

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

14th May 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **WEDNESDAY 20th MAY 2026** at **Hartley Library, Ash Road**, commencing at **6.00 p.m.** or at the conclusion of the meeting of the Planning Committee, whichever is later.

Prior to the start of the meeting, Members of the Committee are invited to attend a walkabout in Hartley Wood. Members should meet at the Gorse Wood Road entrance at 5.30p.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 2027.

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 2027.

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 18th February 2026, 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 11th May 2026. (Annexed).

Background documents

Terms of Reference and Delegated Powers as approved on 11th May 2026.

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 consider an email dated 21st March 2026, received from Hartley De Sales Football Club. (Annexed).
- (c) To receive a report from the New Ash Green Football Club.

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 2026 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%, but as a gesture of goodwill, a 5% discount be applied, making the total fee payable for the use of the ground and the Pavilion for the 2025 season £1,392.00.

The 2025 season started on 25th April and will finish on 5th 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 14th May 2026. (If available).

11. Billings Hill Shaw

- (a) To consider an update on the proposed orchard project.

(b) At the meeting of the Amenities & Open Spaces Committee held on 18th February 2026, the Committee considered an email received from a resident, regarding a piece of land located at Billings Hill Shaw which is owned by the Parish Council.

The Clerk was requested to obtain further information from the resident.

To consider an email dated 26th February 2026. (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 recent water hygiene tests carried out by the Council's water hygiene contractor. (If available).

(iii) To note that one of the water temperature testing probes contained in the Legionella testing kit had been damaged.

To confirm the Clerk's actions of purchasing a new temperature probe at a cost of £52 + VAT.

(iv) To consider an email dated 24th April 2026, received from Electronic Temperature Instruments Ltd, regarding calibration of the Legionella water temperature testing kit probes. (Annexed).

(v) To consider whether the Legionella Risk Assessment requires updating.

(vi) To consider whether the Calorifier in the boiler room requires descaling.

(b) Charges

To review the charges for the hire of the Pavilion.

At the meeting of the Amenities & Open Spaces Committee held on 28th May 2025, it was agreed that 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 £13 for the weekday hire of the Pavilion, discounted to £11 for regular hirers
- An hourly charge of £15 for the hire of the Pavilion at the weekend. This excludes regular hirers whose hourly charge would remain at £11
- 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.

(c) Boilers

To note that the annual major service of the boilers at the Pavilion was carried out on 24th April 2026.

(d) Cleaning

To consider an email dated 25th March 2026, received from the current cleaners of the Pavilion. (Annexed).

(e) Calor Gas

To consider a letter dated 14th April 2026, received from Calor Gas. (Annexed)

13. Trees

(a) Quantified Tree Risk Assessment

To consider the Quantified Tree Risk Assessment report. (Previously sent by email).

(b) Gorse Wood

A report was received from a resident that there was a dangerous tree located in Gorse Wood.

The Committee is requested to note that the Clerk made arrangements for the tree to be inspected by a Tree Surgeon and it was recommended that the tree be removed due to health and safety issues.

To confirm the Clerk's actions of making arrangements for the tree to be felled at a cost of £150 +VAT.

(c) Woodland Avenue

A report was received regarding trees located on land owned by the Parish Council at Woodland Avenue which were overhanging the footpath, presenting a possible hazard to pedestrians.

The Committee is requested to confirm the Clerk's actions of making arrangements for the trees to be cut back at a cost of £450 + VAT

14. Playgrounds

(a) Playground Inspections

To consider the Operational Inspection Report, dated 16th April 2026, received from the Parish Council's Playground Inspectors. (Previously sent by email).

(b) Goal Posts – Woodland Avenue

To consider any quotations received for the re-siting of the goal posts at Woodland Avenue recreation ground.

(c) MUGA – Woodland Avenue

The Clerk received a report that a patch of safety surface on the MUGA had been damaged, causing a trip hazard. This area had previously been repaired.

To confirm the Clerks actions of making arrangements for the safety surface to be repaired at a cost of £327.80 + VAT.

15. Allotments

To consider the allotment charges for the period 1st October 2027 to 30th September 2028.

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 2026 to 30th September 2027 the allotment charges were increased by 5% from those set for 2025/26.

The total rental income for the period 1st October 2025 to 30th September 2026 was £1,592.50. The total rental income for the period 1st October 2026 to 30th September 2027 will be £1,672.13, based on a 5% increase agreed by the Council on 9th June 2025.

16. Routine Maintenance Contract 2026/27

To consider any quotations received for the Routine Maintenance Contract 2026/27.

17. Risk Assessments

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

18. Manor Field

(a) At the meeting of the Amenities & Open Spaces Committee held on 18th February 2026, the Committee considered an email received from the Parish Council's Solicitor, regarding the previously proposed footpath leading from Hartley Burial Ground to the car park at Manor Field.

At the meeting, the Clerk reported that she had contacted the Council's Solicitor with a query relating to the email and was awaiting a response.

The matter was deferred pending the Solicitor's response.

To consider any response received from the Parish Council's Solicitor.

(b) To consider a verbal report on the recently installed lift assist bollard at Manor Field.

19. Hartley Wood

To consider any issues highlighted during the walkabout in Hartley Wood, prior to the meeting.

20. Grass Cutting Contract

To consider a letter dated 21st April 2026, received from Landscape Services. (Annexed).

21. 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 18th February 2026. (**WHITE**).
2. Terms of Reference & Delegated Powers. (**YELLOW**).
3. Email dated 21st March 2026, received from Hartley De Sales FC. (**WHITE**).
4. Financial report as at 14th May 2026. (**BLUE**).
5. Email dated 26th February 2026, received from a resident. (**YELLOW**).
6. Email dated 24th April 2026, received from ETI Ltd. (**CREAM**).
7. Email dated 25th March 2026, received from DartClean. (**CREAM**).
8. Letter dated 14th April 2026, received from Calor Gas. (**CREAM**).

9. Letter dated 21st April 2026, received from Landscape Services. (**GREEN**).