

**MINUTES OF THE MEETING OF THE  
AMENITIES AND OPEN SPACES COMMITTEE  
HELD AT HARTLEY LIBRARY, ASH ROAD  
ON WEDNESDAY 5<sup>th</sup> JANUARY 2022 AT 7.00p.m.**

**Present:**

Cllr Larry Abraham  
Cllr Lesley Driscoll  
Cllr Laurence Glander  
Cllr David Graeme – (*Chairman*)  
Cllr Mally Malham (*Arrived at 7.26a.m.*)  
Cllr Anne Oxtoby  
Cllr Vince Sewell

**In Attendance:**

Mrs H Boden – (*Clerk*)

**1. Apologies for absence**

There were no apologies for absence.

**2. Declarations of Interest**

Cllr Graeme declared an interest in minute item 18, Routine Maintenance Contract 2022-23, as the current contractor is a relative.

**3. Minutes of previous meeting**

RESOLVED: That,  
the minutes of the meeting of the Amenities and Open Spaces Committee held on 8<sup>th</sup> September 2021, be approved and signed by the Chairman as a correct record.

**4. Football at Manor Field**

There was no report from Hartley De Sales Football Club.

Members noted that the portable goals were currently being stored adjacent to the beacon brazier and that they did not appear to be secured.

RESOLVED: That,  
the Clerk be requested to contact Hartley De Sales FC to ask that the portable goals be moved to a more suitable storage location and that they be secured to prevent unauthorised use.

## 5. Cricket at Manor Field

At the meeting of the Amenities & Open Spaces Committee held on 8<sup>th</sup> September 2021, it was resolved that the Clerk be requested to contact Brodex Trident, the contractor responsible for the water hygiene contract at the Pavilion, to ask whether switching off the boiler serving the showers would affect the regular water checks carried out as part of the contract.

The Clerk reported that Brodex Trident had confirmed that this is not something that they would recommend.

RESOLVED: That,  
the Clerk's report be noted.

## 6. Financial Report

The Committee considered a financial statement setting out detailed income and expenditure by budget heading in respect of the Allotments, Open Spaces and the Pavilion, as at 23<sup>rd</sup> December 2021.

RESOLVED: That,  
the financial statement setting out detailed income and expenditure by budget heading in respect of the Allotments, Open Spaces and the Pavilion, as at 23<sup>rd</sup> December 2021, be received and noted.

## 7. Allotments

(a) At the meeting of the Amenities & Open Spaces Committee held on 8<sup>th</sup> September 2021, the Clerk reported that confirmation had been received from the Soft Landscape Team at Kent Highway Services, that an emergency job order would be raised to remove the trees suffering from Ash Dieback, located outside the allotment boundary fence, at the Woodland Avenue entrance.

The Clerk reported that an email was subsequently received from the Soft Landscape Team at KCC, advising that following investigation by Sevenoaks District Council, it appears that the Parish Council is responsible for the maintenance of the trees on the allotment boundary, as part of the tenancy agreement for the site.

In view of the state of the trees and following advice from the Tree Surgeon, the Clerk, in consultation with the Chairman of the Council and the Chairman of the Amenities & Open Spaces Committee made arrangements for the trees to be felled at a cost of £345 + VAT, pursuant to Financial Regulation 4.5.

RESOLVED: That,  
the above report be noted.

(b) The Committee considered the notes of the meeting held with the allotment holders on 18<sup>th</sup> November 2021.

The Chairman reported that a number of action points had come out of the meeting and the Clerk confirmed that these were in hand.

RESOLVED: That,  
(1) the notes of the meeting held with the allotment holders on 18<sup>th</sup> November 2021, be received and noted and,

- (2) the Chairman of the Council, the Chairman of the Amenities & Open Spaces Committee and the Assistant Clerk arrange a site visit in the spring, to review the issues highlighted at the meeting.

## 8. Pavilion

(a) The Committee considered any action that may be required due to the COVID-19 Pandemic.

