

Snodland Town Council – Full Council Minutes

12 March 2024

Councillors in attendance:	Cllrs Ms D King (C), Mrs S Bell (VC), Mrs K Mordecai-Woolf (DVC), Mrs J Ayers, Mrs V Barker, A Bennison, Mrs D Crook, P Hickmott, Miss V Lawrence, D Lettington, G Miners, S Loader, Mrs N Misy and D Morgan
Other Council Members in Attendance:	Mrs K Sowten (CEO)
Others in Attendance	
Councillors Absent with apologies:	W Mallard
Councillors Absent without apologies:	
Other Apologies:	County Cllr Mrs S Hohler

1.	<u>Apologies for absence</u> See above.
2.	<u>Declaration of interests</u> None
3.	<u>Report from the Neighbourhood Police Team</u> The Council members had received an E-Watch report prior to the meeting.
4.	<u>County Councillor's Report</u> The Chairman gave a report that had been submitted by the County Councillor which reported on the following – Assurances have been made that there should be no changes to the Snodland School bus services. The current school buses in other parts of the County are protected until April or May 2025. KCC has had record levels of investment in adult social care and childrens' social care as well as huge costs for school transport for young people attending special schools and this has had a huge impact on the budget. This seems to be the case across the country. Any items connected to the Melanie Ann Trust residential home should be directed to the County Councillor. The Joint transportation Board meeting held last week reported on the co-op store which is still awaiting completion of the works for vehicle crossover to car park, loading bay, and bus stop amendments. The layout improvement for the forecourt of the train station is awaiting remedials. The Rocfort Road bridge expansion/ joint replacement is planned for this Spring.

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	There is still some funding available from the County Councillor Member Grant.	
5.	<u>Questions from the Public</u> None Present	
6.	<u>To resolve the Minutes of the Full Council held on 6 February 2024 (pp100-103) are a correct record.</u> 1191 RESOLVED to accept that the minutes are a true record of the Full Council held on 6 February 2024 Signed	
7.	<u>To receive reports and recommendations of Council Committees</u>	
7.1	Planning and Environment	19 February 2024 (pp104-105)
1192	<p>Recommendations were put forward relating to the following - Malling Road/Holborough Road/High Street Crossroads - Different levels of the pavement outside Hicks Estate Agents make it difficult and dangerous for pedestrians with mobility issues. The Town council had previously requested that further investigations were made relating to the different levels. KCC have advised that the existing levels outside of Hicks Estate Agents are likely due to the old formation of the shop frontage demarcation points or was done to provide a stepped approach to the crossing, rather than having a steep slope, which offers a better footing for pedestrians. This may also have been done to address drainage concerns to remove the risk of pooling water. KCC could look to go into a detailed design to reprofile the footway, but a medium design fee of £1068 would need to be paid by the Town Council. The detailed design would be to see if it is possible to remove the step that's currently there, but it should be noted that this might not be possible.</p> <p>RESOLVED pay the design fee to KCC of £1,068 for the different levels of Pavement at the High Street Crossroads to be investigated in further detail. To request that KCC design team also consider alternative options in the detailed design report if the reprofiling of the slope is not feasible.</p>	
7.2	Amenities and Recreation	29 February 2024 (pp105-110)
7.3	Policy and Finance	7 March 2024 (pp111-113)
1193	<p>recommendations were put forward relating to the following –</p> <p>RESOLVED to accept the quote from Blackhawk Security for quotations for repair, replacement, or new installation of CCTV & Intruder Alarm Systems for various premises of Snodland Town Council at a total cost over all sites of £9697.24, plus a secondary quote for a intruder alarm system at the Devonshire Rooms at a cost of £1541.68. Also to seek further advise and upgrade to the CCTV system at the Devonshire Rooms. Costs to be covered from General Reserves.</p>	
1194	<p>RESOLVED to withdraw Brookland Café from the market and see if the building could be put to a community use.</p>	
8.	<u>Reports from Borough Councillors</u> Cllr Bell – Attended a Borough meeting relating to Tonbridge Town Centre	

