

HARTLEY PARISH COUNCIL

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

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10th June 2008

Dear Councillor/Sports Club Representative

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on **Monday 16th June 2008** 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 2009.

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 2009.

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 6th May 2008 as a correct record. (Annexed).

5. Cricket at Manor Field

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

6. Cricket at Longfield Hill

To receive a report from Meopham Cricket Club.

7. Football at Manor Field

To note that Hartley De Sales FC has confirmed that four teams will be using the facilities at Manor Field for the 2008/09 season.

Background documents

E mail dated 20th May 2008 from Mr G Flint

8. Terms of Reference

(YELLOW)

To review the Amenities and Open Spaces Committee's Terms of Reference as approved by the Council at its meeting held on 12th May 2008. (Annexed).

Background document

Terms of reference as approved by the Council on 12th May 2008

9. Financial Report

(BLUE)

To consider a financial report indicating the net position of the allotments, open spaces and Manor Field Pavilion as at 10th June 2008. (Annexed).

Background document

Net financial position as at 10th June 2008

10. Pavilion

(a) Boiler

At the last meeting of the Committee it was resolved that further advice be sought from suitably qualified heating engineers on whether it was necessary to replace the Andrews storage water heater and if so, what system could be employed to replace it.

The Committee is requested to consider said advice.

Background document

Letter dated 24th March 2008 from local plumber

(b) Car park light

At the last meeting of the Committee it was resolved that, (1) the timer on the switch operating the two car park lights be re-set to ensure that the lights only remain on for half an hour and that the local resident be informed accordingly and (2) a quotation be sought to repair the broken light.

The timer switch operating the car park lights has been adjusted to its lowest setting and should now remain on for one hour. The local resident has been informed accordingly and advises that some hirers switch the car park lights on during daylight hours. He suggests some form of guidance could be issued to hirers. The resident has confirmed that the situation is much improved now the trees are in full leaf.

A quotation for the sum of £182.81 has been received from JVA Electrical & Property Services to replace the lamp and control equipment of the defective car park light.

The Committee is requested to receive and note the report and consider the quotation from JVA Electrical & Property Services.

Background document

E mail dated 27th March 2008 from resident

E mail dated 22nd May 2008 from resident

Letter dated 27th May 2008 from JVA Electrical & Property Services.

(c) Water consumption

At the last meeting of the Committee it was resolved that quotations be sought to replace the taps in the toilets and changing rooms with push operated taps

The Committee is to consider any quotations received.

(d) Water Treatment Service Contract 2008/09

To consider two quotations from Bayly Environmental Services Ltd for the 2008/09 water treatment service contract at the Pavilion:

To attend site once per year to carry out a clean and chlorination of the cold water storage tank and associated hot and cold water services. To certify on completion. For the sum of £180 plus VAT.

To attend site twice per year (i.e. six monthly) to take 2 no water samples per visit (i.e. 4 per year) to be tested for specific legionella bacteria. Cost includes sampling, transportation to a UKAS accredited laboratory and certification. Cost per sample £50.00 plus VAT. Total cost £200 plus VAT.

Background document

Quotation number BQ 6536 dated 11th March 2008 from Bayley Environmental Services Ltd

(e) Conditions of hire of the Pavilion **(CREAM)**

At the last meeting of the Committee it was resolved that conditions of hire of the Pavilion be revised to incorporate a discounted rate of hire for regular bookings.

The Committee is requested to review the conditions of hire of the Pavilion as contained on the booking form.

Background documents

Conditions of hire

11. Manor Field

(a) Meter cupboard

At the meeting of the Committee held on 25th March 2008 it was resolved that further investigations be carried out to examine the feasibility and costs involved in repositioning the meter on land owned by the Council and providing a more secure enclosure.

EDF Energy now charge £88.13 to attend any site meeting/visits, which is non refundable but will be deducted off any charges if the work goes ahead. The Committee is requested to consider whether it wishes to organise a site meeting.

Background documents

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

[Letter dated 12th November 2007 to Messrs H F & J H Glover](#)

Letter dated 12th December 2007 from Messrs H F & J H Glover

Letter dated 21st January 2008 from EDF Energy

[Letter dated 3rd March 2008 from HPC to Messrs H F & J H Glover](#)

Letter dated 13th March 2008 from Messrs H F & J H Glover

(b) Fertilizer

To consider a quotation for sum of £170 plus VAT from Mr Westwood to apply an organic fertilizer on Manor Field.

Background documents

E mail dated 9th June 2008 from Mr Westwood

(c) Herbicide

To consider a quotation for the sum of £230 plus VAT from Sencio Community Leisure to apply a herbicide on Manor Field, excluding the cricket square.

Background documents

E mail dated 3rd June 2008 from Sencio

12. Playgrounds

(a) Woodland Avenue – playground refurbishment

At the last meeting of the Committee it was resolved that, (1) the criteria of various grants be examined to establish what would be required by the grant provider, (2) Cllr Mrs Oxtoby continue to liaise with the head teachers of the two local primary schools to undertake a consultation exercise and (3) investigation be undertaken to establish whether the design schemes submitted by various playground suppliers could be displayed on the Council's website.

