

AGENDA

Meeting of the Commons Conservators
Thursday 17 September 2020 at 10.30 a.m.

Via videoconferencing – contact Gemma Stapeley (gemma.stapeley@twcommons.org)
for details.

1. APOLOGIES FOR ABSENCE
2. MEETING BY VIDEOCONFERENCE – to seek the Conservators’ approval to meeting by videoconference in accordance with Schedule 3 of the County of Kent Act 1981.
3. MINUTES OF THE MEETING HELD ON 25 June 2020 – attached
4. COMMITTEE MINUTES
 - i) MINUTES OF THE COMMITTEE MEETING HELD ON 20TH JULY 2020 – attached.
 - ii) MINUTES OF THE COMMITTEE MEETING HELD ON 8TH SEPTEMBER 2020 - attached
5. MATTERS ARISING
6. DATES OF FUTURE MEETINGS

Thursday March 25th
Thursday June 24th
Thursday September 23rd
Thursday December 9th
7. MANAGEMENT REPORT – attached
 - i) Director’s report
 - ii) Warden’s report including work schedule
 - iii) Finance report
 - iv) Assistant Clerk’s report

8. LITTER CONTRACT – paper attached

9. WEBSITE DEVELOPMENT

10. POLICIES

- i. GDPR policy attached for Conservator approval.
- ii. Health and Safety Policy, note for discussion attached.

11. EVENTS AND SIGNAGE

ACTIVITIES ON THE COMMONS – all subject to Covid-19 guidance

- i. Rusthall Community Arts in Happy Valley – letter attached.
- ii. Saxon Orienteering - 'Kent Night Cup' evening event on Thursday 17th December 2020, 7pm – 8.30pm with some clearing up before and after. An estimated 35-40 people will take part. The event will operate strictly within the 'Covid secure' procedures as laid out in the British Orienteering guidelines. Full details attached.

12. ANY OTHER BUSINESS

- i. Request for permission to complete Open Reach works, note attached.

13. PLANNING APPLICATIONS

- i. Beacon Hotel – Application formally withdrawn.
- ii. 33 Common View - Loft conversion including rear dormer and internal alterations; addition of two rooflights to front elevation; changes to fenestration; alterations to front porch. Comment made on behalf of the Conservators - The Commons Conservators have no comment to make on the application but would remind the applicant that the land in front of the driveway is part of Tunbridge Wells Common. The Conservators wish to make it clear that no building materials may be placed on the land and no construction or delivery vehicles may park there or overrun the grass at any time.

DATE OF NEXT MEETING – 10 December 2020 timing tbc.

EXEMPT SESSION – including Warden recruitment.

TUNBRIDGE WELLS COMMONS CONSERVATORS

Minutes of a meeting held via video conference on Thursday 25 June 2020 at 2.00pm

PRESENT:

Paul Burnett
Ewen Cameron
Stephen Lacey
Ian Marshall (Chairman)
Antony Moore
Cllr Joy Podbury
Cllr James Scholes
Clare Sinha
Corin Thoday
Cllr Chris Woodward

APOLOGIES/UNABLE TO ATTEND:

Cllr Barbara Cobbold
Chris McHugh

ATTENDING:

Giles Membrey (Director)
Philip Tew (Treasurer)
Steve Budden (Warden)
Gemma Stapeley (Assistant Clerk)
Liz Ellicott (Rusthall Parish Council)
Clive Evans (Friends of Tunbridge Wells and Rusthall Common)
Freddie Hulbert (Linden Park Cricket Club) for item 3.

MINUTES

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Barbara Cobbold and Chris McHugh.

2. MEETING BY VIDEO CONFERENCE

The Conservators provided approval to hold the meeting via video conference.

3. LINDEN PARK CRICKET CLUB

Freddie Hulbert, Director of Cricket had provided the Conservators with a letter explaining the Club's concerns regarding damage to the outfield, this was provided in advance of the meeting.

Mr Hulbert clarified that although representatives of the Club had met with Conservators on previous occasions the current level of damage to the outfield was substantially worse than in previous years. As has been experienced across the Commons, the number of people and dogs had significantly increased during lockdown and many have been using the outfield for exercise, social gatherings, picnics and on occasion cycling. The damage caused to the ground over the very wet winter had not had time to fully recover before lockdown commenced and as such the outfield was now in a poor state. Increased amounts of time were spent by the Club on litter picking and clearing bags of rubbish. The Club also reported numerous holes, photographs were supplied to illustrate some of the holes. There was concern for the health and safety of those playing cricket and those visiting the Commons walking on the outfield. It was agreed that the majority of these holes were caused by wildlife; rabbits, foxes and badgers but that some were dogs allowed to use the outfield.

The Club pay Targetfollow a rental for the ground and have a contractual obligation to maintain the ground. Targetfollow noted that they had supported the Club in allowing them to sublet the clubhouse. The Conservators do not receive any income from the Club and with such a limited budget were unable to support the Club financially with the maintenance work required on the outfield. It was also confirmed by Mr Hulbert that Tunbridge Wells Borough Council would not contribute as they already support the Commons financially through the precept.

Previous suggestions to fence off and reseed small areas of the outfield had not been deemed workable and the Conservators explained that insisting dogs be kept on leads on the outfield would require amendment to the bye-laws and would be impossible to enforce.

Following discussion IT WAS AGREED to support the Club with the issues raised as follows:

1. An equal quarter of the outfield could be appropriately fenced off by the Club during the closed season, every year on a rolling four-year basis. The Warden would need to agree the type of fencing in advance of any work being undertaken.
2. Linden Park Cricket club to provide information with key messages to the Assistant Clerk to be posted on the Commons' Facebook group, this could be done as regularly as is required.
3. Linden Park Cricket Club to continue to engage positively with the general public and Jane (CurlyVera), having conversations regarding appropriate behaviour asking for their support with the protection of the outfield.
4. The Conservators to continue to engage positively with the general public when the occasion arises.
5. Linden Park Cricket Club, with input from the Warden, to review signage around the outfield.

Mr Hulbert then left the meeting.

4. MINUTES OF THE LAST MEETING

The minutes of the meeting held on 26th March 2020 were considered and approved. A copy to be signed by the Chairman and returned to the Assistant Clerk.

5. MINUTES OF THE COMMITTEE MEETINGS

The minutes of the Committee meetings held on 29th May and 9th June 2020 were noted and would also be signed by the Chairman.

6. MATTERS ARISING

Storm drainage

Due to the challenges of Covid-19 the investigative groundwork around Major York's Road has been on hold until Kent County Council's contractors resume work. The Assistant Clerk continues to liaise with Alex Brauning, the Asset Team Leader (Drainage Planned Works) of the Highways Asset Management Team at KCC on this.

Risk Register

It was confirmed that the Risk Register would be reviewed by the Committee periodically and by the Conservators annually at the March meeting.

All Abilities Path

An update was provided by the Friends which explained that Covid-19 had delayed the overall progress with the project. However, some work had commenced as follows; Rusthall Parish Council had been approached for financial support with a physical inspection from them pending. The Warden had reviewed estimates and options from contractors with site visits to be arranged. A member of the local Access Group had walked the proposed path and provided their full support.

