

## **HARTLEY PARISH COUNCIL**

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27<sup>th</sup> May 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 2<sup>nd</sup> June 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. Election of Chairman**

To elect a Chairman of the Amenities and Open Spaces Committee until the Annual Meeting of the Council in May 2006.

#### **3. Election of Vice Chairman**

To elect a Vice Chairman of the Amenities and Open Spaces Committee until the Annual Meeting of the Council in May 2006.

#### **4. Declarations of Interest**

To receive Members declarations of interest.

#### **5. Terms of Reference**

To review the Committee's Terms of Reference, attached as appendix 1.

#### **6. Minutes**

**(WHITE)**

(a) To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 28<sup>th</sup> April 2005 as a correct record (Annexed).

(b) To approve the minutes of the special meeting of the Amenities and Open Spaces Committee held on 25<sup>th</sup> May 2005 as a correct record (To follow).

#### **7. Football at Manor Field**

To receive a report from the Hartley De Sales FC.

#### **8. Cricket at Manor Field**

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

(b) To consider a request from Hextable CC to hold an event to mark the 25<sup>th</sup> anniversary of the Cricket Club at Manor Field.

#### **9. Cricket at Longfield Hill**

To receive a report from Meopham Cricket Club.

#### **10. Financial Report (WHITE)**

To receive and note a financial report indicating the net position of the allotments, open spaces and Pavilion (Annexed).

#### **11. Playgrounds (GREEN)**

(a) To consider a letter from the Council's insurers confirming that they only require high or high/medium risk items to be completed within the 60 day limit as stated in the endorsement and as the Council has not got any item in these categories it does not need to take any action at this time. The insurers also confirm that the European Standard is not retrospective and therefore they would not require any work to be done purely to comply with this standard.

(b) To consider quotations for the installation of wet pour safety surfacing at Longfield Hill play area and below the swing at Woodland Avenue. Quotations are due to be returned to the Council by 31<sup>st</sup> May 2005 and should be available at the meeting.

(c) To consider a report on the repair to the goal mouths at Woodland Avenue (Annexed).

#### **12. Hartley Wood (BLUE)**

To consider a report on a letter from the Council's insurer in respect of public liability cover on the 3 plots of land to be gifted to the Council (Annexed).

#### **13. Gorse Wood**

To consider a letter from the Council's insurers advising that tree house constructed in Gorse Wood must be removed as the insurers are unable to confirm its safety and therefore not prepared to cover it. A quotation is being sought for its removal, in conjunction with the removal of rubbish and fly tipping in the wood and it is hoped this quotation will be available for consideration at the meeting.

#### **14. Manor Field (RED)**

(a) To consider preparing a schedule of charges applicable for the hire of the facilities at Manor Field, including the hire of the Pavilion.

(b) To consider a quotation for the application fertilizer on Manor Field.

(c) To consider a quotation to flail mow the Orchard.

(d) To consider the installation of a new tap connection at the Pavilion.

(e) To receive a report on the electrical inspection at the Pavilion undertaken by EDF Energy (Annexed).

#### **15. Pavilion**

(a) To consider a letter from Sevenoaks District Council dated 17<sup>th</sup> May 2005 in respect of the Licensing Act 2003 (Annexed – Changes to the Licensing system from 2004 published by Action with Communities in Rural England) **(PINK)**

(b) To consider a report on the recent delivery of Calor gas (Annexed). **(DARK YELLOW)**.

## **16. Woodland Avenue**

(a) At the last meeting of the Committee two quotations, as set out below, were considered and it was agreed the matter be deferred.

(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

The Committee is requested to consider whether it wishes to accept any of the above quotations.

(b) At the last meeting, the Committee considered the cost of the purchase of a timber and metal kissing gate suitable for disabled access to be installed at the southern end of the boundary of Woodland Avenue recreation ground adjacent to the highway. The Committee requested installation costs be obtained and it is hoped a quotation will be available for consideration at the meeting.

(c) To note that the post and rail fence located opposite the recycling centre in Woodland Avenue was vandalised overnight on 11/12<sup>th</sup> May 2005 and to confirm the Clerk's action to make arrangements for its repair.

(d) To note a report received on 26<sup>th</sup> May 2005 of vandalism to the dog bin located at Woodland Avenue and to consider the purchase of a new bin.

## **17. Rectory Meadow**

To receive a progress report on the re designation of the meadow as a Local Nature Reserve.

## **18. Correspondence**

**(WHITE)**

To receive and note the Kent County Playing Fields Association Newsletter entitled "The Playing Field" (Annexed)

## **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 28<sup>th</sup> April 2005 (WHITE)
2. Financial report (WHITE)
3. Report on the repairs to the goal mouths at Woodland Avenue (GREEN)
4. Report on a letter from the Council's insurers in respect of public liability cover on the 3 plots of land donated to the Council (BLUE)
5. Report on the electrics at the Pavilion (RED)
6. Changes to the Licensing system from 2004 published by Action with Communities in Rural England (PINK)
7. Report the delivery of Calor gas (DARK YELLOW)
8. Kent County Playing Fields Association Newsletter (WHITE)

Committee Membership

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

Cllr Gaywood (ex officio)  
Cllr Sewell  
Cllr Tremain

**Amenities and Open Spaces Committee  
Terms of Reference**

1. To manage the operation of the Manor Field, Pavilion and all open spaces, playing fields, recreation grounds, play grounds, village pond and lay-by and such land at Hartley Wood that the Council has taken care and control of, with the exception of the open space known as Northfield. Such operation shall include making recommendations to the Council on scales of hiring charges for the use of facilities together with conditions of hire.
2. To arrange for the maintenance of the Pavilion.
3. To review and monitor the grass cutting contracts together with the maintenance of all open spaces and to ensure that they are in safe condition for their use by the public.
4. To undertake and monitor health and safety inspections of all playground equipment.
5. To prepare an annual budget for review by the Council's Finance Committee in November of each year and to monitor expenditure against the annual budget approved by the Council.
6. To keep under review opportunities to secure funding support from external sources.
7. To be responsible for dealing with all matters relating to public rights of way to ensure the general upkeep of footpaths within the Parish, making recommendation to Council where necessary.

**Delegated Powers**

1. To authorise expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council.
2. To respond, on behalf of the Council, to orders for the diversion, stopping-up, extinguishment or creation of a public path.

**As approved by Council on 9<sup>th</sup> February 2004 and  
confirmed at the Annual Meetings on 10<sup>th</sup> May 2004 and 9<sup>th</sup> May 2005**