

**MINUTES OF THE MEETING OF THE AMENITIES AND OPEN SPACES COMMITTEE HELD
ON 10th MARCH 2005 AT 7.30 p.m. AT THE PAVILION, MANOR FIELD**

Present: Cllr Mr A Barnett (Chairman)
Cllr Mrs A Oxtoby (*arrived at 7.32 p.m.*)
Cllr Mr V Sewell
Cllr Mrs M Solman (*arrived at 7.36 p.m.*)
Cllr Mr A Tremain

In Attendance: Mrs J Hoad (Clerk)
Mr D Thompson (Hartley De Sales FC)
2 members of the public

1. Apologies for absence

Apologies had been received from Cllr Mr J Gaywood, Cllr Mr C Ward and Mr K Bushell.

2. Declarations of Interest

Cllr Mr A Tremain declared a personal interest under minute item 5 in respect of cricket at Manor Field, as he is a member of Hextable Cricket Club.

Cllr Mr A Tremain declared a personal and prejudicial interest under minute item 14 in respect of matters relating to Gorse Wood, as his private residence is located adjacent to the wood. However, there was no discussion or voting on the matter and it was not necessary for him to withdraw from the meeting.

3. Minutes of the last meeting

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 23rd February 2005 be approved and signed as a correct record.

Cllr Mrs A Oxtoby arrived at the meeting at 7.32 p.m.

4. Football at Manor Field

(a) Hartley De Sales FC reported on two problems. Despite the display of additional signage, dog fouling continues to be a serious matter and the mole/s continues to be active. It was reported that advice received from "Monitor Pest Control" suggests that there is little risk of mole tunnels subsiding.

Cllr Mrs M Solmon arrived at the meeting at 7.36 p.m.

(b) The Committee considered a quotation to remove the moles from Manor Field.

RESOLVED: That, the quotation from Monitor Pest Control to place traps in three different locations 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, be accepted.

(c) The Committee considered whether it was necessary to make arrangements for the grass on the football pitches to be cut in advance of the start of the main contract.

RESOLVED: That, the quotation from Mr Westwood to cut the grass on the two football pitches using a rotary mower for the sum of £70 be accepted and that the work be undertaken at the earliest opportunity, in consultation with Hartley De Sales FC.

(d) The Committee considered two quotations to fit brackets to the inside face of the container for the storage of the football posts, as set out below.

C Hodge and Company to fabricate, fit, weld and paint 6 no goal post storage brackets inside the steel container for the sum of £475.00 plus VAT

ASAP Autos to supply and fit 4 no brackets to container for goal posts whilst not in use for the sum of £265.00 plus VAT.

RESOLVED: That, the quotation from ASAP Autos to supply and fit 4 no brackets to container for goal posts whilst not in use for the sum of £265.00 plus VAT be accepted, subject to confirmation that the size and number of the brackets will be adequate for the storage of 8 no uprights and 4 no cross members.

(e) The Committee considered a quotation to control the worms at various locations on Manor Field. The contractor has confirmed the chemical "Carbendazium", in its diluted form, presents no danger to wildlife or dogs. The Committee examined the contractor's public liability insurance policy and the relevant COSHH assessments.

RESOLVED: That, the quotation from Weed Management Ltd for the supply and application of Carbendazium for the control of worm casts on two senior football pitches for the sum of £180 plus VAT and for the supply and application of Carbendazium for the control of worm casts on cricket square using an ATV for the sum of £50 be accepted and that the work be scheduled to take place between the close of the football season and start of the cricket season.

5. Cricket at Manor Field

(a) There were no reports from New Ash Green and Hartley CC or Hextable CC.

(b) The Committee considered a report on the grass cutting undertaken last year at Manor Field.

RESOLVED: That, (1) the report be noted, (2) a letter be written to the New Ash Green and Hartley Cricket Club requesting clarification of the clubs intentions for the forthcoming season, in respect of the increased usage of Manor Field and the Pavilion and grass cutting requirements and, (3) the Council make arrangements for the payment of £200 to Mr Westwood to settle the outstanding account for last years gang mowing at Manor Field and that New Ash Green and Hartley Cricket Club be advised that it owes Mr Westwood a sum of £150 for 3 additional grass cuts undertaken at Manor Field to accommodate the Club's requirements for weekly cuts during the cricket season.

6. Cricket at Longfield Hill

There was no report from Hextable CC.

7. Financial Statement

The Committee considered a summary of receipts and payments indicating the net position of the Amenities and Open Spaces Committee as at 4th March 2005.

RESOLVED: That, the summary of receipts and payments indicating the net position of the Amenities and Open Spaces Committee as at 4th March 2005 be received and noted, as set out in appendix 1 attached to these minutes.

8. Playgrounds

(a) The Committee considered a play area safety inspection report undertaken by RoSPA on 2nd February 2005 and a report on the action taken in respect of the aforementioned RoSPA report.

RESOLVED: That, (1) the play area safety inspection report undertaken by RoSPA on 2nd February 2005, including the play area access audit report on each of the Council's three playgrounds and a report on the action taken in respect of the aforementioned RoSPA reports be noted, (2) further comments as the result of an

inspection of the playgrounds undertaken by the Clerk on 10th March 2005, as indicated on the attached report set out in appendix 2, be noted and (3) further investigations be undertaken and quotations sought, where necessary, as indicated on the attached report set out in appendix 2.

(b) The Committee considered a report on repairs to the safety surface below the cradle swing, junior swing and slide in the play area at Chantry Avenue.

RESOLVED: That, (1) the report be noted, (2) the quotation from Wicksteed Leisure Ltd, to supply and lay wet pour repair kit using red EPDM for the sum of £318.00 plus VAT, be accepted and, (3) the remaining safety surfaces below the cradle swing, junior swing and slide, identified by RoSPA in a play area safety report of 2nd February 2005 as lifting at the edges, be monitored and appropriate remedial action be taken in the future, if required.

