

MINUTES OF SPECIAL PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON TUESDAY 19th MARCH 2013

Present: Cllr March(Chair)
Councillors Stevens, Reed, Russell, Davis, and Cheesman.

In attendance: Lucy Noakes (Clerk)
1 member of the public was present.

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited. None were received.

1. APOLOGIES FOR ABSENCE

Councillor Parker (prior engagement)
Cllr Kerrigan (unwell).
Cllr Reed (arrived at approx 8pm prior engagement)

2. PUBLIC SESSION

No members of the public wished to speak

4. DISCUSSION AND DECISIONS REGARDING THE PUBLIC CONVENIENCES, MAIDSTONE ROAD, HORSMONDEN.

Cllr March proposed that this item be brought forward in the meeting as the member of public wished to hear the discussion. Unanimous.

The Clerk showed images on the overhead projector of the Proposed and existing floor plans and elevations explaining where the new disabled toilet was to be positioned and consequent changes to the layout.

The Council then went on to discuss various matters about the proposed changes paying particular attention to those matters raised by Mr Bell in his email of 4th March

Door closing mechanisms/Disabled access

Mr Bell had suggested that the doors would need closing mechanisms in order to ensure that they stayed closed and therefore kept the frost protection system effective. The Council were in agreement with this suggestion, however they were concerned about the effects of a door closer on the disabled toilet as this could make it difficult to use. It was suggested that the closer be a slow closer which does not make the door too heavy. An alternative would be to have rising hinges instead. Clerk to suggest this to Mr Bell.

Cllr Stevens also raise the question of handrails where there are ramps. Clerk to ask Mr Bell if there should be a handrail where there is a disabled ramp, as they would wish to comply with regulations on this matter

When should the works commence?

The Council discussed various bookings for the Green – music festival on the weekend of 16th June, followed by the potential of the Horsefair in September. It was also considered that the Farmers Market use the Green regularly each fortnight up until October (or when the weather turns wet). It was proposed by the Chair that the works be commenced on 1st October as most village green summer bookings would be over with by then. Unanimous. Clerk to let Mr Bell know of this so that a start date can be written into the contract and quotation process held accordingly.

Should the Council provide portable toilet facilities whilst the works are in progress?

The Council considered the cost of providing portable toilets for a period of approximately 6 weeks and also the problems of whether they could leave the toilets unlocked at night. If the portable toilets were to be locked and unlocked each day, this would create extra work. Portable toilets would need extra insurance cover, as this is not provided for. It was also considered that there was not enough space to locate temporary facilities. If they were placed in front of the toilet this would most likely get in the way and hamper the works.

Cllr Stevens proposed that the toilets should be closed for the duration of the works without provision of an alternative facility owing to the size of the site which would make it awkward to locate temporary facilities. The public should be given prior warning of the temporary closure by way of a suitable notice. Seconded Cllr Reed. Unanimous.

Penalty fees/Liquidated damages.

Mr Bell had asked the Council to consider if they wished to impose a penalty on the contractor if the works were not finished on time. It was considered that as the Council were not providing temporary facilities there was no financial loss if the works took longer, although it would be inconvenient.

Cllr Davis proposed that the council should not have a penalty clause in the contract. Seconded Cllr Russell. Unanimous.

Water/ Electricity usage by the Contractor.

These facilities are both metered. Cllr Reed proposed that the contractors should be allowed to use the water and electricity supply, providing the meters were read before and after in the presence of a suitable person. Seconded Cllr Stevens. Unanimous.

Frost Protection

Mr Bell had suggested that the simplest way to ensure frost protection was by way of tubular heaters in each toilet with a safety casing around them and thermostat to control the heat. It was proposed by Cllr Stevens that this suggestion be followed. Seconded Cllr Davis. Unanimous.

Canopy

Mr Bell had raised this issue that as the disabled toilet faced west it would need some protection from the weather and suggested that a canopy above the door may be effective. It was proposed from the Chair that Mr Bell be asked to seek an alteration to the Planning permission for a canopy over the door of the disabled entrance to protect the door and prevent rain entering the building, on the understanding that this would not cause a delay to the tender process. Unanimous.

It was suggested that the canopy be added to the tender agreement and if too expensive this work could perhaps be done at a later date.

Glazing.

GRP Glazing had previously been suggested as it was a strong alternative to glass, However the council had been cautious as the current plastic glazing had suffered cigarette burns. Mr Bell had reported that GRP is much stronger than the current glazing and will withstand greater temperatures. Cllr Reed proposed that the Council opt for GRP glazing, seconded Cllr Russell. Unanimous.

Mirrors

Bearing in mind stainless steel mirrors are particularly effective and Mr. Bell's point that glass mirrors still break, even if they have plastic in front of them, it was proposed by Cllr Stevens that the Council have ordinary glass mirrors in all three toilets. Unanimous.

