

## HARTLEY PARISH COUNCIL

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22<sup>nd</sup> February 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **WEDNESDAY 28<sup>th</sup> FEBRUARY 2024** at **Hartley Library, Ash Road**, commencing at **7.00p.m.**

Yours sincerely

*Helen Boden*

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

**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 13<sup>th</sup> December 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 13<sup>th</sup> December 2023, it was resolved that a copy of the PitchPower Football Assessment Report be sent to the Council's grounds maintenance contractor, to seek their advice and costings.

The Committee is requested to consider any response received.

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

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

#### **6. Cricket at Longfield Hill**

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 22<sup>nd</sup> February 2024. (Annexed).

#### **8. Gorse Wood**

- (a) 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.
- (b) To consider any quotations received for the repair/replacement of the vandalised metal fencing at the entrance to Gorse Wood (at the rear of Caxton Close car park).

#### **9. Pavilion (CREAM)**

##### (a) Water Meter

- (i) At the meeting of the Amenities & Open Spaces Committee held on 13<sup>th</sup> December 2023, it was resolved that the Clerk be requested to contact Castle Water to request a site meeting to confirm the location of the water meter at the Pavilion when it is next due to be read.

The Committee is requested to consider an email dated 24<sup>th</sup> January 2024, received from Castle Water. (Annexed).

- (ii) To consider an email dated 5<sup>th</sup> February 2024, received from Castle Water. (Annexed).

##### (b) Water Hygiene

- (i) To consider the results of the monthly water temperature checks at the Pavilion, carried out by the cleaning contractor.
- (ii) To consider the results of the recent water hygiene testing. (If available).
- (iii) To consider the recent Legionella Risk Assessment carried out by the Council's water hygiene contractor. (If available).

(c) Disabled WC

To confirm the Clerk's actions of making arrangements for the broken TMV tap in the Disabled WC to be replaced at a cost of £280.00 + VAT.

**10. Security of Open Spaces**

(a) Hoselands Green

To consider any quotations received for the installation of bollards around Hoselands Green.

(b) Woodland Avenue Recreation Ground

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

**11. Quantified Tree Risk Assessment**

(a) To receive an update on the Quantified Tree Risk Assessment due to be carried out on the trees located on land owned or managed by the Council.

(b) At the meeting of the Amenities & Open Spaces Committee held on 13<sup>th</sup> December 2023, Cllr Sewell agreed to liaise with a local resident who had offered to assist with locating the missing ground markers in Hartley Wood, using a metal detector.

The Committee is requested to consider an update.

**12. Playgrounds**

(a) Operational Inspection Report

To consider the Operational Inspection Report, dated 5<sup>th</sup> January 2024, received from the Council's Playground Inspector. (Previously sent by email).

(b) Woodland Avenue - Perimeter fencing

To consider any quotations received for the repair/replacement of the perimeter fencing around Woodland Avenue recreation ground.

(c) Woodland Avenue – Goal Mouths

To consider a quotation for the dip in the goal mouth to be infilled with top soil and grass seed.

(d) Playground Inspections

To consider arrangements for future operational and annual playground inspections.

**13. Manor Field (GREEN)**

(a) Car Park

(i) To consider any quotations received for the supply and application of road stone to those areas of the car park requiring it.

(ii) To consider installing a soakaway in the corner of the car park.

(b) Weed & Moss Control

To consider quotations for the following programme of works to the ground at Manor Field for 2024.

- March (Fertilizer and Sulphate of Iron),
- June (Fertilizer and Herbicide)
- September (Fertilizer and Sulphate of Iron)
- Autumn/Winter 2024 – Worm Suppressant

(c) Cesspool

(i) To consider a letter dated 17<sup>th</sup> January 2024, received from Sevenoaks District Council. (Annexed).

(ii) To consider any quotations received for the emptying of the cesspool at Manor Field.

