

THE PARISH COUNCIL OF HARTLEY
MINUTES OF THE MEETING OF HARTLEY PARISH
COUNCIL
HELD REMOTELY USING “ZOOM”
ON MONDAY 13th JULY 2020 AT 7.30 P.M.

Present : Cllr Larry Abraham
Cllr Chris Alford
Cllr Sheila Bennett
Cllr Penny Cole
Cllr Perry Cole
Cllr Lesley Driscoll
Cllr David Graeme
Cllr Mally Malham
Cllr Matt Mohr
Cllr Anne Oxtoby – (*Chairman*)
Cllr Ian Ross
Cllr Vince Sewell

In attendance: Mrs Helen Boden- (*Clerk*)
Cllr David Brazier – Kent County Councillor
2 members of the public

1. Apologies

There were no apologies for absence.

2. Declarations of interest

There were no declarations of interest.

3. Dispensations

There were no requests from Members for a dispensation.

4. Co-option to the Council

At the Council meeting held on 8th June 2020, the Council had noted the resignation of Cllr Mrs Annette Ewing as a Member of Hartley Parish Council.

A Notice of Vacancy had been displayed on the Parish Council's noticeboard and on the website on 2nd June 2020.

No requests had been received to fill the casual vacancy in the Parish by election and therefore, pursuant to Rule 8(3) of The Local Elections (Parishes & Communities) Rules 1986, it is the responsibility of Members to co-opt somebody to fill the vacancy “as soon as practicable”.

A public notice of the casual vacancy on Hartley Parish Council was displayed on the Council's noticeboards and placed on the Council's website. The closing date for applications was Friday 10th July 2020.

The Chairman reported that one application had been received from an eligible candidate following the Notice of Vacancy displayed on the Council's noticeboard and website, following Councillor Ewing's resignation.

RESOLVED: That,

the co-option process be carried out by the Council at its meeting to be held on 14th September 2020.

5. Minutes

RESOLVED: That,

the minutes of the meeting of Hartley Parish Council held on 8th June 2020, be approved and signed by the Chairman as a correct record.

The meeting was adjourned at 7.33 p.m. to receive reports from the County Councillor and District Councillors and to take questions from members of the public.

The meeting resumed at 7.43 p.m.

Pursuant to Standing Order 3 (e) the Chairman of the Council invited members of the public present to express an interest if they wished to make representations, answer questions or give evidence in respect of any item of business included in the agenda.

There were no expressions of interest.

6. General Purposes Committee

Cllr Alford reported that he had recently been in discussion with the Pageantmaster, who had advised that due to the current lack of information regarding crowds, the proposed commemoration to celebrate VJ Day on 15th August 2020, should be limited to the Rector and the permitted number of Members of the Council.

Members agreed that in view of this, there were few arrangements required and it would not be necessary to set up a Working Party as had been recommended at the General Purposes Committee meeting held on 24th June 2020.

In light of this, the Council agreed to withdraw recommendation (1) and (2), contained in the minutes of the General Purposes Committee held on 24th June 2020, (page 3, minute item 8 (a)).

One of the recommendations contained in the minutes of the General Purposes Committee held on 24th June 2020, (page 3, minute item 8 (a)), was that the Clerk be requested to make arrangements for a wreath to be purchased from the Royal British Legion (RBL), to be laid at the war memorial on 15th August 2020.

The Clerk reported that the RBL have advised that they are currently only taking orders for wreaths required for funerals.

It was agreed that the local Horticultural Society would be asked whether it would be possible for them to provide a wreath instead.

Cllr Alford reported that the Government intends to close the definitive maps to the claim of historic paths which existed before 1949 (section 53 of the Countryside and

Rights of Way Act 2000, with the aim of providing certainty to landowners about what highways exist on their land.

Members agreed that an article should be placed in the next edition of the Parish Council's newsletter, seeking residents' views as to whether a review of the Parish's Public Rights of Way should be conducted.

RESOLVED: That,

the minutes of the meeting of the General Purposes Committee held on 24th June 2020, and the recommendations contained therein, as amended be received and, where necessary approved and adopted.

7. Amenities & Open Spaces Committee

Cllr Graeme reported that the Cricket Club had requested the use of the toilets and possibly changing rooms at the Pavilion, from Saturday 25th July, or earlier if possible.