9. Health and Safety

(a) The Committee considered the routine maintenance checklist for the months of December 2004 and January 2005. There is a serious litter problem in Gorse Wood at the rear of the car park off Porchester Close, clearance of which is hindered by the presence of bramble.

RESOLVED: That, (1) the routine maintenance checklists be received and noted and (2) the quotation from Mr Munday to cut back bramble 10 feet from the boundary fence and pick up rubbish for the sum of £35 be accepted.

(b) The Committee considered the playground inspection records from 4th November 2004 to 3rd February 2005.

It was reported that the owner of "Bramley" had not yet responded to the Council's offer to repair the remainder of the close boarded fence on the understanding that the Council did not accept any responsibility for its future maintenance and repair.

It was noted that the fence between the field behind "Bramley" and the recreation ground at Chantry Avenue was in a dilapidated condition. The Committee was not aware of the ownership of the field.

RESOLVED: That, (1) the playground inspection records be received and noted and (2) the condition of the fence between "Bramley", including the adjoining field and the Chantry Avenue recreation ground continue to be monitored.

10. Access audit for the Manor Field Pavilion

(a) The Committee considered a report on the fire warning notice located in the kitchen at the Pavilion.

RESOLVED: That, (1) the report be noted and, (2) the Clerk be requested to produce an appropriate fire warning notice for display in the kitchen.

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

RESOLVED: That, the purchase of suitable hearing aid equipment, including costs, be investigated and that the matter be referred to the Council for further consideration.

11. Risk Assessment

(a) The Committee considered a report on advice received in respect of the risk of an outbreak of legionnaires' disease at the Pavilion.

RESOLVED: That, (1) the report be noted and, (2) further enquiries be made with Sevenoaks Leisure Services on the maintenance regime adopted by its Sports

Centres to prevent an outbreak of legionnaires' diseases and the findings reported back to the Committee.

(b) The Committee considered risk assessments of Rectory Meadow, Gorse Wood, Longfield Hill, Hartley Green and Hartley Court Green.

RECOMMENDED: That, the risk assessments, as set out in appendices 3 to 7 inclusive, be adopted.

12. Pavilion, Manor Field

(a) The Committee considered a report on testing of portable appliances at the Pavilion and Parish Office.

RESOLVED: That, (1) the report be noted and the Clerk's actions confirmed and, (2) a letter of thanks be sent to Mr I Martin of Hextable CC for the donation of a microwave.

(b) The Committee considered a report on 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.

RESOLVED: That, the report be noted and the Clerk's actions confirmed.

(c) The Committee considered a report on the feasibility and approximate cost of the provision of automated doors in the hall of the Pavilion.

RESOLVED: That, (1) due to the prohibitive cost of the installation of automated doors in the hall of the Pavilion, no further action be taken and, (2) a quotation be sought for a self closing mechanism to be fitted to the main side entrance door.

(d) It was reported that the wall brackets for the fire extinguishers located in the Pavilion were in a dilapidated condition and that it was unsafe for the fire extinguishers to be hung on these brackets. The contractor appointed by the Council to undertake repairs to the internal doors was asked to fit new brackets for the three 9 litre extinguishers located in the corridors and hall at the Pavilion and one bracket for the CO² extinguisher located in the kitchen. The work has been completed at an additional cost of £20.00.

RESOLVED: That, the report be noted and the Clerk's action confirmed.

13. Car Park at Manor Field

It was reported that quotations are being sought 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 and that the quotations will be brought back to the Committee for consideration at a future meeting.

RESOLVED: That, the report be noted.

14. Gorse Wood

It was reported that quotations are being sought 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 and that the quotations will be brought back to the Committee for consideration at a future meeting.

RESOLVED: That, the report be noted.

15. Rectory Meadow

(a) It was reported that it had been necessary to take emergency action to make safe a number of dangerous branches to trees located at Rectory Meadow at a cost of £100.

RESOLVED: That, the report be noted and the Clerk's actions confirmed.

(b) It was reported that a local tree surgeon had advised that the remaining trees located in woodland at Rectory Meadow would benefit from some additional treework and

estimates an additional one days labour to make safe and tidy up the wood. Quotations are being sought and will be brought back to the Committee for consideration at a future meeting.

RESOLVED: That, the report be noted.

(c) The Committee considered a report on the quotation received in respect of the grass cutting at Rectory Meadow.

RESOLVED: That in accordance with the provisions set out in financial regulation 11.1 (ii), the quotation from Williams Agriculture to cut and remove the grass from Rectory Meadow, as specified by the Council in its letter dated 24th January 2005, for the total sum of £875.00 plus VAT, be accepted.

(d) The Committee considered a letter from DEFRA dated 24th 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.

RESOLVED: That, the letter be noted.

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

RESOLVED: That, the report be noted.

16. Woodland Avenue

The Committee considered complaints received from residents in respect of problems associated with cars parked next to the kissing gate located near the recycling centre in Woodland Avenue. The residents have requested that the kissing gate be either relocated to an alternative position or removed in its entirety and replaced with post and rail fencing.

RESOLVED: That, alternative quotations be sought to (1) remove the existing kissing gate and replace with post and rail fencing, (2) remove kissing gate and replace with existing post and rail fencing, and create new entrance to the south of the redundant entrance by utilising salvaged kissing gate and (3) investigate the cost of metal gates suitable for disabled access and report back to a future meeting of the Committee.

17. Hartley Green

The Committee considered a report on the purchase of a new bench to be located on Hartley Green.

RESOLVED: That, the status of the order for the purchase of the bench be investigated.

18. Correspondence

RESOLVED: That, the Kent County Playing Fields Association Newsletter, "Playing Field" be received and noted.

19. Date of next meeting

Thursday 28th April 2005 at 7.30 p.m.

The meeting closed at 9.50 p.m.

