

## HARTLEY PARISH COUNCIL

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30<sup>th</sup> January 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **WEDNESDAY 5<sup>th</sup> FEBRUARY 2025** 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**

**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**

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 13<sup>th</sup> November 2024, 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 consider emails (including attachments), dated 16<sup>th</sup> & 17<sup>th</sup> January 2025, received from the Facility & Investment Lead at the Kent County Football Association. (Annexed).

## **5. Financial Report**

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 30<sup>th</sup> January 2025. (Annexed).

## **6. Gorse Wood**

- (a) At the meeting of the Amenities & Open Spaces Committee held on 13<sup>th</sup> November 2024, it was recommended that the Clerk be requested to contact the North West Kent Countryside Project, to book the volunteer days for 2025 and to reserve the necessary number of volunteer days for 2026.

The Committee is requested to note that the volunteer days have been booked for 13<sup>th</sup> and 27<sup>th</sup> November 2025.

- (b) At the meeting of the Amenities & Open Spaces Committee held on 13<sup>th</sup> November 2024, it was agreed that the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, be authorised to accept a quotation from Sevenoaks District Council, to clear the fly tipping in Gorse Wood.

The Committee is requested to note that the fly tipping has now been removed, at a cost of £475 + VAT.

## **7. Trees**

- (a) At the meeting of the Amenities & Open Spaces Committee held on 13<sup>th</sup> November 2024, Members considered an email received from a resident regarding trees located at the rear of the garden of a property located in Porchester Close.

The resident had asked for a number of trees to be reduced in height, but a Tree Surgeon's inspection had ascertained that there were no health and safety issues with the trees.

The Tree Surgeon did however, identify several Ash trees in the vicinity, suffering from Ash Dieback.

It was resolved that a site meeting be arranged with the Clerk, the Chairman of the Amenities & Open Spaces Committee and the Tree Surgeon, to confirm the location of the Ash trees and in particular, whether one of them was located on land owned by Sevenoaks District Council.

The Committee is requested to consider an update.

- (b) The Committee is requested to note that a resident of Gorsewood Road contacted the Parish Office to report that a tree located on Parish Council owned land in Gorse Wood, had fallen on to their garden fence.

The Clerk made arrangements for a Tree Surgeon to attend the site and the tree was made safe and removed at a cost of £120.00 + VAT.

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

## **8. Pavilion**

### **(a) Water Hygiene**

(i) To consider the results of the monthly water temperature checks at the Pavilion, carried out by the cleaners.

(ii) To consider the results of the water testing carried out by Brodex Trident in November. (Annexed).

(iii) The Committee is requested to consider arrangements for the opening of the changing rooms and wc, including arrangements to ensure the safe use of the showers.

The Clerk has sought advice from the Council's water hygiene contractors and Members are requested to consider emails dated 9<sup>th</sup> & 10<sup>th</sup> January 2025, sent from the Clerk to the water hygiene contractor and emails dated 10<sup>th</sup> & 13<sup>th</sup> January, received from the Council's water hygiene contractor, in response to the Clerk's emails. (Annexed).

(iii) To consider a draft Water Flushing Risk Assessment. (To follow).

### **(b) Flooring**

At the meeting of the Amenities & Open Spaces Committee held on 13<sup>th</sup> November 2024, it was recommended that the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee be authorised to accept the most suitable quotation for the sanding and sealing of the hall floor at the Pavilion and that the Clerk be requested to contact Sevenoaks District Council to ask whether the project would be an acceptable use of CIL funds.

The Committee is requested to note that a quotation for the sum of £1,482, received from Revive Flooring, was accepted and the work was carried out on 29<sup>th</sup> January 2025.

The District Council has confirmed that the above would be an acceptable use of CIL funds.

### **(c) Fire Risk Assessment**

At the meeting of the Amenities & Open Spaces Committee held on 13<sup>th</sup> November 2024, Members considered the Fire Risk Assessment carried out at the Pavilion on 29<sup>th</sup> October 2024.

The Clerk was requested to contact the Assessor to ask that the points relating to the PAT testing and the location of the fire assembly point notice, be amended.

The Committee is requested to consider the revised report. (Annexed).

## **9. Playgrounds**

### **(a) Operational Inspection Report**

To consider the Operational Inspection Report, dated 6<sup>th</sup> January 2025, received from the Parish Council's Playground Inspectors. (Previously sent by email).

(b) Playground Repairs

At the meeting of the Amenities & Open Spaces Committee held on 13<sup>th</sup> November 2024, it was agreed that the existing slides at Chantry Avenue and Longfield Hill, be removed and disposed of and wetpour safety surface patch repairs be applied as required.

The Clerk was requested to contact Sevenoaks District Council, to ask whether the projects would be an acceptable use of CIL funds.

The Committee is requested to note that confirmation has been received that CIL funds may be utilised for the above projects.

(c) Longfield Hill Recreation Ground

To consider whether the newly repaired timber fencing at Longfield Hill recreation ground requires treating.

**10. Allotments**

To consider any quotations received for the clearance of two overgrown vacant plots.

**11. Manor Field**

Weed & moss control

To consider quotations for the following programme of works to the ground at Manor Field for 2025.

- March (Fertilizer and Iron for Moss control),
- June (Fertilizer and Selective)
- September (Fertilizer and Sulphate of Iron)

**12. Rectory Meadow**

(a) To consider a quotation received from the North West Kent Countryside Project, to cut the grass in 2025/26, in accordance with the Management Plan.

(b) To consider emails dated 28<sup>th</sup> November 2024 and 2<sup>nd</sup> December 2024, received from the Partnership Manager at the North West Kent Countryside Partnership, regarding the Management Plan for Rectory Meadow. (Annexed).

**13. Hartley Memorial Green**

(a) Flag Pole

To consider the installation of a flag pole on Hartley Memorial Green.

(b) Village Sign

To consider any quotations received for new posts and frame for the Hartley Village sign.

**14. Hoselands Green**

To consider quotations to cut back the hedge behind the kerb line.

### **15. Grass Cutting Contract**

To consider any quotations received for the Parish Council's grass cutting contracts, due to be renewed in April 2025.

### **16. Routine Maintenance Contract 2025/26**

To consider a report on the appointment of a Contractor to undertake duties set out in the Routine Maintenance Contract for the period 1<sup>st</sup> July 2025 to 30<sup>th</sup> June 2026, including regular patrols of the Council's open spaces and execution of minor repair/maintenance works. (Annexed).

### **17. Martyns Law**

To receive an update on "Martyns Law". (Annexed).

### **18. 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 13<sup>th</sup> November 2024. **(WHITE)**.
2. Emails (inc attachments), dated 16<sup>th</sup> & 17<sup>th</sup> January 2025, received from the Kent County Football Association. **(CREAM)**.
3. Financial report as at 30<sup>th</sup> January 2025. **(BLUE)**.
4. Water testing results. **(GREEN)**.
5. Emails dated 9<sup>th</sup> & 10<sup>th</sup> January 2025, sent from the Clerk to the Council to the Parish Council's water hygiene contractor. **(GREEN)**.
6. Emails dated 10<sup>th</sup> & 13<sup>th</sup> January 2025, received from the Councils water hygiene contractor. **(GREEN)**.
7. Draft Water Flushing Risk Assessment. **(GREEN)**.
8. Fire Risk Assessment Report. **(GREEN)**.
9. Martyn's Law update. **(PINK)**.