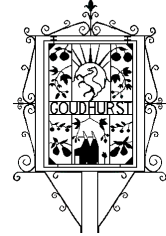


Goudhurst Parish Council



BUSINESS AND COMMUNICATIONS COMMITTEE

Minutes of an Extraordinary Meeting held on 06 July 2021 at 19.30 in the Parish Hall

Present: Cllrs Craig Broom (Chairman), Antony Harris, David Knight and Barry Noakes.
Claire Reed, Clerk. Absent: Cllrs Chris Ditton and Guy Sutton

1. **Apologies:** Cllr David Boniface (working).

2. **Declarations of interest:** None declared.

3. Goudhurst Open Day

Insurance

It was **agreed** to recommend to Council that the event go ahead and that Council insure the event under Council's current public liability policy. Clerk will seek clarification from Zurich over the what the policy covers (stalls, road closures, parking) and whether the whole event will be covered or just the items taking place on Council land. **Action: Clerk**

Post meeting note: Zurich have confirmed that Council's insurance will cover activities and stalls positioned on the Plain, the top of Balcombes Hill, the road closures and parking on the Lower Glebe field. It will not cover commercial stalls selling food. Activities and stalls at the Parish Hall, Social Club and Church will need to be covered by the insurance of those organisations.

Road closure

A road closure has been approved for Balcombes Hill from the crossroads to the car park for the event. Back Lane will be closed to through traffic, residents in Back Lane have been leafleted. Parking will be on the Lower Glebe field accessed via Maypole lane. There will be one-way system in place from Tattlebury Triangle to Bedgebury Road. Ed Bates has made signs to warn of the closures and barriers will be in place. It was agreed to ask Ed to make a further sign, 'Take care when crossing' to be placed at the edge of the Plain on West Road.

Action: Clerk

First Aid

St John Ambulance have been contacted but do not have anyone available to cover the event. Cllr Craig Broom will arrange alternative cover. **Action: Cllr Craig Broom**

Stalls

A list showing the location of the stalls will be distributed a few days before the event. Stalls will be charged at £15 per plot and £5 for a table. Cllr Alan Foster will be organising the tables from the Parish Hall. The BBQ and crepe van will be positioned on the Parish Hall driveway. It was **agreed** that the organisations involved will be asked to disclose the amount they raised so that an overall total can be calculated. **Action: Cllr Craig Broom**

Rotas

Cllr Craig Broom is creating a rota for helpers/ stewards for the event which will be distributed shortly. Duties will include (but are not limited to) setting up, marshaling the carpark and road closures and litter picking. Litter picking equipment has been ordered from TWBC and any rubbish collected will be gathered at the corner of Balcombes Lane, as per the annual litter pick,

for collection by TWBC on Monday 19 July. Any rubbish generated by traders needs to be taken away by traders.

Music

The mobile pipe organ will be parked at the Old Bank, need to confirm by email.

Action: Clerk

Trees

The canopies of the lime trees and the Horse Chestnut on the Plain need to be reduced as they are hanging very low. The Living Forest are not able to carry out the works without permission from the TWBC Tree Officer as they are in the Conservation Area. Clerk will contact the Tree Officer to see if the works can be approved more quickly. **Action: Clerk**

Cancelation criteria

It was agreed that the event may need to be cancelled or moved inside if there was a Thunder Storm.

Goudhurst Pond

The weed has yet to be cleared and the pump housing has not been fitted. Clerk will chase the contractor and this needs to be completed before the event. **Action: Clerk**

4. Date of the next meeting: Tuesday 13 July at 7.30pm in the Parish Hall.

The meeting closed at 8.05 pm