

HARTLEY PARISH COUNCIL

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22nd April 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 28th April 2005 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. 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 10th March 2005 as a correct record (Annexed).

4. Football at Manor Field

To receive a report from the Hartley De Sales FC.

Hartley De Sales FC is enquiring about the availability of the currently unused football junior pitch located immediately in front of the Pavilion. There are a number of football posts currently stored in the Pavilion, which may or may not be of any use. If the new pitch were laid out, the size of the pitch may require altering, in which case new sockets would be required.

5.

Field

Cricket at Manor

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

(b) To confirm the Clerk's actions to make arrangements for the outfield at Manor Field to be rolled at a cost of £75.00 in readiness for the start of the cricket season.

6. Cricket at Longfield Hill

To receive a report from Meopham Cricket Club.

7. Playgrounds

(GREEN)

(a) To consider a report on the action taken since the last meeting instigated as the result of the play area safety inspection report undertaken by RoSPA on 2nd February 2005 (Annexed).

(b) To note a new condition imposed by the Council's insurers on its policy which states,

“Technical inspection of play equipment

It is a condition precedent to liability by this policy that an independent technical examination is made annually of all play equipment for which the Insured is responsible.

The said inspection must be carried out by persons competent to do so and unless agreed otherwise by Allianz Cornhill any repairs or other work identified completed within 60 days of the date of inspection or the items must be removed.”

(c) Playground sign at Woodland Avenue.

To consider quotations from Mr Glidewell for (a) supply and fitting of new sign, as original, $\frac{3}{4}$ “ exterior quality plywood with routed edge, green painted and sign written in gold, for the total sum of £90.00 and (b) as before, but with moulding to protect and strengthen edge of signboard, for the total sum of £110.

(d) A quotation has been received for repairing the goal mouths at Woodland Avenue and Chantry Avenue, which is substantially higher than expected. If the Committee wishes to proceed with the repair to the goal mouths, it will be necessary to seek three written quotations in compliance with the Council's financial regulation 11.1(b). The Committee is requested to consider a course of action.

8. Health and Safety

(ORANGE)

To receive and note the routine maintenance checklist for the months of February 2005 (Annexed).

9. Access audit for the Manor Field Pavilion

(a) At the last Committee meeting it was resolved that *“the Clerk be requested to produce an appropriate fire warning notice for display in the kitchen”*. The Committee is requested to note that such signs should incorporate graphic symbols in compliance with BS5499 which are not readily available for downloading from the internet. Alternative quotations for the supply and delivery of an appropriate fire warning are being sought and should be available for consideration at the meeting.

(b) To consider a report on a meeting with a representative from RNID Sound Advantage in respect of assistance that could be offered to those persons attending Council/Committee meetings who are deaf or hard of hearing. RNID is a registered charity offering advice and products for the deaf and hard of hearing.

10. Risk Assessments

To receive a report on a meeting with the Building Services Manager of the Sevenoaks Leisure Centre to seek advice and guidance on the control and management of risks associated with legionellae (To follow).

11. Routine Maintenance Contract

To consider quotation/s for letting the routine maintenance contract for the period 1st June 2005 to 31st May 2006. Quotations received should be available for consideration at the meeting.

12. Cricket Fees

To consider the cricket fees to be charged to New Ash Green and Hartley CC and Hextable CC for the 2005 season.

13. Manor Field

To consider a quotation from Mr Glidewell for the installation of a new 3' x 3' signboard fitted with moulding and pin board material, painted and sign written, erected on site using new 3" x 3" treated posts concreted in for the total sum of £185.00.

14. Car park at Manor Field

To consider two quotations received for the supply and laying of road stone in various areas in the car park. The quotations include for laying road stone in the depression located at the entrance gate. However, the Committee may wish to consider a more effective method of levelling the area, for instance by laying a section of concrete.

J Thomas (Southern) Ltd

Allow to trim off contaminated material, supply, lay and roll MOT fill, approx 100 mm thick. Allow 600 m²@ £8.00 per m² for the sum of £4,800.00.

Sevenoaks Direct Services

To scrap off area at the back of the car park. Scrap off and fill with road stone various other areas as discussed, for the sum of £605 plus VAT.

15. Pavilion

(a) To receive a verbal report on a meeting with EDF Energy to investigate the intermittent electrical fault at the Pavilion.

(b) To consider a quotation from I S Carpentry and Building Services of £102.00 for the supply and fit of a 1 no door closer to the external door of the Pavilion.

(c) To consider the purchase of a steam cleaner at a cost of £63.74 plus VAT plus delivery of £6.95 (total cost £83.06), to clean the floor and wall tiles in the home and away changing rooms.

16. Gorse Wood

(a) To consider two 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.

