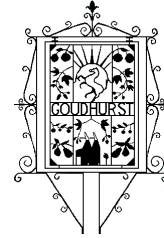


# Goudhurst Parish Council



## Council Meeting 14.11.23

MEETING  
14 November 2023 19:00 GMT

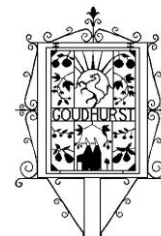
PUBLISHED  
9 November 2023

# Agenda

Location	Date	Time	
The Church Rooms, Back Lane	14 Nov 2023	19:00	
Item		Time	Page
7pm - prior to the start of the meeting. Questions and comments from members of the press and public.		19:00	-
This is an opportunity for members of the public to ask questions or raise issues of local interest. Thereafter they are welcome to stay and observe the rest of the Meeting (members of the public are not permitted to speak during the remainder of the meeting except by special invitation of the Chairman) Public Bodies (Admission to Meetings) Act 1960, s1. Please note, Council cannot lawfully decide on items of business not specified on the published agenda although the Chairman may decide to refer any issues raised for further discussion (LGA 1972 Sch 12 10 (2)(b)).			-
1 To receive apologies for absence and to approve the reasons given.		19:30	-
2 Declarations of Interest		19:31	-
3 To approve and sign as a correct record the Minutes of the Parish Council Meeting held on Tuesday 10 October 2023, and available to members prior to the meeting via Board Intelligence.		19:32	4
Members are reminded that only issues relating to material accuracy can be discussed.			-
4 To receive reports from County and Borough Councillors (limited to 10 minutes in total).		19:33	-
5 Chairman's Report		19:43	15
6 Clerk's Report		19:48	16
7 Accounts		19:53	18
7.1 To approve payments for November 2023.			-
7.2 A member, other than the Chairman, to sign the bank reconciliations.			-
8 Resolutions			-
8.1 Council to consider quotations and resolve to sign a new telephone and fibre broadband contract for the Hop Bine.			21
8.2 Council to consider quotations and resolve to sign a new software and hosting contract for officers and councillors.			33
8.3 Council to consider and make a decision on the renewal of the BI contract.			34
8.4 Council to consider quotations for works to the hedges in the Burial Grounds and resolve to appoint a contractor			35
8.5 Council to consider the quotation of £1,500 for works to remove ivy from the stone walls in the Victorian Cemetery and to make a decision.			-
8.6 Council to resolve to apply to register the Tattlebury Triangle with the Land Registry			-
8.7 Council to consider the proposal to establish a village events calendar and to decide on any action needed.			-
8.8 Council to resolve to approve the residents' survey questions as presented and to decide on a date for the survey to go live.			-

	<b>Item</b>	<b>Time</b>	<b>Page</b>
8.9	To receive an update on plans for the D-Day 80 Celebrations and to decide on any action needed.		-
8.10	Council to resolve to adopt the KALC Community Awards Scheme 2024		46
8.11	Council to resolve to appoint Cllr Julia Kiggell as Council's representative to the Cranbrook Schools Review Project		-
<b>9</b>	<b>Committee Reports</b>		-
9.1	Council to adopt the minutes of the Youth & Housing Committee meeting held on 24 October 2023 and to note decisions made.		48
	To obtain a further quote for a MVHR system for the Chequer Field		-
	To defer a decision on the design of a Youth shelter pending the outcome of the public consultation.		-
	To apply for match funding for a new AED for the Village Green/ Church Rooms		-
<b>10</b>	<b>Planning Committee</b>		-
10.1	Members to note Committee recommendations and TWBC decisions in October 2023	19:58	49
<b>11</b>	<b>Correspondance</b>		-
11.1	Response from Carlos Hone regarding planning permission at 15 Lurkins Rise and to decide on any action needed.		51
11.2	West Kent Rural Grant Scheme		53
11.3	Correspondance from a resident		-
<b>12</b>	<b>Council to resolve to close the meeting to members of the public and press</b>		-
	In accordance with Public Bodies (Admission to Meetings) Act 1960, s2 members of the public and press will be excluded for consideration of item 13 owing to the commercial sensitivity of the business to be transacted.		-
12.1	Council to consider the outcome of due diligence around the potential purchase of a community asset		-
12.2	RFO to update members on the Department for Levelling Up, Housing & Communities Community Ownership Fund and Council to make a decision on a suitable project		-
<b>13</b>	<b>Items for information</b>	<b>20:00</b>	-
13.1	Date of next Meeting: Tuesday 12 December 2023 at 7.00pm, Church Rooms.		-

# Goudhurst Parish Council



MINUTES OF A MEETING OF GOUDHURST PARISH COUNCIL  
on Tuesday 10 October 2023 at 7.00pm in the Church Rooms

## PARTICIPANTS

**Councillors present:** Cllrs Craig Broom, Antony Harris (Chairman) – left at 8.20pm, Phil Kirkby, Julia Kiggell, David Knight, Geoff Mason, Caroline Richards, Paul Wareham and Alison Webster.

**Officers present:** Claire Reed, Clerk and Panetta Horn, RFO.

**Others present:** County Councillor Seán Holden (left at 7.50pm) and one member of the public.

## APOLOGIES

374/23 Apologies were received from Cllrs Edward Hodgskin (unwell), Suzie Kember (family illness) and Ed Read-Cutting (working).

## DISCLOSURES OF INTEREST

375/23 There were none.

## MINUTES OF THE LAST MEETING

376/23 It was **resolved** that the minutes of the Parish Council Meeting held on 12 September 2023 and the Extraordinary Meeting of Council held on 03 October 2023, copies of which had been previously distributed to Members via Board Intelligence, be signed by the Chairman as a correct record.

## QUESTIONS FROM THE PUBLIC AND PRESS

377/23 A number of issues were raised by a resident of Goudhurst:

- The AED phone box is looking rather unkept and needs to be cleaned. **Action: Clerk to arrange cleaning of the box.**
- The interceptor at the bottom of Goudhurst Pond that filters water from the Highway should be emptied by KCC every other year – when was it last emptied? **Action: County Cllr Sean Holden agreed to raise this with the County drainage specialist.**
- There are still pebbles on the High Street following the cement spillage.
- The area under the trough on the Plain is looking very scruffy. **Action: Clerk to contact the contractor.**
- The street light on The Plain is currently off.
- Can Goudhurst in Bloom be brought back? Where are the cups that were awarded? **Action: Agenda for discussion by the Amenities Committee.**
- Plants from the property opposite the pharmacy on the High Street are overhanging the shared area. **Action: Clerk to write to the owner of the property.**

## REPORTS FROM COUNTY & BOROUGH COUNCILLORS

378/23 **County Councillor Sean Holden briefed council on:**

- KCC's financial position including increased pressure from adult social care and SEN provision, including transport.
- KCC's consideration of a proposal for devolution of power.
- Action on Road Closures.

379/23 **Borough Cllr David Knight briefed council on:**

- TWBC has acquired the long-term lease of Royal Victoria Place.
- The outcome of the planning appeal at Crowbourne Orchard, Smiths Lane.
- A21 litter clearing is now taking place quarterly.
- TWBC has launched a new Business Welcome Pack.
- The Clerk has written to the Head of Planning at TWBC regarding the application at 15 Lurkins Rise.
- TWBC has written to the Local Government Boundary Commission for England to request a name change for this Ward to Rural Tunbridge Wells.

#### CHAIRMAN'S REPORT

380/23 The Chairman briefed council, the report can be found at Appendix 1.

#### CLERK'S REPORT

381/23 The Clerk updated council on current projects. The report can be found at Appendix 2.

