

## HARTLEY PARISH COUNCIL

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9<sup>th</sup> May 2006

Dear Councillor/Sports Club Representative

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on Monday 15<sup>th</sup> May 2006 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 2007.

**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 2007.

**4. Declarations of Interest**

To receive Members' declarations of interest.

**5. Minutes**

**(WHITE)**

To approve the minutes of the special meeting of the Amenities and Open Spaces Committee held on 26<sup>th</sup> April 2006 as a correct record (annexed).

**6. Terms of Reference**

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

**7. Cricket at Manor Field**

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

**8. Cricket at Longfield Hill**

To receive a report from Meopham Cricket Club.

**9. Financial Report**

**(LIGHT BLUE)**

To receive and note a financial report indicating the net position of the allotments, open spaces and Pavilion as at 9<sup>th</sup> May 2006 (annexed).

## 10. Playgrounds

(PINK)

- (a) To consider report on action taken by the Council in respect of the playground safety inspection undertaken by RoSPA on 13<sup>th</sup> February 2006 (Annexed).
- (b) To consider quotations in respect of:
  - (i) Renewal of the hard standing surrounding the base of the kissing gate located at the north end of recreation ground at Woodland Avenue.
  - (ii) Installation of pedestrian guard on the road side verge in front of the pedestrian access gate on public right of way, SD 216.
  - (iii) Supply and delivery of a sign, “Do not climb on the equipment or hang on the ring” to be installed on the basket ball net for the sum of £46.60, plus £6.95 carriage, plus VAT.
- (c) To consider a report on the future arrangements for the play area safety inspections of the Council’s playgrounds by an independent consultant (Annexed).

## 11. Manor Field

(GREEN)

- (a) To consider a quotation to fix the two benches currently stored in the Calor Gas compound on Manor Field.
- (b) To consider a quotation to extend the existing stock fencing located at the rear of the beech hedge to prevent the unauthorised access of vehicles onto the field.
- (c) To consider a letter dated 8<sup>th</sup> March 2006 from Messrs H F & J H Glover confirming they have no objection to the Council making arrangements for the bramble to be cleared along the western boundary of Manor Field.
- (d) To confirm the Clerk’s action to renew two annual maintenance agreements with Kent County Council in respect of (i) the inspection and testing of portable electrical appliances in the Pavilion and the Parish Office for the sum of £1.65 per test excluding VAT (£40.00 minimum charge) and (ii) the fire extinguisher maintenance contract for the Pavilion at a cost of £4.50 per portable fire extinguisher.
- (e) To consider a letter dated 28<sup>th</sup> April 2006 from Messrs H F & J H Glover in respect of the Arthritis Research Campaign’s application for a temporary events notice at Manor Field on 18<sup>th</sup> June 2006 for their charity jazz afternoon and the Clerk’s response in a letter dated 4<sup>th</sup> May 2006 (Annexed).
- (f) To consider cutting the hedge located on the northern boundary of Manor Field.

## 12. Pavilion

- (a) To consider a quotation for the sum of £50 to wash down the walls in the main hall and the corridor.
- (b) To consider a quotation for the sum of £194 to supply and fit new water assembler on the combination boiler. The joint in the pipe was repaired recently, but is leaking again and the plumber advises that the fault can only be rectified by replacing the water assembler.
- (c) To note an increase in the amount of graffiti on the Pavilion. The Community Warden and the Police have been informed of the problem, but the Committee may wish to consider the installation of CCTV.

## 13. Rectory Meadow

(YELLOW)

- (a) To consider an e mail dated 12<sup>th</sup> April 2006 from English Nature advising of funding opportunities for Local Nature Reserves (Annexed).

(b) Rural Payments Agency

(i) To confirm the Clerk's actions in respect of the completion of the application from for payment of the 2006 single payment scheme through the Rural Payments Agency which was returned by the deadline of 15<sup>th</sup> May 2006.

