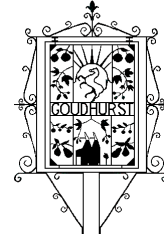


Goudhurst Parish Council

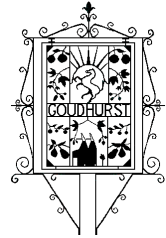


Annual Parish Council Meeting 14.05.24

MEETING
14 May 2024 19:00 BST

PUBLISHED
8 May 2024

Goudhurst Parish Council



To: Members of Goudhurst Parish Council

I summon you to The Annual Meeting of Goudhurst Parish Council on Tuesday 14th May 2024 at 7.00pm for 7.15pm start 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 Deputy Clerk if you intend to film or record the Meeting.

Katrina Hoyle
Deputy Clerk to Goudhurst Parish Council
08th May 2024

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

Quorum for Council: 4 Members

Agenda

Location	Date	Time
The Church Rooms, Back Lane	14 May 2024	19:00 BST

	Item	Time	Page
	7pm - prior to the start of the meeting. Questions and comments from members of the press and public.		-
	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	Council to elect a Chairman		-
	The Chairman to sign a declaration of Office, as prescribed in the LGA 1972 s.15(2)		-
2	To receive apologies for absence and to approve the reasons given.	19:00	-
3	Declarations of Interest	19:01	-
4	Council to elect a Vice-chairman(s)		-
5	Council to elect members to and confirm the terms of reference for the following Committees:		5
5.1	Burial Authority		6
5.2	Finance Committee		7
5.3	Planning Committee		8
5.4	Amenities Committee		9
5.5	Highways Committee		10
5.6	Youth & Housing Committee		11
5.7	Staffing Committee		12
6	Council to confirm the nominative trustees for Goudhurst Village Hall		-
7	Council to appoint representatives to:		-
7.1	Friends of Goudhurst Village Green		-
7.2	Hop Pickers Line		-
7.3	Kilndown Recreational Hall Trust		-
7.4	Kilndown Millennium Green Trust		-
7.5	Kilndown Quarry Centre		-
7.6	KALC Area Committee		-
7.7	Dorothy Bathurst's Charity		-
7.8	Goudhurst Education Foundation		-
7.9	River Teise Sub Group		-

	Item	Time	Page
8	Council to consider and decide on the timetable for setting council's objectives and for confirming Standing Committees for 2024		-
9	To approve and sign as a correct record the Minutes of the Parish Council Meeting held on Tuesday 09 April 2024, and available to members prior to the meeting via Board Intelligence.		14
	Members are reminded that only issues relating to material accuracy can be discussed.		-
10	To receive reports from County and Borough Councillors (limited to 10 minutes in total).	19:02	-
	County and Borough Councillors are invited to give a short verbal update on matters affecting Goudhurst Parish.		-
11	Accounts	19:07	-
11.1	To approve payments for May 2024.		21
12	Resolutions		-
12.1	To resolve the expenditure of £16,000 for the damp proofing for the new office		24
12.2	To resolve the grant request expenditure of £490 received from The Old Parsonage Surgery to replace the stolen wooden sleepers		-
12.3	To approve the expenditure of £100 for welcome booklet reprinting		-
12.4	To resolve the expenditure of £480 for Tree Safety Survey		27
12.5	To resolve the grant request expenditure of £364.02 from the PTFA to cover the Public Liability for the Village Fete		-
12.6	To resolve to promote Katrina Hoyle to Acting Clerk with immediate effect and the appointment of Rebecca Barden to Assistant Clerk on a 3-month temporary contract.		-
12.7	To resolve to add Katrina Hoyle to the bank accounts, and remove Claire Reed		-
13	Committee Reports		-
13.1	Planning Committee		-
13.1.1	Members to note Committee recommendations and TWBC decisions in April 2024	19:12	30
13.2	Youth and Housing Committee		-
13.3	Council to note the minutes of the Youth and Housing Committee on 23rd April 24 and note the decision made.		32
13.4	It was resolved to appoint the contractor B&K Electrical to complete the ventilation works on the Chequer Field Pavilion and the expenditure of £5478.		-
14	Chairman's Report		-
15	Correspondence		-
16	Items for information	19:14	-
17	Date of next Council Meeting: Tuesday 11 June 2024, 7.15pm		-

Goudhurst Parish Council



STANDING ORDERS

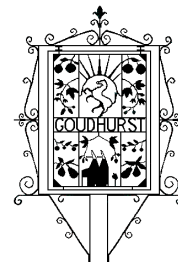
COMMITTEES and RESPONSIBILITIES May 2023