7. MANAGEMENT REPORTS

i. Director's Report

The Director provided a full report ahead of the meeting.

Planning Gain discussions have continued with the Tunbridge Wells Borough Council Planning Department. A second version of the proposal document had been submitted to William Benson and the Planning Department and will be distributed to the Conservators.

A portfolio for the South and South East in Bloom will be submitted at the end of June, which this year will be on a virtual basis.

The Director continues to meet with the Chief Executive of Tunbridge Wells Borough Council, William Benson. Mr Benson is keen for the Conservators to explore a dedicated cycle track from Langton Green into Tunbridge Wells and scheduled further discussions for September. When this subject was last discussed a tentative route had been outlined but the difficulties of dealing with Church Road raised serious financial questions and the Council took the matter no further.

ACTION The Director to distribute the latest draft Planning Gain document to all Conservators.

ii. Warden's Report

A full report and work schedule were provided in advance of the meeting.

The Warden explained that during the Covid-19 lockdown there had been a substantial increase in the number of people using the Commons. Rubbish bins were being used to excess and were regularly full and overflowing; littering was a serious problem with mess left after picnics and social gatherings with reports of BBQs and other antisocial behaviour; recreational cycling had increased along with the associated complaints and families were found to have been camping in Happy Valley. He commented that it will be very interesting to see whether this changes in future months as the lockdown is eased.

There have been a large number of trees cut back due to high footfall on the footpaths.

We have received a claim from a man whose car was damaged by a falling tree near the Spa Hotel roundabout. It was a double stemmed rowan tree, with one stem falling. The other stem will be cut down on 4th July. The matter is being dealt with by the insurance company. In this type of case we can't expect the tree to have been picked up on the tree survey, although this section of the Common was last surveyed three years ago.

The extension of Fir Tree Pond has evaporated at a rapid rate with the warm weather. However, in the original deeper area there was still water to support the pond vegetation.

The Warden observed one of the flood management soakage tests on the Common and was told that the results were not promising with poor permeability which might suggest that the project wouldn't be feasible. However, the full report has not yet been received.

The Public Right of Way Team led by Jonathan Bibby has had three footpaths resurfaced including WB24 which runs from below Nevill Park to the garden centre, WB34 which runs from Castle Road up to the Wellington Rocks and WB35 Strange's Avenue. This is work that was rescheduled from April. The Warden has recommended other paths that require work including the Tarry Path and was encouraged to communicate quarterly with Mr Bibby to ensure work progresses.

IT WAS AGREED to add one double bin on the lower cricket pitch and one double bin near Wellington Rocks.

iii. Treasurer's Report

A number of detailed financial reports were distributed in advance. The Treasurer reported that the annual internal audit was completed on Monday 22nd June and that there were no findings.

There has been a conscious effort to reduce costs in 2019/20 to reduce a potential budget deficit which in the end did not transpire. There is a small general reserve on the account of £43,460

The Treasurer was thanked for managing the potential deficit and for presenting the accounts in a more user-friendly way.

IT WAS AGREED to adopt and approve the Annual Financial Statements for the year ending 31 March 2020 and the Annual Governance and Accountability Return and associated supporting returns to be provided to the external auditors.

iv. Assistant Clerk's Report

The Assistant Clerk provided a summary of the new Commons' Conservators Facebook group, noting that it had been launched on 6th April and currently had 694 members. The group had been very well received by the community and had been used to communicate key Covid-19 safety measures along with the standard information on flora, fauna, walks, geology, conservation, historical information, educational reference material and nature-based activities.

On 1st May the Commons Conservators' Photography Competition had been launched. Entrants were asked to send in a photograph of any aspect of the Commons that made them go "wow". The images have been shared on various Facebook pages and groups to enable those who were self-isolating or unable to get to the Commons due to lockdown, to still experience the area. 23 entries had been received with the competition due to close on 31st July with judging shortly after. The outgoing and incoming mayors offered to be photographed with the winning images, which was gratefully accepted. It was also suggested that the competition be promoted via Next Door (local social networking service for neighbourhoods), the Assistant Clerk to investigate.

Work has commenced on both the litter picking and grass cutting contracts which are due for renewal on 1st April 2021. Conservators to be presented with a proposal at the September meeting, which will be progressed by the Committee in the interim.

ACTION To promote the photography competition on Next Door.

A proposed approach for the litter and grass cutting contract to be agreed with the Committee to be presented to the Conservators at the September meeting.

8. NEW WEBSITE

The new website project will now be completed by the Committee using the draft specification. All progress to be communicated with the management team.

ACTION The Committee to progress and report back to the Conservators.

9. OPEN SPACES POLICY

The draft Open Spaces Policy was approved and adopted by the Conservators. The document is to be reviewed annually.

ACTION The Assistant Clerk to add review dates to the Open Spaces Policy and upload to the website.

10. REQUEST FROM THE COMMON ROOMS

Targetfollow had received a request from the Common Rooms bar to use a section of the Common between London Road and Mount Ephraim Road, in front of Thackeray's Restaurant as an extension of its bar, setting out tables and chairs and allowing customers to sit there. The Common Rooms' owners had provided a proposal in advance of the meeting with full details for the consideration of the Conservators.

The Conservators acknowledged and were sympathetic to the need to support small businesses during this very difficult time. However, there were several concerns regarding the proposal which included the safety of patrons so close to the very busy road, especially while crossing Mount Ephraim Road; the encroachment of the Common which is something the Conservators work very hard to protect; noise nuisance for local residents; litter associated with the disposable cups and possible increases in use of the litter bins and the definitive footpath running through the middle of the area.

The Conservators were supportive of a temporary compromise solution and the Committee were asked to investigate the options further, to include consultation with Tunbridge Wells Borough Council licensing and safety teams.

ACTION The Committee to investigate possibilities and to produce a draft Open Spaces Policy Addendum to deal with the temporary Covid-19 situation.

11. EVENTS AND SIGNAGE

Requests were received as follows:

ACTIVITIES ON THE COMMONS – all subject to Covid-19 guidance

- i. Wild Child Forest School (Friends) originally 6 sessions during August school holidays now deferred to 2021 but permission requested to plan ahead.
- ii. Rusthall Bonfire 31st October 2020.

SIGNAGE

- i. Signs for Rusthall Bonfire (31st October 2020)

IT WAS AGREED: All requests were approved subject to following government guidance at the time.

12. ANY OTHER BUSINESS

Fitness classes on the Commons

The Warden had received a request for a yoga class to temporarily hold their sessions on the lower cricket pitch.

ACTION To forward all fitness class related requests to Paul Burnett to coordinate while keeping the Conservators informed.

Ash Trees at Still Green

The Warden had been contacted by Jonathan Bibby regarding ash trees at Still Green. The Warden believed they were on the Commons boundary with the Targetfollow land and asked Paul Burnett to review.

Roles and Responsibilities

As a consequence of some difficulties in working together the Chairman advised that he would review the responsibilities of both the Director and the Committee.

ACTION To avoid any further complications on project work, the Chairman will work to clarify the roles and responsibilities of the Director and Committee.