***The Chairman left the meeting due to illness and the Deputy Chairman, Cllr Phil Kirkby took the Chair.***

#### ACCOUNTS

382/23 Council **noted** the summary of receipts and payments in September 2023:

##### ***Receipts UTB in September 2023***

Amenities	£0.00
Burial Authority	£970.00
Rental – Mary Days garages	£804.00
Precept – 2 <sup>nd</sup> half	£109,900.00

##### ***Receipts CCLA in September 2023***

	£403.00
<b>Total Receipts</b>	<b>£112,077.00</b>

##### ***Payments in September 2023***

UTB	£13,127.00
CCLA	£0.00
<b>Total</b>	<b>£13,127.00</b>

##### ***Cash Balances at Bank***

UTB at 30 <sup>th</sup> September 2023	£162,479.00
CCLA at 31 <sup>st</sup> August 2023	£97,624.00
<b>Total</b>	<b>£260,103.00</b>

383/23 Council **resolved** to approve the payments for October 2023 as presented at the meeting and detailed in Appendix 3.

384/23 It was **resolved** that Cllrs Geoff Mason and Phil Kirkby would approve the electronic payments on UTB.

385/23 Council received the External Auditors Report for 2022-23 and **noted** that no matters were raised.

#### RESOLUTIONS

386/23 Council **resolved** to appoint Cllr Alison Webster as additional representative to the Dorothy Bathurst's Charity and Goudhurst Education Foundation.

387/23 Council **resolved** to adopt the revised Internal Audit Procedures as recommended by the Finance Committee.

388/23 Council **resolved** to adopt the Policy Update Schedule.

389/23 Council **resolved** to appoint Mrs Katrina Hoyle as Assistant Clerk to the Parish Council for 20 hours a week on salary point 20. It is anticipated that that Mrs Hoyle will start in mid-November.

390/23 Council considered plans for the 2023 act of Remembrance, Cllrs Craig Broom, Phil Kirkby and Alison Webster volunteered to assist with the road closure.

391/23 It was **resolved** to defer item 8.6 until the November meeting.

392/23 Cllr Craig Broom briefed Council on potential legal proceedings to be brought by former councillor Jill Andrew. It was **resolved** to write to Ms Jill Andrew, as suggested by the ICO, setting out how the council plans to improve transparency in the future. **Action: Clerk**

393/23 It was **resolved** to defer item 8.8 until the November meeting.

#### FINANCE COMMITTEE

394/23 It was **resolved** to adopt the minutes of the Finance Committee meeting held on 19 September 2023. The following decisions were noted:

- To request a quotation for a three-year contract with Mulberry as internal auditors.
- To open a deposit account with UTB with the RFO and Clerk having the authority to move funds between the two UTB accounts.

#### HIGHWAYS COMMITTEE

395/23 It was **resolved** to adopt the minutes of the Highways Committee meeting held on 26 September 2023. The following decisions were noted:

- The HIP will be updated with the deletion of safety improvements on the High Street as they are nonspecific and the addition of safety improvements on North Road once they are quantified.
- Approval of expenditure of £600 for a new Goudhurst Village sign to be placed opposite the Chequers Road junction on North Road.

396/23 It was **noted** that the Chairman is meeting with Sissinghurst and Biddenden Parish Councils later this week to discuss the new proposal to downgrade the A262.

#### PLANNING COMMITTEE

397/23 **Recent planning Applications;** Please see Appendix 4.

398/23 It was **noted** that the appeal against the refusal of planning permission, and subsequent enforcement notice, for the mobile home at Crowbourne Orchard, Smiths Lane was dismissed by the inspector. The occupants have 12 months to clear the site as per the original enforcement notice. It was agreed to contact TWBC enforcement to ensure a suitable timetable was in place.

399/23 It was **noted** that an outline planning application was submitted in the Brenchley & Matfield Parish Council area and refused by the Borough Council. However, the

developer has resubmitted the application, with modifications, under the same application number. The local member has requested the application is called into Committee but has been informed that it is too late as the original validation date is being used. **Action: Clerk to write to Clerk at B&M to note concerns and ask what action B&M have taken.**

#### CORRESPONDENCE

- 400/23 It was **noted** that the ICO had contacted the Council regarding the recent Subject Access Request and the forwarding of emails from a particular resident. It was further **noted** that the ICO had given advice about best practice and that no further action was being taken.
- 401/23 It was **resolved** to delegate responsibility for responding to TWBCs Economic Plan to Cllrs David Knight and Caroline Richards. **Action: Cllrs David Knight and Caroline Richards.**
- 402/23 It was **resolved** to delegate responsibility for responding to Maidstone Borough Council's Local Plan modifications to Cllr Geoff Mason. **Action: Cllr Geoff Mason**
- 403/23 It was **resolved** to delegate responsibility for responding to the Kent Wildlife Trust/ Wildwood Trust survey on Bison to Cllr Julia Kiggell. **Action: Cllr Julia Kiggell.**

#### ITEMS FOR INFORMATION

- 404/23 It was **noted** that the Goudhurst village sign on The Plain is has lost colour. The issue will be considered by the Amenities Committee at their next meeting.
- 405/23 It was **noted** that the RFO will be submitting a grant pre-application to the Department for Levelling Up, Housing and Communities for £600k.

#### NEXT PARISH COUNCIL MEETING

- 406/23 Parish Council Meeting on Tuesday 14 November 2023 at 7.00pm in the Church Rooms.

The meeting closed at 21.07

Claire Reed, Clerk

## **Chairman's Report – October 23**

### **Matter arising:**

Goudhurst will be hosting the next KALC Area committee date Thursday Nov 23<sup>rd</sup> at The Club. Goudhurst councillors welcome.

New Items .... October meeting>

### **KALC – County Executive committee Sat 7 Oct**

Goudhurst resolutions – on hold – apparently should have come through Area Committee etc and

- a) Cranbrook school – difficult to support Cranbrook since they have not submitted anything (KALC Checking to see if something can be agreed).
- b) Re the A262 downgrade should be a joint proposal with support of local (affected) parishes as well.
- c) Otherwise, interesting meeting.

### **TWBC Chairman's meeting 26 Sept.**

- a) Seemed to be downgraded as TW Leader, Chief Exec and all heads of depts all no shows. (not town centre issue).
- b) Report on improved TW Tourist website > now focusing more on rural attractions.
- c) Run-up effect of approaching Electioneering.

### **NDP**

What is the timing of the next NDP exercise for Goudhurst, what is its focus, and who will lead it?

Suggestion from neighbouring councils to meet up and share experiences.

### **Planning and the TW Agreement.**

The Brenchley experience (see letter) similar to others around the county.

**The KALC AGM Sat 18 Nov** at Ditton, agenda expected shortly, can be interesting.

**Cranbrook High Weald Closure** – needs to be a joined-up approach with other effected parishes.

**Training** on Fundraising through Grants.

**Burial issues** and charging, neighbours putting up the fees esp. for non-locals to make sure the cost is covered where possible.

ADH

9 Oct 23



## Appendix 2 to Minutes of a Council Meeting held on 10 October 2023

### Clerks Report to Council 10 October 2023

#### Project Updates

Renovations to the public toilets following December's arson attack are almost complete. The contractor is currently waiting for the delivery of replacement PHS equipment, once installed, the toilets will be handed back to the Parish Council.

Preparations for the installation of the new cycle stands has taken place and they should be installed by the end of this month now that the skip in the carpark has been removed by the contractors working on the toilets.

The Clerk has met with Council's CCTV contractor for a second time regarding the combination of all systems with remote access. Since the installation of the cameras at the Star & Eagle, requests for CCTV footage have increased which is taking up considerable officer time.

Members of the Amenities Committee have met with a designer from the company producing the new information board on The Plain to finalise content and design. We are waiting for a proof of the design.

The Chairman of the PCC has offered to help the Clerk identify the issue with the cess pit on the Lower Glebe Field. It is not clear if there is a leak or whether the cess pit is overflowing however, it was emptied last week. The issue has been raised with the current land agents who have passed it to the Diocese. Rev Rachel has also contacted the Diocese to ask for reassurance that the cess pit is functioning properly, we await a response.

The repainting of the Kilndown AED phone kiosk is complete and the box is looking resplendent! The reported rotten UKPN telegraph pole adjacent to the phone box is yet to be replaced. The Amenities committee will consider a quotation from the same contractor for the painting of the Goudhurst phone box at their meeting in November.

The new defibrillator and cabinet for Goudhurst is due to be delivered this week. Power will be redirected to the red phone box so that the heated cabinet can be installed. Discussions are ongoing regarding the use of the adjacent modern phone box.

