

RIVERHEAD PARISH COUNCIL
July Minutes 2017

	Minutes of a meeting of the Riverhead Parish Council held in Riverhead Village Hall at 19.30 hours on Monday, 19 th June 2017.
	<p>1. PRESENT: Mrs Mercer (Chairman), Mr Himsworth (Vice Chairman), Mrs Kennett (Vice Chairman), Mr Colnet, Mr Denton, Mrs Collins, Mr Wood, Mr Swanton Also present: Mrs Penollar (Clerk) Apologies for absence: Cllr Denton, Cllr Kennett, Cllr Brown, Cllr Bayley Absent: Cllr Collins</p>
	<p>2. DECLARATIONS OF INTEREST: None were reported and Councillors were reminded it was their duty to update their Declaration of Interests and this would include purchase of land in Riverhead.</p>
	<p>3. MINUTES: The minutes of the meeting held on Monday, 19th June had been circulated and were approved and signed.</p>
	<p>4. STANDING COMMITTEE MINUTES: The minutes of the Standing Committee meeting held on 29th June 2017 had been circulated. The Standing Committee approved the minutes and they were ratified by full council.</p>
	<p>5. REPORTS BY DISTRICT AND COUNTY COUNCILLORS: None</p>
	<p>6. OPEN COUNCIL: None</p>
MD Clerk AW OS All OS	<p>7. ACTION POINTS STILL OUTSTANDING</p> <ul style="list-style-type: none"> • No further action taken on war memorial corrections and relocation • Replacement lock for meter cupboard at The Heights still being sought. • Repair to drainpipe The Square – no further progress. • A wheeled water tank with pump action was discussed for use in watering the Aisher Way roundabout and Cllr Swanton will investigate further for larger tanks using camping websites and a potential supplier recommended by Cllr Wood. • Still waiting for written permission from KCC to repaint KCC lamp posts and Cllr Chard will follow up if needed. • New internal auditor is still required • New broadband – Cllr Swanton will look to set up a new email address for the parish council before the existing broadband line is transferred to BT.
Clerk	<p>8. MATTERS FOR REPORT</p> <p><u>a. Highways</u></p> <ul style="list-style-type: none"> • Streetlights • The maintenance contract for all the street lights was discussed. The maintenance of the new LED lights has to be kept with the chosen contractor, Streetlights, due to the two year guarantee on the light. Cllr Mercer explained the current maintenance contract includes an annual inspection, cleaning, replacing random bulb failures and a bulk lamp changing exercise and currently costs £2,736.84 pa. It will be reduced to £2,522.01 pa or £25.47 per column pa after refurbishment plus repairs costs. The only other contractor who provided a quote offered an hourly rate for call out of £91.50 per hour minimum. Cllr Himsworth reminded the Council of the problems with the previous contractor and it was agreed that Streetlights had provided a good service over the last 3 years and that it would be easier to deal with one contractor for all the street lights than split them between 2 separate contractors. It was agreed to retain Streetlights, rather than seek more quotes and review the contract again once guarantees had expired. Clerk was asked to update the office record of key dates. <p>Notified item: It was moved to retain Streetlights as contractor for maintenance of Riverhead street lights and to review the contract in 2 years.</p>

