Minutes of the Sevenoaks Town Forum Meeting held @ Sevenoaks Town Council Offices, Bradbourne Vale Road, Sevenoaks
Wednesday 7st June 2017
at 6.30 p.m.

NOTED PRESENT FROM COMPLETED SIGNED DELEGATE FORM

Cllr Peter Fleming, as Chairman

Cllr Avril Hunter	Sevenoaks District Councillor [Vice Chairman]
Cllr Richard Parry	Sevenoaks Town Councillor
Cllr Rachel Parry	Sevenoaks Town Councillor
Cllr Merilyn Canet	Sevenoaks Senior District Action Forum
Cllr Andrew Eyre	Sevenoaks District and Town Councillor/Stag Theatre
Cllr Mrs Pam Walshe	Sevenoaks Town Councillor
Mr Keith Loney	Lyle Park Residents Association
Mr J M Bamforth	Hitchen Hatch Lane Residents Association
Dr Geoff Brown	St John's Residents Association
Mr Jonathan Drury	White Hart Estates Residents Association
Mr Colin Drage	White Hart Estates Residents Association
Mr Henry Pound	Knole Paddock Residents Association
Mrs Fiona Pagnell	National Council of Women
Mr Roger Walshe	Sevenoaks Society
Ms Helen Willis	National Council of Women Sevenoaks Branch
Helen O'Sullivan	Granville Eardley Residents Association
Mr Robert Mankiewitz	St Botolph's Road Residents Association
Mr I D Marsh	White Hart Estates Residents Association
Mr Peter Scott	St Botolph's Road Residents Association

Also in Attendance:
Mr Steven Lewis, Resilience Manager, Kent Fire & Rescue Service
Mrs Michèle MacDonald, Council Committee Clerk

1. APOLOGIES FOR ABSENCE

Mrs Linda Larter MBE	Town Clerk, Sevenoaks Town Council

2. MINUTES OF THE MEETING HELD ON 1ST FEBRUARY 2017.
The Minutes of the meeting were agreed and apologies from Mr Peter Scott noted.

3. MATTERS ARISING FROM THE MINUTES:
Noted under agenda item as arose.

4. KCC HIGHWAYS MAINTENANCE
Noted that Mr Andrew Loosemore did not attend. Agreed to invite to the next meeting.

5. KENT FIRE & RESCUE SERVICE
Mr Steven Lewis, Resilience Manager Operational Planning of the Kent Fire & Rescue Service gave a presentation discussing their volunteer programme to locate and identify Fire Hydrants locally. Presentation attached as APPENDIX A. Maps requested with some attached as APPENDIX B with further to follow. Fire Hydrant Initiative Project guidance notes attached as APPENDIX C.

6. UPDATES SINCE THE LAST MEETING

a) Bradbourne Road Car Park: - is now complete. 14 of the 20 premium bays have been sold.
b) Hotel: work has started and is expected to take a year. To open early 2018. Will look finished on the outside October 2017. Size has been reduced from 97 to 83 rooms.
c) Buckhurst 2: planning application due to be submitted shortly. Manned information days to be held in June 2017 [17th 10am to 3pm, 19th 10am to 9pm and 20th 10am to 7pm].
d) Farmers Site: no improvements.
e) Electrical Site: Sevenoaks in Bloom vinyl on hoarding will need planning permission. Owner has passed to her son to sell the site. Outcome awaited.

7. OPEN FORUM

a) Broadband Service
Resident Association members queried the roll out of High Speed internet. Cllr Fleming advised that the time delay in some case has resulted in technology being outdated. Sevenoaks District is 96% green belt land resulting in slower times in view of the distance from Exchanges to homes. The District are working together with Kent County Council to ascertain areas with slower internet speeds in order that other options to BT UK/BT Superfast may be considered. For example, Underriver went to an alternate supplier – Gigaclear.

b) Parking on Pavements
Ultimate power rests with Kent County Council – highways. The Local Government Association is lobbying the Government to give Local Authorities blanket powers with exceptions in England and Wales to be like London.