The Goudhurst bus shelter was damaged at the end of September, most likely by a high sided vehicle. Council's contractor will enact the repairs at a cost of around £100.

The new memorial benches for the south west corner of the Burial Ground and Play Area on Back Lane will be installed before the end of the month. Families will be able to purchase plaques (via the Burial Authority) to be installed on the benches. This will be a more cost-effective way for families to remember their loved ones and will limit the number of new benches.

A revised scheme of works for maintenance of hedges in the Burial Ground has been sent to contractors. The hedges need a heavy cutback as some graves are disappearing under them. There is also a need to clear the area at the bottom of the burial ground as the PROW to the bottom of the Lower Glebe field is almost impassable owing to overgrowth and a build-up of detritus. Once cleared, more signage will be needed to advise visitors not to dispose of items in this area.

Council are still awaiting the outcome of the Planning Appeal for application 22/01066, The Mobile Home at Crowbourne Orchard Smiths Lane (and associated enforcement notice).

## **Appendix 2 to Minutes of a Council Meeting held on 10 October 2023**

Council is also still awaiting a decision regarding the change to allocation of s106 monies linked to the Old Parsonage development (recreational improvements to the Village Green including a youth shelter). TWBC Planning department are assessing whether the request fits within the original request and NDP priorities, Clerk has chased.

A further ventilation contractor has inspected the moisture problem in the Chequer Pavilion and has submitted a quotation for remedial works. They have suggested a damp specialist is consulted. This will be considered by the Youth Committee at their next meeting on 24 October.

Repairs to the shutter on the Chequer Field Pavilion have been carried out at a cost of £75 following reports from the Football Club that it was broken.

The Clerk has arranged a meeting of interested parties to establish the plan for this year's Christmas Shopping event. The meeting will be held in the Jessel Room on 12 October.

So far, no volunteers have come forward to assist with the road closures for the annual Remembrance Parade on 12 November. Volunteers are needed to place the signs out a week before the event and to man road closures for a short time during the parade.

Claire Reed  
Clerk

**Appendix 3 to Minutes of a Council Meeting held on 10 October 2023**

Accounts Payable October 2023

<b>Payment Ref</b>	<b>Invoice Number</b>	<b>Supplier</b>	<b>Description</b>	<b>Gross</b>	<b>Net</b>	<b>VAT Code</b>	<b>Authorisation Ref</b>
23180	227	GVH	Hop Pickers Meeting	15.00	15.00	z	Council 272/23
23181	7235	Acorn	Shutter repair at Chequer Field	90.00	75.00	s	Clerks discretion
23182	2193	F&C	Toilet Cleaning to 8/9	774.00	645.00	s	Contract
23183		KALC	Clerks Conference	84.00	70.00	s	Clerks discretion
23184		Kilndown Defibrillator	Repaint of Telephone Defib at Kilndown	665.00	665.00	z	Amenities 298/23
23185	40273	Envirocure	L8 Testing Chq Field and Balcombe Toilets	61.50	51.25	s	Contract
23186	107416	Living Forest	Work on Cypress Trees in Churchyard	977.70	814.75	s	Burial Authority 21.03.23
23187		GK Church	Meeting Room Hire Oct 23 - March 24	375.00	375.00	z	Council 322/23
23188	224	GVH	Hop Pickers meeting 13/9	20.25	20.25	z	Council 272/23
23189		Millward	17.5 hours Burial Digitisation	210.00	210.00	z	Contract

**Appendix 3 to Minutes of a Council Meeting held on 10 October 2023**

Accounts Payable October 2023

23190		Richard Greenaway	7.5 hours handyman services on various Council assets	194.25	194.25	z	Various
23191	6127	Groundscare	Additional August visits as part of contract	800.16	666.80	s	Contract
23192	44482	Pinders	Building Survey	2,100.00	1,750.00	s	Council 371/23

## Appendix 4 to Minutes of a Council Meeting held on 10 October 2023

### Recommendations and Decisions September 2023

Application	Address	Proposal	GPC	TWBC
23/00477	Marlingate Farmhouse Bedgebury Road Goudhurst Cranbrook Kent	Creation of new access and driveway, closure of existing vehicular access, removal of outbuilding with associated landscaping alterations	Defer to Highways	Permitted
23/01801	Pedlars End, The Plain, Goudhurst	Proposed single storey rear extension and garage conversion	Parish Council have concerns over parking issues but defer to TWBC Planning Officer	Permitted
23/01856	Lodge Nursery, Lidwells Lane, Goudhurst, Cranbrook	Proposed swimming pool and pump cupboard.	Approve	Permitted
23/01878	Greentrees , Cranbrook Road, Goudhurst	Single storey extension	Approve	Permitted
23/01907	Greensleeves Station Road Goudhurst Cranbrook Kent	Single storey extension, removal of fenestration	Approve	Permitted
23/02217	11 Flimwell Close, Flimwell	Side/rear single storey extension and loft conversion, replacement porch	<b>Refuse</b> , scale and mass, size of the 'flat roof dormer' window which overlooks neighbouring properties and will result in light pollution, contrary to policy L8 of the Goudhurst NDP.	
23/02210	Smugley Farm, Bedgebury Road	Variation of Condition 2 of Planning Permission 21/04235/FULL (Erection of two replacement dwellings with associated	Insufficient and inadequate detail, proposals don't contain information on location of plant required to	To be reconsidered 10.10.23

### Appendix 4 to Minutes of a Council Meeting held on 10 October 2023

#### Recommendations and Decisions September 2023

		landscaping (amendments to planning permission 18/03451/FULL)) - replacement of detached car barn with family room and inclusion of swimming pool on Plot 2	operate the pool or landscaping around/ in support of the pool.	
22/02835	Triggs Oast, Cranbrook Road	Proposed removal of the existing tennis court and the erection of a new detached house and detached garage, with associated works and landscape enhancements.	<b>Refuse</b> , the application fails to meet key policies in Goudhurst NDP and Borough plans and, in terms of section 80, does not appear to meet the criteria for exceptional quality of design.	
23/02441	Risebridge Cottage, Blue Coats Lane	Two storey extension and addition of conservatory	Approve	
23/02412	7 The Old School	Proposed alterations to conservatory to form garden room.	Approve	

## Appendix 1 to Minutes of a Council Meeting held on 14 November 2023

### Chairman's Report – November 23

**Matter arising October report** (NDP timetable, Glebe mowing etc, wasps at Bus Stop).

#### **KALC**

Next TW **Area Committee** Thursday Nov 23<sup>rd</sup> at The Club Goudhurst.

GPC councillors welcome to help meet and greet.

Parts of agenda may be of interest incl. KALC Planning/NDP Expert, (will circulate when received).

The **KALC AGM** Sat 18 Nov at Ditton, agenda expected shortly, can be interesting.

#### **Traveller site.**

Clerk has written to TWBC for confirmation of enforcement timetable.

#### **Parish Council – Scope of interest.**

See Chairman's piece November e-News.

*"Do we stick just to our limited brief or also try to voice and represent the opinion of the community where we can".*

Feedback and cooperation with local Parishes.

**Cranbrook High Weald Closure** and local educational options.

Request GPC support local area working group.

**Letter received from resident** (and response)

#### **Planning and the TW Agreement.**

with some new Chairman settling in, KALC group reforming to agree priorities.

## Appendix 2 to Minutes of a Council Meeting held on 14 November 2023

### Clerks Report to Council 14 November 2023

#### Project Updates

Renovations to the public toilets following December's arson attack are now complete and the toilets have reopened. There are still a few items to be rectified and these are in progress. Due to the builders' delay, we have missed the inspection date for this year's Loo of the Year. The application fee has been rolled forward to next year.

The new cycle stands have been installed in Balcombes Hill carpark and at Goudhurst Club.

We are still awaiting a quote for the combination of all CCTV systems with remote access. Clerk has chased. We continue to have requests for footage, the Clerk will add a note to the website detailing on what grounds footage can be released i.e. to the police and, if deemed appropriate, insurance companies.

