

Cinque Port Town of New Romney



Mrs C. Newcombe
Town Clerk

Town Clerk's Office
Town Hall
New Romney
Kent TN28 8BT

Tel: New Romney 01797 362348

Ref: CN/3005

26th September 2024

Dear Councillor,

SUMMONS TO ATTEND AN ESPECIAL MEETING OF NEW ROMNEY TOWN COUNCIL, TO BE HELD IN THE COUNCIL CHAMBER, TOWN HALL, NEW ROMNEY, ON THURSDAY 3RD OCTOBER 2024 AT 6.45PM.

You are hereby summoned to attend the above-mentioned meeting of New Romney Town Council to consider the under-mentioned business.

Yours sincerely,

C. T. Morris

Mrs C Morris
Deputy Town Clerk

Email: town.clerk@newromney-tc.gov.uk

PLEASE NOTE: *The afore-mentioned meeting will commence at 6.45pm.*

Members of Public are welcome to join this meeting.

Anyone displaying any symptoms of Covid-19 should NOT attend the meeting.

PUBLIC PARTICIPATION AT TOWN COUNCIL MEETINGS

1. Who can participate in a New Romney Town Council meeting?

Members of the Public and Press may attend this Council meeting, except at such times as certain sensitive personal, legal or contractual matters may be considered in private and confidential session, when Members of the Public will be required to leave the meeting.

A maximum of THREE members of public may also participate by submitting a question at a meeting. The question must relate to a matter affecting the parish of New Romney and/or its residents. Each submission must last no longer than 3 minutes in total.

Any such question should be delivered to the Council by way of a written statement submitted by email by midday on the day of the Council meeting - to be read out during the meeting. The question submitted should be mindful of the 3 minute speaking time available. The reading of the question will allow for any mid-sentence delivery to be completed before being stopped at the three minute deadline. If any Member of Public does not have access to email, a question can be submitted by email by a representative on their behalf.

Any such questions should be emailed to: town.clerk@newromney-tc.gov.uk by midday on the day of the Council meeting.

2. How and when do I have to let the council know that I want to participate?

You will need to give written notice (via email or post) that you would like to participate by 3pm on the **Wednesday** before the meeting, providing your name and contact details and a summary of what your question subject will be. No late notifications can be accepted.

3. What happens if more than three local residents want to participate by submitting questions to the Council?

The system will operate on the basis of “first come, first served” as identified by the Clerk. You will be notified as soon as possible after your ‘notification of wish to participate’ has been received as to whether or not you will be able to participate (by reading out your submission).

4. What will happen at the Council meeting?

Your question will be read aloud during the agenda item: Public Questions. If it is possible for the Chairman to provide a response to your question at the meeting, he/she will do so. If it is not possible to provide a response at that time, a response will be provided in writing – usually within 28 days of the meeting taking place.

Agendas and reports for meetings will be available at least 3 working days and usually 7 weekdays before the date of the meeting on the Town Council website. Any supplementary sheets will be available the day before the meeting and can be viewed at www.newromney-tc.gov.uk

THE LAWS OF LIBEL AND SLANDER

- These laws are very strict.
- If, in public, you say something about a person that is not true, even if you believe it to be true, you may be sued and have to pay compensation. Therefore, you need to be very careful about any criticism you wish to make of people in any written submission.
- Councillors are able to speak more freely and bluntly while in Council or Committee meetings than members of the public.
- You, as a member of the public, do not have the same protection.

**ESPECIAL FULL COUNCIL MEETING
THURSDAY 3RD OCTOBER 2024 AT 6.45PM**

AGENDA

- 1. APOLOGIES:**
To receive and note the apologies of councillors unable to attend.
- 2. DISPENSATION TO PARTICIPATE:**
To receive and note any applications granted by the Town Clerk, on behalf of the Town Council, for dispensation to participate in Meetings of New Romney Town Council.
- 3. DECLARATIONS OF INTEREST:**
Councillors to declare any Disclosable Pecuniary Interests or Other Significant or Personal Interests they may have in items on the agenda this evening.
- 4. ASSEMBLY ROOMS CAR PARK (Encs*):**
This matter having reverted back to Full Council to await consultant reports and related advice.
(i) To review consultant full and final report and take any such action as deemed appropriate thereon (Attached hereto*).
(ii) To review the consultant advice in respect of quotations received (Attached hereto*).
(iii) If appropriate, to consider quotations for re-surfacing of the Assembly Rooms Car Park (Attached hereto*).

