

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING**  
**HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 7th OCTOBER 2013**

**Present:** Cllr March (Chair)  
Councillors Russell, Reed, Parker, Stevens and Davis

**In attendance:** Lucy Noakes (Clerk)  
1 member of the public

**Declarations of Interest:**

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllr Parker declared an interest in item 6.2 as she is Mr Reekie is a family friend, and she did not take part in the discussion or vote on this matter. Cllr Parker also declared an interest in item 6.5 as Mr Bell is a professional contact, and she again took no part in the discussions or vote. Cllr March declared an interest in item 9.2, as she is a Borough Councillor awarding grants for this type of cause.

**1. APOLOGIES FOR ABSENCE**

Cllr Kerrigan (unwell)  
Cllr Lawrence (school event)  
Cllr McDermott (unable to attend)  
Cllr King (another meeting)

**2. PUBLIC SESSION:** ***(Members of the public have the right to speak for up to three minutes at the Chairpersons discretion on issues concerning the Parish providing the Clerk has prior notification).***

Mr Bignell had come to speak to the Council about making a donation to the Paddock wood Advice Bureaux. Mr Bignell said that he had been concerned to learn that Horsmonden Parish Council had declined to make a donation to the PWAB even though they had been approached on several occasions, and other Parish Councils had given donations. He said that the PWAB had led him to believe that a sizeable percentage of the people going to them for advice, originated from Horsmonden.

Mr Bignell said he understood that the PC had made the decision to only make donations to charities within the village, but he felt that they may wish to look at this again, as it might be the case that a charity could not find suitable premises within the village even though they may wish to be located there.

**9.2 Paddock Wood advice bureaux – correspondence from a parishioner**

Cllr March proposed from the Chair that item 9.2 be brought forward so that Mr Bignell did not have to wait until the end of the meeting to hear the discussion on this point. Unanimous.

Cllr March made clear her role as Borough Councillor, which involved her in making grant awards to the TW Citizens Advice centre and the PW advice Bureaux.

Cllr March asked for opinions from the Councillors present. It was suggested that the Clerk go back to the advice Bureaux and ask for figures to verify what Mr Bignell was saying, based either on postal code or those residing in the parish.

Cllr March proposed that the Clerk find out this information and that the council revisit the point next meeting before looking at the precept for 2014/15. Unanimous.

**3. MINUTES OF PREVIOUS MEETING**

**Minutes of the Parish Council Meeting Monday 2nd September, Planning meeting 13<sup>th</sup> August and Extraordinary meeting of 17<sup>th</sup> September.**

The minutes of the meeting 2<sup>nd</sup> September were presented to the meeting by the Chair. It was proposed from Cllr Parker that the minutes be taken as read and accepted as they stand. Seconded, Cllr Russell. Carried.

The minutes of the Planning meeting of 13<sup>th</sup> August were presented to the meeting by the Chair. It was proposed from the chair that the minutes be taken as read and accepted. Carried.

The minutes of the Extraordinary meeting of 17<sup>th</sup> September were presented to the meeting by the Chair. It was proposed by Cllr Stevens that the minutes were taken as read and accepted as they stand. Seconded, Cllr Parker. Carried.

#### 4. Matters Arising

##### **Computers at the Institute**

Cllr Kerrigan had reported that she had met with Mike Sexton from Future Vision PC, to see if he could provide tuition. He had said that he could provide tuition at £35 per hour plus travelling costs and would provide up to 5 laptops for use during the session. This compared favourably with Compaid who had quoted a higher price and could not provide laptops.

It was suggested that the Pc could run with this idea in the VH, possibly asking for a small donation from users to ensure they were committed to the course of tuition. Each user would need to sign a user agreement to confirm that they would not visit inappropriate sites etc and the PC could possibly provide a box of memory sticks for the users to copy information on to and take home.

Advertising would need to include parish news, door drops, email via Mr Kellas, posters around the village, coffee morning advertising etc.

Cllr Reed proposed that the PC go ahead with the trial of this for a 6 week course, with computers provided by Future Vision PC and see how it goes from there. Clerk to liaise with Cllr Russell to find a suitable slot during the daytime in the Village Hall and go ahead with arrangements. The donation suggested was set at £3 per session which would go towards the £35 plus, needed to cover the tuition plus the petrol and village Hall hire. The rest of the costs would be covered by the Village charity donation which had been received and future session could be covered using the money which the PC had precepted for Broadband costs, which would not be needed under this arrangement. Seconded, Cllr Stevens. Unanimous.

