

HARTLEY PARISH COUNCIL

The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL

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6th June 2008

Dear Councillor

You are invited to attend a meeting of the Highways Committee to be held on **Thursday 12th June 2008 at 7.30 p.m. at Hartley Library, Ash Road.**

Yours sincerely

Julie Hoad
Proper Officer

MEMBERS ARE REQUESTED TO BRING TO THE MEETING AGENDAS ISSUED FOR A MEETING OF THE HIGHWAYS COMMITTEE WHICH WAS DUE TO BE HELD ON 24TH APRIL 2008 BUT SUBSEQUENTLY CANCELLED.

AGENDA

Apologies for Absence

To receive apologies for absence.

1. Election of Chairman

To elect a Chairman of the Highways Committee until the Annual meeting of the Council in May 2009.

2. Election of Vice Chairman

To elect a Vice Chairman of the Highways Committee until the Annual meeting of the Council in May 2009.

3. Membership of the Committee

To approve the re-appointment of Cllr Mr D Brazier as a co-opted member of the Highways Committee.

4. Declarations of Interest

To receive Members' declarations of interest.

5. Minutes

(WHITE)

To approve the minutes of the meeting of the Highways Committee held on 20th March 2008 as a correct record. (Annexed).

6. Terms of Reference

(YELLOW)

To review the terms of reference as approved by the Council at its Annual Meeting held on 12th May 2008, attached as appendix 1.

7. Springcroft

(BLUE)

To receive a report on progress to resolve the flooding problems in Springcroft.

At the previous meeting the Highways Committee was advised that due to staff shortages no significant progress had been made since the public meeting held on 11th January 2008 and that the design of the proposed remedial work had been outsourced to consultants.

The Parish Council has been provided with a copy of the Drainage Investigation Initial Assessment report prepared by Jacobs Babtie in February 2005.

A formal complaint has been submitted to Kent Highway Services by a local resident.

[Background document](#)

[Drainage Investigation Initial Assessment report prepared by Jacobs Babtie, February 2005](#)

8. Parking at Cherry Trees

At the last meeting of the Highways Committee it was resolved that,

“(1) Kent Highway Services be pursued for a response to the Parish Council’s enquiry about its parking policy regarding right angled and 45 degree parking,

(2) a letter be written to Budgens enquiring whether they would be willing to provide a “no parking” sign on the end flank wall next to the pavement near the recently installed dropped kerb,

(3) enquiries be made to establish whether any of the flats above the shops were owned and managed by the West Kent Housing Association Ltd and if so, the arrangements by which their tenants dispose of their rubbish,

(4) enquiries be made with Sevenoaks District Council to establish when the graffiti on the staircase would be removed and whether it would be possible to apply anti graffiti paint immediately after its removal,

(5) further investigation be undertaken into a suitable “customer parking” sign and that designs be circulated to Members of the Committee for comment and,

(6) investigations be undertaken to establish the cost of employing the services of a suitably qualified consultant to undertake a safety audit of the Parish Council’s proposed scheme to improve parking in front of the shops by the removal of the traffic island.”

The Committee is requested to note the following:

(1) Kent Highway Services is seeking clarification from the Parking Manager at Kent County Council to clarify the inconsistency of parking policy within the County.

(2) No response has been received from Budgens regarding the enquiry to provide a “no parking” sign.

(3) West Kent Housing Association has confirmed that none of the flats above the shops at Cherry Trees are owned or managed by the Association.

(4) The Parish Council was advised that the “Grimebuster” Team could not remove the graffiti from the staircase at Cherry Trees by means of high pressure water due to concerns about damage it could cause to the surfacing. Sevenoaks District Council was advised of a graffiti removal product that successfully removed graffiti from a test area on the staircase and asked whether the local Community Warden could remove the graffiti. The Community Warden has advised that he is not permitted to remove graffiti as he has not received the appropriate training.

(5) A suitable customer parking sign has been sourced and circulated for Members comments. The owner of no 23 Cherry Tree has given verbal consent to fix the “customer parking” sign to his rear boundary wall.

(6) Further information has been requested from Kent Highway Services on the level of safety audit required. No response has so far been received.

9. Bus Services

The Council has received an e mail dated 2nd April 2008 from two residents complaining about the start time of 09.30 for the free bus pass available to eligible residents. The residents complained that this caused inconvenience to residents attending early morning appointments at Darent Valley Hospital. The residents have also complained about the reliability of the 489 bus service to Gravesend.