(d) Memorial Bench

At the meeting of the Amenities & Open spaces Committee held on 16<sup>th</sup> August 2023, the Committee considered a request received from a resident for a memorial bench to be installed at Manor Field.

It was agreed that the request be approved, subject to the following conditions:

- details of the proposed style and size of the bench be submitted to the Council for prior approval;
- should the resident require a memorial plaque to be fitted to the bench. Details of the design, size and wording of the plaque, be submitted to the Council for prior approval and,
- details of the proposed fixing method for the bench and the contractor to be used, be submitted to the Council for prior approval.

The Committee is requested to consider an email dated 11<sup>th</sup> January 2024, received from the resident. (Annexed).

**14. Grass Cutting Contract**

To consider any quotations received for the Parish Council's grass cutting contracts, due to be renewed in April 2024.

**15. Billings Hill Shaw**

At the meeting of the Amenities & Open Spaces Committee held on 4<sup>th</sup> October 2023, it was resolved that the perished trees planted as part of the Queen's Jubilee celebrations, be replaced.

The Committee is requested to consider any quotations received.

**16. Martyns Law**

To receive an update on "Martyns Law", following the Clerk's attendance at the Home Office Webinar on 27<sup>th</sup> February 2024.

## **17. Recycling Banks – Woodland Avenue**

At the meeting of the Amenities & Open Spaces Committee held on 13<sup>th</sup> December 2023, the Committee considered a request from a resident for the recycling banks that were removed some time ago from Woodland Avenue due to vandalism, to be re-installed.

It was agreed that the Clerk be requested to contact the District Council to ask whether it would consider re-installing them.

The Committee is requested to consider any response received.

## **18. Rectory Meadow**

To consider repairing/replacing the noticeboards in Rectory Meadow which have been reported by a resident as being in a poor state of repair.

## **19. Hartley Wood**

### **(a) Fallen Tree**

To note that a tree has fallen on to the fence of a property located adjacent to Hartley Wood.

It is unclear as to whether the tree is located on land owned by the Parish Council.

The Clerk made arrangements for the tree to be inspected by a Tree Surgeon and the Committee is requested to consider the resultant advice/quotation.

### **(b) Abandoned Vehicle**

To receive an update on the burnt out vehicle abandoned in Hartley Wood.

## **20. Cherry Trees Shops (PINK)**

To consider an email dated 15<sup>th</sup> December 2024, received from a resident. (Annexed).

## **21. Trees (WHITE)**

(a) To consider an email dated 10<sup>th</sup> January 2024, from a family seeking permission to plant a tree in memory of their late parents. (Annexed).

(b) To consider an email dated 11<sup>th</sup> January 2024, received from a resident regarding the possibility of planting trees on green verges in Larks Field. (Annexed).

## **22. Longfield Hill**

To consider quotations for the following programme of works to the ground at Longfield Hill for 2024.

- March (Fertilizer and Sulphate of Iron),
- June (Fertilizer and Herbicide)
- September (Fertilizer and Sulphate of Iron)
- Autumn/Winter 2024 – Worm Suppressant

### **23. Allotments**

To consider any matters arising from the site visit carried out on Monday 12<sup>th</sup> February 2024, by Cllr Glander and the Assistant Clerk.

### **24. 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 13th December 2023. **(WHITE)**.
2. Financial report as at 22<sup>nd</sup> February 2024. **(BLUE)**.
3. Email dated 24<sup>th</sup> January 2024, received from Castle Water. **(CREAM)**.
4. Email dated 5<sup>th</sup> February 2024, received from Castle Water. **(CREAM)**.
5. Email dated 11<sup>th</sup> January 2024, received from the resident. **(GREEN)**.
6. Email dated 15<sup>th</sup> December 2024, received from a resident. **(PINK)**.
7. Email dated 10<sup>th</sup> January 2024. **(WHITE)**.
8. Email dated 11<sup>th</sup> January 2024, received from a resident. **(WHITE)**.