

## HARTLEY PARISH COUNCIL

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19<sup>th</sup> February 2004

Dear Councillor/Sports Club Representative

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on Wednesday 3<sup>rd</sup> March 2004 commencing at 7.30 p.m. at the Pavilion, Manor Field.

Yours sincerely

Julie Hoad  
Proper Officer

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### AGENDA

**1. Apologies**

To receive apologies for absence.

**2. Minutes**

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 3<sup>rd</sup> February 2004 as a correct record (previously circulated).

**3. Declarations of Interest**

To receive Members declarations of interest.

**4. Cricket at Manor Field**

To receive any reports from the New Ash Green CC and Hextable CC.

**5. Football at Manor Field**

To receive a report from the Hartley De Sales FC.

**6. Meopham Cricket Club**

To receive any report from the Meopham Cricket Club.

**7. Financial Statement**

To receive and note the summary of receipts and payments indicating the net position of the Council's Allotments, Open Spaces and Manor Field Pavilion (annexed).

Background documents

*Scribe: Supporting documentation: summary of receipts and payments, and listings of receipts and payments for the allotments, open spaces and Manor Field Pavilion*

**8. Manor Field and the Pavilion**

(a) Sale of land and alterations to the covenants on Manor Field

Due to a prior appointment, it was not possible for Messrs H F & J H Glover to meet with Chairman and Vice Chairman of the Council on 10<sup>th</sup> February 2004. It is hoped a meeting will be take place on either 2<sup>nd</sup> or 16<sup>th</sup> March 2004. In the

event that the meeting takes place on 2<sup>nd</sup> March 2004, the Committee is requested to consider a report of the meeting.

Background documents

*Manor Field file: Letter dated 4<sup>th</sup> and 11<sup>th</sup> February 2004 from H F & J H Glover and letter dated 6<sup>th</sup> and 18<sup>th</sup> February 2004 from the Council to Messrs H F & J H Glover.*

(b) Proposed kissing gate

To consider quotations received in respect of the provision of a new kissing gate, suitable for access by a large wheelchair, at the entrance to Manor Field. (Report annexed)

Background documents

*Manor Field file: Quotations dated 6<sup>th</sup> November 2003 and 2<sup>nd</sup> December 2003 from Hoist & Co and Four Seasons Fencing Ltd respectfully; letter dated 27<sup>th</sup> January 2004 from H F & J H Glover and letter dated 11<sup>th</sup> February 2004 from the Council to H F & J H Glover*

(c) Entrance

To consider a course of action in respect of the pothole located at the entrance to Manor Field.

(d) Path

To consider a quotation for raising the ground levels around the concrete path from the car park to the Pavilion and around the concrete base of the bench to eliminate a trip hazard.

(e) Electrical repairs

To confirm the Clerk's action in respect of placing an order with J C Electrical Ltd to undertake repairs to 1 no emergency light and 1 no outside light at a cost of £100 plus VAT and £115.00 plus VAT respectfully.

(f) Shelving

At the last meeting it was agreed to defer any decision regarding the provision of shelving in the cupboard located in the Pavilion and that further investigations be undertaken to find a form of shelving suitable for storing the Council's files. To consider the purchase of freestanding units from Kent County Supplies at a cost of £88.70 plus VAT for a six shelf 1905 x 914 x 305 mm starter bay. Extension bays can be added to the starter bay at a cost of £74.00 plus VAT per unit.

Background document

*Kent County Supplies: Details of shelving unit*

(g) Cricket fees

At the last meeting the New Ash Green CC informed the Committee that it was considering running two league cricket teams from Manor Field. The Committee is requested to consider the fees to be charged to the Cricket Club in the event that two teams play at Manor Field during the forthcoming season.

(h) Worming

To consider a quotation to eliminate worm casts on Manor Field.

(i) Meter cupboard

To consider repairs to the door of the meter cupboard.

**9. Rectory Meadow**

To consider a draft of the formal declaration in respect of managing the land at Rectory Meadow as a Nature Reserve (Report annexed).

Background document:

*Rectory Meadow file: Draft formal declaration*

**10. Billings Hill Shaw**

(a) To confirm the Clerk's action to instruct Austin Treework to remove branch off a tree located in Billings Hill Shaw that had fallen into front garden of Hartley Grange at a cost of £90.00 plus VAT.

(b) To consider an e mail dated 9<sup>th</sup> February 2004 from a resident at Hartley Grange in respect of the sale of land located at Billings Hill Shaw adjacent to Hartley Grange Cottage.

**11. Playgrounds**

(a) Play Area Safety Inspection Report

To consider the Play Area Safety Inspection Report dated 26<sup>th</sup> January 2004 undertaken by RoSPA (Annexed).

Background document:

*Playground file: Play Area Safety Inspection Report dated 26<sup>th</sup> January 2004*

(b) Safety surface renewal

At the last meeting, it was agreed that suppliers who had previously returned quotations to the Council to renew the safety surface below the roundabout be asked to confirm their work complies with the relevant British and European Standards. In light of this information received the Committee is requested to consider a report setting out the suppliers specification, guarantees and cost of the work to renew the safety surface below the roundabout at Woodland Avenue.

(c) To consider a quotation to raise the ground level around the safety surfacing located at the Longfield Hill recreation ground to eliminate a trip hazard.

**12. Allotments**

To consider a quotation in respect of repairs to the fence on the boundary of the allotments with the property known as Woodlands, Woodland Avenue.

**13. Grass cutting contracts 2004/06**

(a) At the last Council meeting, a recommendation to accept the quotations in respect of grass cutting contracts one and two was approved. The acceptance of contract three in respect of grass cutting at Manor Field and Longfield Hill was deferred pending further information on the cost of purchasing line marking equipment. In light of the information received, the Committee is requested consider the acceptance of contract three in respect of the grass cutting at these grounds.

(b) To consider future arrangements for marking out the football pitches

**14. Pond**

The "Deep Water" sign located at the pond has been removed. A replacement sign as been purchased at a cost of £27.81 plus VAT and T D Munday has been asked to fix the new sign to the fence located at the front of the pond. The Committee is requested to confirm the Clerk's actions.

**15. Caxton Close**

At last meeting the Committee agreed to defer consideration of the provision of a children's play area at the bottom of Caxton Close. The Committee is requested to re consider this matter.

## 16. Date of the next meeting

### Committee Membership

Cllr Barnett (ex officio)  
Cllr Mrs Oxtoby  
Cllr Mrs Solman  
Cllr Ward

Cllr Gaywood (ex officio)  
Cllr Sewell  
Cllr Tremain

### List of circulated documents

1. Financial statement dated 19<sup>th</sup> February 2004
2. Report on the kissing gate quotations at the entrance to Manor Field.
3. Draft declaration (Rectory Meadow)
4. Local Nature Reserve Designation Report (Rectory Meadow)
5. Play Area Safety Inspection Report dated 26<sup>th</sup> January 2004
6. Safety surface renewal report