13. PLANNING APPLICATIONS

White Hart, 16 Lower Green Road, Rusthall. Conversion of public house into 4 bed dwelling. Comment made on behalf of the Conservators - The Conservators have no comment to make on the application but would remind the applicant that the land at the front of the property is part of Rusthall Common. The Conservators wish to make it clear that no building materials may be placed on the land and no construction or delivery vehicles may park there or overrun the grass at any time.

As part of a tender for the conversion of The Retreat Hotel, 55-57 London Road, Tunbridge Wells, Kent TN1 1DS, email received to request a parking bay suspension and or using part of the Common directly outside the Hotel for a compound area. Appropriate response, declining the request to use part of the Commons, was sent.

At very late notice, the Conservators were supplied with details of a planning application for the Beacon Hotel. It is a significant application and as such the Director offered to investigate collate responses and prepare a draft report.

ACTION The Director to discuss the proposal with David Scully and revert to the Conservators with a draft repose.

DATE OF NEXT MEETING – 17th September 2020 at 10.30am, whether it is via video conferencing or in the Town Hall will be confirmed closer to the time.

Update: It is now confirmed that the Town Hall is likely to remain closed so the meeting will take place via video conferencing at the earlier time of 10.30am.

A walk on the Commons in advance of the meeting is proposed again and will be considered closer to the time, reviewing logistics and government guidance.

Agreed Actions

Agenda Item	Detail	Responsibility
3	Work through agreements with Linden Park Cricket Club.	Warden
4	Chairman to sign the minutes of the previous meetings and send to the Assistant Clerk	Chairman
4	Approved minutes to be uploaded to the website.	Assistant Clerk
6	Continue to work with Alex Brauning on the storm drainage project.	Assistant Clerk
7i	Latest draft Planning Gain document to be distributed to all Conservators.	Director
7ii	Continue to provide suggestions on footpath maintenance to Jonathan Bibby.	Warden
7iv	To promote the photography competition on Next Door.	Assistant Clerk
7iv	A proposed approach for the litter and grass cutting contract to be agreed with the Committee to be presented to the Conservators at the September meeting.	Management Team
9	Add review dates to the Open	Assistant Clerk

	Spaces Policy and upload to the website.	
10	Investigate possibilities and to produce a draft Open Spaces Policy Addendum.	Committee
12	Forward all fitness class related requests to Paul Burnett to coordinate.	Management Team
12	Work to clarify the roles and responsibilities of the Director and Committee.	Chairman
13	Discuss the Beacon Hotel planning proposal with David Scully and revert back to the Conservators with a draft response.	Director

Conservators Committee: Monday 20th July 2020

Present: Paul Burnett, Clare Sinha, Cllr Chris Woodward.

In attendance: Steve Budden (for item 1-3 only), Giles Membrey, Gemma Stapeley, Philip Tew (for items 9-11 only).

Minutes of the meeting:

1. Contracts update – grass cutting and litter

The Management Team have been reviewing the existing arrangements, considering what is needed in the future and the potential for renewing the existing contracts. The Committee will be sent a paper containing options and recommendations by 1st September, for discussion at the 8th September Committee meeting to then be presented to all Conservators on the 17th September. Requests for tenders would not be made until after the December Conservators' meeting so there will be a further opportunity for review.

Action: Management Team to continue their work to produce a draft paper.

2. Risk Register

In advance of the meeting, the Management Team had sent the Committee their recommendations for updates to the Risk Register, these were discussed and agreed by all as follows:

20. Office accommodation unavailable – impact to be reduced due to experience in recent months with the office closed.

32. Cost increase above RPI – increase likelihood referencing the litter contract due to recent research by the Management Team.

13. General reduction in public interest in using the Commons - during Covid-19 the Commons proved to be incredibly popular and well used. Include reference to use of the Facebook group community to manage this risk.

14. General reduction in public support for the preservation of the Commons – to update as per 13.

An additional risk to be added – increased usage puts pressure on the Commons' maintenance.

Action: GS to update the Risk Register and notify the Committee when complete. (Since completed)

3. Warden's replacement

In advance of the meeting the Committee were sent a first draft of the Warden's annual/monthly/weekly plan of activities, this is a work in progress document and requires a full review by the SB. SB has indicated that he would like the handover and transition period to be short, in which case the draft document must be built into a complete, accurate and detailed handover pack. The document should clearly differentiate what work the Warden physically does and what is arranged and supervised by the Warden.

Action: SB to review and expand the plan of activities document by 1 September, to be used by the Committee to create a draft job description and process to be presented to the Conservators for approval on the 17th September.

4. Policies

In advance of the meeting the Committee were sent details of the current policies, with their date of last review, found on both the website and in the office files.

It was noted that most had not been updated in the recent past because they had rarely been required. Notably there is no GDPR policy for volunteers/3rd parties/contractors and the general public and this needs to be prioritised. Other policies should be updated within the year.

Action: GS to prepare a draft GDPR policy and send to PB for his comments. GS to conduct basic policy housekeeping by reviewing all policies and highlighting potential areas for update/full review. Once completed, a schedule of review for all policies will be agreed.

5. Planning Gain

All Conservators have received a copy of the draft Planning Gain document.

The possibility of using Planning Gain funding for maintenance projects was queried and clarified by GM who explained that if a specific project is undertaken then maintenance can be included as a commuted sum, not as an annual sum. This will be made visible in the draft document.

The listed projects included in the document were provided by SB and were linked to the Management Plan. TWBC Planning Department have advised on the removal of all projects relating to car traffic as they would not be applicable.

The Committee requested that the main document and the projects were kept as two separate documents to enable the projects to be proposed, reviewed and agreed annually. To demonstrate the type of projects that were not applicable, GM was asked to highlight the original car traffic-based projects.

Action: GM to update the Planning Gain document with the amendments as agreed. Current project list to be sent to the Conservators for review (also including details of projects originally submitted but rejected by TWBC Planning)

6. Beacon

GM sent an email, dated 1/7/2020, to all Conservators asking for their input on specific points to be raised in the formal representation to the Borough Council on the proposed development at the Beacon. To date he had only received a response from Cllr Podbury and asked the Committee for their support in encouraging responses.

The Committee will provide suggested points to GM so that he can write a prompt draft response, for Conservator review and comments prior to approval. There would be an opportunity to follow up an initial response with supplementary comments should this be required.

7. Cycle paths

New proposals for cycle paths across the Commons were mentioned to GM at a recent update meeting with William Benson, as highlighted in the June Conservators' meeting. One possible route would run from Langton Green into the town, potentially along Mount Ephraim, Church Road and Castle Street. Another would cross the lower part of Tunbridge Wells Common linking the East Sussex cycleway into Tunbridge Wells.

When further details about the project and proposed route options are available, GM will ensure that the options are presented to the Conservators for discussion prior to finalisation. If approval for a cycle path across the Commons is given, then TWBC will apply for funding. It was noted that Government funding linked to Covid-19 will focus on initiatives for the Town (High Street) and is unlikely to get allocated for such a cycle path.

Action:

GM to continue to monitor progress in formulating plans and bring the options to the Conservators for discussion at an early stage.

