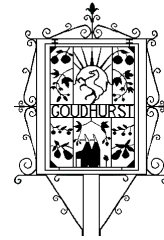


Goudhurst Parish Council



Meeting of the Full Council Tuesday 11th March 2025

**MEETING
11 March 2025 19:15 GMT**

**PUBLISHED
6 March 2025**

Goudhurst Parish Council



To: Members of Goudhurst Parish Council

I summon you to a Meeting of Goudhurst Parish Council on Tuesday 11th March 2025 at 7.15 for a 7.30pm start in The Church Rooms, Back Lane, where business detailed on this agenda will be discussed. At 7.15pm, members of the public are invited to speak with Councillors but the meeting will officially start at 7.30pm.

Members of the Public and the Press are welcome to attend this meeting and to ask questions or raise issues of local interest during the 7.15pm to 7.30pm session. 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 Clerk, if you intend to film or record the Meeting.

Katrina Hoyle
Clerk to Goudhurst Parish Council
6th March 2025

Parish Council Office – 3 Fountain House, High Street, Goudhurst, KENT. TN17 1AL
01580 212552 | <https://goudhurst-pc.gov.uk>

Quorum for Council: 4 Members

Agenda

Location
The Church Rooms, Back Lane, Goudhurst.

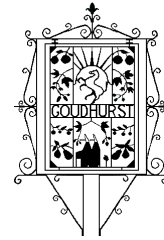
Date
11 Mar 2025

Time
19:15 GMT

| | Item | Page |
|------|---|------|
| | 7.15pm - 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 | To receive apologies for absence and to approve the reasons given. | - |
| 2 | Declarations of Interest | - |
| 3 | To approve and sign as a correct record the Minutes of the Parish Council Meeting held on Tuesday 11th February and available to members prior to the meeting via Board Intelligence. | 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). | - |
| 5 | RFO Report | 47 |
| 5.1 | To resolve to approve payments for February 2025. | 49 |
| 5.2 | To appoint to Councillors to approve payments | - |
| 5.3 | To resolve to appoint Mulberry Local Authority Services to complete the Internal Audit as per previous years. | - |
| 6 | Resolutions | - |
| 6.1 | To resolve the siting of the screen in the Parish Council Office and associated costs. | 53 |
| 6.2 | To resolve the payment of £495 to replace the broken water heater in Balcolmes Hill Public Toilets | 54 |
| 6.3 | To resolve the expenditure of £1,775.60 per calendar month to the chosen contractor and for the Clerk to sign the contract | - |
| 7 | To discuss exploration of a mini bus, to take residents to the Advice Day in Cranbrook and decide on further action | 61 |
| 8 | To receive an update regarding the Annual Parish Meeting and decide the action needed | - |
| 9 | To discuss and agree the purpose of the Parish E Newsletter | - |
| 10 | To receive an update on VE Day and decide any action needed | - |
| 11 | To discuss the Draft Employee Handbook make a decision on action required | - |
| 12 | Committee Reports | - |
| 12.1 | Amenities- 18th February -Council to note the decisions | 62 |

| | Item | Page |
|----|---|------|
| 13 | Planning Decisions | 66 |
| 14 | Chairman's Report | - |
| 15 | Clerk's Report | 67 |
| 16 | Correspondence | - |
| 17 | Items for information | - |
| 18 | Date of next Meeting 8th April 2025, 7.15 for 7.30 start at The Church Rooms. | - |

Goudhurst Parish Council



Meeting of the Full Council 11th February 2025

MEETING
11 February 2025 19:15 GMT

PUBLISHED
6 February 2025

Goudhurst Parish Council



MINUTES OF THE MEETING OF GOUDHURST PARISH COUNCIL on Tuesday 11th February 2025 in Church Rooms Back Lane

Before the meeting was convened, there was public participation from 7.15 to 7.30pm.

PARTICIPANTS

Councillors present: Cllrs Antony Harris (Chairman), Caroline Richards, Ed Read-Cutting, Alison Webster (Vice Chairman), Phil Kirkby (Vice Chairman), Peter Rolington and Paul Wareham, Cllr David Knight, Cllr Suzie Kember

Others present: Borough Cllr Lynda Durr. Cllr Sean Holden

Officers present: Katrina Hoyle Clerk

APOLOGIES

629/24 Cllr Geoff Mason for being ill and Cllr Edward Hodgskin due to work commitments. Cllr Craig Broom to support his poorly dog.

QUESTIONS FROM THE PUBLIC AND PRESS

630/24 There were none

DISCLOSURES OF INTEREST

631/24 There were none.

MINUTES OF THE LAST MEETING

632/24 It was **resolved** to sign the Minutes from 14th January 2025 as circulated via Board Intelligence and via email

REPORTS FROM COUNTY & BOROUGH COUNCILLORS

633/24 Kent County Cllr Sean Holden reports, problems that are being potentially caused by the traffic light changes in Hawkhurst and diverting traffic through Goudhurst. Cllr Holden has pressed for a review of the diverting arrangements from the Highways Cabinet Member, and the Highways Director and will update. On the 9th January, the vote for Devolution was passed but Central Government have not accepted Kent into the fast track, due to the population disparity between Medway and Kent County Council. Cllr Sean Holden announces he will not be standing for the next election on May 1st. Tunbridge Wells has set up a webpage to share information. Cllr David Knight raised the Hawkhurst

634/24 Cllr Lynn Darrah – reports the Borough Council will be asked to fund any Devolution based changes through existing budget but nothing has been confirmed

635/24 Borough Cllr David Knight reported the devolution program is being pushed out by Central Government with no discussion or consultation from Local Government. The Leader of the Council presented new plan from 28 – 32. Aspirations for TWBC – climate action, sustainable housing, vibrant economy and community wellbeing. 1.5million new dwellings targets are being pushed out by central government, these are compulsory and a new requirement for a 5 year housing land supply. Current supply is 3.9 years. 1098 per annum 62% increase against a Kent average of 11%. Neighbourhood Plans still hold weight and sustainable

RFO REPORT

Accounts Payable to 31.01.2024

| Supplier | Description | Gross | Net | VAT Code |
|--------------------------------------|--|---------------|--------|----------|
| Authorised at Council Meeting | | | | |
| F&C | Jan Toilet Cleaning | 811.20 | 676.00 | |
| Capel | Sids Battery change Jan | 140.59 | 117.16 | |
| Veolia | Jan bin emptying burial ground | 44.98 | 37.48 | |
| Perinda Skilton | January office cleaning | 80.00 | 80.00 | |
| GH Village Hall | Hop Pickers Meeting | 15.00 | | |
| Mason Vegetation | Works as per quotation to cut back unwanted saplings and shrubbery in the victorian church yard. | 250.00 | 200.00 | |
| Envirocure | Annual Contract - Carry out monthly L8 control tasks for December 2024 | 64.00 | 53.33 | |
| Capel | 2024/25 Monthly Groundcare Contract - JANUARY | 876.86 | 876.86 | |
| Flotek | 3 months - November - January | 279.97 | | |
| Knock Out Print | Parish Council Office Vinyl Signs | 240.00 | 200.00 | |
| 123 reg | Website renewal | 143.86 | | |
| Lloyds Multicard | See January | 936.37 | | |
| EE | Clerks Sim Card | 34.67 | | |
| Flotek | 3 months - November - January | 279.97 | | |

636/24 The Council **noted** the summary of receipts and payments in January 2024.
 Cllrs Phil Kirkby and David Knight to approve.

RESOLUTIONS

- 637/24 It was **resolved** for the expenditure of £143.40 plus installation for Hedgehog Awareness Road Signs.
- 638/24 Council **resolved** to approve the payments for January 2024 as presented at the meeting and detailed in the Appendices plus the two additional payments of printed signs of £240 and 123Reg, website renewal for £143.86
- VE Day
- 639/24 Clerk to speak with Cllr Edward Hodgkins regarding the Community Group as to who can organise it.

PLANNING COMMITTEE

- 640/24 Council **noted** the *recent planning Applications shown in the Appendices*

CHAIRMAN REPORT

- 641/24 Cllr Antony Harris announced he was stepping down as Chair in May.

CLERK'S REPORT

- 642/24 Council noted the report .

ITEMS FOR INFORMATION

- 643/24 There were none
- 644/24 The next Council Meeting is Tuesday 11th February at 7.15 for public participation and start at 7.30pm at The Church Rooms.

Meeting finished at 20.30.

Kat Hoyle

Clerk

11th February

Goudhurst Parish Council

RFO report to Council

Accounts.to (05/02/2025

These figures will be presented to Council at the February 2025
Council meeting.

Receipts UTB in January 2025

| | |
|-------------------|--------|
| Garage Rents | 628 |
| Burials | 0 |
| Dynamo Field Rent | 800 |
| Credit | 152.5 |
| | 1580.5 |

Receipts CCLA in January 2025

| | |
|-----------------------|----------------|
| Dividend payment | 423.61 |
| Total Receipts | 2004.11 |

Payments January 2025

| | |
|-----------------------|------------------|
| UTB | 9693.1 |
| CCLA | 0 |
| Total Payments | 18,185.06 |

Cash Balances at Bank as at 31st January

| | |
|-------------------------|-------------------|
| UTB | 18,686.42 |
| CCLA | 105,420.69 |
| Instant Access | 101,173.46 |
| Current Balances | 225,280.57 |

Accounts Payable to 05.02.2025 for authorisation

| Payment Ref | Invoice Number | Supplier | Description | Gross | Net |
|-------------|--|------------------|--|----------|--------|
| 24377 | INV-3111 | F&C | Jan Toilet Cleaning | 811.20 | 676.00 |
| 24378 | SI2425448 | Capel | Sids Battery change Jan | 140.59 | 117.16 |
| 24379 | TON0077158 | Veolia | Jan bin emptying burial ground | 44.98 | 37.48 |
| 24380 | | Perinda Skilton | January office cleaning | 80.00 | 80.00 |
| 24381 | 2025-INV-494 | GH Village Hall | Hop Pickers Meeting | 15.00 | |
| 24382 | | Mason Vegetation | Works as per quotation to cut back unwanted saplings and shrubbery in the Victorian church yard. | 250.00 | 200.00 |
| 24383 | 47206 | Envirocure | Annual Contract - Carry out monthly L8 control tasks for December 2024 | 64.00 | 53.33 |
| 24384 | | Capel | 2024/25 Monthly Groundcare Contract - JANUARY | 1,052.23 | 876.86 |
| 24385 | 241100249962 241200264456 250100273553 | Flotek | 3 months - November - January | 279.97 | |

To the Clerk
Goudhurst Parish Council

11th February 2025

GPC Chairmanship

I would like to inform Council that I will not be going forward as a candidate for the position of Chairman of the Parish Council in May.

I am making this announcement now, so that councillors have the time to ensure a smooth handover.

I would like to give my thanks to all those wonderful Parish Councillors, members of our community, who I've had the good fortune to work with over the past 15 years and for their dedicated service to our community. I realise how fortunate I was to have had the opportunity and pleasure of working with the late Anthony Farnfield, our Clerk over much of that time. I also thank Claire Reed for her service, updating our systems, and for the introduction of the e-newsletter.

In passing on the baton to my successor, I am confident that they will have the support of our unusually creative and innovative Clerk, Katrina Hoyle, who apart from bringing many long planned projects to completion, has introduced Saturday open mornings, bringing our council to the community, whilst delivering an exceptional level of service.

I wish my successor, our Parish Councillors, our Clerk, and all our Parish the very best of fortune.

Antony

Antony Harris

Proposal for Hedgehog Awareness Road Signs

Introduction

Hedgehog populations in the UK have seen a drastic decline, with **numbers in rural areas dropping by approximately 50% since 2000**. A major contributor to this decline is road traffic accidents, as hedgehogs frequently fall victim while attempting to cross roads. Additionally, habitat loss due to agricultural expansion and a reduction in food sources further threaten their survival. Installing hedgehog awareness road signs at key locations around the village will remind drivers to slow down, particularly at dusk and dawn when hedgehogs are most active, helping to reduce fatalities and support conservation efforts.

Proposal

We propose the purchase and installation of **12** hedgehog awareness signs at strategic points where hedgehog casualties (figure 1) have been reported or where wildlife corridors intersect roads/known hedgehog populations (figure 2). These signs will serve as an important reminder for drivers to be cautious and help protect our local hedgehog population.

