

**MINUTES OF HORSMONDEN PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON MONDAY 9TH JULY 2012**

Present: Cllr March (Chair)
Councillors Cheesman, Stevens, Russell, and Jones. Cllr Stevens left the meeting at 9.50pm

In attendance: Lucy Noakes (Clerk)
2 members of the public present for part of the meeting.

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. Cllrs March and Stevens declared an interest in planning item TW/12/01802 Stiles Oast Farm, as they are both acquainted with Mr Isaacs the applicant, as he carried out works to the Village Hall when they were members of the Village Hall committee.

1. APOLOGIES FOR ABSENCE

Cllr King (KCC)
Cllr McDermott (TWBC)
Cllr Davis
Cllr Kerrigan
Cllr Parker

2. PUBLIC SESSION

None.

8.4 Sports club lease – Quotations for providing a land registry compliant plan

Cllr March proposed to bring this item forward in the meeting as members of the Sports Club were present and wished to hear the discussion.

The Sports Club may be offered a grant from Sports England, although they are still awaiting confirmation of this. However, if they are offered the grant, one of the conditions of the grant will be that a lease is in place.

The Sports club will need to provide this confirmation to Sports England by 27th July 2012.

The clerk confirmed that she has now returned the first draft of the lease to KCC Legal with problems highlighted for change and that she has received quotations from three companies to provide a Land registry compliant plan. However it is extremely unlikely that the Lease will be in place by 27th July.

It was suggested that the Clerk write a letter of intent to Sports England confirming that the Parish Council intend to grant a 25 year term lease to the Sports Club and are at present drafting the new lease for signing as soon as possible. Clerk to get this to the Sports Club by Wednesday 11th July.

The Clerk read out the three quotations for providing a Land Registry complaint plan: Omega Geo quoted £900 plus VAT, JC White quoted £975 plus VAT and Lambert and Foster quoted between £250 and £450 plus VAT depending on the time spent on the task. Cllr Jones proposed that the Council use Lambert and Foster to provide the lease plan. Unanimous.

3. MINUTES OF PREVIOUS MEETING

Minutes of the Parish Council Meeting 11th June 2012. Minutes of the Planning Meeting of 26th June 2012 .

The minutes of the meeting held on 11th June 2012 were presented to the meeting and taken as read. Cllr Jones proposed acceptance of the minutes. Unanimous.

The minutes of the Planning Meeting held on 26th June 2012 were presented by the Clerk. Cllr March proposed that the Council should accept the minutes, although only two council members were present at the time of the meeting. Other Cllrs were willing to trust this report as accurate in its contents. Unanimous.

4. **MATTERS ARISING**

Computers at the Social Club – this is ongoing.

Risk Assessment of the Institute – the risk assessments are now completed.

First Registration of the Village Green – Clerk still waiting to hear from Land Registry following the PC’s application for First Registration.

Conservation Area Map – The Clerk had received an email from John Naylor saying that he was sorry he hadn’t been in contact but he had been unwell. Mr. Naylor expressed his wishes to carry on with the project if the Council would like him to. It was suggested that the Clerk send a card to Mr. Naylor wishing him well and asking him to continue with the project on their behalf.

War Memorial Names –The Clerk had contacted Martin Powell at Brenchley and Matfield Parish Council to see how they found out about those new soldiers added to their war memorial and it had been suggested that she should contact the Historical Society at Brenchley. The Chair had suggested that the Clerk ask the Historical Society in Horsmonden if they were willing to liaise with Brenchley about this; however the Clerk had received a response saying that they have very little resources to do so at present. It was proposed by the Chair that under the circumstances the names continue to be read out on Remembrance Sunday as being linked to the village, but that the PC should not have the names added to the Memorial as they cannot prove the link at present and don’t have the resources to spend any more time on this research at present.

The clerk mentioned that she had received a letter from Claire Lambrieux to say that unfortunately she did not have time to continue with the planting and weeding around the War memorial. Clerk to write and thank Claire for all her hard work in the past. Clerk to advertise in Parish News etc.