CHAIRMAN: Cllr Antony Harris	VICE-CHAIR: Cllrs Philip Kirkby & Caroline Richards
AMENITIES COMMITTEE Chair: Cllr David Knight	Cllrs Julia Kiggell, David Knight, Geoff Mason, Ed Read-Cutting, Caroline Richards and Alison Webster. Advisers: Ed Bates and Peter Rolington Footpaths: Mrs JoJo Bates and Mrs Alison Scott
BURIAL AUTHORITY Chair: Cllr Caroline Richards.	Cllrs Edward Hodgskin, Phil Kirkby, Geoff Mason and Caroline Richards. Advisers: Rev. Rachel Robertson.
FINANCE COMMITTEE Chair: Cllr Craig Broom	Cllrs Craig Broom, Antony Harris, Phil Kirkby, David Knight and Geoff Mason. Advisors: Claire Reed (Clerk), Panetta Horn (RFO).
HIGHWAYS Chair: Cllr Craig Broom	Cllrs Craig Broom, Suzie Kember, Paul Wareham and Alison Webster. Advisers: Ted Bennett, Helen Sampson and Paul Green.
PLANNING Chair: Cllr Craig Broom	Cllrs Craig Broom, Antony Harris, Ed Hodgskin, Suzie Kember, Ed Read-Cutting, Caroline Richards and Paul Wareham.
YOUTH AND HOUSING Chair: Cllr Phil Kirkby Vice-Chair: Cllr David Knight	Cllrs Craig Broom, Julia Kiggell, Philp Kirkby, David Knight and Alison Webster. Advisor: Mr. Steve Hope.
STAFFING COMMITTEE	Cllrs Craig Broom and Geoff Mason, Julia Kiggell and Edward Hodgskin
BUSINESS LIAISON WORKING GROUP	Cllrs Suzie Kember and Paul Wareham

OTHER COMMITTEES & APPOINTMENTS

GOUDHURST VILLAGE HALL COMMITTEE	Cllrs Phil Kirkby and Edward Hodgskin
HOP PICKERS LINE REPRESENTATIVE	Cllr Suzie Kember
KILNDOWN RECREATION HALL TRUST	Cllrs David Knight, Ed Read-Cutting, Paul Wareham
KILNDOWN MILLENNIUM GREEN TRUST	
KILNDOWN QUARRY CENTRE	
KALC AREA COMMITTEE	Cllr Antony Harris
DOROTHY BATHURST'S CHARITY	Cllr Suzie Kember and Cllr Alison Webster
GOUDHURST EDUCATION FOUNDATION	Cllr Suzie Kember and Cllr Alison Webster
RIVER TEISE SUB GROUP	Cllr Caroline Richards
CLERK TO THE PARISH COUNCIL	
DEPUTY CLERK TO THE PARISH COUNCIL	Katrina Hoyle
RESPONSIBLE FINANCIAL OFFICER	Panetta Horn

Goudhurst Parish Council



Burial Authority

Terms of Reference

Purpose

Reviews and implements Goudhurst Burial Authority Regulations including fees and charges. Issues Exclusive Right of Burial Certificates, allocates burial plots and ashes plots, deals with permission for monuments, the collection of fees and charges, the processing of certificates for burials and the maintenance of official burial records. Liaises with Funeral Directors, gravediggers and bereaved families as required. Ensures that St Mary's Churchyard, Goudhurst cemetery and burial grounds, and Christ Church Churchyard, Kilndown are maintained in good order. The day to day administration of the Burial Authority business is carried out by the Clerk.

Meetings

The Committee meets at least 3 times annually. The required notice will be given to members via Board Intelligence.

Decision Making

The Clerk will advise members whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision. Minute 090/22 refers.

Approved by Council 13 June 2022

Goudhurst Parish Council



Finance Committee

Terms of Reference

Purpose

To discuss and agree on the allocation of funds from the annual budget for community projects. Community projects are those projects or items not deemed to fall under day to day expenditure or maintenance. To consider applications for grant funding and to decide on the allocation of funds.

Meetings

Meetings will be organised by the chairman and the required notice given to members via Board Intelligence. Meetings will be called/ held as required.

Committee Chairmen will be asked to make submissions to the Finance Committee with a clear proposal for project expenditure. The proposal should include a clear estimate of costs and an explanation/ justification for the expenditure. Committee members will discuss the merits of each proposal received and decide on the allocation of funds. The final budget will be presented to the Council for a decision.

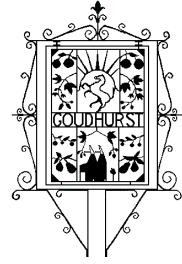
Decision Making

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The Committee does not have a budget and is not expected to incur any expenditure.

Approved by Council 14 February 2023 Minute 000/22

Goudhurst Parish Council



Planning Committee

Terms of Reference

Purpose

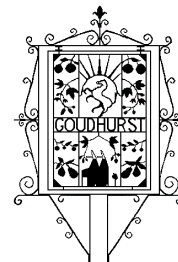
Under LGA 1972, s101 (1) (b) The Council has delegated responsibility to the Planning Committee to consider all planning applications received from Planning Authorities. The Committee has responsibility for making recommendations and representations to the relevant planning authorities. Members of the Committee may represent Council at TWBC Planning Committee and Appeal Hearings as required. The Committee monitors Licensing matters.

Meetings

The Committee usually meets twice monthly on the second and fourth Tuesdays. The required notice will be given to members via Board Intelligence.

Approved by Council 13 December 2021

Goudhurst Parish Council



Amenities Committee

(incorporating Footpaths, Police and Neighbourhood Watch)

Terms of Reference

Purpose

The Committee is responsible for the maintenance of public areas within the Parish. These include, but are not limited to, the Plain (including the water trough) and Goudhurst Pond, Quarry Pond in Kilndown, Goudhurst war memorial and garden and the Goudhurst beacon which stands on land which it is part of the Glebe Fields leased from the Diocese of Canterbury.

The Committee is responsible for grounds maintenance (and any legal issues) of the Village Green (Top Glebe), Lower Glebe Field and Lurkins Rise Recreation Area. Additionally, the Committee has responsibility for the management of Balcombes Hill car park and the Public Lavatories, for village signs, notice boards, bus shelters, litter clear up campaigns, dog fouling and Christmas lights, benches and trees (but not those in the Churchyards).