Signed:.....

Date:.....

APPENDIX 1

Hartley Parish Council
Summary of Receipts and Payments
 Amenities and Open Spaces

Cost Centre	Receipts		Payments		Net Position
	Estimated	Actual	Estimated	Actual	Underspend (+) /Overspend (-)
5 Allotments	350.00	318.78	600.00	515.76	53.02
6 Open Spaces	1,560.00	3,388.64	23,750.00	21,620.88	3,957.76
7 Manor Field Pavilion	1,000.00	1,103.00	6,250.00	6,232.17	120.83
NET TOTAL	2,910.00	4,810.42	30,600.00	28,368.81	4,131.61
Total for ALL Cost Centres		102,275.88		87,778.66	
V.A.T.		4,877.50		4,455.52	
GROSS TOTAL		107,153.38		92,234.18	

Play Area Safety Inspection Report undertaken by RoSPA on 2nd February 2005

APPENDIX 2

Site	Equipment	Fault	Action required	Action taken
Chantry Av	Seat	Damaged front	Reinstate to front	Investigate and report to next meeting of A & O S Committee <i>Inspected by Clerk on 10/03/05. Seek quotation to reinstate eroded ground in front of bench</i>
	Gate	Finger entrapment LOW RISK	Re fix slamming post to fence post	Work undertaken by RSS Ltd on 04/02/05
	Planting	Overhanging holly tree	Cut back branches to holly tree to main access gate	Instructed Mr Munday cut back holly tree 09/02/05
	Path x 2	Trip hazard on narrow stoney path adj to 48 Chantry Av	RoSPA recommend bitmac path suitable for DDA use	Investigate and report to next meeting of A & O S Committee <i>Inspected by Clerk on 10/03/05. No trip hazard evident. Continue to monitor.</i>
	Cradle seat swing	Dry bearings	Treat with oil, grease or silicon spray according to supplier's instructions	Instructed Mr Munday to treat bearings 09/02/05
	Cradle seat swing	Some chain wear	Monitor for further deterioration and replace at 40% wear.	No further action required. Await next RoSPA safety inspection to be undertaken in July 2005
	Cradle seat swing - safety surface	Surface lifting at edge LOW RISK	Monitor	Seek quotation from Wickstead to be undertaken in conjunction with insert renewal below junior swing
	Junior seat swing - safety surface (Padlocked out of action)	Segregation to red insert	Re fix	Quotations obtained (Wickstead and Park Leisure). Quotation from Wickstead to relay insert below

Play Area Safety Inspection Report undertaken by RoSPA on 2nd February 2005

APPENDIX 2

Site	Equipment	Fault	Action required	Action taken	
				swing approved by Committee 26/01/05	
Chantry Av cont'd	Junior seat swing - safety surface (Padlocked out of action)	Edge of one corner lifting	Re fix/infill	Seek quotation from Wickstead to be undertaken in conjunction with insert renewal below junior swing	
	Junior seat swing - safety surface (Padlocked out of action)	Algae growth on surface giving slippery conditions MEDIUM RISK	Clean and treat with weed killer	Instructed Mr Munday to remove algae in accordance with RoSPA information sheet no 30 – Use of chemicals on play area 09/02/05	
	Slide		Treads do not comply with width requirement of EN 1176 LOW RISK	Monitor – If accident occurs remedial action will be required	No further action required
			Spacing between barrier bar is in excess of 89 mm LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required
			Had/torso entrapment between steps LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required
Slide – safety surfacing	Surface lifting at edges	Re fix/ infill	Seek quotation from Wickstead to be undertaken in conjunction with insert renewal below junior swing		
Chantry Av cont'd	Motorbike spring - safety surface	Safety surface fails EN1176 as the hard edging/foundation is within the impact area	Monitor - If accident occurs remedial action will be required	No further action required	

Play Area Safety Inspection Report undertaken by RoSPA on 2nd February 2005

APPENDIX 2

Site	Equipment	Fault	Action required	Action taken
		LOW RISK		
	Motor bike spring - safety surface	Algae growth on surface giving slippery conditions MEDIUM RISK	Clean and treat with weed killer	Instruct Mr Munday to remove algae in accordance with RoSPA information sheet no 30 – Use of chemicals on play area
	Frog spring - safety surface	Safety surface fails EN1176 as the hard edging/foundation is within the impact area LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required
	Frog spring - safety surface	Algae growth on surface giving slippery conditions MEDIUM RISK	Clean and treat with weed killer	Instruct Mr Munday to remove algae in accordance with RoSPA information sheet no 30 – Use of chemicals on play area
	Roundabout – safety surface	Insufficient protective surfacing has been provided to meet the recommendations of EN 1176 LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required
	Roundabout – safety surface	Algae growth on surface giving slippery conditions MEDIUM RISK	Clean and treat with weed killer	Instruct Mr Munday to remove algae in accordance with RoSPA information sheet no 30 – Use of chemicals on play area
Chantry Av con'td	Goals x 2	Eroded ground in goal mouths	Re instate eroded ground	Quotation from Mr Munday to re instate eroded ground with turf accepted on 04/02/05

Play Area Safety Inspection Report undertaken by RoSPA on 2nd February 2005

APPENDIX 2

Site	Equipment	Fault	Action required	Action taken	
Woodland Av	Gate x 2	Remove concrete under one gate, trip hazard MEDIUM RISK	RoSPA recommend slabs under gate	Instructed Mr Munday to remove concrete causing trip hazard, and supply and lay new paving slabs 09/02/05	
	Pathways	Algae growth on Surface giving slippery conditions MEDIUM RISK	Clean and treat with weed killer	Instructed Mr Munday to remove algae in accordance with RoSPA information sheet no 30 – Use of chemicals on play area 09/0/05	
	Road signs		Recommended by RoSPA	Investigate and report to A & O P Committee at its next meeting <i>Inspected by Clerk on 10/03/05. "Playground" warning signs in place</i>	
	Planting		Overhanging	Cut back from gate adjacent ball wall	Instructed Mr Munday to cut back overhanging bushes from gate 09/02/05
				Cut back bushes from fence	Instruct Mr Munday to cut back overhanging bushes from fence 09/02/05
Seat x 1	Damaged front	Re instate front	Investigate and report to A & O P Committee at its next meeting <i>Inspected by Clerk on 10/03/05. Not a serious problem. Continue to monitor.</i>		
Woodland Av cont'd	Sign – Dog ban & ownership	Damaged corner	Rub down sharp edges	Investigate and report to A & O P Committee at its next meeting <i>Inspected by Clerk on 10/03/05.</i>	