8. Photography Competition update

In advance of the meeting the Committee were provided with an update on the competition as follows:

- ☐ 32 entries to date, all categories covered.
- ☐ Prizes organised and funded, thanks to The Friends, Targetfollow and GM.
- ☐ The 3 judges confirmed, and a post written about them to include a biog.
- ☐ Judging confirmed as 10am Monday 10th August.

- ☐ Winning photographs being photographed with the Mayor and Deputy Mayor on Friday 14th August on the Tunbridge Wells Common.
- ☐ Winners press release to be written and distributed - TWBC Communications team and Index prepped to offer support.

The Committee congratulated GS for her work in making this initiative a success.

9. Website development

The Committee requested that GS participate in meetings with potential suppliers, which was agreed.

10. Hospice in the Weald 10km run

The charity event will no longer take place on the lower cricket pitch as usual, instead it will be held virtually.

Action: GS to circulate further details to all Conservators.

11. Finance

Nothing to report.



DIRECTORS REPORT

Meeting of the Commons Conservators

17 September 2020 at 10.30am

1. Covid-19 Issues

The Covid-19 pandemic continues and for the time being all meetings at present will be conducted remotely via the video conferencing facilities to conform with government regulations.

As a result of Covid-19, we have continued to see a significant increase in the use of the Commons which has created a few issues in relation to litter clearing, bins being fuller than normal and more wear and tear. We have put up signs around the common in relation to covid-19 procedures, particularly in the use of benches etc. We are continuing to monitor use and deal with issues as and when they arrive.

There has also been an increase in the use of bicycles across the common and this has been difficult to control. Most people have been cycling responsibly and with care for the pedestrians, but there have been a few incidents of conflict.

2. Grant Funding and Financing

We are continuing to explore future funding and grant aid.

3. Planning Gain Developments

I am awaiting for the Conservators to confirm the final list of projects to submit with the paper. Just to be clear this list can be amended as and when new project requirements arise. The main principle from the planning department is that the projects must not be car related. Once this has been received we can then submit it to the planning team and a meeting will be set up to finalise the document.

4. Website

Development of the website is being done by the sub-committee with support from the Assistant Clerk and the Director. We continue to support the committee with this process as and when required.

5. Contracts

The Executive team are reviewing contracts for litter picking and grass cutting. The assistant Clark has reported more fully on the litter clearing contract.

6. Health & Safety

The Executive Committee are reviewing health and safety requirements on the Commons and will report further following discussions with the subcommittee.

7. Beacon Hotel Planning Application

The Director submitted a letter of objection on behalf of the Conservators. I am delighted to confirm the application has now been withdrawn by the applicants. I will continue to monitor this on your behalf.

8. Risk Register

The risk register has been updated with the committee's approval.

9. Cycle Routes

Through William Benson, we have had a meeting with the Council team responsible for cycle routes across Tunbridge Wells. They are now working up options to connect Langton Green with Tunbridge Wells town centre and we are waiting for their proposals. It is part of an initiative lead by KCC to develop cycle routes across town centres throughout Kent.

GILES MEMBREY

Director

Warden's Report: September 2020

- ☐ There has been an unusually high number of storms this summer, with high winds causing more damage to the trees in full leaf. As a consequence, spend on the tree budget is more significant at this time of year than usual.
- ☐ To clear the arisings from the various storm damage it is planned that the tracked chipper will be used to tidy up.
- ☐ We are in the process of cutting and widening all paths and cutting long grass. The first cut with pick up flail has been completed. The second visit of the larger collector flail for the meadows will be due mid-month.
- ☐ Mick Dann who usually does the small flail work has let us down this year, hence we have used Honnington. The task for them has taken a little longer as they learn the area, however they are going to price the work for future years and already have this year as experience to work from.
- ☐ The project to reintroduce the second Marl Pit Pond will be finished in the next few months, paid for by the FHTs and Friends.
- ☐ Subject to the results of the vegetation survey we will be starting the Sussex Lund scrape project in Bull's Hollow in September/October.
- ☐ It is hoped that there will resource to harvest the heather seeds to extend the heather areas.
- ☐ The Highways team have started drainage investigative work in the Major York's Road/Fir Tree Road area, investigating the underlying soil conditions to start working on a plan for the area.
- ☐ The Britain In Bloom portfolio was submitted in August.

Work Schedule: to follow asap.

Tunbridge Wells Commons Conservators

Finance Report by the Treasurer to the Meeting of the Conservators – 17 September 2020

Audit for the year ended 31 March 2020

The 'external audit' has been taking place. I have used parentheses as it is not really an external audit even though it is badged as such. The external auditors select a sample of authorities/councils etc. and if you are not selected in the sample, they just undertake a desk top review even though you get an audit opinion which is somewhat strange. We were not in the sample this year and so have had a desk top review. The internal audit (which is actually like an external audit) was completed with no issues prior to the June Conservators meeting.

We have not yet received the external audit opinion as internal review procedures within PKF Littlejohn are still being undertaken but I have been informed that there will be a qualification as I forgot to sign the return as Treasurer. I did get Ian to sign it as Chairman but simply forgot to sign it myself. I offered to resubmit a version signed also by me but that was rejected. Whilst this is marginally irritating, it is of no real consequence.

Results to date

Set out below is a summary of the financial activity for the five months and one day to 1 September 2020. I have set this out largely on a cash basis other than excluding the cash impacts of the settlement of prepayments and accruals established in the 31 March 2020 financial statements. The level of activity does not justify preparing accrual based financial information at other than the year end.

Income statement

Actual
£

Income

Tunbridge Wells Borough Council Precept	82,925
Other contributions - general	-
Natural England	-
Planning agreement income	-
Project funding from Freehold tenants	-
Project funding from Friends	-
Interest	48
Other	-

82,973

Total income

82,973

Expenditure

Salaries and expenses

Salaries, NI, pension, parking and payroll	14,826
Uniform and storage	600
Insurances	-
Audit - internal and external	-
Other	295

15,721

Maintenance of Commons etc.

Short grass -grasscutting contract	-
Grass and cleared areas	1,624
Trees including annual survey	320
Ditches, drainage	-
Paths, cold bath and spring	230
Litter control	10,625
Furniture	-
Barriers	228
Other	175

13,202

Contingency

Total expenditure

28,922

Net income/(expense)

54,051

Activity is normally relatively quiet in the Spring/early Summer period with less work undertaken and even less invoiced and there is nothing significant to report. It remains the plan to meet the budget approved by the Conservators in December 2019.

Cash resources are some £105,000.

Philip Tew

Treasurer

Assistant Clerk's Report: September 2020

Facebook update

- The TWCC's Facebook group continues to be a valuable tool for two-way communication with the community. The following table illustrates activity in the group:

Date	Number of members (on 1 st of month)	Posts	Comments	Reactions
May 2020	374	101	395	2,371
June 2020	647	104	428	2,128
July 2020	743	71	324	1,491
August 2020	836	49	236	882
September 2020	892			

Interactions and posts have reduced in number since July possibly due to individuals no longer on furlough people on holiday or initial interest has declined, but the numbers still far exceed initial expectations. The current top posts provide valuable insight into what matters to our community and cover the following topics:

1. Overflowing litter bins.
2. A member of the group picking up glass bottles from the Bumps in Rusthall.
3. Keep Britain Tidy campaign, Love Parks, covering increased littering.
4. Butterfly species on the Commons.
5. Presentation of the Photography Competition winners' images.