The issue of the cess pit on the Lower Glebe field has been raised with the current land agents who have passed it to the Diocese. Rev Rachel has also contacted the Diocese to ask for reassurance that the cess pit is functioning properly, we await a response.

The new defibrillator and cabinet for Goudhurst has been delivered and is awaiting installation – Mrs Read-Cutting is kindly managing this on behalf of the council. Power will be redirected to the red phone box so that the heated cabinet can be installed. Discussions continue regarding the use of the adjacent modern phone box.

The council has secured match funding from the government for an additional AED for the Village Green which will be affixed to the Church Rooms, this was at the request of the Goudhurst Dynamos.

Council has also secured an FA grant for the grass pitch at the Chequer Field, this will allow council to spend £19k on pitch improvements over the next 6 years.

A new memorial bench has been installed in the the south west corner of the Burial Ground and a further bench will be installed in the Play Area on Back Lane. Families will be able to purchase plaques (via the Burial Authority) to be installed on the benches. This will be a more cost-effective way for families to remember their loved ones and will limit the number of new benches.

A revised scheme of works for maintenance of hedges in the Burial Ground has been sent to contractors and the quotations received are to be considered by Council this evening. The hedges need a heavy cutback as some graves are disappearing under them. There is also a need to clear the area at the bottom of the burial ground as the PROW to the bottom of the Lower Glebe field is almost impassable owing to overgrowth and a build-up of detritus. Once cleared, more signage will be needed to advise visitors not to dispose of items in this area.

Following the dismissal of the Planning Appeal for application 22/01066, The Mobile Home at Crowbourne Orchard Smiths Lane (and associated enforcement notice), Clerk has written to Planning Enforcement to request information regarding the timetable for enforcement to ensure the site is returned to green belt by the March 2024 deadline.

A further quotation for a new ventilation system at the Chequer Pavilion has been requested by the Youth & Housing Committee before a decision on the way forward can be made and a contractor appointed.



## **Appendix 2 to Minutes of a Council Meeting held on 14 November 2023**

The Christmas Shopping event will take place on 02 December between 12 (Church from 3) and 8pm. A meeting to decide on action needed took place in October with all parties attending. GPC is the overarching organisers and will provide insurance, Risk Assessments, medical cover, organise the restriction of parking on the south side of the High Street and has organised the road closure for the top of Balcombes Hill. GPC will also pay for advertising banners, provide electricity and Christmas lighting and organise marshals for the road closure/ pedestrian safety.

The policy update timetable is slightly behind schedule but it is anticipated that this will be caught up by the new year.

The new Assistant Clerk will start with council on 20 November. She will be working 20 hours a week.

Claire Reed  
Clerk

# Goudhurst Parish Council

## RFO report to Council

Accounts to (26/10/23)

These figures will be presented to Council at the November 2023  
Council meeting.

### Receipts UTB in October 2023

Amenities Income	0
Burial Authority	1,440
Mary Day Garage Rents	177

### Receipts CCLA in September 2023

423

### Total Receipts

£2,040

### Payments October 2023

UTB	19,026
CCLA	0

### Total Payments

£19,026

### Cash Balances at Bank

UTB at 26 <sup>th</sup> October 2023	145,070
CCLA at 30 <sup>th</sup> September 2023	98,047

### Current Balances

243,117

**Appendix 3 to Minutes of a Council Meeting held on 14 November 2023**

**Accounts Payable to 07.11.2023 for authorisation**

Payment Ref	Invoice Number	Supplier	Description	Gross	Net	VAT Code
23209		Kent County Playing Fields	Annual Subscription	20.00	20.00	z
23210	246167	SLCC	Annual Membership adjustment for Clerk	41.25	41.25	z
23211	2255016	Mazars	External Audit Fees	756.00	630.00	s
23212	8071543439	KALC	Training Course -Making the Planning system Work	39.22	32.68	s
23213		RBL	Remembrance Day Wreaths	50.00	50.00	z
23214	40705	Envirocure	L8 Testing Chq Field and Balcombes Toilets	61.50	51.25	S
23215	10092	Cool Plumbings	Fixing Urinal Sensor	80.00	80.00	z
23216		Pearson's	50% cost for clearance of Tattlebury Triangle	180.00	150.00	s
23217	139596	Pear Technology	Footpath mapping update	57.00	47.50	s
23218		Claire Read	Minor Expenses - Mileage	39.39	39.39	z
23219	1827	Fernshire tree service	Lights on chestnut tree by Pond	930.00	775.00	S
23220	8223899499	KALC	Dynamic Councillor Course - JK	60.00	50.00	S
23221	35239	Iden Signs	Christmas Fair Banners	270.00	225.00	S
23222	6183	Groundscare	Additional Cut (Monthly invoice of £1600.32 paid by standing order)	267.36	222.80	s
23223		Fermor	Repairs/Painting of Tree seat on Plain (£425) and Repairs to KD Bus shelter roof (£110)	535.00	535.00	z
23224	2246	F&C	Toilet Cleaning to 8/10	1,052.40	877.00	S
23225	25928	London Hearts	DHSC Public access defibrillator and locked cabinet (match funding)	750.00	750.00	Z

The Council needs to appoint two Councillors to authorise the October Payments on Unity.

### **Appendix 3 to Minutes of a Council Meeting held on 14 November 2023**

The Bank Reconciliations are required to be signed by a Councillor who is not the Chairman. The reconciliation reports and Bank statements will be brought to the meeting and a volunteer will be asked to sign them off at the end of the meeting.

#### **Year to Date Spending and End of Year forecast**

A spreadsheet will be circulated detailing the Councils current Financial Position.

#### **Maintenance Contracts**

A full tender process was undertaken for the maintenance contracts in 2022 and they were awarded for a single year from March 2023. We have identified additional work that was not included in the contracts and we will be adding those tasks into the existing contracts and asking the existing contractors to provide three a quote for three years. If these are reasonable it is the intention of to award three-year contracts which complies with our financial regulations.

#### **2024-2025 Budget**

The draft budget will be presented to Council at the December meeting for approval.

Panetta Horn

RFO

26<sup>th</sup> October 2023



# Comms Proposal for: Goudhurst Parish Council

**Created by:**

Saleem Lone / 07721 309945 / Saleem.Lone@Flotek.io

**Prepared for:**

Claire Reed

Quote ID: ID:0078409

Please note all prices exclude VAT

# Welcome to Flotek Group

Delivering Trusted  
Cloud Technology.

## Who is Flotek

As a growing technology company based in Cardiff, Flotek strives to ensure customers are embracing the opportunities and efficiencies brought by the latest and greatest technology.

With regional sales and support locations across the UK, our ambitious growth is focused around our crucial values and fundamental rules, with every product and service delivered with expertise, passion and heart.

Discover why Flotek is the smarter Cloud partner for your business.



Our office locations



### Our reason why...

Keeping our customers ever-connected with secure & innovative technology solutions



### Tech Partners

Working with the worlds market leading manufacturers to keep ahead of our competition



### Dedicated Team

With regional offices in the South West UK - our team are on hand to help you stay connected & secure across all our technologies



