

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

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30th May 2007

Dear Councillor/Sports Club Representative

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Tuesday 5th June 2007** commencing at **7.30 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

Julie Hoad
Proper Officer

AGENDA

Apologies

To receive apologies for absence.

1. Election of Chairman of the Amenities and Open Spaces Committee

To elect a Chairman of the Amenities and Open Spaces Committee until the Annual meeting of the Council in May 2008.

2. Election of Vice Chairman of the Amenities and Open Spaces Committee

To elect a Vice Chairman of the Amenities and Open Spaces Committee until the Annual meeting of the Council in May 2008.

3. Declarations of Interests

To receive Members' declarations of interests.

4. Minutes

(WHITE)

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 24th April 2007 as a correct record. (Annexed).

5. Terms of reference

To review the terms of reference of the Amenities and Open Spaces Committee as approved by the Council at its Annual meeting held on 14th May 2007, attached as appendix 1.

6. Cricket at Manor Field

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

7. Cricket at Longfield Hill

To receive a report from Meopham Cricket Club.

8. Pond

(YELLOW)

(a) To consider a letter dated 11th May 2007 from a resident of Church Road offering to undertake works to the pond. (Annexed).

(b) Pursuant to Financial Regulation 3.3, the Committee is requested to confirm the Clerk's action to make arrangements for the dilapidated fence located at the rear of

the pond to be replaced with a 4 foot high new chestnut paling fence at a cost of £215.00.

9. Playgrounds (CREAM)

(a) To consider a quotation for the sum of £186.00 plus VAT to undertake the following works to the gate of the play area at Woodlands Avenue recreation ground.

Adjust self closing mechanism, replace spring as necessary, cut back and re weld hinge plates as necessary, fit buffer as necessary and ensure gate closes within 3-5 seconds.

(b) To consider an e mail dated 23rd April 2007 from a local resident requesting the Council consider undertaking improvements to the playground at Woodland Avenue. (Annexed)

10. Hartley Wood (GREEN)

(a) To consider a report on a meeting held on 26th April 2007 with the Police in response to complaints received about the illegal use of motorbikes in Hartley Wood. (Annexed).

(b) To consider providing a new sign in Hartley Wood indicating that Hartley Parish Council will only be responsible for maintenance of the woodland under its ownership.

11. Gorse Wood

Pursuant to Financial Regulation 3.3, the Committee is requested to confirm the Clerk's action to make arrangements for the felling of a dead tree leaning onto the fence of a property at Oaklands, off Gorsewood Road at a cost of £150 plus VAT.

12. Pavilion (BLUE)

(a) To consider a quotation for the total sum of £240 per year from the cleaner at the Pavilion to undertake and record a number of tasks in relation to (1) cleaning and disinfection of the shower heads, (2) water temperature audits and (3) flushing through the little used outlets as set out in the Council's letter of 19th April 2007. (Annexed).

(b) To consider seeking quotations for the external redecoration of the Pavilion.

13. Manor Field

(a) To consider a quotation to spray the western boundary of Manor Field, along the public right of way SD 215, for the eradication of bramble. It is hoped the quotation will be available at the meeting.

The landowners have confirmed they have no objection to the area being sprayed for the eradication of bramble.

(b) To consider a quotation to spray behind the Pavilion for the eradication of bramble. It is hoped the quotation will be available at the meeting.

(c) To consider a quotation for cutting the grass in "the Orchard". It is hoped a quotation will be available at the meeting.

(d) To consider a quotation for the supply and application of fertilizer on Manor Field. It is hoped a quotation will be available at the meeting.

(e) To consider quotations in respect of the cutting of the hedge along the northern boundary of Manor Field.

14. Rectory Meadow (PINK)

(a) To consider a quotation to spray the boundary of Rectory Meadow next to the footpath adjacent to 32 Bancksides for the eradication of bramble. It is hoped the quotation will be available at the meeting.

(b) To consider further amendments to the draft byelaws on Rectory Meadow as suggested by DEFRA in a letter dated 17th May 2007. (Annexed).

15. Longfield Hill

To consider seeking quotations for the supply and planting of hedging to infill the gaps in the existing hedge running along the western boundary.

16. Lay by

To consider seeking a quotation for the removal of the logs from the rear of the lay-by.

17. Risk Assessments (WHITE)

To consider a review of the risk assessments undertaken on the car park at Manor Field, use and hire of the Pavilion, building condition of the Manor Field Pavilion, pond, cleaning duties at the Pavilion. (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 meeting of the Amenities and Open Spaces Committee held 24th April 2007 **(WHITE)**
2. Letter dated 11th May 2007 from a resident of Church Road in respect of the pond **(YELLOW)**
3. Quarterly operational report undertaken by Ms M Cook on 11th April 2007. (Newly elected members only). **(CREAM)**
4. E mail dated 23rd April 2007 from local resident in respect of the playground at Woodland Avenue. **(CREAM)**
5. Report on meeting with the Police held on 26th April 2007 in Hartley Wood **(GREEN)**
6. Letter dated 19th April 2007 from the Council to the cleaner at the Pavilion. **(BLUE)**
7. Draft byelaws for Rectory Meadow, amended in line with a letter dated 17th May 2007 from DEFRA **(PINK)**
8. Risk assessment Manor Field car park **(WHITE)**
9. Risk assessment of the use and hire of the Manor Field Pavilion **(WHITE)**
10. Risk assessment of the building condition of the Manor Field Pavilion **(WHITE)**
11. Risk assessment of the cleaning duties Manor Field Pavilion **(WHITE)**
12. Risk assessment of the pond **(WHITE)**

Committee Membership

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

Cllr Gaywood (ex officio)
Cllr Granger
Cllr Mrs Oxtoby

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 ****and General Purposes*** 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.

**** suggested amendments***