NB: Reports or notes of the Personnel Panel will be considered as Private & Confidential as they concern staff matters; and all legal information, documents, agreements or reports may be considered likewise. Other items may be considered as private and confidential if the Town Council deems that it is in the public interest to do so.

Deputy Town Clerk – 26th September 2024

AGENDA ITEM 4

ASSEMBLY ROOMS CAR PARK

Due to the full and final report in respect of the condition of the Assembly Rooms car park not having been received in time for the F&GP Committee Meeting held on 18th September 2024, consideration of this matter has reverted back to Full Council.

The full and final, detailed report is attached to this Agenda and advice sought in respect of the associated quotations received will be issued prior to the meeting.

Amended Actions for Consideration:

In light of the final detailed report conclusions, the Council may wish to proceed with any alternative recommendations contained therein to make a final decision as to the most appropriate way forward or, having noted the related advice of the civil engineer, to re-consider the below quotations for a full replacement of the parking surface

Extract from F&GP Minutes 22.5.24:

027/2024-25 **ASSEMBLY ROOMS CAR PARK**

The verbal report of the RFO in respect of the condition of the Assembly Rooms car park was received and noted. Following due consideration it was:

(i)

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that, due to the health and safety aspect of this matter, Standing Orders be waived to allow the RFO to implement a suitable solution to repair the car park surface.

(ii)

PROPOSED BY: Councillor Davies

SECONDED BY: Councillor Terry

RESOLVED UNANIMOUSLY – that (i) a budget, in respect of the afore-mentioned repairs, up to a maximum of £15,000.00, be allocated; (ii) to be funded from the Buildings Repair and Restoration Reserve Fund and (iii) the RFO be authorised to settle all relevant invoices, when received, having first ascertained all is in order.

Due to the high value of quotations submitted, this matter was returned to Full Council for consideration at the meeting which took place on 12th August 2024.

Having considered the quotations received in respect of removal and replacement of the parking surface at the rear of the Assembly Rooms, it was the decision of the Council that a Civil Engineer be appointed to carry out a survey of the Assembly Rooms car park and to provide a report and recommendations for review by the Council before proceeding further with this matter.

Councillors did not feel they had the relevant level of experience to compare the quotations received, therefore, in addition to the survey the Civil Engineer has been requested to carry out a review of the quotations and provide his professional opinion as to which, if any, provided for the most suitable solution.

Extract from Full Council Minutes 12.08.24:

192/2024-25 ASSEMBLY ROOMS CAR PARK

Having considered quotations received in respect of re-surfacing the Assembly Rooms Car Park and having noted the significant expenditure required to undertake the afore-mentioned works, it was:

PROPOSED BY: Councillor Thomas

SECONDED BY: Councillor Davies

RESOLVED UNANIMOUSLY – that a budget in the maximum amount of £2,000.00 be hereby approved – to be allocated from the 2024-25 Admin & Miscellaneous Budget to appoint a suitably qualified civil engineer to undertake a survey and provide a brief report advising on the best course of action in regard to the Assembly Rooms Car Park prior to proceeding further with this matter.

Extract from Draft F&GP Minutes 18.09.24:

159/2024-25 ASSEMBLY ROOMS

Noting that the Civil Engineer's report regarding the Assembly Rooms car park condition and associated advice had not been received. It was:

PROPOSED BY: Councillor Rivers

SECONDED BY: Councillor Coe

RESOLVED UNANIMOUSLY – that this matter be deferred to an Especial Meeting of Full Council, date to be scheduled by the Clerk.

Report

Car Park Survey

New Romney Town Council

Sweco UK Limited
Mantle Business
Mansion Gate Drive
Leeds, LS7 4DN
+44 113 262 0000



19/09/2024
Project Reference: 65207134
Document Reference: 65207134-SWE-XX-XX-T-S-0001
Revision: P01
Prepared For: New Romney Town Council



Status / Revisions

Rev.	Date	Reason for issue	Prepared	Reviewed	Approved
P01	19.08.24	First Issue	SA 16.09.24	NDA 19.09.24	NDA 19.09.24

© Sweco 2019. This document is a Sweco confidential document: it may not be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, photocopying, recording or otherwise disclosed in whole or in part to any third party without our express prior written consent. It should be used by you and the permitted disclosees for the purpose for which it has been submitted and for no other.

