

HARTLEY PARISH COUNCIL

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29th March 2006

Dear Councillor/Sports Club Representative

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on Tuesday 4th April 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 2nd March 2006 as a correct record (annexed).

4. Football at Manor Field

To receive a report from the Hartley De Sales FC.

Hartley De Sales FC has informed the Council that the last fixture for its U18 team is not until 7th May 2006. The New Ash Green and Hartley CC has no objections to the match being played on the 7th May, provided the footballers have cleared the ground by 1.00 p.m. The football club has agreed to take the posts from storage, put up, dismantle and return the posts to the storage container. The pitch will require an additional marking out and the Committee is requested to consider whether the football club should be charged for the marking out.

5. Cricket at Manor Field

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

6. Cricket at Longfield Hill

(a) To receive a report from Meopham Cricket Club.

(b) To consider the following quotations from T D Munday:

- (i) to repair the fence located on the western boundary of the recreation ground, fill the gap with spiral fencing and re stake where the fence is leaning, for the sum of £128.00.

(ii) to seal the gaps in the hedging located on the highway on Manor Road with chestnut paling, fencing and posts, for the sum of £85.00.

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 29th March 2006 (annexed).

8. Playgrounds (PINK)

(a) To consider the following correspondence:

(i) letter dated 9th March 2006, from the Council's insurers informing that it is a condition of the Council's policy that all areas graded in the RoSPA safety inspection report as a medium risk must be attended to within 60 days of receipt of report (annexed),

(ii) Clerk's response in a letter dated 13th March 2006 (annexed),

(iii) undated letter (received 27th March 2006) from the Council's insurers (annexed),

(iv) letter to Playground Management Ltd dated 13th March 2006 (annexed), informing of the policy condition imposed by the Council's insurers in respect of medium risk items.

(b) To consider a report on the action taken by the Council to date and to confirm the Clerk's action (annexed).

The Committee is requested to note that the report sets out details of quotations received in respect of repairs to a number of playground faults identified by ROSPA in its playground safety inspection undertaken on 13th February 2006 and that in view of the insurers requirements that areas graded as a medium risk be attended to within 60 days of receipt of the report, the Committee is requested to confirm the Clerk's action to accept the quotations, as set out in the attached report.

9. Manor Field

(a) To note the improvements to the access have now been completed. The Committee is requested to consider whether it wishes to undertake any further improvement works to the bank behind the new kissing gate.

(b) To consider a quotation to fix two seats currently located in the Calor Gas compound. The Committee is requested to give consideration as to the where it would like the seats to be sited.

(c) To consider the supply and delivery of hogging at a cost of £40 at the end of the concrete path where it enters the car park.

10. Pavilion

At the last meeting of the Committee it was reported that a quotation had been received in respect of the installation of a PIR operated floodlight to be fitted to the lighting column in the car park to illuminate the path leading to the Pavilion, but in order to satisfy the Council's financial regulation 11.1 (b), which states that if the value of the contract is intended to exceed £310 upto £3,000, two written quotations should be sought.

The Committee requested a quotation be sought to supply and fit a PIR unit on the corner of the Pavilion over the boiler room, which has now been received and will be available for consideration at the meeting. However, the electrical contractor informs the Committee that the light produced would shine directly into the face person/s approaching the building, which would not be advisable and if located on the corner of the building would be more sensitive to person/s walking across the beam.

11. Rectory Meadow

(GREEN)

(a) To consider the purchase of a “Countryside” seat from Glasdon Manufacturing Ltd at a cost of £356.73, plus £12.12 for ground fixing bolts, plus VAT. Delivery is free for orders over £50. The Committee is requested to note that the aforementioned seat is similar to the seat installed on Northfield.

(b) To note a draft of the design of the interpretative panels to be provided at Rectory Meadow (annexed).

(c) To consider a letter dated 21st February 2006 from the Rural Payments Agency in respect of the single payment scheme and enclosed entitlements statement (both annexed).

(d) To consider a letter dated 7th March 2006 from DEFRA in respect of the draft byelaws for Rectory Meadow Local Nature Reserve (annexed).

A copy of the guide to making Local Nature Reserve Byelaws is attached for Members information.

A draft of the byelaws amended as set out in DEFRA’s letter of 7th March 2006 is attached for the Committee’s consideration (annexed).

(e) To consider making an application for funding through the Higher Level Stewardship (HLS) scheme. Before submitting an HLS application a “Farm Management Plan” needs to be carried out. Funding is available in payment bands according to farm size, from £395 for holdings less than 6 hectares upto a maximum of £3,350 for holdings over 3000 hectares. (Annexed – Agri Environment matters, the newsletter for all Agri Environment agreement holders in England).

12. Hartley Wood

To note the first phase of the survey work on land owned by the Council in Hartley Wood has been completed by Glen Surveys Ltd and the ground markers identifying the extent of the plots of land have been installed. The Committee is requested to consider the implementation of the second stage of the survey works.

13. Allotments

(YELLOW)

(a) To receive a report on outstanding allotments rents due for 2005/06.

(b) To consider the purchase of herbicide to be applied to the vacant plots in allotments for the control of weeds and bramble.

14. Pond

(LIGHT BLUE)

To consider an e mail dated 21st February 2006 from the County Councillor to a local resident in respect of an application for funding towards the cost of refurbishing the pond (annexed).

15. 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 2nd March 2006 (WHITE)

2. Financial report indicating the net position of the allotments, open spaces and Pavilion as at 29th March 2006 (LIGHT BLUE)
3. Letter dated 9th March from Allianz Cornhill (PINK)
4. Letter dated 13th March 2006 from the Council to Allianz Cornhill (PINK)
5. Undated letter from Allianz Cornhill (received 27th March 2006) (PINK)
6. Letter dated 13th March 2006 from the Council to Playground Management Ltd (PINK)
7. Report on action taken to date by the Council in respect of the play area safety inspection report undertaken by RoSPA on 13th February 2006 (PINK)
8. Letter dated 21st February 2006 from the Rural Payments Agency and entitlement statement (GREEN)
9. Letter dated 7th March 2006 from DEFRA in respect of the draft bye laws (GREEN)
10. Guide to making Bye Laws (GREEN)
11. Amended draft byelaws in respect of Rectory Meadow Local Nature Reserve (GREEN)
12. Agri Environment matters, the newsletter for all Agri Environment agreement holders in England, Spring 2006 (GREEN)
13. Report on outstanding allotment rents (YELLOW)
14. E mail dated 21st February 2006 from the County Councillor in respect of the refurbishment of the pond (LIGHT BLUE)

Committee Membership

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

Cllr Gaywood (ex officio)
Cllr Sewell
Cllr Tremain

