

Goudhurst Parish Council

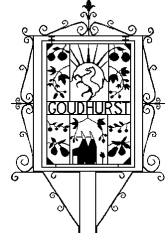


Full Council Meeting 13.02.24

MEETING
13 February 2024 07:00 GMT

PUBLISHED
7 February 2024

Goudhurst Parish Council



To: Members of Goudhurst Parish Council

I summon you to a Meeting of Goudhurst Parish Council on Tuesday 13 February 2024 at 7.00pm in The Church Rooms, Back Lane, where business detailed on this agenda will be discussed.

Goudhurst Parish Council recognises that there are continuing risks associated with COVID-19 and is supportive of individuals wearing masks in meetings and maintaining a social distance. In order to keep everyone safe, please do not attend a meeting if you have COVID-19 symptoms or have tested positive for COVID-19 in the past 5 days. We will continue to review the risks and will comply with any future controls recommended or mandated by HM Government.

Members of the Public and the Press are welcome to attend this meeting and to ask questions or raise issues of local interest prior to the start of the meeting. 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)).

Please inform the Assistant Clerk if you intend to film or record the Meeting.



Katrina Hoyle
Assistant Clerk to Goudhurst Parish Council
07th February 2024

Parish Council Office - The Hop Bine, Ranters Lane, Goudhurst, TN17 1HN
01580 212552 | clerk@goudhurst-pc.gov.uk | <https://goudhurst-pc.gov.uk> | 07494 117313

Quorum for Council: 4 Members

Agenda

Location	Date	Time	
The Church Rooms, Back Lane	13 Feb 2024	07:00 GMT	
Item	Time	Page	
7pm - prior to the start of the meeting. Questions and comments from members of the press and public.	07:00	-	
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.	07:30	-	
2 Declarations of Interest	07:31	-	
3 To approve and sign as a correct record the Minutes of the Parish Council Meeting held on Tuesday 9th January 2024, and available to members prior to the meeting via Board Intelligence.	07:32	5	
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).	07:33	-	
5 Chairman's Report	07:43	-	
6 Accounts	07:48	-	
6.1 To approve payments for Feb 2024.		21	
7 Resolutions		-	
7.1 Council to resolve to make Assistant Clerk, Deputy Clerk as recommended by the Employment Working Group.		-	
7.2 Council to consider and resolve to work towards being certified as an IDA Dark Sky Community within 3 years.		24	
7.3 Council to receive update and make a decision on nominations for a KALC Community Award 2024.		-	
7.4 To receive an update on plans for the D-Day 80 Celebrations and to decide on any action needed.		-	
7.5 Council to receive an update on the proposal to establish a village events calendar and to decide on any action needed.		-	
7.6 To receive update on purchase of the proposed office space		-	
8 Planning Committee		-	
8.1 Members to note Committee recommendations and TWBC decisions in January 2023	07:53	45	
9 Committee Reports		-	
9.1 Council to adopt the minutes of the Youth & Housing Committee meeting held on 24 October 2023 and to note decisions made.		47	

	Item	Time	Page
	To spend up to £5578 on the ventilation, pending the outcome of the alternative quote		-
	To change name to “Village Shelter”. It is noted this will be included in the wider village strategy		-
	The AED to be put on Church Rooms by the designated contractor		-
	To investigate long term fencing options.		-
	The expenditure of £92 GMA Level One Training		-
9.2	Council to adopt the minutes of the Highways Committee meeting held on 16 January 2024 and to note decisions made.		49
	To create a pre-HIP proposal (to reduce speeding up Winchet Hill		-
	To speak with KCC to investigate the re-opening of the KCC owned Carpark.		-
	To approve expenditure of £1,405.95 and the additional pole to allow movement.		-
10	Correspondance		-
11	Items for information	07:55	-
11.1	Date of next Meeting: Tuesday 12 March 2024 at 7.00pm, Church Rooms.		-

Goudhurst Parish Council



MINUTES OF A MEETING OF GOUDHURST PARISH COUNCIL

on Tuesday 09 January at 7.00pm in the Church Rooms

Before the meeting was convened, there was public participation but no requests to speak had been received.

PARTICIPANTS

Councillors present: Cllrs Craig Broom, Antony Harris (Chairman), Edward Hodgskin, Suzie Kember, Julia Kiggell, Phil Kirkby, Geoff Mason, Ed Read-Cutting, Caroline Richards, Paul Wareham.

Officers present: Kat Hoyle, Assistant Clerk and Panetta Horn, RFO.

Others present: Sean Holden arrived at 19.55 and left 20.10

APOLOGIES

562/24 Apologies were received from Alison Webster for being late due to work commitments (arrived 20.26) and David Knight (LPC).

DISCLOSURES OF INTEREST

563/24 None

MINUTES OF THE LAST MEETING

564/24 It was **resolved** that the minutes of the Parish Council Meeting held on 12 December 2023, copies of which had been previously distributed to Members via Board Intelligence, be signed by the Chairman as a correct record.

REPORTS FROM COUNTY & BOROUGH COUNCILLORS

565/24 **County Councillor Sean Holden**

- *Meeting with cabinet member about the recategorization of the A262, was not successful. The matter around additional signage was raised, but equally unsuccessful given the restrictions around the road classification. Cllr Holden is meeting the traffic groups of Biddenden, Sissinghurst and Goudhurst in January.*
- *Reports of Cranbrook Highstreet being closed from 16th January.*
- *Updates regarding sewage flooding near Romney Marsh*
- *Kent County Council continues to tackle the increasing issues of potholes using the 138million offered from Central Government, although it is noted this sum is to last ten years.*
- *Craig Broom asked about supporting the objection to application 23/03246/FULL. Sean Holden confirms he has been in contact with Cranbrook Parish Council but considers it unlikely the application will pass.*

566/24 **No updates from Borough Councillors**

567/24 It was **resolved** to close the meeting to members of the public and press in accordance with Public Bodies (Admission to Meetings) Act 1960, s2 owing to the commercial sensitivity of the business to be transacted.

COMMUNITY ASSET

568/24 Council considered the proposal as presented at the meeting, around the potential purchase of a community asset and it was **resolved** to continue with the public consultation before any decision is made. Craig Broom and Antony Harris to meet with relevant parties before public publication.

The meeting was reopened to members of the public and press.

ACCOUNTS

569/24 Council **noted** the summary of receipts and payments in December 2023:

Receipts UTB in December 2023

Amenities Income	0
Burial Authority	670
Mary Day Garage Rents	606

Receipts CCLA in November 2023

450

Total Receipts

£1,726

Payments December 2023

UTB	25,566
CCLA	0

Total Payments

£25,566

Cash Balances at Bank

UTB at 31st December 2023	110,116
CCLA at 30th November 2023	98,898

Current Balances

£209,014

570/24 Council **resolved** to approve the payments for January 2024 as presented at the meeting and detailed in Appendix 3.

571/24 It was **resolved** that Cllrs Phil Kirkby and Geoff Mason would approve the electronic payments on UTB. **Action: RFO**

CHAIRMAN'S REPORT

572/24 The Chairman briefed council, the report can be found at Appendix 1.

573/24 It is **noted** an informal brain storming session will take place discussing key focus and projects.

574/24 It is **noted** there is an active gardening club in Kilndown and for contact to be made for judging Goudhurst Parish in Bloom.

CLERK'S REPORT

575/24 Council **noted** the proposed meeting dates 2024 -25.

576/24 It is **resolved** to amend the Burial Committee dates in June and September to 19.30 and keep March and November as 13.00. **Action: Asst. Clerk to update.**

It was **resolved** the extend the meeting by ten minutes.

RESOLUTIONS

577/24 It was **resolved** for the working group to present the proposed public consultation strategy, including the survey, and timeline at the February meeting. **Action: Asst. Clerk to add to February Agenda**

578/24 It was **resolved** for two nominations for the KALC Community Award. Action: **Asst. Clerk** to check if nominations can be awarded posthumously

579/24 Edward Hodgskin requests members send known event dates to him to aid in the creation of the parish event calendar.

580/24 Suzie Kember updated members on plans for D-Day 80. It was **resolved** for Edward Hodgskin to speak with the School.

PLANNING COMMITTEE

581/24 ***Recent planning Applications***; Please see Appendix 4.