Costings

- **Hedgehog road signs:** £11.95 per sign x 12 = £143.40
- **Post Installation costs:** TBA
- **Total estimated cost for 12 signs: £143.40 plus installation**

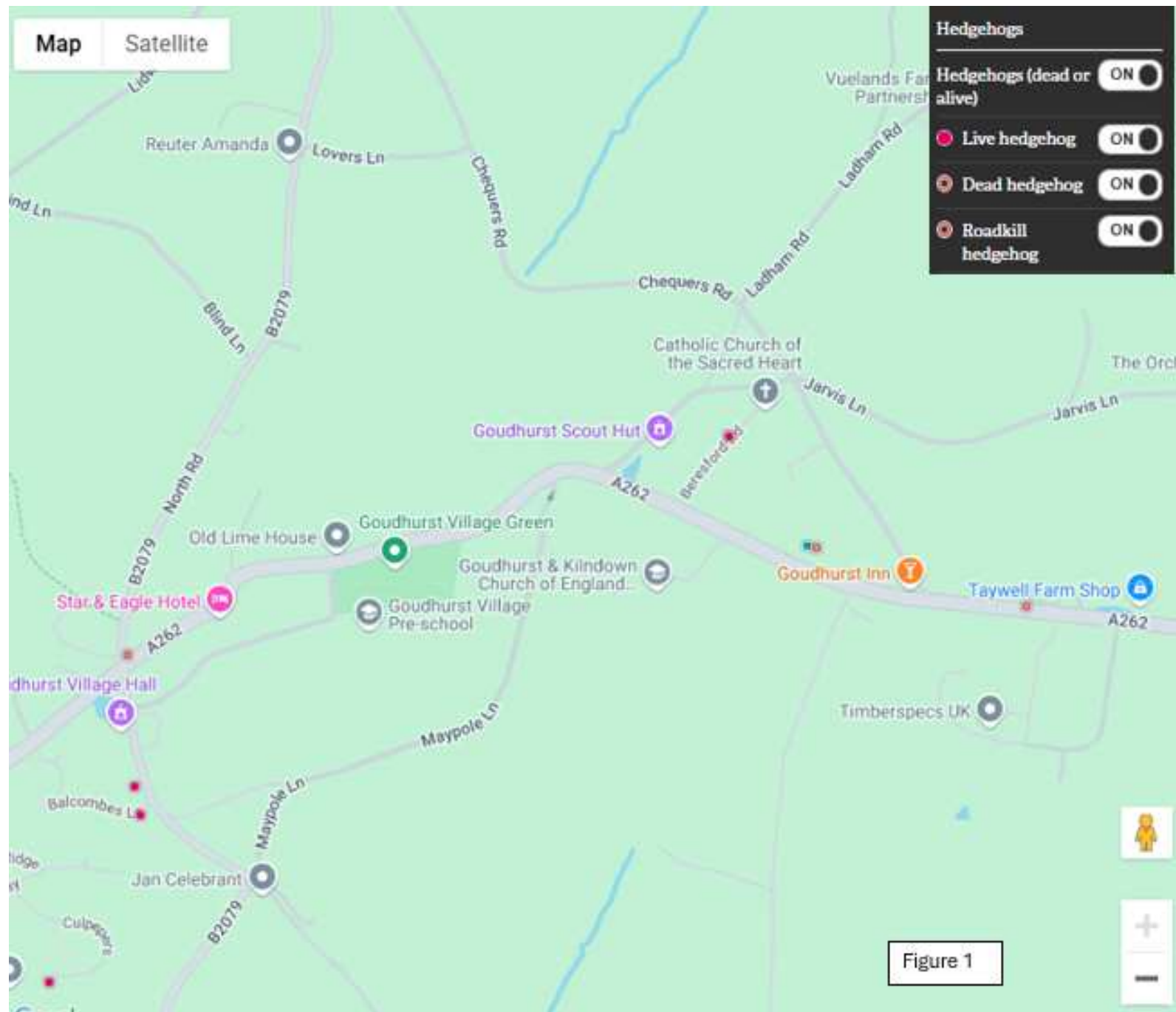
These signs are made from 3mm thick aluminium composite sign board. With 4.5mm pre-cut holes in each corner. This is the same material used to make road signs. It is light weight, weather-proof and will not rust. This vinyl will not crack, fade or peel and offers years of serviceable life. These signs are well within the legal size limit for NOT requiring Planning Permission. Generally, you can install signs up to 600mm by 450mm without Planning Permission. This is roughly the size of a standard Real Estate sign.

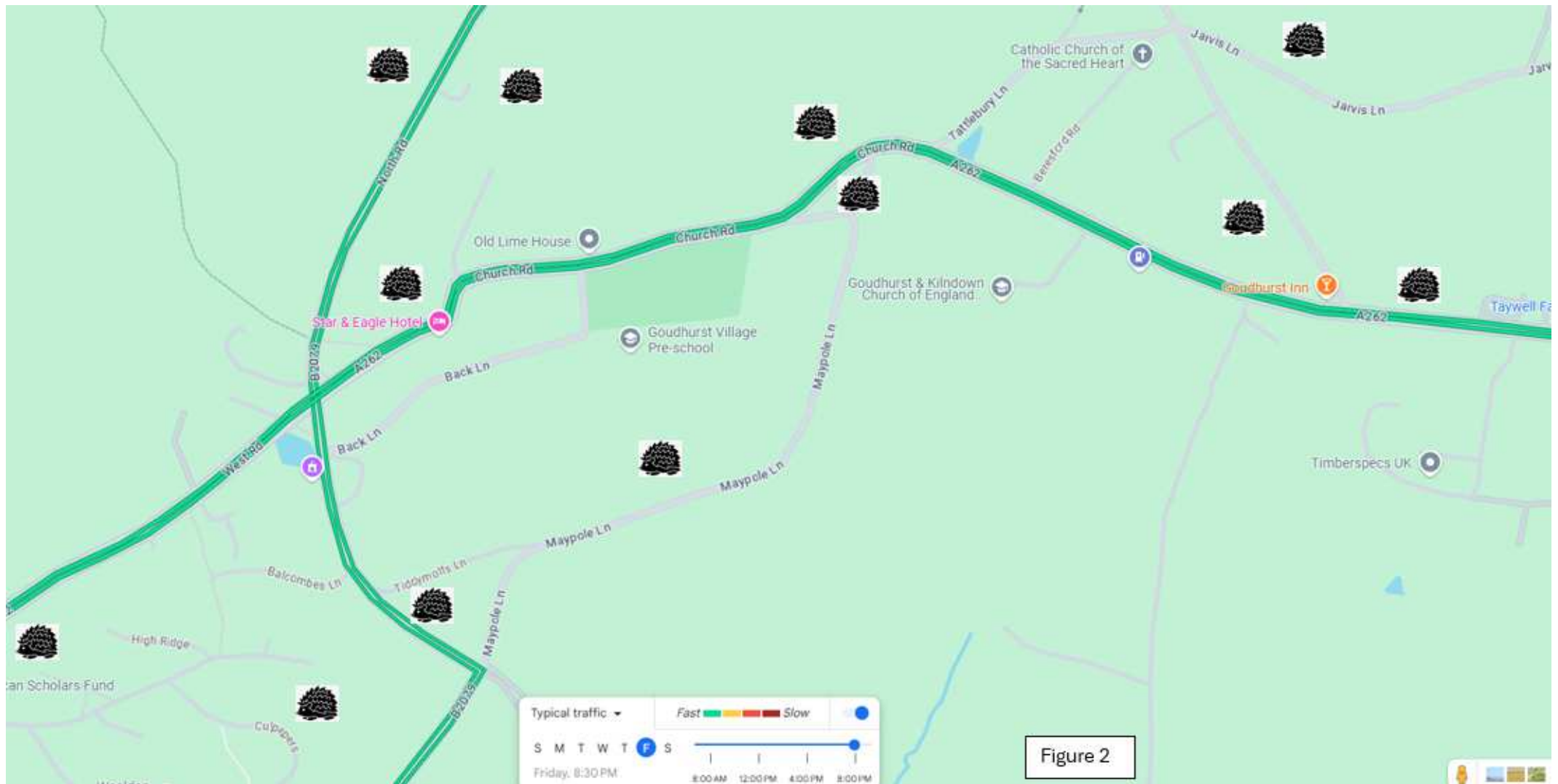


["Slow Down" Warning sign - The British Hedgehog Preservation Society Online Shop](#)

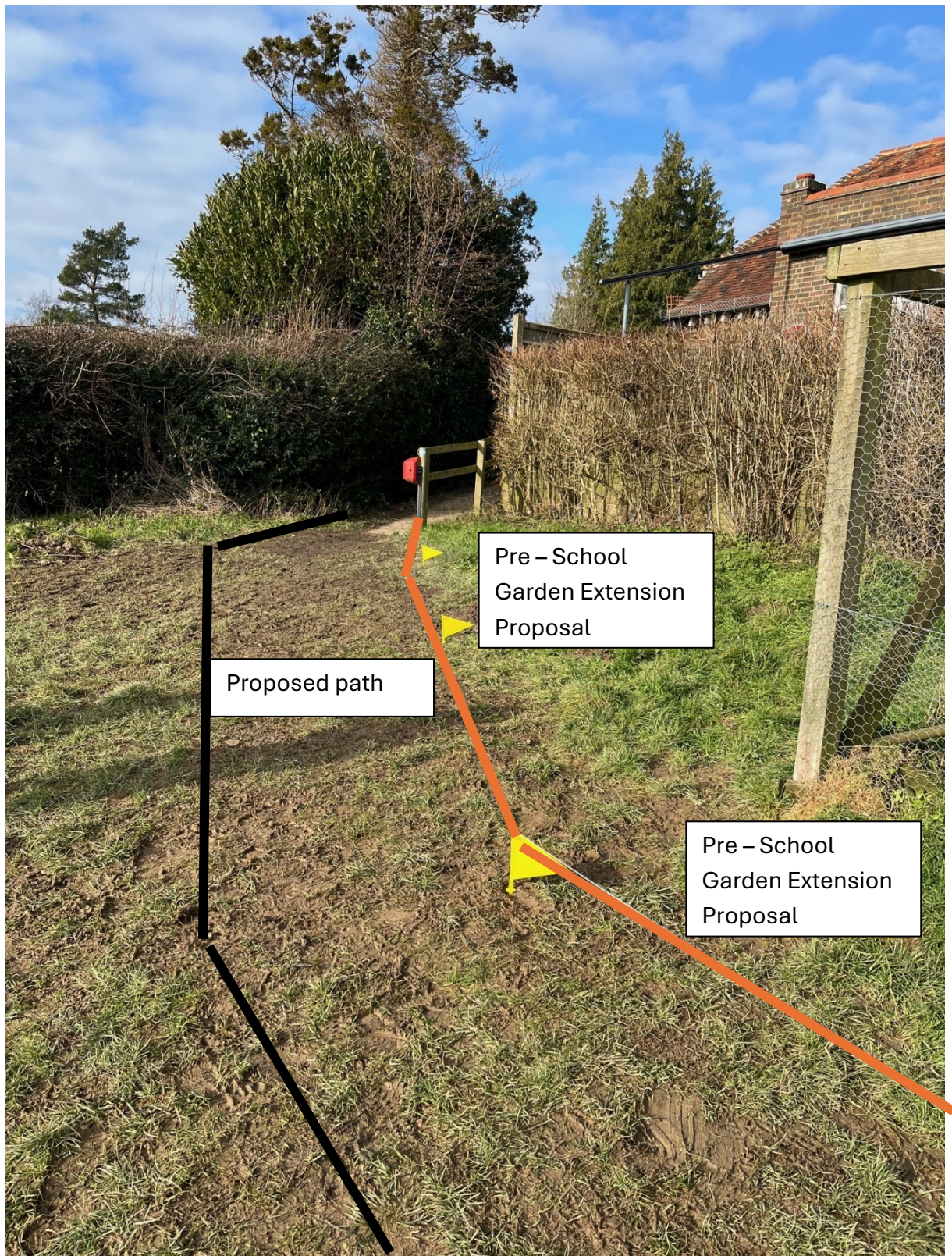
Timings

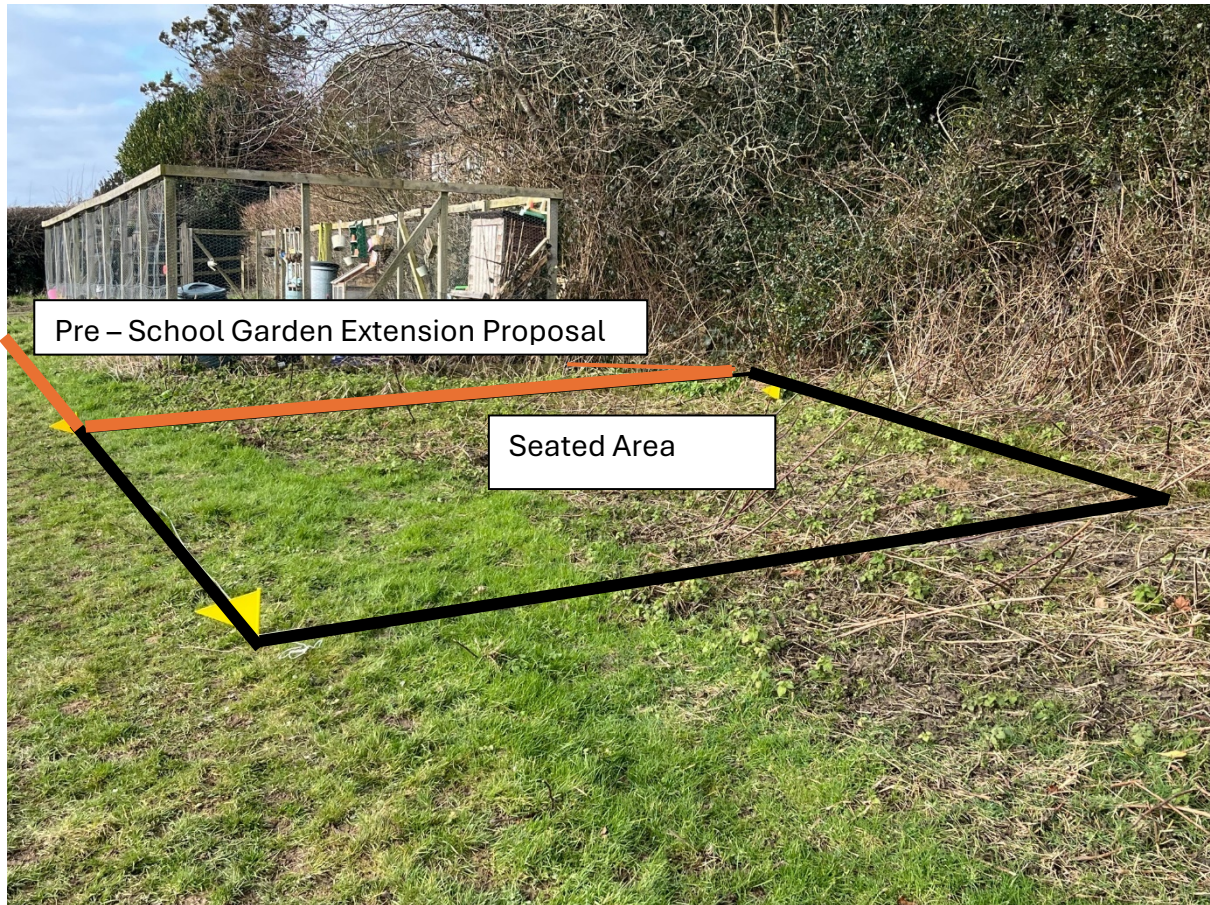
The signs should be installed and remain in place between March and November, which is the peak hedgehog activity period. This ensures maximum effectiveness in protecting hedgehogs during their most active months.