##### **Conservation Area Map**

Cllr Davis is dealing with this. He had spoken to Mark Stevenson at TWBC who now needed to photograph the properties and get the resident's permission before going ahead.

##### **Love where we live awards**

A number of people and organisations had been put forward for the awards. Heath Stores, the Social club, Jade Coatsworth and Eileen Colet had all been put forward to the finals by the Borough Council. Eileen Colet had been successful in winning the Lifetime Achievement Award and the PC congratulated her on this great achievement.

##### **Civic Amenities Vehicle**

The new time had commenced with effect from 6<sup>th</sup> October. TWBC had put an 'A' frame sign up to explain the change. No vans were now allowed to deposit waste into the truck, in order to try and curb the abuse for trade use The Parish Council would revisit the decision to change the time in six months time.

##### **Commemorative bench**

A commemorative bench had now been purchased by Edna Jones and was now in storage. Mrs Jones was now arranging for the installation as soon as she could.

##### **Gang Mowers**

The Pc was still waiting to hear from the sports club as to whether they wished to purchase the gang mowers. Clerk to chase Martin Devenish.

##### **Village Sign**

Clerk to ascertain if the sign could stay in its current position. It was suggested that if this were the case then a new post could be installed which was perhaps taller to make the sign more visible and the sign head could be renovated.

#### 5. PLANNING

##### 5.1 Applications/submissions:

Planning Application No:	TW/13/02602/HOUSE
Proposal:	Garage conversion with new roof lights and additional roof lights in other areas
Location:	9 Fromandez Drive Horsmonden Tonbridge Kent TN12 8LN
Recommendation:	Approval
Proposed:	Cllr Parker, seconded Cllr Reed. Unanimous.
Comments:	Suitable conversion.

Planning Application No:	TW/13/02618/FUL
Proposal:	Change of use of stable building to ancillary residential accommodation (retrospective)
Location:	Park Farmhouse Smallbridge Road Horsmonden Tonbridge Kent TN12 8EP
Recommendation:	Approval
Proposed:	Cllr Davis, seconded Cllr Stevens, unanimous.
Comments:	Approval subject to the condition that it remains ancillary to the main dwelling.

Planning Application No:	TW/13/02621/LBC
Proposal:	Listed Building Consent: Change of use of stable building to ancillary residential accommodation (retrospective)
Location:	Park Farmhouse Smallbridge Road Horsmonden Tonbridge Kent TN12 8EP
Recommendation:	Approval
Proposed:	Chair. Unanimous.
Comments:	Approval subject to the condition that it remains ancillary to the main dwelling, subject to the conservation architects opinion.

Planning Application No:	TW/13/02542/OUT
Proposal:	Outline application for demolition of existing office building and erection of 4 no. detached houses - access and layout not reserved
Location:	Orchard Business Park Furnace Lane Horsmonden Tonbridge Kent
Recommendation:	Refusal
Proposed:	Cllr Parker, seconded Cllr Russell. Unanimous.
Comments:	<p>Refusal on the grounds that the proposal for the large detached properties( including evidence supplied in the proposal) contradicts the findings in the Horsmonden Village vision survey 12/13 as below:</p> <p><b>‘Housing</b>  <b>General development</b>  Only 14% of householders believe housing development should take place, within the existing village envelope without expanding existing infrastructure (such as schools, medical facilities, etc). The majority (48%) would be in favour of development if the infrastructure was expanded and 38% don’t want any further development even if the infrastructure were increased.</p> <p><b>Housing for older people</b>  Close to 90% of householders believe the Parish Council should support specialist housing for the elderly, and 14% have someone in their household (that’s 64 people) who would take up such accommodation were it to be made available within 5 years. Most of these would like to see on-site support, such as a warden.’  In recent years the village has seen a number of developments including large detached houses. The proposed site is outside the limits to build development.</p>

Planning Application No:	TW13/02773/LBC
Proposal:	Listed Building Consent - Addition of a log burning stove and flue
Location:	Heath Stores Grocers The Heath Stores The Heath Horsmonden Tonbridge Kent TN12 8HT
Recommendation:	Approval
Proposed:	Cllr Stevens, seconded Cllr Russell. Unanimous.
Comments:	Suitable flue.