Litter contract

- The Assistant Clerk has presented a paper to the Committee with options for the new litter contract to be implemented from 1st April 2021, details of which will follow during this meeting.

As highlighted the litter contract and littering are the most popular discussions on Facebook and emails received by the general public regularly cover this topic, emotions often run high and need to be managed carefully. There are many misconceptions that are regularly addressed, that TWBC own the Common and should simply pay for more litter collections and indeed that there is a limitless financial pot.

Research into the topic has discovered that in July Keep Britain Tidy launched a new campaign "in response to the crisis situation within parks during the Covid-19 lockdown" and described it as emergency intervention, with the campaign called Be Kind to Our Local Parks, under their Love Parks umbrella. The campaign provided a campaign toolkit, social media images and posters with value-based messaging.

Over 100 Local Authorities responded to a survey by Keep Britain Tidy with some key findings:

- More than half of the country's parks have had to pull in extra resources to deal with the issues, including litter and anti-social behaviour, since lockdown was eased.
- Of those, 81% had to spend more on clearing up litter, 79% on bin emptying and 72% on maintaining public order or enforcing lockdown rules.
- The local authorities who responded to the survey said they had spent, on average, an extra £33,000 on managing parks in the past three months, with one reporting increased spending of up to £150,000.
- Councils also reported clearing up, on average, 57 tonnes of additional waste from their parks.
- On average, parks will have to spend an additional £47,000 to cope.

We have been unable to fully participate in the campaign, due to the fact that it had already launched when we discovered it and with our limited resources. However, the campaign images have been posted to the Facebook group with details of the survey and the toolkit has been ordered for reference and to learn more.

It is acknowledged that the litter contractor, Oakbourne, are having to work incredibly hard to manage the litter bins and littering on both Commons at the moment, and as such a letter of thanks is being sent to them from the Director.

To continue to maximise efforts to manage littering, connections have been made with the Forum, Friends of Hilbert and Grosvenor Park and the Parks Team at TWBC.

Photography Competition

- ☐ The Commons Conservators have been kept up to date, via email, with the results and press coverage of the photography competition.

Risk Register

- ☐ The Risk Register review was presented to the Committee on the 20th July and with their approval, the document was updated to reflect the following changes:
 1. Reduced risk of the office accommodation being unavailable.
 2. Increased risk of cost increases for litter contract.
 3. Comments for risk of reduced public interest in and support for the Commons to include Facebook as evidence that this is not significant.
 4. One new risk added, increased usage putting pressure on Commons' maintenance.

Website Development

- ☐ The Assistant Clerk has provided support on the website development project.

Policy Review

- ☐ A general review of all of the TWCC's policies has been completed with updates and minor changes made. The review has highlighted that further work needs to be done to the Health and Safety policy, which is being scheduled. A GDPR policy has been drafted to be presented to the Conservators for approval.

Gemma Stapeley

Litter Contract – Options

The following provides details on the options which the Management Team consider are available to the Committee and in turn the Conservators in considering the future of the litter contract from 1st April 2021.

Background:

- ☐ Litter clearance and waste disposal is currently under contract from 2018-2021
- ☐ The term of the contract states 1st April 2018 for 3 years “with an option for the Conservators to negotiate a further two years”.
- ☐ Existing contractor is Mr Bryan Godley of Oakbourne. It is noted that he does not do the majority of the work himself now, instead uses other members of his family.
- ☐ Annual cost for 2020/21 is £25,502 which is invoiced monthly at £2,125.
- ☐ Oakbourne provide two people who work, as per the contract 7 days in the Summer and 5 days in the Winter, approximately 1,248 hours per year.
- ☐ Oakbourne is not VAT registered.
- ☐ Oakbourne does not currently provide a duty of care waste transfer note.
- ☐ The full terms of the existing contract and specification are provided along with this document.

Options

1. Full tender of the contract going out to third parties.

Advantages

Can drill down full requirements and options to get exactly what the Conservators require.

Disadvantages

With a new warden pending having a new litter contract with a possible new company/person may be challenging. The new warden may like to have time to find their feet and establish how they would like the contract to run and may have best practice to incorporate from previous roles.

A soft market testing exercise has been undertaken with two appropriate companies. Both conducted a site visit and the existing contract and arrangements were discussed so that they fully understood the requirements. The estimates/quotes for a like for like service were as follows:

- ☐ £70,000 incl VAT including disposal.
- ☐ £74,880 incl VAT plus disposal estimated at £2,000 incl VAT

2. Renegotiate a 1-2-year extension with the existing contractor, with the following options –

a) All current bins to be collected including litter picking, i.e. the current contract.

b) A reduction of litter bins, focusing on key areas only e.g. Happy Valley, Toad Rock, Wellington Rocks, tbc.

c) To incorporate either option a or b but with a revised (i.e. reduced) emptying schedule.

d) To purchase and install larger bins being collected less frequently.

e) Either a, b, c or d but without litter picking and for this we initiate community litter picks with existing volunteers and enthusiastic supporters. The Warden has suggested that Oakbourne do not currently provide a litter picking service due to time restrictions.

Advantages

The existing contractor has the significant knowledge of the area required to manage our litter. Reviewing the number and frequency of emptying of the bins enables us to trial some ideas before embarking on a new contract with a potential new company. If our trials don't work, we could ensure that there is an option to revert to the current contract terms.

Disadvantages

It has been noted that there is some dissatisfaction with the existing contractor, this option does not fully address this. We need confidence and possible measures to ensure that he is going to manage the contract and his various team members effectively.

Equally the contractor has expressed concern that he cannot afford to continue at the current financial rate so it is anticipated that an increase may be proposed by Oakbourne. Having had a discussion with Mr. Godley, part of the problem is the significant increase in the number of bags of waste and as such removing for disposal is taking a significant amount of time.

3. Renegotiate with existing contractor a 1-2 year extension. However we ask for all black sacks to be collected and stored in large waste bins (1100 litre bins – wheel at each corner and a lift up lid) to be sited somewhere discreetly on the Commons perhaps behind the Linden Park Club House and somewhere sensible on Rusthall Common to be collected for disposal by a third party waste management company (wmc).

Advantages

It is acknowledged that the current system is not technically legal, provision of a duty of care waste transfer note by the wmc would address this.

We do not receive useful data to fully understand what volumes of waste is collected. By separating out collection and disposal we can start to unravel and understand more. This would then help us manage the full tender exercise in 1-2 years' time.

I have a quote for the collection from 3x 1100 Litre bins, I estimate based on number of black sacks (see reference info) will require weekly collection. I therefore estimate we should budget approximately £3,000 incl VAT per year for this. However, the Warden has expressed concern with the data provided as he would expect numbers of bags to be higher, so caution should be incorporated when budgeting this option.

As Oakbourne wouldn't be managing disposal this addresses one of the issues raised by them, time taken for disposal.

If Oakbourne are not using their time to incorporate disposal perhaps we can add litter picking back in.