CORRESPONDENCE

582/24 There were none

ITEMS FOR INFORMATION

583/24 There were none

NEXT PARISH COUNCIL MEETING

584/24 Parish Council Meeting on Tuesday 13th February 2024 at 7.00pm in the Church Rooms.

The meeting closed at 21.37 pm

Kat Hoyle

Chairman's Report – January 2024

Purpose: Items for information, discussion, and if for decision then future agenda.

Part A. Current matters

Confirmation from Clerk date for **next Goudhurst PC election – May 26?** (barring vacancies).

Note, Borough Council **election May**, potential candidates will need to declare interest to GPC at a certain point.

What do councillors consider should be our **GPC Priorities for 2024** (limited in number so they get done/started) for February Council.

Parish Activities Fete, Christmas Fair etc.

What are the plans for Parish Events to seek cooperation, coordination and harmony with various Parish events, organised separately and collaboratively in the parish and the GPC role – legal (needing input by Clerks, road closures etc) and by choice (events calendar, committee etc) on agenda. Annual events plan – Who? How/ When? Jan?

Traveller site.

Where have we got to on this? Clerk and others.

Cranbrook High Weald Closure and local educational options. Follow up to visit with Cranbrook Chairman re planning application objection (on GPC Planning agenda).

Goudhurst in Bloom.

Good news, Gill Wallis Hoskins has offered to resume her judging role, we also have some volunteers.

Where are the cups - they appear to have been located. Who is leading for **GPC? Timing?**

Part B. Longer term.

Planning and the TW Agreement. KALC group reforming to agree priorities (GPC input).

Parish Council – Scope of interest.

What role will Parishes play in the future? Do we shape our future or just ride with it?

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

KALC TW Area Committee

Issues for future meetings of Area Group? Follow up to last meeting – Planning (and NDP) workshop with external facilitators proposed after May elections. What else of interest should Chairman take to KALC.

KALC AGM 2024 probably in November – suggest some Councillors may find interesting. Clerk to watch out for date.

ADH

9 Jan 2024

Goudhurst Parish Council

Parish Council Meeting Dates 2024-25 (subject to change)

Meetings take place in the Church Rooms unless specified otherwise

Agendas can be found at <https://goudhurst-pc.gov.uk>



Month	Council Meeting	Planning Committee	Amenities Committee	'Highways' Committee	Youth & Housing Committee	Finance Committee	Burial Authority
April	Tuesday 9 th 7.00pm	Tuesday 9 th 6.30pm Tuesday 23 rd 6.30pm			Tuesday 23 rd 7.30pm		
May	Tuesday 14 th 7.00pm	Tuesday 14 th 6.30pm Tuesday 28 th 6.30pm	Tuesday 28 th 7.30pm				
June	Tuesday 11 th 7.00pm	Tuesday 11 th 6.30pm Tuesday 25 th 6.30pm		Tuesday 25 th 7.30pm		Tuesday 18 th 7.00pm	Tuesday 18 th 1.00pm Hop Bine
July	Tuesday 9 th 7.00pm	Tuesday 9 th 6.30pm Tuesday 23 rd 6.30pm			Tuesday 23 rd 7.30pm		
August	Tuesday 13 th 7.00pm	Tuesday 13 th 6.30pm Tuesday 27 th 6.30pm	Tuesday 27 th 7.30pm				
September	Tuesday 10 th 7.00pm	Tuesday 10 th 6.30pm Tuesday 24 th 6.30pm		Tuesday 24 th 7.30pm		Tuesday 17 th 7.00pm	Tuesday 17 th 1.00pm Hop Bine

Month	Council Meeting	Planning Committee	Amenities Committee	'Highways' Committee	Youth & Housing Committee	Finance Committee	Burial Authority
October	Tuesday 8 th 7.00pm	Tuesday 8 th 6.30pm Tuesday 22 nd 6.30pm			Tuesday 22 nd 7.30pm		
November	Tuesday 12 th 7.00pm	Tuesday 12 th 6.30pm Tuesday 26 th 6.30pm	Tuesday 26 th 7.30pm			Tuesday 19 th 7.00pm	Tuesday 19 th 1.00pm Hop Bine
December	Tuesday 10 th 7.00pm	Tuesday 10 th 6.30pm					
January 2025	Tuesday 14 th 7.00pm	Tuesday 14 th 6.30pm Tuesday 28 th 6.30pm		Tuesday 28 th 7.30pm			
February	Tuesday 11 th 7.00pm	Tuesday 11 th 6.30pm Tuesday 25 th 6.30pm			Tuesday 25 th 7.30pm		
March	Tuesday 11 th 7.00pm	Tuesday 11 th 6.30pm Tuesday 25 th 6.30pm	Tuesday 25 th 7.30pm			Tuesday 18 th 7.00pm	Tuesday 18 th 1.00pm Hop Bine

Goudhurst Parish Council

RFO report to Council

Accounts.to (31/12/23)

These figures will be presented to Council at the January 2024
Council meeting.

Receipts UTB in December 2023

Amenities Income	0
Burial Authority	670
Mary Day Garage Rents	606

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Total Payments

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Cash Balances at Bank

UTB at 31st December 2023	110,116
CCLA at 30th November 2023	98,898

Current Balances

£209,014

Accounts Payable to 31.12.2023 for authorisation

Payment Ref	Invoice Number	Supplier	Description	Gross	Net	VAT Code	Vat	Authorisation Ref
25280	8936	KALC	Lunch at KALC conference	6.00	5.00	s	1.00	Clerks Discretion
25281		GVH	Hall Hire for Hop Pickers meeting	15.00	15.00	z	0.00	Council
25282	2348	F&C	November Cleaning of Balcombes Toilets	802.80	669.00	s	133.80	Contract
25283	1176	Board Intelligence	Annual Software contract	144.00	120.00	s	24.00	Contract
25284	2522319	Castle Water	December Water usage Balcombe toilets	68.50	68.50	z	0.00	contract
25285	247053	SLCC	Assistant Clerk Annual Membership	188.00	188.00	z	0.00	Contract
25286	213976	SLCC	Course for Assistant Clerk	36.00	30.00	s	6.00	Clerks Discretion
25287	693	Hedgehog R Us	Hedgehog highways for residential properties	157.50	157.50	z	0.00	Council
25287		Richard Greenaway	Maintenance at Toilets	132.40	132.40	s	0.00	Clerks Discretion
25288	71763	Envirocure	December L8 Control Chq Field	61.50	51.25	s	10.25	contract
25289	4652	Pearsons	Balance for works at Tattlesbury Triangle	180.00	150.00	s	30.00	Contract
25290		Microshade	January Payment for Software	82.66	68.88	S	14.22	Contract

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

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.

A year to date expenditure report will be issued next week following completion of the December Bank Reconciliation.

Panetta Horn
RFO
4 January 2024

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.

Appendix 4 to Minutes of a Council Meeting held on 9th January 2024

Recommendations and Decisions December 2023

Application	Address	Proposal	GPC	TWBC
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 The Council does not consider that the development will impact any neighbours.	Permitted
23/02814/LBC	Iden House , Cranbrook Road	Listed Building Consent - Addition of one dormer window on the west mezzanine roof, Conversion of mezzanine space into shower room	Approve	Permitted
23/02813	Iden House , Cranbrook Road	Addition of one dormer window on the west mezzanine roof, Conversion of mezzanine space into shower room	Approve	Permitted
23/02881	May Farm, Chicks Lane	Alterations to existing private access road including: new permeable surfacing, relocation of gates, planting of new trees, hedge and grass	Approve	Permitted
23/03097	Chingley Manor London Road, Flimwell	Demolition of existing concrete portal framed agricultural barn and erection of a timber framed barn for agricultural purposes	Approve	
23/03175/LBC	The Granary, Finchcocks, Riseden, Goudhurst, Cranbrook, Kent, TN17 1HH	Listed Building Consent - Internal alterations forming additional bedroom and ensuite shower room	Approve	

Appendix 4 to Minutes of a Council Meeting held on 9th January 2024

Recommendations and Decisions December 2023

23/03213/FUL L	12 Flimwell Close, Flimwell, Wadhurst, Kent, TN5 7PP	Three storey dwelling house and detached garage	Refuse The Council raised concerns regarding the scale and mass of the proposal, particularly in relation to neighbouring properties, character and street scene. Concerns were also raised over the height of the building and the close proximity to the A21.	
23/03283/ENV SCR	12 Flimwell Close Flimwell Wadhurst Kent TN5 7PP	EIA Screening Opinion: Three storey dwelling house and detached garage (23/03213/FULL refers)	No comment	

Mrs C Reed
Parish Clerk
Goudhurst Parish Council
The Hop Bine
Risebridge Farm
Goudhurst
Cranbrook
TN17 1HN

21 December 2023

Dear Claire,

Re: Thank you for your Donation

Thank you for your Grant of £1000 that we received 15th December 2023 in support of the Cygnets Parenting Programme which is very much appreciated. I would like to take this opportunity to invite the councillors to visit us at Hextable to see for themselves what is provided here and how that is beneficial to our families.