## 5.2 **Report of Permissions Granted and Refused/Appeals lodged.**

### **Applications Granted.**

TW/13/01182/HOUSE – 1 Station Cottages, Goudhurst Road, Horsmonden.

TW/13/01935/HOUSE – 2 Oliver’s Court, Horsmonden

TW/13/02240/HOUSE – Bassett’s Maidstone Road, Horsmonden

### **Applications Refused**

TW/13/02248/FUL – 4 Church Meadow, Maidstone Road, Horsmonden

## 5.3 **Other planning matters.**

TW/13/00257/OUTMJ – Charles Trent Ltd , Willow Lane , Paddock wood

Informal hearing to take place at Tunbridge wells Town Hall at 10am on 27<sup>th</sup> November 2013 regarding the Appeal.

## 6. **PARISH COUNCIL FINANCE**

### 6.1 Parish Council Accounts to 6<sup>th</sup> October 2013

The Clerk circulated a copy of the finances up to 6<sup>th</sup> October, as below. It was proposed from Cllr Russell that these were accepted as a true representation of the accounts to this date. Seconded,Cllr Davis. Unanimous.

### **Horsmonden Parish Council Accounts as at 6th October 2013**

	<b>Balances</b>
Current account b/fwd 02.09.2013	-£ 974.97
Deposit account b/fwd 02.09.2013	£ 91,292.83
Interest received (Deposit Account)	£ 59.92

Item	Ref	Receipts	Payments
Mrs L Noakes - Sept salary	S/O		£ 1,080.54
HM Revenue and Customs NI and Tax L Noakes	401292		£ 246.02
Mr C J Couchman - clock and play area Sept	401294		£ 80.48
Mr S Jones scavenging sept	401295		£ 61.52
E.ON street lighting supply 01.07-30.09	401296		£ 323.36
British Legion Poppy Appeal - wreath S137	401297		£ 35.00
EDF Energy Customers PLC - energy toilets	401298		£ 118.00
EDF Energy Customers PLC - energy VG box	401299		56.00
Specialist Hygiene Services - sept cleaning	401300		178.71
Viking - stationary	401301		103.89
KCC Legal - august legal fees	401302		£ 21.60
Interdirect Limited - domain name hosting	401303		£ 180.00
BBS Site services LLP - CDM Coordinator provision	401305		£ 180.00
BBS Site services LLP - Asbestos survey	401306		£ 480.00
Interest on Current account		£ 0.38	

Reimbursement for bench costs from Mrs Jones	£ 280.00
KCC payments refund of plumbing costs for Horsefair 2012	£ 81.00
2nd half of precept from TWBC	£ 29,488.50
Interest on current account	£ 1.78

  

Current Account as at 03.10.13	£ 35,731.57
Deposit Account as at 03.10.13	£ 81,352.75

  

<b>TOTAL BANK:</b>	<b>£ 117,084.32</b>
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## 6.2 Quotations for Water supply at the Institute

The PC had received four quotations for a solution to the problems associated with water supply in the Institute Building. Three of the quotation allowed for a new cold water tank and the fourth suggested a new hot water tank. The Council understood that a suitable solution to the problem would be to install a larger cold water tank to feed the hot water supply. After consideration of the quotes supplied, it was proposed by Cllr Stevens that the council ask One 2 One plumbers to carry out the work, as they had supplied the cheapest of the three quotes for a new cold water tank. Seconded, Cllr Reed. Carried.

It was also suggested that the plumber should be asked to ensure that the whole cold water tank system was insulated properly to avoid any future problems.

Clerk to ask One2 one to supply a quotation for a new outside tap, as it would be good practice to have all plumbing works to the building carried out by the same plumber.

The Clerk was also requested to ask Jan Botten to contact Mrs Holloway who checks the water temperature at the VH , so that she can ensure she is safeguarding against legionnaires.

