

HARTLEY PARISH COUNCIL

Clerk to the Council: Mrs H Boden
The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL
Tel 01474 709441
E mail: mail@hartleyparishcouncil.org.uk
Website: www.hartleyparishcouncil.org.uk

23rd February 2022

Dear Councillor

You are hereby summoned to attend a meeting of the General Purposes Committee to be held on **WEDNESDAY 2nd MARCH 2022** commencing at **7.00 p.m.** at **Hartley Library, Ash Road.**

Yours sincerely

Helen Boden

**Helen Boden
Proper Officer**

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.

Members of the public wishing to attend the meeting, should contact the Clerk at the Parish Office for further instructions.

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 (WHITE)

To approve the minutes of the meeting of the General Purposes Committee held on 22nd September 2021, as a correct record. (Annexed).

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

4. Financial Report (BLUE)

To receive and note reports indicating the detailed income and expenditure by account heading of the Newsletter, Annual Report, Website and Youth Services as at 23rd February 2022. (Annexed).

5. Climate Change (GREEN)

(a) To consider ways in which the Parish Council could reduce its carbon footprint. (Annexed – email dated 17th December 2021 & attachments, received from KALC).

(b) To consider an email dated 7th February 2022, regarding the “Solar Together Kent Scheme” (Annexed).

6. Youth (YELLOW)

(a) To consider an email dated 5th January 2022, received from the Lead Youth Worker at West Kent Housing Association. (Annexed).

(b) At the meeting of the General Purposes Committee held on 22nd September 2021, the Clerk was requested to contact the Youth Hub Delivery Manager at KCC to ask for an update on the postponed youth provision.

The Committee is requested to consider any response received.

7. Family Fun Days (CREAM)

a) To consider a report received from Play Place on the Family Fun Days delivered throughout the Sevenoaks District in Summer 2021. (Annexed).

(b) To note that the free Family Fun Day provided by Sevenoaks District Council, will take place on Tuesday 16th August 2022 at Woodland Avenue Recreation Ground and to consider the provision of toilet facilities for the duration of the event.

(c) Last year Play Place provided the addition of “Max party time magic and games” to the Family Fun Day at a cost of £175 + VAT.

The Committee is requested to consider whether it wishes Play Place to provide a similar activity this year.

8. Highway Matters (PINK)

(a) To consider a report on a meeting with representatives from KCC Highways held on 19th January 2022.

(b) At the meeting of the General Purposes Committee held on 22nd September 2021, the Clerk was requested to contact Kent Highway Services to request that additional signs and roundels be placed along Ash Road, to highlight the 30mph speed limit.

The Committee is requested to consider an email dated 21st February 2022, in response to the above request. (Annexed).

(c) To review the Highway Improvement Plan. (Annexed).

9. Website

(a) At the meeting of the General Purposes Committee held on 22nd September 2021, the Clerk was requested to continue to pursue the website provider with regard to the provision of the necessary amendments to the website to accommodate information relating to the Neighbourhood Plan.

The Committee is requested to consider any update received.

(b) At the meeting of the General Purposes Committee held on 22nd September 2021, the Committee noted that the current website provider had been requested to provide a quotation for the redesign of the existing website.

To date, no response has been received.

The Committee is requested to consider a course of action.

10. Parish Office (GREEN)

To consider a Lease Report, dated 20th January 2022, received from the Parish Council's Solicitor. (Annexed).

11. Review of Public Rights of Way (CREAM)

At the meeting of the General Purposes Committee held on 22nd September 2021, it was recommended that the Council submits an application for a Definitive Map Modification Order, to add the footpath leading from Beechlands Close into Hartley Wood.

The Committee is requested to consider an email dated 29th November 2021, received from the Definitive Map Officer at KCC and to agree a course of action (Annexed).

12. Jubilee Surgery (WHITE)

At the meeting of the General Purposes Committee held on 22nd September 2021, it was noted that no response had been received from NHS England following a letter of complaint sent by the Council about the Jubilee Surgery, regarding the appointments system and the new system for the ordering of prescriptions.

It was agreed that a letter be sent to the Secretary of State for Health & Social Care, outlining the complaints that the Council continues to receive about the Jubilee Surgery.

The Committee is requested to note that following the meeting, the Clerk contacted NHS England and it transpired that they had submitted a response that had not been received by the Council.

The Committee is requested to consider the response received from NHS England dated 23rd August 2021. (Annexed).

13. Queen's Platinum Jubilee

To receive an update on arrangements for the Queen's Platinum Jubilee celebrations in June 2022.

14. GDPR (YELLOW)

To consider a Council Update, dated Autumn 2021, received from Satswana, the Parish Council's Data Protection Officer. (Annexed).

15. Parish Office Risk Assessment

At the meeting of the General Purposes Committee held on 22nd September 2021, the Clerk was requested to contact an electrician to obtain confirmation as to responsibility for the fixed wire testing in the Parish Office.

The Committee is requested to consider any response received.

16. Bus Shelters (PINK)

An email dated 8th February 2022 was received from Sevenoaks District Council (SDC), advising that Clear Channel, (the contractor that owns and manages bus

shelters across the district), as part of the bus shelter agreement that they have with SDC, has asked for suggested locations to install 2 non-ad shelters.

The District Council has asked for suggested locations.

The Committee is requested to note that Cherry Trees shops and Wellfield have been put forward as possible sites.

The District Council has compiled a list of all submissions and the successful Parish Council/s will be contacted in due course.

17. Emergency Plan (GREEN)

In light of the recent storms and subsequent power outages, the Committee is requested to consider the existing Emergency Plan and whether it requires revising. (Annexed)

18. Date of the next meeting

List of circulated documents

1. *Minutes of the meeting of the General Purposes Committee held on 22nd September 2021. (WHITE)*
2. *Financial report for Newsletter and Annual Report as at 23rd February 2022. (BLUE)*
3. *Financial report for Website as at 23rd February 2022. (BLUE)*
4. *Financial report for Youth Services as at 23rd February 2022 (BLUE)*
5. *Email dated 17th December 2021& attachments, received from KALC. (GREEN)*
6. *Email dated 5th January 2022, received from the Lead Youth Worker at West Kent Housing Association. (YELLOW)*
7. *Report received from Play Place. (CREAM)*
8. *Email dated 22nd September 2022 received from KHS. (PINK)*
9. *Highway Improvement Plan. (PINK)*
10. *Lease Report received from the Parish Council's Solicitor. (GREEN)*
11. *Email dated 29th November 2021 received from KCC. (CREAM)*
12. *Email dated 23rd August 2021 received from NHS England. (WHITE)*
13. *Council Update Autumn 2021. (YELLOW)*
14. *Parish Office Risk Assessment. (PINK)*
15. *Emergency Plan. (GREEN)*