Committee considered the current arrangements of 18 monthly inspections of all of the trees located on land owned and maintained by the Parish Council, to be satisfactory.

Members noted that if concerns were raised by residents/Councillors/the Routine Maintenance Contractor regarding the safety of any trees in between inspections, arrangements were made by the Clerk for the trees to be inspected by a Tree Surgeon and any recommended works carried out.

RECOMMENDED: That,

(1) the email dated 18<sup>th</sup> May 2023, received from the Parish Council's insurer following the Clerk's enquiry regarding tree maintenance requirements imposed in the new policy, be noted and,

(2) the current arrangements of 18 monthly inspections of all of the trees located on land owned and maintained by the Parish Council be confirmed, with no additional inspections considered necessary.

(d) At the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> 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 sum of £2,000.

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

The Committee was satisfied that the current method of inspection (Quantified Tree Risk Assessment) was satisfactory and that it would not be necessary to undertake an additional inspection at this time.

The Committee was satisfied that the current contractor has the appropriate training and experience.

The information provided by the Tree Inspector in his email, had not been available to the Committee when considering the matter at its meeting held on 15<sup>th</sup> May 2023.

RECOMMENDED: That,

(1) pursuant to Standing Order 7 (a), this Committee recommends to the Council that the recommendation to seek quotations from suitably qualified professionals to inspect all of the trees on land owned by the Parish Council, using an alternative appropriate inspection method (as contained in the minutes of the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> May 2023, page 10, minute item 16 (b) Quantified Tree Risk Assessment, and approved by the Council at a meeting held on 12<sup>th</sup> June 2023), be reversed and no further action taken and,

(2) when quotations are sought for the next tree risk assessment in Winter of 2023 or Spring of 2024, the advice given by the current Tree Inspector, to ask tenderers to outline their approach/method to tree risk assessment, be taken and alternative methods be considered.

## 15. Routine Maintenance Contract

The Committee considered 3 quotations received for the Routine Maintenance Contract 2023/24.

RECOMMENDED: That,

the Routine Maintenance Contract for 2023/24, be awarded to Mr G Pike.

## 16. Playgrounds

### (a) Woodland Avenue

The Committee considered quotations for the repair/replacement of the team swing that was recently vandalised at Woodland Avenue.

The Clerk reported that she had made enquiries as to whether the existing swing could be repaired, but that the cost was only marginally less than a full replacement.

The Committee considered 2 quotations and noted that a cheaper option would be to replace the swing with a rope basket seat.

The Playground installer had advised that should the rope basket swing become damaged, it can be taped. However, if the metal core of the rope is damaged or broken, the seat will need to be replaced.

The Clerk reported that there were insufficient funds available in the playground maintenance budget for the replacement of the swing seat.

RECOMMENDED: That,

(1) the quotation received from Safeplay Playground Services for the sum of £1,395 + VAT for the supply and installation of a rope basket seat, be accepted and,

(2) the total cost be met from CIL funds.

### (b) Operational Inspection Report

The Clerk reported that the inspection had not yet been carried out and that therefore the report was not available.

### (c) Surface Cleaning

The Committee considered arrangements for the cleaning of the safety surfaces at the Council's 3 playgrounds.

The Clerk reported that the Council's Routine Maintenance Contractor does not have the means to clear the moss and algae completely.

The Committee noted that the condition of the safety surfacing had been highlighted as a "low risk" item in previous playground inspection reports, but agreed that a thorough clean would be beneficial.

RESOLVED: That,

quotations be sought for the cleaning of the surfacing at the Parish Council's 3 playgrounds, for consideration at the next meeting.

## 17. Rectory Meadow

(a) The Committee considered 2 quotations 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.

Members noted that there were minimal funds remaining in the maintenance budget.

RECOMMENDED: That,

(1) a quotation for the sum of £370.83 + VAT for the supply and replacement of 1 x 100mm x 100mm broken timber post to existing kissing gate, concreted to a depth of 600mm and the replacement of 3 x square rails and the replacement of 1 x post and 3 x rails to the lower kissing gate, re-concreting of 1 x existing post and replacement of one of the existing barbed field gate pins with a new threaded pin, be accepted and,

(2) the total cost of the works be met from CIL funds.

(b) The Committee considered emails dated 25<sup>th</sup> May 2023 and 5<sup>th</sup> June 2023, received from a resident regarding the new bench recently installed at Rectory Meadow.

The resident is concerned that the area has become more prone to littering since the installation of the bench and that people using the bench in the evening, when it is dark, could intimidate residents walking through the meadow.

The resident had requested that the bench be relocated..

The Committee agreed that general feedback from residents regarding the installation of the bench had been positive and that as the Routine Maintenance Contractor carried out a litter pick in the area once a week, the situation could be monitored.

RESOLVED: That,

(1) the emails dated 25<sup>th</sup> May 2023 and 5<sup>th</sup> June 2023, received from a resident be noted and,

(2) no further action be taken.

## **18. Risk Assessments**

The Committee considered the Council's current risk assessments, relating to the Parish Council's Amenities & Open Spaces, as reviewed by the Clerk and Mr L Vesey, Health & Safety Advisor, NEBOSH/IOSHH on 18<sup>th</sup> February 2019.

Members considered that the risk assessments as reviewed by the Amenities & Open Spaces Committee at its meeting held on 30<sup>th</sup> May 2022 and subsequently approved by the Council, were satisfactory.

RECOMMENDED: That,

the risk assessments relating to the Parish Council's amenities and open spaces, as reviewed by the Amenities & Open Spaces Committee on 30<sup>th</sup> May 2022, be confirmed and approved.

## **19. Safeguarding Policy**

The Committee reviewed the Parish Council's Safeguarding Policy.

RECOMMENDED: That,

the Safeguarding Policy approved and adopted by the Council on 11<sup>th</sup> April 2022, be confirmed and approved.



**20. CCTV Policy**

The Committee reviewed the Council's CCTV Policy, approved and adopted by the Parish Council at its meeting held on 12<sup>th</sup> July 2021.

The Committee agreed that the current CCTV Policy fully met the Council's requirements.

RECOMMENDED: That,

the CCTV Policy, approved and adopted by the Parish Council at its meeting held on 12<sup>th</sup> July 2021, be confirmed and approved.

**21. Date of next meeting**

To be arranged.

The meeting closed at 9.02 p.m.

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

Chairman of the Amenities and Open Spaces Committee

