

## HARTLEY PARISH COUNCIL

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20<sup>th</sup> January 2005

Dear Councillor/Sports Club Representative

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on Wednesday 26<sup>th</sup> January 2005 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. Declarations of Interest**

To receive Members declarations of interest.

**3. Minutes**

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 10<sup>th</sup> November 2004 as a correct record (Annexed).

**4. Football at Manor Field**

To receive a report from the Hartley De Sales FC.

**5. Cricket at Manor Field**

To receive reports from New Ash Green and Hartley Cricket Club and Hextable Cricket Club.

**6. Cricket at Longfield Hill**

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 Amenities and Open Spaces Committee as at 20<sup>th</sup> January 2005.

Supporting documentation: summary of receipts and payments for the allotments, open spaces and Manor Field Pavilion (Annexed).

**8. Health and Safety**

**(CREAM)**

(a) To consider risk assessments in connection with the condition of the building in the Manor Field Pavilion (annexed). Copy of HSE guide for employers – legionnaires

disease maintenance regime undertaken by KCC education and libraries department is attached for member's information.

- (b) To consider a risk assessment of the car park at Manor Field (annexed).
- (c) To consider a risk assessment of the cleaning duties undertaken at the Pavilion (annexed).
- (d) To consider a risk assessment of the use and hire of the Pavilion (annexed).
- (e) To consider a risk assessment of the public open space at Manor Field (annexed).
- (e) To consider a risk assessment for the pond (annexed).
- (f) To consider a risk assessment of the open space at Billings Hill Shaw (annexed).
- (h) To consider a risk assessment of Chantry Avenue recreation ground (annexed).
- (i) To consider a risk assessment of Woodland Avenue recreation ground (annexed).

#### **9. Access audit for the Manor Field Pavilion**

In compliance with the Disability Discrimination Act, the Committee is requested to consider an access audit report on the Manor Field Pavilion (annexed).

#### **10. Manor Field and the Pavilion**

##### (a) Asbestos survey

To consider the type II asbestos survey of the Pavilion undertaken on 6<sup>th</sup> December 2004. The full report is available for inspection in the Parish Office. Summary of the consultant's recommendations state that no asbestos containing materials were found, therefore no further action is required.

##### (b) Line Marking

To receive a report on the line marking (annexed).

##### (c) Electrics

To consider a quotation from Kent County Council, Technical Services for undertaking a Portable Appliance Test on appliances at the Pavilion at a rate of £1.65 per appliance, minimum charge £24.00. (Total of 13 appliances to be tested, in conjunction with the testing of electrical equipment located in the Parish Office)

##### (d) Goal post storage

To consider future arrangements for the storage of goal posts in the container. Due to the amount of sports equipment stored in the container, it was extremely difficult to locate and extract the football posts from the container and it was suggested that future storage could be improved by providing storage brackets fitted to the inside face of the wall in the container.

A quotation has been invited for the fabrication, fitting, welding and painting of 6 no goal post storage brackets inside the steel container. If the Committee wishes to continue investigating future storage of the posts it will be necessary to seek an alternative quotation in order to comply with the Council's Financial Regulations.

##### (e) Repairs/renewal to doors

The door to the ladies door and the lock to the double cupboard doors located in the hall have both been damaged.

To consider a quotation to renew the door in the ladies toilet using existing ironmongery and to repair and fit double doors in the main hall for the sum of £190.00

(f) Repairs to car park

To consider suitable repairs to the surface of the car park to eliminate the rut adjacent to the main entrance gate and to get rid of the muddy corners of the car park next to the Pavilion.

**11. Lay by**

To consider a quotation to put in metal stakes, sunk to a minimum of 450 mm, to retain the logs currently situated in the lay by adjacent to the Burial Ground and back fill with soil for the sum of £80.00.

**12. Billings Hill Shaw**

A safety inspection of trees within the highway has been undertaken by Babbie on behalf of Kent Highways and as a result the report has identified that a number of trees adjacent to the entrance gate into Billings Hill Shaw require their overhanging branches to be cut back from the highway and a dead ash tree to be felled. The trees in question are protected by a tree preservation order and therefore before any work is undertaken it will be necessary to seek the necessary approvals from Sevenoaks District Council.

To consider a quotation cut back the tree over hanging the highway and cut down one dead tree to the east of the kissing gat at Billings Hill Shaw for the sum of £82.00.

