

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

19th August 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **TUESDAY 25th AUGUST 2026** at **Hartley Library, Ash Road**, commencing at **6.00 p.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. 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 8th July 2026, 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 the New Ash Green & Hartley Cricket Club.

5. Cricket at Longfield Hill

(a) To receive a report from Meopham Cricket Club.

(b) At the meeting of the Amenities & Open Spaces Committee held on 8th July 2026, the Clerk was requested to contact the Kent County Cricket Association to inform them that the ground will be available from March 2028 and to ask them to advertise the fact to their members.

To receive an update.

6. Football at Manor Field

(a) To consider the pitch requirements for 2026/27.

(b) To consider a quotation for the setting out of the required pitches.

(c) To consider the fees to be charged for the use of the football pitches at Manor Field for the 2026/27 season.

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 19th August 2026. (Annexed).

8. Billings Hill Shaw (GREEN)

(a) To consider the Project Proposal received from the North West Kent Countryside Project regarding the proposed community orchard. (Annexed).

(b) At the meeting of the Amenities & Open Spaces Committee held on 20th May 2026, the Committee considered a request from residents, to purchase a piece of land located at Billings Hill Shaw, owned by the Parish Council.

The Committee noted that some years ago, the Parish Council had issued a Licence, permitting the residents to maintain the land at a peppercorn rent.

The Committee agreed that it had no objection in principle to the continuation of the Licence arrangement, but that legal advice would need to be sought.

To consider any advice received.

(c) To consider emails dated 14th July 2026, 11th August 2026, 14th August 2026 and 18th August 2026, received from residents regarding the security of the open space. (Annexed).

(e) To consider quotations for the repair/replacement of the entrance gates.

(f) To note that due to health and safety concerns, the Clerk made arrangements for a snapped out branch and major dead wood, to be removed from an Ash tree at the entrance to Billings Hill Shaw open space, at a cost of £160 + VAT.

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

(iii) To consider arrangements for maintenance of the showers at the end of the cricket season and during the winter.

(b) Chairs

At the meeting of the Amenities & Open Spaces Committee held on 8th July 2026, it was recommended that the Clerk be requested to contact local groups, KALC and the SLCC, to offer the chairs free of charge.

To receive an update.

10. Manor Field (CREAM)

(a) Oak Tree

To consider a proposal received from the Longfield & Hartley Scout Group, to plant an Oak tree in Manor Field to commemorate their 100 year anniversary.

(b) Weed & Moss Control

At the meeting of the Amenities & Open Spaces Committee held on 17th December 2025, the Committee considered a programme of works to the ground at Manor Field for 2026 and it was agreed that a quotation to apply Fertilizer & moss control (March & September) and Fertilizer and weed control (June), to Manor Field, be accepted.

Due to the dry weather, the June treatment was not carried out as the ground conditions were not favourable.

In view of this, the Committee is requested to consider whether it wishes to proceed with the two remaining treatments.

(c) Litter Bins

To consider an email dated 20th July 2026, regarding the provision of litter bins at Manor Field. (Annexed).

(d) Hedge Cutting

To consider quotations to cut the top and face one side only of the hedge at Manor Field along the northern boundary.

11. Playgrounds

(a) Annual Inspection Report

To consider the Annual Inspection Report, dated 31st July 2026, received from the Parish Council's Playground Inspectors. (Previously sent by email).

(b) MUGA – Woodland Avenue

At the meeting of the Amenities & Open Spaces Committee held on 8th July 2026, it was noted that a section of the artificial grass surfacing surrounding the MUGA, had been vandalised. It was agreed that in view of the overall poor state of the surfacing, it would be beneficial for it to be replaced with an alternative surface.

In addition, it was agreed that the MUGA would benefit from being replaced with either a more up to date version, or possibly outdoor gym equipment.

The Clerk was requested to make some preliminary enquiries with playground equipment providers/manufacturers, to obtain information on the equipment/surfacing available and the likely cost involved.

To receive an update.

(c) Goal Posts – Woodland Avenue

At the meeting of the Amenities & Open Spaces Committee held on 8th July 2026, it was agreed that quotations be sought for the re-painting and re-locating of the goal posts at Woodland Avenue.

Following a site meeting with the contractor, the Clerk was advised that it would be more cost effective for the goal posts to remain in their current position and for the dipped goal areas to be filled and compacted.

Members are requested to consider this option and any quotations received for the work.

(d) Vandalism – Woodland Avenue

At the meeting of the Amenities & Open Spaces Committee held on 8th July 2026, it was noted that the flat swing seat had been removed by vandals and arrangements had been made for it to be replaced at a cost of £120 + VAT.

Following the meeting, the contractor advised that the tail chains had also been removed and required replacing at a cost of £135 + VAT.

The Clerk made arrangements for the tail chains to be replaced, to enable the swing seat to be installed.

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

12. Allotments (YELLOW)

(a) At the meeting of the Amenities & Open Spaces Committee held on 8th July 2026, the Assistant Clerk was requested to make enquiries as to the possibility of setting up an allotment association at the site.

To consider information obtained from the National Allotment Society. (Annexed).

(b) To note that the recent bill received from Castle Water had been significantly higher than in previous months/years and to consider whether any action is required.

13. Hartley Wood

At the meeting of the Amenities & Open Spaces Committee held on 8th July 2026, the Clerk was requested to arrange a site meeting with the Police, the Public Rights of Way Officer and members of the Parish Council, to consider the ongoing issue of motorbikes in Hartley Wood.

To receive an update.

14. Safeguarding Policy (WHITE)

At the meeting of the Amenities & Open Spaces Committee held on 8th July 2026, the Parish Council's Safeguarding Policy was approved and the Clerk was requested to make enquiries with the relevant authority to establish whether the Parish Council's Routine Maintenance Contractor is required to be DBS checked.

To consider an email dated 13th August 2026, received from the Disclosure and Barring Service. (Annexed).

15. Rectory Meadow

To consider a request from a resident of Banckside, for trees overhanging their property to be cut back.

16. 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 8th July 2026. **(WHITE)**.
2. Financial report as at 19th August 2026. **(BLUE)**.
3. Project Proposal received from the North West Kent Countryside Project. **(GREEN)**.
4. Emails dated 14th July 2026, 11th August 2026 and 14th August 2026. **(GREEN)**.
5. Email dated 20th July 2026. **(CREAM)**.
6. Information sheet from the National Allotment Society. **(YELLOW)**.
7. Email dated 13th August 2026, received from the Disclosure and Barring Service. **(WHITE)**.