The Committee is requested to note that Kent County Council has announced funding to allow a start time of 09.00 for the free bus pass scheme commencing on 30th June 2008.

Background document

E mail dated 2nd April 2008 from a two local residents

10. Cycle route - Ash Road

At the last meeting of the Highways Committee it was resolved that further investigations be undertaken on width requirements for shared use cycle and footpath routes, as defined in the Local Transport Plan for Kent 2006-11.

The Committee is requested to consider the outcome of such investigations.

Background documents

Appendix 9 of the Local Transport Plan for Kent 2006-11

11. Interactive Speed Sign – Ash Road

At the last meeting of the Committee it was reported that the interactive speed sign would be commissioned by the end of March 2008. The Committee is requested to note that the interactive speed sign was commissioned on 8th April 2008.

Background documents

E mail dated 4th March 2008 from Kent Highway Services to Chairman of Highways Committee

E mail dated 7th April 2008 from Chairman of Highways Committee to Kent Highway Services

12. Traffic Congestion – Ash Road

To consider a letter dated 16th May 2008 from a resident expressing her concerns about the parking outside the Hartley WI Hall and the effectiveness of the interactive sign.

Background documents

[Letter dated 16th May 2008 from a local resident](#)

13. Gorsewood Road – Tunnel

The Committee is requested to note that Kent County Council has raised an order to investigate repairs to the defective light in the subway under the railway line at the end of Gorsewood Road.

Background documents

E mail dated 7th April 2008 from Kent County Council

14. Parking Restrictions

(PINK)

At the meetings of the Highways Committee held on 24th January 2008 and 20th March 2008 it was resolved that a progress report be obtained on the implementation of parking restrictions in Hartley, as set out in a letter dated 23rd November 2006 from the Senior Traffic and Parking Engineer at Sevenoaks District Council. Despite sending a reminder a response is still awaited.

The Committee is requested to consider e mail dated 17th April 2008 and 3rd April 2008 from local residents. (Annexed)

Background documents

Letter dated 23rd November 2006 from the Senior Traffic and Parking Engineer at Sevenoaks District Council

Letter dated 7th February 2008 from Hartley Parish Council to Senior Traffic and Parking Engineer at Sevenoaks District Council

Letter dated 26th March 2008 from Hartley Parish Council to Senior Traffic and Parking Engineer at Sevenoaks District Council

E mail dated 17th April 2008 from a local resident

E mail dated 3rd April 2008 from a local resident

15. Highway matters

(CREAM)

The Committee is requested to note that Kent Highway Services will be carrying out an intensive campaign to fill potholes during the month of April and that the Council has received a pothole pack. Parish Councils and the public are being encouraged to report any potholes to Kent Highway Services.

An information sheet from Kent Highway Services explaining work undertaken as part of the pothole campaign is attached for Members information.

Background documents

Letter dated 1st April 2008 from Kent Highway Services

E mail dated 9th April 2008 from Kent Highway Services

16. Stack Lane

(ORANGE)

(a) At the last meeting of the Highways Committee it was resolved to enquire whether a Residents Society existed in Stack Lane in response to a request for the provision of footpath along the narrow section of Stack Lane. The Committee is requested to consider the response from a resident of Stack Lane.

Background document

Letter dated 16th April 2008 from resident of Stack Lane

(b) In October 2007 the Council was advised that Mr R Colyer, Acting Area Planning & Development Manager for West Kent would be investigating the possibility of upgrading Stack Lane.

The Committee is requested to consider any feedback from such investigations.

Background documents

E mail dated 10th October 2007 from Cllr Brazier to HPC

E mail dated 29th May 2008 from Cllr Brazier to HPC

17. Dartford River crossing tolls (GREEN)

At the last meeting of the Committee it was resolved that the local Member of Parliament be asked to explain how the criteria for eligibility of the discount scheme in respect of the new pricing regime for the Dartford crossing toll had been determined.

The Committee is requested to consider the response received from the local Member of Parliament. (Annexed)

[Background document](#)

[Letter dated 3rd April 2008 from Dr H Stoate](#)

18. Speed Limit Review (YELLOW)

To note a review will be undertaken by all Highway Authorities to check that “A” and “B” networks comply with new guidelines issued by the Government on speed limits entitled “Circular Roads 1/2600 – Setting local speed limits”. An information sheet produced by the Kent Highway Services explaining how this will be carried out throughout Kent is attached for Members information.