Members considered the ACRE Briefing for village and community halls COVID-19 update, dated 16<sup>th</sup> December 2021 and noted the key points, in particular with regard to mandatory face coverings and the requirement to put up signs telling hirers that they must wear face coverings in the hall.

The Clerk reported that signs had been erected at the entrance to and inside the Pavilion on 10<sup>th</sup> December when the regulations came in to force.

The Committee noted that ACRE had issued a sample COVID Secure poster and Special Conditions of Hire, taking into account the revised regulations.

The Clerk reported that the revised Special Conditions of Hire contained an optional clause to limit the number of attendees. Members agreed that as this was only optional and not mandatory, there should be no limit set.

RESOLVED: That,

- (1) the ACRE Briefing for Village and Community Halls COVID-19 update, dated 16<sup>th</sup> December 2021, be noted;
- (2) the COVID Secure poster be updated as per the recommendations received from ACRE, attached as APPENDIX 1 to these minutes;
- (3) the Special Conditions of Hire be updated as per the recommendations received from ACRE, attached as APPENDIX 2 to these minutes.

(b) The Clerk reported that the annual testing of the emergency lighting had been carried out at the Pavilion on 10<sup>th</sup> December 2021 and a certificate had been issued, confirming that the installation complies with the appropriate recommendations and requirements of BS 5266-1: 2016 Emergency lighting Part 1: Code of practice for the emergency lighting of premises and BS EN 50172:2004/BS5266-8: 2004 BS 1838: 2013.

RESOLVED: That, the Clerk's report be noted.

(c) The Clerk reported that the five yearly Electrical Installation Condition Report had been carried out at the Pavilion on 10<sup>th</sup> December 2021.

Members noted that during the inspection, a number of defects had been highlighted and the contractor had suggested that a site meeting be arranged to discuss them.

The Clerk reported that she had asked the contractor whether any of the defects needed to be dealt with urgently, or were dangerous and that she had been advised that there were no major issues.

Members noted that the Clerk and the Chairman of the Amenities & Open Spaces Committee were due to meet with the contractor on Friday 7<sup>th</sup> January.

RESOLVED: That,

- (1) the Clerk's report be noted and,
- (2) following the site meeting with the contractor, the Clerk and the Chairman of the Amenities & Open Spaces Committee be authorised to arrange for any necessary remedial works to be undertaken.

(d) The Committee considered an email dated 9<sup>th</sup> September 2021, received from Action with Communities in Rural Kent (ACRK), in response to the Clerk's enquiry regarding portable appliances that hirers take in to the hall.

ACRK had suggested that a clause be included in the Hire Agreement relating to electrical appliances being brought in to the hall.

RECOMMENDED: That,

the clause relating to electrical appliances being brought in to the hall, as included in the ACRE standard hiring agreement, be added to the Pavilion Hire Agreement.

(e) The Committee had been requested to review the Hire Agreement form for the Pavilion.

RESOLVED: That,

the Clerk be requested to draft a Hire Agreement based on the ACRE standard hiring agreement, for consideration at the next meeting.

(f) The Committee had been requested to consider whether it wishes to renew the service maintenance contract at the Pavilion for a further 12 month period, with CACHES Limited.

The Committee agreed that it was satisfied with the service received during the last year and noted that the price quoted had not increased.

The Committee considered that it would be in the best interests of the Council to retain the specialist service of CACHES Limited, particularly in view of the price freeze.

RESOLVED: That,

(1) the quotation received from CACHES Ltd, for the sum of £470.00 + VAT, per annum, for servicing the 2 no boilers and 1 no water heater at the Pavilion, to include radiators, toilets, taps, showers and gas supply pipework, be accepted and;

(2) the Clerk be authorised to sign the contract on behalf of the Council.

(g) The Clerk reported that in 2017, Sevenoaks District Council had introduced a free well-being walk, aimed at people who may have a long term condition, weight issues,

lack of fitness, or lack of confidence and self-esteem which may have an effect on them being active.

The programme provides the opportunity for residents to engage in a volunteer-led programme of group walks that are a maximum of 90 minutes in length.