About We Are Beams

Please find our Annual Review enclosed for the year 2022-2023. We are very proud of what we have achieved over the past 12 months and the wider impact this has had on local children living with a disability. This is just a snapshot of some of the activities we have delivered and has been brought to life with photos and graphics.

The Garden project, a daring Capital Appeal launched during the pandemic and completed in March 2023, blossomed into an award-winning success story. We proudly won the Special Project Award at the Kent Charity Awards and the Best Marketing Campaign award at the Dartford Business Awards in 2023.

It was thanks to donations that we are able to deliver our range of services. We received in total 5587 donations, large and small and generated £808,318 fundraising income. Our total revenue performance with commissioned services was £2,131,000. This was a new record set and has enabled us to support so many more families in need.

The generous support we have received this year has been instrumental in enabling us to continue our vital services for disabled children and their families in Kent and Medway but as a charity, we rely heavily on the kindness and generosity of our community. Your contribution would directly impact the lives of hundreds of families, including those residing in your parish, facing the challenges of raising a disabled child

and will help us continue providing essential services such as respite care, family support, and advocacy.

We Are Beams has an unwavering dedication to alleviating stress and isolation among families of disabled children by providing essential support and resources, empowering these families to navigate the challenges they face with resilience and hope. Without the charity's intervention, many families would struggle to cope, experiencing heightened stress and a sense of isolation that can have detrimental effects on their overall well-being.

With just one quarter left in this financial year, Beams stands ready to continue its vision of ensuring disabled children in our community receive the support they need to thrive and develop their independence.

Once again thank you for your kind support.

Yours sincerely



Marie Moorey
marie.moorey@wearebeams.org.uk

Goudhurst Parish Council

RFO report to Council

Accounts.to (31/01/24)

These figures will be presented to Council at the February 2024
Council meeting.

Receipts UTB in January 2024

Amenities Income	0
Burial Authority	520
Mary Day Garage Rents	303

Receipts CCLA in December and January 2023

872

Total Receipts

£1,695

Payments January 2024

UTB	10,994
CCLA	0

Total Payments

£10,994

Cash Balances at Bank

UTB at 31st January 2024	100,000
CCLA at 31 st January 2024	99,771

Current Balances

£199,771

Accounts Payable to 31.1.2024 for authorisation

Payment Ref	Invoice Number	Supplier	Description	Gross	Net	VAT Code	Vat	Authorisation Ref
24005	1212	Goudhurst Village Hall	Reimbursement of electricity for CCTV and pond pump	445.00	445.00	z	0.00	Contract
24006		Horn	Reimbursement of RFO expenses and Assistant Clerks Phone	150.97	82.48 +52.00	S Z	16.50 .	
24007	99917	TWBC	Uncontested Election Fees	587.18	587.18	OTS	0.00	Statutory
24008	65793	PI	Annual Playground Inspection	144.00	120.00	s	24.00	Contract
24009		Risebridge	Contribution to Oil	252.29	252.29	z	0.00	Contract
24010	2402	F&C	Cleaning of Balcombes Toilets	796.80	664.00	s	132.80	Contract
24011		Ann Millward	Burial Digitisation 14 hours @ £15	210.00	210.00	z	0.00	Contract
24012	19247	Community Heartbeat	Defib Pads	265.14	220.95	s	44.19	
24013		Pam Boniface	Adverts for Christmas Fair	42.78	42.78	z	0.00	

The Council needs to appoint two Councillors to authorise the January's payments on Unity.

Balance at unity

We have applied to Unity Trust to open a deposit account, however this is awaiting identity confirmation of a Councillor before this will proceed. In light of this our balance in our current account remains at £100K, £15K over the deposit protection figure.

Contracts

All maintenance contractors have been contacted for prices for the three year contracts as agreed at Council. These will signed off as long as they fall within the predicted increase range. They will effective from March 2024.

Office Purchase Loan

We have heard back from the PWLB on our application and they have raised additional financial data which I am providing today. The Solicitors are working on the purchase and I will update Council as soon as the loan is approved.

Panetta Horn
RFO
5 February 2024



Community (IDSC) - Applicant Self-Checklist (Sept. 2023)

[Link to 2018 IDSC Guidelines \(updated Sept. 2023\)](#)

This Checklist has been designed to allow you to easily identify what your application must include. Column 2 shows each 'Compliance Requirement' in abbreviated form. Column 6 shows a cross-reference to the full 'Compliance Requirement' in the Guidelines.

Please proceed as follows:

1. *Where your application meets a 'Compliance Requirement':* In Column 3 enter 'Y'; in Column 4 identify the relevant page number(s) in your application; and in Column 5 include comments or brief application extracts that show how you comply.
2. *Where your application does not meet a 'Compliance Requirement' but you have a plan for how to comply:* In Column 3 enter 'N'; in Column 5 state what steps you intend to take to ensure compliance and the expected time frame.
3. *Where your application cannot meet a 'Compliance Requirement':* In Column 3 enter 'N'; in Column 5 state why you cannot comply; and if you consider this a serious issue, please contact DarkSky and we will work with you to see how best to proceed.
4. *When your Checklist is completed:* Send it to DarkSky with your completed application.

Please complete your Checklist as thoroughly as possible, as it will be used by DarkSky when reviewing your application.

Site Name:	
Prepared By:	
Date:	

A	Eligibility Requirements	Complies Y/N	Which Page(s)	Comment on this Item in Application	GXR*
1	Your Community has some form of legal organization officially recognized by outside groups.				P4-Eligibility

B	Application Elements	Complies Y/N	Which Page(s)	Comment on this Item in Application	GXR*
1	A map of the Community				P8-N1



B	Application Elements	Complies Y/N	Which Page(s)	Comment on this Item in Application	GXR*
	showing its legal boundaries				
2	Letters of Nomination and Support by a qualified DarkSky member and an elected community representative				P8-N2
3	A quality, comprehensive Lighting Management Policy (LMP) for the Community				P4-N1 + P8-N3
4	Documentation of examples of Community commitment and construction and/or renovation projects demonstrating effective application of the lighting policy				P8-N4
5	Proposed alternative wording for this IDSC, if desired, and the justification for it				P8-N5

C	Lighting Management Policy	Complies Y/N	Which Page(s)	Comment on this Item in Application	GXR*
1	Your Community has a comprehensive Lighting Management Policy like the IDA-IES Model Lighting Ordinance (MLO).				P4-N1
2	Full shielding is required of all lighting fixtures emitting more than 1,000 lumens.				P4-N1A
3	Emission of short-wavelength light is limited through one of the following restrictions:				P4-N1B
a	Light source correlated color temperature (CCT) must not exceed 3000 K; OR				P4-N1Bi
b	Allowed lighting must not emit more than 25% of its total spectral power at wavelengths				P4-N1Bii

* GXR: Cross-Reference to Page and Number of Item in IDSC Guidelines



C	Lighting Management Policy	Complies Y/N	Which Page(s)	Comment on this Item in Application	GXR*
	shorter than 550 nanometers; OR				
c	Scotopic-to-photopic (S/P) ratio of allowed lighting must not exceed 1.3.				P4-N1Biii
4	There is a restriction on the total amount of unshielded lighting, such as a limit on lumens per net acre or a total site lumen allowance in unshielded fixtures.				P4-N1C
5	There must be a policy to address over-lighting. This may be accomplished by limiting the average illuminance for any outdoor application, over the entire task area, to no more than 10% over the light levels recommended by, for example, the Illuminating Engineering Society (North America), the Society of Light and Lighting (United Kingdom), or other similar organization.				P4-N1D
6	Regulations on NEW installations of publicly owned outdoor lighting MUST :				P4-N1E
a	Clearly indicate where, when, and under what circumstances such lighting is warranted and permitted; AND				P5-N1Ei
b	Require all future such lighting to have adaptive controls and/or curfews.				P5-N1Eii
7	Restrictions on the installation and operation of illuminated signs, including ALL of the following:				P5-N1F
a	During the first hour after sunset and during the last hour				P5-N1Fi