Locks

Mr Bell had suggested a simple sliding bolt for all cubicles which can be easily accessed from the outside in an emergency. The Council had also discussed previously having a separate lock on each toilet cubicle so that each cubicle can be taken out of action if necessary. However as there is a unisex disabled toilet, this was thought unnecessary as if there was a problem, then the whole of the ladies or the whole of the gentleman's toilets could be locked from the outside door and the disabled

toilet used in stead. Cllr Stevens proposed that the Council put simple sliding bolts on all cubicle doors, with locks on the three external toilet doors only, so that they can be locked if necessary. This was seconded by Cllr Reed, unanimous.

Waste Bins

Cllr March proposed that the Council opt for the stainless steel open topped bins suggested by Mr Bell. Unanimous.

Toilet Roll Holders

Cllr Reed proposed that the Council opt for the ‘Smart One’ style toilet roll holders. Seconded Cllr Stevens. Unanimous.

Baby Change facilities

Cllr March proposed that the Council purchase and have installed a simple wall mounted folding baby change table as suggested by Mr Bell. Unanimous

Building Control Provider.

Cllr Reed proposed that the Council use TWBC as their Building control provider. Seconded Cllr Davis. Unanimous

Limit Of Liability

It was proposed form the Chair that the Contractors liability should be set at £5million, as the usual amount. Unanimous.

Contractors for Tender.

It was proposed by Cllr Russell that the following contractors be approached to provide a tender for the works:

Steve Isaacs of SAI Construction – as this contractor was used for the works at the Village Hall very successfully, as well as other jobs for the PC.

Cornfords – as another local company

Davis of Hawkhurst - who are currently being used by Brenchley and Matfield Parish Council for the construction of the new pavilion.

Mr Bells recommended contractor form Crowborough.

This was seconded by Cllr Stevens. Unanimous.

Return of Tender process

It was proposed by the Chair that Mr. Bell should receive the tender documentation electronically by email and report afterwards to the Council. Unanimous.

Further to these discussions it was proposed by Cllr Stevens that the Council accepted the draft documentation sent by Mr Bell with his email of 4th March, subject to the amendments /additions mentioned above. Seconded Cllr Davis. Unanimous.

3. PLANNING

3.1 Applications/Submissions:

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| Planning Application No: | TW/13/00402/FUL/NR2 HE1NQTBWV7000 Remington’s Farm Land And Buildings Lamberhurst Road Horsmonden Tonbridge Kent |
| Proposal: | Demolition of hop picking machine shed. Change of use and conversion of oasthouse to dwelling including alterations to stowage roof, double pitch over main cooling floor, new fencing, gates and detached double garage and garden store |
| Location: | Remington’s Farm Land & Buildings Lamberhurst Road |

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| | Horsmonden Tonbridge Kent |
| Recommendation: | Approval |
| Proposal: | Cllr Stevens, seconded Cllr Cheesman. Unanimous |
| Comments: | This is a tasteful conversion. The Council suggests that the tree planting on the Lamberhurst Road side needs to be carried out carefully in order to maintain the sightlines. |

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| Planning Application No: | TW/13/00450/HOUSE/HW1000W9VBWBU000 5 Smallbridge Cottages Smallbridge Road Horsmonden Tonbridge Kent TN12 8EP |
| Proposal: | Porch and garage conversion |
| Location: | 5 Smallbridge Cottages Smallbridge Road Horsmonden Tonbridge Kent TN12 8EP |
| Recommendation: | Approval. |
| Proposal: | Cllr Davis, seconded Cllr Russell. Unanimous. |
| Comments: | Appropriate development. |

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| Planning Application No: | TW/00257/OUTMJHIAPKBWV7000 Charles Trent Ltd Willow Lane Paddock Wood Tonbridge Kent TN12 6NL |
| Proposal: | Outline - Access and layout not reserved - residential development of existing car salvage/end of life vehicle processing and storage operation |
| Location: | Charles Trent Ltd Willow Lane Paddock Wood Tonbridge Kent TN12 6NL |
| Recommendation: | Refusal |
| Proposal: | Chair. Unanimous |
| Comments: | The Council would like to see the area kept for a use which enhances local employment. The Parish Council feel that this is a long way outside the Limits to Built Development. This is not one of the allocated sites in the Development Plan Documents, which have already been proposed in Paddock wood. The proposal does not offer any affordable homes. |

3.2 Reports of Applications Granted and Refused

Applications Approved.

TW/13/00081/FUL – Fruit Packing Station, Spelmonden Farm, Spelmonden Road, Horsmonden.

3.3 Other planning matters

Cllr Reed asked if the Clerk had written to the owner of the house adjacent to the Manwarings about the gravelled area. The Clerk said that she would be writing to KCC as discussed in the last meeting.

The meeting closed at 9.45pm