Members had been provided with guidance from the Government regarding the safe use of multi purpose community facilities, dated 11th July 2020 and Information Sheet Issue 3, current at 6th July 2020, received from Action with Communities in Rural Kent.

Cllr Graeme referred Members to documents previously circulated by the Clerk;

- Checklist for opening
- Notice for re-opening
- Risk Assessment
- Special Conditions of Hire
- Hirer's Risk Assessment

After some discussion, it was agreed that the Cricket Club should be permitted to use the toilets at the kitchen end of the Pavilion, but that the changing rooms should remain closed.

It was agreed that the Club would be responsible for cleaning the areas used, both before and after use.

The Club would also be requested to provide details as to how they intend to police the use.

The Clerk reported that during discussions with the cleaners, it had been suggested that wall mounted hand sanitisers be installed at the pavilion entrances, to ensure that it stayed on the premises.

The Clerk reported that she had received enquiries from two groups, as to when they could commence use of the Pavilion.

Members noted the recommendation from the Amenities & Open Spaces Committee, that the re-opening of the Pavilion be delayed pending further advice from the Government.

Cllr Perry Cole suggested that Members read through the available guidance documents in depth, before any further decision as to re-opening is made.

RESOLVED: That,

- (1) the guidance from the Government regarding the safe use of multi purpose community facilities, dated 11th July 2020 and Information

Sheet Issue 3, current at 6th July 2020, received from Action with Communities in Rural Kent, be noted;

- (2) the following documents attached as Appendix 2 to these minutes, be approved and adopted by the Council:
 - Checklist for opening
 - Notice for re-opening
 - Risk Assessment for Re-opening
 - Special Conditions of Hire
 - Hirer's Risk Assessment;
- (3) the Cricket Club be advised that they will be responsible for cleaning the areas used, both before and after use, to include toilets, door handles, light switches etc;
- (4) the Cricket Club be requested to provide details as to how they intend to police the use of the toilets to ensure that COVID-19 Secure Guidelines are adhered to;
- (5) the Clerk be requested to make arrangements for the purchase of wall mounted hand sanitisers to be installed at all entrance/exit points of the Pavilion;
- (6) Cllrs read through the available guidance, in depth and make comments. Following this, the Chairman, Chairman of the Amenities & Open Spaces Committee and the Clerk, be authorised to consider hire requests on an individual basis, provided that they can comply with the COVID-19 Secure Guidelines and,
- (7) the minutes of the meeting of the Amenities & Open Spaces Committee held on 7th July 2020, and the recommendations contained therein, be received and, where necessary approved and adopted.

8. Planning Committee

RESOLVED: That,

the minutes of the meetings of the Planning Committee held on 17th June 2020 and 1st July 2020, be received and, where necessary approved and adopted.

9. Northfield Management Committee

RESOLVED: That,

the minutes of the meeting of the Northfield Management Committee held on 15th June 2020, be received and noted.

10. Covid – 19 Pandemic

Members had been requested to consider any action that may be required due to the Covid-19 Pandemic.

RESOLVED: That,

no additional action is required at the current time.

11. Budget Review

The Clerk reported that additional expenditure incurred had been as follows:

- Purchase of laptop £227.43 (paid from 2019/20 budget)
- Purchase of monitor £134.00
- Log me in subscription £294.47
- Zoom subscription £115.00

Loss of income from the Pavilion is approx. £400 per month.

Members noted that the approximate additional expenditure/loss from April – June) was £1,743.47

In addition, there could be a potential loss of income from the Cricket Club, depending on when/if the Pavilion is re-opened. (£1,205 was the agreed fee for 2020/21)

Members noted that areas where spending has been reduced are;

- Cleaning £181.25 per month
- Cesspool emptying £213.00
- Weekly playground inspection £160.00 per month
- Youth Services £975.00 per month

The Clerk reported that the total savings made by the Council between April and June were £2,866.75.

It was noted that the amounts payable for water, electricity and gas, would also be reduced.

Cllr Graeme reported that during his weekly check of the Pavilion, he had noted that Sevenoaks District Council had left a receipt advising that the cesspool had been emptied.

Members agreed that in view of the fact that the Pavilion had been closed since March, the cesspool should not have required emptying.