Play Area Safety Inspection Report undertaken by RoSPA on 2nd February 2005

APPENDIX 2

Site	Equipment	Fault	Action required	Action taken
				<i>Sign damaged. Seek quotation to renew.</i>
	Roundabout	Wear to bearings	Monitor	No further action required
	Roundabout – safety surface	Insufficient protective surfacing has been provided to meet the recommendations of EN 1176 - Less than 2 metres on one side LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required
	Slide	Treads do not comply with the width requirements of EN 1176 LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required
		Supports are within the falling/free space area (EN 1176) LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required
		Access fails entrapment requirements (EN1176) LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required
		Toggle entrapment between slide and guard (EN1176) LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required

Play Area Safety Inspection Report undertaken by RoSPA on 2nd February 2005

APPENDIX 2

Site	Equipment	Fault	Action required	Action taken
Woodland Av cont'd	Slide	Decay to support bars	Monitor	No further action required
	Junior swing	Some chain wear	Monitor for further deterioration and replace at 40% wear	Check at next RoSPA safety inspection in July 2005
	Junior swing – safety surface	Insufficient protective surfacing has been provided to meet the recommendations of EN 1176 LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required
	Junior swing – safety surface	Tiles uneven, some wear under seats LOW RISK	Monitor	No further action required. Tile safety surface to be replaced with wet our during 05/06
		Muddy surface	Clean surface	Instructed Mr Munday to sweep surface 09/02/05
	Ball wall – surface	Weeds around unit	Remove weeds	Instructed Mr Munday to remove weeds in accordance with RoSPA information sheet no 30 – Use of chemicals on play area 09/02/05
		Mud on surface	Sweep surface	Instructed Mr Munday to sweep surface 09/02/05
Goal posts x 2	Eroded ground in goal mouths	Re instate eroded ground	Quotation from Mr Munday to re instate eroded ground with turf accepted on 04/02/05	
Manor Road	Gate x 2	Spring cover	Re fix spring cover to one gate	Investigate and report to A & O S Committee. <i>Inspected by Clerk on</i>

Play Area Safety Inspection Report undertaken by RoSPA on 2nd February 2005

APPENDIX 2

Site	Equipment	Fault	Action required	Action taken
				<i>10/03/05. Part of spring cover missing. Seek quotation to repair</i>
		On self closer broken	Repair	Investigate and seek quotation <i>Inspected by Clerk on 10/03/05. Gate fails to self close. Seek quotation to replace/repair as necessary</i>
	Signs	None present	Recommended	New noticeboard to be fitted at entrance on SD 216
	Seat	Missing frame caps	Replace	Investigate and report to A & O S Committee. <i>Inspected by Clerk on 10/03/05. Not a serious problem. Continue to monitor</i>
		Damaged back	Rub down rough damaged area to top back log	Investigate and report to A & O S Committee. <i>Inspected by Clerk on 10/03/05. Seek quotation to repair damaged timber slat.</i>
Manor Road cont'd	Road sign	No warning sign from Longfield Hill end	Additional sign recommended from Longfield Hill end	Letter written to Dartford BC on 16/09/04 requesting action. <i>Inspected by Clerk on 10/03/05. "Playground" warning signs in place.</i>
	Swing	Movement clash through swings LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required
	Paths	Tree roots and concrete present trip hazard from	Improve path	Wood chippings have been placed on path. Investigate further and

Play Area Safety Inspection Report undertaken by RoSPA on 2nd February 2005

APPENDIX 2

Site	Equipment	Fault	Action required	Action taken
		road – very muddy access		report back to A & O S Committee. <i>Inspected by Clerk on 10/03/05. Make arrangements for further wood chips to place on path</i>
	Other hazards	Loose posts	Remove redundant loose posts by gate by roadside	Investigate and report to A & O S Committee. <i>Inspected by Clerk on 10/03/05. Posts to be removed when new noticeboard installed</i>
	Junior swing	Some chain wear	Monitor for further deterioration and replace at 40% wear.	Check at next RoSPA safety inspection in July 2005
		Shackle bolt, bush and pin wear	Remove shackle bolt, check bush and shackle pin wear, replace if necessary	Instructed Mr Munday to investigate and replace if necessary 09/02/05
		Rusty top bar	Plan to paint rusty top bar	Seek quotation
Manor Road cont'd	Junior swing – safety surface	Surface lifting MEDIUM RISK	Re glue and fill gaps and joints as necessary	Review phased renewal programme at next A & O S Committee, with a view to undertaking renewal next year 05/06 rather than renewing safety surface below swing at Woodland Av. <i>Inspected by Clerk on 10/03/05. Investigate feasibility and costings of replacing safety tiles with play bark</i>
	Slide	Treads do not comply with width requirements of EN1176 LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required

Play Area Safety Inspection Report undertaken by RoSPA on 2nd February 2005

APPENDIX 2

Site	Equipment	Fault	Action required	Action taken
		Access fails entrapment requirements (EN1176) LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required
		Supports are within falling/free space area (EN1176) LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required
		Toggle entrapment between slide guard (EN1176) LOW RISK	Monitor - If accident occurs remedial action will be required	No further action required
Manor Road cont'd	Slide – safety surfacing	Reinstatement has been carried out – timber edging recommended to restrict movement of tile	Monitor	Investigate and report to A & O S Committee. <i>Inspected by Clerk on 10/03/05. Investigate feasibility and costings of replacing safety tiles with play bark</i>
		Re instate periodically to prevent vandalism	Monitor	No further action required