### Internet

A true Internet Service Provider with optional on net 5G Back-up



### Microsoft 365

#### Microsoft Cloud Partner

Driving customers to the cloud with Azure, Modern Work & Security



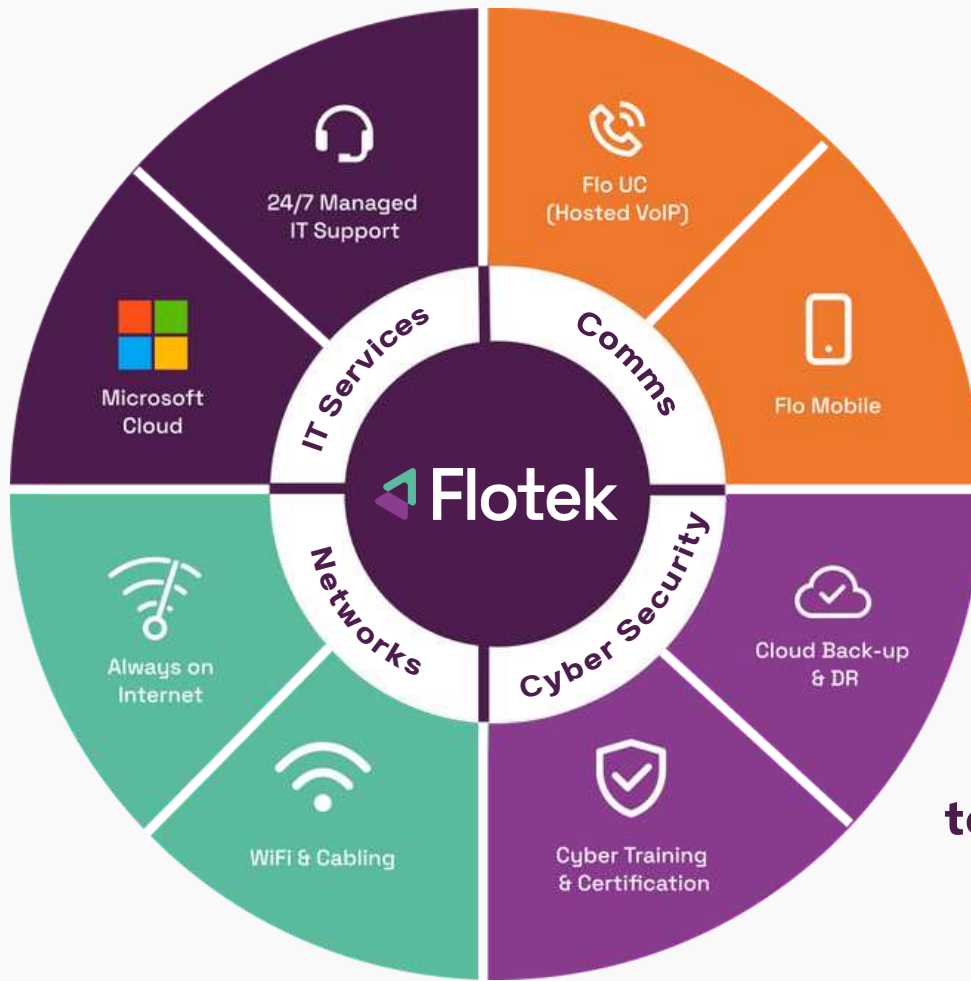
### Employee Led

Employee ownership across the entire group

The Maltings  
East Tyndall Street  
Cardiff  
CF24 5EA

T: 0292150 8000  
E: Hello@Flotek.io  
W: www.Flotek.io

# What we do



**Bringing technology together.**

## Why choose Flotek

Our promise to you



### Always On.

Innovative, cost-effective, tried & tested solutions, not to mention our friendly and experienced team always on-hand to ensure you're right where you need to be.



### Always By Your Side.

Wherever your team is at, wherever you do business; staying connected with unfaltering internet back-up to boot is mission-critical for businesses whatever their size.



### Always Secure.

Flotek's got cyber sussed, with the highest security baked-in to all our products and best practice strategies putting the right defences in place for when it happens.



### Always Giving Back.

From rewarding our loyal customers, to promoting well-being and supporting charitable causes, every product and service we offer is delivered with expertise, passion and heart.

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East Tyndall Street  
Cardiff  
CF24 5EA

**T:** 02921 50 8000  
**E:** Hello@Flotek.io  
**W:** www.Flotek.io

# FloLine+

FloLine+ is a simple, innovative and affordable hosted VoIP phone line for small businesses

## FloLine+: Be ready for the phone line switch off in 2025

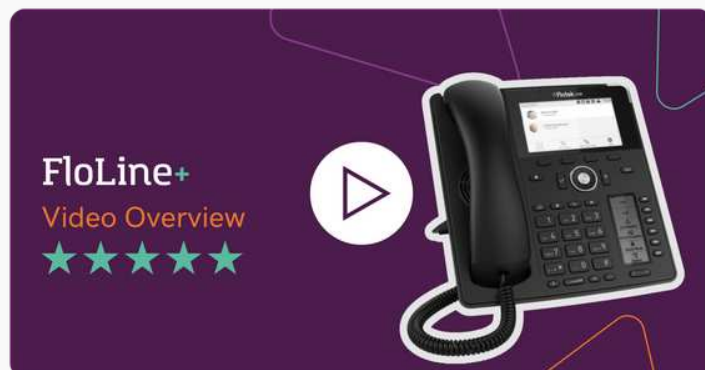
The PSTN switch-off will require that all phone services, be it at home or at work, are IP by 2025.

So now could be the perfect time to reap the many benefits of a cloudbased phone system.

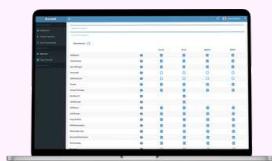
What's great about FloLine+ is that it's a truly low cost phone-line replacement that's packed with even more features. Designed for 1 to 4 users, FloLine+ is perfect for small and micro-sized businesses who don't want all the frills and see no need for paying for VOIP telephony features they don't use.

Need something bigger and more collaborative?

FlexiNet's FloUC VoIP could be a better fit.



### Online portal



### Phone App



### Hardware



### Teams



## FloLine+ in focus



### Phone Line Replacement

Just plug your analogue phone into our IP phone line



### Keep your number

Port your existing number or pick any geographic number



### Call Bundles

Choose pay-as-you-go for calls or add an inclusive bundle



### Call Recording

30 Days' call recording as standard



### Mobile App

Control your phone from recordings to diverts. Anywhere, anytime



### Auto Failover

Power fail? Don't worry we'll auto divert your number



### Time Profile

Time Profiles let you auto-route calls to voicemail when you're closed



### Memory Keys

See your team's status from a flashing button, or quick call



### Call Queues

Keep customers happy with announcements or 'waiting-caller' message



### Divert to your mobile

Receive calls anywhere by pairing your mobile app to your phone



### Upfront Message

Inform customers with key info like opening hours with auto attendant



### Voicemail

Pick-up voicemail on the phone or receive via email



### Directory

Get a centrally synchronised phone book across your phone, app & portal



### Fax2Email

Move your old fax to the cloud with free email delivery



### Expansion

Add more users to include transfer, conferencing & paging

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## Which internet service is right for us?



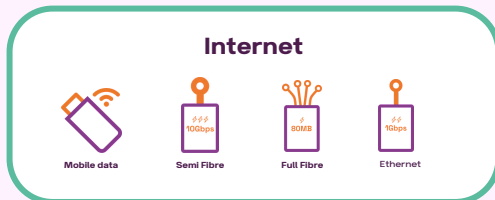
## Killing it connectivity – with Flotek Internet

Flotek's internet solutions are comprehensive, fast, reliable and secure.

From single Fibre Broadband, to a full Microsoft Azure Private Connection, to WiFi & Networking, and Internet Everywhere.

Go Pro and we'll ensure you're always up and running with our fail-over unlimited 5G mobile internet backup.

[See features](#)



## What's the uptime, Mr Wolf?

Our highly resilient, geographically-diverse network assures 99.999% uptime and 0.1% packet loss across our core network, while our DDoS Protection comes as standard to protect our customers' network 24/7/365.

What's more, our always-on guarantee ensures all our pro customers receive inclusive unlimited 5G data backup connection.

