

## HARTLEY PARISH COUNCIL

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12<sup>th</sup> February 2026

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **WEDNESDAY 18<sup>th</sup> FEBRUARY 2026** at **Hartley Library, Ash Road**, commencing at **10.15a.m.** or at the conclusion of the meeting of the Planning 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 17<sup>th</sup> December 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 12<sup>th</sup> February 2026. (Annexed).

#### **6. Billings Hill Shaw (YELLOW)**

- (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 (NWKCP), to ask whether they are able to assist with the project.

A site meeting was held on 4<sup>th</sup> February with a representative from the NWKCP and members of the Committee.

The Committee is requested to consider an update.

- (c) To consider information received with regard to the potential hire of a standpipe to enable the proposed orchard to be watered.
- (d) To consider an email dated 18<sup>th</sup> December 2025, received from a resident. (Annexed).

#### **7. Pavilion (CREAM)**

##### **(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 consider quotations for the water hygiene contract at the Pavilion for 2026/27.
- (iv) To consider arrangements for the opening of the changing rooms and wc, including arrangements to ensure the safe use of the showers.

##### **(b) Roof**

- (i) To consider quotations for the raking out and re-pointing of the tiles on the valley of the roof of the Pavilion.

**(c) Fire Risk Assessment**

To consider the Fire Risk Assessment report dated 27<sup>th</sup> January 2026. (Annexed).

**(d) PIR Light**

At the meeting of the Amenities & Open Spaces Committee held on 17<sup>th</sup> December 2025, it was resolved that a quotation received for the sum of £160 + VAT, to install a new emergency bulkhead, outside the main entrance door to the Pavilion, be accepted.

The Committee is requested to note that it was also necessary for an additional floodlight to be installed, at a cost of £85 + VAT and to confirm the Clerk's actions of accepting the quotation for the additional work.

**8. Manor Field (PINK)**

**(a) Bollard**

To receive an update on the replacement of the bollard at the entrance to Manor Field.

**(b) Water Meter**

To consider and email dated 4<sup>th</sup> February 2026, received from Castle Water, regarding the water meter at Manor Field. (Annexed).

**(c) Cesspit**

To consider a verbal report on the cesspit regarding the emptying frequency.

**(d) Car Park**

To consider an email dated 6<sup>th</sup> February 2025, received from the Parish Council's Solicitor, regarding the previously proposed footpath leading from Hartley Burial Ground to the car park at Manor Field. (Annexed).

**9. Quantified Tree Risk Assessment**

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

**10. Playgrounds**

**(a) Playground Inspections**

To consider the Operational Inspection Report, dated 29<sup>th</sup> January 2026, received from the Parish Council's Playground Inspectors. (Previously sent by email).

**(b) Woodland Avenue Recreation Ground**

(i) To note that there have recently been reports of motorbike activity at Woodland Avenue recreation ground and to consider a course of action.

(ii) To consider whether any remedial works are necessary to the ground around the goal post area.

## **11. Rectory Meadow**

To consider a quotation received from the North West Kent Countryside Project, to cut the grass in 2026/27, in accordance with the Management Plan.

## **12. Grass Cutting Contracts**

To consider any quotations received for the Parish Council's grass cutting contracts, due to be renewed in April 2026.

## **13. Routine Maintenance Contract 2026/27 (YELLOW)**

To consider a report on the appointment of a Contractor to undertake duties set out in the Routine Maintenance Contract for the period 1<sup>st</sup> July 2026 to 30<sup>th</sup> June 2027, including regular patrols of the Council's open spaces and execution of minor repair/maintenance works. (Annexed).

## **14. Allotments**

### **(a) Plot clearance**

At the meeting of the Amenities & Open Spaces Committee held on 17<sup>th</sup> December 2025, it was noted that a new tenant had asked for assistance from the Parish Council to clear the plot, as there was a large amount of carpet on it.

At the meeting it was agreed that the Council's routine maintenance contractor be requested to inspect the plot to ascertain as to whether he would be able to remove the carpet and that the Chairman of the Amenities & Open Spaces Committee and the Assistant Clerk conduct a site visit to inspect the plot.

To receive an update.

### **(b) Fencing**

A complaint has been received regarding the state of the fencing along the western boundary of the allotment site.

The Committee is requested to consider a course of action.

### **(c) National Allotment Society Membership**

To consider whether the Council wishes to renew its subscription to the National Allotment Society at a cost of £70 per annum.

## **15. Porchester Close – Fencing**

There have been several reports of vandalism to the fencing at Porchester Close car park, leading in to Gorse Wood.

The Committee is requested to give this matter its consideration.

## **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 17<sup>th</sup> December 2025. (**WHITE**).
2. Financial report as at 12<sup>th</sup> February 2026. (**BLUE**).
3. Email dated 18<sup>th</sup> December 2025, received from a resident. (**YELLOW**).
4. Fire Risk Assessment Report date 27<sup>th</sup> January 2026. (**CREAM**).
5. Email dated 4<sup>th</sup> February 2026, received from Castle Water. (**PINK**).
6. Email dated 6<sup>th</sup> February 2025, received from the Parish Council's Solicitor. (**PINK**).
7. Routine Maintenance Contract Report. (**YELLOW**).