

## HARTLEY PARISH COUNCIL

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10<sup>th</sup> December 2025

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **WEDNESDAY 17<sup>th</sup> DECEMBER 2025** at **Hartley Library, Ash Road**, commencing at **10.45a.m.** or at the conclusion of the meeting of the Finance & General Purposes 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 (WHITE)**

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 15<sup>th</sup> October 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. Football at Manor Field**

- (a) To receive a report from the Hartley De Sales Football Club.
- (b) To receive a report from the New Ash Green Football Club.

#### **5. 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 10<sup>th</sup> December 2025. (Annexed).

#### **6. KCC Combined Members' Grant**

To consider any projects suitable for an application to be made for Combined Members' Grant funding.

#### **7. Orchard – Billings Hill Shaw**

(a) At the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> October 2025, it was agreed that the Clerk be requested to contact the representative from the New Ash Green Woodlands Group, with a view to arranging a meeting to discuss the project further.

The Committee is requested to consider an update.

(b) At the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> October 2025, it was agreed that the Clerk be requested to contact the North West Kent Countryside Project, to ask whether they are able to assist with the project.

The Committee is requested to consider any response received.

#### **8. Pavilion**

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

(b) To consider the results of the recent water hygiene tests carried out by the Council's water hygiene contractor.

(c) To consider a quotation for the raking out and re-pointing of the tiles on the valley of the roof of the Pavilion.

(d) To consider the installation of an emergency bulkhead fitting outside the main door to the Pavilion.

(e) To consider arrangements for a Fire Risk Assessment to be carried out at the Pavilion.

(f) To note that the current contract for electricity at the Pavilion is due to end on 24<sup>th</sup> December 2025.

The Committee is requested to note that the contract has been extended with the current supplier for an additional year.

#### **9. Manor Field**

##### **(a) Weed & Moss Control**

To consider quotations for the following programme of works to the ground at Manor Field for 2026.

- March (Fertilizer and Sulphate of Iron),
- June (Fertilizer and Herbicide)
- September (Fertilizer and Sulphate of Iron)

(b) Bollard

To consider replacing the bollard at the entrance to Manor Field.

### **10. Quantified Tree Risk Assessment**

To consider the Quantified Tree Risk Assessment report. (If available).

### **11. Playground Inspections**

To consider the Operational Inspection Report, dated 15<sup>th</sup> October 2025, received from the Parish Council's Playground Inspectors. (Previously sent by email).

### **12. Noticeboards**

At the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> October 2025, it was agreed that the Parish Council's Routine Maintenance Contractor be requested to inspect the existing posts on the noticeboard located on Hoselands Green, to ascertain as to whether they can be removed and if not, made safe.

To receive an update.

### **13. Allotments**

At the meeting of the Amenities & Open Spaces Committee held on 15<sup>th</sup> October 2025, it was noted that a new tenant had asked for assistance from the Parish Council to clear their plot, as there was a large amount of carpet on it, embedded in to the ground.

It was agreed that the tenant be contacted to find out the current situation as to whether the carpet had been removed, and requires disposing of, or whether they have been unable to remove it from the plot.

Dependent on the situation, it was agreed that arrangements should be made for a skip to be made available at the allotment site to enable the tenant to dispose of the carpet and also for the use of the other allotment tenants.

To receive an update.

### **14. Hartley Wood**

To consider erecting signs in Hartley Wood advising that the riding of motorbikes/mini motorbikes and similar vehicles, is not permitted.

### **15. 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 15<sup>th</sup> October 2025. (**WHITE**).
2. Financial report as at 10<sup>th</sup> December 2025. (**BLUE**).