Austin Treework

Fell and grind stump of one ash tree.

Fell and grind cherry saplings, identified by yellow paint

Cord wood to be left on site and brushwood to be chipped on site for use on footpaths as wood chip.

For the sum of £450.00 plus VAT

Above the Canopy

Left hand side of woodland, as marked with yellow dots, nine immature wild cherries to be carefully section felled to a workable ground level. Stump to be cut flat in the same plane as the surrounding ground. Stump to be ground out to approximately 30 cm below ground level unless otherwise stated. Area to be raked level and excess arisings removed from site.

One semi mature ash to be carefully section felled to a workable ground level. Stump to be cut flat in the same plane as the surrounding ground. Stump to be treated with Root Out to prevent regeneration. Root Out does not guarantee success the first time and a further application may be required.

Any other encroaching branches. Reduce any branches that are encroaching the building to leave a clearance of approximately 2 metres. All brushwood to be chipped on site. All ash logs to be left in large sections.

For the sum of £372.77 plus VAT

(b) The Council has received three complaints about the amount of dumped rubbish and fly tipping in Gorse Wood. In addition, the Council has received information of anti social behaviour by youths, who are currently congregating in the car park off Porchester Close. Youths have been actively cutting down trees in the wood and have built a tree house in the wood. The Committee is requested to consider this report and agree a course of action.

17. Rectory Meadow

(a) To consider a quotation from Mr Glidewell for replacing the damaged concrete spur to the notice board located at Rectory Meadow at the end of Banckside for the sum of £35.00.

(b) To consider the following two quotations for treework in Rectory Meadow.

Austin Treework

The felling of dead and dangerous trees, removal of dead wood from identified trees, chipping up on site of brushwood laying on ground for the sum of £480.00 plus VAT

Above the Canopy

All dead/dangerous trees as marked with yellow X to be carefully section felled to a workable ground level. The stumps are to be cut flat in the same plane as the surrounding ground, brushwood to be chipped on site and logs to be left on outer perimeter of woods.

Stump from previously felled wind blown tree (as marked with X). Stump to be ground out to approximately 30 cm below ground level unless otherwise stated. Area to be raked level and excess arisings removed from site. Brush from fallen trees is to be chipped. Previously fallen tree logs are to be stacked on perimeter of woods.

Trees marked with yellow O. Remove large dead lower branches.

Cost to carry out the above works is £638.30 plus VAT

18. Woodland Avenue

(BLUE)

(a) To consider quotations to:

(1) remove the kissing gate located opposite the property known as Woodlands:

T D Munday for the sum of £38.50

I Paternoster for the sum of £116.00

(2) to remove kissing gate as before and form new entrance opposite the recycling centre:

T D Munday for the sum of £113.30

I Paternoster for the sum of £242.00

(b) To consider the provision of metal of kissing gate suitable for disabled access at the southern end of the boundary with Woodland Avenue. (Extracts from the Centrewire catalogue are attached)

19. Chantry Avenue

(YELLOW)

To consider a report on a letter from the owner of "Bramley", Ash Road in respect of repairs undertaken to the close boarded fence located on the boundary between his property and the recreation ground (Annexed).

20. Hartley Green

In view of the difficulties with securing the order for a new bench from Environmental Street Furniture”, the Committee is invited to placing an order for a new bench through Kent County Supplies.

21. Correspondence

(WHITE)

- (a) To receive and note SERPA Newsletter issue 47 Spring 2005 (Annexed)
- (b) To consider a letter from the Kent Wildlife Trust informing the Council of changes to the agricultural subsidy system and agri-environment schemes (Annexed).

22. Pond

To consider the condition of the pond and in particular whether it may be possible to seek funding for any renovation works through the Local Heritage Initiative.

23. Allotments

(PINK)

To consider a report on the allotments (Annexed) and to agree a course of action.

24. Hartley Wood

To consider the implications for the Council with regard to its decision to seek possessory title of the plots of land in Hartley Wood where there are no known owners.

25. 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 10th March 2005 **(WHITE)**
2. Report on action taken in respect of the RoSPA play area safety inspection report of 2nd February 2005. **(GREEN)**
3. Routine maintenance checklist for February 2005 **(ORANGE)**
4. Extracts from the Centrewire catalogue pages 19, 20,22 and 23 **(BLUE)**
5. Report on the fencing at Chantry Avenue **(YELLOW)**
6. SERPA newsletter issue 47 **(WHITE)**
7. Letter from the Kent Wildlife Trust received on 2nd March 2005 **(WHITE)**
8. Report on allotments **(PINK)**

Committee Membership

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

Cllr Gaywood (ex officio)
Cllr Sewell
Cllr Tremain