Disadvantages

Working with a new company and having an additional loop to manage that might create problems.

Finding an appropriate location for the 1100litre bins on each Common, two on TW Common and one on Rusthall Common due to volumes.

4. We add the emptying of the bins to the job role of the new Warden, the disposal of the waste would be managed by a wmc as in option 3.

Advantages

Significant cost saving. Now is the time to add this to the new warden's job description.

Disadvantages

Does the Warden have the time? Perhaps we employ our own litter picker?

5. Remove all bins on both Commons and manage the way in which our Community uses the Commons and then disposes of their waste.

Advantages

We remove contractual costs.

Disadvantages

This would be a painful process short term with periodic blips and issues.

We would need a contractor and or plan for dealing with the periodic littering.

Given that a large proportion of the waste collected is dog poo bags the results could be very unpleasant for others.

This would require a large PR exercise to manage the key messages.

Recommendations

It is the recommendation of the Management Team that the Committee consider Option 3, to renegotiate with existing contractor on a 1-2 year extension with disposal of the waste to be managed by a third-party waste management company.

It may be appropriate to incorporate some of the trial ideas as referenced in Option 2 if the Committee and Conservators feel they have a value.

If the Conservators approve our recommendations, then a follow up paper detailing the following will be prepared for the Committee:

- ☐ Issues to be addressed during renegotiation with Oakbourne to include but not limited to work schedule, safe system of work, risk assessments, how fly tips are managed and financials.

Community Litter Pick

In addition to all the above options I would like to propose that we investigate the possibility of introducing community litter picks. I believe we have a willing and able community that could be a viable resource to us. The Facebook group members are very vocal regarding littering and have expressed a desire to help. I have the support from Oakbourne in this initiative.

I propose that this could start at a low level and grow as resources and momentum are available. I have looked at the Keep Britain Tidy campaign website and they have significant resources and guidance. They acknowledge the huge increase in littering in parks which is currently being experienced. I would therefore like to ask for the Conservators' permission to work with the Committee to create a plan and trial a community litter pick.

Reference information:

- ☐ Number of bags of rubbish collected YTD. Averages 26 bags per week, incorporating this years' Covid uplift. However Oakbourne have suggested verbally that this is currently 35-45 bags per week.

Date	Bags	Running Total
Jan 2nd 2020	30	30
Jan 16th	26	51
Jan 28th	21	72
Feb 5th	20	92
Feb 14th	26	118
Feb 18th	20	138
Feb 25th	20	158
March 12th	36	194
March 25th	40	234
April 3rd	20	254
April 17th	24	278
May 1st	27	305
May 15th	25	330
May 26th	40	370
May 29th	45	415
June 1st	42	457
June 5th	41	498
June 11th	40	538
June 19th	51	589
June 22nd	39	628
June 26th	45	673

- ☐ 30 bins across both Commons.

GS/August 2020

Privacy (GDPR) Policy

In this policy we use the term ‘personal data’ to mean any information you give us from which you can be identified. This might include your name, your home address, your personal email contact details, or your telephone number. Personal data does not include information where your identity has been removed (i.e. anonymous data).

We do not collect or use any special categories of personal data (for example, information about your health, race or religion).

Tunbridge Wells Commons Conservators collect very little in the way of personal data and this would most likely come from information you provide when interacting with us. However, please read the following policy to understand how what information we do gather will be treated.

When we refer to “we” or “us” in this policy we are referring to Tunbridge Wells Commons Conservators. For the purposes of the Data Protection Act 1998, the General Data Protection Regulation (GDPR) and any applicable replacement legislation, we are the data controller.

Where do we gather information about you?

There are several ways in which we can collect information:

- ☐ When you make initial contact with us to deal and assist you with the issue, concern or complaint you have raised
- ☐ When you contact us via our Facebook group.
- ☐ If you enter a competition that we are running or book to attend an event we are holding.
- ☐ When you request to become a volunteer in one of our work parties.
- ☐ If you are one of our contractors and submit invoices, insurance documents and risk assessments.

What personal identifiable information do we potentially hold?

- ☐ Your name, email address, contact phone number, Address, date of birth

How do we use the data we have?

Tunbridge Wells Commons Conservators only use your information to send you information that you have requested, for example:

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- ☐ To send you details of volunteer work parties.
- ☐ To add you to the list of those reserving a place on an event and to email you confirmation and pertinent information about that event.
- ☐ To deal and assist you with the issue, concern or complaint you have raised
- ☐ To notify you on the outcome of a competition.

Your information will not be used for any other purpose without your permission and will not be kept for longer than necessary. If you are concerned about providing your personal information online, we can arrange alternative means for you to supply information.

Who has access to your data?

Access to your data is restricted to the Assistant Clerk and Warden.

We only ever use your personal data if we are satisfied that it is lawful and fair to do so. We will never sell your personal data or share it with third parties who might use it for their own commercial purposes.

Any sharing of personal data is always done on a case by case basis using the minimum personal data necessary.

How do we store that data?

We have appropriate security measures in place to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We have in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your data is stored on Microsoft 365 and Fasthosts, both systems are name and password protected.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the information, the potential risk of harm from

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unauthorised use or disclosure of your personal information, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements. We review the personal data (and the categories of personal data) we hold on a regular basis to ensure the data we are holding is still required and is accurate. If we discover that certain data we are holding is no longer necessary or accurate, we will take steps to correct or delete the data.

Accessing, updating and deleting any information we hold.

Under certain circumstances, by law you have the right to:

- ☐ Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- ☐ Ask us to correct personal data that we hold about you which is incorrect, incomplete or inaccurate. If there are any discrepancies in the information we provide, please let us know and we will correct them.
- ☐ Ask us to erase your personal data from our files and systems where there is no good reason for us continuing to hold it.
- ☐ Object to us using your personal data to further our legitimate interests (or those of a third party).
- ☐ Ask us to restrict or suspend the use of your personal data, for example, if you want us to establish its accuracy or our reasons for using it.
- ☐ Ask us to transfer your personal data to another person or organisation.

You also have rights in relation to automated decision making that has a legal effect or otherwise significantly affects you. However, we do not currently undertake any decision making based solely on automated processing, including profiling, that would produce any significant legal effects concerning you.

If you want to exercise any of these rights, please contact us at info@twcommons.org

Queries and Complaints

If you have any questions about this privacy notice or how we handle your personal information, please contact us at info@twcommons.org

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Date of review: September 2020

Date of next review: September 2023

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Proposed review of the TWCC's Health and Safety Policy

The Management Team are proposing that the existing Health and Safety Policy needs to be fully reviewed to ensure that measures taken to protect the general public, staff, contractors and volunteers are adequate and meet current health and safety guidelines and legislation.

The current policy is provided below for your reference, we would like to raise the following points for discussion:

- ☐ To date, the Conservators have had no liability for the natural features of the Commons and as such users do so at their own risk and have a duty of care to themselves. Should we seek legal guidance or support from other Commons to clarify this position?
- ☐ Existing risk assessments and safe systems of work need updating.
- ☐ There does not seem to be a policy for the management of contractors working on the Commons.
- ☐ Records do not demonstrate that staff H&S training is up to date. There does not seem to be a policy to manage contractor training. Both need to be investigated.
- ☐ Accident and incident logs are not kept updated and are not reviewed regularly to consider lessons learnt.

