

## HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL  
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24<sup>th</sup> March 2022

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **WEDNESDAY 30<sup>th</sup> MARCH 2022** commencing at **3.00p.m.** at Hartley Library, Ash Road.

*Prior to the start of the meeting, Members of the Committee are invited to inspect the allotment site, Woodland Avenue recreation ground and Rectory Meadow. Members should meet at 2.00p.m. at the Woodland Avenue entrance to the allotment site.*

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 5<sup>th</sup> January 2022, 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**

To receive a report from Hartley De Sales Football Club.

#### **5. Cricket at Manor Field**

(a) To receive a report from the New Ash Green & Hartley Cricket Club.

(b) To consider the cricket fees for the 2022 season.

Last year, it was agreed that whilst the Club had only limited use of the Pavilion, the weekly fee should be reduced to £30.00 per week, rising to £60.00 per week once the facilities were able to be re-opened.

The 2022 season is due to start on 23<sup>rd</sup> April and finish on 4<sup>th</sup> September.

(c) To consider a complaint received from the Cricket Club regarding the security of the storage container.

#### **6. Meopham Cricket Club**

To receive a report from Meopham Cricket Club.

#### **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 24<sup>th</sup> March 2022. (Annexed).

#### **8. Allotments (GREEN)**

(a) To consider any matters arising from the visual inspection of the allotment site carried out before the meeting.

(b) To consider installing wooden posts topped with a numbered disc to identify individual allotment plots.

(c) To consider an email dated 27<sup>th</sup> February 2022, received from a resident. (Annexed).

(d) To consider quotations for the removal of part of the boundary fence and replacement with post and rail fencing.

#### **9. Pavilion (CREAM)**

(a) To consider any action that may be required due to the Covid-19 Pandemic.

(b) At the meeting of the Amenities & Open Spaces Committee held on 5<sup>th</sup> January 2022, the Committee noted that the five yearly Electrical Installation Condition Report had been carried out at the Pavilion on 10<sup>th</sup> December 2021.

A number of defects had been identified during the inspection and the Clerk and the Chairman of the Amenities & Open Spaces Committee met with the contractor on site on 7<sup>th</sup> January 2022.

To receive a verbal report on the outcome of the meeting.

(c) At the meeting of the Amenities & Open Spaces Committee held on 5<sup>th</sup> January 2022, it was agreed that the Clerk be requested to draft a Hire Agreement based on the ACRE standard hiring agreement, for consideration at the next meeting.

The Committee is requested to consider a draft Hire Agreement. (To follow).

(d) To consider a quotation dated 14<sup>th</sup> February 2022, for the Fire Extinguisher maintenance contract with Inspection Services, (which is a division of Commercial Services at Kent County Council) to be renewed for one year, at a cost of £5.14 per portable fire extinguisher and £1.13 per fire blanket, (minimum service charge of £60.00 applies for 11 or fewer fire extinguishers), for fully inclusive maintenance.

The contract includes the Pavilion and Parish Office. Six appliances and one fire blanket are tested.

(e) CACHES Limited were recently called out to investigate an issue with the heating at the Pavilion.

The Committee is requested to note that the cost of the resultant works was £336.00 + VAT.

(f) To consider a request for the hire of the Pavilion and Manor Field, including the erection of a marquee.

(g) To consider an email dated 21<sup>st</sup> March 2022 received from ACRK, regarding the role that community/village halls might play in supporting Ukrainian refugees. (Annexed).

## **10. Manor Field (WHITE)**

### **(a) Car Park re-surfacing**

To consider a specification for the resurfacing of the car park at Manor Field and to agree a course of action. (Annexed).

### **(b) Floodlights**

To confirm the Clerk's actions in arranging for the defective floodlights located in the car park at the Pavilion, Manor Field to be replaced at a cost of £459.23.

### **(c) Community Garden**

To consider emails dated 21<sup>st</sup> February 2022 and 9<sup>th</sup> March 2022 regarding a proposed community garden to be located on the strip of land between Manor Field and Hartley Burial Ground. (Annexed).

## **11. Quantified Tree Risk Assessment**

(a) At the meeting of the Amenities & Open Spaces Committee held on 5<sup>th</sup> January 2022, it was resolved that the Clerk be requested to contact the Scout Leader to accept the offer to locate and replace the missing ground markers in Gorse Wood, highlight in the Quantified Tree Risk Assessment undertaken in September 2021.

The Committee is requested to consider how to progress the matter.

(b) To consider arrangements for a Quantified Tree Risk Assessment (QTRA), to be carried out on trees located on land owned or managed by the Parish Council.

The most recent QTRA was carried out by Duramen Consulting Ltd in September 2021 and the Arboriculturist recommended that a formal inspection is appropriate

about every 18 months, allowing alternate summer and winter inspections, with at least one inspection in three being during the autumn months.

