

## HARTLEY PARISH COUNCIL

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28<sup>th</sup> September 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **WEDNESDAY 4<sup>th</sup> October 2023** at **Hartley Library, Ash Road**, commencing at **10.15a.m.** or at the conclusion of the meeting of the Planning Committee, whichever is later.

Yours sincerely

*Helen Boden*

**Helen Boden**  
**Proper Officer**

**A site visit to the allotments, Woodland Avenue recreation ground and Gorse Wood will take place on Thursday 28<sup>th</sup> September 2023, at 10.00a.m. Members are requested to meet at the allotment site.**

**To assist in the speedy and efficient despatch of business, Members wishing to obtain factual information on items included on the Agenda are asked to contact the Clerk prior to the day of the meeting.**

**Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014.**

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### AGENDA

#### **1. Apologies**

To receive apologies for absence.

#### **2. Declarations of Interest**

To receive Members' declarations of interest, not already included on their Register of Interests.

#### **3. Minutes (WHITE)**

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 16<sup>th</sup> August 2023, as a correct record. (Annexed).

**Pursuant to Standing Order 3 (e) the Chairman will invite members of the public to express an interest should they wish to make representations, answer questions or give evidence in respect of any item of business included on the agenda.**

#### **4. Football at Manor Field**

(a) To receive a report from Hartley De Sales FC.

(b) To receive a report from New Ash Green FC.

(c) To receive a report from Ebbsfleet United Women's FC.

(d) At the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> May 2023, the Committee considered an email dated 22<sup>nd</sup> March 2023, received from the Kent County Football Association, regarding a funding opportunity for town and parish councils, that have football pitches that are used by grassroots football clubs.

It was resolved at the meeting that arrangements be made for a PitchPower Assessment Report to be obtained and that once received, the matter be brought back to the Committee for further consideration.

In order to obtain the information required for the assessment, the pitches needed to be set out, to enable samples to be taken from the required areas.

The Committee is requested to consider arrangements for obtaining a PitchPower Assessment Report.

#### **5. Cricket at Manor Field**

(a) To receive a report from the New Ash Green & Hartley Cricket Club.

(b) To consider a part refund of fees paid by the New Ash Green & Hartley Cricket Club, due to the unavailability of the changing rooms and showers for the last three weeks of the season.

#### **6. Meopham Cricket Club**

To receive a report from Meopham Cricket Club.

#### **7. Financial Report (BLUE)**

To consider a financial statement, setting out detailed income and expenditure by budget heading in respect of the Allotments, Open Spaces and the Pavilion, as at 28<sup>th</sup> September 2023. (Annexed).

#### **8. Budget 2024-25 (CREAM)**

To consider the draft budget for 2024/2025, for the allotments, open spaces and the Pavilion. (Annexed).

#### **9. Trees**

At the meeting of the Amenities & Open Spaces Committee held on 16<sup>th</sup> August 2023, the Committee considered a request from a resident of Chantry Avenue, for a tree at the rear of their property, on land owned by the Parish Council, to be cut back, as it was overhanging their garden.

The Committee considered a report from the Tree Surgeon, advising that there were currently no health and safety issues with the tree.

It was resolved that in accordance with the council's tree policy, the resident be advised that no works will be undertaken at the present time, as the tree does not appear to be dead, dying or dangerous, but the situation will be monitored.

The Committee is requested to consider an appeal from the resident to reconsider its decision.

## **10. Gorse Wood**

(a) To receive an update on the damaged kissing gate at the Gorsewood Road entrance to Gorse Wood.

(b) To consider an update on the possible installation of a CCTV camera in the car park at the rear of Caxton Close.

(c) To consider a progress report on the preparation of a Woodland Management Plan for the future maintenance of Gorse Wood, to be prepared by the North West Kent Countryside Project.

## **11. Pavilion**

(a) Fire Risk Assessment

To consider the Fire Risk Assessment report. (If available).

(b) Monthly Water Temperature Checks

To consider the results of the monthly water temperature checks at the Pavilion, carried out by the cleaning contractor.

