

HARTLEY PARISH COUNCIL

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13th January 2006

Dear Councillor/Sports Club Representative

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on Thursday 19th January 2006 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 17th November 2005 as a correct record (annexed).

4. Football at Manor Field

(a) To consider an enquiry from Dartford FC U13 team to hire the football pitch at Manor Field, including the use of the Pavilion. The team would be interested in the hiring the facilities as soon as possible as their current facilities are unsuitable.

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

5. Cricket at Manor Field

(CREAM)

(a) To consider a letter dated 11th November 2005 from Landscape Services in respect of the repairs to the cricket square (annexed).

(b) To receive a report from New Ash Green and Hartley Cricket Club.

(c) To receive a report from Hextable CC.

6. Cricket at Longfield Hill

To receive a report from Meopham Cricket Club.

7. Financial Report (LIGHT BLUE)

To receive and note a financial report indicating the net position of the allotments, open spaces and Pavilion as at 13th January 2006 (annexed).

8. Playgrounds (WHITE)

(a) To consider the arrangements for undertaking an annual play safety inspection on the Council's three playgrounds. A copy of the RoSPA's Play Safety information sheet is attached for Members attention as the Committee may wish to consider the other services offered by RoSPA (annexed).

The play area safety inspection report carried out on 12th July 2005 included a risk assessment of each play area and was carried out in conjunction with the annual inspection.

(b) To consider a e mail dated 9th January 2005 from the Council's insurers seeking assurances from the Council that work has commenced in respect of medium risk items identified in RoSPA's play area safety inspection report of 12th July 2005 and to note the Clerk's response in a letter dated 10th January 2006 (both annexed).

(c) To receive a report on wet pour safety kits and consider whether the Committee wishes to purchase any of the kits detailed in the report (annexed).

(d) To consider a report on the repairs to be undertaken to the safety surfacing below the slide at the Longfield Hill recreation ground (annexed).

(e) To consider a quotation for the sum of £40.00 from T D Munday to lay paving slabs below the bench and to level off the timber kerb at the junction of the grass and tarmac all round the playground at Woodland Avenue. This was considered a medium risk by RoSPA in their Play Area Safety Inspection Report dated 12th July 2005 (annexed – report detailing action taken regarding items of play equipment identified as a medium risk).

9. Woodland Avenue

To consider a quotation for the sum of £30.00 from T D Munday to cut back the bush overhanging the footpath leading to the playground and to cut back the bushes behind the playground to prevent branches protruding into the playground.

10. Health and Safety (LIGHT GREEN)

(a) To receive and note the playground inspection record for the period 30th June 2005 to 22nd September 2005 (annexed).

(b) To receive and note the time sheets in respect of the routine maintenance work for the months of September 2005 and October 2005 (annexed).

11. Grass cutting contracts

To consider quotations in respect of the Council's grass cutting at its open spaces for the period 1st April 2006 to 31st March 2008. Quotations will be available for consideration at the meeting.

12. Manor Field (DARK BLUE)

(a) To consider a quotation for the sum of £20.00 from T D Munday to cut back the bramble along the western boundary of Manor Field to within 20 ft of the boundary fence and remove from site.

(b) To consider a report on the cost of installation of a chain barrier and collapsible bollards to prevent unauthorised vehicular access onto the field (annexed)

- (c) To consider quotations in respect of the application of weedkiller to the field.
- (d) To consider a quotation for the sum of £160 plus VAT for the application of fertilizer to the field (not including the cricket square).

13. Pavilion

(PINK)

- (a) To consider a risk assessment of the water services at the Pavilion undertaken by Bayly Environmental Services Ltd on 15th August 2005 (annexed) and recommendations contained their letter dated 1st December 2005 (annexed).
- (b) To re-consider the internal redecoration of the changing rooms, referees changing room and wc. Quotations were invited in August 2005 and the Committee agreed to defer any further action until towards the end of the financial year.

14. Rectory Meadow

(RED)

- (a) The Project Officer at the North West Kent Countryside Project has suggested the Council may wish to consider submitting an application for funding from “Awards for All” for the provision of additional fencing, improvements to the access at Rectory Meadow to encourage greater public use of the meadow or the organisation of a launch following confirmation that the meadow has been designated as a Local Nature Reserve. The Committee is requested to consider whether it wishes to make such an application and if so, the scope of the work to be included within the application.
- (b) To note that the Rail Link Countryside Initiative (RLCI) has confirmed a grant increase of £800, so that the total grant to be recovered from the RLCI in respect of works to improve the security of Rectory Meadow and to raise its profile is £5,790.
- (c) To receive a report on the recent sewage discharge on Rectory Meadow (annexed).

15. Pond

The Pond Warden has confirmed that he intends to undertake a study of the pond to establish the variety of wildlife, flora and fauna at the pond and anticipates this work will take a couple of months. He has informed the Council that he does not intend to analysis the water in the pond, as reported previously, because an analysis has already been undertaken in the past by the British Trust of Conservation Volunteers (BTCV). The Clerk has requested a copy of the analysis results.

The Pond Warden has suggested that if the Council wished to re line the pond there may be grants available from the Lottery funding, “Awards for All”.

16. Hartley Wood

(CREAM)

To note a letter dated 7th December 2005 received from Kent County Council enclosing a letter of objection lodged by consultants, Hephher Dixon, acting on behalf of the London Borough of Southwark in respect of the Council’s application to register land owned by the LB of Southwark in Hartley Wood as a village green under section 13 of the Commons Registration Act 1965. The date for the return of comments expired on 9th January 2006 and therefore the Clerk, in consultation with the Chairmen of the Finance and General Purposes Committee and Amenities and Open Spaces Committee, responded on behalf the Council (annexed). The Committee is requested to confirm the Clerk’s actions.

17. Gorse Wood

To receive a report on the rubbish clearance undertaken by the Probation Service on 14th and 15th December 2005.

18. Kent County Playing Fields Association

(WHITE)

To receive and note 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 17th November 2005 (WHITE)
2. Letter dated 11th November 2005 from Landscape Services (CREAM)
3. Financial report indicating the net position of the allotments, open spaces and Pavilion as at 13th January 2006 (LIGHT BLUE)
4. RoSPA Play Safety Parish, Town and Community Councils (WHITE)
5. E mail dated 9th January 2006 from the Council's insurers (WHITE)
6. Letter dated 10th January 2006 and enclosure from the Council to the insurers (WHITE)
7. Report on wet pour safety kits (WHITE)
8. Report on the repairs to be undertaken to the safety surfacing below the slide at the Longfield Hill recreation ground (WHITE)
9. Report detailing action taken regarding items of play equipment identified as a medium risk (WHITE)
10. Playground inspection record for the period 30th June 2005 to 22nd September 2005 (LIGHT GREEN)
11. Routine maintenance checklist for September and October 2005 (LIGHT GREEN)
12. Report on cost of installation of barriers and bollards to prevent unauthorised access to Manor Field (DARK BLUE)
13. Water services risk assessment at the Pavilion (PINK)
14. Letter dated 1st December 2005 from Bayly Environmental Services Ltd (PINK)
15. Report on the recent sewage discharge at Rectory Meadow (RED)
16. Letter dated 7th December 2005 from Kent County Council (CREAM)
17. Letter dated 18th November 2005 from Hepher Dixon (CREAM)
18. The Playing Field (WHITE)

Committee Membership

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

Cllr Gaywood (ex officio)
Cllr Sewell
Cllr Tremain