The Amenities Committee is also to monitor, maintain and improve where possible, and in collaboration with the relevant authorities,

- a. Walking routes (e.g. Public Rights of Way footpaths and footways alongside roads)
- b. Liaises with KCC on local PROW maps. Note that Goudhurst Parish has 39 miles of PROW. The Committee also monitors rural initiative schemes e.g. High Weald Project and River Teise Group and oversees the annual Goudhurst in Bloom competition.

Establishes and maintains good relations with Kent Police. Also the Police Community Liaison Officer and the KCC Community Warden allocated to cover Goudhurst Parish. Encourages participation in local Neighbourhood Watch activities. Advises Council on CCTV performance in the Parish. Brings forward recommendations for replacement equipment and possible expansion of CCTV coverage in key areas.

Meetings

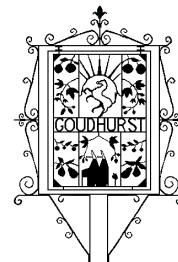
The Committee meets every two months (or as required) on a Tuesday. The required notice will be given to members via Board Intelligence.

Decision Making

The Clerk will advise members whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision. Minute 090/22 refers.

Approved by Council 13 December 2021

Goudhurst Parish Council



Highways Committee

with PUBLIC TRANSPORT

Terms of Reference

Purpose

Seeks to monitor and improve where possible, in collaboration with the relevant authorities,

- Traffic flow and traffic calming on public highways;
- Access on foot on the highway in and around Goudhurst;
- Interactions between pedestrians and vehicles (crossings, footways, parking, etc);
- HGV traffic issues;
- Public transport - bus services;
- Cycling.

To establish and take account of residents' views on Highways and Public Transport matters.
To develop positive relationships with KCC and TWBC officers and Members.

Meetings

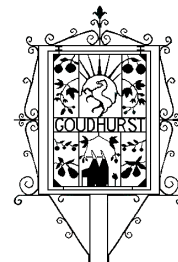
The Committee meets every two months (or as required) on a Tuesday. The required notice will be given to members via Board Intelligence.

Decision Making

The Clerk will advise members whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision. Minute 090/22 refers.

Approved by Council 13 December 2021

Goudhurst Parish Council



Youth & Housing Committee

Terms of Reference

Purpose

Assists local organisations by supporting the organisation and promotion of recreational projects to occupy and inspire young people in the Parish. Has responsibility for Chequer Field including relations with, and the activities of, Goudhurst United FC and their junior teams (Goudhurst Dynamos). Also responsible for relations with Goudhurst & Kilndown CE Primary School in their use of the Chequer Field facilities, including the pavilion. Has responsibility for recreational activities on the Village Green (Top Glebe) but not maintenance or legal issues. Has responsibility for all aspects of the equipment and maintenance of the Back Lane children's play area and any other play areas that may be developed on GPC's estate. Liaises with the organisers of the annual Goudhurst Fete on the use of the Village Green. Responsible for activities on the Lurkins Rise Recreational Area.

The Committee also monitors the administration of the Section 106 agreement between Tunbridge Wells Borough Council, Goudhurst Parish Council and the relevant housing associations relating to the allocation of affordable housing in the Parish. It monitors the housing needs surveys (should be renewed every 5 years) and affordable housing schemes in the Parish.

Meetings

The Committee meets every two months (or as required) on a Tuesday. The required notice will be given to members via Board Intelligence.

Decision Making

The Clerk will advise members whether or not a particular item under discussion is within the Committee's delegated powers. If it is within delegated powers, the minutes will record the decision as RESOLVED. If not, then the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Council for decision. Minute 090/22 refers.

Approved by Council 13 December 2021

Goudhurst Parish Council

Staffing Committee

Terms of Reference



General

- I. Membership of the Staffing Committee and its quorum will be determined by Council.
- II. The Committee will be mindful:
 1. of the legal framework for, and good practice in, employment matters
 2. of the confidential nature of employer-employee matters and that many of the items for consideration will require that the public and press be excluded by resolution of the Committee
 3. of the nationally negotiated model contract, benchmarking and terms and conditions for the employment of the Clerk to the Council
 4. of relevant council protocols and policies

Matters for recommendation to council

The Committee will make recommendations to Council regarding:

- I. staffing & office requirements including budget allocations
- II. all policy issues relating to staff
- III. staff recruitment
- IV. confirm individual Contracts of Employment and Terms & Conditions
- V. decide upon annual salary awards

Matters for delegation to the staffing committee

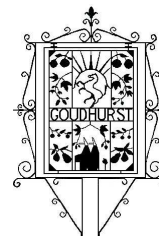
The Committee will receive reports from the Clerk and will:

- I. make arrangements for regular objective review of the Clerk's performance by this committee and take necessary action thereon
- II. appoint a member of the committee to seek advice for the committee in the event of a dispute between the Council and the Clerk
- III. consider matters arising from the application of the Council's Disciplinary and Grievance Procedures and take all necessary action thereon

- IV. as and when required under the Council's Disciplinary and Grievance Procedures, appoint an Appeals Panel, whose members will not be members of the Staffing Committee, and appoint the Chairman of the Appeals Panel who will initiate an Appeals Panel Meeting
- V. Consider recommendations from the Appeal Panel and take necessary actions thereon.

