

## Information For Visitors

Hoppers is the Stepney Episcopal Area's haven, in the midst of the Garden of England, just south of Tonbridge in the Kentish village of Five Oak Green.

The building started life centuries ago as four farm cottages, before becoming a village pub called the Rose and Crown. The medieval beams, low ceilings, and sloping floors upstairs can still be seen.

Each September thousands of East Londoners would go down to Kent to help pick the hops. The Church in East London bought the house to care for them. It was renamed The Little Hoppers Hospital and belongs to a charitable company called The Red House, Stepney.

The house was renovated, in the 1980's, as hop farming declined, as a place where groups might go for a few days to find peace and quietness away from London. Now called Hoppers it is well used as a self-catering centre for parish and family groups of up to twenty people. The small Management Committee maintains a constant programme of improvements.

## ACCOMMODATION

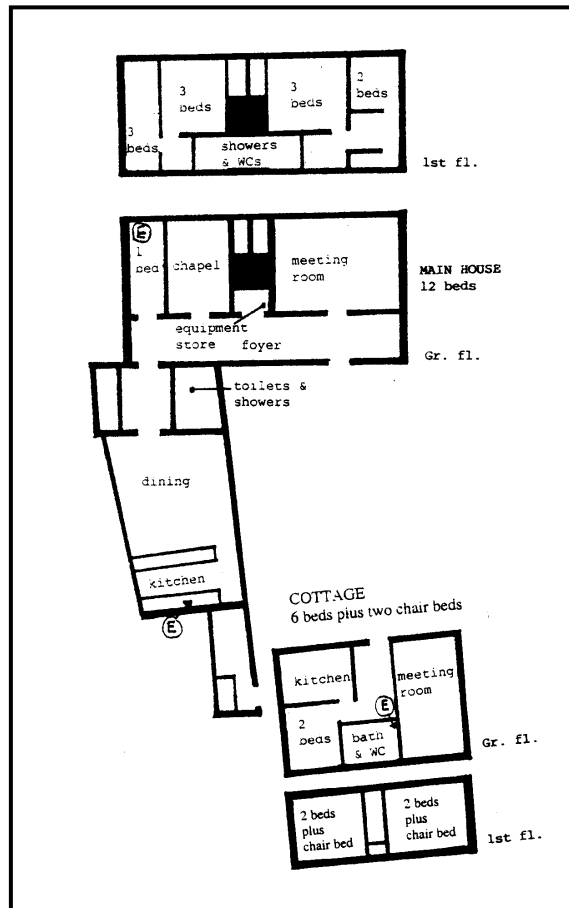
Hoppers' consists of two houses connected by a Kitchen/Dining Room

The Main House (old) has twelve beds.

The ground floor is fully accessible by wheelchairs (including one bedroom).

The Cottage has six beds (plus two chair beds) and may be used as a self-contained unit.

For children there is a portable cot and highchair.



## WHAT TO TAKE

The kitchen in the main house is fully equipped for self-catering, with cooker, microwave, fridge and freezer.

Take food, washing up liquid, tea towels, kitchen rolls and dustbin bags;

Towels, soap, sheets and pillowcases (the pillows are 'non-allergic').

There are plenty of blankets but some people prefer to take their own sleeping bag.

For reasons of hygiene it is suggested that visitors take their own bath/shower mats.

Asthma sufferers should take their pump as old houses are always dusty.

Winter visitors may wish to take hot-water bottles.

Toilet rolls are provided

Pets are not permitted on the premises, as subsequent visitors may be allergic to them.

There is a flip chart stand in the equipment store but no paper.

There is also an electric keyboard for use.

## BOOKING

Contact the Booking Clerk by Email: [hoppersbookings@gmail.com](mailto:hoppersbookings@gmail.com)

A £100 deposit is required within three days of making a reservation (non-returnable in the event of subsequent cancellation). The balance should be sent three weeks prior to the start of the visit. Payment should be by electronic banking, the Booking Clerk will provide the sort code and account.

The Management Committee regards the care and protection of children as great importance. Groups that use the premises are expected to share this concern and make appropriate provision for the protection of children within their care. Leaders must confirm that they are familiar with the Home Office Guidelines "Safe Guarding".