The Hartley walk was very popular and took place at Woodland Avenue recreation ground, with refreshments made available at the Wellfield Community Lounge after the walk.

The Walk Leader is hoping to recommence the weekly walks in the new year, at Manor Field and the Committee had been requested to consider whether it would permit the group to have the use of the Pavilion for toilet facilities and refreshments during and after the walk, free of charge.

The Committee noted that there would be some expense to the Council with regard to cleaning and water/ electricity usage and therefore considered that a minimal charge should be levied.

RECOMMENDED: That,

permission be granted for the use of the Pavilion for toilet facilities and refreshments for the sum of £9 per week.

## **9. Manor Field**

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

At the meeting of the Amenities & Open Spaces Committee held on 8<sup>th</sup> September 2021, it was resolved that the Clerk be requested to seek quotations for the provision of a specification of works, sufficiently detailed to enable the Council to seek quotations using the Public Procurement Policy.

The Committee had been requested to consider any quotations received.

The Clerk reported that despite two contractors agreeing to submit a specification of works, to date, neither had been received.

RESOLVED: That,

the matter be deferred to the next meeting.

### **(b) Weed, moss & worm control**

(i) The Committee considered a programme of works to the ground at Manor Field for 2022.

This year, the following applications were carried out:

- March (Fertilizer and Sulphate of Iron)
- June (Fertilizer and Herbicide)
- September (Fertilizer and Sulphate of Iron)

The Committee agreed that the same ground works should be carried out during 2022.

The Clerk reported that two quotations had been sought, but that only one had been received.

RESOLVED: That,

the quotation for the sum of £1,182.26 + VAT, received from Weed Management Ltd, to apply Fertilizer & moss control (March & September) and Fertilizer and weed control (June), to Manor Field, be accepted.

(ii) The Committee considered a quotation for the application of a worm cast suppressant at Manor Field.

Members noted that a worm cast suppressant had not been applied for a number of years, due to its ineffectiveness.

RESOLVED: That,

no further action be taken with regard to the application of a worm cast suppressant at Manor Field.

## 10. Quantified Tree Risk Assessment

(a) At the meeting of the Amenities & Open Spaces Committee held on 8<sup>th</sup> September 2021, the Committee considered an estimated quotation for the replacement of the missing ground markers in Hartley Wood, marking the Parish Council's boundaries, as highlighted in the recent Quantified Tree risk Assessment.

In view of the significant cost of this, it was suggested that, as the Council has the co-ordinates for the ground markers, it may be possible to make alternative arrangements to replace them. Cllr Sewell agreed to contact the local Scout Leader to ask whether they could offer any assistance.

Cllr Sewell reported that the Scout Leader had confirmed that the Scouts would be happy to assist once conditions improve in the Spring.

The Committee agreed that the once the locations of the missing ground markers were found, they should be permanently marked in some way

RESOLVED: That,

the Clerk, be requested to contact the Scout Leader to accept the offer to locate and replace the missing ground markers in Hartley Wood.

## 11. Playgrounds

(a) The Committee considered the Operational Inspection Report dated 25<sup>th</sup> October 2021, received from the Parish Council's Playground Inspector.

### Chantry Avenue

- sign – Replace rotted timbers and secure loose fixings
- remove excess thread length on the kissing gate and deburr or provide cap
- clean and treat the algae or moss growth on the safety surfacing

- remove weeds/vegetation growth between and around the edges of the surfacing around the spring frog, cradle swing, bay seat swings, slide, roundabout and multi play unit
- remove algae and moss from the timber bench and remove all rough or sharp edges
- reinstate the area under the gate to level with the surrounding surface
- roundabout – The bearing is showing signs of wear. Monitor for any further deterioration and replace as required
- roundabout – The paint is flaking off the metalwork – rub down and repaint
- monitor the chain wear on the cradle and bay seat swing and replace when 40% worn
- monitor the shackles on the cradle swing for any further deterioration and replace when 40% worn
- monitor the bushes on the cradle swing and replace as required
- repair the perimeter of the surfacing around the cradle swing, to remove trip points
- monitor the chain wear on the flat seat swings for any deterioration and replace when 40% worn
- monitor dents in slide chute
- remove algae and moss from the multi play unit
- monitor for further deterioration in the foundations of the basketball hoop
- treat and repaint any rusting components on the goal posts, flat seat swing, slide and cradle swing
- monitor fence post deterioration and replace as required