(ii) To receive and note a letter dated 21<sup>st</sup> April 2006 from the Acting Chief Executive of the Rural Payments Agency advising that the Agency intends to make substantial partial payments under the 2005 Single Payment Scheme its highest priority and that the Agency hopes to ensure all eligible applicants receive a full or partial payment by the end of June.

(iii) To consider submitting an application for funding through the Higher Level Stewardship scheme.

(c) To note a letter dated 21<sup>st</sup> April 2006 form the Kent Wildlife Trust explaining that Rectory Meadow is identified as a Local Wildlife Site (Annexed)

(d) To note the current position regarding the proofs for the interpretative panels and leaflets. Members of the Committee have been offered the opportunity to make comment on the proof. The comments have been collated and passed back to the North West Kent Countryside Project. (Proof will be available at the meeting).

(e) To consider arrangements for the opening of Rectory Meadow Local Nature Reserve on 16<sup>th</sup> June 2006 at 11.00 a.m. Ms S Hanna from English Nature and Ms G Winters from North West Kent Countryside Project have confirmed they will be able to attend. A response is awaited from the Rail Link Countryside Initiative. The press have been invited to attend.

(f) To note that the contractor employed by the Council to cut the grass on Rectory Meadow is not able to undertake the work this year and to consider future arrangements for the cutting the grass on the Meadow.

**14. Allotments**

**(LIGHT BLUE)**

To consider a letter dated 12<sup>th</sup> April 2006 from Mid Kent Water confirming the ban on the use of hosepipes does not currently extend to allotments (Annexed).

**15. Pond**

**(PINK)**

To consider a letter dated 18<sup>th</sup> April 2006 and subsequent e mail dated 24<sup>th</sup> April 2006 from a company known as Blackwood Bayne offering consultancy services in nature conservation, countryside management, access to the countryside, landscape, community work and grant making (Annexed)

**16. Foxborough Wood**

**(GREEN)**

To consider a letter dated 23<sup>rd</sup> April 2006 from a local resident expressing concern about the safety of tree he believes to be located on land owned by the Council in Foxborough Wood (Annexed). The tree is protected by a TPO and advice has been sought from the Tree Officer at Sevenoaks District Council.

**17. Public Rights of Way**

**(YELLOW)**

To consider information from the Open Spaces Society informing that on 1<sup>st</sup> January 2026 the definitive map of public rights of way will be closed to claims for footpaths and bridleways which existed before 1949, but have not been recorded (Annexed).

**18. 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 special meeting held on 26<sup>th</sup> April 2006 (WHITE)
2. Financial report indicating the net position of the allotments, open spaces and Pavilion as at 9<sup>th</sup> May 2006 (LIGHT BLUE)
3. Report on action taken by the Council in respect of the playground safety inspection undertaken by ROSPA on 13<sup>th</sup> February 2006 (PINK)
4. Report on the future arrangements for the play area safety inspections (PINK)
5. Letter dated 28<sup>th</sup> April 2006 from Messrs H F & J H Glover (GREEN)
6. Letter dated 4<sup>th</sup> May 2006 from Clerk to Messrs H F & J H Glover (GREEN)
7. E mail dated 12<sup>th</sup> April 2006 from English Nature advising of funding opportunities (YELLOW)
8. Letter dated 21<sup>st</sup> April 2006 from Kent Wildlife Trust explaining about Local Wildlife Sites (YELLOW)
9. Letter dated 12<sup>th</sup> April 2006 from Mid Kent Water about the domestic hosepipe ban (LIGHT BLUE)
10. Letter dated 18<sup>th</sup> April 2006 from Blackwood Bayne (PINK)
11. E mail dated 24<sup>th</sup> April 2006 from Blackwood Bayne (PINK)
12. Letter dated 23<sup>rd</sup> April 2006 from local resident expressing concern about the safety of a tree in Foxborough Wood (GREEN)
13. Information from the Open Spaces Society about the definitive map of the public rights of way (YELLOW)

#### Committee Membership

Cllr Barnett  
Cllr Harris (ex officio)  
Cllr Sewell  
Cllr Tremain

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

**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.

**Approved by the Council on 8<sup>th</sup> May 2006**