RESOLVED: That,

- (1) the Clerk's report be noted and,
- (2) the Clerk be requested to contact the District Council to enquire as to how many gallons had been removed from the cesspool.

12. Payments

RESOLVED: That,

- (1) the payment of accounts for July and August 2020, attached as Appendix 1 to these minutes, be approved.

(2) the Council detail report as at 6th July 2020 , setting out actual income and expenditure against budgeted estimates be received and noted; and

(3) the bank reconciliations for the Council's three bank accounts for June, be verified by Cllr Oxtoby, after the close of the meeting.

The meeting closed at 8.50 p.m.

Signed:.....
Chairman of Hartley Parish Council

Date:.....

Schedule of Payments July 2020 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
539794492		Salary 01/07/2020 - 31/07/2020 (Pre-approved)	2,278.99	-	-
		Reimbursement of postage 06/07/20 11 x cllrs @ £1.64	18.04	-	2,297.03
356399578		Salary 01/07/2020 - 31/07/2020 (Pre-approved)	1,299.10	-	-
		Re-imburse re purchase of hand sanitiser	47.92	-	1,347.02
528750350		Month 4 Employer & Employee NIC & PAYE	1,377.77	-	1,377.77
526387443		Employer & Employees pension contributions July 2020	1,305.87	-	1,305.87
3907532		Garden maint @ BG inv 38	130.00	-	-
		Litter pick MF inv 39	85.00	-	-
		Inspect playground equipment inv 39	160.00	-	-
		Allotment inspection inv 39	40.00	-	-
		Litter pick Rectory Meadow inv 39	68.00	-	-
		Litter pick Hartley greens inv 39	88.00	-	-
		Litter pick Gorse Wood inv 39	72.00	-	-
		Litter pick pond inv 39	30.00	-	-
		BG visual insp inv 40	18.50	-	-
		Grass cutting BG inv 41	160.00	-	-
		Grass cutting MF BG inv 42	116.00	-	-
		Grass cutting All Saints inv 43	90.00	-	-
		Grass cutting memorial green inv 44	80.00	-	-
		Repair gate BHS inv 45	45.00	-	-
		Strim allotment plot 20 inv 46	25.00	-	1,207.50
965226936		Web accessibility Regulations Workshop 05/08/20 inv 1381809982	50.00	10.00	60.00
862545988		Supply & application of a Selective & Fertilizer MF 09/06 inv 17798	335.00	67.00	402.00
549305900		Stationery inv XCON-004660	44.55	8.91	-
		Stationery inv XCON-002612	39.10	7.82	-
		Stationery inv XCON-002381	33.10	6.62	-
		Stationery inv XCON-002379	9.00	1.80	-
		Sanitising wipes inv I3611113	4.60	0.92	-
		Stationery inv I3610315	4.64	0.93	161.99
355473796		30 x garden waste sacks 12/05/20 inv 2058425	420.00	-	-
		30 x garden waste sacks 19/05/20 inv 2058425	420.00	-	-
		30 x garden waste sacks 27/05/20 inv 2058425	420.00	-	-
		Dog bin emptying Apr-June inv 2058470	429.00	85.80	1,774.80
		Fire risk assessment review of Pavilion 30/06/20 Inv HPC004	30.00	-	30.00

182108227		Removal of 2 Ash trees at BHS due to Ash Dieback Disease inv RF10517	320.00	64.00	384.00	
75116479		Stationery inv I3614762	11.17	2.23	13.40	
			10,105.35	256.03	10,361.38	

Schedule of Payments August 2020 - Paid by Internet Banking from Unity Trust Bank					
Ref:	Payment to	Particulars	Net	VAT	Total
		Salary 01/08/2020 - 31/08/2020 (Pre-approved)	2,278.99	-	2,278.99
		Salary 01/08/2020 - 31/08/2020 (Pre-approved)	1,156.98	-	1,156.98
		Month 5 Employer & Employee NIC & PAYE	1,277.45	-	1,277.45
		Employer & Employees pension contributions August 2020	1,246.38	-	1,246.38
			5,959.80	-	5,959.80

Before re-opening the hall, go through the following checklist.