The report suggested that if this frequency was followed, another inspection would be due in summer of 2022.

Background document

QTRA September 2021. (Previously sent by email).

## **12. Playgrounds**

(a) To consider any matters arising from the visual inspection of Woodland Avenue recreation ground carried out before the meeting.

(b) To consider any action that may be required due to the COVID - 19 Pandemic.

(c) To consider the Operational Inspection Report, dated 23<sup>rd</sup> February 2022, received from the Parish Council's Playground Inspectors. (Previously sent by email).

## **13. Dog Bins/Litter Bins**

To note that the dog bin located at the junction of Church Road and Manor Drive was recently damaged by a car hitting it.

The bin is beyond repair and has been removed.

The Committee is requested to consider whether it wishes to replace the bin.

## **14. Cherry Trees Shops**

To receive an update on the requested repairs to the paving outside the Cherry Trees shops.

## **15. The Parade, Ash Road**

At the meeting of the Amenities & Open Spaces Committee held on 5<sup>th</sup> January 2022, it was resolved that the Clerk be requested to write to the shop owners on The Parade, Ash Road, to advise them of the complaints received by the Parish Council regarding the poor state of the frontage and to ask whether they would be prepared to take any action to tidy up the area.

The Committee is requested to consider any response received.

## **16. Safeguarding Policy (PINK)**

To consider any comments received from Kent County Council, the KALC Area Committee and SLCC, on the draft Safeguarding Policy. (To follow).

## **17. Trees**

(a) Grange Way

A resident of Grange Way contacted the Parish Council with concerns regarding trees located on the adjacent footpath.

The Public Rights of Way Officer advised that as the trees were adjacent to land owned by the Parish Council at Billings Hill Shaw, they were the responsibility of the Parish Council.

The Clerk made arrangements for a Tree surgeon to inspect the trees and he advised that the tree were suffering from Ash Dieback and should be dismantled.

The Committee is requested to confirm the Clerk's actions in arranging for 4 Ash trees to be dismantled down to fence height, at a cost of £400.00 + VAT.

(b) Gorse Wood

A resident of Gorsewood Road contacted the Parish Office with concerns regarding a tree at the rear of their garden.

The Clerk made arrangements for a Tree Surgeon to inspect the tree.

The Committee is requested to consider the advice received from the Tree Surgeon.

(c) A resident of Caxton Close contacted the Parish Office with concerns regarding a fallen tree to the right hand side of their property and other overhanging trees making access to the pathway difficult.

The Clerk made arrangements for a Tree Surgeon to inspect the trees.

The Committee is requested to consider the advice received from the Tree Surgeon.

(d) Queens Platinum Jubilee

To consider planting a circle of 7 trees following the beacon lighting event, with each tree representing a decade in the Queen's seventy year reign, as detailed in the "Guide to Taking Part".

## **18. Hoselands Green**

(a) To consider a suggestion for a Christmas tree to be planted on Hoselands Green, complete with lights.

(b) To consider a complaint received from a resident regarding several trees located at the rear of Hoselands Green.

## **19. Sevenoaks District Council – Welcome Back Fund**

At the meeting of the Amenities & Open Spaces Committee held on 5<sup>th</sup> January 2022, it was noted that 2 no benches and 2 no picnic benches had been ordered from the Welcome Back Fund..

The benches are now ready for delivery and the Committee is requested to consider where they should be stored and how they will be transported to their agreed locations.

## **20. Rectory Meadow**

(a) To consider any matters arising from the visual inspection of Rectory Meadow carried out before the meeting.

(b) The Committee is requested to note that pursuant to Financial Regulation 11.1.(ii) permitting exceptions to be made in respect of contracts relating to specialist services, the Clerk, in consultation with the Chairman of the Council and the Chairman of the Amenities & Open Spaces Committee, accepted the quotation received from the North West Kent Countryside Project for the sum of £1,750 for 7 days.

This involves cutting and raking the lower and upper meadows and one day allocated for woodland management, coppicing and stopping woody species encroaching onto the meadow.

## 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 5<sup>th</sup> January 2022. **(WHITE)**.
2. Financial report as at 24<sup>th</sup> March 2022. **(BLUE)**.
3. Letter dated 27<sup>th</sup> February 2022, received from a resident. **(GREEN)**.
4. Draft Hire Agreement Form for the Pavilion. **(CREAM)**. **(To follow)**
5. Current Hire Agreement Form for the Pavilion. **(CREAM)**.
6. Email dated 21<sup>st</sup> March 2022 received from ACRK. **(CREAM)**.
7. Specification for the resurfacing of the car park at Manor Field. **(WHITE)**.
8. Emails dated 21<sup>st</sup> February 2022 and 9<sup>th</sup> March 2022, received from a resident. **(WHITE)**.
9. Draft Safeguarding Policy. **(PINK)**. **(To follow)**