| Projects for 2025 | | Open Evening | Bakers 13/1 | Bakers 14/1 | Star & Eagle 15/1 | Church 15/1 | Resident on line | Resident on line | Church 21/1 | Star & Eagle 21/1 | Bakers 21/1 | Visitor 29/1 | Bakers 30/01 | Church 30/01 | Star & Eagle 30/1 | On-Line 4/2 | TOTALS | Position Ranking |
|-------------------------|--------|-----------------|----------------|----------------|----------------------|----------------|---------------------|---------------------|----------------|----------------------|----------------|-----------------|-----------------|-----------------|----------------------|----------------|--------|---------------------|
| Tattlebury Triangle | Red | 10 | 2 | | 1 | 9 | 2 | 1 | 1 | 1 | 14 | 3 | | 4 | | 13 | 61 | 2 |
| Lower Glebe Cultivation | Green | 6 | 4 | | | 1 | 4 | | | | 2 | 4 | 1 | 6 | | 5 | 33 | 4 |
| Village Shelter | Blue | 10 | 2 | | 1 | 1 | 4 | | | | 3 | 2 | | 7 | 1 | 10 | 41 | 3 |
| Lurkins Rise | Orange | 6 | 12 | | 4 | 5 | 4 | | | 2 | 17 | 9 | | 12 | | 9 | 82 | 1 |
| Memorial Garden | Yellow | | 1 | | | | | | | 2 | 4 | | | 4 | | 4 | 15 | 5 |
| 232 | | | | | | | | | | | | | | | | | | |





Pre – School Garden Extension Proposal

Seated Area



Spec

Excavate $31 \times 1.2 = 37.2$ sq meters

also area $6 \times 6 = 36$ sq meters

Both areas to be excavated to a 250mm depth and remove spoil from site, then lay concrete edgings around boundary's these will be laid on a 100mm concrete bed then concrete haunch

then lay a non woven ground control sheet this allows water to drain through but will not allow mud or spoil to contaminate sub stone.

then lay 150mm depth of permeable 30-50mm Anglia granite stone (no fines) then compact

then lay 60mm depth of AC 20mm open textured tarmac base course layer and also compact.

then lay 40mm depth of 10mm size open textured tarmac also compact this will give more grip than block paving and also maintenance free. This also ensures the smoothest path possible which is essential for all user access.

Option 1 Cost = £14,480 + VAT

This also includes raised beds round seated area.

Highways Committee signed this off on 28th January.

The office are have submitted a grant application for the purchase of the furniture, including benches, planters, and all inclusive benches,.

Work is due to start Monday 17th February, which is half term and less disruptive to the Pre School. Warning signs will be put up before, and regular social media announcements.



Katrina Hoyle, Goudhurst Parish Council

29 January 2025

Dear Katrina Hoyle,

PRE-APPLICATION ADVICE: RESPONSE

Reference: 25/00213/PAPL

Proposal: Pre Application Advice (Letter) - Resurface public right of way, extend existing path and the creation of a picnic/seating/benched area

Location: Glebe Field, Church Road, Goudhurst, Cranbrook, Kent

I refer to your request for pre-application advice regarding the above location and proposal. Your proposals have been considered and I have the following advice;

This letter is in relation to Glebe Field, located within the High Weald National Landscape (HWNL, formerly AONB) and Goudhurst Conservation Area but outside the Limits to Built Development (LBD). As I understand it, your proposal seeks the part-resurfacing of 2no. Public Right of Ways which run across the subject site (WC33 and WC34) and extending the existing path and the creation of a picnic/seating/benched area for the benefit of the local area.

The proposed works would be governed by Class A, Part 12, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 as amended, which is set out as followed:

Class A

Permitted development

A. The erection or construction and the maintenance, improvement or other alteration by or on behalf of a local authority or by or on behalf of an urban development corporation of—

- (a) any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;*
- (b) lamp standards, information kiosks, passenger shelters, public shelters and seats, telephone boxes, fire alarms, public drinking fountains, horse troughs, refuse bins or baskets, barriers for the control of people waiting to enter public service vehicles, electric vehicle charging points and any associated infrastructure, and similar structures or works required in connection with the operation of any public service administered by them.*

The proposed works appear to fall within the criteria set out above under Class A, and therefore planning permission should not be required and likely considered to constitute permitted development.

Conclusion

- The proposed resurfacing of the Public Right of Way, extension of existing path and creation of a picnic/seating/benched area is likely be classed as permitted development under Class A, Part 12, Schedule 2 of the GPDO.

Any advice given by Council Officers for pre-application enquiries does not indicate a formal decision by the Local Planning Authority. Any views or opinions are given in good faith, and to the best of ability, without prejudice to the formal consideration of any planning application.

Any pre-application advice provided will be carefully considered in reaching a decision or recommendation on any subsequent application; subject to the proviso that circumstances and information may change or come to light that could alter that position. It should be noted that the weight given to pre-application advice notes may decline over time.

Please be aware that any correspondence between us will be available for public inspection if requested, unless it is marked 'commercially confidential', with a valid explanation as to why this is the case.

The final decision on any subsequent application that you may make can only be taken after the Local Planning Authority has consulted local people, statutory consultees and any other interested parties.

Yours sincerely,

Ethan T

Ethan Tang
Planning Officer

Ethan.Tang@Tunbridgewells.gov.uk

Goudhurst Parish Council



HIGHWAYS COMMITTEE WITH PUBLIC TRANSPORT

Minutes of a Meeting held on 28th January 2025 in Goudhurst Village Hall
During the 7pm an open public forum took place

PARTICIPANTS

Councillors Present: Cllrs Craig Broom(Chair), Paul Wareham, Suzie Kember and Alison Webster.
(Peter Rolington, non-committee member)

Officers Present: Clerk. Kat Hoyle

Others Present: 10 members of the public

APOLOGIES

601/24 There were none

DISCLOSURES OF INTEREST

602/24 There were none.

MINUTES OF THE LAST MEETING

603/24 It was **resolved** to approve the minutes of the committee meeting held on 24th September 24 a copy of which was made available to members prior to the meeting via Board Intelligence.

HIGHWAYS IMPROVEMENT PLAN

604/24 The Committee **resolved** to sign off the updated HiP, shown in the appendices. **Action:**
Clerk to send to KCC

GTAG AND LORRY WATCH

605/24 There was none.

NORTH ROAD ACTION GROUP

606/24 The Action Group spokesman updated they had still not heard back from Highways, but is was agreed to combine a list of all recent accidents for the Clerk to submit to KCC. The speed data provided by the recent assessment, showed the majority of road users, do not speed down North Road. It was **resolved** to work with Kent County Council Highways in producing a number of signs throughout the bends on North Road, warning drivers of the crash hot spot. Members of the actions group will be invited to a meeting to share their experiences to submit to Kent County Council

THE A262 WORKING GROUP

607/24 The group submitted the following report: "Thank you to Craig for supporting us, we are in the process of contacting Sissinghurst and Biddenden Parish Councils to ask them to match Goudhurst's financial support. We are in touch with local councillors and other villages in the hope that the more people and areas involved may have some sway on local policies. It's a long and continuing slog. A letter is being sent for inclusion in the Goudhurst's monthly bulletin please, asking for volunteers for the newly amalgamated Speedwatch teams. We will be sharing equipment and volunteers from Goudhurst, Sissinghurst and Biddenden to

target speeding cars through the villages and monitor lorry activity. A letter will be sent from the chair of A262 TAG asking for more volunteers. We have scheduled another meeting for our TAG team for this coming Thursday. “

THE A21.

608/24 Cllr Paul Wareham updated the average speed was 50mile an hour, which is within the speed limit. The data will continue to be collected.

TRAFFIC ISSUES RAISED BY RESIDENTS

609/24 Residents reported ongoing concerns around Summer Hill, North Road, and Winchet Hill. Cllr Craig Broom, updated Highway are looking at increasing signage along all three areas as the speed analysis showed the majority of speed, was under the limits. The signage is aimed to be in place within six months and Highways are creating a plan. Clerk has set up meetings with Highways, to keep the momentum going.

610/24 Cllr Paul Wareham shared the School Transport Plan, was still ongoing and helping them through it. Reports of a recent incident to be discussed with the School. **Action: Cllr Paul Wareham to speak with the School.**

LOWER GLEBE

610/24 It was **resolved** for the expenditure of £14,480 for the completion of the pathway and seating area on the lower Glebe. It was **resolved** to accept the Public Right of Way Team's offer to smooth the slope and allow for all inclusive access.

ITEMS FOR INFORMATION

611/24 There were none

DATE OF THE NEXT MEETING

612/24 Next Highways Committee meeting, 24th May 2025 at 7.30, The Church Rooms, Back Lane.

The meeting closed at 21.04

Kat

Kat Hoyle

Clerk

28th January 2025

Schemes Planning and Delivery Team working in Partnership with Goudhurst Parish Council Highway Improvement Plan

Submission Date: 01/02/25

(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link <https://www.kent.gov.uk/roads-and-travel/report-a-problem>)

HIP Front Cover

| HIP Version | Submitted by (Name) | HIP Date | Record Of Meeting Dates with KCC Virtual or Face to Face | Please list below the funding Opportunities/Sources for HIP initiatives/Measures | |
|---|---|-----------------------------|--|--|-----------------------------------|
| 1 | Kat Hoyle | 28 th January 25 | 09/09/24, 28/01/25 (Virtual) | I.e. County Member, Parish Precept Donation, LTP bid | |
| Are you an active member of the Speed Watch Scheme? | | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Are you an active member of the Lorry Watch Scheme? | |
| | | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | | |
| Name of HIP Representative | Craig Broom (Chair of Highways Committee) | Contact Telephone Number | 01580 211 316 | Email Address | craig.broom@goudhurst-pc.gov.uk |
| Name of Clerk | Kat Hoyle | Contact Telephone Number | 01580 212 552 | Email Address | clerk@goudhurst-pc.gov.uk |
| Name of Chair | Antony Harris | Contact Telephone Number | 01580 211 329 | Email Address | antony.harris@goudhurst-pc.gov.uk |
| KCC Project Manager Name | Nigel Rowe | Contact Telephone Number | 03000 413 319 | Email Address | Nigel.Rowe@kent.gov.uk |

- Please note the Priority column MUST be those issues which are regarded as the most important (No 1 being your highest priority, then filtering down)
KCC is unable to guarantee that all your requests will be deliverable, but Project Managers can investigate your top 1 or 2 priorities per year.

Please Note: Highway Improvement Plans will only be accepted if they are in this prescribed template format. PLEASE DO NOT ALTER IN ANY WAY. Whilst this is intended to be a living document for your Parish/Town Council*, KCC can only make resources available to review your HIP annually.

Schemes Planning and Delivery Team working in Partnership with Goudhurst Parish Council Highway Improvement Plan

Submission Date: 01/02/25

(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link <https://www.kent.gov.uk/roads-and-travel/report-a-problem>)

Live Priorities Record

| Priority | Location | Problem/Concern | What do you feel are the potential solutions? | KCC Comments (This column is to be completed by Project Manager ONLY) |
|----------|---|---|--|--|
| 1. | North Road S bend (Winchet Hill) | Safety improvements to the road, to reduce the number of crashes | Additional signage, highlighting the risks of “Accident Hot Spot” or similar . | NR- 18/9/24 The report provided by NRAG is appreciated and contains some useful information. DB of Enhanced Partnership and Infrastructures is reviewing this along with other possible improvements in this area. NR has chased for update. |
| 2. | North Road S bend (Summer Hill) | Safety improvements to the road, to reduce the number of crashes | Additional signage, highlighting the risks of “Accident Hot Spot” or similar . | |
| 3. | North Road (S Bend) | Safety improvements to the road, to reduce the number of crashes | Additional signage, highlighting the risks of “Accident Hot Spot” or similar . | |
| 4. | A262 Iden Green – junction by the Peacock Inn | Crash hot spot | Analysis of the junction and general road. | |
| 5. | The junction of Cranbrook Road and Chequers Road, by the Goudhurst Inn. | Traffic turning right from Chequers Road faces high risk, due to speeding, high traffic and low visibility. Several crashes and a fatality. | Junction improvements required to increase visibility, reduce speeds and reduce number of incidences | NR – 12/8/24 to discuss with Planning and Advice 7/10/24 |
| 6. | A262 Spelmonden to Blue Coat Ln. | Accident Black Spot. History of frequent | Suggest reduction of speed limit from current 40mph to 30mph. | NR – 19/9/24 NR to review with P&A 7/10/24 |

Please Note: Highway Improvement Plans will only be accepted if they are in this prescribed template format. PLEASE DO NOT ALTER IN ANY WAY. Whilst this is intended to be a living document for your Parish/Town Council*, KCC can only make resources available to review your HIP annually.