Currently the maximum parking space per dwelling in Sevenoaks is set at one space. Flats over shops or offices have no allocation of parking per dwelling.

Sevenoaks District Authority is currently ruling that no permits be given to dwellings converted from shop/office premises to residential premises.

c) Local Plan
Cllr Avril Hunter advised of the initial consultation being held on 22nd June 2017, which is not site specific rather a strategic look at the local plan. The main Local Plan advisory consultation will run for eight weeks early August 2017 to the end of September 2017.

There will be a special edition of the In-Shape magazine in August 2017 covering the whole of the district.

Many houses are needing to be built within the District as stipulated by the Government. Sevenoaks District Council will not be developing on Green Belt land unless:
i. The land has previously been developed
ii. Exceptional circumstances/case law
can be proven.

Sevenoaks District Authority will continue to set objectives, involve the public and publish draft local plan with all sites noting the public's comments early Spring 2018regardless and adjust to new legislation.

8. NEXT MEETING

This was agreed to take place on 20th September 2017 at STC offices, coffee at 6 p.m. with a 6.30 p.m. start.

There being no further business the Chairman closed the meeting at 8.30 p.m.

APPENDIX 4
03/07/2017
Presentation

BACKGROUND

- 28,500 Fire hydrants, increasing weekly
- Three dedicated technicians
- Rolling risk based programme
- Crews to start inspecting fire hydrants again (trial currently in progress)

Kent Fire & Rescue Service

PROJECT UPDATES

- Not replacing the work currently undertaken by KFRS Water Services team
- Participation will not change the response and/or service we provide
- Visual inspections only – reporting of defects to KCC
- No risks to be taken whilst undertaking these visual inspections
- Individual or community based programme
- Inspections carried out over any defined timeframe

Kent Fire & Rescue Service

DEFECTS

- Fire hydrants that can't be located
- Missing/damaged fire hydrant marker posts/plates
- Damaged/missing covers
- Leaks from fire hydrant chambers
- Other water leaks
- Illegal usage
- Cars that park over fire hydrant covers

Kent Fire & Rescue Service

UTL FIRE HYDRANTS

Kent Fire & Rescue Service

MISSING/DAMAGED
FIRE HYDRANT POSTS & PLATES

Kent Fire & Rescue Service

DAMAGED/MISSING COVERS

Kent Fire & Rescue Service

LEAKS FROM FIRE HYDRANT CHAMBERS

Kent Fire & Rescue Service

APPENDIX A

OTHER WATER LEAKS

Kent Fire & Rescue Service

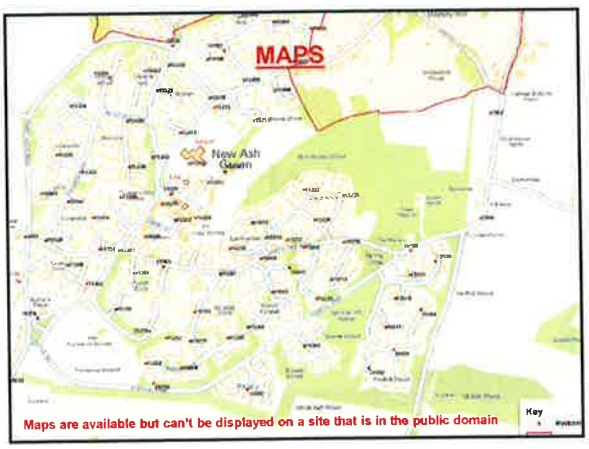
ILLEGAL USAGE

Kent Fire & Rescue Service

PARKED OVER – FIRE HYDRANTS

Kent Fire & Rescue Service

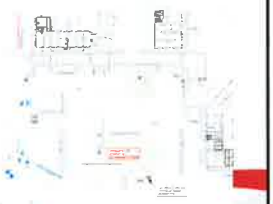
MAPS



Maps are available but can't be displayed on a site that is in the public domain

OTHER ISSUES

Emergency Water Supplies (EWS)
New Developments



Kent Fire & Rescue Service

KFRS INITIATIVES

Hydra Sacks

Pillar fire hydrants

Kent Fire & Rescue Service

ANY QUESTIONS?