Approved by Council 9 April 2024

Goudhurst Parish Council



MINUTES OF A MEETING OF GOUDHURST PARISH COUNCIL

on Tuesday 09th April 7.15pm in the Church Rooms

Before the meeting was convened members of the public were invited to speak.

PARTICIPANTS

Councillors present: Cllrs Antony Harris (Chairman), David Knight, Julia Kiggell, Phil Kirkby, Geoff Mason, Edward Hodgskin, Ed Read-Cutting, Paul Wareham and Alison Webster. **Officers**

present: Kat Hoyle, Deputy Clerk and Panetta Horn, RFO.

Others present: Three members of the public

QUESTIONS FROM THE PUBLIC

006/24 Residents of Pillory Corner addressed the Council over their concerns regarding visitors to Cellar Head Brewery. The Deputy Clerk was asked to investigate what conditions are attached to the alcohol license and Cllrs Paul Wareham and David Knight **agreed** to liaise with the residents.

APOLOGIES

007/24 Apologies were received from Cllr Craig Broom (working).

DISCLOSURES OF INTEREST

008/24 There were none.

MINUTES OF THE LAST MEETING

009/24 It was **resolved** that the minutes of the Parish Council Meeting held on 12th March 2024, copies of which had been previously distributed to Members via Board Intelligence, were signed by the Chairman as a correct record.

REPORTS FROM COUNTY & BOROUGH COUNCILLORS

010/24 **County Councillor Sean Holden was not present**

Borough Councillor David Knight updated:

- The Community Safety Partnership Strategic Assessment 2023-24 Report was presented to The Overview and Scrutiny Committee. Highlights included, despite the 3% increase in overall crime, Tunbridge Wells is the second safest place to live, after Sevenoaks. The two largest areas of increase are shoplifting (27% increase) and Anti-Social Behaviour (33% increase)
- The public Consultation on the Draft Royal Tunbridge Wells Town Centre Plan- Vision 2040 runs until midnight on Monday 15 April 2024.
- At the last Finance and Governance Cabinet Advisory Board meeting on 3rd April, the recommendation from The Audit and Governance Committee to change call in deadlines was approved. In future when an outline application is converted into a full application, the timeline is reset.

011/24 It was **noted** that questions from the recent resident survey were perceived by some as being too Goudhurst central focused.

ACCOUNTS

- 011/24 Council **noted** the summary of receipts and payments in March 2024.
- 012/24 Council **resolved** to approve the payments for April 2024 as presented at the meeting and detailed in Appendix 1.
- 013/24 It was **resolved** that Cllrs Geoff Mason and Phil Kirkby would approve the electronic payments on UTB. **Action: RFO**

CORE VALUES

- 014/24 Council received an update on proposals for new core values for the Council. It was **resolved** to adopt the following.
- **Transparency:** *Committing to openness and transparency in all council activities.*
 - **Service:** *Dedication to serving the needs of the community and prioritising the well-being of residents in all council endeavours, being mindful of public money.*
 - **Collaboration:** *Working collaboratively internally and externally to address community issues and achieve common goals.*
 - **Integrity:** *Acting with honesty, integrity, and ethical behaviour in all council operations and interactions.*
 - **Respect:** *Treating all individuals and each other with respect, dignity, and empathy, ensuring that all voices are heard and valued.*

RESIDENT SURVEY

- 015/24 It was **agreed** to defer discussion on the Resident Survey results until the next meeting when Cllr Craig Broom is present.

PARISH OFFICE

- 016/24 The RFO updated the Council on progress of the purchase. It was **agreed** to approach builders to get quotes, starting mid-May based on the agreed outline of works.

RESOLUTIONS

- 017/24 Council **resolved** to adopt the Terms of Reference for the new Staffing Committee with one amendment for key decisions to go to Full Council. **Action: Cllr Geoff Mason to update.**
- 018/24 It is **resolved** for the Employment Committee to be formed with Cllr Geoff Mason, Cllr Craig Broom, Cllr Julia Kiggell and Cllr Edward Hodgskin
- 019/24 It was **resolved** to postpone recruitment of a new Clerk for three months, to allow a work assessment to be completed.
- 020/24 It was **resolved** to approve expenditure of up to £750 a week for 12 weeks to employ locum office support.
- 021/24 It was **resolved** for the CPR Training to be pursued. **Action:** Cllr Alison Webster to check with the Club and availability to host.

BURIAL AUTHORITY

- 022/24 It was **resolved** to adopt the minutes of 19 March 2024 and **noted** the following decisions made.
- Approval of expenditure for weed control on the ashes plots, the base of St Mary's Church and footpaths running through St Mary's Churchyard
 - To increase burial fees by 5% for 2024-25 in line with the increase in precept

- To hold the Burial Authority meetings in June and September at 6pm in the Church Rooms preceded by a review of the cemeteries and for the November and March meetings to be held at 1pm in the Parish Office

FINANCE COMMITTEE

023/24 It was **resolved** to adopt the minutes of the Finance Committee meeting held on 19 March 2024 and **noted** the following decisions:

- Approval of new schedule of charges for 2024-25
- Approval of grant to Paddock Wood Community Advice Centre

PLANNING COMMITTEE

024/24 Members noted Committee recommendations and TWBC decisions in March 2024, please see appendix 2.

