

## HARTLEY PARISH COUNCIL

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30th October 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 6<sup>th</sup> November 2007** commencing at **7.30 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

**Julie Hoad**  
**Proper Officer**

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### 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 20<sup>th</sup> September 2007 as a correct record. (Annexed).

**4. Football at Manor Field**

To receive a report from Hartley De Sales FC.

**5. Cricket at Manor Field**

To receive a report from New Ash Green and Hartley Cricket Club on proposals to provide a practice net at Manor Field.

**6. Financial Report**

**(BLUE)**

To consider a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 30th October 2007. (Annexed).

*Background document*

*Net financial position as at 30th October 2007*

**7. Pavilion**

**(GREEN)**

To review the cleaning arrangements at the Pavilion. (Annexed).

*Background document*

*Draft cleaning schedule and checklist*

**8. Manor Field**

**(PINK)**

(a) To consider quotations received in respect of 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. It is hoped the quotations will be available at the meeting.

Background document

*C://hpc1/mydocuments/Old PC Backup/My Documents/Amenities and Open Spaces/Meter cupboard spec*

(b) To consider a letter dated 3<sup>rd</sup> October 2007 from the Longfield and Hartley Scout Group. (Annexed).

(c) To consider seeking a quotation to undertake clearance works Manor Field in front of the bungalows overlooking the field.

Background document

*Letter dated 3<sup>rd</sup> October 2007 from Longfield & Hartley Scout Group*

## 9. Playgrounds

(a) To receive a progress report on repairs to the playgrounds undertaken as a result of the Play Area Annual Inspection Report undertaken by Ms M Cook of Craigdene Ltd on 10<sup>th</sup> July 2007. (Annexed) **(CREAM)**

(b) To consider the quarterly operational report undertaken by Ms M Cook on 23<sup>rd</sup> October 2007. (Annexed). **(WHITE)**

Background document

*Children's Play Area Annual Inspection Reports for Hartley Parish Council dated 10<sup>th</sup> July 2007*

*C://Hpc1/My documents/Old PC Backup/My Documents/Playgrounds/2007-07-10 Play Area Safety report*

*Quarterly Operational Report inspected by Maria Cook on 23<sup>rd</sup> October 2007*

(b) To consider comparative quotations for repairs the vandalised frog rocker in the Chantry Avenue playground.

Remove base and repair surfacing for the sum of £180 plus VAT from Safeplay

Reinstate frog rocker for the sum of £260.00 plus VAT from Safeplay

The Committee is requested to note that neither of the above quotations includes for any site security in the form of an engineer staying on site until the new safety surfacing has cured.

Background document

*E mail dated 8<sup>th</sup> October 2007 from Safeplay.*

(c) Boiler

To consider a report, if available, on replacing the boiler in the Pavilion that provides hot water to the showers radiators in the changing rooms.

## 10. Rectory Meadow

(a) To consider quotations in respect of treework to the dying beech tree located in Rectory Meadow on the boundary with no 29 Banckside. It is hoped the quotations will be available at the meeting.

(b) To consider a quotation for the sum of £475 plus VAT from the Kent Wildlife Trust to undertake a botanical survey of Rectory Meadow.

Pursuant to Financial Regulation 11.1 (ii) states that the Council's Financial Regulations need not apply to contracts for specialist services and the preparation of the botanical survey would fall within this category.

Background document - Quotation dated 4<sup>th</sup> October 2007

### **11. Gorse Wood**

To note that as the result of a number of discrepancies identified in the arboricultural risk assessment undertaken by Quaife Woodlands in Gorse Wood during June 2007, a site meeting was arranged with the surveyor from Quaife Woodland to discuss the matter further. It was agreed that the surveyor would re assess the area of woodland and provide the Council with an updated report. The Committee is requested to consider the updated report, if available at the meeting.

### **12. Woodland Avenue**

At a meeting of the Amenities and Open Spaces Committee held on 5<sup>th</sup> June 2007 it was resolved that, “*the refurbishment of the playground be investigated including the possibility of obtaining grants to fund any scheme and that the findings be reported back to the Committee for further discussions.*”

The Committee is requested to further those discussions.

### **13. Hartley Wood**

The landowner of a plot of land in Hartley Wood, title number K873988, has informed the Council that she is having difficulty obtaining public liability insurance to cover her plot of land and enquired whether the Council could ask its insurers to extend the Council’s insurance cover to include her plot and she would pay any increase in the premium. The Committee is requested to consider this matter.

### **14. Foxborough Wood**

To consider undertaking a land survey of the area of land owned by the Council in Foxborough Wood, in advance of undertaking an arboricultural risk assessment

### **15. Allotments**

To note that complaints had been received about a rat infestation at the allotments and to confirm the Clerk’s action in making arrangements for AKS Pest Control to visit the site to eradicate the problem at a cost of £116.

### **16. Open Space, Sport and Recreation Study (GREEN)**

To consider a report on a study commissioned by Sevenoaks District Council on local open spaces, sport and recreation in the District. The study includes an audit of all open spaces in the District and provides priorities for future open space, recreation and sport provision, making recommendations to the allocation of future resources.

The Committee is requested to consider an executive summary of the study.

#### Background documents

*Sevenoaks District Council – Open Space, Sport and Recreation Study – Executive summary*

### **17. Energy efficiency in community buildings (YELLOW)**

To receive and note a publication entitled “Energy Efficiency in community buildings” published by a national charity, NEA, which is committed to promoting the benefits of energy efficiency to community buildings.

#### Background documents

*Energy efficiency in community buildings – NEA*

### **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 18<sup>th</sup> July 2007 **(WHITE)**
2. Financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion. **(BLUE)**
3. Letter dated 3<sup>rd</sup> October 2007 from the Longfield and Hartley Scout Group **(PINK)**
4. Draft cleaning schedule and checklist **(GREEN)**
5. Progress report on repairs to the playgrounds undertaken as a result of the Play Area Annual Inspection Report undertaken by Ms M Cook of Craigdene Ltd on 10<sup>th</sup> July 2007 **(CREAM)**
6. Quarterly Operational Report inspected by Maria Cook on 23<sup>rd</sup> October 2007 **(WHITE)**
7. Sevenoaks District Council – Open Space, Sport and Recreation Study – Executive summary **(GREEN)**
8. Energy efficiency in community buildings – NEA **(YELLOW)**

#### 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