Schemes Planning and Delivery Team working in Partnership with Goudhurst Parish Council Highway Improvement Plan

Submission Date: 01/02/25

(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link <https://www.kent.gov.uk/roads-and-travel/report-a-problem>)

| | | | | |
|----|------------------------------------|--|---|--|
| | | Injury collisions in area of several sharp bends and gradients alongside a new Housing development of 6 units, several older houses, and driveway junctions. | ATC speed survey obtained as requested - TSP14940 (28 Feb to 06 Mar 2022). Average speed eastbound and westbound 34mph. | |
| 7. | North Road/Curtisan Green Junction | A number of crashes reported recently due to increased speeding | Suggest a survey to be undertaken and next steps based on average speeds. | NR – 19/9/24 3 x ATC surveys ordered for this stretch of road. Results to be reviewed with P&A 7/10/24 |

Historical Priorities Record

| No | Location | Problem/Concern | What do you feel are the potential solutions? | KCC Comments |
|----|---|--|---|---|
| 1 | <i>EXAMPLE: Church Lane</i> | <i>Speeding off peak.</i> | Speed Reduction | After traffic surveys obtained, data showed that vehicle speeds were within the current speed limit, therefore no further action proposed. |
| | 0.9 mile stretch of A262 Iden Green (area to the east of Goudhurst village extending to the village 30mph area) | Speed and frequency of traffic on road with driveway junctions for 43 residences and 17 businesses | Speed limit reduction to 50mph. Verbal approval from Chris Koningen 09 Mar 2020. ATC speed survey obtained as requested - TSP14940 (28 Feb to 06 Mar 2022). There have been many collisions involving injury on this section including one death. | 27.05.2021 – Speed Survey requested and ordered 20.08.2021 – Speed Survey data shared with Parish DR CK 02/12/22 – Survey data provided by PC appears to support the reduction of the existing speed limit. DR to discuss with PC at meeting on 07/12/22 and possibly raise speed reduction review enquiry to P&A. DR 07/12/22 – Enquiry raised to PA to undertake speed review / feasibility study for the reduction of the speed |

Please Note: Highway Improvement Plans will only be accepted if they are in this prescribed template format. PLEASE DO NOT ALTER IN ANY WAY. Whilst this is intended to be a living document for your Parish/Town Council*, KCC can only make resources available to review your HIP annually.

Schemes Planning and Delivery Team working in Partnership with Goudhurst Parish Council Highway Improvement Plan

Submission Date: 01/02/25

(Please remember that the HIP is for new initiatives/measures/schemes in your community – it is NOT to be used as a maintenance log, as these MUST be logged using the online reporting tool via this link <https://www.kent.gov.uk/roads-and-travel/report-a-problem>)

| | | | | |
|--|--|--|--|---|
| | | | <p>Request to reduce speed limit as recommended in DfT 2013 Circular 'Setting Local Speed Limits'.</p> | <p>limit. ATC survey data has been saved in The shared folder. (12408886).</p> <p><i>27.05.2021 – Speed Survey requested and ordered</i> <i>20.08.2021 – Speed Survey data shared with Parish</i></p> <p>DR CK 02/12/22 – Survey data provided by PC appears to support the reduction of the existing speed limit. DR to discuss with PC at meeting on 07/12/22 and possibly raise speed reduction review enquiry to P&A.</p> <p>DR 07/12/22 – Enquiry raised to PA to undertake speed review / feasibility study for the reduction of the speed limit. ATC survey data has been saved in The shared folder. (12408886).</p> <p>NR 29/11/23 - Spoke to Chris K re this one and he recalls this and advised speed needs to be self enforcing to consider a reduction notwithstanding NSL advises drivers to drive at a safe speed up to 60 whereas 50 is telling people it is safe to drive at that speed and can be seen as a target. HADMs data shows av speeds around 40mph. NR to arrange new ATC s</p> <p>NR 24/1/24 ATC results stored on file. Average speeds 85th %ile 42.7mph 44.3mph E and W respectively. This would confirm there is not a speeding problem and Chris K's comments above stand.</p> |
|--|--|--|--|---|

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Schemes Planning and Delivery Team working in Partnership with Goudhurst Parish Council Highway Improvement Plan

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| | | | | |
|--|--|--|---|---|
| | | | | NR – 12/8/24 This has been raised again by PC. At the moment we have average speeds of significantly below the NSL and below 50mph. Motorists tend to drive at a speed they are comfortable with in NSL locations. In this case around 45 mph on average. By reducing posted speed limit to 50mph we risk motorists feeling pressured to speed up to the limit. The comments made 24/1/24 still stand following referral to senior design engineer CK. |
| | A262 Cranbrook Road – (near primary School on Beaman Close.TN17 1DZ) | Residents of the 85 households on roads north of Cranbrook Rd have to cross the A262 to get to the primary school. This road carries large volumes of traffic with 85th %ile speed of 37.4 westbound and 36.5 eastbound. Parents often accompanied by infant or child in push-chair etc. | Permanent or p/t 20mph speed limit, or crossing, or other traffic calming method. | DR CK 02/12/11 – Wig-wags were previously looked into this location and as there is no existing power supply, the cost for installation would be significantly higher as a road crossing would be required. This would also cause severe disruption as the main A268 would need to be closed and diverted, this would also increase the cost to an unachievable amount. The school is situated at the back of Beamon Close. There is no footway opposite the to cross to – discuss with PC. DR 07/12/22 – DR discussed with PC. This has been investigated previously. NR to undertake some initial checks on HADMs. |
| | A262 Goudhurst High Street. | Frequent conflicts between pedestrians and motor vehicles. <i>'Pedestrian/vehicle shared pavements'</i> | (1) Reduce the amount of use of the shared 'pavements' by vehicles for parking (eg time limits). Possibly a trial period of the KCC and TWBC approved 2018 yellow lines plan. | DR 07/11/12 – DR discussed with parish. After taking a look into this, I have raised an enquiry for P&A to take a look into this. (12408887) |

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Schemes Planning and Delivery Team working in Partnership with Goudhurst Parish Council Highway Improvement Plan

Submission Date: 01/02/25

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| | | | | |
|--|--|--|--|--|
| | | lead to pedestrians having to walk out into the road to get past parked vehicles and vehicles having to swerve onto pavements to avoid oncoming vehicles. This creates anxiety and danger for all users of the highway, shops, hotel, pub, and church. | (2) Place warning signs about the shared status of the 'pavements'. (3) Establish a pedestrian crossing location near Antique shop to facilitate changing across to different side of road that might be less congested with parked vehicles. | |
|--|--|--|--|--|

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Goudhurst Parish Council



STAFFING COMMITTEE

Minutes of a Meeting held on 30th January 2025 at 1.00pm in the
Parish Council Offices, Goudhurst.

Councillors Present: Cllrs Geoff Mason (Chairman), Edward Hodgskin and Alison Webster

Others Present: Cllrs Antony Harris and David Knight.

APOLOGIES

613/24 There were none

DECLARATIONS

614/24 There were none

MINUTES FROM PREVIOUS MEETING

615/24 It was noted that a correction was needed for the previous minutes. It was stated that the date of next meeting would be Monday 12 August 2pm at Goudhurst Village Club. This meeting didn't take place.

CREATION OF STAFF HANDBOOK AND HR ADVISOR

616/24 An update on the staff handbook was provided by the HR adviser. The committee resolved to include the amendments suggested by SLCC to the handbook and then forward to councillors ahead of the next full council meeting. Any comments to be sent to Cllr Hodgskin. It was agreed that the staff handbook can then be considered by full council at the March meeting.

REVIEW OF THE HEALTH AND SAFETY HANDBOOK

617/24 The committee resolved to review the health and safety handbook to ensure this is correct and up-to-date as this is not included in the staff handbook.

UPDATE ON COVER FOR RFO

618/24 Cllr Mason has discussed with Clerk the offer to cover instead of recruiting a locum and wished to record our grateful thanks to Clerk. It has been agreed that Clerk will contact Cllr Mason if any additional support is required.

DATE OF THE NEXT MEETING

619/24 Date of next meeting to be agreed once Cllr Hodgskin has had feedback on staff handbook from councillors

ITEMS FOR INFORMATION

620/24 There were none.

Meeting closed.

Written by Assistant Clerk, from notes taken by Cllr Geoff Mason.

DRAFT



Bethany School
C/O Miss Danielle Lawrence
DHA Planning Ltd
Eclipse House, Eclipse Park
Sittingbourne Road
Maidstone
Kent, ME14 3EN

6 February 2025

PLANNING DECISION NOTICE

| | |
|-------------------------------|--|
| APPLICANT: | Bethany School |
| DEVELOPMENT TYPE: | Major Others |
| APPLICATION REFERENCE: | 24/01964/FULL |
| PROPOSAL: | Variation of Conditions 2 (Approved Plans), 15 (Travel Plan), 17 (Vehicle Parking Space) & 18 (EV Charge Points) of Planning Permission 22/01736/FULL - Amendments to car park layout |
| ADDRESS: | Bethany School, Jarvis Lane, Goudhurst, Cranbrook, Kent, TN17 1LB |

The Council hereby **GRANTS** permission/consent for the proposal referred to above subject to the following Condition(s):

- (1) The development hereby permitted shall be carried out in accordance with the following approved plans:
- 16.060-002 - Existing and Proposed Block Plan (approved under 22/01736/FULL)
 - 16.060-100 Rev C - Proposed Masterplan
 - 16.060-101 - Proposed Ground Floor Plan (approved under 22/01736/FULL)
 - 16.060-102 - Proposed Mezzanine and First Floor Plan (approved under 22/01736/FULL)
 - 16.060-103 - Proposed Roof Plan (approved under 22/01736/FULL)
 - 16.060-104 - Proposed Elevations (approved under 22/01736/FULL)
 - 16.060-105 - Proposed Elevations (approved under 22/01736/FULL)
 - 16.060-106 - Proposed Sections (approved under 22/01736/FULL)

- EV Charger Details
- Landscape Proposals - Rev. C (approved under 21/00427/FULL)
- Landscape Sections and Specification - Rev. B (approved under 21/00427/FULL)
- Working Section - Footpath RPZ T2 - Drawing No. MHS230.20-SK02 Rev. A (approved under 21/00427/FULL)
- Arboricultural Impact Assessment and Method Statement Revision B, June 2021 (approved under 21/00427/FULL)
- Landscape Assessment - Ref. MHS230.20-D01 Rev. B (approved under 21/00427/FULL)
- Preliminary Ecological Assessment, 18 March 2020 (approved under 21/00427/FULL)
- Surface Water Drainage Strategy (approved under 21/00427/FULL)
- Drainage Strategy - Ref. 6101707 Rev. P04 (approved under 21/00427/FULL)
- Transport Technical Note, 1 February 2021, and Further Response, dated 8th June 2021 (approved under 21/00427/FULL)
- Materials specification sheet & notated elevations (approved under 22/02938/SUB)
- Written Scheme of Investigation (approved under 22/02938/SUB)
- Drainage Discharge report as amended 09.11.22 (approved under 22/02938/SUB)
- Construction Management Plan (approved under 22/02938/SUB)
- Acoustic statement (approved under 22/02938/SUB)
- 16.060 104 rev B - Proposed North & West Elevations (approved under 22/03548/SUB)
- 16.060 105 rev B - Proposed South & East Elevations (approved under 22/03548/SUB)
- MHS264.22-.0100 rev 2 - Planting Plan Landscape Maintenance and Management Plan (approved under 22/03548/SUB)
- MHS624.22-0200_Rev 01 - Earthworks (and Edging) Plan (approved under 22/03548/SUB)
- MHS624.22-0202_Rev 01 - Earthworks Sections 1 (approved under 22/03548/SUB)
- MHS624.22-0203_Rev 01 - Earthworks Sections 2 (approved under 22/03548/SUB)
- MHS624.22-0204_Rev 01 - Earthworks Sections 3 (approved under 22/03548/SUB)
- MHS624.22-0300_Rev 01 - Curved Linear Seating To Island Bed (approved under 22/03548/SUB)
- MHS624.22-0301_Rev 01 - Steps To Wildflower Area (approved under 22/03548/SUB)
- MHS26422-D01_Rev 01 - NBS Landscape Specification (approved under 22/03548/SUB)
- Archaeological Evaluation Report (approved under 23/01496/SUB)
- Ground Floor Small Power Data Security (approved under 24/01690/SUB)
- Ecolux Mini Bracket Product (approved under 24/01690/SUB)
- Ecolux Mini Product Specification (approved under 24/01690/SUB)
- Bollard light product light specification (approved under 24/01690/SUB)
- Location of bollards for fire escape (approved under 24/01690/SUB)
- Location of external sign light (approved under 24/01690/SUB)
- Sign light bracket projection (approved under 24/01690/SUB)
- Sign light extent of illumination (approved under 24/01690/SUB)
- Image of Ecolux mini sign light (approved under 24/01690/SUB)
- Bollard light product specification (approved under 24/01690/SUB)
- Timer switch for signage light (approved under 24/01690/SUB)
- Verification report (approved under 24/02457/SUB)
- SUDS Photo 1 (approved under 24/02457/SUB)

- SUDS Photo 2 (approved under 24/02457/SUB)
- SUDS Photo 3 (approved under 24/02457/SUB)
- Parking Technical Note (December 2024)
- Travel Plan

Reason: To clarify which plans have been approved.

- (2) The development shall be carried out in accordance with the details of external materials approved under 22/02938/SUB.

Reason: In the interests of visual amenity.

- (3) The hereby approved development shall be carried out in accordance with the landscape scheme approved under 22/03548/SUB. The approved landscaping/planting scheme shall be carried out fully during the first planting season (October to February) following practical completion of the development hereby approved. Any seeding or turfing which fails to establish or any trees or plants which, within five years from the first occupation of a property, commencement of use or adoption of land, die or become so seriously damaged or diseased that their long term amenity value has been adversely affected shall be replaced in the next planting season with plants of the same species and size as detailed in the approved landscape scheme.