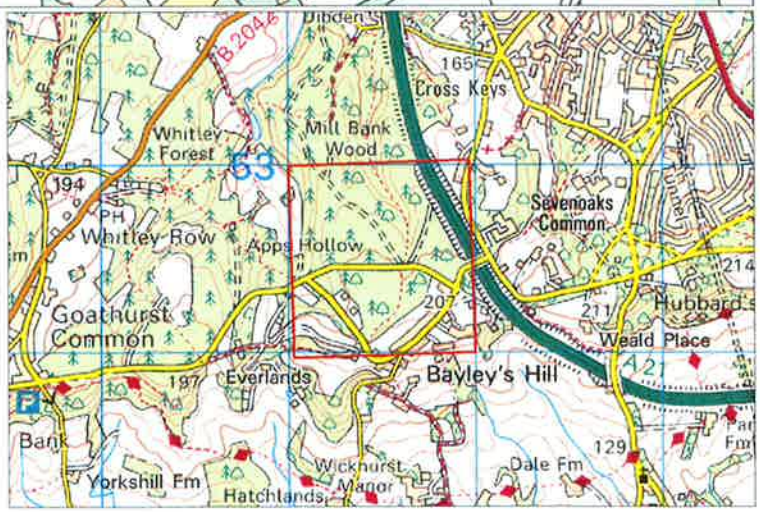
Kent Fire & Rescue Service

APPENDIX B

Hydrant locations

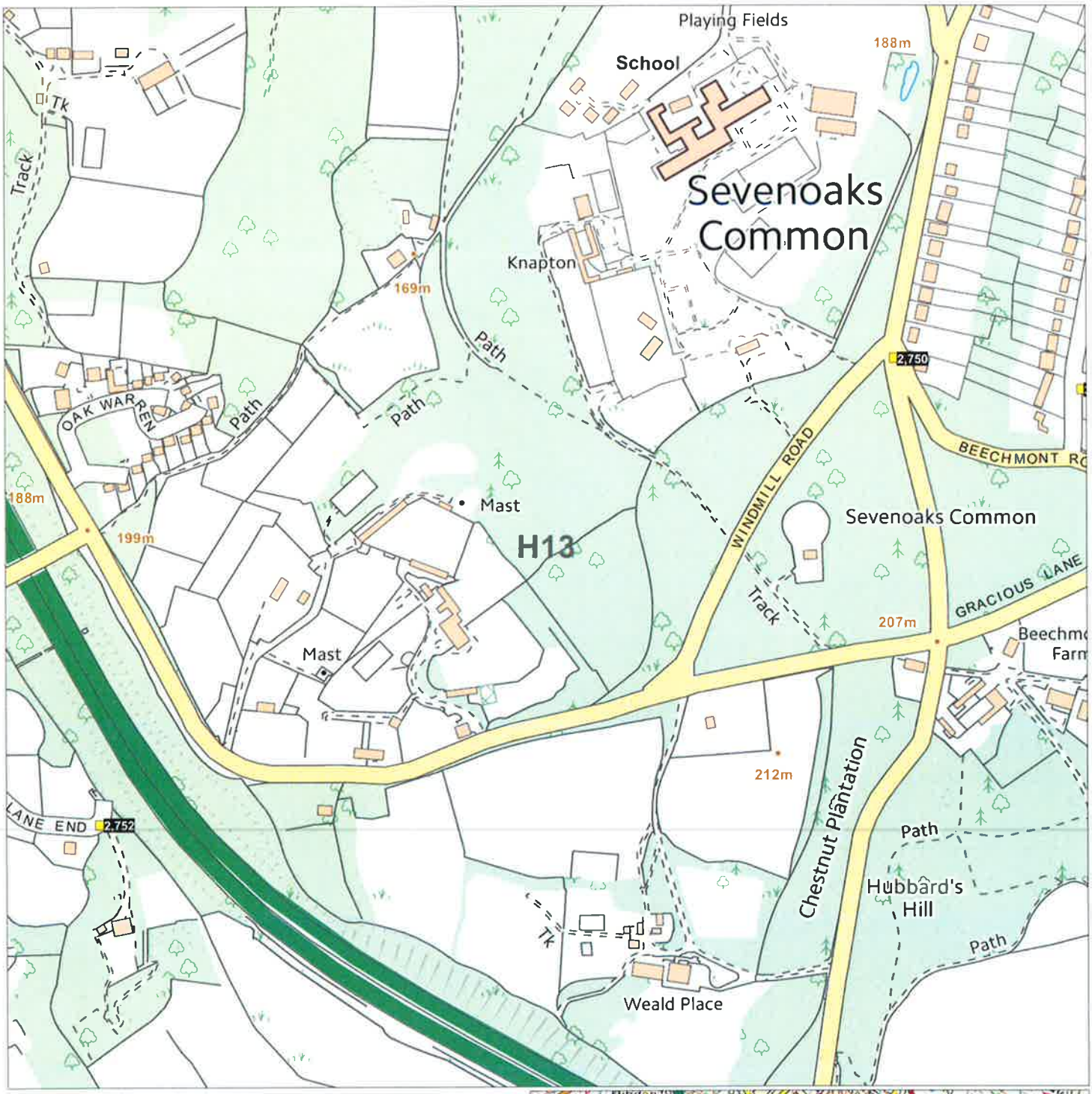
Track
153m
182m
Track
Track
Bottom (Track)
Track
Track
Track
Track
Track
2.759
2.758
SEVENOAKS BY-PASS
Roundabout Wood
G13
Track
Gracious Lane Bridge
201m
196m
Douglas Hill
174m
206m
2.753
GRACIOUS
Glenmore
Pitfield Wood
Cubs Wood
Little Foxes
Resr (cov)
2.757
RYCROFT LANE
WHITE HOUSE ROAD
2.755
2.754
The Grange
216m
Keating Wood

