



Please Reply to: Administration & Finance

8 October 2009

Dear Neighbour

Planning Application at 8 Culverden Park Road

Crossways Community has submitted a planning application to Tunbridge Wells Borough Council for the construction of a single-storey administration office in the grounds of our care home, 8 Culverden Park Road. This letter contains additional information to any letter you might receive from the Planning Department.

The new building will consolidate existing admin staff, provide for file storage space and a meeting room. It won't mean an increase in the number of residents; its usage will be mainly weekdays 9am – 5pm. Our architect Mark Ellerby has gone to great lengths to make this building as environmentally friendly as possible. It will be a wooden-framed construction, to blend in with the environment and the pre-planning discussions we've had with the Planning Department have focused on limiting the impact on the neighbourhood.

Below are some of the questions that you might have:

How big will this building be?

This building will be approximately 130m² (approximately 52' x 28'). It will have 5 offices (each for one or two people), a meeting room, a toilet, a storage room and small kitchenette for making coffee etc.

Why is Crossways constructing this new building?

To consolidate several existing staff and functions into one building, such as:

1. The current administration staff (housed in an existing building called the Pavilion in the grounds of the care home at 8 Culverden Park Road),
2. The new Chief Executive (who is currently using a temporary office in the care home)
3. A part-time support worker for Bethel Court our independent flats in Culverden Park (who currently uses the Pavilion)
4. Spare office for support workers (of the care home or hostel) to work privately.
5. A storage room to house archives and old files,
6. A meeting room to free up space from the care home and hostel. We currently take over residents' lounges if we need to have a meeting.
7. Longer term, we may employ a part-time secretary for the Chief Executive and use part of the spare office to house Mental Health Awareness workers. There are no fixed plans for either of these positions at the moment.

How was the site of the building chosen?

We considered several options which included:

- ◆ Keeping the admin staff in the Pavilion and renting out an office for the Chief Executive, However, this would have meant that we would have had problems using rooms, designated for residents' use for staff meetings etc and accommodating the Chief Executive off site would potentially limit his involvement.
- ◆ Another alternative was to use the building that we currently rent out to Winfield (formerly Winfield Trust and now part of United Response) which has been established in our unit for several years and have built up a good reputation for providing computer training for people with mental health problems. The site is very convenient for them in terms of access so would be a considerable loss if they were to move elsewhere.
- ◆ Given that two obvious alternatives, options were to build somewhere. Given that we have large grounds at the care home in Culverden Park Road, using some of this land was felt appropriate. The area of land

Number 8
8 Culverden Park Road
Tunbridge Wells, Kent TN4 9QX
Tel 01892 529321 Fax 01892 540843
number8@crosswayscommunity.org.uk

Administration & Finance
8 Culverden Park Road
Tunbridge Wells, Kent TN4 9QX
Tel/Fax 01892 540843
admin@crosswayscommunity.org.uk

Culverdale
5 Culverden Park Road
Tunbridge Wells, Kent TN4 9QX
Tel/Fax 01892 516552
culverdale@crosswayscommunity.org.uk

chosen isn't used by residents and because of surrounding tree cover, isn't overlooked by our neighbours but is adjacent to the car park so has good access for visitors.

Are you planning to increase the numbers of residents at the care home or hostel?

There are no plans to do this in the foreseeable future as the care home or hostel do not lend themselves to be expanded easily. The building of the admin block is separate to the care facilities provided by Crossways.

What will happen to the Pavilion?

The Pavilion currently houses the admin staff and initial plans are that it would become a social room for the care home staff.

Will these plans mean that there will be more traffic and congestion in Culverden Park Road?

As initially existing staff will be based in the new building, there will be no more traffic. If we employ a part-time secretary for the Chief Executive, we would expect that the hours of work would mean that the peak traffic times of 8.30am - 9.00am & 5.00pm - 5.30pm would be avoided. This is the situation of the current part-time secretary at the care home. If we were to employ Mental Health Worker(s), they will probably have a part-time base in the Admin Building (it may be decided that it is better for them to work from home or elsewhere) as they would be involved in work at schools or businesses and therefore would not add to the congestion to the road.

Will there be disturbance to the neighbourhood?

We are conscious that our presence should not detract from our neighbours' enjoyment of their properties. With the advice of the Planning Department, we have sought to minimise the impact on surrounding buildings. The foundations of building will be lowered into the banking, brought further away from the neighbours' boundary fences and tree and shrub cover will be retained to limit any appreciate loss of amenity. The offices will be used primarily 9am - 5pm weekdays but there may be occasional meetings in the early evening where this is unavoidable. However, the offices which will have significant use, all face onto Crossways' own property and only infrequently used areas (such as the storage, toilet, spare office and meeting rooms) will be based at the rear of the property.

Is there an opportunity to look at the plans in more detail?

If you would like to see copies of the plans and perhaps make any comments about the construction or use, please feel free to make an appointment to see us on 01892 540843. Copies of the plans are also available:

- ◆ At the Town Hall Planning Department (Please quote TW/09/02929/FUL)
- ◆ From our website www.crosswayscommunity.org.uk/newadmin

Please let us know if you would like any further information.

Yours faithfully



Steve Howcroft
Administrator



John M Neel
Chief Executive