#### Longfield Hill

- monitor loose, rotten posts around the fence and replace as required
- Bench – replace missing inserts, clean and treat
- swings – the surface is lifting at the edges and creating trip points. Repair perimeter of surfacing to remove trip points
- swings – treat any rusting components and repaint
- swings – the seat has minor damage or wear. Monitor for further deterioration and replace as required
- monitor chain wear, swing seat connectors, seat, frame fixings, shackles and bush wear on bay seat swing and replace as required
- remove algae or moss growth on swing seats
- remove algae or moss on the bench

- the surface is lifting at the edges and creating trip hazards. Repair perimeter and fill gaps around bay seat swings and slide
- remove algae or moss from the surface under the bay swings and the slide
- monitor dents in slide chute
- treat and repaint any rusting components on the slide & replace all corroded fixings
- adventure trail – Replace missing or damaged bolt cap covers

### Woodland Avenue

- safety surfacing – there are gaps opening between the surfacing and the edging surround or between the joints in the surfacing – monitor for any further deterioration and repair as required
- roundabout – the surface is lifting at the edges and creating trip points. Repair perimeter of surfacing to remove trip points
- remove weeds/vegetation/growth from between or around the edges of the safety surfacing
- there are trip hazards at the edge of the surface – reinstate surrounding surface levels to remove the trip points
- there is algae or moss growth on the surface – clean and treat appropriately
- gates – there are trip hazards present at the gate entrance – reinstate surrounding surfaces to level to remove the trip points
- adventure trail – the spring cover has been damaged – replace all affected components
- fence – there are a number of loose, rotten posts around the fence. Monitor for any further deterioration and reset as required
- fence – there are areas or parts of the timber on the fencing that have rotted. Replace all affected timbers
- remove staples from timber fence and picnic table
- bench – there are areas or parts of the timber on the bench that have rotted. Replace all affected timbers. Treat any rusting components and repaint
- adventure trail – There is/are bolt cap covers missing or damaged on the item. Replace missing or damaged bolt cap covers
- spinning pole – secure all loose fixings, monitor bearing and replace missing or damaged bolt cap covers
- 2 bay swing – the seat has minor damage/wear. Monitor for any further deterioration and replace as required
- 2 bay swing – monitor for further chain wear and replace when 40% worn
- team swing – replace missing caps under the seats

- multi play – clean & treat algae & moss, monitor dents in slide chute, replace bolt cap covers, monitor gaps in the surfacing and repair as required, monitor damaged ropes/nets and repair or replace as required and monitor shackles for further deterioration and replace when 40% worn
- Multi play – there is some damage to the rope connectors. Remove the sharp edges and monitor
- inclusive springie – the spring clamps are loose. Tighten all loose fixings
- there are trip hazards at the edges of the surface to the rim of the roundabout. Repair perimeter of surfacing to remove the trip points
- basket ball goal – remove weeds/vegetation growth and remove graffiti. Monitor safety surface and repair as required. Treat and repaint any rusting components
- football goal – treat and repaint any rusting components. The item is slightly loose in its foundations. Monitor for further deterioration and repair as required
- Multi Use Games Area – The paint is flaking off the metalwork. Rub down and repaint. Clean and treat algae or moss on the surface.
- Teenage shelter – The area around the item has eroded and may become slippery. Reinstate eroded area.

RESOLVED: That,  
the Routine Maintenance contractor be requested to undertake  
the required minor works, as highlighted in the inspection  
report, detailed above.

(b) The Committee had been requested to consider any action that may be required due to the COVID-19 Pandemic.

