

	Hartley Road green during the gas works. This had been signed and returned.	
6.	<p><u>Clerk's Report</u> <u>Allotment Sites</u> Currant Hill – it had been reported that a large number of Polish people (5 cars loads) had met at the allotments around a bbq and fire pit on a vacant plot. TB had removed the bbq and oil drum. The perpetrators had not been identified. DM to speak to Polish plot holders when/if they come in to renew their plots. Mowing – Bloomfield and Currant Hill had a final cut for the year. Farley still to be undertaken. Termination letters – were issued to all plot holders on the bottom of the Currant Hill site with an accompanying letter outlining the alternatives available to them. There was no adverse response to the letters received. Allotment rents – renewals have been very slow this year and a number of plot holders have given up their plots. Consultation – a plot holder consultation was drafted and distributed to all plot holders with the annual renewals. Currant Hill ownership – having spoken to Chris Hanson and read his notes from 2011 it would appear that there is a clause in the conveyance which gives the successors of the vendor (John Roberts O'Brien Warde) an option of repurchase if the land is sold before the expiry period ends on 3rd February 2022. Cllr Jowett has agreed to investigate further. <u>King George's Field</u> Outside Gym – the remedial work outlined in the ROSPA inspection report had been completed by the supplier. Sewage leak – Thames Water's contractor returned to KGF and re-sited the access lid below ground level and TB covered it over with turf. Boot camp – DM communicated to Body Works that WTC reviewed rates each year, effective the 1st April. Hollingsworth – TB had installed chestnut paling along the boundary with Hollingsworth residents' car park to prevent entry at this point into the field. Hedge cutting – most of the hedge cutting had been completed. Skate Park – TB was able to replace the popped rivets and safely re-open the skate park. This is becoming a more regular occurrence and TB feels that it will be difficult to safely extend the life of the skate park beyond next year. Bowling Club – responded to WTC letter regarding the re-alignment of the boundary fence and assured the council that the boundary had been plotted by the contractor and it was in line with the previous hedgerow. <u>Open Spaces</u> Insurance claim – a tree branch from Churchill Playing Field fell onto a neighbouring property's shed. Initially this was thought to have caused minimal damage that WTC agreed to pay for. The cost of a new shed was then requested and the claim was passed to our insurers, who are settling the claim. Request to cross the Green at Madan Road – a resident requested permission to access her property across the protected grass area in Madan Road. DM refused permission and outlined the Council's policy to protect the open amenity space. The resident wished to appeal to the committee. Gas Works – DM liaised with SDC regarding the conditions they issue to contractors wishing to site compounds. DM put together an agreement along the same lines,</p>	AJ

	<p>which covered all of the points raised by APFOS. This had been signed and returned. DM issued an invoice for £600.</p> <p>Winter planting – the beds have been stripped and re-planted with yellow and purple primulas for the winter.</p> <p>Bench maintenance – this is scheduled to take place during the second and third weeks of November.</p> <p>Co-op Garden – DM wrote to the Co-op Head Office about the health and safety risk posed by the uneven paving stones in the Co-op Garden. No response was received but the paving slabs have finally been re-laid. The Westerham Society removed the damaged bench for repair.</p> <p>Herd of the Hospice – the horse was removed and sold in September. The grass is recovering well.</p> <p>Dog bin – new dog bin installed in Westerham Hall Car Park.</p> <p>Tree survey – had been undertaken and the report received. The resulting works will be scheduled for action.</p> <p>Late night Shopping – an application to hold late night shopping on the Green had been received. The paperwork was all in order.</p>	
7.	<p>Finance</p> <p>7.1 A financial statement to 30th September '17 was received.</p> <p>7.2 Budget for 2018/19.</p> <ul style="list-style-type: none"> • Councillors used the Assumptions, Risks and Opportunities paper circulated to all prior to the meeting in discussing and making budget recommendations for the forthcoming year. • Councillors discussed how losing plot holders resulted in a reduced income and therefore reduced expenditure as allotments should be self-funding. This posed a risk to the ability to provide sufficient future maintenance. • It is unclear whether the Bloomfield site will be put forward in Squerrye's master plan. If this were the case, there are sufficient vacant plots to be able to offer plots to displaced plot holders on the other sites. • The money budgeted for maintenance of KG pavilion would be used to increase the KGF redevelopment reserve. • The emptying dog bins budget line had been increased to reflect the additional bins that had been installed during the year. • AW, AJ and DM were to meet with Henry Warde later in the week to discuss the renewal of the KGF lease. <p>It was RESOLVED to APPROVE the draft budget.</p>	
8.	<p>Council Action Plan 2016-19: prioritising APFOS items</p> <p>An update – was given on progress with projects in APFOS's remit –see table attached.</p> <p>8.1 Darent Bridge – the feasibility study had been commissioned and completed. The Deputy Clerk to circulate the resulting report to councillors for consideration and queries, so that a proposal could be forwarded to the next F&GP meeting for cost approval.</p> <p>8.2 Bollards around the Green – these had been delivered and were in the process of being installed.</p> <p>8.3 Creation of parking – Amey had not provided any further information regarding the design costs despite DM chasing several times. This appeared to be due to an internal issue with who to invoice, but could also be due to the KCC contract renewal date being in April 2018. DM to chase again and provide an update by 13th December '17.</p> <p>8.4 Darent Valley – no information had been circulated regarding the planned</p>	<p>DM</p> <p>DM</p>