Reason: In order to ensure a satisfactory setting and external appearance to the development.

- (4) The hereby approved development shall be carried out in accordance with the approved scheme for the mitigation and enhancement of biodiversity which shall be carried out in perpetuity.

Reason: In order to protect and enhance existing species and habitat on the site in the future.

- (5) No demolition/construction activities shall take place, other than between 0800 to 1800 hours (Monday to Friday) and 0800 to 1300 hours (Saturday) with no working activities on Sunday or Bank Holiday.

Reason: To protect the amenity of local residents.

- (6) If during construction/demolition works evidence of potential contamination is encountered, works shall cease and the site fully assessed to enable an appropriate remediation plan to be developed.

Works shall not re-commence until an appropriate remediation scheme has been submitted to, and approved in writing by, the Local Planning Authority and the remediation has been completed.

Upon completion of the building works, this condition shall not be discharged until a closure report has been submitted to and approved in writing by the Local Planning Authority. The closure report shall include details of;

- a) Details of any sampling and remediation works conducted and quality assurance certificates to show that the works have been carried out in full in accordance with the approved methodology.
- b) Details of any post-remedial sampling and analysis to show the site has reached the required clean-up criteria shall be included in the closure report together with the necessary documentation detailing what waste materials have been removed from the site.
- c) If no contamination has been discovered during the build then evidence (e.g. photos or letters from site manager) to show that no contamination was discovered should be included.

Reason: To ensure that the development does not contribute to, and is not put at unacceptable risk from or adversely affected by, unacceptable levels of water pollution from previously unidentified contamination sources at the development site.

- (7) The external lighting scheme approved under 24/01690/SUB shall be installed, maintained and operated in accordance with the approved scheme, and no further lighting shall be installed on the site.

Reason: These details are required prior to the first installation of external lighting, in the interests of visual amenity.

- (8) The hereby approved development shall be carried out in accordance with the details and provisions set out in the approved Arboricultural Impact Assessment and Arboricultural Method Statement (which includes the Tree Protection Plan).

Reason: To safeguard existing trees to be retained and to ensure a satisfactory setting and external appearance to the development.

- (9) No equipment, machinery or materials shall be brought onto the site prior to the erection of approved barriers and/or ground protection except to carry out pre commencement operations. These measures shall be maintained until all equipment, machinery and surplus materials have been removed from the site. Nothing shall be stored or placed, nor fires lit, within any of the protected areas. No alterations shall be made to the siting of barriers and/or ground protection, nor ground levels changed, nor excavations made within these areas.

Reason: To safeguard existing trees to be retained and to ensure a satisfactory setting and external appearance to the development.

- (10) The area shown on the approved plans (16.060-100 Rev C - Proposed Masterplan) as vehicle parking space and turning shall be provided before the first occupation of the approved development. They shall be retained for the use of the occupiers of, and visitors to, the development and no permanent development, whether or not permitted by the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (or any Order revoking and re-enacting that Order) shall be carried out on these areas of land so shown or in such a position as to preclude vehicular access to the reserved parking spaces.

Reason: Development without provision of adequate accommodation for the parking and turning of vehicles is likely to lead to parking inconvenient to other road users.

- (11) The hereby approved development shall be carried out in accordance with the submitted Travel Plan, including the Plan's identified management, package of measures, and monitoring and review arrangements.

Reason: In the interests of sustainable transport.

- (12) The development hereby approved shall be carried out in accordance with the approved Electric Vehicle Charging Points details (EV Charger Details) and these shall be maintained thereafter.

Reason: To ensure a satisfactory standard of development which meets the needs of future generations.

- (13) The development hereby approved shall be used by Bethany School only and shall not be used for any commercial or business use.

Reason: To enable the Local Planning Authority to regulate and control the development of the site in the interests of residential amenity and highway safety.

- (14) The approved development shall be carried out in accordance with the Acoustic Statement approved under 22/02938/SUB and the approved details shall thereafter be installed and maintained in accordance.

Reason: In order to protect the occupiers of the dwellings from undue disturbance by noise.

Informative(s):

- (1) Southern Water requires a formal application for any new connection to the public sewer to be made by the applicant or developer.
To make an application visit: [southernwater.co.uk/developing](https://www.southernwater.co.uk/developing) and please read our New Connections Services Charging Arrangements documents which are available on our website via the following link:
www.southernwater.co.uk/developing-building/connection-charging-arrangements.

- (2) Should the development be approved by the Planning Authority, it is the responsibility of the applicant to ensure, before the development is commenced, that all necessary highway approvals and consents where required are obtained and that the limits of highway boundary are clearly established in order to avoid any enforcement action being taken by the Highway Authority.

Across the county there are pieces of land next to private homes and gardens that do not look like roads or pavements but are actually part of the road. This is called 'highway land'. Some of this land is owned by The Kent County Council (KCC) whilst some are owned by third party owners. Irrespective of the ownership, this land may have 'highway rights' over the topsoil. Information about how to clarify the highway boundary can be found at <https://www.kent.gov.uk/roads-and-travel/what-we-look-after/highway-land/highway-boundary-enquiries>.

The applicant must also ensure that the details shown on the approved plans agree in every aspect with those approved under such legislation and common law. It is therefore important for the applicant to contact KCC Highways and Transportation to progress this aspect of the works prior to commencement on site.

- (3) Please note that any planning permission does not convey any approval for construction of the required dropped kerbs, or any other works within the highway for which a statutory licence must be obtained. Applicants should contact Kent County Council - Highways and Transportation (web: www.kent.gov.uk/roads_and_transport.aspx or telephone: 03000 418181) in order to obtain the necessary Application Pack.
- (4) As the development involves demolition and / or construction, broad compliance with the Mid Kent Environmental Code of Development Practice is expected.
- (5) Adequate and suitable measures should be carried out for the minimisation of asbestos fibres during demolition, so as to prevent airborne fibres from affecting workers carrying out the work, and nearby properties. Only contractors licensed by the Health and Safety Executive should be employed.

Any redundant materials removed from the site should be transported by a registered waste carrier and disposed of at an appropriate legal tipping site.


The Council's approach to this application:

In accordance with paragraph 38 of the National Planning Policy Framework (NPPF), the Council takes a positive and proactive approach to development proposals focused on solutions. We work with applicants/agents in a positive and proactive manner by:

- Offering pre-application advice.
- Where possible, suggesting solutions to secure a successful outcome.
- As appropriate, updating applicants/agents of any issues that may arise in the processing of their application.

In this instance:

- The application was considered by the Planning Committee where the applicant/agent had the opportunity to speak to the Committee and promote the application.



Carlos Hone
Head of Planning
Tunbridge Wells Borough Council

IMPORTANT: YOUR ATTENTION IS DRAWN TO THE ATTACHED NOTES

NOTIFICATION TO APPLICANT FOLLOWING REFUSAL OF CONSENT OR GRANT OF CONSENT SUBJECT TO CONDITIONS

Appeals to the Secretary of State

If you are aggrieved by the decision of your local planning authority (LPA) to refuse permission for the proposed development, or to grant it subject to Conditions, then you can appeal to the Secretary of State (SoS) under the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990 or Control of Advertisements Regulations 1989.

Please see “Development Type” on page 1 of the decision notice to identify which type of appeal is relevant for the following:

- If this is a decision to refuse planning permission for a Householder application or a Minor Commercial application and you want to appeal the decision, or any of the conditions imposed, then you must do so within 12 weeks of the date of this notice.
- In all other cases, you will need to submit your appeal against the decision, or any of the conditions imposed, within 6 months of the date of this notice.

For applications relating to Enforcement Notices:

- If this is a decision on a planning application relating to the same or substantially the same land and development as is already the subject of an enforcement notice and if you want to appeal against the decision on your application, then you must do so within 28 days of the date of this notice.
- If an enforcement notice is subsequently served and relates to the same or substantially the same land and development and if you want to appeal against the decision on your application, then you must do so within 28 days of the date of service of the enforcement notice, or within 6 months [12 weeks in the case of a householder or minor commercial application decision] of the date of this notice, whichever period expires earlier.

Appeals must be made to the Planning Inspectorate and further details can be found at <https://www.planningportal.co.uk/info/200207/appeals>.

The SoS can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The SoS need not consider an appeal if it seems to the SoS that the LPA could not have granted advertisement consent for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.

SGN Advisory note

There are a number of risks created by built over gas mains and services; these are:

1. Pipework loading – pipes are at risk from loads applied by the new structure and are more susceptible to interference damage.
2. Gas entry into buildings – pipework proximity increases risk of gas entry in buildings.
3. Leaks arising from previous external pipework able to track directly into main building from unsealed entry.
4. Occupier safety – lack or no fire resistance of pipework, fittings, or meter installation.
5. Means of escape could be impeded by an enclosed meter.

Please note therefore, if you plan to dig, or carry out building work to a property, site, or public highway within our gas network, you must:

1. Check your proposals against the information held at <https://www.linsearchbeforeudig.co.uk/> to assess any risk associated with your development **and**
2. Contact our Plant Protection team to let them know. Plant location enquiries must be made via email, but you can phone us with general plant protection queries. See our contact details below:

Phone 0800 912 1722 / Email plantlocation@sgn.co.uk

In the event of an overbuild on our gas network, the pipework must be altered, you may be temporarily disconnected, and your insurance may be invalidated.

Further information on safe digging practices can be found here:

<https://www.sgn.co.uk/damage-prevention>

Our free Damage Prevention e-Learning only takes 10-15 minutes to complete and highlights the importance of working safely near gas pipelines, giving clear guidance on what to do and who to contact before starting any work.

Further information can also be found here:

<https://www.sgn.co.uk/help-and-advice/diggingsafely>

Biodiversity Gain Information

Article 35 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended by The Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024) requires that where planning permission is granted, the written notice of the decision must include the following:

There are 3 different scenarios that could apply to your development – these are set out below:

Where the local planning authority considers that approval of a Biodiversity Gain Plan will be required before development commences

The effect of paragraph 13 of Schedule 7A to the Town and Country Planning Act 1990 is that planning permission granted for the development of land in England is deemed to have been granted subject to the condition “(the biodiversity gain condition)” that development may not begin unless:

- (a) a Biodiversity Gain Plan has been submitted to the planning authority, and
- (b) the planning authority has approved the plan.

The planning authority, for the purposes of determining whether to approve a Biodiversity Gain Plan if one is required in respect of this permission would be Tunbridge Wells Borough Council.

There are statutory exemptions and transitional arrangements which mean that the biodiversity gain condition does not always apply. These are listed below.

Based on the information available this permission is considered to be one which will require the approval of a biodiversity gain plan before development is begun because none of the statutory exemptions or transitional arrangements listed below are considered to apply.

The permission which has been granted has the effect of requiring or permitting the development to proceed in phases. The modifications in respect of the biodiversity gain condition which are set out in Part 2 of the Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024 apply and/or the permission could be subject to the biodiversity gain condition.

Biodiversity gain plans are required to be submitted to, and approved by, the planning authority before development may be begun (the overall plan), and before each phase of development may be begun (phase plans).

The Statutory exemptions and transitional arrangements in respect of the biodiversity gain condition are:

- 1. The application for planning permission was made before 12 February 2024.**
- 2. The planning permission relates to development to which section 73A of the Town and Country Planning Act 1990 (planning permission for development already carried out) applies.**
- 3. The planning permission was granted on an application made under section 73 of the Town and Country Planning Act 1990 and**

(i)the original planning permission to which the section 73 planning permission relates* was granted before 12 February 2024; or

(ii)the application for the original planning permission* to which the section 73 planning permission relates was made before 12 February 2024.

4. The permission which has been granted is for development which is exempt being:

4.1 Development which is not ‘major development’ (within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015) where:

- i) the application for planning permission was made before 2 April 2024;
- ii) planning permission is granted which has effect before 2 April 2024; or
- iii) planning permission is granted on an application made under section 73 of the Town and Country Planning Act 1990 where the original permission to which the section 73 permission relates* was exempt by virtue of (i) or (ii).

4.2 Development below the de minimis threshold, meaning development which:

- i) does not impact an onsite priority habitat (a habitat specified in a list published under section 41 of the Natural Environment and Rural Communities Act 2006); and
- ii) impacts less than 25 square metres of onsite habitat that has biodiversity value greater than zero and less than 5 metres in length of onsite linear habitat (as defined in the statutory metric).

4.3 Development which is subject of a householder application within the meaning of article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015. A “householder application” means an application for planning permission for development for an existing dwellinghouse, or development within the curtilage of such a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse which is not an application for change of use or an application to change the number of dwellings in a building.

4.4 Development of a biodiversity gain site, meaning development which is undertaken solely or mainly for the purpose of fulfilling, in whole or in part, the Biodiversity Gain Planning condition which applies in relation to another development.

4.5 Self and Custom Build Development, meaning development which:

- i) consists of no more than 9 dwellings;
- ii) is carried out on a site which has an area no larger than 0.5 hectares; and
- iii) consists exclusively of dwellings which are self-build or custom housebuilding (as defined in section 1(A1) of the Self-build and Custom Housebuilding Act 2015).

* “original planning permission means the permission to which the section 73 planning permission relates” means a planning permission which is the first in a sequence of two or more planning permissions, where the second and any subsequent planning permissions are section 73 planning permissions.

Irreplaceable habitat

If the onsite habitat includes irreplaceable habitat (within the meaning of the Biodiversity Gain Requirements (Irreplaceable Habitat) Regulations 2024) there are additional requirements for the content and approval of Biodiversity Gain Plans.

