

HARTLEY PARISH COUNCIL

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

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14th September 2007

Dear Councillor/Sports Club Representative

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Thursday 20th September 2007** commencing at **7.30 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

Julie Hoad
Proper Officer

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interests

To receive Members' declarations of interests.

3. Minutes

(WHITE)

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 18th July 2007 as a correct record. (Annexed).

4. Cricket at Manor Field

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

5. Cricket at Longfield Hill

To receive a report from Meopham Cricket Club.

At the last meeting of the Amenities and Open Spaces Committee it was resolved that consideration of the breakdown of estimated costs to provide housing for a new electrical head, including ducting to the container be deferred. The Committee is reminded that the quotation provided by Meopham CC was for the sum of £1,340 and that the works included the provision of a base, new brick housing with concrete roof, new meter kiosk and new ductwork for the electrical supply to be extended from existing telegraph pole to the meter kiosk. The cost of providing the new electrical supply would be £486.

The Committee is requested to note the above report and consider whether it wishes to make a contribution to the cost of the works.

6. Football at Manor Field

(a) To note that Hartley De Sales FC has confirmed that four teams will be using 2 pitches at Manor Field for the forthcoming season. The first football fixtures at Manor Field took place on 16th September 2007. A quotation for the sum of £170.00 from Landscape Services to set out and mark 1 no full size football pitch and 1 no junior football has been accepted. The Committee is requested to note the report and to confirm the Clerk's actions in accepting the quotation to set out the football pitches.

(b) To consider the fees due from Hartley De Sales FC for the 2007/08 season.

Last years fees are set out below:

U18 team on full size pitch - £300

U14 team on junior pitch - £260

U13 team on junior pitch - £260

(c) To consider a request from Charlton Scheme Solutions Ltd to use the facilities at Manor Field and the Pavilion once a month to host their representative team.

7. Financial Report (YELLOW)

To consider a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 14th September 2007. (Annexed).

8. Budget 2008/09 (BLUE)

To consider the budget for 2008/09 for the Amenities and Open Spaces Committee. (Annexed).

9. Pond (PINK)

To consider a letter dated 24th July 2007 from Martin Tolhurst Solicitors setting out advice in respect of an application for possessory title of the pond. (Annexed).

10. Hartley Wood

(a) At the last meeting of the Amenities and Open Spaces Committee it was resolved that the landowners of the plots of land in Hartley Wood, where known, be informed of the Council's actions to undertake work to the trees on land under the ownership of the Parish Council and that they be advised that the Parish Council was not responsible for the maintenance of any trees which were not located on land owned by the Council. Letters have been sent to all known owners. To date one response has been received and they have confirmed that they had taken legal advice and chosen not to take out any public liability insurance.

The Committee is requested to note the report.

(b) At the last meeting of the Amenities and Open Spaces Committee, it was resolved that the owners of land in Hartley Wood held under title number K888102 be contacted to enquire whether they would have any objection to the installation of a motorbike inhibitor at the entrance to Hartley Wood off Beechlands Close. The landowners have confirmed they would not be willing to allow a motorbike inhibitor to be installed in Hartley Wood, but would support the Parish if it wished to install a barrier on the edge of the highway to prevent public access into the woods.

The Committee is requested to note the report.

(c) To consider the quotations received in respect of the quantified risk assessment of the trees on land owned by the Council in Hartley Wood.

11. Pavilion

(a) To note that a test sample of "Graffitishield" was applied to the timber cladding and the brickwork at the rear of the Pavilion and graffiti sprayed onto the protective coating was successfully wiped away. As a result a 2 litre quantity of "Graffitishield" and 1 litre quantity of "Graffiti wipe away" was purchased from Si Laboratories Ltd at a cost of £109.86 plus VAT and delivery, to enable the timber cladding and external doors to be protected against graffiti immediately after the external repaint.

The contractor appointed to undertake the external redecoration has been asked whether he would be willing to apply the anti-graffiti paint to the wall cladding and external doors and if so, provide the Council with an estimate of costs.

The Committee is requested to confirm the Clerk's actions in respect of the purchase of anti-graffiti products and to consider a quotation from K Abraham to apply the anti-graffiti paint.