C	Lighting Management Policy	Complies Y/N	Which Page(s)	Comment on this Item in Application	GXR*
	immediately preceding sunrise, sign luminance shall not exceed 100 nits (candelas per square meter); AND				
b	Signs may only be illuminated while the associated activity is taking place; for businesses, sign illumination must be extinguished completely during the hours the business is closed; AND				P5-N1Fii
c	The luminous or illuminated surface area of an individual sign must not exceed 18.6 square meters (200 sq. feet).				P6-N1Fiii
8	Outdoor recreational and sports field lighting may be exempted from strict shielding and emission requirements, provided ALL the following are met:				P6-N1G
a	ANSI/IES RP-6 guidelines (current version) are followed (<i>note</i> : another standard may be followed if appropriate, but this must be stated specifically in the LMP); AND				P6-N1Gi
b	Lighting is for the surface of play and the viewing stands only; AND				P6-N1Gii
c	Illuminance levels must be adjustable based on task; AND				P6-N1Giii
d	Offsite impacts of the lighting are limited; AND				P6-N1Giv
e	A strict curfew is in place – 10 p.m. or one hour after play ends; AND				P6-N1Gv
f	Timers are installed to prevent lights from being left on				P6-N1Gvi

* GXR: Cross-Reference to Page and Number of Item in IDSC Guidelines



C	Lighting Management Policy	Complies Y/N	Which Page(s)	Comment on this Item in Application	GXR*
	overnight.				
9	There is a maximum 10-year amortization period for ALL non-complying public AND private lighting to comply.				P6-N1H

D	Lighting Inventory	Complies Y/N	Which Page(s)	Comment on this Item in Application	GXR*
1	Required to determine whether City-owned lighting presently conforms with the LMP (see E1 below).				P6-N2A

E	Commitment to Dark Skies and Quality Outdoor Lighting	Complies Y/N	Which Page(s)	Comment on this Item in Application	GXR*
1	City-owned lighting conforms with the LMP or is committed to conform within 5 years.				P6-N2A
2	Municipal dark sky support and quality lighting is demonstrated by city publications, funding of lighting upgrades, etc.				P6-N2B
3	Broad support for dark skies is shown by a wide range of community organizations.				P6-N3
4	Success in light-pollution control is demonstrated through AT LEAST ONE of the following:				P6-N5
a	New construction and renovation activity built under the LMP, demonstrating effective lighting application; AND/OR				P6-N5A
b	Other evidence of success in light pollution control approved by DarkSky International.				P6-N5B

* GXR: Cross-Reference to Page and Number of Item in IDSC Guidelines



F	Sky Quality Measurement	Complies Y/N	Which Page(s)	Comment on this Item in Application	GXR*
1	A sky brightness measurement program must be established and maintained to follow the evolution of light pollution.				P6-N6

G	Education and Outreach	Complies Y/N	Which Page(s)	Comment on this Item in Application	GXR*
1	Community commitment has been shown by AT LEAST ONE of the following:				P6-N4
a	Minimum of two dark-sky awareness events per year; AND/OR				P6-N4A
b	Inclusion of dark sky brochures with other community leaflets for residents and visitors; AND/OR				P6-N4B
c	Inclusion of dark-sky education in Community schools' curricula.				P6-N4C

Mission: the purpose of this initiative is to reduce light pollution and protect the dark skies around Wadhurst and neighbouring areas of the High Weald National Landscape (formerly “AONB”) by becoming a certified Dark Sky Community within 3 years, for the benefit of multiple communities, ensuring beautiful natural dark skies for future generations.

Why do we need this project?

- “Inappropriate or excessive use of artificial light has serious environmental consequences for humans and wildlife”¹. The UK Government states² that artificial light “can be a source of annoyance to people, harmful to wildlife and undermine the enjoyment of the countryside or the night sky, especially in areas with intrinsically dark landscapes.”
- The High Weald is home to some of the darkest skies in the South East but light pollution is a growing issue in the AONB.³ Yet light pollution is the easiest and simplest type of pollution to fix because it is instantly reversible
- We need to ensure that light is directed to where it is needed, on the ground, rather than upwards where it is wasted and pollutes our dark night sky

Project goal: IDA certification

- The goal is to be certified as an IDA Dark Sky Community within 3 years, the first in the High Weald National Landscape
- We will work with Dan Oakley (IDA advocate and Dark Sky UK reviewer) to achieve certification

DarkSky UK certification criteria (UK chapter of the International Dark-Sky Association [IDA])

- We must have a dark sky policy that is enforceable by local UK planning authorities (i.e. embodied in District Council Local Plans and/or Parish Neighbourhood Plans)
- We must demonstrate community engagement and support
- We need a Lighting Plan to remediate public and private lights that don’t meet the standards
- We need case studies to demonstrate robust application of dark sky policy in the local planning process

Scope

- Five Parish Councils have committed to this initiative: Burwash (Rother); Goudhurst (Tunbridge Wells); Mayfield (Wealden); Ticehurst (Rother) and Wadhurst (Wealden). Other parishes may join later.
- These parishes are joining forces to:
 - align dark sky policies across the region, spanning 3 planning authorities: Rother and Wealden District Councils and Tunbridge Wells Borough Council
 - share resources, experience, costs, best practices and lessons learned
 - coordinate communication with our communities and speak with a stronger voice with planning authorities
 - maximise the area covered by the dark sky certification
- Each Parish can operate at its own speed so the convoy does not have to travel at the speed of its slowest member

Policy and standards

- We will develop dark skies policy for adoption by Parish Councils into Neighbourhood Plans (or other local plans)
- We will review and feedback robustly and proactively on dark sky policies proposed by our local planning authorities
- Policy will make reference to multiple relevant standards and guidelines such as:
 - Rother, Wealden and Tunbridge Wells Local Plan dark sky policy (expected Q2 2024)
 - High Weald National Landscape Management Plan dark skies policy (expected March 2024)
 - High Weald National Landscape Lighting Guidance (expected summer 2024)
 - “Institute of Lighting Professionals (ILP) Guidance GN01” standards
 - ILP / Bat Conservation Trust Guidance Note 08/18: “Bats and artificial lighting in the UK”
 - IDA DarkSky UK Guidelines

Enforceability

- We will work with Parish Councils to:
 - develop and adopt public dark skies policy into their Neighbourhood Plans
 - support community engagement activities
- We will engage Rother and Wealden District Councils and Tunbridge Wells Borough Council to:
 - develop and adopt public dark skies policy into their Local Plans
 - apply Parish dark sky policies when evaluating planning proposals

¹ Sky UK; <https://darksky.uk/light-pollution/>

² <https://www.gov.uk/guidance/light-pollution>

³ <https://highweald.org/get-involved/dark-skies/>

- obtain letters of support confirming that Parish policies will be taken into account in planning decisions
- create local recent case studies of successful enforcement of dark sky policies by the planning authorities, showing how the planning process has prevented or reduced light pollution

Community engagement

- Examples of historical community engagement:
 - Wadhurst & District Astronomical Society conducted a dark sky survey⁴ conducted in 2012
 - Wadhurst Nature Recovery Network conducted a light metering survey in Dec '22
 - High Weald National Landscape and some parishes organised a Dark Sky festival in Feb '23
- This initiative will develop a community engagement programme across the region which will incorporate:
 - An annual Dark Skies festival organised collectively across the in-scope parishes
 - Annual dark sky walks organised individually by each parish
 - A unified social media presence to engage the public through a dedicated website and Facebook page linked to Parish websites, X (aka Twitter) and Instagram accounts
 - Educational content written on behalf of all published in village magazines/social media by each parish
 - Leaflet drops to inform the public especially priority light polluters
- We will seek “letters of support” to evidence community engagement from schools and shops etc

Remediation

- Conduct bi-annual light meter surveys to track progress and to identify light pollution hotspots
- Public lighting:
 - Work with Parish Councils to identify lighting assets and sources of public / community-owned light pollution
 - Develop remediation plans to retrofit public lighting to comply with policy
- Private lighting
 - Publish simple guidelines for local residents and businesses to encourage policy compliance
 - Identify sources of private light pollution
 - Engage lighting owners to reduce pollution, encourage community involvement to apply peer pressure