	<p>present (confirmed) and whether it was suggested that WTC should take no action if this were the case (confirmed).</p> <p>Cllr Holman suggested that taking no action could risk losing the whole field, taking a year to remedy and changing the lifestyle of our community. He felt that it was better to treat and close the field for 5 days, rather than potentially for a year.</p> <p>The Deputy Clerk was asked to outline the options:</p> <p>Option 1 – a biological treatment (nematodes) was not suitable for use on KGF due to the need for a soil temperature above 12 degrees, and the necessity of careful irrigation before, during and after treatment. Conditions that WTC could not provide.</p> <p>Option 2 – to undertake the treatment recommended by both WTC grounds maintenance contractor and weed management contractor.</p> <p>Option 3 – take no action. This option came with the risk that if the problem continued to spread, the grass on the whole field could be destroyed and KGF would need to be re-seeded and consequently closed for all users.</p> <p>The Deputy Clerk reminded councillors that WTC's statutory role and responsibility was to maintain and manage KGF as a sports field.</p> <p>Cllr Ogden summarized: both contractors had identified leather jackets. The Deputy Clerk should be asked to clarify how this diagnosis had been reached. Subject to confirmation that KGF had leather jackets, councilors were asked to vote on whether the treatment should go ahead. It was RESOLVED to undertake treatment by four votes to one. Cllr Proudfoot voted against.</p>	
11.	<p>Open Spaces</p> <p>11.1 New dog bin – there had been a request from a resident in Lodge Lane to install a new dog bin at the end of the lane as this was a 'black spot' for dog poo. He offered to have the bin sited on his side wall. The request was APPROVED. Deputy Clerk to order and install an additional bin. Bin stickers were circulated for councillors' information: these were being stuck to the side of selected refuse bins around the town with the message 'there's no such thing as a dog poo fairy, bag it and bin it, any bin will do'.</p> <p>11.2 The Green in Madan Road – WTC had received a householder request to approve driveway access over the green. The Deputy Clerk had already refused the request, but the householder wished to appeal to the committee. Councillors AGREED that the request should be refused as it was contrary to the committee and council's policy in respect of maintaining the green open spaces.</p> <p>11.3 Tree survey – councilors received and noted the findings of the tree survey report.</p> <p>11.4 Tree survey recommendations – councilors considered the recommendations in the report and AGREED that they should be undertaken in the timescales suggested. It was noted that a number of trees were due to be felled as part of this work and councilors considered whether replacement trees should be planted in their place. Cllr Jowett volunteered to undertake site visits to establish the quality of each tree identified for felling and to advise the committee on which should potentially be replaced.</p> <p>11.5 Greensands match funding – a request had been received for WTC to provide £1,500 of match funding per year for the next four years, so that the Greensands project can access the Heritage Lottery Fund grant of £700,000. This grant would be spent on the commons in Sevenoaks area and Westerham (Farley, Hosey and Crockham Hill). The committee supported the project and AGREED to recommend the approval of the grant to F&GP.</p>	<p>DM</p> <p>DM</p> <p>AJ</p> <p>DM</p>
12.	<p>Public Rights of Way – nothing to report.</p>	

