

HARTLEY PARISH COUNCIL

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7th October 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **TUESDAY 13th OCTOBER 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

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 25th August 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. 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.
- (c) To consider a request received from the New Ash Green Football Club, to install a storage box at Manor Field, to store the respect lines and corner poles.

5. 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 7th October 2026. (Annexed).

6. Budget 2027-28

To consider the draft budget for 2027/2028, for the allotments, open spaces and the Pavilion. (Annexed).

7. Billings Hill Shaw

Licence Agreement

To consider any update on the proposed renewal of the Licence agreement.

8. 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. (Annexed).

(b) Chairs

To receive an update on the disposal of the chairs.

(c) Building maintenance

- (i) To note that the wooden cladding at the rear of the Pavilion is in need of repair/replacement and to consider a course of action.
- (ii) To consider installing keyed locks on the doors to the Home and Away Changing rooms and the wc at the entrance to the Pavilion.

9. Manor Field

(a) Weed & Moss Control

At the meeting of the Amenities & Open Spaces Committee held on 25th August 2026, the Committee noted that due to the dry weather, the June treatment had not been carried out.

It was agreed that provided the ground conditions improve, one more treatment should be carried out at some point in September.

To receive an update.

(b) Litter Bins

- (i) To consider any information received from the Parish Council's waste removal contractor with regard to the disposal of recyclable waste.
- (ii) To consider quotations for the supply and installation of a dual waste bin.
- (iii) To consider s request received from a resident for litter bins to be installed adjacent to the benches

(c) Hedge Cutting

At the meeting of the Amenities & Open Spaces Committee held on 25th August 2026, it was resolved that quotations be sought for the hedges in the car park to be reduced.

The Committee is requested to note that a quotation was received for a sum below the threshold for which an additional quoted was required and the Clerk, in consultation with the Chairman of the Council, accepted the quotation and the work has now been completed.

10. Playgrounds

(a) 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.

(b) 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.

At the meeting of the Amenities & Open Spaces Committee held on 25th August 2026, the Clerk reported that two quotations had been received for the above work, but the Committee agreed that before a decision was made, the contractors should be contacted to ask how successful the infilling is likely to be, in view of the fact that the area is in constant use.

To receive an update.

11. Allotments

- (a) To note that the annual meeting held with the allotment holders will take place on 20th October 2026.
- (b) To consider a request from an allotment tenant to transfer their plot to another tenant who has been assisting them in working the plot.
- (c) To receive an update on water usage at the allotment site.

12. 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.

13. Trees

(a) Rectory Meadow

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

(b) Hartley Wood

To consider an email dated 31st August 2026, received from a resident regarding concerns about trees.

14. Grass Cutting Contracts 2027-28

To review the grass cutting specification and schedule at the Council's open spaces falling due for renewal on 1st April 2027 and agree the list of Contractors to be invited to submit a quotation.

Background documents

Grass cutting specification 2026-2027. (ANNEXED).

Grass cutting schedule 2026-2027. (ANNEXED).

Contract 3 plan . (ANNEXED).

List of contractors 2026-2027. (ANNEXED).

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 25th August 2026. **(WHITE)**.
2. Financial report as at 7th October 2026. **(BLUE)**.
3. Draft Budget 2027/28. **(BLUE)**.
4. Monthly water temperature check results. **(CREAM)**.
5. Email dated 31st August 2026, received from a resident. **(GREEN)**.

6. Grass cutting specification 2026-27. **(WHITE)**.
7. Grass cutting schedule 2026-27. **(WHITE)**.
8. Contract 3 Plan. **(WHITE)**.
9. List of Contractors 2026-27. **(WHITE)**.