

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

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21st May 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **WEDNESDAY 28th MAY 2025** 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.

AGENDA

1. Election of Chairman

To elect a Chairman of the Amenities and Open Spaces Committee until the Annual meeting of the Council in May 2026.

2. Election of Vice - Chairman

To elect a Vice Chairman of the Amenities and Open Spaces Committee until the Annual meeting of the Council in May 2026.

3. Apologies

To receive apologies for absence.

4. Declarations of Interest

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

5. Minutes

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 5th February 2025, as a correct record. (Annexed)

6. Terms of Reference and Delegated Powers

To review the Terms of Reference and Delegated Powers of the Amenities and Open Spaces Committee as approved by the Council at its meeting held on 12th May 2025. (Annexed).

Background documents

Terms of Reference and Delegated Powers as approved on 12th May 2025.

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.

7. Football at Manor Field

- (a) To receive a report from Hartley De Sales Football Club.
- (b) To receive a report from the New Ash Green Football Club.
- (c) To consider arrangements for football training at Manor Field.

8. Cricket at Manor Field

- (a) To receive a report from New Ash Green & Hartley Cricket Club.
- (b) To consider the cricket fees for the 2025 season.

Last year, it was agreed that the fees to be charged to the New Ash Green and Hartley Cricket Club be increased by 5%, to £1,392.00, for the use of the ground and the Pavilion for the 2024 season.

The 2025 season started on 26th April and will finish on 6th September.

9. Cricket at Longfield Hill

To receive a report from Meopham Cricket Club.

10. 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 21st May 2025. (Annexed).

11. Trees

- (a) To consider emails dated 4th March 2025, 6th April 2025 & 7th April 2025, received from 2 residents of Caxton Close, requesting that trees located in Gorse Wood, overhanging the rear gardens of their properties be cut back.
- (b) To consider an email dated 30th March, received from a resident regarding a planting schedule. (Annexed).

12. 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 May. (Annexed).

(b) Showers

To receive an update on the current situation with the showers and to agree a course of action.

(c) Charges

To review the charges for the hire of the Pavilion.

At the meeting of the Amenities & Open Spaces Committee held on 5th June 2024, it was agreed the hourly charge for the hire of the Pavilion be increased by £1 per hour.

The current hire charges are as follows:

- An hourly charge of £12 for the weekday hire of the Pavilion, discounted to £10 for regular hirers
- An hourly charge of £14 for the hire of the Pavilion at the weekend. This excludes regular hirers whose hourly charge would remain at £10
- Requests from hirers for a reduction of the hire charge in respect of events organised for charitable purposes, to be considered on an individual basis.

(d) Boilers

To note that during the recent major service of the boilers at the Pavilion, it was noted that there was a faulty expansion vessel in the combi boiler in the kitchen.

The Committee is requested to confirm the Clerk's actions in arranging for the expansion vessel to be replaced at a cost of £283.00 + VAT.

13. Playgrounds

(a) Operational Inspection Report

To consider the Operational Inspection Report, dated 26th April 2025, received from the Parish Council's Playground Inspectors. (Previously sent by email).

(b) To consider a quotation for the painting of the newly repaired fence at Longfield Hill recreation ground.

14. Allotments

(a) To consider the notes of the meeting held with the allotment holders on 14th May 2025. (To follow).

(b) To consider a request from an allotment tenant to erect a fruit cage on their plot.

(c) To consider the allotment charges for the period 1st October 2026 to 30th September 2027.

The Allotment Tenancy Agreement requires the Council to give 12 months' notice to Allotment holders of any increase in charges for the Allotment plots. For the period 1st October 2025 to 30th September 2026 the allotment charges were increased by 10% from those set for 2024/25.

The total rental income for the period 1st October 2024 to 30th September 2025 was £1,371. The total rental income for the period 1st October 2025 to 30th September 2026 will be £1,508, based on a 10% increase agreed by the Council on 28th August 2024.

15. Manor Field

To consider arrangements for the use of the car park should there be an issue with the bollard.

16. Routine Maintenance Contract 2025/26

To consider any quotations received for the Routine Maintenance Contract 2025/26.

17. Risk Assessments

To review the Council's current risk assessments relating to the Council's amenities & open spaces. (Previously circulated by email).

18. Hartley Wood

To consider an email dated 3rd April 2025, regarding the use of motorcycles, scooters and off-road bikes in Hartley Wood. (Annexed).

19. Nitrate Vulnerable Zones (NVZ)

To consider a letter dated 12th May 2025, received from DEFRA. (Annexed).

The Secretary of State is required to review NVZ designations at least once every four years.

If you are an owner or occupier of a relevant holding, you must comply with the requirements set out in the regulations. These requirements help to improve the quality of England's water resources by reducing the risk of nitrate pollution.

Further information is available on GOV.UK at

<https://www.gov.uk/government/collections/nitrate-vulnerable-zones>

20. 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 5th February 2025. (**WHITE**).
2. Terms of Reference and Delegated Powers as approved on 12th May 2025. (**YELLOW**).
3. Financial report as at 21st May 2025. (**BLUE**).
4. Email dated 30th March 2025, received from a resident. (**WHITE**).
5. Water testing results. (**GREEN**).
6. Notes of the meeting held with the allotment holders on 14th May 2025. (**CREAM**).
7. Email dated 3rd April 2025, regarding Hartley Wood. (**YELLOW**).

8. Letter dated 12th May 2025, received from DEFRA. (**WHITE**).