Reg. Office Address:
Sweco UK Limited
Grove House
Mansion Gate Drive
Leeds, LS7 4DN
+44 113 262 0000

Reg. No.: 2889385
Reg. Office: Leeds
www.sweco.co.uk

Sweco UK Limited
Grove House
Mansion Gate Drive
Leeds, LS7 4DN
+44 113 262 0000

Table of contents

1	Introduction.....	4
2	Survey Findings	4
3	Recommendations	6

Table of figures

Figure 1: Entrance of Car Park.....	4
Figure 2: Trip Hazard along Footpath leading to Church Approach	5
Figure 3: Rear of Car Park being used as a soakaway.....	5
Figure 4: Typical detail of Isolation Joint	6
Figure 5: Cracks along the edge of the concrete slabs.....	6
Figure 6: Typical Build-up of Asphalt.....	6
Figure 7: Porous Ground Paving Grid	7

Appendices

Appendix A – Brief Sketch Layout of Car Park	8
Appendix B – Temporary Solution to rectify trip hazard.....	9

Attachments

1 Introduction

Sweco has been appointed by the New Romney Town Council to carry out a non-intrusive survey of a car park due to the emergence of a significant trip hazard, which poses a health and safety risk. This trip hazard is located along the footpath leading to Church Approach, a main road. The car park is situated behind the Assembly Rooms building in New Romney Town. The survey was conducted on the morning of 5 September 2024. This report presents the findings of the survey along with recommendations for addressing the trip hazard, either through repairs or by constructing a new car park.

2 Survey Findings

The car park consists of concrete slabs with an undetermined thickness, featuring joints spaced every 4.2 meters. It is a private car park primarily used by council members, with a capacity to accommodate 6-7 vehicles. The car park can be assessed from Church Road, as illustrated in Figure 1.



Figure 1: Entrance of Car Park

The survey was prompted by a significant trip hazard resulting from the sinking of one of the concrete slabs, as shown in Figure 2. This sinking may have occurred due to several factors, including inadequate depth of the sub-base or erosion caused by rainfall over the years, which could have washed away sediments beneath the slab, creating voids and leading to the sinking.



Figure 2: Trip Hazard along Footpath leading to Church Approach

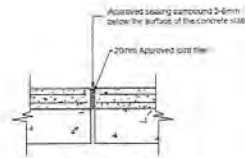
After visually assessing the overall condition of the concrete slabs, it was evident that repairs would not be a feasible option. Significant damage was present, including cracks, additional sunken slabs, potholes, and incorrectly graded manhole covers. At the rear of the car park, it appears that the area is functioning as a soakaway for surface water, including rainwater runoff from the roof of the Assembly Rooms, as depicted in Figure 3.

A brief sketch of the car park layout is available in Appendix A.



Figure 3: Rear of Car Park being used as a soakaway

Figure 5 illustrates damage to the edge of the slab, highlighting a significant crack. It is also notable that there are no isolation joints surrounding the manhole, as demonstrated by a typical detail of an isolation joint in Figure 4.



Isolation Joint Detail

Figure 4: Typical detail of Isolation Joint



Figure 5: Cracks along the edge of the concrete slabs

In the event that an immediate temporary solution is required to mitigate the health and safety risk caused by the trip hazard, a proposed approach involves introducing a saw cut joint and adding concrete to create a ramp, as illustrated in the photo found in Appendix B.

Additionally, there are underground drainage trenches that have been excavated and subsequently filled with concrete across the car park.

3 Recommendations

As previously mentioned in this report, repairing the existing car park is not feasible due to extensive damage and other underlying issues.

To address this, there are several viable options for constructing a new car park. One approach is to utilise permeable asphalt surfacing, a common choice that many contractors are equipped to handle. Figure 6 illustrates a typical build-up for permeable asphalt. This material effectively drains surface water, reducing the risk of standing water and ice during winter months. Additionally, permeable asphalt requires minimal maintenance and retains its aesthetic appeal for an extended period.