Projector System – Dealt with elsewhere in the meeting

5. **PLANNING**

Planning Application No:	TW/12/01761/LBC/TA1 000WJZBWBU000 Heath Stores Grocers The Heath Stores The Heath Horsmonden Tonbridge Kent TN12 8HT
Proposal:	Listed Building Consent: First floor internal alterations comprising removal of built in cupboards to kitchen and bathroom, construction of lobby to link bedroom to bathroom, two openings to be formed in existing walls, provision of single door .
Location:	Heath Stores Grocers, The Heath Stores, The Heath , Horsmonden.
Recommendation:	Approval
Proposed:	Cllr Jones, seconded Cllr Russell. Unanimous.
Comments:	This updating of the living accommodation for personal use does not affect the character of the building. Approval, subject to the Conservation Architect’s agreement.

Planning Application No:	TW/12/01802/FUL/GM200161UBWBU000 Stiles Oast Maidstone Road Horsmonden Tonbridge Kent TN12 8DA
Proposal:	Change of use of agricultural land to ancillary residential curtilage
Location:	Stiles Oast, Maidstone Road, Horsmonden, Tonbridge.
Recommendation:	Approval
Proposed:	Cllr Jones, seconded Cllr Russell. Unanimous.
Comments:	Suitable area.

Planning Application No:	TW/12/01814/HOUSE/CLC000XFJBWBU000 2 School House Cottages School House Lane Horsmonden Tonbridge Kent TN12 8BN
Proposal:	Two storey extension with first floor balcony to east and south elevations
Location:	2 School House Cottages, School House Lane, Horsmonden.
Recommendation:	Approval
Proposed:	Cllr Jones, Cllr Russell. Carried.
Comments:	Suitable enhancement of the property

5.2 Report of Permissions Granted and Refused/Appeals lodged.

The Clerk read out the following applications Approved:
 TW/12/01282/HOUSE – 1 Baiden Cottages, School House Lane, Horsmonden
 TW/12/00701/FUL – The Granary, Swigs Hole Farm, Maidstone Road, Horsmonden

5.3 Other Planning matters.

None.

6. PARISH COUNCIL FINANCE

6.1 Parish Council Accounts to 8th July 2012

The Clerk presented the accounts up to and including 8th July 2012, as shown below, to members of the council . The accounts were proposed for acceptance by Cllr Stevens seconded by Cllr Russell. Unanimous.

Horsmonden Parish Council Accounts as at 8th July 2012

	Balances
Current account b/fwd 11.06.2012	£ 6,393.21
Deposit account b/fwd 11.06.2012	£ 64,613.17
Interest received (Deposit Account)	

Item	Ref	Receipts	Payments
Steve Briggs - roof repair at institute	401078		£ 85.00
Mrs L Noakes - June salary plus overtime	S/O		£ 1,136.69
Kent County Council - internal audit work	401079		£ 302.40
Kent County Council - Legal fees Apr- May 2012	401080		£ 180.00
C& M Security Services - Jubilee security	401081		£ 500.00
Duke Contractors Ltd - Tarmac and clearing	401 082		£ 360.00
HCFR - kit bags donation	401083		£ 300.00
Livingstone Art founders	401084		£ 120.00
South East Water - supply to public conveniences	401085		£ 43.98
Specialist Hygiene Services - cleaning loos June	401086		£ 178.71
Maria Cooper Bluezy Toonz Music for Jubilee	401087		£ 200.00
EJP Fire Protection Ltd - service for Institute	401088		£ 141.90
EDF Energy 1 Ltd - street lighting supply to 30.06.12	401089		£ 546.45
LD Noakes - refund for McAfee security plus postage	401090		£ 46.19
HM Revenue and Customs - Tax and NI L Noakes	401091		£ 188.86
CJ Couchman - clock and play area June	401092		£ 100.60
S Jones - scavenging June	401093		£ 76.90
proceeds from mug sales at fete	15.06.2012	£ 936.00	
Jubilee refunds for mugs form school mugs and chairs & kindergarten mugs	26.06.2012	£ 544.10	
Mug money plus Farmers market contr to tables	04.07.2012	£ 40.00	
Interest on Current account	05.07.2012	£ 0.93	
Current Account as at 08.07.12			£ 3,406.56
Deposit Account as at 08.07.12			£ 64,613.17

7. HIGHWAYS AND GROUNDS MAINTENANCE

7.1 Highways issues

Cllr Stevens made the following points:

Marshalls at the recent cycle race which went through the village, did not obey the rules again, as there had been reports of vehicles and pedestrians having to stop. As the organiser of the race was not known it was suggested that the Clerk write to the Police about this.