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Clerk	<ul style="list-style-type: none"> • A list and a map of responses from Montreal Park residents in respect of their preference to whether street lights be part off at night was distributed. There was no definitive preference by road: 29 residents favoured part night and 29 all night. The contractor recommended doing part night lighting by road for ease of recording and to minimise requests in the future for changes. The estimated cost and issues highlighted by the contractor for using dimmers were reported by the clerk. After discussion, it was agreed to continue to leave the lights on all night. Clerk was asked to let the residents association know of the final decision and its reasons.
CK/IC	<ul style="list-style-type: none"> • Footpaths and pavements • There was an exceptional turnout of residents at the working parties in the centre of Riverhead and at Aisher Way – 31 in total including 3 Tesco staff members. Cllrs Collins and Kennett will write to thank those that helped and Certificates of Excellence will be provided at the awards ceremony for the Riverhead in Bloom committee to give out to volunteers and participants.
CK	<ul style="list-style-type: none"> • The resident of 1 Shoreham Lane has repaired the fencing at the entrance of the road and will be thanked.
IC	<ul style="list-style-type: none"> • The results of the judging will not be known until the Awards ceremony on 20th September which Cllr Collins will attend at the cost of £25. It was agreed to pay for another member of the Riverhead in Bloom team to attend too. The judges did say their main recommendation will be that the Riverhead in Bloom committee is made completely independent of the Parish Council. Clerk has asked for Certificates of Excellence to hand out to those who helped. • Kent Highways cleared a large branch from the Lebanese cedar that fell into Lyndhurst Drive and pavement. Whilst SDC would not support this tree being removed, it will not be recommended for a TPO given it is already so weak it has bracing in the canopy. There is no further information on other trees for which TPOs have been requested.
All	<ul style="list-style-type: none"> • Street furniture & garden • Cllrs Himsworth, Wood and Swanton along with Mr Fenton were all thanked for the hedge work they all carried out on one of the hottest days of the year at St Mary’s Drive and in Alison’s Garden. • Maps of utility services in the location of the proposed site of the new village gateway have now been received and will be used to obtain permission from KCC to change the location of the village sign and install the new gateway on the highway. • A working party was agreed for 2pm 3rd September 2017 to clean out the fountain and access the pump to see if it can be cleaned or needs replacing. • A Marlborough Crescent resident has emailed to commend the Parish Council on their work including the flower baskets.
Clerk	<ul style="list-style-type: none"> • Traffic and local parking • SDC announced that it started the parking review for Riverhead on Monday 10th July by initially sending a questionnaire to roads currently being most affected and will accept responses beyond the deadline of 28th July, due to a delay in distribution of the letters. • Cllrs Wood and Mercer met with Cllr Chard, KCC this morning primarily take forward the issues concerning the zebra crossing at the library and to bring him up to date with other local issues. The action points arising from this meeting will be distributed once approved by those present at meeting. • Cllrs Mercer and Denton met with the head teachers of Amherst and Riverhead Infants’ Schools to discuss parking issues and a summary of this meeting together with planned actions were distributed.
ICM	<ul style="list-style-type: none"> • Local business and services • Chevening Parish Council are considering installing a playground on Chipstead Common, which is surrounded on 3 sides by Riverhead residents. Cllr Mercer has confirmed the Parish Council would like to be involved in the consultation and volunteered to monitor.

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All	<ul style="list-style-type: none"> • Iron pipe was stolen from the garden of Montreal Cottage that is being renovated. • For the Riverhead Carnival, Cllrs Colnet and Swanton offered to set up the stall from 10am, Cllr Mercer will man the stall 12-2pm and Cllr Himsworth from 2-4pm and then help Cllr Colnet clear away at the end. Clerk to follow up other councillors to have at least 2 volunteers manning the stall. <p><u>b. Village Hall</u></p> <ul style="list-style-type: none"> • The following checks were carried out weekly and: • Hall emergency lighting was checked and found to be in working order. • The warning beeper on the fire alarm system was tested and found to sound. • The alarm in the disabled toilet was functioning. • First aid box was checked. • The fire exit is clear. • The defibrillator battery was “OK” and heated box is in working order. • The Electrical Installation Condition Report has been signed off by MKP Electrical as satisfactory following the remedial works. • The deposit cheque for one party was cashed as damage had been done outside to the pre-schools property, the Parish Council’s bamboo canes stored at the back of the garden have disappeared and litter was left in the garden, street and neighbouring building. The party hirer has sent a cheque to reimburse the pre-school directly and it was agreed to use the deposit to replace the bamboo canes and pay the caretaker £20.00 for the extra time spent clearing all the litter. The balance will be reimbursed to the party hirer.
AC/MD	<ul style="list-style-type: none"> • Cllrs Colnet and Denton will carry out a staff review with the caretaker
Clerk	<p><u>c. Parkland</u></p> <ul style="list-style-type: none"> • Three quotes have been received for scaffolding and fencing around to oak tree to be carved and one local company has reduced their quote considerably as they wish to use photographs of the scaffolding to advertise their work. The sculptor has been asked and is happy for photographs to be used. It was agreed appoint Valley Scaffolding Ltd based as they gave the lowest quote £1,000 for the scaffolding including an extension to carve the extending limb and £300 for tin security fencing. • The working party was better attended than usual with thanks to Cllrs Himsworth and Denton, Mr McClintock and Mr & Mrs Fenner. All logs have now been cleared away from the sculpture site to permit the scaffolding to be erected. Cllrs Himsworth and Swanton have managed to remove a fallen tree on Amherst Hill pavement and put it back on the Dell side. • There will be a working party on 9th August. • Mr Ward has mown the footpaths through the Parkland again and will cut up the rest of the fallen tree of the Dell into shorter lengths.
CH	<ul style="list-style-type: none"> • Mr Davies will cut the grass through the whole the Parkland on 31st July.
CH	<ul style="list-style-type: none"> • Mr Stewart will look at St Mary’s Drive gate which is difficult to open. • Next week Cllr Himsworth will meet the family who have purchased the memorial bench to be placed in the Parkland. • Mr Chewter has inspected the bridge and will provide a quote to repair and strengthen it.
	<p><u>d. Allotments & Open Spaces</u></p> <ul style="list-style-type: none"> • There is now a vacancy on Broadmead due to a plot holder moving away. • Mr Collins has replaced the pinboards on both allotment noticeboards with magnetic metal, which was a cheaper option than cork.
	<p><u>e. Finance</u></p> <p>i) Payments</p> <ul style="list-style-type: none"> • A list of payments totalling £2,903.86 was distributed, reviewed and approved. The quarterly report of suppliers paid over £500 in the quarter ending 30th June was also distributed and