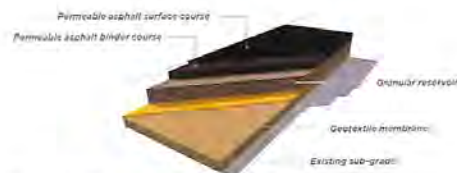


Figure 6: Typical Build-up of Asphalt

Another possibility is to maintain the current surfacing type, which is concrete. Concrete is highly durable and can withstand both hot and cold temperatures with minimal maintenance. However, it can be quite costly, particularly due to the need for a drainage system to manage surface water runoff. Furthermore, the construction process may take up to one week, compared to just two days for asphalt.

Lastly, a more sustainable and cost-effective solution would be to implement porous paving, as demonstrated in Figure 7. Similar to permeable asphalt, this option does not require a drainage system, as it complies with SuDs (Sustainable Drainage System) source control requirements.

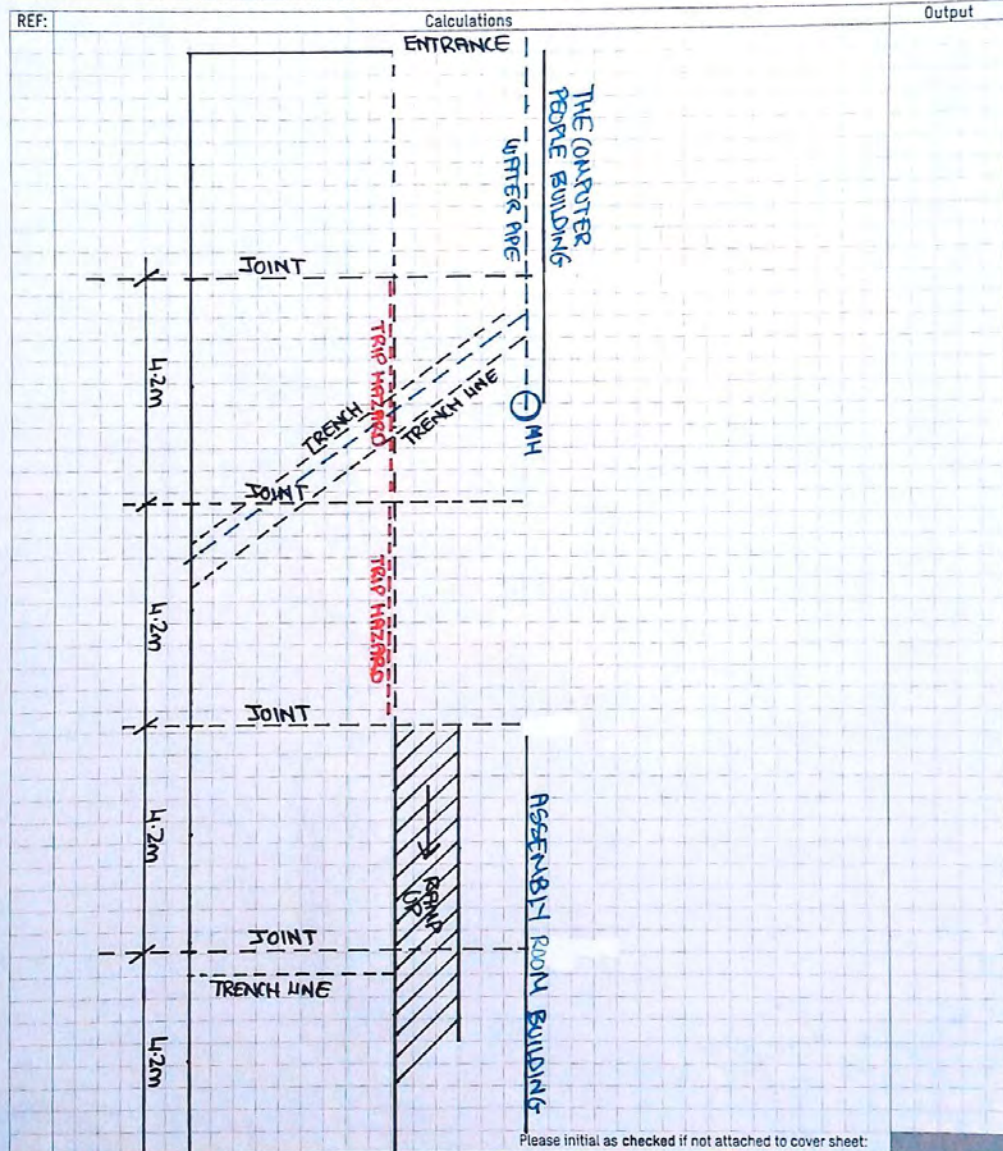
Prior to proceeding with the construction of the new car park, it is recommended to conduct a CCTV survey of the existing drainage system.



