

HARTLEY PARISH COUNCIL

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25th August 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 1st September 2004 commencing at 7.30 p.m. at the Pavilion, Manor Field.

Yours sincerely

Julie Hoad
Proper Officer

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 5th July 2004 as a correct record (Annexed).
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**
(a) To receive a report from the Hartley De sales FC.

(b) Hartley De Sales FC – Fees for the 2004/05 season
To confirm the fees due from Hartley De Sales Football Club for the 2004/05 season.
6. **Meopham Cricket Club**
To receive a report from Meopham Cricket Club
7. **Financial Statement**
To receive and note the summary of receipts and payments indicating the net position of the Council's open spaces and Manor Field Pavilion (Annexed). Supporting documentation: summary of receipts and payments, and listings of receipts and payments for the allotments, open spaces and Manor Field Pavilion (Annexed).

8. Budget 2005/06

To consider the budget for the allotments, the Council's open spaces and Manor Field Pavilion for the year 2005/06.

9. Manor Field and the Pavilion

(a) Vertical Blinds

The decision to purchase vertical blinds for the full height windows and doors in the Pavilion overlooking the field was deferred at the Council meeting on 12th July 2004 in order for confirmation to be sought that the blinds would be fire retardant. Hillarys have confirmed that the blinds would be fire retardant and a sample of the material will be available for inspection at the meeting.

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

(b) Trim Trail

To receive a report on the provision of a Trim Trail on Manor Field.

(c) Asbestos survey

To consider a report on the Control of Asbestos at Work Regulations 2002 (Annexed).

(d) Acoustics within the Pavilion

The Council has received a number of complaints about the acoustics in the Pavilion. It would appear that some members of the public have difficulty hearing discussions at Council and Committee meetings. Some initial enquiries have suggested that, due to the size of the hall, the provision of speakers and microphones would not be appropriate. The Committee is requested to consider what measures, if any, could be implemented to improve the acoustics.

10. Line Marking Equipment

Horton Kirby and South Darenth Parish Council has enquired about the possibility of hiring our recently purchased line marking equipment with a view to asking Mr Munday to mark out their pitches.

The Committee is requested to consider whether it would be prepared to allow Horton Kirby and South Darenth Parish Council to use the line marking machine and if so at what cost.

11. Rectory Meadow

(a) To consider a draft on the bye laws for Rectory Meadow (Annexed).

(b) To consider an application for funding from the Rail Link Countryside Initiative for the installation of short sections of post and rail fencing along Ash Road, including coppicing low vegetation and the provision of interpretative boards.

12. Gorse Wood

(a) Trees

At the last meeting of the Amenities and Open Spaces Committee it was agreed that in order to comply with the Council's Financial Regulations 11.1b, a second quotation should be sought for the pruning and pollarding of trees allegedly affecting property adjoining woodland owned by the Council at Gorse Wood.

The Committee is asked to consider quotations received from Austin Treework for the sum of £440.00 + VAT and KLJ Tree Services for the sum of £753.80.

(b) To consider a letter from a resident of Gorsewood Road whose property adjoins woodland owned by the Parish Council at Gorse Wood. The resident is enquiring whether the Council has any plans to coppice or trim back any of the trees in Gorse Wood.

(c) Litter picking at Gorse Wood

As part of the Routine Maintenance Contract, Mr Munday currently carries out a weekly half an hour litter pick at Gorse Wood. In view of the litter problem at Gorse Wood this is not sufficient time and the Committee is requested to consider whether to extend the time allowed for the litter pick.

(d) To consider the proposal from the Youth Committee to designate an area at Gorse Wood for a BMX track.

13. Pond

To receive a report following the North West Kent Countryside Projects visit to the site on 27th August 2004 and to consider a course of action.

14. Routine Maintenance Contract

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

15. Risk Assessments

To consider a report on risk assessments (Annexed).

16. Longfield Hill

In view of an increase in dog fouling, the Committee is asked to consider the possibility of purchasing a new dog bin to be installed at Longfield Hill. The cost of the supply and delivery of 1 no Fido 25 in dark green, suitable for fixing to a fence, as supplied by Glasdon UK Ltd is £69.53 plus VAT, plus £9.88 for the banding kit to fit a 70 to 100 mm diameter fence post, plus £5.86 for the appropriate power tool kit. A similar bin supplied with post and ground lock system is £145.71 plus VAT, plus £21.61 for an installation tool. Fitting would be an additional cost.

17. Hartley Wood

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

18. Hartley Green

(a) The large bench located on Hartley Green was repaired sometime ago, but the standard of repair was somewhat rudimentary. The Committee is requested to consider whether it wishes to replace the bench.

(b) Statutory undertakers have in the past lopped the tree located on Hartley Green to safeguard the overhead cables. However the work has not been carried out sympathetically and the Committee is requested to consider whether a quotation should be sought from a tree surgeon to reshape the tree.

19. Chantry Avenue

(a) In February 2004 the Committee considered letters from a resident of Chantry Avenue in connection with trees located on the Chantry Avenue recreation Ground, which are allegedly obstructing light to their property. It was resolved that the Council take no action to reduce the height of the three horse chestnut trees and that a review of the Council's management of its trees take place after a period of six months has elapsed.

The resident concerned has recently contacted the Parish Office and has asked that the matter be reconsidered.

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

(b) In June 2003, the Committee considered a letter received from a resident in connection with a boundary dispute between his property and the recreation ground. The owner claimed that the existing fence between the two properties was the responsibility of the Parish Council. Legal advice received from the District Council confirmed that ownership and responsibility of the fence is not clear. Under the circumstances, the Parish Council offered to meet 50% of the cost of repair but the owner responded that he was not in agreement with this offer.

In November 2003, the Committee considered another letter received from the resident enclosing extracts from Land Registry. The Committee was satisfied that the information provided by the resident did not conclusively prove that the Council had any liability for repair and maintenance of the fence between the recreation ground and his property.

The Council informed the resident that until such time as he is able to provide sufficient evidence to substantiate his claim the Council stands by its original offer to bear 50% of the cost of repair as a gesture of goodwill. The resident responded that he was not in agreement with this offer.

It has recently been noted that some sections of the fence have been repaired by the resident and the Committee is requested to consider whether to bear the cost of the repair of the remaining three sections of the fence that are still in need of attention.

(c) During the routine playground inspections, it was noted that the seat and handles of the frog spring at the Chantry Avenue playground were badly damaged. Quotations have been requested both for the repair and replacement costs of the frog spring and it is hoped that these quotations will be available for consideration at the meeting.

20. Playground Safety Inspection Reports

(a) To consider the playground safety inspection reports undertaken by RoSPA on 16th July 2004 (Annexed).

(b) In July 2002 the Committee agreed that RoSPA should undertake an additional bi annual safety inspection of the Council's three playgrounds and as a result safety inspections are duly carried out during July/August and January/February of each year. In February 2004 the Committee requested that RoSPA be asked to undertake an assessment of the Council's playgrounds for compliance with the Disability Discrimination Act 1995. However this request was inadvertently omitted from the instruction sent to RoSPA in respect of the recent inspection. A letter has been sent to RoSPA asking for the assessment to be undertaken in conjunction with the safety inspection to be carried out during January or February 2005.

The Committee is requested to note that a DDA assessment of the three playgrounds will be available for consideration early in the new year.

(c) To consider which safety surface area should be considered for replacement during the financial year 2005/06.

21. 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