Risk Assessment Form

Activity: Rectory Meadow – General **Assessment Date: 25/01/05** **Review Date: 25/01/06**

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Open Space - Potholes in grass - Injury	Employees/public	Grass area inspected when cut and results recorded. Holes backfilled.	Litter/glass etc. collected and removed from meadow on a monthly basis. Recorded	Continue with current arrangements	Low	Ongoing
			Phased programme of grass cutting implemented from April to August and resultant cuttings removed from site to avoid any fire risk	Continue with current grass cutting regime	Low	Ongoing
Trees - Collapse – structural damage	Employees/public	Trees inspected annually by arboriculturalist. Records of inspections are kept. Annual programme of tree maintenance in place. Council responds to complaints from employees and public if concern raised about tree condition.	Council responds to complaints from employees and members of the public, if concern raised about condition of tree/s	Continue with current arrangements	Low	Ongoing
Fixed furniture, e.g. benches etc - Injury	Employees/public	Benches are bolted to the ground. Dog bins inspected and emptied weekly, unless more frequent emptying is requested. Litter bins emptied and inspected regularly. Any damage/vandalism formally reported and repaired. Furniture brought in for winter months and annual repairs done.	No fixed furniture located on meadow	N/A	None	None

Risk Assessment (Continued)

Activity: Rectory Meadow - General **Assessment Date: 25/01/05** **Review Date: 25/01/06**

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
<p>Footpaths - Trips, slips falls.</p>	<p>Employees/public</p>	<p>Paths checked weekly for signs of damage. No vehicles permitted. Leaf clearance carried out regularly. Grass growing over path edging cut back regularly, at least once a year. Moss on footpaths is cleared regularly. Defects to footpath are repaired as soon as practical, damage with H&S implications repaired as priority. Main footpaths gritted as necessary, depending on weather conditions. Damage to footpaths, caused by tree roots, monitored and actioned where damage is likely to pose trip hazard.</p>	<p>A number of paths are located on meadow. None are formal or man made. Any defects or holes to footpaths repaired, as soon as practical. Any damage with H & S implications repaired as a priority.</p> <p>Damage to footpaths caused by tree roots monitored and actioned where damage is likely to pose trip hazard</p>	<p>Continue with current arrangements</p> <p>Continue with current arrangements</p>	<p>Low</p> <p>Low</p>	<p>Ongoing</p> <p>Ongoing</p>

Risk Assessment (Continued)

Activity: Rectory Meadow - General **Assessment Date: 25/01/05** **Review Date: 25/01/06**

APPENDIX 3

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Lone Working - Violence - Accident	Employees	SEE SEPARATE ASSESSMENT ON LONE WORKING. Employees advised not to approach large gangs of people. Emergency contact with Police available. Two employees work together. No cash handling in park.	Employees advised not to approach large gangs of people.	Continue with current arrangements	Low	Ongoing
			Two employees or one employee and one Member of the Council work together.	Continue with current arrangements	Low	Ongoing
			No cash handling at recreation ground	Continue with current arrangements	Low	Ongoing
Fence and gates - Damage - Injury	Employees/public		Field gate locked shut at all times. No vehicular access permitted, expect for maintenance.	Continue with current arrangements	Low	Ongoing
			Any reports of damage to kissing gates and fences repaired as required	Continue with current arrangements		
Use of drugs - Employees and/or public coming into contact with drugs, needles, body fluids etc.	Employees/public	Employees advised of safe working procedure to deal with sharps and have suitable safety equipment. Prompt response to complaints of sharps by public. Police advised of problem. Liaison with Community Outreach Worker. Park formally locked at dusk.	Prompt response to complaints of sharps by public	Continue with current arrangements	Low	Ongoing
			Police and Youth Worker advised of problem	Continue with current arrangements	Low	Ongoing

Risk Assessment (Continued)

Activity: Rectory Meadow - General | **Assessment Date: 25/01/05** | **Review Date: 25/01/06**

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Sexual activities	Employees/public	Contractors/employees aware of	Police and Youth Worker advised of	Continue with current arrangements	Low	Ongoing

APPENDIX 3

- People coming into contact with body fluids		problem and provided with suitable protective clothing. Park formally locked at dusk. Police advised of the problem. Signs displayed in area 'This area is monitored'. Community Outreach workers consulted and advice taken.	problem			
Dog fouling - Ill health	Employees/public	'No Dogs' signs present. Dog bins provided where there is a persistent problem. Grass cleared before mowing. Local Dog Warden monitors.	Dog bins provided at north and south end of the meadow and emptied regularly by Sevenoaks District Council. Any damage/vandalism to dog bin repaired as necessary	Continue with current arrangements Continue with current arrangements	Low Low	Ongoing Ongoing
Assessor's signature:			Clerk's signature			
Date:			Date:			

Risk Assessment Form

Activity: Gorse Wood			Assessment Date: 25/01/05	Review Date: 25/01/06		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Litter - Injury	Employees/public	Grass area inspected when cut and results recorded. Holes backfilled.	Litter picked up and removed from wood on a weekly basis. Recorded	Continue with current arrangements	Low	Ongoing
			Council takes action to remove larger items of rubbish dumped in wood as a result of flying tipping, as and when necessary	Continue with current arrangements	Low	Ongoing
Trees - Collapse – structural damage	Employees/public	Trees inspected annually by arboriculturalist. Records of inspections are kept. Annual programme of tree maintenance in place. Council responds to complaints from employees and public if concern raised about tree condition.	Council responds to complaints from employees and members of the public, if concern raised about condition of trees.	Continue with current arrangements	Low	Ongoing
Fixed furniture, e.g. benches etc - Injury	Employees/public	Benches are bolted to the ground. Dog bins inspected and emptied weekly, unless more frequent emptying is requested. Litter bins emptied and inspected regularly. Any damage/vandalism formally reported and repaired. Furniture brought in for winter months and annual repairs done.	No fixed furniture located in woods	N/A	None	None

