

## HARTLEY PARISH COUNCIL

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2<sup>nd</sup> September 2021

Dear Councillor

You are hereby summoned to attend a meeting of the Amenities and Open Spaces Committee to be held on **WEDNESDAY 8<sup>th</sup> SEPTEMBER 2021** commencing at **7.00 p.m.** at Hartley Library, Ash Road.

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**

To approve the minutes of the meeting of the Amenities and Open Spaces Committee held on 27<sup>th</sup> July 2021, 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 Hartley De Sales Football Club.

(b) To confirm the Clerk's actions in arranging for the initial set out of 3 full size pitches with respect lines for the sum of £763.40+ VAT.

(c) At the meeting of the Amenities & Open Spaces Committee held on 27<sup>th</sup> July 2021, a request was made by the Football Club, to use the pitches beyond the start of the 2022 cricket season, due to the fact that they would be using portable goals.

The Clerk was requested to contact the New Ash Green & Hartley Cricket Club to seek their view on the Football Club's request.

The Committee is requested to consider any response received.

(d) Due to Hartley De Sales FC's recent purchase of 3 sets of portable goals, the goal posts currently being stored in the storage container, will no longer be required.

The Committee is requested to consider a course of action.

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

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

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

To receive a report from Meopham Cricket Club.

### **7. 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 1<sup>st</sup> September 2021. (Annexed).

### **8. Allotments**

(a) To receive an update on trees located outside of the allotment boundary fence, which appear to be suffering from Ash Dieback Disease.

(b) To review the procedure for issuing a Notice to Quit to tenants in breach of their Tenancy Agreement.

(c) To receive an update on the clearance of the 2 newly created plots.

(d) To consider the allotment charges for the period 1<sup>st</sup> October 2022 to 30<sup>th</sup> September 2023.

The Allotment Tenancy Agreement requires the Council to give 12 months' notice to Allotment holders of any increase in charge for the Allotment plot. For the period 1<sup>st</sup> October 2021 to 30<sup>th</sup> September 2022 the allotment charges were increased by 10% from those set for 2020/21. There was no increase in the previous year's charges for the period 1<sup>st</sup> October 2020/21.

The total rental income for the period 1st October 2020 to 30th September 2021 was £952.14. The total rental income for the period 1<sup>st</sup> October 2021 to 30<sup>th</sup> September 2022 will be £1047.35, based on a 10% increase agreed by the Council on 12<sup>th</sup> October 2020. There are 41 occupied allotment plots with no vacancies.

The individual Allotment rents range from £11.55 (42 sq m) to £37.60 (136.5 sq m), depending on size. The plots were measured in 2009, in advance of the issue of the invoices for the period 1st October 2009 to 30th September 2010.

(e) To consider arranging a meeting with allotment holders.

(f) At the meeting of the Amenities & Open Spaces Committee held on 27<sup>th</sup> July 2021, it was recommended that the remainder of the Parish Council's boundary fence (to the right of the Woodland Avenue entrance gate, be removed, to facilitate the installation of the resident's fence along the shared boundary.

The Committee is requested to consider any quotations received.

### **9. Pavilion/Manor Field**

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

(b) To consider a quotation for the annual testing of the emergency lighting, due in December.

(c) To consider a quotation for the annual Portable Appliance Testing at the Pavilion and the Parish Office, due in December.

(d) To consider a quotation for the five yearly Electrical Installation Condition Report to be carried out at the Pavilion.

(e) To review the current cleaning schedule at the Pavilion.

### **10. Manor Field – Car Park Re-surfacing**

To consider any quotations received for the preparation of plans for the proposed re-surfacing of the car park at Manor Field.

### **11. Trees**

(a) At the meeting of the Amenities & Open Spaces Committee held on 27<sup>th</sup> July 2021, the committee considered an email received from West Kent Housing Association, regarding trees located in Gorse Wood overhanging the garden of a property in Caxton Close.

It was noted that the Clerk had made arrangements for the trees to be inspected by a Tree Surgeon and it was agreed that should any health and safety works be required, the Clerk and Chairman be authorised to accept the most suitable quotation.

The Committee is requested to note that the Tree Surgeon has confirmed that there are no health and safety issues relating to the trees.

(b) To consider quotations for the trees located in Woodland Avenue Recreation ground, adjacent to the footpath to be cut back and crown lifted.

### **12. Quantified Tree Risk Assessment**

(a) The Quantified Tree Risk Assessment highlighted the fact that the Consultant had been unable to locate some of the ground survey markers in Hartley Wood, marking the Parish Council's boundaries.