[Background document](#)

Information sheet published by Kent Highway Services entitled “The Speed Limit Review”

19. Parish Spreadsheet (WHITE)

To receive and note the parish spreadsheet received by the Council on 2nd June 2008.

[Background document](#)

Parish spreadsheet received from KHS on 2nd June 2008

Parish spreadsheet returned to KHS on 7th April 2008

20. Kent Highway Services – Community Liaison Officers (BLUE)

To consider a letter dated 19th May 2008 from Jacqui Norwood advising of changes to reporting procedures to Kent Highway Services in respect highway problems and issues. In future all routine highway maintenance issues, such as potholes and blocked gullies, should be reported by telephone through the Contact Centre on 08458 247 800. Each reported issue will be given a unique reference number which will enable all parish issues to be tracked. Jacqui Norwood will continue to be the Community Liaison Officer responsible for Hartley and she plans to visit the parish during the course of the next few weeks to explain in more detail the new scheme.

[Background document](#)

[Letter dated 19th May 2008 from Jacqui Norwood, Community Liaison Officer, Kent Highway Services](#)

21. PACT Panel

The Police have informed the Council that they wish to establish a PACT (Partners and Communities Together) Panel which will involve monthly meetings of key members of the community in Hartley to discuss problems and solutions. The Committee is requested to consider whether it wishes a member of the Council’s Highways Committee to be represented on the Panel.

[Background document](#)

E mail dated 8th March 2008 from the Police

22. Bus Passenger Representation

The Council recently responded to a consultation document entitled, “Options for strengthening bus passenger representation”. The Committee is requested to receive and note the outcome announced by the Government on 8th April 2008 that the remit of

Passenger Focus will be extended to include the representation of bus passengers. It has been confirmed that the Government is committed to improving public transport and giving people a real alternative to the car. As part of this the Government is determined to improve the experience of public transport users and this new body will play an important part in that.

Background document

E mail dated 8th April 2008 from Department for Transport

23. Date of the next meeting.

Public Question Time

A period of 15 minutes will be set aside to receive any queries or concerns raised by members of the public.

List of circulated documents

1. *Minutes of the meeting of the Highway Committee held on 20th March 2008 (WHITE) (ISSUED WITH PREVIOUS AGENDA)*
2. Highways Committee Terms of Reference as approved by the Council at its Annual meeting held on 12th May 2008 (YELLOW)
3. *Drainage Investigation Initial Assessment report prepared by Jacobs Babbie, February 2005 (BLUE) (ISSUED WITH PREVIOUS AGENDA)*
4. *Parking Restrictions - E mail dated 17th April 2008 from local resident (PINK) (ISSUED WITH PREVIOUS AGENDA)*
5. Parking Restrictions - E mail dated 3rd April 2008 from local resident (PINK)
6. *Highway matters - Information sheet on potholes sent by e mail on 9th April 2008 from Kent Highway Services (CREAM) (ISSUED WITH PREVIOUS AGENDA)*
7. *Stack Lane - Letter dated 16th April from resident of Stack Lane (ORANGE) (ISSUED WITH PREVIOUS AGENDA)*
8. Stack Lane - E mail dated 29th May 2008 from Cllr Brazier (ORANGE)
9. *Letter dated 3rd April 2008 from Dr Stoate (GREEN) (ISSUED WITH PREVIOUS AGENDA)*
10. *The Speed Limit Review – Kent Highway Services (YELLOW) (ISSUED WITH PREVIOUS AGENDA)*
11. *Parish spreadsheet returned to KHS on 7th April 2008 (WHITE) (ISSUED WITH PREVIOUS AGENDA)*
12. Parish Spreadsheet received from KHS on 2nd June 2008 (WHITE)
13. Letter dated 19th May 2008 from Community Liaison Officer, KHS (BLUE)

Committee Membership

Cllr Mr J Gaywood (ex officio)
Cllr Mr S Granger
Cllr Mr J Minns
Cllr Mr D Brazier (co-opted)

Cllr Mr D Graeme
Cllr Mr M Harris (ex officio)
Cllr Mr V Sewell

Highways Committee

Terms of Reference

1. To determine the problems and assess the priorities associated with the volume and speed of traffic within the Parish.
2. To meet from time to time as deemed necessary by members of the committee.
3. To co opt, for such time as is necessary, members of the public to the committee.
4. To examine and make proposals to the Council on issues affecting highways and byways within the Parish and to negotiate with the relevant authorities.

Approved by Council at its Annual meeting held on 12th May 2008