(c) Showers

To consider the removal/replacement of the existing showers in the home and away changing rooms.

(d) Men's WC

To confirm the Clerks actions of arranging for the urinal in the men's wc to be repaired at a cost of £400.00.

(e) Emergency Light Testing

To consider a quotation for the annual testing of the emergency lighting due in December.

## **12. Security of Open Spaces**

**(GREEN)**

(a) Hoselands Green

At the meeting of the Amenities & Open Spaces Committee held on 16<sup>th</sup> August 2023, it was suggested that mature trees be purchased and planted along the Ash Road side of Hoselands Green.

It was resolved that the Woodland Trust and the Forestry Commission be approached, to enquire as to whether there are any grants available and to seek advice as to the most appropriate species of trees to plant.

It was also resolved that quotations be sought for the recommended mature trees to be purchased and planted.

The Committee is requested to consider any advice received along with any quotations. (Annexed).

(b) Woodland Avenue Recreation Ground

To consider arrangements for the application of top soil and grass seed on the newly created bund around Woodland Avenue recreation ground.

**13. Quantified Tree Risk Assessment**

At the meeting of the Amenities & Open Spaces Committee held on 16<sup>th</sup> August 2023, Cllr Sewell offered to source a metal detector to assist the Council with locating the missing ground markers in Hartley Wood.

The Committee is requested to consider an update.

**14. Playgrounds**

(a) Annual Inspection Report

At the meeting of the Amenities & Open Spaces Committee meeting held on 16<sup>th</sup> August 2023, it was resolved that quotations be sought for the “very low risk” and “low risk” items contained within the report.

The Committee is requested to consider any quotations received.

(b) Damaged fencing

The Committee is requested to note that the perimeter fencing around Woodland Avenue recreation ground has recently been vandalised.

The Committee is requested to consider any quotations received for its repair.

(c) MUGA Damage to Carpet Surfacing – Woodland Avenue

The Committee is requested to note that the carpet surfacing on the MUGA at Woodland Avenue recreation ground has recently been vandalised.

The Committee is requested to consider any quotations received for its repair.

(d) Fencing – Woodland Avenue Recreation Ground

The recent Annual Playground Inspection Report highlighted the fact that the fencing at Woodland Avenue recreation ground was in need of repair/replacement.

The Committee is requested to consider how it wishes to progress the matter.

(e) Safety Surfacing

The recent Annual Playground Inspection Report highlighted the fact that the safety surfacing in all three of the Parish Council’s playgrounds was in need of repair/replacement.

The Committee is requested to consider how it wishes to progress the matter.

**15. Allotments**

(a) To consider a request for the ivy on the fence at the rear of the allotment site to be removed.

(b) To note that a meeting with allotment holders has been arranged for Wednesday 25<sup>th</sup> October 2023 at 7.00p.m.

**16. Manor Field – Car Park Re-surfacing**

To receive an update on the re-surfacing of the car park at Manor Field.

### **17. Billings Hill Shaw**

To note that several of the trees planted as part of the Queen's Platinum Jubilee celebrations have perished.

The Committee is requested to consider whether it wishes to replace the trees.

### **18. Site Visits**

To consider any matters arising from the site visits to the allotments, Woodland Avenue recreation Ground and Gorse Wood, carried out by Members of the Committee on 28<sup>th</sup> September 2023.

### **19. Date of next meeting**

#### **List of circulated documents**

**Copies of all background documents listed in the agenda are available for inspection in the Parish Office**

1. Minutes of the meeting of the Amenities and Open Spaces Committee held on 16<sup>th</sup> August 2023. **(WHITE)**.
2. Financial report as at 28<sup>th</sup> September 2023. **(CREAM)**.
3. Draft budget 2024/2025, for the allotments, open spaces and the Pavilion. **(BLUE)**.
4. Emails dated 1<sup>st</sup> September 2023 and 15<sup>th</sup> September 2023, received from the Woodland Trust and the Forestry Commission. **(GREEN)**.