The Committee is requested to consider an email dated 13<sup>th</sup> August 2021, received from the Land Surveyor that carried out the original ground survey. (Annexed).

(b) The recent Quantified Tree Risk Assessment report suggested that the Parish Council contact the Kent Wildlife Trust or similar organisation to ask for advice with the management of Gorse Wood.

The alternative is to let the woodland remain as it is: there will be continuing tree loss in storms or due to disease, or because neighbours find trees are interfering with their property and request removal or pruning.

Gaps within the woodland will get larger and the understorey, particularly bramble, will hinder access.

The Consultant has advised that at this stage, the gaps are not large enough to justify the planting of new trees and considers that it would be a waste of money to attempt to plant trees before removing some of the older trees.

The Clerk has contacted the Kent Wildlife Trust and the North West Kent Countryside Project for advice.

The Committee is requested to consider any advice received.

### **13. Playgrounds**

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

### **14. Dog Bins/Litter Bins**

To receive an update on the possible installation of new litter bins on the corner of St Johns Lane and Grange Way and in the car park at the rear of Caxton Close.

### **15. Sevenoaks District Council – Welcome Back Funding**

To consider an update (if available), on the Parish Council's request to Sevenoaks District Council for 2 fingerpost sign posts as part of the Welcome Back Funding.

### **16. Plant a Tree for the Queen's Jubilee**

At the meeting of the Amenities & Open Spaces Committee held on 27<sup>th</sup> July 2021, it was agreed that should the Parish Council wish to participate in the "Queen's Green Canopy" initiative, the planting of fruit trees at Billings Hill Shaw could be considered.

The Committee is requested to consider any information received regarding costings and to agree a course of action.

### **17. Rectory Meadow**

(a) The contractor undertaking the work recommended in the Quantified Tree Risk Assessment contacted the Parish Office to advise of a Hornbeam over the footpath that required making safe.

The Committee is requested to confirm the Clerk's actions of instructing the Tree Surgeon to undertake the necessary works to make the tree safe, at a cost of £275 + VAT.

(b) At the meeting of the Amenities & Open Spaces Committee held on 27<sup>th</sup> July 2021, it was resolved that the damaged noticeboard with the wording:

"The Parish Council of Hartley

Dogs Fouling of Land Act 1996 in Force

Owners must clean up after their dogs,

should be replaced, at a cost of £163.70 + VAT.

It has since come to light that the Dogs Fouling of Land Act 1996, has been repealed.

The Committee is requested to consider revised wording for the noticeboard.

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

To consider any response received from Sevenoaks District Council to the Parish Council's request for consideration to be given to the re-siting of the litter bin located in this location.

## **19. Grass Cutting Contracts 2022-24**

To review the grass cutting specification and schedule at the Council's open spaces falling due for renewal on 1<sup>st</sup> April 2022 and agree the list of Contractors to be invited to submit a quotation.

### Background documents

*Grass cutting specification 2020-2022. (ANNEXED).*

*Grass cutting schedule 2020-2022. (ANNEXED).*

*Contract 3 plan . (ANNEXED).*

*List of contractors 2020-2022. (ANNEXED).*

## **20. Budget 2022-23**

To consider the draft budget for 2022/2023, for the allotments, open spaces and the Pavilion. (Annexed).

## **21. Community Garden**

To consider an email dated 2<sup>nd</sup> August 2021, received from a resident regarding the creation of a community garden. (Annexed).

## **22. Safeguarding Policy**

To consider Information Sheet 5, "Safeguarding" received from Action with Communities in Rural England. (Annexed) and to agree a course of action.

### Background Document

Safeguarding Policy Template for Parish & Town Councils

## **23. 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 27<sup>th</sup> July 2021. (**WHITE**).
2. Financial report as at 1<sup>st</sup> September 2021. (**BLUE**).
3. Email dated 13<sup>th</sup> August 2021, received from the land Surveyor. (**PINK**).
4. *Grass cutting specification 2020-2022. (WHITE).*
5. *Grass cutting schedule 2020-2022. (WHITE).*
6. *Contract 3 plan . (WHITE).*
7. *List of contractors 2020-2022. (WHITE).*
8. Draft budget 2022/2023, for the allotments, open spaces and the Pavilion. (**BLUE**).
9. Email dated 2<sup>nd</sup> August 2021, received from a resident. (**GREEN**).
10. Information sheet 5 "Safeguarding", received from Action with Communities in Rural England. (**WHITE**).