Critical success factors

1. A parish councillor must be willing to lead policy development and approval; to secure District Council planning authority support; and to sponsor development of a Parish Lighting Plan
2. A local coordinator of a group of volunteers willing to organise activities such as lighting surveys, dark sky festivals, walks, village magazine publications, social media updates, schools contact etc

Risks

1. District and Parish Council elections in May 2027 could change the stakeholders and delay the initiative – this risk is mitigated by setting a 3 year timescale so we complete in the year (2026) before local elections
2. If all parishes seek certification as a bloc, there is be a risk that if one parish fails all parishes may fail – this risk will be mitigated through individual certification requests, subject to discussion with the IDA

Funding:

1. Funding may be required in due course to create a web presence, for printing leaflets, hiring event venues etc – costs have not yet been estimated
2. Funding may be sought by sharing costs among participating Parish Councils or other sources such as Sussex Lund

Document versions

Date published	Version	Updates	Published to
15 Oct 2023	0.1	First draft	Cllrs Pat Smith, David Shairp, Claire Moore and Phil Moore (Wadhurst PC) Sam Nicholas (High Weald National Landscape dark sky coordinator)
31 Oct 2023	0.2		Sam Nicholas; Dan Oakley (independent dark sky consultant); Cllr Pat Smith
13 Nov 2023	0.3	Dan Oakley feedback	Sam Nicholas Cllr Teresa Killeen (Ticehurst PC) and Caroline Donegan (Wild About Ticehurst)
18 Nov 2023	0.4	Sam Nicholas feedback Add Ticehurst	Cllr Pat Smith (Wadhurst PC); Cllr Teresa Killeen (Ticehurst PC) Wild About Wadhurst, Ticehurst, Battle, Brightling, Broad Oak, Burwash, Crowhurst, Dallington, Mayfield, Ticehurst, Warbleton
16 Jan 2024	0.5	AONB re-branding; CSFs 3-year timescale Add Mayfield & Burwash	Cllr Teresa Killeen (Ticehurst PC) and Caroline Donegan (Wild About Ticehurst)
26 Jan 2024	0.6	Enriched comms plan Funding needs Add Goudhurst	Wild About Battle, Brightling, Burwash, Crowhurst, Dallington, Etchingham, Goudhurst, Horam, Ticehurst, Wadhurst; Darwell Conservation Area; Heathfield Environmental Group; Mayfield Community Action Group; Rother Northern Parishes. High Weald National Landscape. IDA.

⁴ <https://wadhurstastro.co.uk/newsletters/Wadhurst%20Dark%20Sky%20Village%202012.pdf>

Dark Skies Roadmap

Draft v0.2

Jan 2024

	Deliverables	2024	2025	2026
Coordination & Certification	<i>IDA certification</i>	<ul style="list-style-type: none"> • Q1: Discover PC / DC baselines; agree Tor; 3-year roadmap; roles & resp's • Q2: Get IDA feedback • Q2: engage District Leads 	<ul style="list-style-type: none"> • Run coordination / progress checkpoints • Secure District Council Letters of Support 	<ul style="list-style-type: none"> • Submit IDA DS Community application • Achieve IDA award • Celebrate success!
Policy	<i>Parish Council DS policies</i> <i>District Council support</i>	<ul style="list-style-type: none"> ❖ AONB Management Plan ❖ Rother Local Plan ❖ Wealden Local Plan • Q2: Coordinate response to Local Plans • Q4: parishes to draft / update own DS policies 	<ul style="list-style-type: none"> • Public consultation on Parish neighbourhood Plans? • Approve Parish DS policies 	<ul style="list-style-type: none"> • Develop public & private case studies per Parish
Community Engagement	<i>DS festivals</i> <i>Dark Sky walks</i> <i>Press coverage</i>	<ul style="list-style-type: none"> • Q1: agree Comm Engagement plan • Q3: DS festival (where? who?) • Each parish to: publish 4 articles + run a DS walk 	<ul style="list-style-type: none"> • Q3: DS festival (where? who?) • Publish 4 articles • Run a DS walk per Parish • Obtain community "Letters of Support" 	<ul style="list-style-type: none"> • Q3: DS festival (where? who?) • Publish 4 articles • Run a DS walk per Parish
Prevention & Remediation	<i>Lighting surveys</i> <i>Lighting Plan</i> <i>Darker skies</i>	<ul style="list-style-type: none"> • Repeat survey to identify improvements • Pollution surveys to I/d hotspots • Develop Lighting Plan 	<ul style="list-style-type: none"> • Implement Lighting Plan year 1 objectives (eg leaflet drops, new-to-area pack; peer pressure) 	<ul style="list-style-type: none"> • Implement Lighting Plan year 2 objectives

DARKSKY INTERNATIONAL

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*TO PRESERVE AND PROTECT THE NIGHTTIME ENVIRONMENT AND OUR HERITAGE OF DARK SKIES THROUGH
ENVIRONMENTALLY RESPONSIBLE OUTDOOR LIGHTING*



DarkSky

International Dark Sky Community Program Guidelines

**2018 Version
Updated September 2023**

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DEFINITION OF AN INTERNATIONAL DARK SKY COMMUNITY

An International Dark Sky Community (IDSC) is town, city, municipality, or other similar political entity that has shown exceptional dedication to the preservation of the night sky through the implementation and enforcement of quality lighting policies, dark-sky education, and citizen support of the ideal of dark skies.

GOALS FOR IDSC CREATION

- To identify communities with exceptional commitment to and success in pursuing dark sky preservation and restoration, and their promotion of quality outdoor lighting
- To promote improved outdoor nighttime quality of life for residents and visitors
- To support protection of human health, nocturnal habitats, public enjoyment of the night sky and its heritage, and/or areas ideal for professional and amateur astronomy
- To provide local, national, and international recognition for such communities
- To promote the ideals of DarkSky by encouraging communities to identify dark skies as a valuable community asset and aspiration

DESIGNATION BENEFITS

Achieving this designation brings recognition of the efforts made by the Community government, residents, and public and private organizations to protect the night sky and the nocturnal environment dependent on it. The IDSC designation enhances awareness of dark sky matters on the part of Community residents and visitors.

Designation as an IDSC entitles the Community to display the International Dark Sky Community logo in official publications and promotions and on signs at entrances or within the Community, and to retain the use of this logo by other groups within the Community when identifying the area itself.¹ DarkSky will promote and highlight ongoing Community efforts to protect night skies, and will maintain pages identifying and describing all IDSCs on its website.

¹ For instance, a Community can identify itself as “Flagstaff, the world’s first International Dark Sky Community” or other words to the same effect, or an organization within the Community can state “located in Flagstaff, an International Dark Sky Community.”

ELIGIBILITY

The Community must have some type of legal organization that is officially recognized by outside groups. This can be in the form of a town, city, municipality, or other legally organized community (such as urban neighborhoods and subdivisions), but need not be an incorporated entity. Unincorporated or otherwise informally organized communities are eligible for IDSC status if their governing jurisdictions enact public policy consistent with the requirements of “Minimum Requirements for All Communities” (below) that are legally binding in at least the territory of the Community.

MINIMUM REQUIREMENTS FOR ALL COMMUNITIES

- 1) A quality comprehensive lighting policy like the IDA-IES Model Lighting Ordinance (MLO)² that includes all of the following minimum standards for permanent lighting installations^{3,4}:
 - A) Full shielding⁵ of all lighting fixtures over 1,000 initial lamp lumens⁶
 - B) A limit on the emission of short-wavelength light through one of the following restrictions:
 - i) The correlated color temperature (CCT) of lamps must not exceed 3000 kelvins; *or*
 - ii) Allowed lighting must not emit more than 25% of its total spectral power at wavelengths <550 nanometers; *or*
 - iii) The scotopic-to-photopic (S/P) ratio of allowed lighting must not exceed 1.3.
 - C) A restriction on the total amount of unshielded lighting, such as a limit on lumens per net acre or a total site lumen allowance in unshielded fixtures (or equivalent wattages)
 - D) A policy to address over-lighting. This may be accomplished by limiting the average illuminance for any outdoor application, over the entire task area, to no more than 10% over the light levels recommended by, for example, the Illuminating Engineering Society (North America), the Society of Light and Lighting (United Kingdom), or other similar organization.

