

Allotment competition – the prizes for the allotment competition are usually presented at the Westerham Horticultural Society's Autumn Show – this year this takes place on Saturday 16th September.

Bloomfield – we had a leak at the Bloomfield site which was repaired at a cost of £265.

Currant Hill – DM had contacted all of the plot holders with plots on the bottom of the site and met individually with all bar two of them regarding the forthcoming notice to terminate their agreements.

King George's Field

Sewage leak – there was a sewage leak in the field adjacent to KGF. I denied Thames Water vehicle access through KGF for heavy equipment and put them in touch with Squerryes, but they accessed KGF with vehicles without permission. As part of the remedial works, a man hole cover had to be accessed in KGF and was located in the B pitch – it had previously been covered over with soil. This has been replaced at surface level, rendering the B pitch currently unplayable. Thames Water have now agreed to re-site the lid so that it can be covered over.

Picnic benches – 4 new benches were ordered and installed. One of the benches was graffitied on within 2 days.

Open air cinema – the first cinema screening just about broke even (unfortunately it clashed with the Oxted Beer Festival). The second screening of Grease took place on Friday 18th August.

Waymarking – the way markers/posts were installed around KGF without consultation by the brewery. They were installed poorly and the one by the Darent bridge was pushed over. A second was installed in the middle of the bonfire site and the third next to an existing post. The waymarkers were all destroyed/vandalised within days of installation. Consequently Tom had removed all three posts and the Brewery have been advised.

Park Run consultation – completed.

Boot camp – fees communicated to and agreed with Body Worx.

Hollingsworth – residents had complained that KGF hedge was still being used as a cut through into their private car park, damaging cars. Tom will install chestnut paling (fence on a roll) to secure the area.

Bowls Club Fencing – had been replaced.

ROSPA – annual risk assessment reports had been received and indicated a number of items of remedial work needed in KGF playground.

Open Spaces

Hanging baskets – these were added to the Town Council insurance policy, a risk assessment undertaken and I am currently investigating an annual programme of bracket testing as the hanging basket outside Prelude fell to the pavement when the bracket became loose. We have received many compliments in the office and on face book about this year's display.

Benches – the bench nearest Wolfe on the Green and the double length bench in the co-op garden had both been extensively damaged – youths had removed both back slats and seating planks and rocked the benches to remove them from their fixings. Tom repaired the WTC bench on the Green and the bench contractor will undertake the larger job of repairing the Co-op bench at the end of August.

Co-op Garden – we had received a number of complaints about the uneven paving and the Westerham Society asked WTC to write to the Co-op about this health and safety issue officially – no response to date.

Japanese Knotweed – discovered at Verralls Corner and treated by Cllr Bates.

Crockham Hill defibrillators – photo shoot and press release distributed to TN16 and

	<p>Crockham Hill newsletter, Herd of the Hospice – the horse was installed at the beginning of July and had received a lot of positive feedback. Dog bin – new dog bin installed half way down New Road in Crockham Hill. Tree survey – scheduled to be undertaken end of August/beginning September.</p>	
7.	<p><u>Council Action Plan 2016-19: prioritising APFOS items</u> An update – was given on progress with projects in APFOS's remit –see table attached. The RFO advised councillors that it would be necessary to try and secure three quotations for replacing the Darent bridge, as per the Council's financial regulations. Although Amey are the approved contractor used by both SDC and KCC for highway works, the RFO was concerned that the Council would need to follow the financial regulations and attempt to secure three quotations. Councillors suggested referring the matter to F&GP for discussion. The RFO to seek advice from KALC and the internal auditor. 7.1 Bollards around the Green - Councillors considered three quotations for removing the existing wooden posts and replacing them with cast iron bollards. It was RESOLVED to award the contract to Spencer Francis Ltd - DM to place the order. 7.2 Railings – the purchase and installation of the bollards around the Green would not use all of the grant received from KCC. DM had secured permission from KCC to replace the bent and unsightly railings outside the Drill Hall and Zebra Zebra with the surplus funds. AW had agreed that the balance could come from the maintenance reserve. Councillors RESOLVED to add the railings to the works order. 7.3 KGF redevelopment project – HM had been asked to explore how other councils had managed large projects and asked AH to speak to the Clerk at Sevenoaks Town Council about her experience of managing large projects. She advised that they had found project management to be costly and ineffective as the staff spent considerable time briefing and passing on their knowledge. Consequently subsequent projects had been managed in-house by staff. Additional capacity had been created by delegating some of the daily workload to junior staff. With large projects a working party was formed and all staff were involved with the delivery. Applying for funding was time consuming and professional help from a bid writer could be sought. Following discussion DM was asked to seek the costs of an initial consultation with a fundraiser to advise on the feasibility of funding the project and the costs of bid writing for applications for the replacement of Crockham Hill playground and the KGF redevelopment project.</p>	<p>DM DM DM DM</p>
8.	<p><u>Finance</u> 8.1 A financial statement to 31st July '17 was received. DM answered councillors' queries regarding expenditure where budget lines appeared overspent i.e. the KGF maintenance expenditure was high, but the bowling club's £1,000 contribution to the new fencing had now been received. The mowing expenditure was high, but that was to be expected as the mowing season was drawing to an end.</p>	
9.	<p><u>Allotment Sites</u> 9.1 Allotment presentation – HO agreed to present the allotment competition certificates and prizes at the Westerham Horticultural Society autumn show on Saturday 16th September. 9.2 Currant Hill site – DM had continued to relocate plot holders from the bottom to the top of the site wherever possible. She had held individual meetings with the remaining plot holders on the bottom of the site and advised them that they would be receiving</p>	<p>HO</p>

