WESTERHAM TOWN COUNCIL

Minutes of the Allotments, Playing Fields and Open Spaces Committee held on Monday 12th March 2018 at 7.30pm in Russell House, Market Square, Westerham

Present: Councillors: Mrs H Ogden (HO) - Chairman
Mr A Holman (AH)
Mr A Jowett (AJ)
Mr N Proudfoot (NP)
Mrs S Sheen (SS)

In attendance: Deputy Clerk: Mrs D Marshall (DM)

Item		Action
1.	**Apologies for Absence** - none.	
2.	**Declarations of Interest not previously declared** – none.	
3.	**Reports from Advisory Representatives** – none.	
4.	**Minutes of the Meeting** held on the 15th January 2018 were approved.	
5.	**Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda** **5.1 (5.3) KGF lease** – the footballers had been advised that the extension of the lease would initially be for four years. Councillors questioned whether the lease was being drawn up and who should undertake this. DM to liaise with Strutt and Parker and AW to ensure this is being facilitated. **5.2 Hanging baskets** – Cllr Proudfoot queried whether the hanging baskets were the responsibility of WTC or the Westerham Society. The Deputy Clerk advised that whilst it was undertaken as a joint project, WTC were responsibility for receiving the contributions from retailers, placing the order with the contractor and administering the project, including insurance.	**DM**
6.	**Clerk's Report** **Allotment Sites** **Allotment rents –** there have only been two new plots holders so far this season. **King George's Field** **KGF lease –** it was agreed that the lease would be extended by four years. The	

	footballers had been notified. **Signage –** DM and TB identified locations around the field to site byelaws signage. **Leatherjackets –** the contractor will be re-assessing the field in the Spring as the temperature rises. **<u>Open Spaces</u>** **Walk of Witness** – permission was granted for this annual event to take place on the Green on 3rd June, as all the paperwork was in order. **Rotary Fair on the Green -** permission was granted for this annual event to take place on the Green on 2nd June, as all the paperwork was in order. **Storage compound –** to support the gas replacement works undertaken in Ash/Madan/Hartley was extended for a further two weeks and an additional £200 received. The area was reseeded when the works were completed. **Request to cross the Green at Madan Road –** the resident's appeal against APFOS's decision to refuse permission to access her property across the protected grass area in Madan Road was again refused. DM wrote to the resident advising of APFOS's decision. **Dog bin –** awaiting resident agreement of siting for new dog bin in Lodge Lane. **Beggars Lane Trees –** DM notified KCC of the work needed to their trees in Beggars Lane, as identified by the WTC tree survey. **Greensands Project –** Squerryes Estate committed to an annual grant of £10,000 a year for four years to the project. **Planting –** a red colour scheme had been agreed for the hanging baskets and planting. **Walkers are welcome –** the application pack had been received. It was evident that applications had to be made from a community group made up of different organisations working together, rather than a local authority. For the time being the opportunity will not be explored any further in favour of the projects on the APFOS Action Plan.	
7.	**<u>Finance</u>** **7.1** A financial statement up to 28th February'18 was received. **7.2** The out turn for the current financial year was discussed in detail and areas for money to be used to increase specific reserves were identified.	
8.	**<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. **8.1 A path to Crockham Hill School –** the school had provided addresses for all pupils attending the school, which the Deputy Clerk had marked on a map. It was evident from this that all but a handful of pupils attending the school would be arriving by car. Councillors were supportive in principle of providing a safe walking route to school and agreed that the cost was not prohibitive as a quotation had been received for less than £3,300. However, there was considerable concern that the installation of a path in the area identified may encourage parents to pull up along the highways as an unofficial drop off. It was **AGREED** that DM and AJ would arrange a meeting with the Head Teacher and members of the PTA to outline potential problems/concerns and discuss a way forward. **8.2 Skate Park –** the Deputy Clerk had undertaken preliminary market research into skate park designs available in the market place and spoken to other councils undertaking similar projects. It was clear that the preferred and recommended design	**DM/AJ**