Risk Assessment (Continued)

Activity: Gorse Wood | **Assessment Date: 25/01/05** | **Review Date: 25/01/06**

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Footpaths - Trips, slips falls.	Employees/public	Paths checked weekly for signs of damage. No vehicles permitted. Leaf clearance carried out regularly. Grass growing over path edging cut back regularly, at least once a year. Moss on footpaths is cleared regularly. Defects to footpath are repaired as soon as practical, damage with H&S implications repaired as priority. Main footpaths gritted as necessary, depending on weather conditions. Damage to footpaths, caused by tree roots, monitored and actioned where damage is likely to pose trip hazard.	No formal footpaths (i.e. man made) located within wood.	See below	None	None
			Council responds to reports from employees and members of public in respect of holes being formed in footpath by local youth to form ramps for BMX cycles. Any holes or ramps formed for such purposes removed or infilled as soon as practicable. Any reports of damage to footpath with H & S implications repaired as priority.	Continue with current arrangements	Low	Ongoing
			Damage to footpaths caused by tree roots monitored and actioned where damage is likely to pose trip hazard.	Continue with current arrangements	Low	Ongoing

Risk Assessment (Continued)

Activity: Gorse Wood | **Assessment Date: 25/01/05** | **Review Date: 25/01/06**

APPENDIX 4

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Lone Working - Violence - Accident	Employees	SEE SEPARATE ASSESSMENT ON LONE WORKING. Employees advised not to approach large gangs of people. Emergency contact with Police available. Two employees work together. No cash handling in park.	Employees advised not to approach large gangs of people.	No further action required	Low	Ongoing
			No cash handling in wood Two employees to work together	Continue with current arrangement	Low	Ongoing
Use of drugs - Employees and/or public coming into contact with drugs, needles, body fluids etc.	Employees/public	Employees advised of safe working procedure to deal with sharps and have suitable safety equipment. Prompt response to complaints of sharps by public. Police advised of problem. Liaison with Community Outreach Worker. Park formally locked at dusk.	Prompt response to complaints of sharps by members of the public	Continue with current arrangements	Low	Ongoing
			Police and Youth Worker advised of problem	Continue with current arrangements	Low	Ongoing
Sexual activities - People coming into contact with body fluids	Employees/public	Contractors/employees aware of problem and provided with suitable protective clothing. Park formally locked at dusk. Police advised of the problem. Signs displayed in area 'This area is monitored'. Community Outreach workers consulted and advice taken.	Prompt response to complaints by members of the public	Continue with current arrangements	Low	Ongoing
			Police and Youth Worker advised of problem	Continue with current arrangements	Low	Ongoing
Assessor's signature:			Clerk's signature			
Date:			Date:			

Risk Assessment Form

Activity: Longfield Hill recreation ground – General **Assessment Date: 25/01/05** **Review Date: 25/01/06**

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Open Space - Potholes in grass - Injury	Employees/public	Grass area inspected when cut and results recorded. Holes backfilled.	Litter/glass etc. collected and removed from recreation ground on a weekly basis. Recorded	Continue with current arrangements	Low	Ongoing
			Grass cutting contractor requested to inform the Council of any depressions or potholes in the ground when cutting the grass.	Continue with current arrangements	Low	Ongoing
			Any holes backfilled as soon as practicable. Any holes with H & S implications backfilled as a matter of priority	Continue with current arrangement	Low	Ongoing
Trees - Collapse – structural damage	Employees/public	Trees inspected annually by arboriculturalist. Records of inspections are kept. Annual programme of tree maintenance in place. Council responds to complaints from employees and public if concern raised about tree condition.	Council responds to complaints from employees and members of the public, if concern raised about condition of tree/s	Continue with current arrangements	Low	Ongoing

Risk Assessment (Continued)

Activity: Longfield Hill recreation ground - General			Assessment Date: 25/01/05	Review Date: 25/01/06		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Fixed furniture, e.g. benches etc - Injury	Employees/public	Benches are bolted to the ground. Dog bins inspected and emptied weekly, unless more frequent emptying is requested. Litter bins emptied and inspected regularly. Any damage/vandalism formally reported and repaired. Furniture brought in for winter months and annual repairs done.	No bench located on the recreation ground. Bench located in play area which is inspected by RoSPA annually and bi annually (See Safety Inspection Report). Any reported damage/vandalism repaired or made safe as necessary.	Continue with current arrangements	Low	Ongoing
			Litter bin located immediately outside play area emptied regularly. Any complaints about litter bins not being emptied referred to District Council for immediate response.	Continue with current arrangements	Low	Ongoing

Risk Assessment (Continued)

Activity: Longfield Hill recreation ground - General **Assessment Date: 25/01/05** **Review Date: 25/01/06**

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Footpaths - Trips, slips falls.	Employees/public	Paths checked weekly for signs of damage. No vehicles permitted. Leaf clearance carried out regularly. Grass growing over path edging cut back regularly, at least once a year. Moss on footpaths is cleared regularly. Defects to footpath are repaired as soon as practical, damage with H&S implications repaired as priority. Main footpaths gritted as necessary, depending on weather conditions. Damage to footpaths, caused by tree roots, monitored and actioned where damage is likely to pose trip hazard.	Public right of way located along north boundary of recreation ground. Surface of path not man made. Any defects to footpath repaired, as soon as practical. Any damage with H & S implications repaired as a priority.	Continue with current arrangements	Low	Ongoing
			Damage to footpaths caused by tree roots monitored and actioned where damage is likely to pose trip hazard	Continue with current arrangements	Low	Ongoing

