

**MINUTES OF THE MEETING OF THE AMENITIES AND OPEN SPACES COMMITTEE  
HELD ON 30th NOVEMBER 2006 AT 7.30 p.m. AT THE PAVILION, MANOR FIELD**

**Present:** Cllr Mr A Barnett (Chairman)  
Cllr Mrs Oxtoby  
Cllr Mr V Sewell  
Cllr Mrs M Solman  
Cllr Mr A Tremain

**In Attendance:** Mrs H Gilder (Assistant Clerk)  
2 members of the public

**1. Apologies for absence**

Apologies for absence had been received from Cllr Mr J Gaywood, and Cllr Mr C Ward.

**2. Declarations of Interests**

Cllr Mrs A Oxtoby declared a personal and prejudicial interest under minute item 9 in respect of matters relating to Hartley Wood, as her private residence is located adjacent to the woods and withdrew from the meeting during discussion and voting on the item.

**3. Minutes of previous meetings**

RESOLVED: That, the minutes of the meeting of the Amenities and Open Spaces Committee held on 19th October 2006 be approved and signed by the Chairman as a correct record.

**4. Football at Manor Field**

There was no report from Hartley De Sales Football Club.

**5. Financial Report**

The Committee examined a financial report setting out the net financial position of the allotments, open spaces and the Pavilion as at 24th November 2006.

RESOLVED: That, the financial report indicating the net position of the allotments, open spaces and the Pavilion as at 24th November 2006, attached as appendix 1 to these minutes, be received and noted.

**6. Manor Field**

(a) Chain Barrier

The Committee considered quotations for the supply and installation of a chain barrier at the entrance to the field to prevent access for unauthorised vehicles, as set out below:

Ian J Paternoster for the sum of £465.00 + VAT

A.B.C Fencing for the total sum of £485.00

RESOLVED: That, the quotation for the sum of £465.00 + VAT from Ian J Paternoster to supply and fix a chain barrier as manufactured by Aremco Products be accepted.

(b) Gate at entrance to Manor Field

The Committee noted that the gate at Manor Field had sustained damage on 19th October 2006, probably caused as the result of a vehicle exerting extreme force on the gate. Pursuant to Financial Regulation 3.3, the Clerk made arrangements for a new field gate to be hung on the existing posts at a cost of £219 plus VAT. The Committee noted that the

supplier of the gate has quoted a delivery period of 10-14 days. The Committee was requested to confirm the Clerk's actions.

RESOLVED: That, the Clerks actions be confirmed.

(c) Hedge Cutting

The Committee had been requested to consider a quotation to cut the hedge located along the northern boundary of Manor Field but the Assistant Clerk informed the Committee that despite several reminders, the contractor that had been invited to quote had not yet responded.

The Committee noted that the sight screen at the far end of the field would need to be moved further towards the Pavilion prior to the hedge being cut as in its present location it would impede the contractor when cutting the hedge.

RESOLVED: That, a) quotations be sought to cut the hedge located along the northern boundary of Manor Field and that a sum of up to £400.00 be authorised for this work to be carried out and b) The Clerk be requested to write to New Ash Green and Hartley Cricket Club to ask that the sight screen at the far end of the Field be moved back towards the Pavilion.

## 7. Pavilion

(a) Fire risk assessment

The Committee considered quotations for a fire risk assessment to be undertaken on the Pavilion as set out below:

Neil Townsend Associates for the total sum of £225.00

Kent County Council for the sum of £270.00 + VAT

Graham D Horsman Associates Ltd for the sum of £550.00 + VAT

RESOLVED: That the quotation for the sum of £225.00 from Neil Townsend Associates, be accepted.

The Committee noted that a Fire Safety Training Course was due to be held on 25th January 2007 and that the Clerk had expressed an interest in attending.

RESOLVED: That, the Clerk's attendance at the Fire Safety Training Course on 25th January 2007 at the Day Centre in Paddock Wood, at a cost of £31.75, be authorised.

(c) Hire of the Pavilion

The Committee had previously considered a request to hire the Pavilion and to erect a marquee on the ground on Friday 24<sup>th</sup> August 2007 for a wedding reception. The New Ash Green and Hartley Cricket Club has no objection to the booking.

At the last meeting the Committee had requested that Messrs HF & JH Glover be contacted to ask whether they had any objections to the function. The Committee noted that Messrs HF & JH Glover have confirmed that they have no objection to the booking.

The Committee noted that Sevenoaks District Council have advised that as the Pavilion does not hold a premises licence, a temporary event notice will be required if entertainment such as a disco or band or a pay bar is provided. The prospective hirers were informed of this requirement and have confirmed that one of the hirers' parents will be the named party as they will be present for the duration.