Other points were made and the Clerk asked to write standard letters/report to KHS:

Hedge next to Dr Ironmonger's needs to be cut back (this may belong to Shirrenden).

Hedge at 1 Station cottages needs to be cut back

The Land near to Kirkins close is again overgrown and coming out on to the pavement.

The circular bed at the end of the Gun and Spit Roasts car park is very overgrown again.

Finger post at the end of Churn lane – the 'Paddock wood' finger is loose and points in the wrong direction.

The Clerk also reported that the footpath WT347 had now been partly diverted permanently, as indicated on the KCC plans sent through.

7.2 Street lighting – Amended Maintenance contract from SEC and quotation for future street lighting supplies.

The Clerk had circulated the amended draft maintenance contract from SEC prior to the meeting. It was proposed by Cllr Stevens that the Council accept the new contract based on the monthly charge of £59.38 net. Seconded, Cllr Cheesman, unanimous.

The Clerk had also been trying to negotiate a better price for street lighting supply and had received an alternative quotation from Eon which was much lower than EDF. Clerk to go back to EDF and renegotiate to see if they can match this price, and try to obtain a third quotation.

8. ADMINISTRATION

8.1 Revised Code of Conduct following the implementation of the Localism Act 2011 - Decision about the Code which the PC should adopt. Register of Interest forms. (Revision of Standing Orders to follow.)

The Clerk has sent both the NALC code and Kent Code through for members to read prior to the meeting. It was proposed by Cllr Jones and seconded by Cllr Cheesman that the Kent Code of Conduct should be adopted by the Council immediately. Unanimous.

The Clerk reminded Council members that she needs their Register of Interest forms returned to her as soon as possible as these must be back with TWBC by 27th July.

8.2 Interview process for new Councillor

It was suggested that a panel of Councillors carry out 15 minute interviews with all candidates, asking all candidates the same set of questions.

It was proposed from the Chair that the interview panel be made up of Cllr March, Cllr Jones, Cllr Russell and Cllr Parker. Unanimous.

Clerk to forward all details to these Cllrs once Cllr Parker has returned from holiday.

8.3 Public Conveniences

The clerk had received a long email from Mr. Bell regarding the toilets and read out his questions to the Council.

It was suggested that Mr Bell be asked to obtain two more quotes for CDM co-ordinators.

The Clerk was also to ask Mr. Bell if he could obtain quotations for the following: a condition report and how much this would cost, rubber moulded flooring in the disabled toilets and the men's. (The walls would remain white ceramic tiles as previously). White, EU sanitary ware, which is robust.

The Clerk was to confirm that the ladies toilets would be unaltered by the works.

The Clerk was also to ask if Mr. Bell could let the Council know how RADAR restricted access locking system works and how much it would cost. The Council does not require a panic alarm in the Disabled toilet as there is no one to answer to this if it is set off.

The Council wish to use a full contract for employing building contractors and will use the one suggested in Mr. Bell's letter.

With regards to suggesting contractors, the Council would prefer to use local contractors and would require at least three quotes.

Clerk to email/write to Mr. Bell in response to his email about these points letting him know the Council's preferences.

8.4 Sports club lease – Quotations for providing a land registry compliant plan

Already dealt with at the beginning of the meeting.

8.5 Projector for Village Hall

Mr Robins had assisted the Council in obtaining a further up to date quotation for parts required. The quotation was from AV Partsmaster and totalled £1201.95 Plus VAT plus £9.99 pp. As none of the other companies had responded to the request for an up to date quotation, it was Proposed from the Chair that this quote be accepted, as it was along the lines of those received previously for this equipment. Unanimous.

8.6 Horsefair -9th September 2012

Clr March explained that the Police had said that they would be providing support on the day, along the same lines as last year and that they are working with the organisers to try and provide the documentation required and sort out any problems.

The Clerk had not yet received the completed booking form for the Village Green, or the insurance information or deposit.