Tunbridge Wells Commons Conservators

Health and Safety Policy Statement

Introduction

Tunbridge Wells Commons Conservators accept that they have a responsibility, so far as is reasonably practicable, to ensure the health, safety and welfare at work of all its employees, contractors, volunteers and other persons who may be affected by its acts or omissions. The Conservators are committed to maintaining high standards of health, safety and environmental protection in all its operations.

Objectives

- ☐ to comply, as a minimum, with relevant statutory requirements, the Common Law duty of care and safety policies;
- ☐ to prevent injuries and ill-health to employees, volunteers and members of the public;
- ☐ to ensure everyone understands and carries out their responsibilities for the safety of themselves, their colleagues and members of the public.

Requirements

- ☐ Risk assessments for members of staff to identify hazards, both in the office and on the Common.

- ☐ Training for members of staff where a requirement is identified.
- ☐ The Warden to patrol the Commons regularly and record any potential hazards and how they are dealt with
- ☐ Accident and incident logs to be maintained.
- ☐ Accident and incident forms to be issued to all contractors.
- ☐ A copy of the contractor's health and safety policy must be retained by the Conservators when a contract is awarded.
- ☐ For ad hoc work, only competent and reputable contractors to be employed who can demonstrate a good understanding of health and safety requirements and co-operate with the Warden. They should be able to demonstrate and prove that they have received all relevant training.
- ☐ Any vehicles used on Conservators business must have insurance for business use and the driver shall have a valid driving licence.
- ☐ Members of the public have a duty of care to themselves on Common land.

Last reviewed:

Date of next review:

Required:

First Aid training

Risk assessments – specific and generic – for staff

Patrols to complete potential hazard reports

Written work instructions

21st August 2020

Dear Steve and Conservators,

As you may be aware Rusthall Community Arts (RCA) committed itself to creating a small arts festival every two years. In July 2019 in, collaboration with Claque Theatre and the local community, we produced the play Legends Of The Rocks, that took place around Toad Rock. We also established a new tradition of Dressing The Toad, which was to take place annually in early July. Due to the pandemic this year we were not able to gather at the Toad for that event but individuals did leave flowers etc on the railings around Toad Rock.

The next festival is due in the summer of 2021 . We wanted to share with you some of the proposed ideas we have for that event and to seek your approval in principle. Because of the ever -changing situation with Covid 19 we need to be creative in how we do this safely and develop a flexible programme with various options. As well as the situation with the pandemic all options are of course also dependent on funding being secured.

Our ambition is to deliver two distinctively separate yet interdependent projects from September 2020 culminating in projects for the festival in July and August 2021. The first project "Paths" will involve a mixture of events and the ideas that it produces will inform the second project " Happy Highways" on and around the paths of Happy Valley. "Paths" may involve photography, painting , theatrical walks, sculptures and land art (images made in the landscape). This would include making images by using what is already there for example making designs out of bracken or other foliage and placing them around a tree. We have enclosed our newsletter that includes some images as examples of what might be created. "The Happy Highway" will be a Community Play, around Happy Valley, informed by The Paths project, that will take place in July/August 2021. It is unlikely to be a play in the traditional sense as we maybe restricted by rules that don't allow large social gatherings and where people might have to socially distance. It will be a theatrical highway where audience members might encounter cast members acting as travellers or overhear and witness scenes among the rocks and paths. The performance will be no longer than an hour and a half and may well be staggered with audiences starting a walk for example at different times. We anticipate a local cast of around 80.

I would be grateful if you would advise us if you are in principle in agreement with our proposal. We will of course keep you up to date with developments and given the current climate it is likely to be an ever -changing process.

Kind regards,

Becca Maher, RCA Committee Member. beccakmaher@gmail.com

From 11 July, government guidance has allowed outdoor sport with any number of participants if this is formally organised by a sports club or similar organisation and sports-governing body guidance has been issued.

As the national governing body for orienteering, British Orienteering has drawn up guidelines based on this guidance, for clubs to restart orienteering in a safe and responsible way.

This guidance, which we will implement in full, can be summarised as providing for -

1. Risk Assessments - we will conduct our usual careful and comprehensive risk assessment for every event and activity, taking into account the current environment and conditions. Risk assessments will include specific measures to manage social distancing and for effective infection control. This will include car parking arrangements.

2. Pre -registration - all our events will be pre-registration only, with no entries taken on the day. Only British Orienteering members will be permitted to participate. The pre-registration process will record specific details about competitors and require entrants to acknowledge that they must not attend if they or a member of their household has COVID-19 symptoms, or if they have been asked to isolate by NHS Test and Trace; and that they will abide by the Participant Code of Conduct at all times.

This will allow us to manage the number of participants, in order to comply with restrictions on the size of gatherings, avoid queues of people on the day, and minimise the need for face-to-face interactions.

3. Hygiene - hand sanitizer will be available on arrival at all events, at download and at the start area. Specific detailed procedures will operate in respect of cleaning items of club and 'shared' equipment used at events.

4. Social distancing - all participants and officials will be required to comply with the social distancing guidelines set out in the government advice: 2 metres, or 1 metre with risk mitigation where 2 metres is not viable. Areas where people are particularly likely to

gather or form a queue, such as the start, finish, download, etc. will have clear signage reminding participants of the importance of social distancing. We will encourage participants to arrive at the event in their orienteering kit; and where possible to travel home to change.

The Participant Code of Conduct referred to above requires those competing to -

- Keep their distance from other participants and members of the public when waiting to start, on the course, and at the finish.
- Move quickly away from controls after they have punched; and not stand next to a control looking at their map to work out their route to the next control.
- Give way to members of the public on narrow paths and at gates or stiles.
- After finishing a course, to move away from the finish, allow themselves to recover and then move swiftly through download and depart the event.

5. Event arrangements - allocated arrival/start times will be notified to participants in advance of the event.

No more than six people, including any officials, will be present in the immediate start area at any one time, and social distancing must be maintained between people from different households.

No more than ten participants will start in any fifteen-minute time window from any start location. Competitors at each start location will start at least one minute apart, regardless of whether or not they are on the same course, unless they are in the same household (or support bubble).

