

## HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL  
Tel/fax: 01474 709441  
E mail: [mail@hartleyparishcouncil.org.uk](mailto:mail@hartleyparishcouncil.org.uk)

4<sup>th</sup> March 2005

Dear Councillor/Sports Club Representative

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on Thursday 10<sup>th</sup> March 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**

**(White)**

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 23<sup>rd</sup> February 2005 as a correct record (Annexed).

**4. Football at Manor Field**

(a) To receive a report from the Hartley De Sales FC.

(b) To consider a quotation from Monitor Pest Control Ltd to place traps in three different location at Manor Field, return on a regular basis to check traps, dispose of any moles trapped and remove traps when work is complete, for the sum of £200 plus VAT.

(c) To consider a quotation from Mr Westwood to cut the grass on two football pitches at Manor Field at a cost of £70.00 plus VAT.

(d) To consider two quotations for the fabrication and welding of brackets to the side of the storage container for the safe storage of football posts during the closed season. It is hoped the quotations will be available for consideration at the meeting.

(e) To receive a report on the effects on wildlife as a result of applying a chemical to control the worms at Manor Field and to consider a quotation to apply chemicals to control the worms to (i) two football pitches, including 1 metre beyond the side lines and (ii) two football pitches and the cricket outfield. The quotations should be available at the meeting.

**5. Cricket at Manor Field (Light Yellow)**

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

(b) To receive a report on grass cutting of the field undertaken last year (Annexed).

**6. Cricket at Longfield Hill**

To receive a report from Meopham Cricket Club.

**7. Financial Statement (Light Blue)**

To receive and note the summary of receipts and payments indicating the net position of the Amenities and Open Spaces Committee as at 4<sup>th</sup> March 2005 (Annexed).

**8. Playgrounds (Cream)**

(a) To consider the play area safety inspection report undertaken by RoSPA on 2<sup>nd</sup> February 2005 (annexed) and report on action taken in respect of the aforementioned report (annexed). The Committee is requested to confirm the Clerk's action in respect of instructions issued to Mr Munday to undertake remedial work as identified in RoSPA's play area safety inspection report.

(b) To consider a report on the quotations received to undertake repairs to the safety surfacing below the cradle swing, junior swing and slide in the play area at Chantry Avenue. (Annexed).

**9. Health and Safety (Orange)**

(a) To receive and note the routine maintenance checklist for the months of December 2004 and January 2005 (Annexed).

(b) To receive and note the playground inspection record from 4<sup>th</sup> November 2004 to 3<sup>rd</sup> February 2005 (Annexed).

**10. Access audit for the Manor Field Pavilion (White)**

(a) To consider a report on the fire warning notice located in the kitchen at the Pavilion (Annexed).

(b) To consider the purchase of aids to assist residents attending meetings of the Council who have difficulty in hearing the proceedings.

**11. Risk Assessments (Light Green)**

(a) To consider a report on advice received in respect of the risk of an outbreak of legionnaires' disease at the Pavilion (Annexed).

(b) To consider risk assessments of Rectory Meadow, Gorse Wood, Longfield Hill, Hartley Green and Hartley Court Green (Annexed).

**12. Pavilion, Manor Field (Pink)**

(a) To receive a report on the testing of portable appliances at the Pavilion and Parish Office and confirm the Clerk's actions (Annexed).

(b) To confirm the Clerk's action to make arrangements for one tile located on the roof of the Pavilion to be re-fixed at a cost of £10.00.

(c) At the Committee meeting held on 26<sup>th</sup> January 2005, it was agreed that the provision of automated doors leading into and out of the hall be investigated and the Committee is requested to consider a report on a meeting with Dorma UK Ltd. (Annexed).

(d) The wall brackets for the fire extinguishers located in the Pavilion were in a dilapidated condition and it was unsafe to hang the fire extinguishers on the brackets.

The contractor appointed by the Council to undertake repairs to the doors has been asked to fit new brackets for the three 9 litre extinguishers and the CO<sup>2</sup> extinguisher located in the kitchen. The work has been completed at an additional cost of £20.00. The Committee is requested to confirm the Clerk's actions.