Members considered that in view of the fact that the playgrounds were currently open, with a COVID-19 Risk Assessment in place, no further action was required.

RESOLVED: That,  
no further action is required.

## **12. Dog Bins/Litter Bins**

The Clerk reported that she had met with the Street Cleansing Supervisor at Sevenoaks District Council regarding the possibility of installing new litter bins on the corner of St John's Lane and Grange Way and in the car park at the rear of Caxton Close.

The Street Cleansing Supervisor had advised against the installation of the bin on the corner of St John's Lane and Grange Way, due to the proximity to residential properties.

In view of the fact that it had been requested by dog walkers to deposit dog waste, he was concerned about the possible odour issues in the summer and, depending on how well used it was, complaints from nearby residents, should it become full and overflow.

With regard to the installation of a bin, the Clerk reported that the existing bin located at the Church Road/Manor Lane junction had recently been replaced in error by a new “smart” bin.

As the recycling element of the new bin had not been well used, the Parish Council had asked that it be relocated in the car park at the rear of Caxton Close, as this area was lacking a bin.

The Clerk reported that the smart bin had now been relocated to the car park and the original bin re-installed at the Church Road/Manor Lane junction.

RESOLVED: That,

- 1) the Clerk’s report be noted and,
- 2) no further action be taken with regard to the installation of a litter bin on the corner of St John’s Lane and Grange Way.

### **13. Cherry Trees Shops**

The Clerk reported that she had contacted the Landlords to obtain an update and had been advised that they were currently in the process of seeking quotations for the work to be carried out, as the previously appointed contractor had let them down.

RESOLVED: That,

- (1) the Clerk’s report be noted and,
- (2) the Clerk be requested to continue to pursue the matter with the landlords.

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

The Committee considered an email dated 7<sup>th</sup> December 2021, received from a resident, regarding the poor state of the area outside The Parade, Ash Road.

Members agreed that the frontage area, including the chains, bollards and wall, was in need of maintenance and that litter and general debris often accumulated there.

The Clerk reported that residents often complained about the state of the area, particularly in view of its prominent location.

RESOLVED: That,

the Clerk be requested to write to the shop owners on the Parade to advise them of the complaints received by the Parish Council and to ask whether they would be prepared to take any action to tidy up the area.

### **15. Grass Cutting Contracts 2022-2024**

The Committee considered the quotations received for grass cutting contracts at the Council’s open spaces, recreation grounds and amenity land for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2024.

The Clerk reported that eight quotations had been requested but only one had been received.

The Committee noted that the quotation received had been from the existing grass cutting contractor, who had confirmed that the rates for 2022/23 would be held at the 2021/22 prices and that the prices for the second half of the contract i.e 2023/24, would increase by 4%.

Members agreed that the Council had been satisfied with the current contractor's work and in view of the price freeze for 2022/23, considered that the sums quoted represented good value for money and that to accept the quotation would be in the best interests of the Council.

RESOLVED: That,

(1) the quotation for the sum of £8,647.75 plus VAT per annum received from Commercial Services Trading Limited T/as Landscape Services to cut the grass at the Council's open spaces and amenity land, as specified in Contract 2 for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 be accepted;

(2) the quotation for the sum of £8,993.66 plus VAT per annum received from Commercial Services Trading Limited T/as Landscape Services to cut the grass at the Council's open spaces and amenity land, as specified in Contract 2 for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 be accepted;

(3) the quotation for the sum of £2,508.52 plus VAT per annum received from Commercial Services T/as Landscape Services to cut the grass at the Council's recreation grounds at Manor Field and Longfield Hill, as specified in Contract 3 for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 be accepted and,

(4) the quotation for the sum of £2,608.86 plus VAT per annum received from Commercial Services T/as Landscape Services to cut the grass at the Council's recreation grounds at Manor Field and Longfield Hill, as specified in Contract 3 for the period 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024 be accepted.

## **16. Safeguarding Policy**

The Committee considered a draft Safeguarding Policy.

The Clerk reported that she had sent a copy of the draft policy to the Safeguarding Officer at the District Council and the Legal Adviser at KALC for their comments.