## 6.3 Quotations for Institute roof.

Mr Isaacs had been asked to provide a quotation for mending the Institute roof as there had been a leak through the ceiling again. This had been temporarily fixed but it was felt to be important to get it mended as soon as possible to avoid further damages. Mr Isaacs quoted £510 plus VAT for stripping out a section of lead in the valley gutter and replacement. It was proposed by Cllr Stevens that the council go ahead with this work as quoted by Mr Isaacs as soon as possible, without the delay of getting further quotations, in order to avoid further damage to the ceilings. Seconded, Cllr Russell. Unanimous.

It was asked whether an asbestos survey had been carried out at the Institute building. Clerk to verify this. Cllr Reed proposed that if a survey had not been carried out, the clerk should arrange this, spending up to £1000 if necessary. Seconded ,Cllr Russell. Unanimous. Clerk to arrange this if necessary.

## 6.4 Quotations for Electrical certification at the Institute.

The Clerk had arranged for quotations from three companies regarding the electrical certification of the Institute Building. It was proposed by Councillor Stevens and seconded by Cllr Davis that the Council ask M& C contractors to come and carry out the electrical certification as this was the most competitive quotation at £465. Unanimous.

It was requested that the Clerk prepare a statement of what has been spent by the PC at the Institute over eh last year.

## 6.5 Public conveniences –additional quotes from Cornford’s for replacing ceilings.

Cornford’s had come back and quoted £900 plus VAT for the replacement of the rest of the ceilings in the Public toilets. It was proposed from the Chair that this work be added to the refurbishment works for Cornford’s to carry out, as the ceilings had been found to include small amounts of asbestos which could present problem in the future if works needed to be carried out. Unanimous.

Cornford’s had also provided a quotation for providing a portable toilet for use whilst the toilets were closed for refurbishment. The amount was £475 plus VAT. It was proposed by councillor Stevens that the Council should not pursue the portable toilets .Seconded Cllr Reed, unanimous.

Cllr March asked if the Council had looked at applying for a Capital Community Grant as there was £38,000 available. Clerk to pursue this.

The Clerk raised the matter of Mr Bell's fees as his agreed pre contract fee was £750; however he had now sent a bill for £1678.75 as he had carried out a list of extra works for the council. It was proposed by Cllr Davis and seconded by Cllr Reed that this revised bill be settled. Unanimous. It was suggested that the Clerk ask Mr Bell if he could estimate a revised amount of what he will charge for managing the building works, as his estimate had allowed for a 6 week build and Cornford's had said that the build would take them 10 weeks.

## **7. HIGHWAYS AND GROUNDS MAINTENANCE**

### **7.1 Highways issues – footpaths, trees, roads, signs, verges, markings, drainage.**

Graham White from Highways had now inspected the drains on the Maidstone Road with Cllr Stevens and work on these would start soon.

The drainage problem at Heath Stores was now being resolved.

The board part of the 'Ruck Lane' sign was reported as missing (junction with Lamberhurst Road).

The 'Back Lane' sign was still missing and the 'Lamberhurst Road' sign was still loose. The Clerk had reported these two items previously.

The footpaths in Orchard Way were reported as crumbling in places. Cllr Russell to inspect and let the clerk know where the worst places are so that she can report to Highways.

Clerk to report missing reflector on post at Church Meadow, Maidstone Road, where footpath sticks out.

Cllr Davis had been to the Parish Highways seminar, which provided some useful information. Clerk to liaise with Cllr Stevens regarding the survey which needs completing.

### **7.2 Street lighting**

Clerk to report street light out on Oast View, just beyond the dip when the road joins with Orchard Way (Outside house number 6/8).

### **7.3 Cleaning around the Green – notice boards, benches etc**

The clerk had received a quotation from Cory who carry out works for TWBC to come and de-grime the benches and notice boards on the Village green, at a cost of £46 plus VAT. Cllr Reed proposed that the clerk ask Cory to carry out these works at the price quoted. Seconded, Cllr Davis. Unanimous.

The clerk was trying to obtain a quotation for cleaning the War memorial, as money had been precepted to carry out this work and there was some grime and loose lettering. It was proposed by Cllr Reed to allow the clerk to continue with this if the cost was under £300. Seconded, Cllr Russell. Unanimous. Cllr Reed suggested that if the works could not be done under this amount, she could potentially help to clean the memorial with other volunteers.