The Biodiversity Gain Plan must include, in addition to information about steps taken or to be taken to minimise any adverse effect of the development on the habitat, information on arrangements for compensation for any impact the development has on the biodiversity of the irreplaceable habitat.

The planning authority can only approve a Biodiversity Gain Plan if satisfied that the adverse effect of the development on the biodiversity of the irreplaceable habitat is minimised and appropriate arrangements have been made for the purpose of compensating for any impact which do not include the use of biodiversity credits.

The effect of section 73D of the Town and Country Planning Act 1990

If planning permission is granted on an application made under section 73 of the Town and Country Planning Act 1990 (application to develop land without compliance with conditions previously attached) and a Biodiversity Gain Plan was approved in relation to the previous planning permission (“the earlier Biodiversity Gain Plan”) there are circumstances when the earlier Biodiversity Gain Plan is regarded as approved for the purpose of discharging the biodiversity gain condition subject to which the section 73 planning permission is granted.

Those circumstances are that the conditions subject to which the section 73 permission is granted:

- i) do not affect the post-development value of the onsite habitat as specified in the earlier Biodiversity Gain Plan, and
- ii) in the case of planning permission for a development where all or any part of the onsite habitat is irreplaceable habitat the conditions do not change the effect of the development on the biodiversity of that onsite habitat (including any arrangements made to compensate for any such effect) as specified in the earlier Biodiversity Gain Plan.

The permission which has been granted has the effect of requiring or permitting the development to proceed in phases. The modifications in respect of the biodiversity gain condition which are set out in Part 2 of the Biodiversity Gain (Town and Country Planning) (Modifications and Amendments) (England) Regulations 2024 apply and/or Biodiversity gain plans are required to be submitted to, and approved by, the planning authority before development may be begun (the overall plan), and before each phase of development may be begun (phase plans).

Where the local planning authority considers that approval of a Biodiversity Gain Plan will not be required before development commences (eg. Householder development or one of the exemptions set out above.)

Subject to the above criteria, and

Based on the information available this permission is considered to be one which will not require the approval of a biodiversity net gain plan before development is begun because one or more of the statutory exemptions or transitional arrangements are considered to apply.

Where it is not known whether at the time of granting planning permission whether approval if a Biodiversity Gain Plan will be required before development commences (eg. Outline applications)
Subject to the above criteria, and

On the basis of the information provided to determine the application, it is not possible to indicate whether it is considered that this planning permission is one which will require the approval of a biodiversity gain plan before development is begun. This is due to e.g. landscaping, layout and scale of the development has been reserved for subsequent approval so it cannot be determined whether the permission would be subject to the de minimis exemption.

Before commencing development, you should consider whether a Biodiversity Gain Plan needs to be submitted and approved. Commencing development which is subject to the biodiversity gain condition without an approved Biodiversity Gain Plan could result in enforcement action for breach of planning control.

Further information and support can be found at:

<https://www.gov.uk/guidance/biodiversity-net-gain>

<https://tunbridgewells.gov.uk/planning/planning-policy/biodiversity-net-gain>

Appendix to Minutes of a Council Meeting held on 11th February 25

Recommendations and Decisions January 25

| Meeting | Application | Address | Proposal | GPC | TWBC | Decision |
|----------|---------------|--|---|---|----------|------------|
| 10.12.24 | 24/02695/FULL | Little Quarry Farm Station Road Goudhurst Cranbrook Kent TN17 1HA | Self-build - Conversion of a stable building to a single dwelling | <p>Recommendation: Approve with Conditions</p> <p>The Planning Committee, noted there was no specified lighting plan and request one be provided in order to ensure the scheme complies with the dark skies policy (Policy L8, Light Pollution) . In addition, the Committee would like to see more a more sustainable energy source used, such as solar panels or an air source heat pump as per policy D3 Climate Change (under Design)</p> | Approved | 08/01/2025 |

Appendix to Minutes of a Council Meeting held on 11th February 25

Recommendations and Decisions January 25

| | | | | | | |
|----------|---------------|---|--|---------|---------------------------------|--|
| | 24/02915/SUB | Land Adjacent To The Old Parsonage Balcombes Hill Goudhurst Cranbrook Kent | Submission of Details in relation to Condition 25 - (Details of visibility at access road); Condition 26 - (Details of pedestrian crossing);) of 23/00372/FULL | Approve | Permitted Fri 17 Jan 2025 | |
| 14.01.24 | 24/03205/FULL | The Cottage Crayden North Road Goudhurst Cranbrook Kent TN17 1JB | Demolition of dwelling, garage, greenhouse, and ancillary development and erection of self-build dwelling with garage and associated hard and soft landscaping enhancements | Approve | Waiting Decision | |
| 14.01.25 | 24/03136/FULL | Stable Cottage Cranbrook Road Goudhurst Cranbrook Kent TN17 1DY | Variation of Condition 2 of Planning Permission 24/00388/FULL - Alterations to catslide eaves | Approve | Waiting Decision | |
| 14.01.26 | 24/02954/FULL | Crowbourne Grange Station Road Goudhurst Cranbrook Kent TN17 1EQ | Variation of Condition 2 of Planning Permission 23/03348/FULL - Increase in eaves and ridge height to create first floor accommodation; alterations to fenestration on all elevations; amendments to ground floor layout; omission of single storey extension; associated alterations to hard and soft landscaping. | Approve | Waiting Decision | |

Goudhurst Parish Council

RFO report to Council

Accounts.to (06/03/2025

These figures will be presented to Council at the March 2025
Council meeting.

Receipts UTB in January 2025

| | |
|-----------------|----------------|
| Garage Rents | 0 |
| Burials | 3,797 |
| Nest Adjustment | 31.4 |
| | <hr/> |
| | 3,828.4 |

3

Receipts CCLA in January 2025

| | |
|-----------------------|----------------|
| Dividend payment | 422.18 |
| | <hr/> |
| Total Receipts | 4250.58 |

Payments January 2025

| | |
|-----------------------|---------------|
| UTB | 9883.9 |
| CCLA | 0 |
| | <hr/> |
| Total Payments | 9883.9 |

Cash Balances at Bank as at 28th February

| | |
|-------------------------|-------------------|
| UTB | 22,630.95 |
| CCLA | 105,842.87 |
| Instant Access | 91,173.46 |
| | <hr/> |
| Current Balances | 219,647.28 |

Accounts Payable to 05.02.2025 for authorisation

| Supplier | Description | Gross | Net | Vat |
|--|--|--------|--------|--------|
| F&C | FebToilet Cleaning | 829.20 | 691.00 | 138.20 |
| Capel | Sids Battery change Feb | 140.59 | 117.16 | 23.43 |
| Veolia | Feb bin emptying burial ground | 37.48 | 44.98 | 7.50 |
| Perinda Skilton | February office cleaning | 80.00 | 80.00 | 0.00 |
| GMacNaughton | To provide one Christmas Tree for the Church (Dec 2024) | £50 | | |
| RICHARD GREENAWAY HANDYMAN SERVICES | Adjust guttering over office. Go to garage. Replace catch plate/repair catch on new cemetery pedestrian gate | 25 | 0.00 | 0.00 |
| Envirocure | Annual Contract - Carry out monthly L8 control tasks for January 2025 (K11436A-01) at Chequers Field Sports Pavilion | 33 | 27.50 | 5.50 |
| PHS | Services to public toilets | 990.88 | 825.73 | 165.15 |
| Displaypro Limited | A4 Portrait Complete Cable Systems 1x4 (4 Posters) | 275.56 | 229.63 | 45.93 |
| Mason Vegetation | Works carried out as requested to strim the grass along the bank with Back Lane. | 96.00 | 80.00 | 16.00 |
| Capel | February contract | 527.48 | | |
| Kilndown Village Hall | Millenium Green Maintenance | 3050 | | |

It was agreed in Finance meeting and subsequent full Council, the Millenium Green Maintenance grant would be paid automatically, as a subsidy as of 2025/26. The 2024/25 amount was due to paid in December.

Goudhurst Parish Council



GRANT APPLICATION FORM

| | | | |
|---|--|------------------------|--|
| Name of Group / Organisation: | THE MILLENNIUM GREEN, KILNDOWN | | |
| Contact Name: | TRACY ROBERTS | | |
| Position in Organisation: | CHAIR | | |
| Address: | ROSEMARY COTTAGE, CHURCH RD TN17 2RZ | | |
| Telephone: | 01892 891122 / 07796 175060 | | |
| Email: | Tracy@kilndown.myzen.co.uk | | |
| Is your organisation a registered charity? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | If yes, Charity Number | 1078502 |
| Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals? This must be in the name of the organisation / group that it is applying for the grant. | | | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| Brief Description of your group / organisation's main purpose / activities RECREATION FACILITY & GREEN SPACE | | | |
| Please provide the number, or percentage, of Goudhurst Parish residents that currently use the service (if applicable). THE MAJORITY OF KILNDOWN RESIDENTS PLUS VISITORS TO THE HALL AND WALKERS | | | |
| Details of any restrictions placed on who can use / access the organisation's services — | | | |
| Details of the project for which the grant is required 1. MOWING THE GREEN - MARCH-OCTOBER 2. MAINTENANCE OF THE PLAY EQUIPMENT | | | |
| When will the project start? We do not offer retrospective funding. | | | |
| Will your project be completed within six months from receipt of your grant? If not, please explain why below. | | | Yes <input type="checkbox"/> |

| | | | |
|--|---|---|-----------------------------|
| | | | No <input type="checkbox"/> |
| <p>How will this project benefit the parishioners of Goudhurst?</p> <p>ENSURING WELL MAINTAINED FACILITIES</p> | | | |
| Total Cost of project | £3050 | Amount of Grant requested | £3050 |
| Have you received, applied or intend to apply for funding from any other source for this project? | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | If yes, please give the name(s) of the other funder | |
| How much of the total cost do your group / organisation intend to raise yourself and how? | WE CONTINUE TO FUNDRAISE TO MAINTAIN THE EQUIPMENT, £2K - £4K PER YEAR. | | |

Please tick to confirm you have included the following documents with your application.

1. A copy of your organisations written constitution or details of the aims and purpose. ☐
2. Demonstration of a clear need for the funding. ☐
3. A copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan. ☐
4. Evidence of any other award towards the project. ☐
5. Any other supporting documentation e.g. quotes, needs analysis or survey results. ☐

Please ensure that the person signing the declaration on behalf of your organisation has the appropriate authority to do so.

DECLARATION:

I confirm that the information contained in the application is correct to the best of my knowledge. I agree to that any money awarded by Goudhurst Parish Council as a result of this application will only be used for the purposes stated in the said application, and in accordance with the grant conditions detailed in the Parish Council's Grant Awarding Policy.


I confirm that the proposed project is lawful and confirms to any rules governing our group / organisation. I further agree to provide copies of receipts and invoices as required to Goudhurst Parish Council to confirm details of how the money has been spent if the application is successful.

I understand that all money awarded must be repaid to Goudhurst Parish Council and my organisation will not be able to apply for a future grant in the following circumstances:

- If a false declaration is made, or if any information contained in the application is found to be false, inflated or exaggerated
- If the proposed project does not proceed or is abandoned for any reason or if the organisation disbands during the period of the grant
- If the organisation does not provide the necessary invoices and receipts confirming how the money has been spent or does not comply with any other conditions stipulated.

I understand that details of the grant awarded will be included on the Parish Council website and Annual Report.

Signed:



Print Name:

TRACY ROBERTS

Position in the Organisation

CHAIR

Date:

14.02.25

Please sign the above declaration and return this form together with all supporting documentation required either by post or email to:

Goudhurst Parish Council
3 Fountain House
High Street
Goudhurst
Kent
TN171AL

Email: deputyClerk@goudhurst-pc.gov.uk

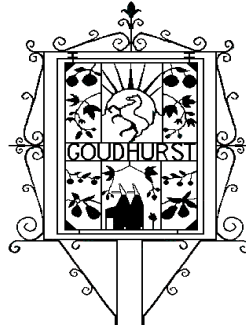
Please contact us if you need help with the form or advice about your application.

Will you agree to be contacted within six months from receipt of your grant? Yes ☐

If not, please explain why in box

NOTES:

- Please complete all questions and sign and date the declaration at the end of the form.
- Where a question is not applicable, please enter N/a on the form.
- If you wish to provide additional information or expand on a question, please provide on an attached sheet.
- Please refer to the Council's Grant Awarding Policy for full terms and conditions of grants.
- The deadline for returning completed applications will be advertised. Grant applications will be considered by the Council at the Parish Council meeting following the deadline advertised.
- Submission of this application does not automatically mean that an award will be granted. Goudhurst Parish Council reserves the right to award grants at their discretion.
- Only one project per application will be considered.



Information Board for the Parish Council Office.

At the Amenities Committee of 18th February 2025, the idea of installing a board in the Parish Office to advertise events run by local businesses was mooted. It was noted that the current use of the window on one side of the office was proving successful and popular.

Councillors expressed a desire to use the other window to advertise local events run by businesses within the Parish. The Committee were informed that a hanging system, used by estate agents, was due to be installed in the next few weeks. The new system will make the display more professional and provide protection from condensation.

Prior to the Amenities Committee, Cllr Kirkby had suggested installing a TV screen in the window, and use this to advertise local events, businesses and Parish Council related news.

Following on from the Amenities Committee, Cllr Rolington stated that he has access to a large screen, the same as those used by Crimestoppers at Bluewater. He suggested that this could be used, free of charge, perhaps as a trial.