Members noted that to date, no response has been received from the District Council.

The Clerk reported that the Legal Advisor at KALC had looked over the draft and had advised that whilst he is not a specialist on the matter, it appeared to be a well thought out and comprehensive document.

The Legal Adviser suggested that the draft be referred to KCC, the KALC Area Committee and SLCC, prior to adoption.

RESOLVED: That,

(1) the draft Safeguarding Policy be sent to the designated safeguarding lead at Kent County Council, the KALC Area Committee and SLCC for their comments and,

- (2) the draft Safeguarding Policy and any comments received from Kent County Council, the KALC Area Committee and SLCC, be considered by the Committee at the next meeting.

## **17. Trees**

The Clerk reported that a complaint had been received from a resident regarding the trees overhanging the grassed area from the entrance gate at Billings Hill Shaw, to the tarmac area.

The Chairman reported that he had carried out a site visit and that the trees were in need of cutting back, as they were almost reaching the road.

The Clerk reported that she had sought advice from a Tree Surgeon and that they had suggested lifting the trees to approx. 2m.

The Committee considered a quotation for the above works to be carried out.

The Clerk reported that there were insufficient funds available in the budget, but the Committee agreed that the works were required and should be carried out as soon as possible.

RECOMMENDED: That,

- (1) the quotation received from SL Treecare Ltd for the sum of £150.00 + VAT, to lift the trees overhanging the grassed area from the gate, up to the tarmac turning area, be accepted and,
- (2) the total sum be met from the Parish Councils General Reserves.

## **18. Routine Maintenance Contract 2022-23**

The Committee considered 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 2022 to 30<sup>th</sup> June 2023, including regular patrols of the Council's open spaces and execution of minor repair/maintenance works.

The Clerk reported that each year, notice of the Council's intention to award the contract is placed on the Council's noticeboards, inviting interested parties to contact the Council. No expressions of interest are usually received.

The Council's current contractor is invited each year to submit a quotation.

The Committee considered the schedule of works and agreed on a number of amendments.

RESOLVED: That,

- 1) a notice be included in the next edition of the Parish Council's newsletter, inviting anyone interested in providing a quotation for the contract, to contact the Council;
- 2) a notice be placed on the Council's noticeboards and website, inviting interested parties to contact the Council and,
- 3) quotations be sought for the Routine Maintenance Contract for the period 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2023, to be considered by the Committee at its next meeting.

**19. Date of next meeting**

To be confirmed.

The meeting closed at 8.22p.m.

Signed:..... Date:.....

Chairman of the Amenities and Open Spaces Committee

# **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 10 days** of visiting these premises, alert NHS Test, and Trace. Alert the Trust on 01474 709441 and alert the organizer of the activity that you attended. You **MUST** get a COVID-19 antigen test.
- 3. Maintain social distancing as far as possible from anyone you do not have regular contact with.**
- 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. Face coverings MUST be worn** unless an exception applies to a person (eg for health reasons, those aged under 11) or while you are engaged in an exempt activity (eg exercise, dancing, while eating or drinking).
- 7. “Catch it, Bin it, Kill it”.** Tissues should be disposed of into one of the rubbish bags provided. Then wash your hands.
- 8. 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.
- 9. 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.
- 10. Keep the hall well ventilated. Close doors and windows on leaving.**

## **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 gloves are worn or hands are sanitized, both before and after unlocking/locking and opening/closing the entrance gate and unlocking/locking and raising/lowering the bollard.

**SC2:** You, the hirer, will be responsible for ensuring that those attending your activity or event, comply with COVID-19 Secure advice while entering and occupying the hall, as shown on the attached posters which are also displayed at the hall entrance, in particular, using the hand sanitizer supplied when entering the hall and after using tissues.

**SC3:** You undertake to comply with the actions identified in the hall's risk assessment, of which you will be provided with a copy.

**SC4:** 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, to keep regularly used surface clean during your hire and to clean them again on leaving. Please pay particular attention to wash hand basins and kitchen sinks (if used), using **your own ordinary domestic products**.