**13. Notice boards**

At the last Committee a quotation to undertake repairs to two notice boards located at the allotments off Woodland Avenue and at Longfield Hill was accepted. However before the work was undertaken, the noticeboard at Longfield Hill sustained further vandalism and as a result a revised quotation has been sought.

To consider a quotation from Mr Glidewell for the removal of concrete spurs (which are beyond repair), and for concreting in 2 no new 3" x 3" treated posts, supply signboard, all sign writing as specified and cover with perspex sheet and fix to posts for the sum of £185.00.

**14. Playgrounds**

(a) To receive and note an updated report on action taken since the last meeting following the safety inspection reports undertaken by RoSPA on 16th July 2004. (annexed).

Attention is drawn to the safety surfaces at Chantry Avenue and in particular the safety surface below the junior swing which is currently lifting. One quotation has been received to undertake the necessary repair but in order to comply with the Council's Financial Regulations, an alternative quotation is being sought. If available for the meeting, the Committee is requested to consider the two quotations for repairs to the defective safety surfacing below the junior swing.

(b) A quotation from T D Munday for minor repairs to the Council's playgrounds has been received and in accordance with Financial Regulation 3.3 the Clerk has accepted the quotations, as set out on the attached report.

The Committee is requested to confirm the Clerk's action and to consider whether it wishes to take any action with regard to the reinstatement of eroded ground in the goal mouths located at Woodland Avenue and Chantry Avenue.

(c) To consider the services provided by RoSPA in respect of health and safety matters relating to goal post inspection, annual play ground inspections, risk assessments for play areas, village ponds and playing fields (Annexed – RoSPA play safety leaflet 2005).

**15. Rectory Meadow**

To consider a report on the new grassing regime to be employed at Rectory Meadow (annexed).

**16. Litter bins**

To consider the Clerk's report in respect of the litter bins at Chantry Avenue and Longfield Hill (annexed).

**17. Gorse Wood**

At the last Committee meeting it was resolved that the matter regarding the trees located at Gorse Wood be deferred pending circulation to each member of the Committee the KAPC advice in respect of overhanging branches (Annexed)

In light of the advice from KAPC, the Committee is requested to re-consider a letter from a resident complaining about branches overhanging his property.

**18. Hartley Wood**

In January 1993 Hartley Parish Council advertised its intention to take over care and control of that part of the Hartley Wood of which there is no known owner with effect from 1<sup>st</sup> February 1993. It referred to the land adjacent to the railway line bounded by the land owned by Gorsewood Farm and the land owned by Southwark Borough Council.

Twelve years have now elapsed and the Committee is requested to consider how the matter should now be progressed. A copy of the National Association of Local Councils legal topic note 7, February 2004 on the acquisition and registration of ownerless land is attached for members attention.

**19. Date of the next meeting**

**List of circulated documents**

**In order to reduce the amount of photo copying in respect of the background papers relating to this agenda, only members of the committee have been provided with copies of certain documents. Should any member of the Council require copies of the following documents, please contact the Clerk.**

**Copies of all documents listed below are available for inspection in the Parish Office**

1. Minutes of the meeting held on 10<sup>th</sup> November 2004
2. Financial Statement
3. Risk assessment – Building condition Manor Field Pavilion (CREAM)
4. Control of legionella January 2001 – regular maintenance requirements – KCC education and libraries (circulated to members of the committee only)
5. Legionnaires disease – guide for employers (circulated to members of the committee only)
6. Risk assessment car park at Manor Field (CREAM)
7. Risk assessment of the cleaning duties at Pavilion (CREAM)
8. Risk assessment of use & hire of Pavilion (CREAM)
9. Risk assessment of public open space at Manor Field (CREAM)
10. Risk assessment of the pond (CREAM)

11. Risk assessment of the open space at Billings Hill Shaw (CREAM)
12. Risk assessment of the Chantry Avenue Rec Ground (CREAM)
13. Risk assessment of Woodland Avenue Rec Ground (CREAM)
14. Access audit report on the Manor Field Pavilion
15. Report on line marking
16. Report on action taken since the safety inspection reports undertaken by RoSPA on 16th July 2004
17. Report on the minor repairs to the Council's playgrounds
18. RoSPA play safety leaflet 2005
19. Report on the grass cutting regime at Rectory Meadow
20. Report on litter bins
21. Letter dated 13<sup>th</sup> October 2003 from KAPC, legal topic note 51 and 30 (circulated to members of the committee only)
22. Legal topic note 7, acquisition of ownerless land dated February 2004

Committee Membership

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

Cllr Gaywood (ex officio)  
Cllr Sewell  
Cllr Tremain