## **8. ADMINISTRATION**

### **8.1 Village Vision**

Cllr Davis showed the council members a summary report written by the steering group. This had been generated by Village Vision, although it was likely that the PC would be putting some of the suggestions into effect.

Some of the village vision groups had experienced more success than others, depending on the level of input they had received. Cllr Davis will send out the final draft copy of the Village Vision for member to see before it goes to print, for information only.

### **8.2 VG booking for Bike Ride – 4<sup>th</sup> May 2014**

Mrs Stewart had filled in a booking form to hire the Village Green for another bike Ride to raise money for the Walking wounded in May 2014. It was proposed by Cllr Parker to allow the event to go ahead as planned, seconded by Cllr Davis. Unanimous. It was requested that the clerk inform Mrs Stewart about the refurbishment of the toilets in case they are not finished on time.

### **8.3 Speed awareness. Speedwatch – agreement of new system with B&M. PC idea for Stickers on bins**

The Clerk explained that Brenchley and Matfield organiser Rona Hogan had confirmed that B& M PC were happy to enter a joint agreement where the scheme was run under the auspices of HPC for insurance purposes but volunteers from both parishes use the equipment in both villages to monitor traffic speeds.

It was suggested that the scheme commence in the spring and that Robert Dicketts liaise with Rona Hogan to utilise the equipment in all three parishes. Clerk to call Robert and explain the situation.

Cllr Parker raised the subject of putting A4 stickers on wheelie bins to ask drivers to slow down. In principal the pc wished to investigate further. Cllr Parker to investigate how other villages have administered this and how much it has cost and bring information back to the next meeting.

#### **8.4 Parking outside kindergarten.**

The Kindergarten had emailed the PC to say that they were concerned about people parking on the pavement and slip road between the school and Kindergarten entrance. They intend to put some signs on the fencing to ask people not to park here.

Unfortunately as the PC has no jurisdiction over this matter there is very little they can do. However they have no objection to the Kindergarten putting posters on their railings asking people not to park here and suggest that the school and Kindergarten need to educate parents not to park in these locations.

#### **8.5 Christmas lights on village green/pollarding of trees.**

Jamie Tweddle had quoted £160 per tree to pollard the limes around the green. As Mr. Tweddle had always pollarded the trees in recent years it was proposed by Cllr Stevens and seconded by Cllr Davis that the pollarding be carried out for all 8 limes as quoted by Mr Tweddle. It was suggested that the Clerk ask Mr Tweddle if he can roll back lights on the south side of the Green and re- hang them after the pollarding has taken place.

Cllr Stevens and Cllr Davis will look at erecting new lights around the Green once the pollarding is carried out. Cllr Davis has asked a number of the residents around the Green if they would like to put up a small string of lights on their property and many of the residents have agreed. Cllr Davis will now purchase some small white strings to give to residents around the Green. It was proposed by Cllr Davis that up to £300 be spent on these lights. Seconded Cllr Parker. Unanimous. Cllr Davis to liaise with residents about a switching on date.

### **9. CORRESPONDENCE/UPDATES**

#### **9.1 Chairman's update**

Cllr March handed out some posters and leaflets about the 'wheels to work' campaign to try and provide transport for those who cannot get to work.

Cllr March reported a 4% crime increase across Kent, most of which was petty crime and robbery.

TWBC was looking at all of their non performing assets in TWBC and were selling these off. Cllr March explained that there were none of these in Horsmonden at present.

Cllr March explained that she had been making enquiries about Outreach post office facilities with a view to trying and get a PO Outreach at Heath Stores. Negotiations were currently taking place between all parties.

Cllr March explained that for such a facility to be successful it would need to be used a lot.

#### **9.2 Paddock Wood advice bureaux – correspondence from a parishioner**

Already dealt with earlier in the meeting.

#### **9.3 Paddock Wood Neighbourhood Area Application -Consultation on application by Paddock Wood Town Council to designate a neighbourhood area -Monday 2 September to Friday 11 October 2013**

Cllr March had read through the consultation and proposed that there were several points on page 3 of the consultation which needed comment. Point 2) regarding flood risk –the council needed to be sure that there is not an impact on Horsmonden, point 5)ensure that the route changes do not impact on Horsmonden, point 10) Future housing allocations – ensure that these do not impact on Horsmonden. Unanimous.

The meeting ended at 11.17pm