Youth groups must have at least one adult for every six teenagers.

## CHARGES

Weekend: Friday after 5pm until Sunday 5pm. £580

Midweek: Day rate (including overnight 5pm till 5pm) £180  
Available from Sunday 5pm till Friday 2pm.

Discounts are available for charitable users; ask the Bookings Clerk.

## KEYS

Keys can be collected from Five Oak Green and arrangements should be made through the Bookings Clerk.

There is a a small key to the side gate padlock; a large key for the Main house back door and one for the Cottage front door. Keys for the connecting doors between the two kitchens hang on the doors as they also act as fire escapes. Keys should be returned promptly after your stay.

## CARETAKER

The Caretakers, who live nearby are Richard & Susannah Strawson, who can be contacted in emergency. They live at 92 Nortons Way, Five Oak Green TN12 6TF  
Mobile: 07851 425661 07971 153513 Landline: 01892 833544 Email:  
[susannah.strawson@btinternet.com](mailto:susannah.strawson@btinternet.com)

## SHOPPING

**On Line:** Most major Supermarkets offer an online delivery service on a personal credit card.

The address for delivery is: Hoppers, Five Oak Green Road, Five Oak Green, Tonbridge, Kent TN12 6RL. Ensure that someone is in to receive the delivery.

### **Five Oak Green:**

Post Office and Village Stores ☎ 01892 837286. Open 7 days a week 6am-9pm.

**Tonbridge:** Sainsburys, Angel Centre ☎ 01732 359811 Open Mon-Sat 7.00am-10pm  
Sunday 10am-4.00pm.

**Paddock Wood:** Waitrose and Tesco Express.

## GETTING THERE

### **By Road**

Post code for navigation is TN12 6RL

## Car Parking

Six cars can be parked in the forecourt. Check height before attempting to drive minibuses under the arch. **Do not park on the pavement outside the gate.** The Recreation Ground is recommended.

## By Rail

The nearest stations are Tonbridge and Paddock Wood: direct trains run from London Charing Cross and London Bridge Check [www.nationalrail.co.uk](http://www.nationalrail.co.uk).

## MEDICAL EMERGENCIES

Woodlands Health Centre, Allington Road, Paddock Wood. ☎ 01892 833331.

Tunbridge Wells Hospital, Tonbridge Road has an A & E Department. ☎ 01892 823535.

## CHURCHES

Details of services are in the parish magazine on the table in the Main House foyer. The Rev'ds Jeremy & Pamela Ive can be contacted at the Vicarage in Sychem Lane. ☎ 01892 836 653. Other churches can be found on [www.findachurch.com](http://www.findachurch.com)

## THINGS TO DO

There are two good sized, comfortable lounge/meeting rooms.

The bookshelves in the Foyer contain a range of books and games donated by previous visitors. A room designated The Chapel can be a place of quiet.

## PLACES TO VISIT

Within easy reach are: Tonbridge Castle, Bewl Water, Leeds Castle, Hever Castle, The Hop Farm at Beltring (open from Easter to the end of September) and the villages of Brenchley and Hadlow. Chartwell near Westerham (home of Sir Winston Churchill for nearly 40 years) is open to the public.

Tudeley Parish Church has stained glass windows by Marc Chagall.

Capel Chapel has twelfth century wall paintings. Thomas a Becket preached under its Yew tree. Both Tudeley and Capel can be reached by public footpaths. A map showing public footpaths and local pubs is on the notice board and on sale at the Post Office.

## HOUSEKEEPING

Entry to the Main House is via the door off the rear courtyard: To avoid bringing dirt in and letting heat out, the front doors should only be used as FIRE EXITS.

- Night storage heaters in the Main House should be on. Remember they will have difficulty reheating the house if external doors are left open.
- Heaters in the Cottage are not on cheap rate. They can be turned on at the wall when required.
- Heaters in the main house bedrooms switch off after one hour but may be restarted.
- The four immersion heaters should be on and should therefore not need to be touched. Both upstairs showers run off the same immersion which may be inadequate at peak times and need time to reheat.
- The electrical supply should be on. There are three sets of circuit-breakers marked E on the plan on page 2. In the event of a problem a switch will trip. It will be visibly obvious which one has tripped and usually will simply require switching on again. If it trips again contact the Caretaker.
- The water supply is metered, so do not leave taps running.