**13. Car park at Manor Field**

A quotation has been received in respect of work to scrap off mud in areas of the car park, and to supply and lay road stone in three locations in the car park. In order to comply with Council's financial regulations, it will be necessary to seek an alternative quotation. A further quotation is being sought.

**14. Gorse Wood**

To consider quotations to undertake work to trees located on land owned by the Council at Gorse Wood, allegedly causing a nuisance to the property known as Heathfield off Gorsewood Road. It is anticipated that the quotations will be available for consideration at the meeting.

**15. Rectory Meadow (Dark Yellow)**

(a) To confirm the Clerk's action to make arrangements with a local tree surgeon to make safe a number of trees located in woodland at Rectory Meadow, at a cost of £100.

(b) The local tree surgeon has advised that the remaining trees located in woodland at Rectory Meadow would benefit from some additional treework and estimates an additional half day's labour to tidy up the wood. The Committee is requested to consider this advice.

(c) To consider a quotation from Williams Agriculture to cut and remove the grass at Rectory Meadow (Annexed).

(d) To consider a letter from DEFRA dated 24<sup>th</sup> January 2005 informing the Council about Farming and Countryside Education (FACE), which is an organisation offering support and advice to countryside stewardship partners over hosting school visits.

(e) To note that the concrete spur for the post of the noticeboard located at the Backside entrance has been damaged and requires replacement. A quotation is being sought to replace the damaged concrete spur.

**16. Woodland Avenue**

In light of recent correspondence from three local residents in respect of the problems associated with cars parked next to the kissing gate located near the recycling centre in Woodland Avenue, the Committee is requested to consider either relocating the gate to an alternative position or removing the gate in its entirety and replacing with post and rail fencing.

**17. Hartley Green**

To receive a progress report on the purchase of the new bench on Hartley Green.

**18. Correspondence (White)**

To receive and note the Kent County Playing Fields Association Newsletter, "Playing Field" (Annexed – circulated to Committee members only)

**19. Date of next meeting**

### **List of circulated documents**

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

1. Minutes of the meeting held on 23<sup>rd</sup> February 2005 (WHITE)
2. Report on the grass cutting at Manor Field undertaken last year (LIGHT YELLOW)
3. Statement indicating the Committee's net financial position as at 4<sup>th</sup> March 2005 (LIGHT BLUE)
4. Play area safety inspection report by RoSPA dated 2<sup>nd</sup> February 2005 (CREAM)
5. Report on action taken in respect of the RoSPA play area safety inspection report of 2<sup>nd</sup> February 2005. (CREAM)
6. Report on quotations received for safety surfacing repairs in Chantry Avenue. (CREAM)
7. Routine maintenance checklist for December 2004 and January 2005 (ORANGE)
8. Playground inspection record 4<sup>th</sup> November 2004 to 3<sup>rd</sup> February 2005 (ORANGE)
9. Report on the fire warning notice in the Pavilion (WHITE)
10. Report on the risk of an outbreak of legionella at the Pavilion (LIGHT GREEN)
11. Risk Assessment of Rectory Meadow (LIGHT GREEN)
12. Risk Assessment of Gorse Wood (LIGHT GREEN)
13. Risk Assessment of Longfield Hill (LIGHT GREEN)
14. Risk Assessment of Hartley Green (LIGHT GREEN)
15. Risk Assessment of Hartley Court Green (LIGHT GREEN)
16. Report on the PAT testing at the Parish Office and the Pavilion (PINK)
17. Report on the feasibility of installing automated doors at the Pavilion (PINK)
18. Report on the quotation from Williams Agriculture on the grass cutting at Rectory Meadow. (DARK YELLOW)
19. Playing Field received 24<sup>th</sup> February 2005 (WHITE). Circulated to Committee members only.

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

Cllr Gaywood (ex officio)  
Cllr Sewell  
Cllr Tremain