Fibre Cities Full Fibre Broadband

Dear Royal Tunbridge Wells Conservators,

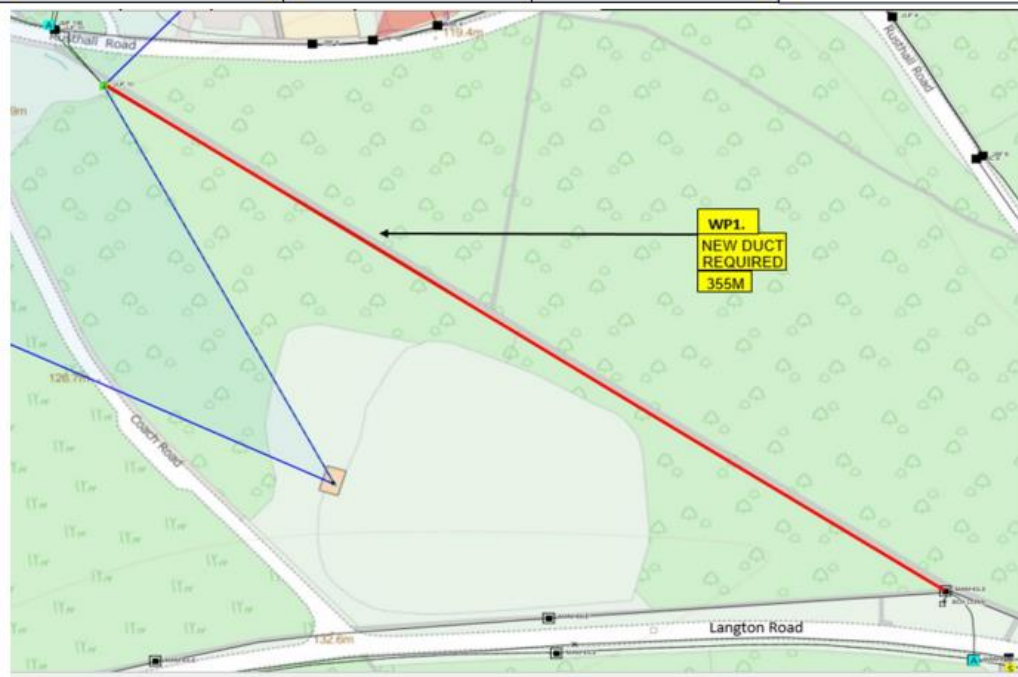
BT Openreach are investing in Royal Tunbridge Wells to bring full fibre broadband to circa 28,000 homes over the next 12-18 months. Whilst carrying out the initial planning of these works it has been identified that a number upgrades need to be completed to the network in order to facilitate the new fibre cables and joints. We have been working very closely with Kent County Council over the past 4 months who have advised that a few sections requiring these upgrades fall on common land.

Location 1:

Langton Rd – Rusthall Rd

Works required on common land – Excavate approx. 354m x 0.2m of verge adjacent to exiting footpath, over laying existing BT Openreach network with additional ducts.

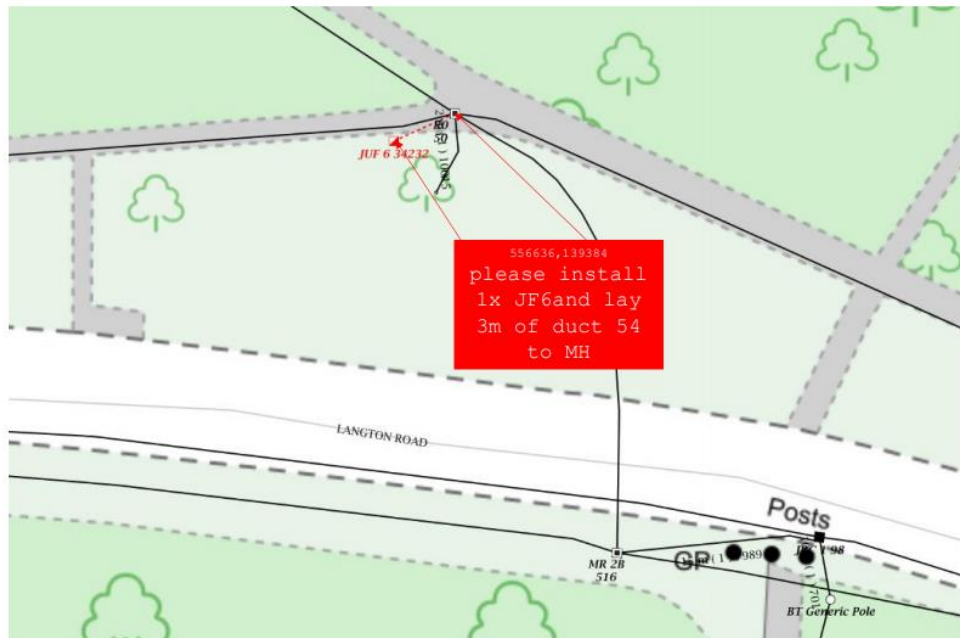
EXCHANGE NAME; TUNBRIDGE WELLS	KELLY'S ENGINEER NAME; JOE HARRIS TELE:	A55 CREATOR: Carmen Bode 02084247462 carmen.bode@kelly.co.uk	FROM SURVEYOR OR CIVILS?
ESTIMATE NUMBER: WBNTJTSV	PON; SPINE H	DATE: 24.08.2020	CUSTOMER NAME: OPENREACH



Location 2:

Langton Rd

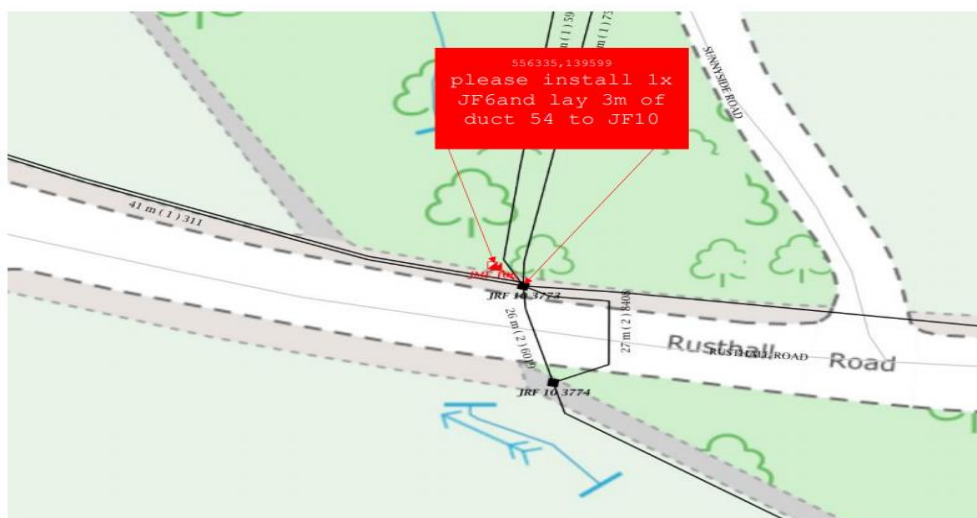
Works required on common land – New chamber to be fitted in the verge to facilitate new fibre joint. Excavation 2m x 0.8m for the chambers plus 3m x 0.2m to connect the two chambers



Location 3:

Rusthall Rd

Works required on common land – New chamber to be fitted in the verge to facilitate new fibre joint. Excavation 2m x 0.8m for the chambers plus 3m x 0.2m to connect the two chambers



All proposed works above will be carried out in a controlled manor adhering to Health and Safety / Covid 19 protocols. We will endeavour to minimise any damage where possible including parking of vehicles. All works will be reinstated in line with the Specification of the Reinstatement of Highways (Fourth Edition).

We are looking to start works at the beginning of October, therefore would kindly request your approval to commence these works in due course.

If you require any further information or would like to meet up on site, please do not hesitate to contact me on the below details.

Michael Benson

General Manager

Kelly Communications Ltd

Michael.Benson@kelly.co.uk

Tel: 07891 414660