No further progress has been made on (1) and (3) above. The Parish Council has been informed of three community grant schemes for 2008/09 managed through the KCC's Sevenoaks Local Board: KCC Member Community Grant Scheme, KCC Small Community Capital Projects Fund and Local Schemes Grant.

The Committee is requested to consider the outcome of consultations undertaken with the local primary schools.

Background documents

E mail dated 29th May 2008 from KCC

(b) Quarterly Operational Inspection

(GREEN)

To consider the quarterly operational inspection of the Council's three playgrounds undertaken by Maria Cook on 2nd May 2008.

Background document

Quarterly operational report inspected by Maria Cook on 2nd May 2008

13. Rectory Meadow

(a) Byelaws

To note that the byelaws on Rectory Meadow have been confirmed by the Secretary of State and came into operation on 1st May 2008. The confirmed byelaws will be printed in accordance with Section 238(8) of the 1972 Local Government Act and copy will be sent to Department for Environment Food and Rural Affairs for record purposes. One copy of the confirmed byelaws will be deposited in the Parish Office for inspection at all reasonable times without payment.

Background document

E mail dated 16th May 2008 from DEFRA

(b) Control of bramble

To consider a report on an infestation of bramble on the meadow in the vicinity of the orchids. The Committee is requested to consider how best to control and remove the bramble, so as not to disturb or harm the wildflowers.

(c) Grass Cutting

At the meeting of the Amenities & Open Spaces Committee held on 6th May 2008, it was resolved that "the Clerk, in consultation with the Chairman, be authorised to consider and accept any suitable quotation submitted for the grass cutting at Rectory Meadow".

One quotation was received from Gary Hawkins for the sum of £260 + VAT, per cut, to cut and remove the grass at Rectory Meadow. In consultation with the Chairman of the Amenities & Open Spaces Committee, this quotation was accepted by the Clerk.

The Committee is requested to confirm the Clerk's actions.

14. Hartley Wood

(YELLOW)

(a) Foul water discharge

At the last meeting of the Committee it was reported that enquiries had been made with Thames Water to establish the position and layout of foul drains. The Committee is requested to note that Thames Water has provided details as requested.

Background documents

Letter dated 15th February 2008 from a resident of Gorse Way – foul water discharge into Hartley Wood.

Asset location search Thames Water 2nd May 2008

(b) Quantified tree risk assessment

At the last meeting of the Committee it was resolved that quotations be invited for a quantified tree risk assessment on land owned by Hartley Parish Council in Hartley Wood.

The Committee is requested to consider any quotations received.

Background documents

Letter dated 22nd May 2008 to STS

Letters dated 27th May 2008 to three consultants

(c) Hedge

To examine plans for planting an area of hedge/woodland on either side of the subway.

(d) Motorbikes

At the last meeting of the Committee it was resolved that, (1) Longfield and New Barn Parish Council be contacted to ask whether a decision had been made regarding the provision of a padlock on the kissing gate, (2) investigations be continued into the provision of a motorbike inhibitor next to the subway and (3) a meeting be arranged with the Crime Reduction Officer to investigate measures to prevent motorbike incursion off the highway at the end of Beechlands Close.

Longfield and New Barn Parish Council is seeking advice from the public rights of way officer in respect of the request to padlock the gate to prevent it being opened with a RADAR key.

The public rights of way officer has inspected the proposed site of the motor bike inhibitor on DR 213A. She is not keen to support the provision of a motorbike inhibitor on the south side of the subway until such time as other measures are implemented to secure the boundaries at Hartley Wood. She is also concerned that an inhibitor could obstruct bicycles.

A meeting with the Crime Reduction and Architectural Liaison Officer took place on 6th June 2008.

The Committee is requested to receive and note the report and consider further the means by which access may be prevented into the woods by illegal and nuisance motorbikes.

Background documents

E mail dated 21st May 2008 from Clerk Longfield & New Barn PC

Email 5th June 2008 from PROW

15. Gorse Wood

At the last meeting of the Committee it was resolved that quotations be sought for the provision of fencing and kissing gates at the two entrances to Gorse Wood.

The Committee is requested to consider any quotations received.

16. Gorsewood Road

At the Highways Committee meeting held on 20th March 2008, the Committee considered concerns expressed by a resident attending a recent Members Surgery about issues relating to the condition of the footpath and the subway under the railway line at the end of Gorsewood Road.

The Committee resolved that, the issues surrounding the condition of the subway under the railway line at the end of Gorsewood Road be referred to the Amenities and Open Spaces Committee.

The Committee is requested to consider a course of action.

17. 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 6th May 2008 **(WHITE)**
2. Terms of Reference as approved by the Council at its Annual meeting held on 12th May 2008. **(YELLOW)**
3. Financial report as at 29th April 2008 indicating the net position of the allotments, open spaces and Manor Field Pavilion. **(BLUE)**
4. Pavilion conditions of hire **(CREAM)**
5. Quarterly operational inspection carried out on 2nd May 2008 by Maria Cook **(GREEN)**

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

**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.