

HARTLEY PARISH COUNCIL

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19th December 2006

Dear Councillor/Sports Club Representative

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on Wednesday 3rd January 2007 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 30th November 2006 as a correct record (annexed).

4. Football at Manor Field

To receive a report from Hartley De Sales Football Club.

5. Financial Report

(BLUE)

To receive and note a financial report indicating the net position of the allotments, open spaces and Pavilion as at 19th December 2006. (Annexed).

6. Playground inspections

Currently Ms M Cook of Craigdene Ltd is contracted to carry out a quarterly inspection of the Council's three playgrounds in January 2007 at a cost of £50 per site.

Ms M Cook has submitted a quotation to undertake an annual and quarterly inspections of the Council's three playgrounds at a cost of £50 per site per occasion. The total cost to the Council to undertake one annual inspection and three quarterly inspections per annum would be £600.

The Committee is requested to consider whether it wishes to employ the services of Ms M Cook to undertake further quarterly inspections in April and October, and an annual inspection in July. Ms Cook advises that she risk assesses any work required within the inspection report and that risk assessments would normally only be required once every three years unless there have been radical changes to the

site. A risk assessment was undertaken by RoSPA in July 2006 and therefore, provided the sites remain unchanged, a further risk assessment would not be required until July 2009. However if the Committee wished to seek the reassurance of obtaining an annual risk assessment, Ms Cook would charge an additional fee of £7.50 per site.

7. Pavilion – Fire Risk Assessment (PINK)

To consider the Fire Engineers Report following a fire risk assessment carried out at the Pavilion in accordance with the Regulatory Reform (Fire Safety) Order 2005. (Annexed)

8. Manor Field

To consider a quotation to cut back the hedge located on the northern boundary of Manor Field. It is hoped the quotation will be available at the meeting.

9. Gorse Wood

The investigation of the Council's claim for the footpath from Caxton Close to Gorsewood Road to be designated as a Public Right of Way had commenced a few weeks ago. However in a letter dated 27th November 2006, the Senior Public Rights of Way Officer at Kent County Council has advised that the investigation has been temporarily suspended until April 2007 due to staffing resource problems. The Committee is requested to receive and note the correspondence.

10. Risk Assessment (WHITE)

Risk assessments on the Council's allotments, open spaces, recreation grounds, greens and at the Pavilion were undertaken at the beginning of 2005. The Clerk has reviewed the risk assessments at the following locations and the Committee is requested to give them due consideration with a view to recommending their approval and adoption to the Council. (Annexed).

- Allotments
- Billings Hill Shaw
- Chantry Avenue
- Gorse Wood
- Hartley Court Green
- Hartley Green
- Longfield Hill
- Manor Field
- Pavilion, Manor Field
- Rectory Meadow
- Woodland Avenue

11. Kent County Council Members Community Grant

The Committee is requested to consider whether it wishes to recommend a suitable scheme for funding through the Kent County Council Members' Community Grant.

12. Kent County Playing Fields Association (GREEN)

To receive and note the Kent County Playing Fields Association Newsletter, Autumn 2006. (Annexed).

13. Hartley Wood

(CREAM)

(a) To consider quotations received in respect of the tree work recommended in the health and safety tree survey undertaken by Specialist Tree Services during October 2006. Quotations have been invited from three contractors and are required to be submitted to the Council by no later than 29th December 2006. The quotations should be available for due consideration at the meeting.

(b) To consider a letter dated 12th December 2006 from Martin Tolhurst Partnership and enclosures, and a draft response in respect of the Council's claim for possessory title of part of Hartley Wood where there are no known owners. (Annexed).

14. 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 of the Amenities and Open Spaces Committee held on 30th November 2006 **(WHITE)**
2. Financial report indicating the net position of the allotments, open spaces and the Pavilion as at 22nd December 2006 **(BLUE)**
3. Fire Engineers Report **(PINK)**
4. Risk assessments: Allotments, Billings Hill Shaw, Chantry Avenue, Gorse Wood, Hartley Court Green, Hartley Green, Longfield Hill, Manor Field, Pavilion Manor Field, Rectory Meadow and Woodland Avenue **(WHITE)**
5. Kent County Playing Fields Association Newsletter, Autumn 2006 **(GREEN)**
6. Letter dated 12th December 2006 from MTP **(CREAM)**
7. Letter dated 22nd November 2006 from Land Registry to MTP **(CREAM)**
8. Letter dated 29th November 2006 from MTP to Land Registry **(CREAM)**
9. Letter dated 4th December 2006 from Land Registry to MTP **(CREAM)**
10. Draft Response from the Council **(CREAM)**

Committee Membership

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

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