Clerk to let the Police know that the council must have the completed forms etc by 24th July otherwise they will not give permission for the event to go ahead and will have to put their disclaimer signs up on the Green.

8.7 Fitness events on Green

The Clerk had received a request from Oliver Kelly to continue with his fitness classes on the Green for the foreseeable future as these were going quite well.

It was proposed from the Chair that the Council allow Mr. Kelly to continue with these classes on the Green and that the Council should review the situation in six months time. Unanimous. Clerk to confirm to Mr.

Kelly that he can continue, so long as he pays regard to any other users who may wish to book events on the Green at the weekends.

8.8 Queens Jubilee and future events

The Clerk had carried out some preliminary calculations and had worked out that providing all monies are handed into the Council as expected, there would be £1700 which could be carried over from the Precepted amount of £2500. It was proposed from the Chair that the Council should donate a further £200 to the Community First Responders for further equipment, and that the remaining £1500 be carried over for an event next year. It had been considered that next year's event might be a musical event and Hog Roast on the Green, but this would need further discussion by the organiser's and volunteers nearer the time.

CORRESPONDENCE/UPDATES

9.1 Chairman's update

As there were insufficient planning matters to discuss on 17th July, the Clerk suggested that this meeting be cancelled and reconvened for 24th July. The Clerk also announced that she was unable to attend the meeting on 3rd September as she had an important person engagement which she must attend. She suggested that the meeting be moved to Tuesday 4th September instead and this seemed agreeable to those present.

9.2 Village Vision update

Clr March announced that Horsmonden and Brenchley were in the lead with the make Kent Faster campaign, although there was no fixed date for this to end.

The Road and Transport Group are hoping to meet with someone from Kent Highways Services soon. It was suggested that Nick and Ken let the Council know what is to be suggested so that the Council's correspondence with KHS can reinforce this.

9.3 KCC -Consultation on Kent Minerals and Waste (www.kent.gov.uk/mwdf) comments by 23rd July

Clr Russell had attended the road show and had established that the only waste site near to Horsmonden was Old Hay. The plan to expand this site is currently in consultation. It is being proposed that as well as accepting old car parts, the site should be able to accept skip waste for recycling. It was noted by members of the Council that this site is in Flood Zone 1. Therefore it was suggested that the PC send back a comment saying that they are concerned about the possibility of flooding at this site and consequent contamination of water

courses and agricultural land from this. Also the Council are concerned about poor visibility and access on the small roads feeding into this site. Also consideration should be given to noise disturbance as skip lorries tend to be noisy.

Clerk to email these comments to KCC.

9.4 KCC – Kent Lane Rental Scheme –consultation (www.kent.gov.uk/kentlane2012) comments by 17th September 2012

Clerk to email the link to everyone so that they can look at this and bring comments to the next PC meeting on 4th September.

Response received from KCC on the Kent Commissioning Plan for Education Provision 2012-17.

The Clerk had received a response from KCC regarding the '1FE surplus capacity' referred to in their consultation documents for the Kent Commissioning Plan for Education Provision 2012-17. The letter stated that the 2012 forecasts had not yet been published, but preliminary expectations are that the local authority is unlikely to propose a reduction in capacity for the Paddock wood, Brenchley, and Horsmonden Planning areas, or indeed for anywhere in Tunbridge wells District.

Clerk to email copy letter to Horsmonden Primary School, Brenchley Primary School and Alan McDermott.

The meeting closed at 10.12pm

Please note that meeting schedules are subject to change, you should therefore always check the Parish Council notice board before attending a meeting. All members of the Public and press are welcome to attend all Parish Council meetings; however, if you wish to speak in the Public session it is important that you notify the Clerk beforehand.

Forthcoming Meetings:

Planning and Administration – 24th July 2012
Planning Committee Meeting – 21st August 2012
Parish Council Meeting – 4th September 2012
Planning Committee Meeting – 18th September 2012
Parish Council Meeting – 1st October 2012
Planning Committee meeting – 16th October 2012
Parish Council Meeting - 12th November 2012
Planning Committee Meeting – 16th October 2012
Parish Council Meeting – 3rd December 2012
Finance Committee meeting – 10th December 2012