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ICM CH/CK	<p>reviewed. It includes this month's payment to Edward Tyrrell for the Parkland fencing and will be posted to the website. ,</p> <ul style="list-style-type: none"> • Receipts amounting to £2,045.04 were received, including the reimbursement of the insurance premium due on the scout hut and ground rent from 3rd Sevenoaks Scout Group. <p><u>ii) Other issues</u></p> <ul style="list-style-type: none"> • The quarterly finance report to 30 June was distributed and reviewed. • Thank you letters have been received from Kenward Trust, League of Friends of Sevenoaks Hospital, West Kent Mediation, Citizens Advice Sevenoaks, Tunbridge Wells, Sevenoaks Volunteer Transport Group and District Samaritans for the s137 donations. • Cllrs Mercer, Himsworth and Kennett were authorised to sign cheques for invoices that fall due in August within the budget.
AW	<p>9. PLANNING COMMITTEE REPORT:</p> <ul style="list-style-type: none"> • Cllr Wood will attend the Sevenoaks Town Neighbourhood Plan Steering Committee meeting on 31st July where concerns about the neighbourhood plan can be raised in an open democratic environment. • Planning applications reviewed in the month are listed below and attention was drawn to the development of Unit E Ryedale Court as it has been objected to on a number of grounds especially the lack of parking and the lack of affordable housing: SE/17/01968/HOUSE – 26 Longmeadow, TN13 2QY Enlarge 2 x existing windows to make 1 large window on the rear elevation. SE/17/01555/MMA – 18 Shoreham Lane, TN13 3DT Minor material amendment to SE/17/00004/HOUSE for demolition of the conservatory, boiler room and detached garage building; provision of rear and south side extensions on all 3 levels, including rear dormer and attached garage to show amended part of the southern wall moved away from the boundary. SE/17/01846/FUL – 12 Heathfield Road, Sevenoaks TN13 3DA Adjoining parish consultation – Demolition of existing dwelling. Erection of a chalet style dwelling. SE/17/02040/FUL – Unit E Ryedale Court, TN13 2DN Demolition of existing office building Block E and proposed development of 18 new build residential apartments and offices, with associated undercroft and surface parking, cycle park facilities, bin storage, landscaping and access gates. • Planning permission was granted for 53 Lyndhurst Drive, 77 Marlborough Crescent, 1 Church Field, 28 Bullfinch Lane • Planning permission has been refused by SDC for Sai's Newsagent 34 London Road. • Tree work in the conservation area includes removal of 5 conifers at a house on Montreal Road and the pruning of 6 beech trees in Amherst Place. An oak tree with a TPO is being cut back in the garden on Uplands Way.
All	<p>10. CORRESPONDENCE</p> <ul style="list-style-type: none"> • A list of general correspondence was distributed and all councillors were reminded to ask the Clerk for further details where they have any queries or interest.
Clerk/ OS AC/IC	<p>11. CLERK'S OFFICE</p> <ul style="list-style-type: none"> • A flyer has been designed by Julien Mercer to advertise for a photograph competition for Riverhead photographs to include on the Parish Council website and it was agreed to advertise it on the facebook page and website and at the Riverhead Carnival with a closing deadline of 31 October. • Cllrs Colnet and Collins will water the central reservation planters in August and are also asked to water the other planters in the Village Hall for the first 2 weeks. Cllrs Wood and Mercer offered to water the central reservation planters in September.

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| | <ul style="list-style-type: none">• During the Clerk's annual leave, the office will not be open on Mondays and Thursday mornings but volunteers were asked to come in on those days to deal with mail, email and telephone messages. |
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The meeting closed at 9.10 pm