	Task	Done
1.	Advise the hall's insurers when the premises will be re-opening and check any requirements.	
2.	Check the security code or key logs are up to date.	
3.	If a Pre-school is using the premises, check any adjustments to hire arrangements needed for other hirers e.g arrival/departure times access to kitchen or toilets.	
4.	Carry out a COVID-19 Risk Assessment in consultation with any employees, if you have any.	
5.	Consider whether additional cleaning is required, where and when. Consider arrangements for moving, stowing and cleaning equipment. A thorough clean of the hall should be undertaken before it re-opens and the subsequent cleaning regime to follow will need to be identified. Ordinary household products can be used.	
6.	Discuss with your caretaker/cleaner/contractor, any changes in work patterns required to ensure the hall meets the COVID-19 Secure guidelines. HSE provides a leaflet of things to discuss with an employee. Agree any changes in writing with cleaners/employees.	
7.	Ensure the caretaker/cleaner has appropriate PPE: Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed. A set of disposable PPE is also needed in case decontamination is required. Contractors should use their own equipment, but an employee should be provided with the necessary equipment.	
8.	Flush through the water system, five minutes for each tap or shower head, to remove any risk of legionella or other bacterial buildup and ensure U bends are full. Keep clear of spray and wipe up afterwards with household disinfectant.	
9.	Carry out the routine health and safety risk assessment of the whole premises. Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads. Ensure any fridge/freezer is working at correct temperature, the heating and hot water system operational. Ensure internet is working. Cut grass. Identify and address any items requiring attention e.g. light bulbs failed, trip hazards. (For more information see ACRE Village Hall Information Sheet 15: Health and Safety Legislation and Village Halls.)	
10.	Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date e.g. fire doors are clear, not sticking, fire extinguishers serviced, emergency lighting system and any alarm system are working. (For more information see ACRE Village Hall Information Sheet 37: Fire Safety in Village Halls).	
11.	Provide hand wash facilities and paper towels: Hand dryers are not recommended for use at the present time as they could disperse droplets containing the virus into the air and should be taped off. Hand sanitizer needs to be provided at entrance and exit routes. Tissues, soap, toilet rolls	

	and cleaning products, including disposable cloths, should be provided.	
12.	Consider “Engaged/Vacant” signage at the entrance to male and female toilets to limit the number of people within these areas at any one time and similar signage at other “pinch points”.	
13.	Provide signage: The certificate that the premises comply with COVID-19 secure guidelines should be displayed at entrances. The PHE posters encouraging good handwashing techniques and hygiene “Catch it, Bin it, Kill it” available on the HSE and PHE websites should be displayed.	
14.	Think about social distancing arrangements in corridors and at entrance and exits: Consider using tape to mark out a 2m distance outside and inside the entrance and outside fire exists, to encourage people to wait their turn to enter and exit the hall.	
15.	Prepare special hire conditions and instruct booking secretary as to any changes in the Hall’s hire policy during re-opening, i.e. which bookings can be accepted and to provide hirers with a copy of the COVID-19 secure poster. (Appendices C, D & E).	
16.	Consider Marketing and Communications: Ensure the website has up to date information, including special conditions of hire. Advertise availability as appropriate. Ensure answerphone message is up to date.	

MANOR FIELD PAVILION

SPECIAL CONDITIONS OF HIRE DURING COVID – 19

NOTE: These conditions are supplemental to, not a replacement for, the hall's ordinary conditions of hire.

SC1: You, the hirer, will be responsible for ensuring that those attending your activity or event, comply with the COVID-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular, using the hand sanitizer supplied when entering the hall and after using tissues.

SC2: You undertake to comply with the actions identified in the hall's risk assessment, of which you have been provided with a copy.

SC3: EITHER: You will be responsible for cleaning door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during your period of hire **before** other members of your group or organization arrive and to keep the premises clean through regular cleaning of surfaces during your hire, paying particular attention to wash hand basins and kitchen sinks (if used), using either the products supplied (which will be in a clearly accessible location) or your own ordinary domestic products. You will be required to clean again on leaving. Please take care cleaning electrical equipment. Use cloths – do not spray!

SC4: You will make sure that everyone likely to attend your activity or event understands that they **MUST NOT DO SO** if they or anyone in their household has had COVID-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises, they **MUST** use the Test, Track and Trace system to alert others with whom they have been in contact.