CHAIRMAN'S REPORT

025/24 Cllr Antony Harris Briefed council on:

- 14th May 2024 - The Annual Meeting of the Parish Council.
- Goudhurst in Bloom
- 20th May 2024 – The Annual Parish Meeting being held at the Social Club

CORRESPONDENCE

026/24 Invitation to Communities Prepared Building Resilient Communities training workshop

027/24 As part of our ongoing commitment to Health and Wellbeing, we are keen to gather case studies on the five project areas: cost-of-living, dementia, loneliness, weight loss, and being active. We welcome submissions from your council which we will share with councils. **Please send your case studies to kalc@kentalc.gov.uk.**

ITEMS FOR INFORMATION

028/24 There were none.

NEXT PARISH COUNCIL MEETING

029/24 Parish Council Meeting on Tuesday 14th May 2024 at 7.00pm for **7.15pm** in the Church Rooms.

The meeting closed at 20.54

KHoyle
DClerk.

Appendix 1 to Minutes of a Council Meeting held on 09 April 2024

Accounts Payable April 2024

Invoice Number	Supplier	Description	Gross	Net	VAT Code	VAT	Authorisation Ref
2515	F&C	Cleaning of Balcombes Toilets- Feb	799.20	666.00	s	133.20	Contract
	Ann Millward	March Burial Digitisation 10 hours @ £15	150.00	150.00	z	0.00	Contract
141184	Pear Technology	Annual Mapping Service	180.00	150.00	S	30.00	Contract
	Terry Standen	Grave digging for Reiss burial (Payment made direct to PC)	50.00	50.00	Z	0.00	Reimbursement
	Tony Jackman	Emergency clearance of pond drainage - Kilndown	100.00	100.00	Z	0.00	Amenities Committee
	Richard Greenaway	Ground Clearance around Mary days Garages	60.00	60.00	Z	0.00	Clerks Discretion
20525	Community Heartbeat	Defib and Cabinet	1,896.00	1,555.00	s	311.00	March Council Meeting
SIN057611	OLP	New Playground Cradle Seat	135.40	112.83	s	22.57	Amenities Committee
	GVH	Hall Hire for April Hop pickers Meeting	15.00	15.00	z	0.00	Council
	Claire Reed	Clerks Expenses March	59.40	59.40	Z	0.00	

Appendix 2 to Minutes of a Council Meeting held on 09 April 2024

Recommendations and Decisions March 2024

Application	Address	Proposal	GPC	TWBC
24/00048	Bedgebury Cross Stables Bedgebury Road Goudhurst Cranbrook Kent TN17 2RD	Conversion and extension of existing stable building into a single dwelling house, with associated garden land, parking, landscaping and biodiversity enhancements	Approve with the following conditional, sand school removed and return to pasture before building work commence.	Approve
24/00094 & 24/00095/LBC	Riseden Cottage, Ranters Lane, Goudhurst, Cranbrook, Kent, TN17 1HJ	Replacement extension and conservatory with 2 storey extension to rear/side, replacement porch, alterations to dormer with associated landscaping	Refuse, due to size and scale and design appearance and materials considered. It is noted the proposed elevations are not complimentary to the existing listed building	Approve
24/00458	Brandfold Farm North Road Goudhurst Cranbrook Kent TN17 1JJ	Variation of Condition 2 of Planning Permission 20/03588/FULL - Alterations to fenestration on all elevations at ground & first floor levels, changes to rooflights on north & south elevations	Refuse, it is noted the refusal will refer to points 8,9,10, 13 and 19 of the original approval notice. Cllr Craig Broom to write and submit	
24/00100	Chequer Tree Farm House, Mile Lane, Goudhurst, Cranbrook, Kent, TN17 2NU	Addition of electronic gate with side-wings	Approve	
24/00508	17 Beresford Close Kilndown	Air source heat pump	Approve	

Appendix 2 to Minutes of a Council Meeting held on 09 April 2024

Recommendations and Decisions March 2024

	Cranbrook Kent TN17 2SB			
24/00546	The Studio Chicks Cottage Chicks Lane Kilndown Cranbrook	Change of use for short terms lets or holiday accommodation (retrospective)	Approve	
24/00549/SUB	Triggs Farm Cranbrook Road Goudhurst Cranbrook Kent	Submission of Details in relation to Condition 13 - (Sustainable Surface Water Drainage Scheme - SUDS) of 21/02855/FULL	Approve	
24/00591/SUB	Chicks Farm Chicks Lane Kilndown Cranbrook Kent	Submission of Details in Relation to Condition 7 - (External lighting) of 23/01533/FULL	Approve	
24/00629/LDC EX	Bobs Acres Summerhill Goudhurst Cranbrook Kent	Lawful Development Certificate (Existing) - Use of building and curtilage as dwelling house Class C3	Approval subject to officer agreement. The documentation appears to suggest that the building has been in use as required by law and qualifies. We do not have any information other than that in the application to understand if this valid. Additional information may be available to officers.	
24/00597/SUB	Nursery Farm Oast London Road Flimwell Wadhurst Kent	Submission of Details in relation to Condition 3 - (External Materials) of 20/02631/FULL	Approve	
24/00680	Higlers Rogers Rough Road	Front porch, rear extension, replacement & repositioned side porch, alteration of front	Approve	