Figure 7: Porous Ground Paving Grid

Appendix A – Brief Sketch Layout of Car Park

Job No.	65207134	Drawing Ref.		Calc. No.		Page	
Project	NEW ROLNEY TOWN COUNCIL CAR PARK			Calculation by	SA		
Description	CAR PARK SKETCH			Date	16 / 09 / 2024		



Appendix B – Temporary Solution to rectify trip hazard.























Sweco – Quotation Review

After reviewing the quotes for the new car park, I have outlined our comments on each contractor below, along with our preferred contractor at the end.

Jesse Penfold

- Adheres to specifications for a light-use car park.
- Proposes a sub-base of Type 1 materials (minimum thickness of 75mm, depending on soil conditions) and a base of crushed concrete. It is important that the crushed concrete consists of a mixture of crushed masonry, stone, and slag (also referred to as hardcore materials). We recommend a minimum thickness of 150mm for the hardcore materials.
- Proposes a French drain that will connect to a soakaway, assumed to be located at the back of the existing car park.
- Plans to replace the manhole covers with appropriate grades that can withstand vehicular loads, including an isolation joint as recommended in the report.
- Proposes kerb edging.

Crown Construction

- Partially conforms to the specifications for a light-use car park regarding the surface and binder courses, but the base thickness is inadequate. There should be a minimum of 75mm for the Type 1 sub-base and 150mm of hardcore materials for the base.
- Proposes a French drain running along the edge of the car park, connected to the soakaway at the rear.
- Plans to replace the manhole covers with ones graded for vehicular use.

B E Ames

- Conforms to the specifications for a light-use car park regarding the binder and surface courses, but the Type 1 material for the base is insufficient. A Type 1 sub-base followed by 150mm of hardcore materials is required.
- Proposes a French drain along the edge of the car park, connecting to the soakaway.
- Covers for the manholes to be replaced should be graded for vehicular access.

All three contractors propose a French drain along the edge of the car park, connecting to a soakaway at the rear. It's recommended that the soakaway be inspected for any signs of blockage, clogging, or deterioration. Please check for any pooling around the soakaway to ensure proper water infiltration. [Please refer to RFO's comments below]

The specifications for the light usage car park have been derived from the MPA Asphalt Applications Guidance. Please see below a screenshot outlining the standard asphalt construction for a light usage car park.

	Light usage eg. private drives, small office car parks		
Construction Layer	Alternative materials	Binder Grade (preferred grade is highlighted)	Nominal thickness mm
SURFACE COURSE (see notes 1a - 1e)	SMA 6 surf PD 6691 Annex D	100/150, 70/100 or 40/60	25
	AC 6 med surf PD 6691 Annex B	160/220	25
	AC 6 dense surf PD 6691 Annex B	160/220 or 100/150	25
	AC 10 close surf PD 6691 Annex B	160/220 or 100/150	30
BINDER COURSE (see note 1f)	AC 20 open bin PD 6691 Annex B	160/220	60
	AC 20 dense bin PD 6691 Annex B	100/150 or 40/60	60
BASE	Hardcore (see note 1g)	-	150
	AC 32 base PD 6691 Annex B	100/150 or 40/60	75

Our suggestion to undertake the construction of the car park would be Jesse Penfold as the contractor has proposed the closest specifications for the construction of the car park. However the same specifications can be proposed to the other contractors and make a comparison in terms of costs.

Additionally, we suggest producing a brief sketch or drawing for the construction of the car park for record-keeping purposes, as well as conducting a CCTV survey of the existing drainage.

I hope this will assist the Councillors in making their decision regarding the preferred contractor.