- Some of the neighbouring homes have small children. External noise should be kept to a minimum after 10.00pm.
- Hoppers does not have a TV licence. It is therefore an offence to watch TV on the premises
- There is a first aid kit in kitchen drawer.

## TELEPHONE

There is no land line at Hoppers. Most groups have a mobile but reception is patchy. WiFi is available and the access code is on the hall noticeboard.

## WASTE DISPOSAL

The Local Council defines four categories of waste/recycling. Please read carefully. These should be emptied to the appropriate wheelie bins through the green gate, by the downstairs bedroom in the Main House by Friday (collection day).

## CATEGORIES MAY BE DIFFERENT FROM WHAT YOU ARE USED TO AT HOME

**Food:** Kitchen caddy with **compostible** bags provided [Kitchen drawer]. Empty into BLACK FOOD BIN outside the kitchen door. Must go out the front by Friday for collection.

**General:** Stainless steel bin in kitchen, please use black bin bags. Plastic bags & wrappers, nappies, juice cartons etc. Tie bag & put in GREEN wheelie bin (there are 3).

**Paper:** Paper, cardboard, magazines & catalogues – no plastic. Put in GREEN BOX labelled “PAPER AND CARDBOARD”

**Tins:** Tins, cans & plastic bottles – rinsed & squashed. Put in BROWN wheelie bin.

**Glass:** Glass bottles and jars - without tops, rinse & put in BROWN wheelie bin.

## FIRE SAFETY

The old house is largely made of wood. Special care should therefore be taken.

Fire Safety Instructions (see Appendix A) are clearly displayed in every room.

The group leader is responsible for explaining them to everyone on the first evening.

Doors and windows should not be locked or obstructed.

The building is not tall so all windows are fire escapes.

The door into the main lounge should be closed at night.

Smoking is not permitted in any of the buildings.

There are smoke alarms in every room.

Dry powder extinguishers and fire blankets for cookers are strategically positioned.

## LEAVING CHECKLIST

- Leave Hoppers' at least as clean as you found it.
- Return all items (bedding, kitchen equipment, heaters) to where they belong.
- Each bed should have 2 pillows, a cushion, 2 blue blankets, and 1 cover.
- Do not leave any food behind.
- Dispose of Rubbish as indicated above.
- Take all belongings. Lost property is kept for a month before disposal. If items are left behind, the Caretaker may be willing to search for them and send them on and be reimbursed at least £10 for their efforts.
- Leave the electricity, water mains and night storage heaters switched ON, but ensure all other appliances are switched OFF and taps are not dripping.
- Close all doors and windows.
- Sign the 'Visitors Book' for future interest.
- Please make sure you empty the dishwasher – do not leave it on!

## THE MANAGEMENT COMMITTEE

Hoppers is run by a small team of volunteers from Stepney and Five Oak Green. We are always on the look out for new people to join us.

## ACCOUNTS & INSURANCE

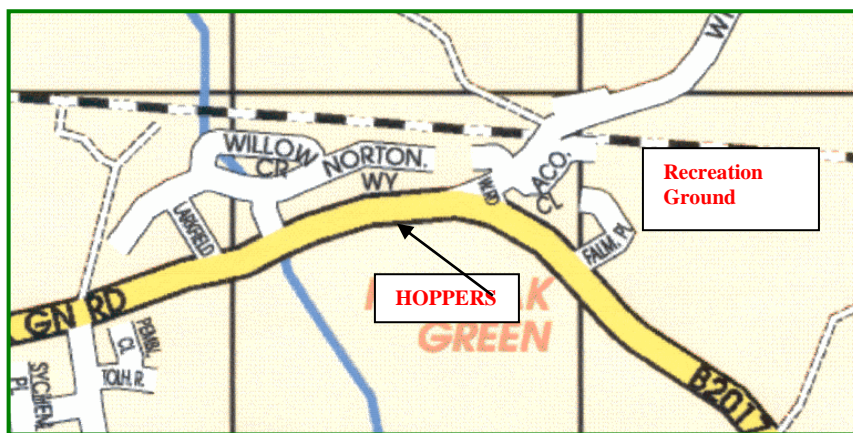
The Report and Accounts of the charity and the insurance policy can be found on the noticeboard in the kitchen.