[Watch Overview](#)

## Features & Benefits of Flo Internet:



### Super Reliable

99.999% uptime and 0.1% packet loss across our core network



### Super Fast

From fast copper to full-fibre – we'll work to your budget for the best speed available



### Always-on Guarantee

Choose Pro and we'll ensure you're always up and running with our fail-over 5G mobile internet



### Reporting & Monitoring

All our business internet connections are monitored with full key-stat reporting 24/7



### UK Customer Service

Our own UK team love to help, call us 24/7 for instant support



### Business only

We offer low contention, 24/7 monitoring and totally optimized for business use



### Direct Interconnect

We can offer private termination to Azure, AWS & many more private Cloud providers for a true on-net experience



### Future-Proof

Our network partners use the latest tech-stacks to ensure we're always delivering the latest products and technology



### Super Secure

DDoS Protection as standard protecting our customers' network 24/7/365

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W: [www.Flotek.io](http://www.Flotek.io)

## Devices & Accessories

These handsets are designed to provide a simple user experience with access to the full FloLine+ features and functionality

### FloPhone Office.

- High Resolution TFT Colour display
- 4 freely programmable function keys
- Hands-free operation with HD audio
- On screen labels
- Headset connectable



### FloPhone Reception.

- High Resolution 4.3 Zoll TFT Colour display
- 24 freely programmable function keys / BLF keys (6 physical) in the second display
- Integrated Bluetooth (except D785N)
- USB headset compatible



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## Software & Hardware solution requirements:

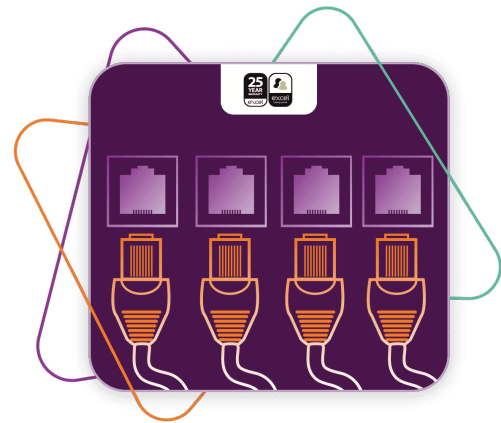
QTY	Product & Description
1	FloLine+ Cloud System With Unlimited Feature Updates
3	FloPhone IP Phones
3	Voice Lines No Limitation On The Number Of People Who Can Be On A Call At The Same Time
3	Call Recording - 30 Days Call Recording Included. Can Be Switched Off Or Extended
1	Call Reporting Software. Log In To The Portal To Access Call Activity Information
3	Greetings / Welcome Message. On Hold Message. No Answer / Voicemail Message
1	Company Wide Voicemail
3	Voicemail To Email - We Can Send Voicemail Messages To An Email Address To Be Listened To Remotely. You Can Also Keep A Copy For Your Records
3	Mobile Apps For Each User. Allows Staff To Make / Receive Calls Remotely
1	Existing Number Porting
3	As Well As Porting Your Existing Phone Number(S) Each Staff Member (2) Will Have Their Own Individual Direct Dial (DDI) Number To Give Out To Clients Should They Choose (Free Of Charge Service)
1	115/20 Fibre Broadband Install
1	DrayTek 2866AC Router
1	DrayTek ACS Management - Includes 24/7/365 Monitoring Of Your Connection, Firmware Upgrades, Security Patch Management And Testing, Configuration, Online / Offline Detection To Support. Automatically Raises A Ticket Into Our Support Team So We Are Aware If There Is Ever A Problem With Your Broadband, Even Before You Are Aware. This Allows Us To Be Proactive And Deal With Faults Quicker
1	8 Port Gigabit PoE Switch For IP Phones And PCs
1	Onsite Telephone System Maintenance. Includes All Parts And Labour (No Call Out Charges)
1	Programming Including Call Reporting Software, Onsite Installation And Training

## Installation Notes:

## Maintenance & Support for your business

When it comes to supporting your business, Flotek provides businesses of all shapes and sizes with a truly end-to-end service, covering survey, design, installation, testing and relevant certification to the latest standards.

**Our in-house support desk are highly trained & certified to help our customers with any technical issue (including your IT).**



**We always recommend opting for a system maintenance package, to ensure minimal downtime in the event of a fault.**

FloUC maintenance provides:

- Major Fault - Response within 30 minutes, on-site within 4 working hours (if required)
- Minor Fault - Response within 2 hours, on-site within 8-16 hours (If required)
- Telephone & Email Support Desk (8am - 6pm, Monday to Friday)
- All basic configuration change requests\*
- Repairs or replacement\*\* of all handset hardware (including labour)

### Out of hours support

For Level 4 or Enhanced Care, this is included.

**FloUC Maintenance per user:** Onsite and Remote Maintenance Is Included Within Your Package As Standard At No Additional Cost.

For customers declining the maintenance plan: On-site repairs/work is chargeable at £90.00 per hour or for remote work at £45.00 per hour (1 hour minimum for all on-site & remote works).

Please note we do not provide an SLA for non maintained customers.

\* Major configuration is chargeable at the non maintenance plan pricing for on-site or remote.

\*\* Please note repairs / replacement only applies to fixed hardware such as handsets.

### Customer Acceptance of Flotek Group Limited's standard terms and conditions:

I/We confirm that I/We have read and understood the terms and conditions as set out by Flotek Group Limited and confirm that the above information is correct.

By signing this document, you agree to Flotek Group Limited's terms and conditions provided or alternatively found at <https://Flotek.io/terms-and-conditions>

If your order is related to any Microsoft Cloud Licensing, you are agreeing to the Microsoft End User Licensing agreement found at:  
<https://aka.ms/customeragreement>

#### Flotek Group Limited:

Name:

Date:

#### Goudhurst Parish Council:

Name: Claire Reed

Date:

### Getting started, what's next?

Once we receive your digitally signed order, we'll assign your order to a project manager who will be your point of contact from signed order to completion.

We'll be here every step of the way and ensure 100% customer satisfaction.

## Move to FTTP

Currently the office is working with a standard broadband connection which is slow and unreliable and, coupled with Citrix, can sometimes leave officers unable to work for minutes at a time. The current connection gives average download speeds of 6mbps and upload speeds of 0.4mbps. Clerk has obtained a quotation from Microshade's telecoms partner, Flotek, for FTTP coupled with an upgraded telecoms system which includes additional features as detailed in the attached summary. Council's current provider has also quoted for FTTP however any upgrade to the telecoms system would be at an additional cost.

Monthly costs	Current costs	Current provider (24 mths)	3-year contract	4-year contract	5-year contract
FTTP		37.10			47.00
FTTC	52.38				
Speed	6MBPS 0.4MBPS	330MBPS 50MBPS	115MBPS 20MBPS	115MBPS 20MBPS	115MBPS 20MBPS
Phone lines	90.29	90.29	Included	Included	63.92
Support	As needed	As needed	Included	Included	Included
Parts & Labour	As needed	As needed	Included	Included	Included
<b>Total</b>	<b>142.67</b>	<b>127.39</b>	<b>147.32</b>	<b>125.58</b>	<b>110.92</b>
<b>Set-up costs</b>					
Installation		110.00	Included	Included	Included
Router		310.00	Included	Included	Included
Hardware	Additional	Additional	Included	Included	Included
Training		Not offered	Included	Included	Included
<b>Total</b>		<b>420.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total - Year 1</b>	<b>142.67</b>	<b>1,948.68</b>	<b>1,767.84</b>	<b>1,506.96</b>	<b>1,331.04</b>
<b>Ongoing cost per year</b>		<b>1,528.68</b>	<b>1,767.84</b>	<b>1,506.96</b>	<b>1,331.04</b>

## Migration to 365

Currently the office is working with a Citrix system which is clunky and requires documents to be moved on and off the system. Citrix does not allow officers to work offline. This is particularly difficult when minuting meetings if the internet connection is poor. The Clerk has investigated various options and believes Microsoft Office 365 would be a good alternative. 365 gives a vast array of apps, such as planner which could be used to track projects, in addition to the more commonly used programmes such as word and excel. Data would be held in the cloud and backed up separately. 365 would also give members access to documents via Share point and use of basic Microsoft apps (Word, Excel, PowerPoint, Teams, Outlook, Exchange, OneDrive, SharePoint).