RFO's Comments

Porous Paving Option

Having discussed the porous paving option with the Town Council's caretaker it is felt that a non-flat surface would in fact create its own safety and maintenance issues (i) in a tree lined area the high volume of leaf drop would be difficult to clear and would result in the risk of slipping due to leaf clogging in the voids (ii) debris such as broken glass in the voids would also be difficult to remove. Additional independent advice was sought regarding this type of surfacing please see the response below:

*"I'm not sure the material shown will be heavy duty enough, we have previously installed a heavier duty of a similar type system (Truck Pave) as above.
As far as I'm aware this is maintenance free as the grass is kept low with the traffic wear or the voids are filled with gravel as your previous images.
Ultimately, weeds will grow in the gravel, I think."*

This would indicate that this option would result in additional on costs such as weed killing or grass removal in low vehicular use areas in order to keep the area clean and tidy.

Quotation Review

The assumption highlighted within the engineer's quotation review above is incorrect, however, there is not enough time to provide a revised report ahead of the meeting. There has not, to date, been any issue with surface water drainage in the Assembly Rooms car park, the reasoning behind the installation of a French drain is that the proposed new surface is to extend into the existing strip of grass/mud along the side of the car park and it was felt that this measure would mitigate the risk of an increased hard surface area creating a drainage issue. All three contractors have incorporated a drainage system within their proposals that would allow for a soakaway facility.

Like for Like Specification

Requesting revised quotations for an increased specification would result in the two lower value quotations increasing in value and would further extend the time taken to resolve this matter.



QUOTATION

Willow Springs
Lydd Road
Old Romney
Romney Marsh
TN29 9FJ

info@jpenfold.co.uk
01797 208403
07599 242382

Company Number
13811423

VAT Registration
Number 405177905

New Romney Assembly Rooms Carpark

Tarmac Carpark approximately 271m2

1. Excavate existing concrete going to a depth of 300mm using a 8 tonne digger with attached breaker/pecker then remove all spoil from site via grab lorry's with from local registered tip company Moores.
2. Supply and lay non woven geotextile weed membrane.
3. Supply and lay crushed concrete and level to a depth of 100mm then machine roll compact.
4. Supply and lay type one/sub base and level to a depth of 100mm then machine roll compact.
5. Supply and lay 68 meters of flat top concrete kerb edgings installing the edgings in concrete, either side of carpark and along the back end.

6. Supply and install french drain 300mm depth by 300mm width along the right hand side of carpark between the concrete kerb edging and wall, supplying perforated drainage pipe and gravel.

7. To supply lay and compact 60mm depth of 20mm dense binder course to area size of 271m² and compact via twin drum roller.

8. To supply lay and compact 40mm depth of 10mm surface course to area size of 271m² and compact via twin drum roller.

For the sum of £38000 + 20%VAT

8 Years Guaranteed

Fully insured
Machine licensed operators

Yours sincerely,



[PDF](#)[Print](#)

Crown Construction SE LTD

VAT # 432031353

2 Rents Ashford, Kent
England TN231JH

Sort code - 04-06-05

Account number - 20260552

☎ 07494800992

☐ Company Number -
14433992

crownconstructionse ltd@gmail.com

ESTIMATE

EST0042

DATE

08/01/2024

TOTAL

GBP £34,800.00

TO

New Romney Town Council

DESCRIPTION

AMOUNT

Tarmac Car Park

£34,800.00

I have worked out a quotation for the tarmac at the assembly hall car park as discussed on the site visit

For me and my team to come in dig out and dispose of the existing concrete

We will be digging out to the depth of 260mm

We will be installing a French drain along the wall side of the car park at the depth of 45(LM) which will run into a soak away at the top end of the car park

We will be installing a geotextile weed membrane

Followed by type one subbase at the depth of 170mm (to ensure we have a solid base to work from)

We will be installing flattop Concrete edges around the perimeter of the tarmac approximately 65(LM)

We will be installing inverted man hole covers x4

(Finished surface) - supply and lay

DESCRIPTION	AMOUNT
-------------	--------

We will be finished with a tarmac surface at the depth of.....