## FIVE OAK GREEN RECREATION GROUND

The recreation ground is run by Capel Parish Council. Tel: 01892 837524.

There is a large area of grass for general recreational use. Motor vehicles including motorbikes are prohibited on the recreation ground, as are Fireworks and Golf Practice.

**Visitors to Hoppers have social permission to park minibuses close to the office,** which is covered by CCTV Surveillance in operation at all times.



## LEADERS CHECKLIST

The Management Committee is delighted that you are taking a group to Hoppers. They try to keep administration as simple as possible and communication by email assists this greatly. They are obliged to comply with regulations imposed by insurers and legislation. To confirm the booking please email [hoppersbookings@gmail.com](mailto:hoppersbookings@gmail.com)

## 'SAFE GUARDING'

In order to safeguard the welfare of the children, young people and vulnerable adults you must:

Have a policy on safeguarding.

Adhere to your policy at all times.

## COMFORT AND SAFETY

**Hot Water:** People have a habit of turning off the Immersion heater for the upstairs bathrooms, which leaves the next group confused. The switch is situated outside the bathroom above the Meeting Room. There are three other immersion heaters (Cottage, Kitchen & g/f showers). They tend not to get switched off because they are out of sight and next to the tanks.

**Bedroom Heating:** High-level heaters have been installed in the bedrooms of the Main House. Pressing the button can turn them on. They automatically switch off after 60 minutes but can be restarted. There are additional moveable oil-filled radiators, which will heat the low-ceiling rooms very quickly.

**Night Storage Heaters [NSHs]:** Both Input and Output Controls should always be left as they have already been set by the caretaker before you arrive at Hoppers.

**Heat Loss:** One problem about NSHs is that if the heat is let out of the room there is no booster system to replace it. The simple solution, in the winter, is to ensure that all doors into the Lounge and Dining Room are kept SHUT. These are the rooms in which people sit and need to feel comfortable. [see note on external doors]

**External Doors:** There are eight. Leaving them open causes serious heat loss in cold weather, which cannot easily be recovered (see notes on NSHs). For that reason we encourage groups to use the Main door from the rear courtyard for unloading on arrival. In wet weather we urge people to only use this door to avoid bringing wet and dirt into the house. (There are coat hooks close to it) Realistically we know that other doors will be used in warm or dry weather because they are more convenient. The Chapel door should only ever be used as an emergency exit.

There are doors for access from the Cottage Kitchen to the Utility Room. Both doors have keys hung on them. Please **never** remove these keys, which also have a fire escape function.

**Drains:** Ancient and narrow drains run under the lawn. It is unpleasant and expensive to have them cleared if they get blocked. Please do not put excessive amounts of paper down the toilets and definitely no sanitary items or nappies down the toilets.

**Cooker:** The electric range has 5 rings and 2 ovens. On arrival switch on at the wall [RED] and set the clock. (see page 14 of the Instruction Book in drawer). There is a second cooker in the Cottage kitchen [access via utility room door, which has keys hanging on it].

**Low Beams:** People were smaller 400 years ago when the cottages were built hence the the low beams and ceilings. These may leave visitors with painfully bruised heads unless steps are taken to warn them.

**Step:** When the dining room was built 100 years ago the floor was laid slightly below that of the old house. This has resulted in there being a low step in the area of the toilets. Please ensure people that they are aware of it.

**Fire Protection:** There are 4 powder extinguishers. (Cottage, McCurry, 2 Main) There are also fire blankets in each Kitchen and 16 smoke detectors which are checked regularly. If one starts to bleep remove the battery and leave it on the breakfast bar with a note for the Caretaker. Otherwise batteries should never be removed. If the toaster, or kitchen fumes, triggers the alarm in the Dining Room, turn on the Extractor Fan above the cooker and try to avoid burning things.