In summary, there are two options to consider:-

- The manual hanging window display system (£250 + installation cost)
- The installation of a TV monitor or similar (TV potentially free, installation cost and potential maintenance)

Ref: K12039-GOUDHURST-RB-GS-ER

28th February 2025

Rebecca Barden
Goudhurst Parish Council
Public Convenience Toilets
Balcombes Hill,
Goudhurst,
Cranbrook,
TN17 1AT

General Enquiries Email: admin@envirocure.co.uk

Sales Enquiries / Orders Email: sales@envirocure.co.uk

Dear Rebecca,

Following the recent site visit to look at the faulty POU water heater, Envirocure operatives have noted some recommended actions. We are pleased to provide the following quotation based on these recommendations.

PROJECT: **REPLACEMENT POU WATER HEATER**
SITE: **PUBLIC CONVENIENCE TOILETS**
BALCOMBES HILL, GOUDHURST, CRANBROOK, TN17 1AT

ENVIROCURE LTD is a competent fully accredited company that has acquired many years of experience specialising in **AIR AND WATER HYGIENE MANAGEMENT**. It can offer a comprehensive service to its varied clients that include hospitals, schools, M & E companies and end users. **ALL STAFF ARE FULLY EMPLOYED AND TRAINED.**

It is able to demonstrate its capability and competence by virtue of its affiliations and accreditations. To retain these qualifications standards are regularly tested for compliance by independent assessors. These accreditations include: -

- **Constructionline**
- **Legionella Control Association**
- **ISO 9001**
- **ISO 14001**
- **SafeContractor**
- **Water Management Society**
- **CSCS Skillcard Construction Scheme**
- **Disclosure and Barring Service (DBS)**

SERVICES AVAILABLE

- **Ductwork cleaning and sanitisation in compliance with BESA (formerly B&ES / HVCA) TR/19 standards**
- **Air handling unit clean and sanitisation / refurbishment**
- **Water management in accordance with HSE ACoP L8 4th Edition, HSG274 2013 / 2014, BSRIA, HTM 04, CIBSE and Legionella Control Association**
- **Stored water tank clean and disinfections and chlorinations in accordance with HSE ACoP L8 4th Edition, BS8558:2011, PD 855468:2015 and HSG274 Part 2 2014**
- **Legionella risk assessments and log books to HSE ACoP L8 4th Edition, HSG274 2013 / 2014, BS8580-1:2019 and HTM 04-01**
- **Calorifier and boiler descales**
- **Sampling regimes and bacteriological analysis**



Scope of Works

Please refer to the 'Description of Works' section which details the proposed works required.

The scope of works has been defined by Envirocure. It is the client's responsibility to ensure they are satisfied with what is included within the scope of works. Should changes be required, please advise your Account Manager so alterations can be made.

Receipt of an instruction to proceed such as a purchase order number / official purchase order documentation will be taken as confirmation of approval of this scope. Where an organisation only has the facility to send email instructions and the monetary values are elevated, the order may be held whilst we confirm with your accounts department that your email is sufficient to process any associated invoices. Works will not be processed / undertaken until this verification is complete. In all cases, it is the sender's responsibility to ensure they have authority to place orders for the works they instruct.

Source of Information

The reference material used to quantify this data is detailed below: -

| Reference Number | Description | Notes |
|------------------|-----------------------|-------------------------|
| N/A | Site visit on 27/2/25 | Faulty POU water heater |

Enabling and Project Requirements

The following items are assumed for the purpose of this proposal to be either available or in place and completed prior to the commencement of any works: -

1. Safe access to the location the remedial works are being carried out in.
2. There will be disruption to the water services. The extent of disruption is dependent on the system and secondary isolation valves already fitted. Please contact your Account Manager for further information if needed.

Please Note: The Water Supply (Water Fittings) Regulations 1999 may apply to these works. Where this is the case it is the responsibility of the client to gain permission from the water authority prior to carrying out the works.

QUOTATION NO: K12039

Budget costs for all remedial works are contained on the recommendation sheets attached. All remedial works are quoted for action during normal working hours. Costs are based on the operative's understanding of works required to return the system to compliance whilst undertaking the service visit. As such, prices may be subject to alteration.

Any items that change or require additional funds will be reported immediately to a client representative for approval.

Clients should contact an Envirocure consultant for discussion or advice on the telephone number provided.

All orders should be sent to sales@envirocure.co.uk

Contractual Terms

Please note no retention is applicable to our works and should not be deducted from this project unless equipment or plant is installed within this proposal. Envirocure will advise if retention is applicable.

Should the above quotation be accepted a specification and Method Statement of work and Risk Assessment will be provided along with COSHH data sheets.

All orders are accepted subject to our normal terms and conditions, available on request. Costs are exclusive of VAT and valid for 90 days.

Payment terms are 30 days from submission of invoice.

Envirocure reserves the right to insist on stage payments on projects with a duration of over 14 days.

Record Keeping

Records for all Legionella control activities should be kept for a period of 5 years, ideally in a central location. You have overall responsibility for maintaining these records.

Legionella Legislations and Guidance

HSE ACoP L8 Guidance 57 recommends that Legionella Control Association (LCA) criteria be used in order to ensure the correct levels of service. Envirocure have Legionella Control Association membership for the Legionella control services offered and therefore can demonstrate full competence. Envirocure's Legionella Control Association membership certificate and the Legionella Control Association's Code of Conduct are available on our website, www.envirocure.co.uk.

We draw your attention to the current legislation and guidelines: '[Approved Code of Practice \(ACoP\) and Guidance – Legionnaires' Disease: The Control of Legionella Bacteria in Water Systems \(L8\) 4th Edition](#)'. The ACoP "gives practical advice on the requirements of the '[Health & Safety at Work etc. Act 1974](#)', '[The Management of Health and Safety at Work Regulations 1999](#)' and '[The Control of Substances Hazardous to Health Regulations \(COSHH\) 2002](#)', concerning the risks from Legionella bacteria". Legionella control tasks are identified as per '[HSG274 Legionnaires' Disease Part 2: The Control of Legionella Bacteria in Hot and Cold Water Systems \(2014\)](#)' and '[HSG274 Legionnaires' Disease Part 3: The Control of Legionella Bacteria in Other Risk Systems \(2013\)](#)'. Information regarding the duty holders' obligations with regards to Legionella can be found in the HSE leaflet '[INDG458 Legionnaires' Disease: A Brief Guide for Dutyholders \(2012\)](#)'. For further details regarding the above see www.legionellacontrol.org.uk

Client Obligations

Information regarding the duty holder and responsible persons legal duties and obligations with regards to Legionella are detailed as an addendum to this quotation. **It is recommended that this information is read through in full to ensure your understanding of these responsibilities and pre-requisites for tasks to be carried out.**

We trust that our quotation meets with your approval, however, should you require additional information or clarification please do not hesitate to contact the undersigned.

Kind regards,




Gavin Smith
ENVIROCURE LTD

Description of Works

The following proposal is based on the recommendations identified as part of the recent site visit . The list below details the recommendations and the costs associated with each task.

Should the proposal content not meet with your requirements please contact our office to discuss alternative options: -

| Date | POU Identification | Location | Photo | Operative's Comments | Estimator's Notes | Cost |
|---------|--------------------|---------------------------------------|---|-------------------------------------|--|------|
| 27/2/25 | POU 1 | Ground Floor, Ladies Service Cupboard |  | POU water heater is non operational | Replace POU water heater with new, adjust new unit to correct operational levels | £495 |

Client Responsibilities Regarding Legionella

There are several key responsibilities that the duty holder has a legal duty to address via the management team and responsible persons they appoint. These are listed below: -

Legionella Risk Assessment Services

- The duty holder must ensure there is a Legionella risk assessment record that includes all systems where water is stored or used in any premises controlled by the duty holder (The Control of Substances Hazardous to Health Regulations (COSHH) 2002). This risk assessment should be regularly reviewed to ensure it is valid and reassessed when required (refer to ACoP L8 paragraphs 32 and 47).
- Any invitation to potential service providers to quote / tender for Legionella risk assessment services should have a clear scope of work defined by the duty holder or their representative.
- Make reasonable enquiries of the service provider regarding proof of competence of individuals involved in carrying out the Legionella risk assessment e.g. provision by the service provider of: training records, competence evaluations, examples of previous work, etc.
- Schematic diagrams and asset registers should be available in order to inform and help the risk assessor (see ACoP L8 paragraphs 38 and 40). Pipework engineering drawings may be too detailed to allow simple communication of Legionella risk but schematic diagrams must show detail relevant to Legionella control.
- The findings of the risk assessment including the required corrective actions and the control measures should be implemented. The output from the scheme of control should be recorded and used in any subsequent review of risk.
- A written scheme of control should be produced and maintained and the output from this should be recorded and used in any subsequent review of risk.
- Regular reviews of the effectiveness of Legionella control activities should be carried out to verify the written scheme of control remains adequate.
- The duty holder should have change management procedures and / or regular review procedures should be in place to determine if the existing risk assessment remains valid, suitable and sufficient. If it is not, then a reassessment of the risk is required.

Water Treatment Services

- Have a Legionella risk assessment, written scheme of control and schematic diagrams in place, which includes a programme of treatment, monitoring and inspection and to make them available to Envirocure.
- Provide sufficient information to enable Envirocure to design an appropriate treatment programme - it is not adequate to request the provision of water treatment services "in accordance with L8".
- Make systems available and ensure safe access for treatment, monitoring and inspection.
- Ensure that tasks they are responsible for are completed and documented in the agreed record system
- Participate in the agreed review process.
- Provide notification and any necessary instruction on known risks and safety requirements in the areas Envirocure will be working e.g. access to the site asbestos register.

Hot and Cold Water Monitoring and Inspection Services

- Have a risk assessment and written scheme of control in place, which includes a programme of monitoring and inspection and to make this available to the service provider.
- Make systems available for monitoring and inspection to enable the service provider to plan and execute the service.
- Ensure safe access for monitoring and inspection is provided.
- Ensure that tasks allocated to them are completed.
- Adhere to the agreement regarding definition of scope and any responsibility implied.

Cleaning and Disinfection Services

- Maintain the entire system, and the water in it, in a clean condition and to facilitate inspection to determine if the system is clean or not.
- Make systems available for cleaning and disinfection if required with adequate notice to enable Envirocure to plan and execute the service.
- Ensure safe access for inspection and cleaning is provided.
- Adhere to the agreement regarding definition of scope and any responsibility implied.
- Ensure any necessary discharge consent is in place for effluent generated during the clean and disinfection process.

Independent Consultancy Services

- Provide the consultant with access to any pertinent historic information relevant to the project.
- Clearly define the scope of the work, its objectives and outcomes when engaging an independent consultant for any project concerned with Legionella risk control services.
- Agree the expectations with the consultant prior to commencement, referencing the agreed level of detail in, and format of the reporting; for example, schematic diagrams, asset registers, photographs, reports, etc.

Training Services

- Assess the training needs and requirements of their own staff (possibly in conjunction with Envirocure)
- Complete regular reviews of own staff training records (possibly in conjunction with Envirocure)
- Complete regular competence assessments for specific tasks and identify further training requirements and format, e.g., theory, practical, etc.
- Determine if the content of any training offered meets the requirements.

Legionella Sampling and Testing Services

- Have a risk assessment and written scheme of control in place, which may include a Legionella sampling programme and to make this available to Envirocure.
- Provide sufficient information to enable Envirocure to design an appropriate sample plan.
- Make systems available and ensure safe access for sampling.
- Participate in the review process.
- Provide notification and any necessary instruction on known risks and safety requirements in the areas Envirocure will be working e.g. access to your asbestos register.

Plant and Equipment Services

- Consider that changes to the water system may alter the Legionella risk such that a reassessment of risk is required.
- Ensure that any equipment as described above is designed, installed and commissioned correctly.
- Make the appropriate notification under the requirements of the Plumbing Notification Laws.
- Apply for a trade effluent discharge consent where appropriate.
- Update the written scheme of control, if required.

Definitions of Key Personnel

Information about key personnel with regards to the management of Legionella is detailed below. This data has been extracted from the Water Management Society's document 'Guide to Legionella Risk Assessment, Issue 5 09-2019' section 2.4.3.

Identification of Key Personnel

A list of key personnel, with contact details, should be on site and might be included in the report. All appointments should be made in writing. The risk assessment shall note whether the list is present, correct, complete and up to date. If it is not, it should be identified either as an anomaly and if appropriate as a risk factor.

Those included should be:

The Duty Holder

Described in L8 (the Approved Code of Practice, 4th edition 2013) as the employer, the self-employed person or the person in control of the premises. In most cases it is unlikely that there will be more than one duty holder, but in cases of shared accommodation, there may well be a shared responsibility. The duty holder cannot delegate his duty, but he can delegate managerial responsibility to the Responsible Person (sometime referred to as the appointed competent person).

The Responsible Person

L8 states that the responsible person (or persons) should have sufficient authority, competence, and knowledge of the installation to ensure all operations are carried out in a timely and effective manner. The Responsible Person is therefore going to take managerial responsibility for the system and it is likely that he will have been instrumental in requiring the risk assessment to be carried out (or indeed could carry out the risk assessment himself, if competent). It is the duty of the Responsible Person to make reasonable enquiries to ensure that organisations such as risk assessors, water treatment companies or consultants, together with persons from the occupier's organisation are competent, suitably trained and equipped.

As part of his duties, the Responsible Person shall ensure the day-to-day running of the system is maintained and that the necessary checks, tests, remedial work and audits are carried out. The Responsible Person may not necessarily be carrying out any of this work but may have managerial input e.g. the Responsible Person would be expected to take an active role in review meetings and audits.