Risk Assessment (Continued)

Activity: Longfield Hill recreation ground - General **Assessment Date: 25/01/05** **Review Date: 25/01/06**

APPENDIX 5

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Lone Working - Violence - Accident	Employees	SEE SEPARATE ASSESSMENT ON LONE WORKING. Employees advised not to approach large gangs of people. Emergency contact with Police available. Two employees work together. No cash handling in park.	Employees advised not to approach large gangs of people.	Continue with current arrangements	Low	Ongoing
			Two employees or one employee and one Member of the Council work together.	Continue with current arrangements	Low	Ongoing
			No cash handling at recreation ground	Continue with current arrangements	Low	Ongoing
Fence and gates - Damage - Injury	Employees/public		All fences and gates inspected on a weekly basis and any minor repairs undertaken immediately. Recorded	Continue with current arrangements	Low	Ongoing
			Main field kept locked shut at all times. No vehicles permitted on the recreation except for maintenance	Continue with current arrangements	Low	Ongoing
Use of drugs - Employees and/or public coming into contact with drugs, needles, body fluids etc.	Employees/public	Employees advised of safe working procedure to deal with sharps and have suitable safety equipment. Prompt response to complaints of sharps by public. Police advised of problem. Liaison with Community Outreach Worker. Park formally locked at dusk.	Prompt response to complaints of sharps by public	Continue with current arrangements	Low	Ongoing
			Police and Youth Worker advised of problem	Continue with current arrangements	Low	Ongoing

Risk Assessment (Continued)

Activity: Longfield Hill recreation ground - General

Assessment Date: 25/01/05

Review Date: 25/01/06

Hazard and	People at	Optional Controls	Our Controls	Our Future Controls	Risk	Target date
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APPENDIX 5

Risk	risk				Level	& by whom
Sexual activities - People coming into contact with body fluids	Employees/public	Contractors/employees aware of problem and provided with suitable protective clothing. Park formally locked at dusk. Police advised of the problem. Signs displayed in area 'This area is monitored'. Community Outreach workers consulted and advice taken.	Police and Youth Worker advised of problem	Continue with current arrangements	Low	Ongoing
Play area, play equipment, basketball net and football posts - Damage - Injury	Employees/public		Annual and bi annual safety inspection undertaken by competent consultant.	Continue with current arrangements	Low	Ongoing
			Play area, play equipment, basketball net and football posts inspected visually on a weekly and recorded. Repairs to damaged equipment undertaken as soon as practicable. Any equipment damaged with H & S implications taken out of action if possible and warning signs erected. See weekly playground inspection report	Continue with current arrangements	Low	Ongoing

Risk Assessment (Continued)**Activity: Longfield Hill recreation ground - General****Assessment Date: 25/01/05****Review Date: 25/01/06**

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
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APPENDIX 5

Dog fouling - Ill health	Employees/public	'No Dogs' signs present. Dog bins provided where there is a persistent problem. Grass cleared before mowing. Local Dog Warden monitors.	"Dogs are banned" sign present	No further action required	Low	Ongoing
			Dog bin provided and emptied regularly by Sevenoaks District Council.	Continue with current arrangements	Low	Ongoing
			Any damage/vandalism to dog bin repaired as necessary	Continue with current arrangements	Low	Ongoing

Assessor's signature:	Clerk's signature
Date:	Date:

Risk Assessment Form

Activity: Open Spaces & Parks – Hartley Green			Assessment Date:	Review Date:		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Open Space - Potholes in grass	Employees/public	Grass area inspected when cut and results recorded. Holes backfilled.	Litter collected weekly and removed from site.	Continue with current arrangements	Low	Ongoing
Trees - Collapse – structural damage	Employees/public	Trees inspected annually by arboriculturalist. Records of inspections are kept. Annual programme of tree maintenance in place. Council responds to complaints from employees and public if concern raised about tree condition.	Council responds to complaints from employees and members of the public, if concern raised about condition of trees.	Continue with current arrangements	Low	Ongoing
Fixed furniture, e.g. benches etc - Injury	Employees/public	Benches are bolted to the ground. Dog bins inspected and emptied weekly, unless more frequent emptying is requested. Litter bins emptied and inspected regularly. Any damage/vandalism formally reported and repaired. Furniture brought in for winter months and annual repairs done.	Bench bolted to the ground. Any damage repaired as soon as practical.	Continue with current arrangements	Low	Ongoing

Risk Assessment (Continued)

Activity: Open Spaces & Parks – Hartley Green **Assessment Date:** **Review Date:**

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Pond – Drowning – Ill Health	Employees/public	SEE SEPARATE POND ASSESSMENT. Embankments are cut back regularly so that edge is clearly visible. Public don't access for recreational use. Monitored.	No pond located at Hartley Green	N/A	None	None
Water Quality - Infectious disease	Employees/public	Water regularly sampled and tested. Samples are satisfactory.	As above	As above	None	None

Risk Assessment (Continued)

Activity: Open Spaces & Parks – Hartley Green **Assessment Date:** **Review Date:**

APPENDIX 6

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Footpaths - Trips, slips falls.	Employees/public	Paths checked weekly for signs of damage. No vehicles permitted. Leaf clearance carried out regularly. Grass growing over path edging cut back regularly, at least once a year. Moss on footpaths is cleared regularly. Defects to footpath are repaired as soon as practical, damage with H&S implications repaired as priority. Main footpaths gritted as necessary, depending on weather conditions. Damage to footpaths, caused by tree roots, monitored and actioned where damage is likely to pose trip hazard.	No footpaths located at Hartley Green	N/A	None	None

Risk Assessment (Continued)

Activity: Open Spaces & Parks – Hartley Green
Assessment Date:
Review Date:

Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
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APPENDIX 6

Lone Working - Violence - Accident	Employees	SEE SEPARATE ASSESSMENT ON LONE WORKING. Employees advised not to approach large gangs of people. Emergency contact with Police available. Two employees work together. No cash handling in park.	Employees advised not to approach large gangs of people. No cash handling at Hartley Green.	Continue with current arrangements	Low	Ongoing
Wooden Bridge - Slips, trips and falls	Employees/public	Non slip surface placed on bridge. Algae removed regularly. Hand rails provide to bridge and are checked for security and safety on a weekly basis. Inspections recorded. Any defects repaired asap. Structural survey undertaken.	No bridge located at Hartley Green	N/A	None	None

Risk Assessment (Continued)

Activity: Open Spaces & Parks – Hartley Green			Assessment Date:		Review Date:	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Use of drugs - Employees and/or public coming into contact with drugs, needles, body fluids etc.	Employees/public	Employees advised of safe working procedure to deal with sharps and have suitable safety equipment. Prompt response to complaints of sharps by public. Police advised of problem. Liaison with Community Outreach Worker. Park formally locked at dusk.	Prompt response to complaints of sharps by public	Continue with current arrangements	Low	Ongoing
			Police and Youth Worker advised of problem	Continue with current arrangements	Low	Ongoing
Sexual activities - People coming into contact with body fluids	Employees/public	Contractors/employees aware of problem and provided with suitable protective clothing. Park formally locked at dusk. Police advised of the problem. Signs displayed in area 'This area is monitored'. Community Outreach workers consulted and advice taken.	Police and Youth Worker advised of problem	Continue with current arrangements	Low	Ongoing
Assessor's signature:			Clerk's signature			
Date:			Date:			

Risk Assessment Form

Activity: Open Spaces & Parks – Hartley Court Green			Assessment Date:	Review Date:		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Open Space - Potholes in grass	Employees/public	Grass area inspected when cut and results recorded. Holes backfilled.	Litter collected weekly and removed from site.	Continue with current arrangements	Low	Ongoing
Trees - Collapse – structural damage	Employees/public	Trees inspected annually by arboriculturalist. Records of inspections are kept. Annual programme of tree maintenance in place. Council responds to complaints from employees and public if concern raised about tree condition.	Council responds to complaints from employees and members of the public, if concern raised about condition of trees.	Continue with current arrangements	Low	Ongoing
Fixed furniture, e.g. benches etc - Injury	Employees/public	Benches are bolted to the ground. Dog bins inspected and emptied weekly, unless more frequent emptying is requested. Litter bins emptied and inspected regularly. Any damage/vandalism formally reported and repaired. Furniture brought in for winter months and annual repairs done.	No bench located at Hartley Court Green	N/A	None	None
Pond – Drowning – Ill Health	Employees/public SEE SEPARATE POND ASSESSMENT.	Embankments are cut back regularly so that edge is clearly visible. Public don't access for recreational use. Monitored.	No pond located at Hartley Court Green	N/A	None	None

Risk Assessment (Continued)

Activity: Open Spaces & Parks – Hartley Court Green			Assessment Date:	Review Date:		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Water Quality - Infectious disease	Employees/public	Water regularly sampled and tested. Samples are satisfactory.	As above	As above	None	None
Footpaths - Trips, slips falls.	Employees/public	<p>Paths checked weekly for signs of damage.</p> <p>No vehicles permitted.</p> <p>Leaf clearance carried out regularly.</p> <p>Grass growing over path edging cut back regularly, at least once a year.</p> <p>Moss on footpaths is cleared regularly.</p> <p>Defects to footpath are repaired as soon as practical, damage with H&S implications repaired as priority.</p> <p>Main footpaths gritted as necessary, depending on weather conditions.</p> <p>Damage to footpaths, caused by tree roots, monitored and actioned where damage is likely to pose trip hazard.</p>	No footpaths located at Hartley Court Green	N/A	None	None

Risk Assessment (Continued)

Activity: Open Spaces & Parks – Hartley Court Green			Assessment Date:	Review Date:		
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Lone Working - Violence - Accident	Employees	SEE SEPARATE ASSESSMENT ON LONE WORKING. Employees advised not to approach large gangs of people. Emergency contact with Police available. Two employees work together. No cash handling in park.	Employees advised not to approach large gangs of people. No cash handling at Hartley Court Green.	Continue with current arrangements	Low	Ongoing
Wooden Bridge - Slips, trips and falls	Employees/public	Non slip surface placed on bridge. Algae removed regularly. Hand rails provide to bridge and are checked for security and safety on a weekly basis. Inspections recorded. Any defects repaired asap. Structural survey undertaken.	No bridge located at Hartley Court Green	N/A	None	None

Risk Assessment (Continued)

Activity: Open Spaces & Parks – Hartley Court Green			Assessment Date:		Review Date:	
Hazard and Risk	People at risk	Optional Controls	Our Controls	Our Future Controls	Risk Level	Target date & by whom
Use of drugs - Employees and/or public coming into contact with drugs, needles, body fluids etc.	Employees/public	Employees advised of safe working procedure to deal with sharps and have suitable safety equipment. Prompt response to complaints of sharps by public. Police advised of problem. Liaison with Community Outreach Worker. Park formally locked at dusk.	Prompt response to complaints of sharps by public	Continue with current arrangements	Low	Ongoing
			Police and Youth Worker advised of problem	Continue with current arrangements	Low	Ongoing
Sexual activities - People coming into contact with body fluids	Employees/public	Contractors/employees aware of problem and provided with suitable protective clothing. Park formally locked at dusk. Police advised of the problem. Signs displayed in area 'This area is monitored'. Community Outreach workers consulted and advice taken.	Police and Youth Worker advised of problem	Continue with current arrangements	Low	Ongoing
Assessor's signature:			Clerk's signature			
Date:			Date:			