

HARTLEY PARISH COUNCIL

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

Tel/fax 01474 709441

E mail mail@hartleyparishcouncil.org.uk

18th June 2009

Dear Councillor

You are invited to attend a meeting of the Highways Committee to be held on **Thursday 25th June 2009 at 7.30 p.m. at Hartley Library, Ash Road.**

Yours sincerely

Julie Hoad
Proper Officer

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 2010.

2. Election of Vice Chairman

To elect a Vice Chairman of the Highways Committee until the Annual meeting of the Council in May 2010.

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 16th April 2009 as a correct record. (Annexed).

6. Terms of reference

(BLUE)

To review the terms of reference of the Highways Committee as approved by the Council at its Annual meeting held on 11th May 2009. (Annexed).

7. Parish Plan

(ORANGE)

To consider the draft Parish Plan in respect of matters relating to the Highways Committee. (Annexed - pages 9 (part), 10, 11,12, 13 (part), 22 (part), 23 and 25 (part)).

8. Northfield

(DARK GREEN)

At a Council meeting held on 8th June 2009, a report on a meeting held on 1st June 2009 with Kent Highway Services and local residents to discuss the surface water run off from Northfield onto Church Road was received and noted.

The landowner of Northfield, New Ash Green Village Association Ltd, has given its consent for site investigations to be undertaken by Kent Highway Services in respect of the feasibility of providing a soakaway in the corner of the field opposite The Poplars, Church Road. The site investigation will take the form of sinking a bore hole.

The Committee is requested to receive an update.

Background document

E mail dated 29th October 2008 from KHS (received by HPC on 1st December 2008)

Report on meeting with KHS held on 13th January 2009

Report on meeting with KHS and residents held on 1st June 2009

9. Springcroft

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

“enquiries be made with the newly appointed design engineer on his/her initial views on the problem associated with the flooding at Springcroft, including a summary of the investigation undertaken to date and to seek his/her proposals on how the matter will be progressed.”

Kent Highway Services have confirmed that discussions have taken place with the owner of Heort-Lea, Simmons Drive about the feasibility of using or crossing over his land. Kent Highway Services have concluded that this not a viable option due to the damage it would cause to his property.

Kent Highway Services are making arrangements for a ground radar survey to be undertaken to locate the position of services in the highway at the end of Springcroft, with a view to providing a small soakaway at this locality. This would provide a temporary solution for say upto 15 years.

The Committee is requested to consider the above report.

Background document

E mail dated 27th April 2009 to KHS

E mail dated 28th April 2009 to KHS

E mail dated 11th June 2009 to KHS

E mail dated 25th June 2009 from KHS

10. Parking at Cherry Trees

At the previous meeting of the Highways Committee it was reported that a response was still awaited to the Council's enquiry about the level of safety audit required and it was resolved that Kent Highway Services be pursued for a response.

The Committee is requested to note that Kent Highway Services have advised they are seeking to obtain a copy of the original planning consent for the shops from

Sevenoaks District Council and copies of deeds to identify land ownership from the Kent Highways Definition Team.

Background documents

E mail dated 18th May 2009 from KHS

11. Speedwatch

To consider any further data from the Police regarding enforcement of speed restrictions.

Background document

E mail dated 29th April 2009 to Police

12. Bus Services

(WHITE)

(a) At the previous meeting of the Highways Committee it was resolved that a survey be undertaken of bus stops to confirm their position and condition in relation to the information provided by Arriva Southern Counties.

The Committee is requested to note that the Implementation Plan, (page 26), contained in the draft Sevenoaks District Strategy for Transport 2009 – 2026, (stage 2), states that the bus stops throughout Hartley, and in particular the Chantry Avenue bus stop, are recommended for the following works subject to future Local Transport Plan funding and programming; replacement of posts and flags, provision of timetable information, provision of bus clearways and raised kerbs.

(b) To receive a report on a meeting with Arriva Southern Counties and neighbouring Parish Councils on 15th May 2009. (Annexed)

13. Village shop directional sign

At a meeting of the Council held on 9th March 2009, the Council considered a proposal for the provision of a “village shops” directional sign. It was resolved that the Highways Committee be asked to come forward with a clear proposal on where a “village shops” directional sign should be sited.

14. Kent Highway Services – Drainage assets

(YELLOW)

Under the Land Drainage Act 1991 the maintenance of ditches falls on the owners of the land, even if Kent Highway Services have drainage rights into the ditch. Kent Highway Services is seeking the assistance of parish councils to collate a database of the ownership of ditches in their parish. Kent Highway Services are willing to meet with the Parish Council to discuss in more detail. (Annexed)

The Committee is requested to consider this matter.

Background document

E mail dated 5th May 2009 attaching letter dated May 2009 from KHS

15. Kent Highway Services – District Soft Estate Maintenance Schedules

To receive and note the District soft estate maintenance schedules and frequently asked questions received by Kent Highways Services relating to vegetation and grass cutting and tree enquires. (Annexed)

Background document

Soft estate maintenance schedule (WHITE)

CSM tree enquiry resolution overview (CREAM)

CSM FAQ veg-grass cutting (PINK)

16. Kent Highway Services – Parish Portal

(GREEN)

To note that the Parish Portal is available to Hartley Parish Council. The Parish Portal will allow stakeholders the ability to report highway faults on-line, raise enquiries on-line, track progress and view summary performance data.

A basic service is available now, but it is intended the service will be extended at the end of July to allow parish councils to raise logs on line. Kent Highway Services will be organising training on the parish portal in due course.

Background document

E mail 28th April 2009 from KHS – press release from Keith Ferrin & Interim Director KHS

E mail dated 15th May 2009 from KHS

E mail dated 1st June 2009 from KHS

17. Kent Highway Services – Invitation to meet KHS engineers

To consider an invitation from the Community Liaison Officer to meet with engineers from Kent Highways Services. The Parish Council has been advised that the engineers are not available to meet with parish councils in the evening.

Background document

E mail dated 28th April 2009 from Community Liaison Officer KHS

18. Flower stall outside the Black Lion, Ash Road

To note that the Council and a councillor have received a number of anonymous letters complaining about the flower stall located on land near the Black Lion public house on Ash Road. The police have also received complaints and advise that the flower stall is located on land owned by the owners of the Black Lion PH and therefore does not need a trading licence. At the request of the police, the stallholder has moved advertising boards off the public footpath which were causing any obstruction. The police are monitoring the situation.

19. 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 16th April 2009. **(WHITE)**
2. Terms of reference as approved by the Council on 11th May 2009 **(BLUE)**
3. Extract from draft Parish Plan – pages 9, 10, 11, 12, 13, 22, 23 and 25 **(ORANGE)**
4. Northfield surface water run off - Report on meeting held on 1st June with KHS and residents **(DARK GREEN)**
5. Report of meeting with Arriva on 15th May 2009 with Arriva and Parish Councils **(WHITE)**
6. Letter dated May 2009 from KHS County Drainage Team **(YELLOW)**
7. Soft estate maintenance schedule **(WHITE)**
8. CSM tree enquiry resolution overview **(CREAM)**
9. CSM FAQ veg-grass cutting **(PINK)**
10. Parish portal - Press release dated 24th April 2009 from Keith Ferrin and Interim Director KHS **(GREEN)**

Committee Membership

Cllr Mr J Gaywood (ex officio)
Cllr Mr S Granger
Cllr Mr V Sewell

Cllr Mr D Graeme
Cllr Mr J Minns
Cllr Mr D Brazier (co-opted)