

**MINUTES OF THE MEETING OF THE GENERAL PURPOSES COMMITTEE
HELD ON MONDAY 27th FEBRUARY 2023 AT 10.00A.M.
AT HARTLEY LIBRARY, ASH ROAD**

Present:

Cllr Larry Abraham
Cllr Chris Alford (*Arrived at 10.02a.m.*)
Cllr Perry Cole
Cllr Lesley Driscoll - (*Chairman*)
Cllr David Graeme
Cllr Anne Oxtoby
Cllr Vincent Sewell

In attendance:

Mrs H Boden – (*Clerk*)

1. Apologies

There were no apologies for absence.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes

RESOLVED: That,

the minutes of the meeting of the General Purposes Committee held on 19th October 2022, be approved and signed by the Chairman as a correct record.

4. Financial Report

RESOLVED: That,

the reports indicating the detailed income and expenditure by account heading of the Newsletter, Annual Report, Website Youth Services as at 21st February 2023, be received and noted.

5. Youth

(a) The Committee considered a report received from the Lead Youth Worker at West Kent Housing Association (WKHA), for the period 1st October 2022 – 31st January 2023.

During this time, they engaged with 14 individuals, mainly young people walking between locations.

They spoke with a group of young people at the youth shelter in Woodland Avenue on two occasions, but haven't seen them since December.

Members noted that the slowly approaching lighter evenings have seen an increase in young people towards the end of January.

WKHA are planning to visit Woodland Avenue and the surrounding area prior to the start of the Millwall football sessions, to engage with the young people and to advertise the sessions.

RESOLVED: That,
the report received from the Lead Youth Worker at West Kent Housing Association be noted .

(b) The Chairman reported that a meeting had been held with the Senior Early Help Worker at KCC on Wednesday 9th November 2022.

The meeting had been attended by Cllrs Driscoll and Oxtoby, the Clerk and the Community Warden.

The Chairman reported that the meeting had been very useful, but that due to a lack of staff, KCC were not in a position to offer any additional youth services at the current time.

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

(c) Members noted that the Millwall Community Trust will be providing 12 weeks of free football sessions at Woodland Avenue Recreation Ground, commencing on Thursday 2nd March 2023.

6. Family Fun Days

(a) The Committee noted that this year's free Family Fun Day provided by Sevenoaks District Council, would take place in Hartley on Tuesday 8th August 2023, at Woodland Avenue Recreation Ground.

The Committee noted that as in previous years, it would be necessary for the Parish Council to provide toilet facilities, which last year had cost £85 + VAT for the duration of the event.

RESOLVED: That,
the Clerk, in consultation with the Chairman of the General Purposes Committee, be authorised to make arrangements for the provision of a portable toilet at the Family Fun Day on Tuesday 8th August 2023.

(b) Members noted that last year, Play Place had provided the addition of "drums" at the Family Fun Day, at a cost of £150 + VAT.

The Committee had been requested to consider whether it wishes to provide a similar activity this year.

RESOLVED: That,
Play Place be requested to provide an additional activity of Drums at the Family Fun Day on 8th August 2023, at a cost of £150 + VAT.

Cllr Oxtoby asked whether it would be possible for another Family Fun Day to be arranged towards the end of July, to be funded by the Parish Council.

RESOLVED: That,

- 1) the Clerk be requested to seek a quotation from Play Place to provide an additional Family Fun Day at the end of July, at Woodland Avenue Recreation Ground, including an additional activity of “Magic” and,
- 2) the Clerk, in consultation with the Chairman of the General Purposes Committee be authorised to accept the quotation received from Play Place, provided that they consider it to be reasonable and to arrange a date for the Family Fun Day to take place.

7. Website

The Clerk reported that development of the new website was well underway and that an email had been received from the website provider on 7th February with a progress link for Councillors to look at and comment on.

The Clerk reported that no comments had been received from Councillors and that she was due to have a telephone meeting with the website provider later in the day, to discuss any issues.

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

8. Newsletter

The Committee had been requested to review arrangements for the publication of the Parish Council’s newsletter.

It was agreed that the current format (A4 folded) should be changed to A3 folded, or double sided A4, depending on the amount of content and that a column layout should be used.

RESOLVED: That,
the assistant Clerk be requested to produce a draft newsletter based on the above template for consideration by the Committee at its next meeting.

9. Review of Public Rights of Way

a) At the meeting of the General Purposes Committee held on 29th June 2022, it was recommended that an application for a Definitive Map Modification Order to add the footpath leading from Beechlands Close into Hartley Wood, be submitted.

This recommendation was ratified by the full Council at its meeting held on 11th July 2022.

At the meeting of the General Purposes Committee held on 19th October 2022, the Clerk reported that a number of the User Evidence forms handed in to the Parish Office had been completed using an old version of the form which did not meet the current GDPR standards.

Therefore, it had been necessary for the Clerk to contact all of the residents that had completed the forms, to issue them with additional documents relating to confidentiality and GDPR, for them to sign and return.

The Clerk reported that of the 26 User Evidence forms collected, there were still 15 residents that had not yet returned the additional documents.

RESOLVED: That,

1) the Clerk be authorised to submit the application for a Definitive Map Modification Order to add the footpath leading from Beechlands Close into Hartley Wood with the 11 correctly completed User Evidence forms and,

2) the Clerk be requested to contact the 15 residents that had yet to return the confidentiality/GDPR statement to ask them to complete it.

b) At the meeting of the General Purposes Committee held on 19th October 2022, it was recommended that an application be submitted for a Definitive Map Modification Order to add the footpath leading from Old Downs, to Fawkham Valley Road, provided that there is sufficient support from residents.