² Online: <https://darksky.org/resources/guides-and-how-tos/model-lighting-ordinances/>. (Accessed 2023 Sep 25).

³ More information on developing a lighting policy may be found on the DarkSky website: <https://darksky.org/resources/guides-and-how-tos/outdoor-lighting-for-policy-makers/>. (Accessed 2023 Sep 25).

⁴ Lighting required by law under the authority of any legal jurisdiction higher than that of the Community may be formally exempted from the requirements of this section.

⁵ “Fully shielded” is defined as a light source screened and its light directed in such a way that none is emitted above the horizontal plane passing through its lowest light-emitting part.

⁶ “Initial lamp lumens” is defined as the number of lumens of light emitted by a lamp when new and not counting any depreciation of output due to the age of the lamp. This information can be found in manufacturer data sheets.

- E) Regulations of new installations of publicly owned outdoor lighting:
- i) A provision that clearly indicates where, when, and under what circumstances new publicly owned outdoor lighting, including street lighting, is warranted, and will be permitted; *and*
 - ii) A provision that requires that adaptive controls⁷ and/or curfews⁸ be employed in all future installations of public outdoor lighting
- F) There must be restrictions on the installation and operation of illuminated signs,⁹ including *all* of the following:
- i) Luminance levels for operation between sunset and sunrise shall not exceed 100 nits (100 candelas per square meter, cd/m²) as measured under conditions of a full white display; and
 - ii) During the first hour after sunset and during the last hour immediately preceding sunrise, sign luminance shall not exceed 100 nits (100 candelas per square meter, cd/m²); and
 - iii) Signs may only be illuminated while the associated activity is taking place; for businesses, sign illumination must be extinguished completely during the hours the business is closed; and
 - iv) The luminous or illuminated surface area of an individual sign must not exceed 18.6 square meters (200 square feet).
- G) Outdoor recreational and/or athletic field lighting may be exempted from the strict shielding and short-wavelength emission requirements above provided that *all* of the following conditions are met:
- i) Illuminating Engineering Society (IES) lighting guidelines (RP-6) are followed according to the appropriate class of play
 - ii) Field lighting is provided exclusively for illumination of the surface of play and viewing stands, and not for any other applications
 - iii) Illuminance levels must be adjustable based on the task (e.g., active play vs. field maintenance)
 - iv) Off-site impacts of the lighting will be limited to the greatest practical extent possible
 - v) A strict curfew requirement (e.g., lights must be extinguished by 10 PM (2200 h) or one hour after the end of play, whichever is later) is observed
 - vi) Timers must be installed to prevent lights being left on accidentally overnight by automatically extinguishing them

⁷ “Adaptive controls” is defined as devices such as timers, motion sensors, and light-sensitive switches used to actively regulate the emission of light from light fixtures.

⁸ “Curfew” is defined as a period of time at night during which lighting must be significantly dimmed in output or extinguished in accordance with an expected decrease in human presence.

⁹ “Illuminated sign” is defined as any informational or advertising sign that is illuminated by either internal or external means. Descriptive terms are adjusted here according to the type of illumination.

- H) Affects an amortization period, applicable to *all* publicly *and* privately owned lighting, to end not more than 10 years from the effective date of the outdoor lighting policy, after which all non-conforming lighting extant at the time of enactment must be brought into compliance with the policy.
- 2) Community commitment to dark skies and quality lighting as shown by:
- A) City owned lighting conforming with, or committed to conforming with, the lighting policy (if the latter, a detailed plan with a timeline for completion in no more than five years); *and*
 - B) Municipal support of dark skies and quality lighting as demonstrated by city publications, flyers, public service announcements, funding of lighting upgrades, etc.
- 3) Broad support for dark skies from a wide range of community organizations such as chambers of commerce, local electrical utilities, DarkSky Chapters, lighting retailers, homeowners' associations, and others.
- 4) Community commitment to dark skies and education as shown by at least one of the following:
- A) Planning and execution of at least two community dark sky awareness events¹⁰ per year. This may be organized through a local astronomy club, municipality, school, etc.
 - B) Inclusion of dark sky awareness documents (DarkSky brochures or Community-created brochures) with other Community informational documents for residents and visitors.
 - C) Inclusion of dark sky education in Community schools and curriculum.
- 5) Success in light pollution control as demonstrated by at least one of the following:
- A) Examples of a number of construction projects appropriate to the Community population and amount of new construction and renovation activity, built under the lighting policy and demonstrating its effective application
 - B) Alternative evidence of success in light pollution control, to be discussed with the International Dark Sky Places Program Manager for compliance.
- 6) A sky brightness measurement program must be established and maintained either by the Community or by a public or private entity (e.g., university, research center, DarkSky Chapter, astronomy club) to follow the evolution of light pollution in the IDSC. Applicants are encouraged, but not required, to submit their measurements to the citizen science projects such as My Sky At Night (myskyatnight.com) and Globe At Night (globeatnight.org).
- 7) Once established, the Community must erect and maintain appropriate signage indicating the International Dark Sky Community designation along a roadway entrance, along a footpath entrance if no roadway exists, a public gathering place such as a square or common, or at a municipal government center such as a city or town hall. If

¹⁰ Note that astronomy education events such as star parties do *not* qualify as “community dark sky awareness events” unless the presentation explicitly includes a message relating to dark skies and outdoor lighting.

approved by DarkSky International, language as an alternative to “International Dark Sky Community” may appear on the signage and in Community communications regarding the IDSC status. Once the sign is erected, a photograph documenting it must be taken and sent to DarkSky International along with a description of its location.

PROVISIONAL STATUS

In some cases, a Community interested in the program may lack all of the resources required to achieve a designation outright. If resource unavailability otherwise hinders the progress of a Community’s application, that Community may apply for and be granted Provisional status at the discretion of the DarkSky Board of Directors. Provisional status recognizes the Community’s ongoing work to become an International Dark Sky Community and is intended as a leverage point to successfully enable actions such as lighting upgrades and retrofits.

Provisional status expires after three years. At any time before the end of this period, a Community may reapply for full status. Material submitted for the removal of Provisional status may be an addendum to the initial application as long as the material includes a current assessment of the goals, outreach efforts, and lighting policy listed in the original application and clearly demonstrates that any program requirements left unmet at receipt of the Provisional status have been satisfied.

To be considered for Provisional status, send a nomination package to DarkSky International that includes *all* of the following information:

- 1) Documented intent to create and support an International Dark Sky Community (IDSC)
- 2) An enacted and legally effective outdoor lighting policy, and summary of outreach efforts to date
- 3) A description of the circumstances that currently prevent the Community from meeting the minimum IDSC requirements
- 4) An action plan describing steps the aspiring Community will take to meet all program requirements in the specified Provisional status period

IDSC APPLICATION PROCESS

NOMINATION

The nomination may be initiated by a DarkSky qualified nominator¹¹ who has personally

¹¹ A “DarkSky qualified nominator” is defined here as an individual or organization holding a DarkSky membership in good standing at the time that the IDSC application is submitted. The Community itself may join DarkSky as an

reviewed a Community's outdoor lighting and commitment to night sky preservation. Nominators are encouraged to correspond with DarkSky International staff and the Community throughout this process. In addition, the application must include evidence, such as in the form of a letter of support, from the Community government (e.g., mayor, council) consenting to the nomination for IDSC status.

STEPS FOR APPLICANT

1. Make initial contact with DarkSky International by phone or email to discuss the process and receive recommendations, followed by continued communications to update DarkSky International staff on progress and receive continued assistance.
2. Designate a formal point of contact (POC) person, such as a project manager, and provide their telephone number, address, and email address to DarkSky International staff. Before and after designation, any changes to this POC, or their information, must be communicated to DarkSky International immediately in order to ensure accurate communication at all times.
3. Obtain a letter of nomination from a qualified DarkSky member nominator, as well as a supporting letter from elected representatives of the Community, such as the mayor and/or council of a municipality. Solicit additional letters of support from Community organizations, clubs, groups, universities, etc.
4. Upon completion, send the application to DarkSky International staff for review of the document at least one month before the chosen submission deadline date. DarkSky International staff will confirm that the application is complete and ready for submission or return it with suggestions for improvements.
5. Submit the final application packet electronically in PDF and/or Microsoft Word format to DarkSky International staff for formal review. Submit in plenty of time for staff to review and prepare your application to make the bi-monthly deadline that you prefer, as found on the DarkSky website. Requests to rush applications will *not* be honored; planning ahead is essential if the Community wishes to meet a specific deadline.