SC5: You will keep the premises well ventilated throughout your hire, with windows and doors open as far as convenient. You will be responsible for ensuring that they are all securely closed on leaving.

SC6: You will ensure that no more than [**insert number**] people attend your activity/event, in order that social distancing can be maintained. You will ensure that everyone attending, maintains social distancing while waiting to enter the premises, observes the one-way system within the premises and as far as possible, when using more confined areas e.g. moving and stowing equipment, which should be kept as brief as possible. You will make sure that no more than [**number**] people use each suite of toilets at one time.

SC7: You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over, or likely to be clinically more vulnerable to COVID-19, including for example, keeping a 2 metre distance around them when going in and out of rooms and

ensuring that they can access the toilets, kitchen or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people, that should be avoided.

SC8: You will position furniture or the arrangement of the room, as far as possible to facilitate people seating side by side, with at least one empty chair between each person, rather than face to face. If tables are being used, you will place them so as to maintain a distance of at least 2 metres across the table between people who are face to face e.g. using a wide U-shape [insert or attach drawing or photo].

SC9: You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the rubbish bags provided [insert location] before you leave the hall.

SC10: You will encourage users to bring their own drinks and food

SC11: The Parish Council will have the right to close the hall if there are safety concerns relating to COVID-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required, or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you, or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, the Parish Council will do its best to inform you promptly and you will not be charged for this hire.

SC12: In the event of someone becoming unwell with suspected COVID-19 symptoms while at the hall, you should remove them to the designated safe area which is []. Provide tissues and a bin or plastic bag, and a bowl of warm soapy water for handwashing. Ask others in your group to provide contact details if you do not have them and then leave the premises, observing the usual hand sanitising and social distancing precautions and advise them to launder their clothes when they arrive home. Inform the **Clerk at the Parish Office on 01474 709441**.

SC13: **Other special points as appropriate.**

MANOR FIELD PAVILION

HELP KEEP THIS HALL COVID-19 SECURE

- 1. You must not enter if you or anyone in your household has COVID-19 symptoms.**
- 2. If you develop COVID-19 symptoms within 7 days** of visiting these premises, alert Test, Track and Trace. Alert the Parish Council on 01474 709441 and alert the organizer of the activity that you attended.
- 3. Maintain 2 metres social distancing as far as possible:** Wait behind the marked lines as you go through the entrance hall to your activity and observe the one-way system marked.
- 4. Use the hand sanitizer provided** on entering the premises. Clean your hands often. Soap and paper towels are provided.
- 5. Avoid touching your face, nose, or eyes.** Clean your hands if you do.
- 6. “Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 7. Check the organisers of your activity have cleaned door handles, tables, other equipment sinks and surfaces, before you arrived.** Keep them clean. We cannot clean all surfaces at the hall between each hire.
- 8. Take turns to use confined spaces such as corridors, kitchen and toilet areas.** Standing or sitting next to someone is lower risk than opposite them. Briefly passing another person in a confined space is low risk.
- 9. Keep the hall well ventilated. Close doors and windows on leaving.**

This hall was last cleaned at:

Date:

Time:

RISK ASSESMENT FOR HIRERS – MANOR FIELD PAVILION

Area of risk	Risk identified	Actions to take to mitigate risk	Notes
<p>Cleanliness of hall and equipment, especially after other hires</p>	<p>Other hirers or hall cleaner have not cleaned hall or equipment used to standard required. Our group leaves hall or equipment without cleaning.</p>	<p>Group to check with hall committee when hall is cleaned Check cleaning schedule which will be displayed in a prominent location, signed and dated by the cleaners (DartClean) to confirm when cleaning last took place. and Group to make sure regularly used surfaces are cleaned before, during and after hire e.g. tables, sinks, door and toilet handles. To be evidenced by signature, time and date, on cleaning confirmation schedule, before leaving the building.</p>	<p>Can we bring our own equipment?</p>
<p>Managing social distancing and especially people attending who may be vulnerable</p>	<p>People do not maintain 2 metre social distancing.</p>	<p>Advise group that they must comply with social distancing as far as possible and use one way system. Adopt layout advised. Limit numbers using toilets at once. Ensure one way system is adhered to. Entrance through side door and exit through double doors in the hall, locking them shut before leaving through the side entrance.</p>	<p>Should we avoid use of kitchen – ask people to bring their own food and drink?</p> <p>Allow older people time to use toilets without others present.</p>