Appendix 2 to Minutes of a Council Meeting held on 09 April 2024

Recommendations and Decisions March 2024

	Kilndown Cranbrook Kent	elevation doors to window & creation of side window, chimney removal & replacement flue, and solar panels		
24/00764	Christ Church Church Road Kilndown Cranbrook Kent TN17 2RZ	Single-storey extension & installation of cesspool	Approve	

Goudhurst Parish Council

RFO report to Council

Accounts.to (25/04/24)

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

Receipts UTB in April 2024

Misc	800.00
Burial Authority	775.00
Mary Day Garage Rents	448.00

Receipts CCLA March 2024

417.65

Total Receipts

2,440.65

Payments April 2024

UTB	16,085.50
CCLA	0

Total Payments

£16,085.50

Cash Balances at Bank

UTB at 25 th April 2024	79,442.80
CCLA at 31 st March 2024	100,634.50

Current Balances

£180,077.30

Accounts Payable to 25.04.2024 for authorisation

Payment Ref	Budget remaining	Invoice Number	Supplier	Description	Gross	Net
24084			PWCAC	Grant	500.00	500.00
24085	£300.00		TWBC	Business rates for Chequer field Sports Pavilion April 24 -Mar 25	217.07	217.07
24086	£11,421.00	6335	Groundscare	March Maint St Marys	800.16	666.80
24087	£2,000.00	5084	ICCM	Annual Maintenance from April 24 for Institute of Cemeteries and Crematories Management	100.00	100.00
24088	£1,296.00		Balanced Audit	Data plan - Oct 22/23 £384 Date plan - Oct 23/24 £384 Annual Maint for CCTV 2024 £280	976.00	976.00
24089	£3,579.00		Complete Weed Control	Weed Treatment - Ashes plots, church walls and footpath St Marys	432.00	360.00
24090	£1,296.00		Securaplace	CCTV Annual Service from 10/4/24	144.00	120.00
24091	£700.00		Mulberry	Rialtas Accounting shutdown for year end	305.64	254.70
24092	£2,000.00		KALC	Annual subscription from 1/4/24	1,303.50	1,086.25

The Council needs to appoint two Councillors to authorise the Payments on Unity. In order to follow best practice it is recommended that authorising Councillors are rotated regularly. As the authorisation falls on the same councillors regularly it is suggested that there more councillors are approved to authorise payments. Current authorised councillors are Cllr Kirkby, Cllr Knight, Cllr Broom, Cllr Mason and Cllr Richards. In many councils, all Councillors are authorised. Council to consider amendments to the current authorisation situation.

Year End

The year End shut down on the Rialtas Accounting system has taken place and the Audit will take place on Tuesday 21st May, with the AGAR coming to Council for approval at the June meeting.

New Office

The damp specialists, Gullivers have submitted a quote for remedying the damp issue and this is attached for consideration.

Seven contractors have been approached to undertake all other works and we are waiting to hear from them. These contractors are: Mark Wozney; BK electrical; True Construction; Kris Groves; Robin Childs; Anglefield Construction; Bewlhurst Construction.

To date Robin Childs has declined to quote and I have received confirmation from BK electrical and Anglefield Construction that they will quote for work.

An update on this position will be brought to the meeting and any quotes received will be circulated as they are received.

Grant Applications

Applications have been received from:

West Kent Mediation 15/4 £400

Goudhurst Village Surgery £490

Papers are attached.

The current budget has £13,300 unspent. Whilst it was agreed that grants need to be applied for annually and are not guaranteed, the following grants have been paid regularly in recent years and are anticipated in 2025. Councils should consider if these grants should fall outside of the scheme and should be guaranteed payments.

KD Quarry Centre Grant	300
Scouts Grant	1,000
KD Millennium green Maint	3,050
KD Village Hall Maint Grant	550

No grant was paid to Goudhurst Village hall in 2023/4 and they were advised to revise their application and resubmit. For this reason the remaining unspent Grants budget of £3800 was carried forward into 2024/5.

Panetta Horn

RFO

25 April 2024



Gulliver
Timber Treatments Ltd.
WOODWORM, DRY ROT AND RISING DAMP SPECIALISTS
Incorporating Surrey Timber Preservation Company

Unit G1 Chaucer Business Park
Watery Lane Kemsing
Sevenoaks Kent TN15 6HU
Tel: 01959 524966
Email: enquiries@gullivertt.co.uk
www.gullivertt.co.uk

23rd April 2024
DCA/LL

Ref Number: 0365W

Property Address: The Old Antique Shop
Unit 3, Fountain House
High Street
Goudhurst
Kent
TN17 1AL

Client: Mrs Panetta Horn
Goudhurst Parish Council
The Hop Vine
Risebridge Farm
Ranters Lane
Goudhurst
TN17 1HN

E-mail: rfo@goudhurst-pc.gov.uk

Property Description: The property comprises of a ground floor shop premises, within a Grade II listed building.

Instructions Received: To report on possible dampness issues within the property.

Surveyor: D.C. Alderslade CSRT CSSW

Date of Inspection: 19th April 2024



ESTABLISHED SINCE 1971
Registered in England No. 1022035



OBSERVATIONS:

Any references to right and left are taken from facing the outside of the main front elevation wall of the property.

The majority of the main wall structures appear to be of traditional brick construction with some high external ground levels being present across the main front elevation wall of the building. The adjacent properties floor levels vary, so some wall structures are also partially earth / floor retaining.