Please take care cleaning electrical equipment. Use cloths – do not spray!

**SC5:** 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 48 hours, and that if they develop symptoms within 10 days of visiting the premises, they **MUST** seek a COVID-19 test.

**SC6:** You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors), open as far as convenient, or opened at regular intervals to allow in fresh air. You will be responsible for ensuring that they are all securely closed on leaving.

**SC7:** You will take particular care to avoid any persons likely to be clinically extremely vulnerable to COVID-19 coming in to close contact with other people they do not know, ensuring that they can access the toilets or other confined areas without compromising social distancing and that face coverings are used in their proximity.

You will make sure that no more than **1** person uses each **suite of toilets** or the **kitchen** at any one time.

**SC8:** You are asked to arrange the room as far as possible so as to avoid close contact between people who do not regularly see each other, such as: seating side by side rather than face-to-face, an empty chair between each person or household group, requiring face coverings, good ventilation.

If tables are being used for a meeting, a wide U-shape is advisable.

**SC9:** You are requested to keep a record of the date and time the activity started and the name and contact telephone number or email of all those who attend your event, (or at least one member of any group of up to 6 people or 2 households who attend together). This can be done either by operating an advance booking system which collects these details, or by asking everyone who attends to use the NHS QR poster at the hall entrance, to register their attendance and by keeping a register of any who do not register using their smartphone app and the hall's NHS QR poster or your own NHS QR poster.

**SC10:** You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, taking **ALL** rubbish away with you when you leave the hall.

**SC11:** Users are encouraged to bring their own drinks and food. If food or drink is being served or made on a DIY basis (such as water bottle during exercise), it should, if possible be consumed while seated.

**SC12:** You will be responsible for ensuring that no one attending your activity or event enters the areas of the Pavilion marked "Do not Enter". These areas remain closed at the present time.

**SC13:** 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.

**SC14:** 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 **the "home" changing room**. 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 precautions and advise them to launder their clothes when they arrive home. Inform the Clerk at the Parish Office on 01474 709441.

**SC15:** All those attending your activity must wear a face covering unless an exemption or other government guidance applies to the activity (e.g dancing, taking exercise). A face covering is not required when people are eating or drinking, but they should be seated. All those attending your activity must wear a face covering when using confined areas such as toilets and corridors, for the safety of others.

**SC16:** In order to avoid risk of aerosol or droplet transmission, please take steps to avoid people needing to unduly raise their voices to each other, eg. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.

**SC19: Other special points as appropriate**

1) Where a sports, exercise or performing arts activity takes place:

You will organize your activity in accordance with guidance issued by the relevant governing body for your sport or activity.

2) Where a group uses their own equipment:

You will ask those attending to bring their own equipment and not share it with other members.

3) If you provide equipment:

You will avoid using equipment which is difficult to clean, as far as possible. You will ensure that any equipment you provide is cleaned before and after use.

4) The hall will be cleaned thoroughly once a week by the hall cleaner, including floors. The hiring group will be responsible for cleaning surfaces used regularly, before, during and at the end of hire.

5) In addition to the ordinary first aid kit, a COVID-19 First Aid Box is located in the home changing room.

This consists of:

- Face mask (covering & pair of plastic gloves x 2
- Plastic face shield – for the responder
- Pocket pack of tissues
- Hand soap in pump dispenser
- Small hand sanitizer gel
- Disposable apron
- Small packet anti-bacterial wipes
- Rubbish bags x 2 (so disposables can be double bagged) The outer one marked “Covid Waste”
- Washing up bowl for handwashing

A copy of the Parish Council’s Risk Assessment has been made available to you, but may be subject to change at any time, in line with Government Guidelines.

**Name of group/organization:** .....

**Person responsible (Print name) :** .....

**Address:**.....

**Telephone Number:**.....

**I confirm that I have read and understood the above Special Conditions of Hire during COVID – 19 and agree to abide by them fully.**

**Signed**.....

**Print:**.....

