

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
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24th November 2006

Dear Councillor/Sports Club Representative

You are invited to attend a meeting of the Amenities and Open Spaces Committee to be held on Thursday 30th November 2006 commencing at 7.30 p.m. at the Pavilion, Manor Field.

Yours sincerely

Julie Hoad
Proper Officer

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive Members' declarations of interest.

3. Minutes

(WHITE)

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 19th October 2006 as a correct record (annexed).

4. Football at Manor Field

To receive a report from Hartley De Sales Football Club.

5. Financial Report

(BLUE)

To receive and note a financial report indicating the net position of the allotments, open spaces and Pavilion as at 24th November 2006 (annexed).

6. Manor Field

(a) Chain barrier

To consider quotations to install a chain barrier at the entrance to the field to prevent access for unauthorised vehicles. The quotations should be available for consideration at the meeting.

(b) Gate at entrance to Manor Field

The Committee is requested to note 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 supplier of the gate has quoted a delivery period of 10-14 day. The Committee is requested to confirm the Clerk's action.

(c) Hedge cutting

To consider a quotation to cut the hedge located along the northern boundary of Manor Field.

7. Pavilion

(a) Fire risk assessment

To consider 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 plus VAT

Graham D Horsman Associates Ltd for the sum of £550 plus VAT

(b) Hire of the Pavilion for a wedding reception

To receive a report on the current position regarding the request to hire the facilities at the Pavilion and Manor Field on Friday 24th August 2007 for a wedding reception.

At the last Committee meeting it was reported that the New Ash Green and Hartley Cricket Club had raised no objection to the booking. The Committee had requested that Messrs H F & J H Glover be contacted to ask whether they had any objections to the function. Messrs H F & J H Glover have confirmed they have no objection to the booking.

Sevenoaks District Council has 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 of the Pavilion have been informed of this requirement.

8. Rectory Meadow

(CREAM)

(a) To consider a report on the current position regarding the confirmation of the byelaws on Rectory Meadow. (Annexed).

(b) To consider how the information leaflet, circulated to Members at the October Council meeting, should be distributed.

9. Hartley Wood

To consider the health and safety tree survey report of Hartley Wood, October 2006, undertaken by Specialist Tree Services Ltd. A copy of the report has been circulated to Committee members. A further copy of the report is available for inspection in the Parish Office.

10. 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 19th October 2006 (**WHITE**)
2. Financial report indicating the net position of the allotments, open spaces and the Pavilion as at 24th November 2006 (**BLUE**)
3. Report on the current position regarding the confirmation of the byelaws on Rectory Meadow (**CREAM**)

Committee Membership

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

Cllr Gaywood (ex officio)
Cllr Mrs Oxtoby
Cllr Mrs Solman
Cllr Ward