Internally the floor structures are of solid construction throughout, predominantly overlaid with vinyl floor tiles. Some wall areas appear to have had some previous structural waterproofing (tanking) works undertaken in the past with a dense sand/cement render present. To the rear of the property within the kitchen and w.c. areas of low level plaster have also been removed at some point in the past, presumably due to ongoing dampness issues.

Our inspection of the internal wall surfaces was restricted by the presence of dry lining, units, etc. . It will therefore be appreciated that no comment can be made upon the likely presence of any dampness being concealed by these restrictions, unless otherwise mentioned in our report.

Moisture content readings were taken with the aid of a Protimeter Surveymaster, which has two modes of operation. In the 'surface' mode, two pin method, readings are precise and specific to the immediate area of contact. In the 'search' mode, a non-invasive technique for scanning walls and floors, readings are taken to a nominal depth of approx. 20mm. This 'search' mode method of taking readings can often provide useful additional information at the time of a survey, although should not be wholly relied upon and should always be used in conjunction with the 'surface' mode setting in order to fully determine the levels of possible dampness present.

Evidence of dampness was recorded to the wall sections as indicated on the attached sketch plan. Dampness noted appears to be due to the lack of an effective damp proof course along with the presence of high levels of salt contamination within the plasterwork, There may also be a certain degree of lateral moisture penetration occurring due to the raised floor levels of the neighbouring properties.

Where persistent dampness has occurred this has now resulted in fairly significant damp staining and plaster deterioration. In addition localised areas of dampness were also evident to the ceilings, as indicated on the attached sketch plan.

It will be appreciated that in a building of this age and type of construction there will inevitably be a certain degree of dampness present, and the vast majority of the current damp and plaster deterioration appears to be longstanding.

Depending upon the extent of refurbishment works planned however, some remedial works are likely to be required and we have therefore provided a brief specification and budget costings. You should also be aware that any such works may be the subject of listed building consent.

At the time of our inspection isolated areas of dampness were also evident to areas of painted brickwork, again this being fairly typical for a wall finish such as this within an old historical building. Within the main shop area some surface rust / deterioration to the base of the supporting metal post near the bay window was also apparent.

Please Note: Our Surveyor's findings outlined in this document are relevant to the conditions appertaining to the property at the time of our survey.

RECOMMENDATIONS / ESTIMATE:

A) To the walls areas as indicated on the attached sketch plan allow for removing areas of damp / contaminated internal wall plaster and clear debris from site. Carry out specialist rendering works (to match existing) using a washed sand/cement/lime mix incorporating a suitable salt retardant additive. Fittings a Newton 503 mesh membrane system followed by new dot and dab plasterboard dry linings. Applying a finishing coat of plaster within all specified areas . Also allow for removing the damp sections of ceilings as indicated on the attached sketch plan and replacing with new plasterboard ceilings to match the existing. Apply finishing coat of plaster. Leave all areas ready for redecoration works by others. Also allow for site attendance by an electrician for the adjustment of the existing electrical fittings as required.

would be **..£16,000.00 budget costing**

This estimate allows for a maximum plaster thickness of 25mm. Plaster in excess of 25mm will be subject to an additional charge.

This estimate does not include for the items of Attendance Work listed below. Any additional requirements will be charged extra, subject to your full approval.

ATTENDANCE WORK

1. Before the arrival of our operatives it will be necessary for you to remove floorcoverings, furniture, stored articles, any units and plumbing etc. and provide a free working access.
2. Remove the sink units, w.c. and all associated pipework etc. within area of proposed works prior to our arrival on site.
3. Remove the timber window shelf from within the bow window prior to our arrival on site in order that full access can be gained to the wall areas highlighted for treatment.

Your attention is drawn to the 'General Conditions' attached.

Accounts are net payable on completion of the work. Unless otherwise agreed in writing, the issue of any guarantee is conditional on full settlement of our account being received within 14 days of the date of invoice.

A 10-year guarantee will be issued.

If this estimate meets with your approval, would you kindly complete and return the enclosed acceptance form so that we may schedule the work to your requirements. Unless you are in possession of an approved trading account with this company, we must ask you to enclose 25% deposit with your acceptance.

Should you require any further information, please do not hesitate to contact us.

For and on behalf of
GULLIVER TIMBER TREATMENTS LTD.,



D.C. Alderslade CSRT CSSW
Surveyor
Encl:



1 Turnden Cottages
Hartley Road
Cranbrook
Kent
TN17 3QR
01580 715596

The Living Forest Limited

Ms. Katrina Hoyle,
Deputy Clerk,
Goudhurst Parish Council,
The Hop Bine,
Risebridge Farm,
Ranters Lane,
Goudhurst,
Kent.
TN17 1HN.

29th of April, 2024

Dear Ms Hoyle,

Tree Safety Surveys – Goudhurst Parish Council Sites

Further to your enquiry, I am pleased to provide a fee proposal for our consultancy services.

The extent of our work is set out below and is offered under our standard terms and conditions (copy attached).

Brief Description of Services

To undertake tree safety surveys based on the zonal assessment system and provide a report for the following sites:-

- St Mary's Churchyard, Goudhurst.
- Old Cemetery, on south side of Back Lane, Goudhurst.
- Goudhurst Pond Area, Goudhurst.
- Christ Church Churchyard, Kilndown.
- Quarry Pond, Kilndown.