A20 Binder course asphalt at 60mm thick compacted to a hard finish

AC10 SMA Wearing course asphalt at 30mm thick compacted to a hard finish

The whole SQM of the car park is approximately 260m2

£29,000 + Vat

Vat = £5,800

Total price £34,800

We trust that we have Incorporated all of your requirements and look forward to hearing from you in due course

Yours sincerely



Crown Construction SE LTD

Managing Director

TOTAL	GBP £34,800.00
--------------	-----------------------

BEAMES LTD

BUILDERS & DECORATORS

Unit 1A Cinque Ports Road, Mountfield Industrial Estate
NEW ROMNEY, Kent TN28 8LJ
Telephone: 01797 344241 Email: office@beamesltd.co.uk



ESTIMATE

[REDACTED]
Facilities and Communications Clerk
New Romney Town Council
Town Hall, High Street
NEW ROMNEY, Kent
TN28 8BT

fc.clerk@newromney-tc.gov.uk

1 August 2024

Dear [REDACTED]

RE: ASSEMBLY ROOMS

We have pleasure in submitting our estimate for the following works:-

Re-Surfacing Car Parking Area

To Provide labour, plant and material to break out existing concrete surface and remove from site.
Reduce dig to a depth of 250mm.
Install 45LM French drain leading to a newly installed soakaway with 20mm shingle finish.
Supply and install 65LM of flat top concrete path edgings around perimeter of car park.
Supply and install new Geo Tek membrane.
Supply and lay 160mm thickness of type one compacted sub base.
Levels set to falls to new French drain.
Replace 2 No drainage covers and frames.
Clean and replace 2 No others.
Supply and lay AC20 binder course asphalt 60mm thick compacted, AC10 SMA wearing course asphalt 30mm thick, compacted to finish. Total area to be resurfaced 260m².
Site to be left clean and tidy on completion.

**FOR THE SUM OF:-
PLUS VAT @ 20%**

**£36,904.00
£7,380.80
£44,284.80**

We trust this estimate will meet with your requirements but should you have any queries please do not hesitate to contact me.

Yours sincerely



Director

Summary:

	Jesse Penfold	Crown Construction	B E Ames
Cost (Exc VAT)	£38,000.00	£29,000.00	£36,904.00
Excavation Depth	300mm	260mm	250mm
Weed Membrane	Geotextile	Geotextile	Geo Tek
Subbase	100mm Crushed Concrete – Machine Rolled Plus 100mm Type One – Machine Rolled	170mm Type One	160mm Type One
Surface	Lay 60mm Depth	A20 Binder 60mm	AC20 60mm Asphalt binder compacted Plus AC10 SMA
Asphalt 30mm	Dense Binder – Compact to 20mm Plus 40mm Surface Course – Compact to 10mm	Compacted to hard finish Plus AC10 SMA Asphalt 30mm Compacted to hard finish	compacted to finish
Edging	Flat top Concrete kerb edging	Flat top Concrete kerb edging	Flat top Concrete kerb edging
French Drain	300mm x 300mm Perforated drainage pipe and gravel	45 (LM) drain	45(LM) drain 20mm shingle finish
Drain Covers x 4	Replace 4x drain covers	Install 4 x inverted drain covers	Replace 2 x covers & frames Clean & replace 2 x Drain covers

References/testimonials have been requested from Jessie Penfold Driveways and Landscapes and Crown Construction SE Ltd; having used BE Ames many times we are aware of the standard of their work. Jessie Penfold Driveways and Landscapes has carried out work in Dymchurch, so the Parish Council has been contacted to ascertain whether they were happy with the works. Jessie Penfold Driveways and Landscapes has quoted for a split sub-base of crushed concrete and type one, this use has been researched and it has been ascertained that the use of crushed concrete assists with drainage. BE Ames and Crown Construction have both included the French drain running into a newly installed soak away - all included in the relevant quotations. Penfold Driveways and Landscapes does not include a specific soakaway as the French drain to be installed comprises perforated pipe and, combined with the crushed concrete underneath the tarmac surface, provides an alternative drainage solution.

Actions:

- To receive and note the civil engineers full and final report in and associated advice.
- (If appropriate) To consider quotations for re-surfacing works to Assembly Rooms Car Park
- To approve funding cost centre (details to follow) and authorise the RFO to settle relevant invoices, when received, having first ascertained that all is in order.
- To take any other such action deemed necessary to resolve this matter.

END