	<p>a letter terminating their tenancy, offering them an alternative plot and assistance in plot preparation and transfer of sheds/structures. A handful of plot holders indicated that they did not wish to move to an alternative plot and would prefer to continue working their current plot for as long as the council is able to allow and then to give up as they feel they are reaching the end of their allotment working years. DM to work with AJ to compose a termination letter and to consider whether it may be possible to introduce an informal roll-on agreement for these plot holders.</p> <p>SS referred to a query about the ownership of the Currant Hill site and DM was asked to investigate the matter with former councillor Chris Hanson.</p> <p>9.3 Plot holder consultation – a consultation about how the allotment sites could be improved was undertaken in 2014 and most of the suggestions have been implemented over the past three years. Councillors agreed that DM could redraft the consultation and send it out to all plot holders with the rent renewals in order to gain an understanding of plot holders views and priorities, to inform the improvement plan for the next three years. SS agreed to review the responses received.</p> <p>9.4 Annual allotment rent review – it was AGREED that the allotment rents should remain at £44 per annum for the year 2018/19.</p>	<p>DM/AJ</p> <p>DM</p> <p>DM</p>
<p>10.</p>	<p>King George's Field</p> <p>10.1 Byelaws signage – DM submitted a proposal for a replacement byelaws sign. Councillors discussed whether the sign should be replaced and asked for the sign to be costed, along with alternate signage stating that dogs should be kept on a lead and kept off the football pitches.</p> <p>10.2 KGF notice board – the Clerk and Deputy Clerk felt that a notice board would be beneficial at KGF to promote events and sports clubs on the field. Councillors deferred consideration of a notice board to be part of the KGF redevelopment.</p> <p>10.3 ROSPA risk assessment – the maintenance work identified by the recent risk assessment was minor but extensive. Councillors AGREED that the supplier Playdale should be asked to provide a quotation for supplying and fitting the replacement parts as DM felt the groundsman was already at capacity. The skate park had been closed due to loose rivets which were a health and safety risk. Replacement rivets had been ordered and the skate park should be re-opened by the end of the week.</p> <p>10.4 Groundsman workload – there had been an increased workload of late and TB was at capacity. It was very difficult to source contractors willing to undertake relatively small jobs. DM was working with AW to explore options to increase capacity.</p> <p>10.5 Trailer – TB had been storing an old, unused trailer at the workshop. This was surplus to requirements, of very little value and taking up valuable space – TB asked whether he could give it to the WSA who could make good use of it. This was AGREED.</p>	<p>DM</p> <p>DM</p>
<p>11.</p>	<p>Open Spaces</p> <p>11.1 Town signage – WTC have still not received the town signage replacement proposal from the Town Partnership as expected, so this cannot be progressed at present.</p> <p>11.2 Grant request – Westerham Town Partnership had requested a further grant for the live music events on the Green. The RFO had asked for details of expenditure and sponsorship to date for consideration – this had not been received in time for the meeting so it was suggested that this request was passed to Youth & Community.</p>	<p>DM</p>
<p>12.</p>	<p>Public Rights of Way</p> <p>12.1 KCC Public rights of Way Improvement Plan Consultation – circulate to all councillors for comments.</p>	<p>DM</p>