Scope of Works

A visit will be carried out to inspect, from ground level, the trees located within the grounds of each Parish Council site. The site visits will be carried out at mutually agreeable dates and times to both parties.

The tree surveys will be carried out by suitably experienced and qualified staff with Professional Liability Insurance Cover and Public Liability Insurance Cover.

The trees will be assessed using the visual tree assessment (VTA) method. The assessment of risk posed by an identified defective tree and the priority rating of the recommended action shall be determined on four factors:-

- the nature of the defect;
- the size of the defective part
- the overall condition of the tree;
- the designated target zone of the site (i.e. high, medium or low).

Only those trees identified with defects that could pose a safety risk to people or property will be recorded.

Each defective tree will be tagged with an individual numbered label and its location plotted on an Ordnance Survey plan using the Pear Technology mapping software. The data will be downloaded onto a survey schedule and plan and attached as appendices to a tree survey report. The following data will be recorded for each defective tree:-

- Tree Reference Number.
- Species.
- Height (m.).
- Crown spread (m).
- Maturity.
- Condition.
- Significant Defects.
- Action Recommendations.
- Priority.
- Date of Inspection.
- Name of Surveyors.

A tree survey report will be provided, in pdf. format, with a tree survey schedule and plan for each site detailing the tree defects and recommended works. All recommended safety works will be categorised by a priority rating to establish acceptable levels of safety within indicated timescales. Any tree found to pose an immediate risk will be reported directly to Goudhurst Parish Council at the time of the site visit.

Trees requiring a more detailed inspection such as a climbing inspection or internal decay detection test will be identified as such on the survey schedule and detailed in the tree survey report.

Assumptions

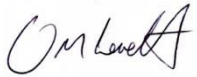
It is assumed that unrestricted access will be made available on the day of each site visit.

Fee Costs

Our fees for undertaking these services are £480.00 plus VAT @ 20%.

I trust this meets with the approval of the Parish Council. However, please do not hesitate to contact me if there are any queries.

Yours sincerely,



David Levett *MIC For, Dip Arb (RFS), MArborA*

Director

Email: David@thelivingforest.co.uk



Directors: M.J. Lott, D.M. Levett

Registered in England & Wales No: 3547611 Vat Registration No: 869 9810 51

Registered office: 1 Turnden Cottages, Hartley Road, Cranbrook, Kent TN17 3QR

Appendix to Minutes of a Council Meeting held on 14th May 2024

Recommendations and Decisions April 2024

Application	Address	Proposal	GPC	TWBC
24/00508	17 Beresford Close Kilndown Cranbrook Kent TN17 2SB	Air source heat pump	Approve	Approve
24/00617/FULL	The Glade, Old Park Wood, Goudhurst Road,	Replacement dwelling	Approve	Approve
24/00936/FULL	Woodfield House , Jarvis Lane, Goudhurst, Cranbrook, Kent, TN17 2NN	Erection of a carport	Approve	
24/00905/FULL	Millfield Smiths Lane Goudhurst Cranbrook Kent	Two storey extension and balcony to rear	Approve	
24/00757/FULL	First Cottage , North Road	Demolition of outbuilding, removal of dormer, addition of rear single & double-storey extension, 4no. rooflights, solar panels, air vent	Approve	
24/00758/LBC	First Cottage , North Road	Listed Building Consent - Demolition of outbuilding, removal of dormer, addition of rear single & double storey extension, 4no. rooflights, solar panels, air vent, form new partition wall & lower floor on ground floor, form	Approve	

Appendix to Minutes of a Council Meeting held on 14th May 2024

Recommendations and Decisions April 2024

		new opening, partition walls, removal of door & section and replace to first floor		
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Goudhurst Parish Council



YOUTH & HOUSING COMMITTEE

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

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

Officers Present: None

APOLOGIES

035/24 Apologies for Absence were received from Cllrs David Knight, Antony Harris and Alison Webster

DISCLOSURES OF INTEREST

036/24 Cllr Phil Kirkby declared an interest in his company being the proposed contractor for the ventilation work at Chequer Field Pavilion.

MINUTES OF THE LAST MEETING

037/24 It was **resolved** that the minutes of the Youth & Housing Committee meeting held on 23rd January 2024 and previously distributed to members via Board Intelligence, be accepted as a correct record.

QUESTIONS FROM THE PUBLIC AND PRESS

038/24 There were none

VENTILATION AT CHEQUER FIELD

039/24 It was **resolved** to appoint the contractor B&K Electrical to complete the ventilation works on the Chequer Field Pavilion and the expenditure of £5478. Cllr Phil Kirkby abstained from vote.

VILLAGE SHELTER

040/24 It was **noted** the concept of the Village Shelter was positively well received, with any concerns to be designed out. Shelter will be 4M², made from wooden oak with seating, lighting and secured with CCTV. It was **agreed** the location to be next to the entrance to the Village Green.

PLAY AREA

041/24 It was **agreed** to maintain the wooden fence around the play area on Back Lane, rather than replace.

042/24 It was **resolved** to complete any work necessary on the play area on Back Lane, raised in the recent RoSPA report, except for the addition of extra road signs.

SURVEY RESULTS

043/24 It was **noted** the condition of some of the housing on Mary Days estate is poor.

ITEMS FOR INFORMATION

044/24 There were none

DATE OF NEXT MEETING

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

Meeting ended -20.00

Minutes typed by DClerk, from notes taken by Cllr Phil Kirkby (Chair)