The Clerk reported that the landowner had lodged a Deposit on the land (a Deposit Map and Statement lodged with the County Council under section 31 (6) of the Highways Act 1980, protects the land against the establishment of public rights of way and is one way that a landowner can protect their land) in 1995-2001 and again in 2008-2018.

In view of this, the Definitive Map Officer considers it unlikely that there would be an uninterrupted 20 year period of use by the public, unless there was sufficient use during the 20 year period prior to 1995.

The Committee agreed that in the circumstances, it would be pointless to pursue the application.

RECOMMENDED: That,

1) the Clerk's report be noted and,

2) in light of the information received from the Definitive Map Officer, no further action be taken with regard to the submission of an application for a Definitive Map Modification Order to add the footpath leading from Old Downs, to Fawkham Valley Road.

10. Jubilee Surgery

Cllr Cole reported that the Surgery had recently implemented a new telephone system whereby callers were informed where they were in the queue.

Members noted that there had been an issue with callers being cut off if they were still holding when the surgery shut for lunch.

Cllr Cole reported that this issue was currently being addressed.

Cllr Cole reported that the Patient Participation Group (PPG), had arranged a Health & Wellbeing day in conjunction with the surgery, to be held at the New Ash Green Village Hall on Saturday 18th March from 2p.m. to 5p.m.

The Committee noted that there would be a question and answer session with a member of the surgery and in addition to this, free chair based exercise taster

sessions, Kent & Medway NHS Health Bus offering free health checks and various other stalls etc.

Cllr Cole confirmed that the PPG meetings would be continuing.

RESOLVED: That,
Cllr Cole's report be noted.

11. Highway Matters

(a) The Committee considered an email dated 6th January 2023, received from the Community Engagement Officer at Kent Highway Services.

Members noted that the former Schemes Planning and Delivery Team had recently undergone a major redesign and now operates under the wider Road Safety and Active Travel Group.

Since these changes have been implemented the Community Engagement Team has been in the process of recruiting staff to be responsible for managing Highway Improvement Plans (HIPs).

The team is now at full capacity and the Parish Council has been offered a face to face or virtual meeting to explain the primary functions of the team and how HIPs will be managed.

RESOLVED: That,
the Clerk be requested to accept the offer of a face to face meeting with the Community Engagement team at Kent Highway Services to discuss the Parish Council's Highway Improvement Plan.

(b) The Committee reviewed the Highway Improvement Plan and agreed that it should be updated following the meeting with Kent Highway Services.

RESOLVED: That,
the matter be deferred to the next meeting.

12. King's Coronation

At the meeting of the Parish Council held on 14th November 2022, it was resolved that: *"the organisation of an event to mark the King's Coronation in May 2023, be agreed in principle, pending the receipt of further information from the Pageant Master"*.

The Committee noted that the Lord Lieutenant has been advised of further details from the King's Household to mark the Coronation.

The Coronation Service will take place on Saturday 6th May, in the morning and on Sunday 7th May, there will be a Coronation "Big Lunch" and concert.

On Monday 8th May, "The Big Help Out", is being organised by "The Together Coalition" and will include support from partners such as the Royal Voluntary Service, Faith groups from around the UK and the Scouts.

It had previously been suggested that a large screen could be erected at Manor Field to broadcast the Coronation, but Members considered that due to the timing of the event, this may not be well attended and in view of the significant cost of the hire of the screen, this suggestion was discounted.

Communities are being encouraged to come together to arrange street parties, gatherings in parks, gardens and community spaces, to mark the coronation by way of a “Coronation Big Lunch” on Sunday 7th May.

The Committee agreed that Manor Field could be utilised as part of this initiative to encourage residents to gather together with picnics to celebrate the event.

Members agreed that prior to the event being organised, it would be necessary to ascertain whether any other events were taking place in Hartley on the same day.

In view of the short timescale, it would also be necessary to contact St John’s Ambulance (for first aid provision), the portable toilet company and the PA provider that had attended the Queens Platinum Jubilee event last year, to ask whether they would be available.

RECOMMENDED: That,

- 1) the Council participates in the Coronation “Big Lunch” on Sunday 7th May, by opening up Manor Field and the Pavilion for residents wishing to gather together with picnics;
- 2) the Clerk be requested to contact Hartley Country Club to ask whether they are intending to hold an event;
- 3) the Clerk be requested to contact St John’s Ambulance, the portable toilet company and the PA provider to ask whether they would be available to attend the event;
- 4) a working party consisting of Cllr Driscoll, Cllr Oxtoby and Cllr Cole, be set up to organise the event once the above has been actioned and responses received.

13. Kent County Council – Community Services Consultation

The Committee considered an email dated 9th February 2023 received from Kent County Council, regarding its public consultation on its Community Services.

Members agreed that the consultation did not affect Hartley and as such, it was not necessary to respond.

RESOLVED: That,

the email dated 9th February 2023 received from Kent County Council, regarding its public consultation on its Community Services, be noted.

14. Date of the next meeting

To be confirmed.

The meeting closed at 11.26 a.m.

Signed:

Date:.....

Chairman of the General Purposes Committee