7. APFOS PROJECTS WITHIN WESTERHAM TOWN COUNCIL ACTION PLAN 2016 – 2019

Priority	Specific Project	Approx Cost £	Source of Funding	Status Q3 2017
Traffic Calming/ Improve Parking	Increase parking spaces in the following roads: Madan/Ash/ Hartley	25,000	CIL**	<p>Consultation: completed/need for parking established.</p> <p>Feasibility: DM & Cllr Proudfoot undertook a site visit (31/01/17) to identify where parking bays would be desirable. DM met with Geoff Bineham, KCC Highways (21/02/17) to visit the sites and try to gain KCC support. The area identified for a parking bay in Ash Road was rejected as being too near the junction. KCC advised that the footpath at Hartley would have to be reinstated to offer continuity to less able residents. Perpendicular parking bays to maximize spaces would not be supported by KCC due to the road width and the parked cars on the opposite side of the road.</p> <p>AW discussed with Nick Chard the possibility of KCC designing and implementing the parking scheme, with WTC meeting the financial cost – this was deemed not feasible (06/17)</p> <p>DM approached Amey (KCC contractor) directly to gain a quotation for a parking design engineer to do the necessary design specification to gain formal approval from KCC/obtain a quotation from Amey for the works. DM meeting and site visits undertaken with Amey Non-core Works Manager (4/7/17).</p> <p>Next steps: Amey design engineer site visits 30/8/17.</p>
	Extend & resurface Costells Meadow Car Park	40,000	CIL Council Reserves***	<p>AW/HO had a meeting with Richard Wilson in June where it was asked whether SDC could undertake the design and implementation of the extension and resurfacing of this car park, with WTC meeting the financial cost (in a similar approach to the Darent extension). This was deemed not feasible but it was suggested that John Strachan could help with the design.</p> <p>Design stage: DM approached John Strachan and he and his design engineer surveyed the site, with the briefing notes provided by DM and provided some suggestions. However, they advised that all design work was placed with their contractor Amey as SDC did not have the facilities inhouse.</p> <p>DM approached Amey (SDC/KCC contractor) directly to gain a quotation for a parking design engineer to do the necessary design specification to gain planning approval and to obtain a quotation from Amey for the works. DM meeting and site visits undertaken with Amey Non-core Works Manager (4/7/17).</p> <p>Next steps: Amey design engineer site visits 30/8/17.</p>
	Creation of a car park at Crockham Hill Playing Field	20,000	CIL	<p>Consultation: resident consultation completed and 100% support for the creation of a car park received. Initial meeting with FIT held and support given in principle.</p> <p>AW/HO had a meeting with Richard Wilson in June where it was asked whether SDC could undertake the design and implementation of creating this car park, with WTC meeting the financial cost. This was deemed not feasible but it was suggested that John Strachan could help with the design stage.</p> <p>Design stage: DM approached John Strachan and he and his design engineer surveyed the site, with the briefing notes provided by DM and provided some suggestions. However, they advised that all design work was placed with their contractor Amey as SDC did not have the facilities inhouse.</p> <p>DM approached Amey (SDC/KCC contractor) directly to gain a quotation for a parking design engineer to do the necessary design specification to gain planning approval/FIT approval/quotation from Amey for the works. DM meeting and site visits</p>

				undertaken with Amey Non-core Works Manager (4/7/17). Next steps: Amey design engineer site visits 30/8/17.
Keep Westerham Attractive	Darent Bridge Replacement	20–25,000	Council Reserves	Design Stage: Structural engineer instructed to complete the design specification and to go out to tender for the provision and installation of a replacement bridge, following Council design approval. Designs options were considered and a design agreed by APFOS meeting (5/06/17). The structural design of the abutments had been received. DM and AW agreed to consult the internal auditor regarding the implications of WTC financial regulations in using an 'off the shelf' bridge. The auditor confirmed that due to the cost of the project WTC would need to be able to demonstrate 'value for money' by at least seeking alternate quotations – VKHP Consulting had declined to undertake the tender process. DM had found only two other suppliers of 'off the shelf' bridges and has provided the specifications to obtain a quotation. All three suppliers have suggested that they can replace the bridge at any time of year and that the season is not crucial. Next steps: await quotations/circulate to APFOS & award contract. Prepare planning application with contractor.
Protect Green Spaces	Contribute to Darent Valley Project for provision of cycle/footpath	7,500	Budget (2017 – 22)	The provision of a cycle/footpath was identified in the KGF redevelopment consultation as a high priority. The Darent Valley Landscape Partnership are undertaking a £3.6m project with funding from the Heritage Lottery Fund to protect, improve and help people enjoy the special landscape of the Darent Valley. Part of this project is to extend the Darent Valley path from Chipstead to Westerham to provide 25 mile of traffic free walking/cycling in the Kent countryside. WTC have agreed a contribution of £1,500 pa for 5 yrs from 2017 to 2022, from WTC budget. Next steps: DM continue to attend partnership meetings to monitor/speed progress – next one scheduled for Autumn 2017.
	Greensand Commons Project	1,500	Budget 2016/17	SDC full Heritage Lottery Bid to be submitted in March 2018 for the delivery stage. It is anticipated that this will be for a 4 year project focussed on the commons in Sevenoaks and Westerham and be in the region of £700k. WTC have made a contribution of £1,500 towards the initial feasibility stage. Next steps: WTC (NP/DM) continue to attend Greensand Commons meetings to represent Westerham and discuss/agree a programme of improvement.
Enhance Community facilities	KGF re-development	350,000	Council Reserves/ CIL Sport England/ FA/LTA	PROJECT ON HOLD – HM was asked to investigate capacity/project management options to progress the project.
	C.Hill Playground Replacement	40,000	Council/ CHWMPF Trust/ Funding	Consultation completed. Design agreed by parents' working group and CHWMPF Trust. Quotations sought and supplier selected. £40,000 of funding required to place the order - £14,000 secured to date. Next steps: funding application to be completed and submitted to BIFFA Award by mid-December 2017.
	Creation of a footpath to C. Hill School	To be costed	CIL	PROJECT ON HOLD UNTIL SECOND HALF OF 2017 – no further work has been undertaken to date.