Respiratory hygiene	Transmission to other members of the group.	Catch it, Bin it, Kill it. Encourage group to avoid touching mouth, eyes and nose. Provide tissues and ask all to dispose into a bin or disposable rubbish bag, then wash or sanitize hands.	Remember to bring tissues and hand sanitizer. Remember to empty any bins used into kitchen bin at end of hire.
Hand cleanliness	Transmission to other members of the group and premises.	Advise group to use sanitizer on entering and exiting the hall, to wash hands regularly using soap and paper towels.	
Someone falls ill with COVID-19 symptoms	Transmission to other members of group and premises.	Follow hall instructions. Move person to safe area, obtain contacts, inform cleaner Parish Office.	

RISK ASSESSMENT FOR RE-OPENING MANOR FIELD PAVILION

The potential mitigations are in three categories, colour coded as follows:

Red – **Actions based on Government advice (i.e. should be considered mandatory)**

Orange – **Actions that are strongly recommended**

Green – **Actions that you might like to consider**

Area or people at Risk	Risk identified	Actions to take to mitigate risk	Notes
Staff, contractors and volunteers – Identify what work, activity or situations might cause transmission of the virus and likelihood staff could be exposed	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Maintenance workers.	Stay at home guidance if unwell at entrance and in main hall. Staff/volunteers provided with protective overalls and plastic or rubber gloves. Contractors to provide their own. Staff/volunteers advised to wash outer clothes after cleaning duties. Staff given PHE guidance and PPE for use in the event deep cleaning is required.	Staff/volunteers may need guidance as to cleaning. For example, cloths should be used on light switches and electrical appliances rather than spray disinfectants, rubberized and glued surfaces can become damaged by use of spray disinfectant too frequently. Contractors (DartClean) carry out all cleaning. Evidence to be requested to ensure that cleaning is carried out in accordance with COVID-19 guidelines.
Staff, contractors and volunteers - think about who could be at risk and likelihood staff/volunteers could be exposed	Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying	Staff in the vulnerable category are advised not to attend work for the time being. Discuss situation with staff/volunteers over 70, to identify whether provision of	Staff and volunteers will need to be warned immediately if someone is tested positive for COVID-19 who has been on the premises. Details of a person's medical condition must be kept

	<p>the virus has entered the premises or falls ill.</p> <p>Mental stress from handling the new situation.</p>	<p>protective clothing and cleaning surfaces before they work is sufficient to mitigate their risks, or whether they should cease such work for the time being. Provide screen for any reception office.</p> <p>Talk with staff, Trustees and volunteers regularly to see if arrangements are working.</p>	<p>confidential, unless the employee/volunteer agrees it can be shared.</p> <p>It is important that people know that they can raise concerns.</p>
Car park/paths/exterior areas	<p>Social distancing is not observed as people congregate before entering premises. Parking area is too congested to allow social distancing. People drop tissues.</p>	<p>Mark out 2 metre waiting area outside all potential entrances with tape to encourage care when queueing to enter.</p> <p>Cleaner asked to check area outside doors for rubbish which might be contaminated. Eg. Tissues. Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky. The main risk is likely to be where people congregate, or for vulnerable people. Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
Entrance hall/lobby/corridors	<p>Possible “pinch points” and busy areas where risk is social distancing is not observed in a confined area. Door handles, light switches in frequent use.</p>	<p>Identify “pinch points” and busy areas. Consider marking out 2 metre spacing in entrance area. Create one-way system and provide signage.</p> <p>Door handles, light switches, window catches, tables, chairs and other equipment used, to be cleaned by hirers.</p>	<p>Hand sanitizer needs to be checked daily. Provide more bins, in entrance hall, each meeting room and empty regularly.</p> <p><i>Entrance through side door and exit through double doors in the hall, with the hirer locking them shut before leaving through the side entrance.</i></p> <p><i>Supplementary conditions of hire to be given, detailing the responsibilities of the hirer.</i></p>