(b) To note that a report had been received from the New Ash Green and Hartley CC that there was no hot water in the showers of the changing rooms and the water pressure was poor. South Eastern Plumbers were asked to inspect the "Anderson" water heater which provides hot water to the changing rooms. South Eastern Plumbers reported that the water heater required urgent cleaning and that the system in its current condition was unsafe to use. As a result the system was temporarily shut down for a period of approximately 10 days, until such time as the plumber could return to site to undertake the cleaning works. The clean including the replacement of a thermocouple valve was completed on 28th August 2007.

The plumber advised that that this was the original water heater installed when the building was constructed in the early 1990's and had effectively reached the end of its life. Furthermore he considered that the system was inefficient and likely to cause continuing maintenance problems. He suggested the Council may wish to consider replacing the water heater with a hot water cylinder fed from the boiler located in the boiler room which currently feeds the radiators in the changing rooms and corridor. The plumber has been asked to investigate the feasibility and costings of installing a new hot water cylinder.

The Committee is requested to confirm the Clerk's actions and to consider the plumbers proposals if available at the meeting.

(c) To note that two complaints were received by local residents about the noise from the wedding reception held at the Pavilion on 24th August 2007. Furthermore the two fence posts located between the car park and the path leading to the Pavilion were temporarily removed to improve access. Whilst the hirer accepts responsibility for removing the posts, she explained that the posts were not securely fitted in the first place. However, she has suggested that the £25 deposit be retained by the Council and used to effect repairs to the fence posts.

(d) The referees changing room in the Pavilion is currently used for the storage of redundant office equipment and other rubbish. The Committee is requested to consider making arrangements for the disposal of this equipment and rubbish.

Cost of the hire of skip: 4 yard @ £94.00 incl VAT or 6 yard @ £129.25 incl VAT

Labour at a rate of £12.00 per hour

(e) The Council has received an enquiry from a Parent and Toddler Group about hiring the Pavilion on a regular basis, as set out below. In the past the Council has offered regular hirers a discount of £1.00 per hour on the standard hourly hire rate which currently is £7.50/hour, thus reducing the rental to £6.50 per hour.

Bumblebees Parent and Toddler Group, every Monday morning, commencing on Monday 10th September 2007.

The Committee is requested to consider offering a discount to Bumblebees Parent and Toddler Group as regular hirers of the Pavilion.

12. Manor Field

(a) To consider the construction of a brick built unit for housing the electrical service head and meter. Currently the head and meter are housed in a plywood cupboard located at the rear of the pond and since the clearance work undertaken at the pond the unit is now somewhat exposed.

(b) To consider a quotation to undertake clearance works in advance of planting a hedge at Manor Field for the new Burial Ground.

(c) To consider a quotation to spray the bramble along the western boundary of Manor Field and to clear away the dead bramble.

(d) To consider a quotation to clear the area inside the entrance to the field and behind the beech hedge to expose the area below.

13. Playgrounds

(CREAM)

To consider the Play Area Annual Inspection Reports undertaken by Ms M Cook of Craigdene Ltd on 10th July 2007. (Annexed).

14. Rectory Meadow

(a) To consider a quotation for the sum of £185.00 from Mr Glidewell to renovate the notice board at Rectory Meadow (next to the junction with Bramblefield) and cover the board with perspex.

(b) To consider submitting an application for 25 free trees under the annual free tree scheme for planting behind the newly constructed post and rail fence next to the footpath at the end of Banckside to form a new hedge.

15. Longfield Hill

To consider quotations in respect of the planting of a new hedge adjacent to the highway between the main vehicle entrance and the children's playground.

16. Allotments

To consider the rent for the allotment plots for the year 2007/08. When the invoices for 2006/07 were issued last year, the allotment holders were given twelve months notice that the rents for 2006/07 would be increased in line with the rate of inflation. It is suggested that rents should be increased by 3%.

17. Countryside Access Improvement Plan

To consider a letter dated 27th July 2007 from Kent County Council seeking comments on the Countryside Access Improvement Plan which may be viewed on www.kent.gov.uk/countrysideaccess. Comments should be returned by 1st October 2007.

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 18th July 2007 **(WHITE)**
2. Financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion. **(YELLOW)**
3. Draft budget 2008/09 **(BLUE)**
4. Letter dated 24th July 2007 from Martin Tolhurst Partnership **(PINK)**
5. Play Area Annual Inspection Reports **(CREAM)**

Committee Membership

Cllr Barnett
Cllr Gaywood (ex officio)
Cllr Granger
Cllr Mrs Oxtoby

Cllr Mrs P Cole
Cllr Graeme
Cllr Harris (ex officio)
Cllr Sewell