Monthly costs	Current costs	Quote 1	Quote 2 MS	Quote 3 CIT
Software	140.10 For 3 officers (including Rialtas)	Failed to quote	108.24 For 3 officers + 12 members	113.20 For 3 officers + 12 members
Backup	included		45.00	22.50
Endpoint protection	24.00 45.00 (email)		15.60	
Support – officers	included		60.00	54.00
e-learning hub				20.00
Councillor Admin fee				10.00
Email hosting Annual (TSOhost)	SSL certificate 49.99 CPanel 107.88		N/A	N/A
Adobe licence	16.72		16.72	
<b>Cloud Services</b>				
Rialtas	Included		51.30	96.00
Pear mapping	2.10		2.10	
<b>Total</b>	<b>227.92</b>		<b>228.84</b>	<b>315.70</b>
<b>Set-up costs</b>				
365, Teams, SharePoint and accounts		Failed to quote	150.00	97.50 275.00 137.50
Email Migration			225.00	275.00
Data Migration			300.00 to One Drive	275.00 Share Point/ Teams/ One Drive
Rialtas set-up				180.00
Staff Training				137.50 137.50
Councillor Training				275.00
Councillor Support				365.00
<b>Total</b>			<b>675.00</b>	<b>1,975.00</b>
<b>Total – Year 1</b>	<b>2,892.91</b>		<b>3,421.08</b>	<b>5,763.40</b>



## Renewal of the BI contract

Council signed a 3-year contract with BI for agenda software in November 2020. The terms and conditions state that notice to off-board must be given 90 days before the end of the initial period meaning that Council needed to give notice by 17 August 2023 to prevent the contract auto-renewing. Council did not receive any reminders regarding auto-renewal nor details of ongoing costs. The Clerk raised this with BI and discovered that the contract had already auto-renewed for a further 12 months and can only be terminated by giving notice 90 days' notice prior to the end of the new contract end date of November 2023.

The current contract cost is £2,400 per year which equates to approximately £50 per agenda. The officers find BI easy to use, it allows for papers to be added and updated easily and it creates a compressed pack of the agenda and associated papers into one single PDF which can easily be added to the website, as required by the Transparency Code. Since adopting the package, many hours have been saved compared to when packs were created manually and delivered by hand, however, the Clerk has not used any other paperless system so has no basis for comparison on ease of use and/ or value for money.

Having discussed this with BI, they have agreed to offer the council a new 3-year contract, with a notice period of 30 days before the end of the initial period, at £200 a year. As a gesture of good will, BI have also agreed to reduce the current contract cost to £200 for this year.

### ***For a decision:***

Council to decide whether to enter into a new 3-year contract with BI at a cost of £200 a year or to remain on the existing contact, giving notice to off-board in August 2024.

# Goudhurst Parish Council

## Chairman of the Council

Cllr Antony Harris  
The Oast House  
Curtisden Green  
Cranbrook  
Kent TN17 1LL  
Telephone: 01580 211329  
antony.harris@goudhurst-pc.gov.uk



## Clerk to the Council

Mrs Claire Reed  
The Hop Bine  
Risebridge Farm  
Goudhurst Cranbrook  
TN17 1HN  
Telephone: 01580 212552  
clerk@goudhurst-pc.gov.uk

<http://goudhurst-pc.gov.uk>

26 September 2023

## Name

Address

Address

Address

Address

## By Email only

Dear

### *Maintenance Works to hedges in the Burial Grounds, Goudhurst*

As discussed, Goudhurst Parish Council would be grateful if you would please provide a quotation for works to the burial ground hedges as detailed below:

#### *1. East side holly hedge*

Hedge to be severely cut back by 4 foot to expose hidden gravestones. To cut the top of the hedge level. All arisings to be removed.



## *2. West side conifer hedge*

To cut the growth on the rear of the hedge. To be worked on from the garden of the adjacent residential property and reduced to same height as on the burial ground side. All arisings to be removed.



## *3. Southern hedge*

Back of the hedge to be severely cut back. The area through the foot gate to be cleared of bramble and detritus to make space useful again and to reopen the footpath connecting with the Lower Glebe field. All arisings and detritus to be removed.









I would be very happy to meet you at the Burial Grounds to discuss the requirements if anything is unclear. Please do call on 01580 212552 to arrange a site meeting.

Yours sincerely

Claire Reed (Mrs)  
Clerk and Proper Officer to Goudhurst Parish Council

## **KALC COMMUNITY AWARDS SCHEME 2024**

**(SUPPORTED BY KENT COUNTY COUNCIL, THE HIGH SHERIFF OF KENT  
and MAYOR OF MEDWAY)**

### **OUTLINE**

Aim of the Scheme: To acknowledge and give recognition to those that have made a significant contribution to their local community.

Implementation: The closing date for nominations will be 2nd February 2024, so that the presentation of the awards can take place at the 2024 Parish, Town and Community Council or Parish Meeting (Local Council) Annual Meetings, which take place between March and 1 June 2024. It is recognised that some Local Councils already have their own well-established Community Awards Schemes in place. Where that is the case the KALC Scheme could be presented as an additional award.

It is also recognised that some principal authorities have their own Awards Scheme for their area. The KALC Awards Scheme will operate on a more local level and should therefore avoid duplication or overlap with the principal authority.

#### Who can be nominated for an Award?

Anyone that the Local Council/public think merits an Award for having made a significant contribution to their local community. The person/group must live or work within the Local Council boundary. We are unable to accept nominations for campaign groups.

#### What is the nomination process?

The Local Council would make their own decision as to how they want to identify those that have made a significant contribution to the local community. For example, the Local Council might already know who that person might be, or they might decide to formally invite nominations from their local community with the winner being the one with the most nominations.

#### What is the criteria for making an Award?

There will be no pre-determined criteria on what a “significant contribution to the local community” might be, although as above we are unable to accept nominations for campaign groups. These criteria would be determined by the Local Council taking into account what was important to them locally. However, some examples of criteria that Local Councils might want to consider are set out in Annex A.

### What does the winner receive?

This will be a Certificate signed by those supporting the Scheme, including the Kent County Chairman/representative from Medway and the KALC Chairman. The Local Council will provide no more than 30 (thirty) words that they would like inserted on the Certificate to explain the reason for the Award. The Local Council can decide whether it wants to also present something to the winner or to all nominees.

### Who presents the Award?

The Award should be presented by the Local Council Chairman/Mayor at their 2024 Annual Meeting. If the Council would like one of the Supporters of the Scheme to participate in the presentation, then please let KALC know so that we can see who would be available to attend. The Awards would provide an opportunity to promote the Local Council and the Award winner in the local media.

### Is there any funding available to support the Award?

The Award Scheme has been designed to avoid creating undue time or financial burdens on the Local Council. The cost of the Certificates and frames will be met by Kent County Council.

## **ANNEX A**

### **Examples of possible criteria**

A significant contribution to the local community could be any or all of the following:

- a) Long and sustained service to the community or part of it;
- b) Achievements or actions of an inspiring nature to the local community;
- c) Such other activities which have reflected credit on or brought benefits to the village/town or its people;

In reaching its decision, the Council might want to take into account any or all of the following:

- The level of commitment shown;
- Any obstacles that had to be overcome;
- The amount of benefit derived by the community;
- The number of people benefited or affected;
- The length of service;
- Such other matters that in the opinion of the Council promote the purpose of the Award.



# Goudhurst Parish Council



## YOUTH & HOUSING COMMITTEE

Minutes of a Meeting held on 24 October 2023 at 7.30pm in the Church Rooms

**Councillors Present:** Cllrs Craig Broom, Antony Harris, Phil Kirkby (Chairman), David Knight and

**Officers Present:** None

**Others Present:** Steve Hope (Goudhurst Dynamos)

### APOLOGIES

413/23 Apologies for Absence were received from Cllr Alison Webster (TWBC meeting).

### DISCLOSURES OF INTEREST

414/23 There were none.

### MINUTES OF THE LAST MEETING

415/23 It was **resolved** that the minutes of the Youth & Housing Committee meeting held on 25 July 2023, and previously distributed to members via Board Intelligence, be accepted as a correct record.

### QUESTIONS FROM THE PUBLIC AND PRESS

416/23 There were none.

### VENTILATION AT CHEQUER FIELD

417/23 It was **resolved** to obtain a further quote for a MVHR system. **Action: Clerk**

### YOUTH SHELTER

418/23 It was **resolved** to defer a decision on the design pending the outcome of the public consultation.