Kent Fire and Rescue Service © Crown Copyright 100033707 2017

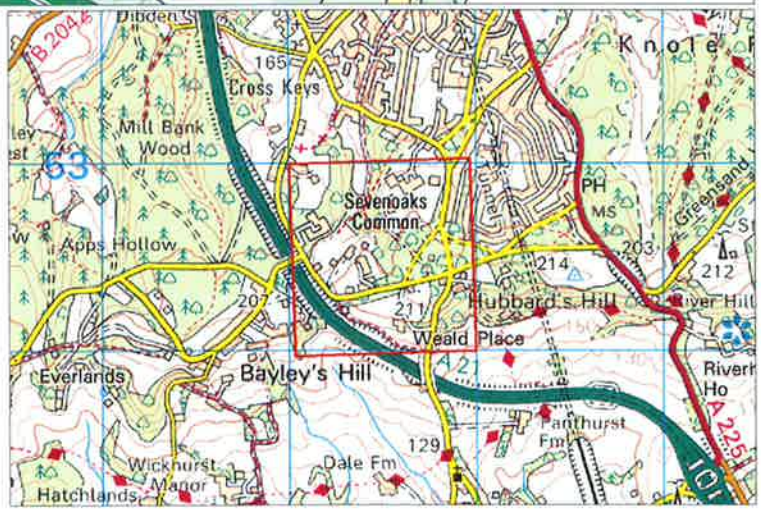


APPENDIX B

Hydrant locations



Kent Fire and Rescue Service © Crown Copyright 100033707 2017



APPENDIX B

Hydrant locations

Kent Fire and Rescue Service © Crown Copyright 100033707 2017

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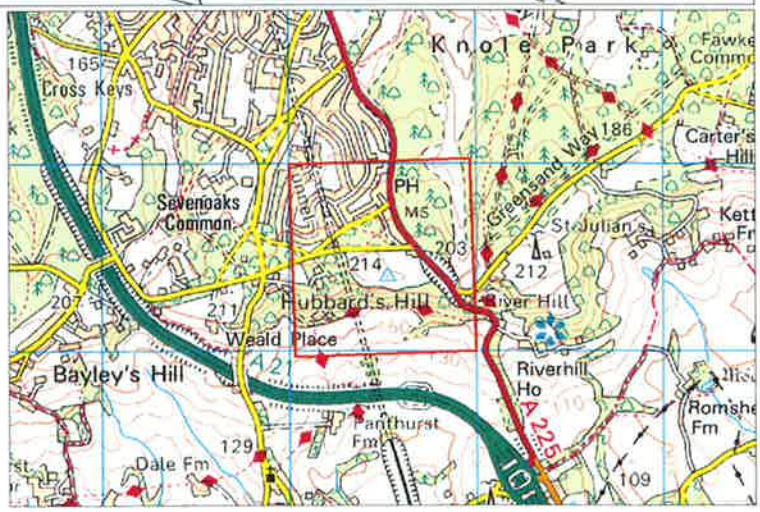
Kent Fire and Rescue Service © Crown Copyright 100033707 2017



APPENDIX C

FIRE HYDRANT INITIATIVE PROJECT

Kent Fire & Rescue Service (KFRS) – Kent Association of Local Councils (KALC)

Background

The fire hydrants used by fire and rescue services to supply water for firefighting are called statutory fire hydrants (as opposed to private fire hydrants found on private water mains). They are owned, installed and maintained by Kent's five water companies.

Fire hydrants are mainly found on pavements, but can also be found on the road or in nearby public spaces, such as grass verges.

Currently KFRS Water Services department inspect all statutory fire hydrants within Kent & Medway using a rolling risk based programme. There are currently 26981 statutory fire hydrants within Kent, this number however is increasing on a monthly basis due to new infrastructure being built throughout the County.

KFRS have been working in partnership with KALC to help increase community resilience within local Parish and Town Council's (PTC) and one of the initiatives put in place is for local residents to help monitor and report fire hydrant defects and water provision issues within their local area, ensuring issues are resolved in a timely manner. The fire hydrant initiative project has been in place for 5 years and KFRS are looking at getting as many PTC involved as possible. Local Councils should contact their insurers to let them know that they are looking to be involved in the project.

Introduction

KFRS will continue to inspect fire hydrants throughout Kent & Medway on a rolling risk based programme and the inspections we are asking local PTC's to undertake are in addition to the ongoing work KFRS undertake. Whether your Local PTC helps identify defects or not will have no impact on the service provided by the Authority.

The inspections can be undertaken by anyone within the Local Council or community.

The inspections are to be visual inspections only and no risks should be taken at any time.

All issues reported to KFRS will be rectified based on the severity of the defect.

We are simply asking that.... If you see a defect **PLEASE REPORT IT!!!**

Reporting process

Problems with a fire hydrant can be reported in several ways:

Direct to KFRS Water Services team:

- Email:
  water.services@kent.fireuk.org

- By phone:
  01622 692 121 - Extension 2391

- In writing:
  Water Services team, Kent Fire and Rescue Service Headquarters, The Godlands, Straw Mill Hill, Tovil, Maidstone, ME15 6XB

- Kent County Council online reporting tool - Report online to Kent County Council

- Smartphone app - Country Eye

Out-of-hours reporting (including emergency issues)

If the problem appears to be dangerous or is noticed outside office hours, please report directly to your local water company:

- Affinity Water South East
  0800 376 5325
- South East Water
  0333 000 0365
- Southern Water
  0330 303 0368
- Sutton and East Surrey Water
  01737 772000.
- Thames Water
  0800 714 614

APPENDIX C

Problems that can be reported by PTC include:

Missing, damaged or covered fire hydrant marker plates

Missing or damaged hydrant marker plates can usually be fixed by KFRS.