The Deputy Responsible Person

A person appointed to take over the duties of the Responsible Person in his absence (illness, holidays etc.). This person needs to be fully aware of the requirements and duties of the Responsible Person. He does not necessarily work for the Responsible Person and indeed he may be the Duty Holder. Note: It is reasonable to expect that the responsible persons and their deputies are appointed, and accept those responsibilities, in writing. Other Key Persons - These include the people appointed to implement the strategies and day-to-day control of the systems. They should be informed, instructed, trained and their suitability assessed. They shall be properly trained to a level that ensures tasks are carried out in a safe, technically competent manner and receive regular refresher training. Operators of process water systems, maintenance personnel and any deputies of these people need to be given sufficient information to ensure they understand the potential impact of their actions. Key personnel who need to be recorded (with contact details) but are not employed by the site directly may include the risk assessor, mechanical and electrical sub-contractors (if used) facilities managers and water treatment consultants. All individuals with responsibilities, tasks or duties shall be named and have designated named deputies. These also should be informed, instructed, trained and their suitability assessed.

Kent Police & Support Agencies Information/Advice Day

**The Vestry Hall, Stone Street,
Cranbrook, Tunbridge Wells,
TN17 3HA**

**On Friday 2 May 2025 from
10am until 2pm**

- Meet your local Kent Police Community Liaison Officer, KCC Warden Sophie Marsh, Kent Fire and Rescue Officers, Citizens Advice Bureau energy advice team, TWBC Private Sector Housing, Age UK, Home Improvement Agency, Inspire Platform, Crossroads Carers, Alzheimer's & Dementia Support Services plus many more.
- Drop-in service, no appointment needed.
- Free confidential advice offered.

The event is free to attend, no need to register just turn up or drop an email to **laura.horn@kent.police.uk** or **sophie.marsh@kent.gov.uk** to confirm attendance.



**Kent
Police**



**Kent Fire &
Rescue Service**



**citizens
advice**

UPDATES FROM AMENITIES COMMITTEE 18TH FEBRUARY 2025

- Play Equipment in Lurkins Rise:- It was agreed that a public consultation should be carried out to identify what equipment would be most suitable for Lurkins Rise.
- Advertising On The Plain:- Posters to be displayed on the noticeboard and office window and a piece in the e-newsletter, parish newsletter and Parish Council website regarding the policy for advertising on The Plain.
- Christmas Tree On The Plain:- It was agreed to purchase and install a Christmas tree on The Plain in the same position and to re-use the lights purchased in 2024.
- Update on the Lower Glebe:- proposed work put on pause.
- Lock for dog waste bag dispenser:- Agreed to purchase and fit an appropriate lock on the dispenser.
- Quarry Pond Surface Skimmer:- Agreed to purchase the surface skimmer and liaise with electricians regarding installation.
- Cleaning War Memorial:- A second quote for the cleaning of the war memorial should be sought and then cleaning arranged prior to D-Day celebration.
- Cleaning of Balcombes Hill Public Toilets:- Assistant Clerk to contact the current cleaners and ask whether the cleaning schedule could be refined with reduced attendance, and if so, which days. Attempt to reduce the cleaning costs.
- Updating CCTV system:- Cllr Rolington to follow up his requests for information and Clerk to chase the PCSO.
- Installation of a "What's On Board" in the Council Office window:- it was agreed that the Council Office should be used to highlight and advertise local events and activities. Discussion needs to take place how best to achieve this.
- Update on the Tattlebury Triangle Project:- no expenditure should be incurred until ownership of the land has been secured.
- Update on the Water Temperature Issue at The Public Toilets:- Engineers had been booked to attend site and establish what work/repairs are required.
- Work on The Chequer Field:- Councillors asked for an update on why the work was carried out and which budget the expense would come from.

Goudhurst Parish Council



AMENITIES COMMITTEE

Minutes of a Meeting held on 18th February 2025 at 7.30pm in The Church Rooms, Back Lane, Goudhurst.

PARTICIPANTS

Members of the Committee: David Knight (Chairman), Alison Webster (Vice Chair), Suzie Kember, Peter Rolington, Geoff Mason.

Officers: Rebecca Barden (Assistant Clerk) arrived at 7.43pm

APOLOGIES

644/24 Cllr Read-Cutting (away on business), Paul Wareham (Holiday)

DISCLOSURES OF INTEREST

645/24 There were none.

MINUTES OF LAST MEETING

646/24 The minutes from the meeting of 26th November 2024 were not approved as they had not been attached to the information pack. Cllr Knight requested they be read through and approved at the next meeting.

QUESTIONS FROM THE PRESS AND PUBLIC

647/24 There were none.

TO RECEIVE AN UPDATE ON THE PROPOSED PLAY EQUIPMENT AND THE NEW BIN AT LURKINS RISE AND DECIDE UPON ANY ACTION REQUIRED.

648/24 Cllr Webster stated that she would continue to chase up the Housing Association regarding the installation of a bin. The Assistant Clerk stated that the results of the recent resident's survey showed great support for this project. The next step is to ask residents what equipment they want to be installed. **Resolved: It was agreed that all ages should be questioned.** Action: Cllr Kember to liaise with residents to identify what equipment would be required.

TO REVIEW AND APPROVE THE POLICY FOR ADVERTISING ON THE PLAIN

649/24 It was resolved to approve the policy for advertising on the Plain. There was discussion as to how to inform people about the policy. **Resolved: Posters to be displayed on the noticeboard and office window and a piece in the e-newsletter, parish newsletter and Parish Council website.** Action: Assistant Clerk to advertise the policy as resolved.

TO DISCUSS AND REVIEW THE PURCHASE AND SITING OF THE CHRISTMAS TREE AND LIGHTS ON THE PLAIN AND DECIDE UPON ACTION FOR 2025.

650/24 Councillors stated that they had received positive feedback from residents regarding the Christmas tree on the Plain. **Resolved: to purchase and install a Christmas tree on The Plain in the same position and to re-use the lights purchased in 2024.** Action: Cllr Webster to liaise with Christmas tree supplier nearer the time.

TO RECEIVE AN UPDATE REGARDING THE USAGE OF THE LOWER GLEBE, INCLUDING THE NEW BENCHES, ALL INCLUSIVE PICNIC TABLE AND WASTE BIN

651/24 Assistant Clerk gave an update on the proposed work to improve access, accessibility and seating on the Lower Glebe. The Parish Council have obtained a grant from KCC to improve the access path and applied for a grant for three benches, planters and a picnic table that is accessible for wheelchair users. Unfortunately, the Diocese had various concerns including insurance and safeguarding. As such the proposed work is on hold until permission is granted by the Diocese. The Committee expressed their extreme disappointment that the Diocese reacted in such a way and at such late notice. **Resolved: To continue to seek approval from the Diocese to carry out the proposed improvements to improve accessibility and inclusion. Action: Clerk to continue to liaise with the Diocese and keep the Committee up to date.**

TO DISCUSS THE FITTING OF NEW LOCKS FOR THE DOG WASTE BAG DISPENSERS.

652/24 Assistant Clerk updated the Committee on the current situation and the proposal to fit a new lock onto the dispenser by the play area which currently does not have a lock. **Resolved: to purchase and fit an appropriate lock on the dispenser. Action: Assistant Clerk to purchase the lock and arrange for the fitting.**

TO DISCUSS AND DECIDE UPON THE PROPOSAL TO PURCHASE A SURFACE SKIMMER FOR QUARRY POND IN KILNDOWN.

653/24 The Committee discussed this proposal and noted its cost effectiveness. Cllr Kember stated that she knew several people/companies that have this system and are pleased. **Resolved: to purchase the surface skimmer. Action: Assistant Clerk to purchase the skimmer and arrange installation.**

TO DISCUSS AND DECIDE UPON CLEANING THE WAR MEMORIAL PRIOR TO THE 80th ANNIVERSARY D DAY CELEBRATIONS ON 6th JUNE 2025.

654/24 The Committee determined that the cleaning of the war memorial should take place prior to the 80th anniversary of the D Day commemorations. **Resolved: A second quote for the cleaning of the war memorial should be sought. Action: Assistant Clerk to obtain a second quote and enquire whether the current quote is still valid and check the availability of the contractor and book this work in.**

TO DISCUSS AND DECIDE UPON ACTION REGARDING THE CLEANING OF THE PUBLIC TOILETS ON BALCOMBES HILL.

655/24 The Committee discussed whether it would be possible to reduce the cost of cleaning the public toilets. Councillors stated that local cleaners had been asked whether they would be interested in the role but due to the 6 day a week cleaning schedule, none were interested. **Resolved: Assistant Clerk to contact the current cleaners and ask whether the cleaning schedule could be refined with reduced attendance, and if so, which days. Action: Assistant Clerk to liaise with the current service providers and feedback to the Committee.**

TO RECEIVE AN UPDATE ON THE PROPOSAL TO REVIEW AND UPDATE THE CCTV SYSTEM.

656/24 Cllr Rolington gave an update and stated that he was waiting for feedback from his contacts. Clerk is chasing the PCSO for a site meeting. Cllr Rolington stated that there was a chance the Kent Police could part-fund the updating of the CCTV system. **Resolved: To chase contacts. Action: Cllr Rolington to follow up his requests for information and Clerk to chase the PCSO.**

TO DISCUSS AND DECIDE UPON THE CREATION OF A “WHAT’S ON THIS MONTH” BOARD IN THE WINDOW OF THE PARISH COUNCIL OFFICE.

- 657/24 Cllrs Knight and Kember proposed the idea that the Parish Council office install a board in the left-hand window to allow local businesses to advertise their events. **Resolved: to use the Council Office to highlight and promote events that local businesses are holding. Action: Assistant Clerk to investigate display options and report back to the Committee.**

TO RECEIVE AN UPDATE ON THE PROPOSED TATTLEBURY TRIANGLE PROJECT INCLUDING THE PROVISION OF A BIN.

- 658/24 The project was discussed, and it was decided that no action should be undertaken and no costs incurred until the ownership of the land has been ratified. **Resolved: Deputy Clerk to liaise. Action: Deputy Clerk to seek to register ownership on behalf of the Parish Council.**

ITEMS FOR INFORMATION

- 659/24 Assistant Clerk reported that there was an issue with the water temperature at the public toilets which needs to be resolved ASAP. **Resolved: To carry out any testing/repairs that are required. Action: Assistant Clerk to arrange and meet the contractor on site to facilitate the necessary repairs.**
- 660/24 Assistant Clerk informed the Committee regarding the work that had been carried out on the Chequer Field and Members requested clarification.

DATE OF THE NEXT MEETING

Next Amenities Committee Meeting on Tuesday 27th May 2025

The meeting closed at 8.40pm

Rebecca Barden
Assistant Clerk
18th February 2025

PLANNING DECISIONS FEBRUARY 2025

| | | | | | |
|---------------|--|--|---------|----------|-----------|
| 24/02758/FULL | Whitestocks Farm Bedgebury Road Goudhurst Cranbrook Kent TN17 2QT | Erection of ground mounted solar panels | Approve | Approved | 2/19/2025 |
| 24/03205/FULL | The Cottage Crayden North Road Goudhurst Cranbrook Kent TN17 1JB | Demolition of dwelling, garage, greenhouse, and ancillary development and erection of self-build dwelling with garage and associated hard and soft landscaping enhancements | Approve | Approved | 2/24/2025 |
| 24/03136/FULL | Stable Cottage Cranbrook Road Goudhurst Cranbrook Kent TN17 1DY | Variation of Condition 2 of Planning Permission 24/00388/FULL - Alterations to catslide eaves | Approve | Approved | 2/10/2025 |
| 24/02954/FULL | Crowbourne Grange Station Road Goudhurst Cranbrook Kent TN17 1EQ | Variation of Condition 2 of Planning Permission 23/03348/FULL - Increase in eaves and ridge height to create first floor accommodation; alterations to fenestration on all elevations; amendments to ground floor layout; omission of single storey extension; associated alterations to hard and soft landscaping. | Approve | Approved | 2/7/2025 |
| 24/01964/FULL | Bethany School Jarvis | Variation of Conditions 2 (Approved Plans), 15 (Travel Plan), 17 (Vehicle Parking Space) & 18 (EV Charge Points) of Planning Permission 22/01736/FULL - Amendments to car park layout | Refuse | Approved | 2/6/2025 |
| 24/03120/FULL | Riseden Cottage Riseden Goudhurst Cranbrook Kent TN17 1HJ | Replacement porch, demolition of existing conservatory, alterations to external fenestration, internal refurbishment works & associated works | Approve | Approved | 2/7/2025 |
| 24/03121/LBC | Riseden Cottage Riseden Goudhurst Cranbrook Kent TN17 1HJ | Listed Building Consent - Replacement porch, demolition of existing conservatory, alterations to external fenestration, internal refurbishment works & associated works | Approve | Approved | 2/7/2025 |

Clerk's Report

The Parish Office has experienced a very busy month with a continual increase of footfall week on week, which is fantastic to have. The Clerks have also been involved in traffic management twice this month and continue to monitor. The traffic has increased in this past week, but suggest this is due to the traffic lights.

Work on the projects continues to move ahead, and hope to start work on the lower Glebe very soon. The Clerk will have an update on the night, as the Diocese met on Thursday 6th. If the resurfacing of the permissive path, is not permitted, KCC will continue with the PROW, which they have power to authorise, so the seated area and all inclusive path can still proceed. They have also offered to cover the costs of any additional vegetation clearance. In addition, the Asst Clerk secured a grant to cover the costs of the benches and all inclusive table which have subsequently been ordered.

The Village in Bloom competition has launched and posters will be going around the village. Please encourage who you can to enter.

The APM

Suggested Goudhurst Date: Thursday 22nd May , hosted by Antony Harris, and the new Chair of the Council. The Annual meeting of the Parish Council is due to take place Tuesday 13th May.

An alternative would be the week before the AMPC which is Thursday 8th, where Antony would host alone.

This can be discussed

Once the date is finalised we will look to invite a number of local food and drink producers to host a sampling and sale session.

There will be additional verbal updates during the meeting