<p>Main Hall</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms. Soft furnishings which cannot be readily cleaned between use. Projection equipment, screen, window curtains or blinds, commemorative photos, displays. Social distancing to be observed.</p>	<p>Door handles, light switches, window catches, tables, chair backs and arms, to be cleaned by hirers. Cushioned chairs with arms are reserved only for those who need them by reason of infirmity and who have been socially isolating themselves. Social distancing guidance to be observed by hirers in arranging their activities. Hirers to be encouraged to wash hands regularly.</p>	<p>Cushioned chairs with arms are important for older, infirm people. Avoid anyone else touching them unless wearing plastic gloves. Consider removing window curtains and any other items which are more difficult to clean and likely to be touched by the public. Provide hand sanitizer.</p>
<p>Small meeting rooms and offices</p>	<p>Social distancing more difficult in smaller areas. Door and window handles, light switches, tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommended hirers hire larger meeting spaces and avoid use of small rooms, other than as offices. Surfaces and equipment to be cleaned by hirers before use, or by hall cleaner. Rooms with carpeted floors not hired for keep fit type classes. Wipe shared copier etc.</p>	<p>Consider closing/only hiring when main hall is not in use or as possible overflow for activities when more attend than expected. May provide a “kettle point” to avoid two groups using the same kitchen.</p>
<p>Kitchen</p>	<p>Social distancing more difficult. Door and window handles, light switches, work surfaces, sinks, cupboard/drawer handles. Fridge/ freezer, crockery/cutlery, kettle/hot water boiler.</p>	<p>Hirers are asked to control numbers using kitchen so as to ensure social distancing, especially for those over 70. Hirers to clean all areas likely to be used before use, wash, dry</p>	<p>Cleaning materials to be made available in clearly identified location e.g. a box on one of the kitchen surfaces, regularly checked and re-stocked as necessary. Consider closing</p>

	Cooker/microwave. <i>First aid cabinet.</i>	and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitizer, soap and paper towels to be provided. Consider encouraging hirers to bring their own food and drink for the time being.	kitchen if not required, or restricting access.
Store cupboards (cleaner etc.)	Social distancing not possible. Door handles, light switch.	Public access unlikely to be required. Cleaner to decide frequency of cleaning.	
Storage rooms (furniture/equipment)	Social distancing more difficult. Door handles on use. Equipment needing to be moved not normally in use.	Decide whether hall cleaner cleans or hirer to clean equipment required before use. Hirer to control accessing and stowing equipment to encourage social distancing.	Consider whether re-arrangement or additional trolleys will facilitate social distancing.
Toilets	Social distancing difficult. Surfaces in frequent use. Door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Hirer to clean all surfaces etc. before public arrive, unless staff have pre-cleaned out of hours. Consider engaged/vacant signage and posters to encourage 20 second hand washing.	Ensure soap, paper towels and toilet paper are regularly replenished and hirer knows where to access for re-stocking if needed.
Boiler Room	Door handle, light switch. Social distancing not possible.	Public access unlikely. Cleaner to decide frequency of cleaning.	No access for hirers/cleaners

Adjournment

The meeting was adjourned at 7.33 p.m.

Cllr Brazier reported that the current highway maintenance contractors had not performed well and that the County Council had taken the decision to move the function back “in house”.

COVID – 19 had however, made this impossible and a 20 month extension has been given to the contractors, meaning that the recommissioning cost of £3 million will be saved by KCC.

Cllr Brazier reported that KCC is now in the worst financial situation ever known, due to COVID – 19, although many other councils are in the same, or worse position.

Cllr Perry Cole reported that over the last couple of months, there has been an upsurge in anti social behaviour in Hartley, particularly in Gorse Wood.. The District Council is aware of the situation and a multi agency approach is being taken.

Cllr Cole reported that the Government’s “build, build build” announcement should become law by September. This would enable residents and developers to demolish existing dwellings and rebuild them without planning permission.

Cllr Penny Cole reported that the volunteer scheme is still going, although there have been no new residents signing up.

The District Council is keen to keep the scheme going and Cllr Cole will be attending a meeting on Friday, for information sharing.

A member of the public asked whether the council’s playgrounds were going to be opened and the Chairman confirmed that there were no plans to open them at the current time, due to the Government requirements.

The meeting resumed at 7.43p.m.