TO BE INCLUDED IN IDSC APPLICATION PACKAGE

1. Map of the Community clearly indicating its legal boundaries, and basic factual information about the Community; *and*
2. Letters of nomination support by DarkSky qualified nominator and elected representatives of the Community such as the mayor and/or council; *and*
3. The Community's lighting policy, meeting the minimum requirements as stated in the "Minimum Requirements for All Communities" section; *and*
4. Documentation of examples of Community commitment and construction or renovation projects demonstrating effective application of the lighting policy; *and*

organizational member and self-nominate.

5. Proposed alternative wording for the IDSC (e.g., Dark Sky Village, Starry Sky City), if desired, with a justification for the request.

DARKSKY REVIEW PROCESS

Six application submission deadlines occur in each calendar year, commencing in January and continuing every other month. Before the Community's final application is submitted, it is highly recommended that the Community be in regular communication with the International Dark Sky Places Program Manager to perfect the application by the next application deadline.

The International Dark Sky Places Manager will forward applications to the International Dark Sky Places Committee (DSPC) for review. DSPC review lags the submission dates by one two-month cycle. The total elapsed time between deadline and final IDSC designation approval is approximately 10 weeks.

Endorsement of applications by the DSPC is by a 2/3 supermajority vote; otherwise, the DSPC will return applications with reasons for denial of an endorsement and specific recommendations for improvement. If endorsed, the applicants will be notified, and the International Dark Sky Places Program Manager will present the application to the DarkSky Board of Directors (BOD) for final review and approval. A waiting period of 10 calendar days then commences during which the Board of Directors has the right to deny IDSC status should it determine that any problems with the application exist.

If the BOD registers no objection within the waiting period, the IDSC designation is considered immediately awarded by DarkSky. The Community has the right to choose when the designation is made public, but it must organize the announcement to be made at the same time as the DarkSky public notice unless otherwise agreed by both parties. Along with the announcement notice, DarkSky will publish the Community's application on its website; by submitting the application, the Community acknowledges in advance that the application will be made publicly available. If an application is denied final approval by the DarkSky BOD, a letter will be sent to the applicant outlining elements of the application that need improvement along with specific recommendations for ways to remedy any problems the BOD identifies. Applications may be resubmitted for future consideration after remediation is complete. Resubmitted applications will be considered without prejudice.

DarkSky realizes that certain circumstances surrounding an IDSC application may cause some potential authors of letters of support (or opposition) to feel uneasy about publicly declaring their opinions about the IDSC designation. In the interest of providing the DSPC with as full a picture of Community sentiment about applications as possible, certain letters may be suppressed from online publication if it is felt that making the letters publicly available will subject their authors to retaliation or harassment. A prospective IDSC seeking this protection for letter-writers must make a formal written request. The International Dark Sky Places Program Manager must approve suppression of publication of any part of an application. Note that suppression of online publication does not prevent either the DSPC or the DarkSky BOD from reading all submitted letters.

POST-DESIGNATION REVIEW AND MAINTENANCE

The IDSC designation is not awarded in perpetuity. Rather, it is subject to regular review by DarkSky and possible revocation if the minimum program requirements are not maintained. More details may be found in the “Reassessment of IDSC Designation” section below.

To ensure that Communities remain exemplary in their protection and restoration of natural nighttime darkness, DarkSky will periodically reevaluate each site in the International Dark Sky Places Program. This is done to confirm that the Community continues to meet the minimum requirements and is making adequate progress toward LMP compliance goals outlined in this document.

Each designated IDSC must submit to DarkSky International a written report of its activities related to the maintenance of its designation on or before 1 October of each calendar year. The report is a short (typically less than 10-page) synopsis of the Community’s activities and initiatives during the intervening year.¹² The report should include dates and brief descriptions of any interpretive events, lighting retrofit projects, outreach efforts, etc. Samples of printed materials and press articles should also be included, if available.

Annual reports should not be burdensome to produce, as they are intended as a compilation of information accumulated throughout the year. Annual reports and supporting documentation must be submitted electronically to the International Dark Sky Places Program Manager in either PDF or Microsoft Word format. If the annual report is not received by DarkSky International in a timely fashion, DarkSky may suspend the site’s IDSC status until the annual reporting requirement has been met (see the following section). On or about 1 August and 1 September of each year, the International Dark Sky Places Program Manager will remind local contacts at each IDSC of the pending 1 October annual report submission deadline.

A designated IDSC is exempt from the annual reporting requirement in the calendar year in which the IDSC designation was awarded. If the designation is received after 1 October of a given calendar year, the IDSC’s first annual report to DarkSky International will be due on 1 October of the following calendar year.

REASSESSMENT OF IDSC DESIGNATIONS

From time to time, DarkSky receives comments from visitors to Communities that raise concerns about the veracity and timeliness of information provided to DarkSky by site administrators. DarkSky may, at its discretion, investigate claims in which it is alleged that IDSCs are not adhering to commitments made to DarkSky and to the public in their applications to the Program. This section details the DarkSky procedure for carrying out such investigations, and the rights of IDSCs in such matters.

An allegation of impropriety concerning any of the elements of participation in the Program outlined in this document is subject to DarkSky investigation and potential remedial action

¹² Examples of acceptable annual reports are available on the individual IDSC pages on the DarkSky website.

including temporary suspension and/or permanent revocation of the IDSC designation. DarkSky International staff shall perform due diligence in gathering facts concerning such allegations it deems credible, and will prepare a report of its findings for consideration by the DSPC. The DSPC commits to weighing the evidence fairly and impartially, and to seek to resolve disputes whenever possible through dialog. A Community subject to an investigation shall be notified in a timely manner and solicited for evidence contrary to the specifics of the allegation at hand. The Community will be given an opportunity to correct any deficiencies with regard to the Program guidelines established by the DarkSky investigation within a reasonable time period to be prescribed by the DSPC.

Failure to achieve consensus through these means risks a DSPC recommendation for suspension or revocation of the IDSC designation. If made, such a recommendation will be forwarded to the DarkSky Board of Directors for formal ratification before coming into force. The Board's decision on any disciplinary matters involving an IDSC shall be considered definitive and binding.

Any IDSC so investigated has the right to review the allegations against it and all factual information collected by DarkSky pertinent to the allegations.

REINSTATEMENT FOLLOWING SUSPENSION

If the DSPC recommends a suspension of a Community's IDSC designation and the Board ratifies the suspension, the Community administration shall be immediately notified. The status of a suspended IDSC shall be changed to "Provisional" in all DarkSky communications until the designation is reinstated or revoked; however, the process of obtaining reinstatement of a designation is not the same as that outlined in the "Provisional Status" section of these guidelines.

To obtain reinstatement of a suspended designation, the IDSC must provide evidence to the DSPC's satisfaction that the specific issues identified by the DSPC as grounds for the suspension have been corrected and that all Program guidelines are once again met. The DSPC will consider the evidence presented by the IDSC and render a judgment to:

- Accept the reinstatement petition; *or*
- Reject the petition and recommend revocation; *or*
- Return the petition with further instructions and a defined deadline for an IDSC response.

REVOCAION

A suspension left unresolved after one year from the date of the Board's assent to the suspension automatically becomes a permanent revocation. Revocation entails removal of the IDSC from DarkSky's roll of approved International Dark Sky Places, and from mention on the DarkSky website and in member and external communications. DarkSky reserves the right to take legal action against any former IDSC whose designation is duly revoked but continues to use the DarkSky name or logo in advertising, communications, and/or signage.