	option was to create a facility that was concrete poured into an area of ground, blending with the landscape. These facilities provided a superior skating surface for users and provided a variety of features catering for different ages/abilities. They required very little maintenance and were vandal resistant. Initial enquiries suggested that a reasonable facility would cost £70-80,000. DM was asked to continue researching the market, conducting site visits with potential suppliers to obtain designs outlining what could be achieved and exploring accessibility. **8.3 Darent bridge –** the Environment Agency permit had been received and a planning permission application submitted. The Deputy Clerk had circulated budget costings for the replacement of the Darent bridge, with notes and a recommendation to proceed with Don Bass subject to planning permission. Councillors **AGREED** to award the contract on receipt of planning permission, subject to approval from F&GP. The Deputy Clerk advised that there was a need to award the contract as soon as possible in order to avoid any delay if we want to get the work completed well before the summer holidays. Also, contracts over £5,000 have to be awarded by Full Council under our financial regulations. Therefore it was **AGREED** that the Darent bridge should be placed on the Full Council agenda on Monday 19th March and circulated to F&GP members via email for consideration beforehand.	**DM** **DM**
9.	**<u>Allotment Sites</u>** **9.1 Financial projection for allotment income & expenditure –** the Deputy Clerk confirmed that the significant drop in plot holders renewing their plots, together with there being only two new plot holders so far this season, were the cause of the substantial drop in income. Councillors discussed the increased maintenance requirements of keeping un-worked plots clear versus lower income and the potential funding gap. Cllr Ogden had drawn up a paper giving a financial projection and analysing the extent of the funding gap, to be presented to F&GP. Councillors approved the format and asked the Deputy Clerk to provide the necessary data to complete the paper for F&GP's May 2018 meeting. DM also to investigate whether WTC has the necessary legal power to spend additional money on the allotment sites to meet the funding gap, as allotments are supposed to be self-funded.	**DM** **DM**
10.	**<u>King George's Field</u>** **10.1 Park Run –** a request had been received asking for WTC's agreement in principle to allow a Park Run to be held at King George's Field (KGF) and on Squerryes' Estate land each Saturday morning at 9am. Park Run is a national organization operating free fun runs using volunteer staff. The Deputy Clerk had approached the football club, who felt that there was sufficient space on KGF to accommodate both football and runners. Councillors agreed to the request. The Deputy Clerk would attend a meeting with the applicant and Squerryes Estate to gain Mr Warde's agreement, before a formal application is submitted to Park Run.	**DM**
11.	**<u>Open Spaces</u>** **11.1 Environment Policy –** Cllrs Proudfoot and Jowett presented a draft environment policy to the committee. Cllr Ogden thanked them for their work in creating the draft. Cllr Sheen asked how WTC would implement the policy and evidence progress. It was **AGREED** that the draft policy should be distributed to committees for discussion, before being brought to Full Council for adoption.	**DM**

	11.2 Dog bins – a request had been received from Cllr Wesley to site additional dog bins within Crockham Hill. It was **AGREED** that a further three or four bins could be purchased, depending on the remaining funds in the APFOS budget, together with sufficient money to roll into emptying dog bins for the next financial year. **11.3 Easter egg hunt –** WTP were not planning to run an easter egg trail this year, which was disappointing as it had been well received by local families in 2017. It was suggested that WTC should organize a trail in its place, which was a good opportunity to engage with the local community and get the public to visit WTC office. Councillors **AGREED** in principle subject to the office staff feeling that they could accommodate it with their workload.	**DM** **DM/AH**
12.	**Public Rights of Way – nothing to report.**	
13.	**Correspondence – none.**	
14.	**Reports from Councillors** **14.1** NP advised councillors that the HLF grant had now been awarded. This brought the first stage of the project to an end and there would now be a period whilst the necessary personnel and infrastructure is put in place to be able to deliver the project.	
15.	**TN16 and web-site** **15.1 Allotment Vacancies –** advertise allotment vacancies on the website and in TN16 and around the town. Provide Cllr Holman with flyers.	**DM**
16.	**Matters for District and County Councillors – none.**	
17.	**Further Matters for Consideration at the next meeting** • Environmental policy • Project updates: Darent bridge/skate park/KGF redevelopment/parking projects/path to Crockham Hill School • Allotment paper for F&GP	
18.	**Date of next meeting -** Monday 4th June 2018	

The meeting was concluded at 9.48pm

Minutes confirmed as a correct record:

Chairman

APFOS ACTION PLAN 2016 – 2019

Priority	Specific Project	Approx Cost £	Source of Funding	Status Q1 2018 update
Traffic Calming/ Improve Parking	Increase parking spaces in the following roads: Madan/Ash/ Hartley	25,000	CIL**	Consultation: completed/need for parking established. Feasibility: Site visits with KCC Highways (Geoff Bineham) undertaken 21/02/17. Design: . Initial meeting and sites visits with Amey Works Manager 4/7/17. Site visits with Amey design engineer 12/09/17. Costings for design stage received. Costings for design stage approved by Full Council on 22/01/18. Contract issued for 8 week design process 22/01/2018. Next steps: on receipt of car parking designs seek costings for construction.
	Extend & resurface Costells Meadow Car Park	40,000	CIL Council Reserves***	Design: AW/HO met with Richard Wilson in June '17. SDC were unable to undertake the design/implementation of the extension/resurfacing of the car park. DM approached Amey (SDC/KCC contractor) to gain a quotation for a parking design engineer to provide a design specification. Initial meeting and sites visits with Amey Works Manager 4/7/17. Site visits with Amey design engineer 12/09/17. Costings for design stage received. Costings for design stage approved by Full Council on 22/01/18. Contract issued for 8 week design process 22/01/2018. Next steps: on receipt of car parking designs seek costings for construction.
	Creation of a car park at Crockham Hill Playing Field	20,000	CIL	Consultation: resident consultation completed - 100% support for the creation of a car park. Design: AW/HO met with Richard Wilson in June '17. SDC were unable to undertake the design/implementation of the car park creation. DM approached Amey (SDC/KCC contractor) to gain a quotation for a parking design engineer to provide a design specification. Initial meeting and sites visits with Amey Works Manager 4/7/17. Site visits with Amey design engineer 12/09/17. Costings for design stage received. Site meeting with FIT regional manager 31/10/17, who agreed to support an application to FIT. Costings for design stage approved by Full Council on 22/01/18. Contract issued for 8 week design process 22/01/2018. Next steps: on receipt of car parking designs seek costings for construction.
Keep Westerham Attractive	Bollards around The Green	10 – 12,000	KCC Members Fund	PROJECT COMPLETE. Replacing the remaining bollards around the Town priced. Meets the criteria for CIL expenditure. Next steps: gain Full Council approval on 19/03/18.
	Darent Bridge Replacement	20– 25,000	Council Reserves	Design Stage: Structural engineer completed the design of abutments/provided bridge design options. Design agreed by APFOS (5/06/17) was an 'off the shelf bridge'. VKHP Consulting declined to undertake the tendering process. Four quotations were obtained. Only two suppliers were able to undertake the entire process: removal of existing bridge, design/install of foundations, manufacture/install of replacement bridge. Feasibility: a study was undertaken at a cost of £400 and the resulting report considered by APFOS. The contractor who undertook the feasibility study was awarded the contract to undertake the initial design, conduct the buried services survey and apply for the EA permit. Buried Services Survey undertaken – nothing discovered. EA permit applied for and granted.

				Planning application submitted. Outline costings acquired for committee consideration. Next steps: once planning permission is received, award contract.
Protect Green Spaces	Contribute to Darent Valley Project for provision of cycle/ footpath	7,500	Budget (2017 – 22)	Consultation: KGF redevelopment identified the provision of a cycle/footpath. The Darent Valley Landscape Partnership are undertaking a £3.6m project with funding from HLF, including extension off the Darent Valley path from Chipstead to Westerham to provide 25 mile of traffic free walking/cycling. WTC agreed a £1,500 pa contribution for 5 yrs (2017-2022). The Partnership is currently recruiting additional staff to secure the extra capacity needed to be able to implement the project action plan. The extension of the path is scheduled for the second half of 2019/first half of 2020. Next steps: DM continue to attend partnership meetings to monitor/speed progress – next one scheduled for 2018.
	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 made a £1,500 contribution to the initial feasibility stage. WTC agreed to provide a £1,500 grant p.a. for 4 years, to support the match funding necessary to secure a £700,000 grant (50% of which to be spent on Westerham's Commons). 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/LTA/ FA/Sport England	Investigations into capacity/project management options to progress the project suggested that creating internal capacity and using a funding consultant as an advisor were most effective/cost efficient options. It was agreed to seek replacement of the skate park as the next phase of the re-development project. Skate park market research has been begun. Next steps: further market research and meet with potential suppliers to ascertain available designs and outline costings.
	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. Contributions secured from CHWMPF Trust, WTC, C.Hill CIC, KCC members grant. Met with FIT regional manager 31/10/17, who approved the design. BIFFA Award submitted 1/12/17 and planning application submitted 7/12/17. Planning permission granted. BIFFA Award granted. Next steps: enroll with ENTRUST to comply with grant conditions and then place equipment order.
	Creation of a footpath to C. Hill School	To be costed	CIL	It was agreed to establish need for the path from the school – pupil numbers and addresses have been provided. Outline costings have been secured. Next steps: evaluate whether the project offers value for money and establish how to restrict the usage of New Road.