RESOLVED: That, a) the Clerk be requested to confirm the booking at a total hire cost of £120.00. b) The hirer be advised that Manor Field must be vacated by no later than midnight. c) The hirer be advised that the Parish Council accepts no responsibility for damage etc. to the marquee if it is left overnight and that arrangements must be made for it to be removed by no later than mid-day on Saturday 25th August 2007. d) Once the exact duration of hire has been established, the Clerk be requested to write to nearby residents to notify them of the event.

## 8. Rectory Meadow

(a) The Committee considered a report on the current position regarding the confirmation of the byelaws on Rectory Meadow.

The Committee noted that in accordance with Section 8 – Consultation, of ‘ A Guide to Making Local Nature Reserve Byelaws’ published by Defra, an article was placed in the Parish Council’s newsletter and the Town & Country Post, advising that the Parish Council is proposing to adopt a set of byelaws for Rectory Meadow and asking for comments from members of the public. The article also advised that a copy of the draft byelaws could be viewed in the Parish Office. No comments have been received and there have been no requests to view the draft byelaws.

In addition to the above, the Committee noted that a copy of the draft byelaws had been sent to the following organisations and considered the comments received.

English Nature – No comments

Kent Wildlife Trust – No comments

Kent Police – Noted that the Reserve will allow permits thus permitting activities which otherwise would be prohibited and questioned whether the Parish Council would provide sufficient resources to enforce the proposed byelaws as necessary.

North West Kent Countryside Project – The following comments were returned:

1) 2iii. Does this preclude educational activities such as netting insects for study? Because one of the main objectives of the site, detailed in the management plan was that Rectory Meadow be used as an educational resource.’ And

2) ‘2vi. Prohibits the intentional removal of trees, shrubs etc. Does this include activities such as hay cutting and scrub cutting that are required as part of the ongoing management of the site?’

RESOLVED: That, a) the comments received from Kent Police be noted. b) that the comments returned by North West Kent Countryside Project be noted as the Committee considered that their concerns were covered under the explanatory notes in section 2, page 1 of the draft byelaws which state that ‘within the Reserve, the following acts are hereby prohibited *except insofar as they may be authorised by a permit issued by the Council in accordance with byelaw 4, or are necessary in the proper execution of his or her duty by an officer of the Council or by any person, or servant of any person, employed or authorised by the Council*’.

The Committee noted that the next stage in the process is the resolution, signing/sealing, advertising/deposit and submission to the department.

RECOMMENDED: That, the Council authorise the sealing of the byelaws by two Councillors being Cllr Mr A Barnett and Cllr Mr J Gaywood.

(b) The Committee considered how the information leaflet on Rectory Meadow should be distributed.

RESOLVED: That a) copies of the leaflet be placed in the Post Office, Ash Green Leisure Centre and local schools and libraries b) that an article be placed in the next edition of the Parish Council's newsletter informing residents that leaflets may be obtained from the Parish Office c) the Clerk be requested to contact the publisher to obtain the leaflet in a format that can be placed on the Parish Council website.

## 9. Order of Business

RESOLVED: That, pursuant to Standing Order 26 (d), the order of business be altered so that the agenda item relating to the date of the next meeting be taken before the agenda item relating to Hartley Wood.

## 10. Date of next meeting

Wednesday 3rd January 2007 at 7.30p.m

## 11. Hartley Wood

The Committee considered the health and safety tree survey of Hartley Wood, October 2006, undertaken by Specialist Tree Services Ltd.

The Committee noted the recommendations in the report including the requirement to seek advice from Network Rail regarding those works that could affect the railway property.

RESOLVED: That, a) quotations be sought to carry out the works recommended in the health and safety tree survey and b) that the Clerk be requested to contact Network Rail to ascertain the situation regarding those trees overhanging the boundary with the railway.

The meeting closed at 8.46 p.m.

Signed:.....

Date:.....

**Hartley Parish Council**  
**Summary of Receipts and Payments**  
 Amenities and Open Spaces

Cost Centre	Receipts		Payments		Net Position Underspend (+) /Overspend (-)
	Estimated	Actual	Estimated	Actual	
5 Allotments	300.00	367.13	575.00	450.46	191.67
6 Open Spaces	2,375.00	2,420.00	24,825.00	20,318.84	4,551.16
7 Manor Field Pavilion	1,000.00	1,123.75	6,375.00	3,833.90	2,664.85
<b>NET TOTAL</b>	<b>3,675.00</b>	<b>3,910.88</b>	<b>31,775.00</b>	<b>24,603.20</b>	<b>7,407.68</b>
Total for ALL Cost Centres		103,495.12		70,245.38	
V.A.T.		2,710.09		3,696.03	
<b>GROSS TOTAL</b>		<b>103,205.21</b>		<b>73,941.41</b>	