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

Recommendations and Decisions October 2023

Application	Address	Proposal	GPC	TWBC
23/03213/FUL L	12 Flimwell Close, Flimwell, Wadhurst, Kent, TN5 7PP	Three storey dwelling house and detached garage	Refuse The Council raised concerns regarding the scale and mass of the proposal, particularly in relation to neighbouring properties, character and street scene. Concerns were also raised over the height of the building and the close proximity to the A21.	Refuse
23/03283/ENV SCR	12 Flimwell Close Flimwell Wadhurst Kent TN5 7PP	EIA Screening Opinion: Three storey dwelling house and detached garage (23/03213/FULL refers)	No comment	Refuse
23/03239/FUL L	Winchet Hall , Winchet Hill, Goudhurst, Cranbrook, Kent, TN17 1JX	Loft conversion with dormer window, rooflights & roof balcony to front elevation (South), Rooflights & gable picture window to side elevation (west) and hidden dormer windows to rear elevation (north)	Refuse– the mass and scale of the proposed elevation and dormer window are against the rest of the building. It is also noted The Design and Access Statement and other key part of the applications are missing.	
23/03348/FUL L	Crowbourne Grange , Station Road, Goudhurst, Cranbrook, Kent, TN17 1EQ	Conversion of ancillary building to a single dwelling with extension and associated hard and soft landscaping works	Approve	
MG/CTIL_113 579 24	Proposed Base Station Upgrade At Ctil_113579 24, Cherry Garden Farm, Pump Field, Jarvis	CTIL_113579 24, Cherry Garden Farm To improve 3G, 4G and add 5G network coverage for VMO2.	No comment to make accept the address needs tweaking as it is not in Cherry Garden Farm.	

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

Recommendations and Decisions October 2023

	Lane, Goudhurst, Kent, Tn17 1Dy (Ngr: 573290, 137941)			
23/03286/FUL L	Pethrick , Cranbrook Road, Goudhurst, Cranbrook, Kent, TN17 1DP	Demolition of existing rear extension and partial demolition of garage. Erection of single storey side and rear extension. Alterations to external appearance of whole house.	Approve subject to resolution of boundary dispute with neighbour.	
23/03454/FUL L	The Stables, Bedgebury Road, Goudhurst, Cranbrook, Kent, TN17 2QR	Demolition of existing buildings and erection of a detached dwelling with associated landscape and ecological enhancement works, including removal of hardstanding and menage and partial change of use of paddock to garden curtilage.	Refuse, based on size and scale of the proposal, along with being detrimental to the landscape and neighbouring properties within the conservation area. In addition, the suggestion materials proposed are also against the characteristics the other surrounding dwellings. The Council noted and repeat the comments made by the Conservation Officer.	
23/03487/FUL L	Lidwells Stables , Lidwells Lane, Goudhurst, Cranbrook, Kent, TN17 1JJ	Conversion of stable building to dwelling with extension, external alterations and landscape enhancement.	Approve based on considerations to potential light pollutions for properties over the road.	

Goudhurst Parish Council



YOUTH & HOUSING COMMITTEE

Minutes of a Meeting held on 23rd January 2024 at 7.30pm in the Church Rooms

Councillors Present: Cllrs Craig Broom, Antony Harris, Phil Kirkby (Chairman), and Julia Kiggell

Officers Present: Asst Clerk

APOLOGIES

600/24 Apologies for Absence were received from Cllr David Knight (TWBC Finance and Governance CAB).

DISCLOSURES OF INTEREST

601/24 Phil Kirkby declared an interest in his company being one of the bid applicants for the ventilation work at Chequer Field Pavilion.

MINUTES OF THE LAST MEETING

602/24 It was **resolved** that the minutes of the Youth & Housing Committee meeting held on 10 October 2023, and previously distributed to members via Board Intelligence, be accepted as a correct record.

QUESTIONS FROM THE PUBLIC AND PRESS

603/24 There were none

VENTILATION AT CHEQUER FIELD

604/24 It was **resolved** to spend up to £5578 on the ventilation, pending the outcome of the alternative quote.

YOUTH SHELTER

605/24 It is **resolved** to change name to "Village Shelter". It is **noted** this will be included in the wider village strategy.

REQUEST FOR A NEW AED FOR THE VILLAGE GREEN

606/24 It is **resolved** for the AED to be put on Church Rooms by the designated contractor

ITEMS FOR INFORMATION

607/24 The memorial bench for the Play Area is still in situ. The metal picnic bench will be removed and a brick base will be laid for the new bench in Spring.

608/24 The Council has been successful in securing a Grass Pitch Maintenance Fund

609/24 The Annual Inspection of Back Lane Play Area equipment took place with no immediate actions required, except for the recent damage done to the play area fence. It is **resolved** for the Asst Clerk to investigate long term fencing options.

610/24 It was **resolved** for the expenditure of £92 GMA Level One Training

ITEMS

DATE OF NEXT MEETING

611/24 Next Youth & Housing Committee Meeting, Tuesday 23 January 2024 at 7.30pm.

Meeting ended -20.04

Kat Hoyle – Asst.Clerk

Goudhurst Parish Council



HIGHWAYS COMMITTEE WITH PUBLIC TRANSPORT

Minutes of a Meeting held on 16th January 2024 at 7.30pm in Goudhurst Village Hall

PARTICIPANTS

Councillors Present: Cllrs Craig Broom, Paul Wareham and Antony Harris

Absent: Suzie Kember and Alison Webster

Officers Present: Asst. Clerk. Kat Hoyle

Others Present: Eight members of the public.

APOLOGIES

585/24 There were none

DISCLOSURES OF INTEREST

586/24 There were none.

MINUTES OF THE LAST MEETING

587/23 It was **resolved** to approve the minutes of the committee meeting held on 26 September 2023, a copy of which was made available to members prior to the meeting via Board Intelligence.

QUESTIONS FROM THE PUBLIC AND PRESS

588/24 Question around speeding up Winchet Hill due to a number of crashes and request the speed limit be reduced by the sharp bend or have additional signage. A number of incidences have been reported and it is advised to keep a log of all accidents that take place. It is **resolved** for Craig Broom to create the pre-HIP proposal.

589/24 Concerns raised regarding Pillory Corner, where the speed limit has recently reduced from sixty to a fifty, as a result of the speed reduction on the A21. Issues around significant parking from the brewery blocking the road, turning in driveway and parking both sides of the road. It is **resolved**, for Paul Wareham to speak with KCC to investigate the re-opening of the KCC owned Carpark.

MATTERS FOR CONSIDERATION

590/24 *Update from GTAG on lorry watch and speed watch.*

Recruiting more members but the equipment needs updating to allow for forty mile an hour checking. (Update via email)

Update a21

Paul Wareham confirms the new designs for the average speed cameras have been completed and are due to be taken to the safety camera partnership for consideration. Data will be taken once they are in effect and call is due end of February to discuss updates. Expectations to be set for when and how long monitoring will take place.

591/24 *Update from North Road Action Group (NRAG)*

There was no update.

592/24 *Update from the Highways Working Group.*

There was no update.

It was noted a working group will meet before the meeting to offer an open surgery to parishioners. Action: Asst Clerk, 18.30 March. Asst to sort.

593/24 *Highways Improvement Plan (HIP)*

The Committee reviewed the HIP; it was **noted** the HIP projects priorities remains the same

1. *Speed reduction A262 Iden Green* from 60 to 50mph on the 0.9 mile stretch of the road (area to the east of Goudhurst village extending to the village 30mph area).
2. *Temporary 20mph limit on the A262*, Cranbrook Road adjacent to Beaman Close.
3. *Safety improvements on the High Street*. It was **agreed** that this item should be **removed** from the HIP as the requests are nonspecific and all requests so far have been rejected by Kent Highways.
4. *Reduction of speed limit A262 Spelmonden* from 40 to 30 mph, to the junction with Blue Coat Lane.

594/24 It was **resolved** to approve expenditure of 1,405.95 and the additional pole to allow movement. It is **noted** to ensure the SID is charged and maintained Action: Asst Clerk

595/24 *Downgrading of the A262 to a B-road.*

It was **noted** that the Chairman had been in contact with Biddenden and Cranbrook & Sissinghurst Parish Councils to try and establish a joint approach. A meeting is planned between them.

TRAFFIC ISSUES RAISED BY RESIDENTS

596/24 These were discussed under questions from the public and press.

NATIONAL HIGHWAYS AND TRANSPORT SURVEY 2023-24

597/24 Paul Wareham confirms the survey was completed, and no follow up or confirmation received.

ITEMS FOR INFORMATION

598/24 Nothing noted

DATE OF THE NEXT MEETING

599/24 Next Highways Committee meeting, 19 December 2023 at 7.30pm in the Church Rooms, Back Lane.

The meeting closed at 8.42

Kat