**First Aid:** There is a basic first aid box in the kitchen drawer, but it is advisable to bring your own.

**Hoover**

There are 2 vacuum cleaners in the Equipment Store. Please use them.

**Bathroom Hygiene:** Please bring your own bath mats.

**Attics:** The attics are padlocked and out of bounds for safety reasons.

**Garden Furniture:** The tables and chairs are left out in the winter. For the convenience of smokers there is a designated smoking area complete with a wall mounted bin. Please keep the garden tidy.



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# HOPPERS FIRE ACTION NOTICE

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THE NOMINATED FIRE WARDEN SHOULD ENSURE ALL VISITORS ARE AWARE OF

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## THE HOPPERS

### FIRE ACTION

On these premises the fire warning is given by the continuous ringing of the alarm, activated by the fire/smoke alarms.

#### **ON DISCOVERING A FIRE**

- (a) Raise the alarm by shouting "fire" to alert other residents/visitors of the fire.
- (b) From a place of safety, consider if it is possible to tackle the outbreak with a fire extinguisher. Otherwise leave the building and proceed to the assembly point under the covered area nearest to the road.

#### **ON HEARING A WARNING OF FIRE**

- (a) Alert all persons under your charge - or make sure that they have been alerted.
- (b) All persons must evacuate the premises quickly but calmly by the nearest exit and proceed to the covered area nearest the road.

Do NOT delay the evacuation by collecting coats or other personal belongings.

- (c) Before leaving, the Nominated Fire Warden should check cloakrooms and toilets to ensure that all persons have left the premises.
- (d) Close all doors of rooms and those through which you pass on leaving the building.
- (e) Once at the Assembly Point, the nominated marshal must take a roll call to account for all people.
- (e) Ensure that the Fire and Rescue Service are called immediately you hear the fire warning Dial 999 and give the full postal address of the affected premises when connected to the Fire Operator.
- (f) Do not re-enter the building until a Fire Officer has stated that it is safe to do so.

OUR ADDRESS: HOPPERS, FIVE OAK GREEN ROAD, FIVE OAK GREEN, TONBRIDGE, KENT. TN12 6RL

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# HOPPERS FIRE SAFETY NOTICE

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THE NOMINATED FIRE MARSHAL SHOULD ENSURE ALL VISITORS ARE AWARE OF

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## THE HOPPERS

### FIRE SAFETY

It is essential that all visitors and nominated leaders are familiar with the contents of this notice, and adhere to the instructions to reduce the risk of fire.

### FIRE SAFETY INSTRUCTIONS FOR VISITORS

There are some basic precautions to help make your stay at Hoppers safe. It is the responsibility of the nominated group leader to read them and explain them to any group at the beginning of their stay.

- (1) Hoppers is strictly a **NO SMOKING** property, as much of the building is old and timbered. There is only one designated smoking area in the rear courtyard. There is a smoking bin on the wall where all cigarettes must be extinguished.
- (2) Before staying at Hoppers, everyone should be aware of the various exit routes, the operation of the doors and the Assembly Point in the event of a fire (under the covered area nearest the road).
- (3) Smoke alarms are positioned around the building. If you hear the alarm sound then everyone should evacuate the building to the Assembling Point. The exception is the nominated fire marshal who should carefully investigate the cause of the alarm. In the event of a confirmed fire then Kent Fire & Rescue Service should be phoned immediately on 999 from the Assembly Point.
- (4) The Group Leader and Nominated Fire Warden should plan for the specific evacuation of any visitors who are disabled or have mobility problems.
- (5) The Nominated Fire Warden should take responsibility for taking a roll call at the Assembly Point in the event of an evacuation.
- (6) Fire extinguishers and fire blankets are placed at strategic positions in both buildings, to deal with minor incidents only. If in doubt, get out rather than tackling the fire.
- (7) No naked flames are permitted to be used in the building without prior specific permission being obtained from the Trustees.

OUR ADDRESS: HOPPERS, FIVE OAK GREEN ROAD, FIVE OAK GREEN, TONBRIDGE, KENT. TN12 6RL