Hydrant marker plates are rectangular yellow signs, with a large black H and a pair of numbers, usually attached to a wall, lamp post or a short concrete post. The two numbers on the plate show the size of the water main and the approximate distance of the hydrant from the plate.

In some areas, thermal H markings are burnt into the roadway, as shown below. These are predominantly used in rural areas where marker plates are at higher risk of being covered over or damaged.

As well as marker plates, all hydrants are also shown on the digital maps available in fire engines, so that the nearest one can be found while firefighters are on their way to an incident. This also means that even if marker plates are missing or broken, the fire service will still be able to find them in most cases, and once reported they will be repaired in due course.

If the marker plate is covered by overgrown grass or plants, residents can help by cutting back any plants or bushes that are covering the hydrant indicator post.

Dangerous, missing or cracked hydrant covers and frames

When a fire hydrant cover is missing or cracked, it can expose the hydrant to the elements, which can cause it to freeze and silt up. This can stop it working when firefighters need it.

Leaks from fire hydrants

Most leaks are below ground and not visible, but even leaks on the surface are often not reported due to people assuming someone else will have already reported a problem. Leaks affect water flow and pressure from a fire hydrant, making it less effective if firefighters need to use it. Please report any leaks as soon as they are discovered.

Leaks from water supply pipes or mains

Leaks from water supply pipes or mains are the responsibility of the water company but can affect the availability of water from a fire hydrant. The sooner leaks are reported to the water company, the sooner they can fix the problem.

Illegal use of fire hydrants

Many problems with fire hydrants are caused by illegal use. It is illegal to use a fire hydrant to obtain water for purposes other than firefighting "unless authorised by the Water Authority or another person to whom the hydrant belongs" (source: Fire and Rescue Services Act 2004, section 42, subsection 6).

The public can tell the local water companies or KFRS when they suspect illegal use. Key pieces of information such as the registration number and any company names on a vehicle, along with the date, time and location of the activity will be very helpful, but please avoid confrontation with suspected offenders.

Parking on or preventing access to a fire hydrant

It is an offence to be parked over or to prevent access to a fire hydrant when it is required for firefighting (source: Fire and Rescue Services Act 2004, section 42, subsection 7). If cars are seen to be continuously parking over fire hydrants this should be reported to the water services team at Kent Fire and Rescue Service.

Drivers should be considerate when parking near a fire hydrant marker post and the Local Council could ask friends, relatives and neighbours to be aware, as this could save time in an emergency.

Alternative emergency water supplies

As well as fire hydrants, Kent Fire and Rescue Service can use open water sources at incidents, including ponds and swimming pools. Please suggest these sources - if they are on private land owned or occupied by an individual or company - to the water services team, giving key information including the location and capacity if known.

KFRS is already aware of all public water sources such as rivers.

In the event of a fire, KFRS will use every available water source to tackle it. After the incident, any water that has been used will be replenished free of charge by the local water company, in liaison with the Fire Service.

New Development sites

To ensure we capture all development sites within Kent & Medway, PTC's are encouraged to report any new developments within their area to the water services team so they can ensure all fire safety aspects of the new infrastructure are in place.

APPENDIX C

Parish and Town Council fire hydrant maps

Maps identifying the locations of the fire hydrants within your Parish or Town are available through KALC. Please note that due to data protection, these maps are not to be displayed on public domain websites.

Free home safety advice and services

KFRS offer free home "safe and well' visits, to request a visit please:

- Call **0800 923 7000**
- Email **home@kent.fire-uk.org**

KFRS would like to thank KALC, Local Councils and their communities for their support and assistance with this initiative.