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	<p>improvements Cllr Hickmott – Attended Borough meetings relating to 106 funding, the local plan and Tonbridge Town Centre improvements. Cllr Bennison – attended committee meetings at the Borough</p>
9.	<p><u>Town Councillors items to be brought to the attention of the Council</u></p> <p>Cllr Mrs Barker – Will be attending the Amenities and Recreation meeting in a personal capacity to put a presentation to the council regarding the Mens Mind Project. Has been working with Cllr Ayers on a volunteer reach out that the office shared and a spreadsheet is being compiled of volunteers. Applied on behalf of the council for a grant of £2000 which has been approved for fridges and freezers for the food larder. Carried out a litter pick, helping residents with housing and care issues. Had a meeting with STFC along with Cllr Miners and the CEO to discuss a charity football match being organised by Mens Mind and the Olivia Grace Foundation. Cllr P Hickmott – Carried out a litter pick and the use of the council vehicle made the disposal of the rubbish more convenient. Carried out a site visit of the allotments. Carried out a site visit of the play equipment in the Rec and Nevill Park. Cllr G Miners – Carried out a site visit of the allotments, Carried out a site visit of the play equipment. Cllr Loader – Carried out a site visit of the Play equipment.</p> <p>Cllrs Hickmott, Loader and Miners raised concerns regarding excavation work that is being carried out by one of the allotment holders. The CEO advised the Council that she had been made aware of this and had immediately made enquiries with the allotment tenant and requested that he stop work. This will be an agenda item at the Amenities and Recreation Meeting.</p>
10.	<p><u>To receive details of Payments and transfers from 31 January 2024 to 5 March 2024 from Unity Bank totaling £24571.43 and Nat West Bank totaling £55769.12 which includes BACS Payment lists pages 1734-1735,1744 and 1748.</u></p> <p>Council members received details of payments and transfers prior to the meeting. A query was raised regarding the bin lifts at the Devonshire Rooms. This cost is covered by the Town Council and the preschool pay a proportion via their lease. A query was raised regarding the cost of the Christmas tree. The CEO advised that this cost also included the cost of putting up and taking down and the installation of the lights on the tree.</p>
1195	<p>RESOLVED to accept details of Payments and transfers from 31 January 2024 to 5 March 2024 from Unity Bank totaling £24571.43 and Nat West Bank totaling £55769.12 which includes BACS Payment lists pages 1734-1735,1744 and 1748.</p>
11.	<p><u>To consider and if agreed accept the quotation for additional Kerbstones at the Cemetery cost to be covered from General Reserves.</u></p> <p>One quotation has been obtained from our existing supplier of the Kerbstones, so that they are the same as the existing.</p>
1196	<p>RESOLVED to accept the quotation from Mid Kent Memorials for 14 new kerbstones</p>

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	to finish off the South Section at the Cemetery at a cost of £12810.00 plus Vat. The cost to be covered from General Reserves.
12.	<p><u>To consider quotations for the external repair work at the Devonshire Rooms</u></p> <p>The Council considered the report relating to the quotations for external works required at the Devonshire Rooms. Three quotes had been received.</p> <p>It should be noted that the report shows an error that states Quote A was carried out in November, this should read quote C and they have confirmed that they will honor the quoted price.</p> <p>1197 RESOLVED to accept quotation C from West Kent Construction at a total cost of £15590 plus VAT for external repair works at the Devonshire Rooms.</p>
13.	<p><u>To consider and comment on the consulting on a proposed order to introduce or amend existing waiting restrictions (double yellow lines – no waiting at any time) on various roads in Snodland, Tonbridge & Malling.</u></p> <p>The Council considered the proposed installation and removal of double yellow lines as set out following a number of informal consultations.</p> <p>1198 RESOLVED to accept the proposed order to introduce or amend existing waiting restrictions on various roads in Snodland</p>
14.	<p><u>Report from the Chief Executive Officer</u></p> <p>The CEO reported on the following –</p> <p>The progress of the conversion of the public toilets/Community Hub. A meeting took place between the CEO, a representative from Clarion and the building control inspector to ascertain what plans will be required to be submitted for building control approval as this will be classed as a shop. Clarion are working with their contractors United Living who have agreed to carry out the conversion works as part of their contribution to the scheme. However, it is unclear at the current time whether they will also cover the cost of the plans required for building control.</p> <p>A discussion took place regarding the future use of the Hub/Food Assist.</p> <p>First Aid training for staff members. As this will be in-house training additional spaces available for Councillors who are involved with council events. The training is on 30 April 2024.</p> <p>The progress of the Beacon – Following further conversations regarding the Beacon stored at Lingham's farm, they have concerns regarding leaving the Beacon permanently at New Potyns. The Council therefore agreed to uphold their original decision to purchase a new Beacon to remain in position at New Potyns.</p> <p>Partial completion of the play equipment repair works.</p>

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15.	<u>Correspondence</u> None received
<u>THE COMMITTEE HAS AGREED That in view of the business about to be transacted, it is advisable in the public interest that the press and public be Temporarily excluded, and they are instructed to withdraw.</u>	
16.	<u>To receive a report from the staffing Committee</u> The Council received a report of the staffing committee and all recommendations were ratified.
17.	CEO Appraisal – The Council received a report from the staffing Committee relating to the CEO's Appraisal and all recommendations were ratified.

being no other business, the meeting closed at 21:30