

## **HARTLEY PARISH COUNCIL**

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3<sup>rd</sup> June 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 9<sup>th</sup> June 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. Election of Chairman**

To elect a Chairman of the Amenities and Open Spaces Committee until the Annual Meeting of the Council in May 2005.

**3. 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 2005.

**4. Declarations of Interest**

To receive Members declarations of interest.

**5. Terms of Reference**

To review the Committee's Terms of Reference, attached as appendix 1.

**6. Minutes**

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 20<sup>th</sup> April 2004 as a correct record (Annexed).

**7. Cricket at Manor Field**

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

**8. Football at Manor Field**

To receive a reports from the Hartley De Sales FC.

**9. Meopham Cricket Club**

To receive a report from the Meopham Cricket Club.

## 10. Manor Field and the Pavilion

### (a) Entrance

To consider quotations received in respect of the revised specification to widen the entrance at Manor Field and provide a kissing gate.

### (b) Internal decoration

To consider seeking quotations for the internal redecoration of the kitchen and toilets in the Pavilion.

### (c) Line marking equipment

To consider the purchase of line marking paint.

### (d) Meter cupboard

To consider a quotation to repair the electric meter cupboard.

### (e) Flail cut

To consider a quotation to flail mow the grass in the Orchard and at the rear of the Pavilion.

### (f) Fertiliser

To consider a quotation to apply fertiliser to Manor Field.

## 11. Sale of the land at Manor Field

To receive a progress report on negotiations to purchase two strips of land at Manor Field.

## 12. Rectory Meadow

### (a) Volunteer work days

To note the North West Kent Countryside Project will be charging £150 per day for each of its volunteer work days on 18<sup>th</sup> April, 20<sup>th</sup> June, 19<sup>th</sup> September, 23<sup>rd</sup> September, 17<sup>th</sup> October, 21<sup>st</sup> November and 16<sup>th</sup> January 2005, which represents an increase of £50 per day from that charged last year due to cuts in funding. However, the Project will only be invoicing the Council for seven days, one day will be provided free of charge.

### (b) Hire of grass cutter

To authorise the expenditure of £200 for the hire of a grass cutter on four occasions at a rate of £50 per day.

### (c) Tour of Rectory Meadow

To receive a report on the tour of Rectory Meadow organised by the North West Kent Countryside Project on 26<sup>th</sup> May 2004.

### (d) New fencing

To receive a report on a meeting with the Rail Link Countryside Initiative (RLCI) on 21<sup>st</sup> May 2004 to discuss a bid for funding new fencing at the boundary with Ash Road and the woodland adjoining the Old Rectory.

## 13. Gorse Wood

At the last meeting of the Committee, it was resolved that a quotation be obtained to prune and pollard the trees allegedly affecting property adjoining woodland owned by the Council at Gorse Wood.

A tree surgeon has inspected the site and informed the Clerk that two groups of trees are affected, but was unsure as to whether the trees were in fact damaging

the adjacent property and advised that the Council may wish to seek further expert advice on the matter. A quotation has been obtained from an arboriculturist who would charge £65 per hour to investigate and report on the matter. It was not possible to ascertain the full extent of the work required to report and advise fully on the matter and therefore he was not in a position to give a fixed fee quotation.

The Council's insurers have been informed of the situation and have requested a complete copy of the surveyor's report (the property owners have only provided the Council with a copy of an extract from the report) and expert advice obtained by the Council.

In light of this information, the Committee is requested to consider a course of action

#### **14. Pond**

At the last meeting of the Committee, it was resolved that advice be sought from the Wetland Trust on further remedial work that could be carried out to the pond after the diesel oil spillage on 1<sup>st</sup> March 2004. The Wetlands Advisory Service of the Wild Fowl and Wetlands Trust has informed the Council that a site visit and a short report could be undertaken providing advice and guidance on what further remedial work could be undertaken to the pond at a cost in the region of £300.

In light of this information, the Committee is requested to consider a course of action.

#### **15. Public Right of Way SD 302**

To consider a grant offer received from Kent County Council for £465 to provide a new gate arrangement on SD302, where it opens out into Court Field. The County Council is willing to meet the cost of providing the new gates, but funding to install the new gates would need to be secured from other sources.

#### **16. Playgrounds**

To consider quotations received for the renewal of safety surfacing below the slide at the Woodland Avenue play area.

#### **17. Routine Maintenance Contract**

To receive and note the checklists completed during the weekly inspections of the Council's open spaces for the month of April 2004 and for the Council's playgrounds for the months of February, March and April 2004. The checklists will be available for inspection at the meeting.

#### **18. Hartley Wood**

To note a letter received from the Council's solicitor in respect of the disposal of three plots of land at Hartley Wood.

The "sellers" solicitor is asking the Council whether (1) it would be prepared to proceed if the "sellers" included a provision that a payment would be made to them in the event that planning consent was granted on the land at any time or (2) the Council would be prepared to enter into a covenant that there would be no such development, and (3) whether the agreed valuation of £5,000 is strictly on the basis of a clear and unencumbered title.

It would appear that the offer to gift the three plots of land in Hartley Wood has been withdrawn, but the Clerk is seeking clarification from the Council's solicitor on the matter.

The Committee is requested to note the report.

## 19. 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

**Amenities and Open Spaces Committee  
Terms of Reference**

1. To manage the operation of the Manor Field, Pavilion and all open spaces, playing fields, recreation grounds, play grounds, village pond and lay-by and such land at Hartley Wood that the Council has taken care and control of, with the exception of the open space known as Northfield. Such operation shall include making recommendations to the Council on scales of hiring charges for the use of facilities together with conditions of hire.
2. To arrange for the maintenance of the Pavilion.
3. To review and monitor the grass cutting contracts together with the maintenance of all open spaces and to ensure that they are in safe condition for their use by the public.
4. To undertake and monitor health and safety inspections of all playground equipment.
5. To prepare an annual budget for review by the Council's Finance Committee in November of each year and to monitor expenditure against the annual budget approved by the Council.
6. To keep under review opportunities to secure funding support from external sources.
7. To be responsible for dealing with all matters relating to public rights of way to ensure the general upkeep of footpaths within the Parish, making recommendation to Council where necessary.

**Delegated Powers**

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. To respond, on behalf of the Council, to orders for the diversion, stopping-up, extinguishment or creation of a public path.

**As approved by Council on 9<sup>th</sup> February 2004  
and confirmed at the Annual Meeting on 10<sup>th</sup> May 2004**