

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
Tel: 01474 709441

Email: enquiries@hartleyparishcouncil.gov.uk

Website: www.hartleyparishcouncil.gov.uk

3rd July 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **WEDNESDAY 9th JULY 2025** at **Hartley Library, Ash Road**, commencing at **6.00p.m.**

Yours sincerely

Helen Boden

Helen Boden
Proper Officer

A site visit to Woodland Avenue will take place on Wednesday 9th July 2025, at 5.30p.m. Members are requested to meet at Woodland Avenue recreation ground.

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. 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 28th May 2025, 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. Cricket at Manor Field

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

5. Cricket at Longfield Hill

To receive a report from Meopham Cricket Club.

6. Football at Manor Field

To consider complaints regarding the use of the car park by teams training on Monday evening.

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 3rd July 2025. (Annexed).

8. Trees

(a) Billings Hill Shaw

(i) During the Routine Maintenance Contractor's weekly inspection, a Cherry tree located at Billings Hill Shaw was highlighted as potentially being unsafe.

Arrangements were made for the tree to be inspected by a Tree Surgeon who advised that it would be necessary for the tree to be removed.

Pursuant to Financial Regulation 5.18, the Assistant Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee, accepted a quotation for the sum of £300 + VAT for the felling and removal of the tree.

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

(ii) During the Tree Surgeon's inspection of the Cherry tree, it was noted that 2 Ash trees located in the woodland to the left of the entrance to Billings Hill Shaw, were suffering from advanced Ash die back.

The Tree Surgeon advised that the trees would require removal as soon as possible.

Quotations for the work were sought and pursuant to Financial Regulation 5.18, the Clerk, in consultation with the Chairman of the Amenities & Open Spaces Committee and the Chairman of the Council, accepted a quotation for the sum of £1,400 + VAT for the felling of the trees.

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

(iii) To consider fruit tree planting at Billings Hill Shaw.

(b) Gorse Wood

(ii) At the meeting of the Amenities & Open Spaces Committee held on 28th May 2025, the Committee considered emails received from a resident of Caxton Close and noted that upon inspection, the Tree Surgeon had advised that there were two

fairly small Ash trees growing from the woodland, that were overhanging the fence by a reasonable amount, The trees were described as “not being fine specimens” and are growing at a bit of an angle.

It was resolved that the Clerk be requested to contact the Tree Surgeon to ask whether the two Ash trees posed a health and safety issue.

The Committee is requested to consider the Tree Surgeon’s advice. (Annexed)

(ii) To consider an email; dated 4th June 2025, received from a resident of Porchester Close, regarding a tree located adjacent to their property in Gorse Wood. (Annexed).

(c) Quantified Tree Risk Assessment

To consider arrangements for a Quantified Tree Risk Assessment (QTRA), to be carried out on trees located on land owned or managed by the Parish Council.

The most recent QTRA was carried out by Duramen Consulting Ltd in June 2024 and the Arboriculturist recommended that a formal inspection is appropriate about every 18 months, allowing alternate summer and winter inspections, with at least one inspection in three being during the autumn months.

The report suggested that if this frequency was followed, another inspection would be due in the Autumn of 2025.

Background document

QTRA June 2024. (Previously sent by email).

9. Pavilion

(a) Water Hygiene

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

(ii) At the meeting of the Amenities & Open Spaces Committee held on 28th May 2025, the Clerk reported that the temperatures of all outlets were in scope with the exception of the tap in the disabled toilet.

It was noted that the Clerk had made arrangements for the Parish Council’s water hygiene contractor to inspect the tap and that he had recommended that some remedial work be taken.

To receive an update.

(iii) At the meeting of the Council held on 12th May 2025, Cllr Glander reported that during the recent water hygiene visit, the engineer had advised that although the kitchen sinks and wash basins in the wcs at the kitchen end of the building are mains fed, the toilets are not.

He advised that whilst the results of the Legionella test were awaited, the toilets should be converted to mains feed to allow them to remain in use.

The necessary pipe works were carried out, but the water hygiene contractor recommended that this is a temporary measure only.

Subsequently, advice was received from the water hygiene contractor that it would be necessary for a pressure reducing valve to be installed to the tank bypass.

This work was carried out on 24th July 2025.

(b) Showers

At the meeting of the Amenities & Open Spaces Committee held on 28th May 2025, it was resolved that the Clerk be requested to seek specialist advice for a review of the shower system at the Pavilion.

To receive an update on the current situation with the showers and to consider any advice/quotations received.

(c) Calor Gas

To consider a letter dated 28th April 2025, received from Calor Gas. (Annexed).

10. Hartley Wood

At the meeting of the Amenities & Open Spaces Committee held on 28th May 2025, Members considered an email dated 3rd April 2025, regarding the use of motorcycles, scooters and off-road bikes in Hartley Wood.

It was resolved that the Clerk be requested to contact Network Rail to seek permission to position CCTV cameras and erect the necessary signage on their land.

The Committee is requested to consider the response received. (Annexed).

11. Nitrate Vulnerable Zones (NVZ)

At the meeting of the Amenities & Open Spaces Committee held on 28th May 2025, Members consider a letter dated 12th May 2025, received from DEFRA, regarding Nitrate Vulnerable Zones.

At the meeting, the Clerk reported that she had contacted DEFRA to obtain clarification, but that a response was still awaited.

The Committee is requested to consider the response received and to agree a course of action. (Annexed).

12. Commercial Waste Collection Service

To consider a letter dated 20th June 2025, received from Sevenoaks District Council. (Annexed).

13. Safeguarding Policy

To review the Parish Council's Safeguarding Policy. (Annexed).

14. CCTV Policy

To review the Parish Council's CCTV Policy. (Annexed).

15. Chantry Avenue Recreation Ground

To consider an email dated 28th June 2025, received from a resident. (Annexed).

16. Allotments

To receive a report on the site visit carried out on 9th July 2025, by the Chairman of the Amenities & Open Spaces Committee and the Assistant Clerk.

17. 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 28th May 2025. **(WHITE)**.
2. Financial report as at 3rd July 2025. **(BLUE)**.
3. Email dated 2nd June 2025, received from the Tree Surgeon. **(GREEN)**.
4. Email dated 4th June 2025, received from a resident. **(GREEN)**.
5. Letter dated 28th April 2025, received from Calor Gas. **(WHITE)**.
6. Email dated 17th June 2025, received from Network Rail. **(YELLOW)**.
7. Emails dated 28/05/25, 05/06/25, 06/06/25 & 17/06/25. **(WHITE)**.
8. Letter dated 20 June 2025, received from Sevenoaks District Council. **(PINK)**.
9. Safeguarding Policy. **(GREEN)**.
10. CCTV Policy. **(CREAM)**.
11. Email dated 28th June 2025, received from a resident. **(YELLOW)**.