### REQUEST FOR A NEW AED FOR THE VILLAGE GREEN

419/23 It was **resolved** to budget £1,500 for a new AED to be placed on or near to Goudhurst Village Green. **Action: RFO**

**Post Meeting note:** The Department for Health and Social Care has launched a fund to help fund public accessible defibrillators, 1900 applications will receive match funding of £750 – **Clerk to investigate.**

### ITEMS FOR INFORMATION

420/23 The memorial bench for the Play Area has arrived. The metal picnic bench will be removed in the coming weeks and a new brick base will be laid for the new bench.

421/23 The Council had been successful in securing a Grass Pitch Maintenance Fund grant from the FA. The grant will allow the council to spend in the region of £19k on the Chequer Field over the next 6 years.

422/23 The Annual Inspection of Back Lane Play Area equipment has been booked and will take place before the end of the year.

### DATE OF NEXT MEETING

423/23 Next Youth & Housing Committee Meeting, Tuesday 23 January 2024 at 7.30pm.

Claire Reed

Clerk

### Appendix 4 to Minutes of a Council Meeting held on 14 November 2023

#### Recommendations and Decisions October 2023

Application	Address	Proposal	GPC	TWBC
22/02835	Triggs Oast, Cranbrook Road	Proposed removal of the existing tennis court and the erection of a new detached house and detached garage, with associated works and landscape enhancements.	Refuse, the application fails to meet key policies in Goudhurst NDP and Borough plans and, in terms of section 80, does not appear to meet the criteria for exceptional quality of design.	Withdrawn
23/02520	The Firs, Chicks Lane, Kilndown	Proposed two storey and part single storey rear extension	Approve	
23/02210	Smugley Farm - amended plans	Variation of Condition 2 of Planning Permission 21/04235/FULL (Erection of two replacement dwellings with associated landscaping (amendments to planning permission 18/03451/FULL)) - replacement of detached car barn with family room and inclusion of swimming pool on Plot 2	Approve	
23/02637	Knights Hole, Jarvis Lane	Demolition of existing stables and erection of self-contained annexe (Retrospective)	The Council deprecates the use of retrospective planning applications. Our view is that the size and scale are in keeping with the original building and the materials are similar. We accept that it is not visible from surrounding properties of footpaths.	
23/02684	4 Priors Heath	Single storey infill of enclosed courtyard and changes to fenestration on east elevation	Approve	

**Appendix 4 to Minutes of a Council Meeting held on 14 November 2023**

Recommendations and Decisions October 2023

23/02690 & 23/02691/LBC	Old Peacock Cottage, Cranbrook Road	Erection of oak framed garden room to the side following removal of existing extension	Refuse in its current form - the proposed extension does not conserve what is an important building. GPC will support the decision of the conservation architect.	
23/02753	Beech House, North Road	Demolition of existing lean to and conservatory, internal alterations, new dormer to existing roof and the construction of a two-storey side extension with 2 No. dormers	Approve	

Dear Mrs Reed,

**RE: 23/01616 –Two storey side and rear extensions and alterations to fenestration, 15 Lurkins Rise, Goudhurst.**

Thank you for your letter regarding planning application 23/01616.

Your comments relate to how the application was approved, and your perception that your comments were dismissed. The specific points raised are:-

- Mass and Scale, and Respecting building lines, policies D1a and D1b of the Goudhurst Neighbourhood Development Plan
- Impact on neighbours

I refer you to the officer report paragraphs 10.25, 10.26, and 10.27 which relate to the GNDP policies D1 a) and b) and should be fully reviewed.

In regards to scale and massing the extensions were considered to be appropriate in form, and sympathetic in design to the host dwelling, furthermore a stepped detail in the ridge enabled the extension at the side to be read as a later addition to the original dwelling which is a common approach to ensuring that extensions are not only subservient visually, but they reflect a natural evolution of the area as a whole. The officer report does acknowledge the side extension is significant in size, but that it has been designed in an appropriate manner to be acceptable in relation to scale and massing.

Regarding the building line, the report sets out that there are material factors than make the projection at the side of the dwelling acceptable. The building line would be respected owing to the setback from the adjacent road, the rise in ground levels and the irregular building line currently in place would not be harm the character of the area. I would add that the building line to the north is angled and irregular rather than being regular and along front elevations of properties. Furthermore, to the east there is a lack of consistency where two new dwellings were added recently, these step out in front of the more established building line of No's 1 – 7 Bankfield Way.

The impact on the attached neighbour (No.13) is assessed in the report at paragraph 10.05 – 10.12. The assessment indicates that the impact on principal habitable rooms of No.13 would be limited. No further evidence was provided to suggest the harm from the extension would be so significantly adverse as to warrant a refusal.

The application was called in and heard by planning committee, democratically in a public meeting, and the local residents took their opportunity to address the committee, as did Cllr Knight. A significant debate was had by the members of the committee on the merits of the application including the matters above and the application was approved 7 in favour 3 against. All of the details of the meeting including a full recording and minutes are available online here.

<https://democracy.tunbridgewells.gov.uk/ieListDocuments.aspx?CId=377&MId=5453&Ver=4>

Officers of the planning department make recommendations on the merits of each application they review. If an application has merit and it is felt that the proposed development accords with the relevant policies of the development plan they will recommend the application for approval, further negotiation to amend a scheme is not required if it is felt that the scheme is acceptable.

The application was determined having regard to the following policies as set out in the officer report

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**National Planning Policy Framework (NPPF) 2021**

**National Planning Practice Guidance (NPPG)**

**Tunbridge Wells Borough Local Plan 2006** Policy EN1: Development Control Criteria Tunbridge Wells Borough Core Development Strategy 2010 Core Policy 4: Environment Core Policy 5: Sustainable Development and Construction Core Policy 14: Development in the Villages and Rural Areas Supplementary Planning Documents Alterations and Extensions Supplementary Planning Document 2006

**Tunbridge Wells Borough Submission Local Plan 2021** Policy STR1: The Development Strategy  
Policy EN1: Sustainable Development Policy EN19: The High Weald Area of Outstanding Natural  
Beauty

**Goudhurst Neighbourhood Plan 2013-2037** Policy L1: Development within the AONB Policy L10:  
Views Policy D1: Design Considerations Policy D2: Boundary Treatments Policy D5: Extensions

I hope this gives you some assurance that the comments submitted against the planning application were considered and given weight in the officer report and the decision making process.

If you have any further concerns as to why the application was approved and the weight attributed to residents' comments, in this case you may wish to approach members of the planning committee directly, as they ultimately made the decision to approve the scheme following officer recommendation and public debate.

Yours Sincerely,

**Carlos Hone MRTPI (He/Him)**  
**Head of Planning**

Dear Parish Councils/KALC,

Hope you are all well.

I just wanted to let you know that the **West Kent Rural Grant Scheme** is now open again for applications. This capital grant funding scheme is aimed at both rural businesses and communities (Parish Councils that are located within the eligible area can apply) and grants range from £2,000 to £24,999.

You can find further information, including the guidance notes and the application form via <https://www.sevenoaks.gov.uk/westkentruralgrants>

A link to the DEFRA magic map is also available on the link above (and has also been attached to this email). This map shows the eligible rural area. Please note some areas of the borough are not eligible for this fund as they have been deemed by DEFRA to be urban in nature.

This is a rolling call for applications, so the scheme will stay open until the funding pot has been exhausted. However, for applicants looking to get their proposals to the first panel decision meeting on 24 January 2024, complete applications will need to be submitted by 10 January 2024. The following panel meeting will be on 06 March 2024, and complete applications will need to be submitted by 21 February 2024 to be considered at this meeting. As things stand, there is also a panel meeting scheduled for 16 April (deadline of 02 April 2024), and further panel dates will be released while funding remains available. The West Kent Rural Grant scheme will close when all funds have been allocated.

If at all possible I would be extremely grateful if you could share the attached flyer with your local community/find space on any community noticeboards. The flyer has a QR code on it that takes interest parties directly to the relevant webpage.

If you have any queries then you can either contact me via this email address or [ruralgrants@sevenoaks.gov.uk](mailto:ruralgrants@sevenoaks.gov.uk)

All the best

Jeremy Whittaker  
Strategic Economic Regeneration Manager  
Tonbridge and Malling Borough Council