13.	<p><u>Correspondence</u></p> <p>13.1 Kent Highways Newsletter – was received and it was noted that only seven parishes had agreed to undertake the soft landscaping contract currently undertaken by KCC. There would be a further reduction in cuts in the coming year and the Council would continue to monitor the condition of the roadside verges in Westerham.</p> <p>13.2 Letter from Ann Sadlier – a letter had been received requesting permission to provide and site an additional picnic bench on the Green. Cllr Ogden had met with Ann and outlined WTC plans for replacing the bollards and uncluttering the top of the Green and advised that this request would be best considered at the January meeting. The Deputy Clerk suggested that this was a commercial venture and that WTC had consistently refused these in the past. DM reminded councilors that requests to provide memorial benches for Valerie Deakin and Alison Burt had been refused as the Green had sufficient benches. Councillors were asked to visit the Green to assess the area for themselves in readiness for a discussion at the January meeting. The Deputy Clerk was asked to assess the life left in the memorial bench nearest Wolfe Statue and investigate who it is in memory of. Normal practice would be to offer the family first refusal on replacing a memorial bench when it reaches the end of its life.</p>	ALL DM
14.	<p><u>Reports from Councillors</u></p> <p>14.1 HO reported her meeting with Ann Sadlier regarding siting an additional picnic bench on the Green – see 13.2 above.</p> <p>14.2 HO presented the allotment prizes at the Horticultural Society Autumn Show. It was well supported and Cllr Bird had won prizes for 2/3 of her entries.</p>	
15.	<p><u>TN16 and web-site</u></p> <p>15.1 Dog poo – advertise the any bin will do dog poo signs.</p> <p>15.2 KGF – face book thank you for resident’s co-operation during the recent treatment of KGF.</p> <p>15.3 Event application form- add this to the website, with clear guidance on the timings for applications.</p>	DM DM DM
16.	<p><u>Matters for District and County Councillors</u></p> <p>16.1 DM to ask Nick Chard to intervene if no response from Amey.</p>	DM
17.	<p><u>Further Matters for Consideration at the next meeting</u></p> <ul style="list-style-type: none"> • Environmental policy • Allotment holder consultation • Budget rollovers • KGF signage • Request to place additional bench on the Green 	
18.	<p><u>Date of next meeting</u> - Monday 15th January 2018</p>	

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 Q4 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. Feasibility: Site visits with KCC Highways (Geoff Bineham) undertaken 21/02/17. The area in Ash Road was rejected as being too near the junction. KCC advised that the Hartley Rd footpath would have to be reinstated for less able residents. KCC didn't support perpendicular parking bays to maximize spaces KCC due to road width/parked cars on opposite side. Design: AW met with Nick Chard June '17: request for KCC to design/implement the parking scheme, with WTC meeting the cost deemed not feasible. DM approached Amey (KCC contractor) directly to gain a quotation for a parking design engineer to provide a design specification. Initial meeting and sites visits with Amey Non-Core Works manager 4/7/17. Site visits with Amey design engineer on 12/09/17. Costings still awaited. Next steps: approval of cost/issue instruction for carpark design.</p>
	Extend & resurface Costells Meadow Car Park	40,000	CIL Council Reserves***	<p>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, with WTC meeting the cost but suggested John Strachan could help with the design. John Strachan and his design engineer surveyed the site and offered suggestions, but advised that all design work was placed with their contractor Amey as SDC did not have the facilities inhouse. DM approached Amey (SDC/KCC contractor) directly to gain a quotation for a parking design engineer to provide a design specification. Initial meeting and sites visits with Amey Non-Core Works manager 4/7/17. Site visits with Amey design engineer 12/09/17. Costs awaited. Next steps: approval of cost/issue instruction for carpark design.</p>
	Creation of a car park at Crockham Hill Playing Field	20,000	CIL	<p>Consultation: resident consultation completed - 100% support for the creation of a car park Initial meeting with FIT held and support given in principle. 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, with WTC meeting the cost but suggested John Strachan could help with the design. John Strachan and his design engineer surveyed the site and offered suggestions, but advised that all design work was placed with their contractor Amey as SDC did not have the facilities inhouse. DM approached Amey (SDC/KCC contractor) directly to gain a quotation for a parking design engineer to provide a design specification. Initial meeting and sites visits with Amey Non-Core Works manager 4/7/17. Site visits with Amey design engineer 12/09/17. Costs awaited. Site meeting with FIT regional manager 31/10/17, who agreed to support an application to FIT. Next steps: approval of cost/ issue instruction for carpark design.</p>
Keep Westerham Attractive	Bollards around The Green	10 – 12,000	KCC Members Fund	<p>Funding: KCC funding application completed & £10,800 funding received. Design: bollard design agreed by APFOS & bollards sourced. . Three contractor quotations considered for installation. Contractor appointed. Replacement railings added to order. Bollards delivered 2/11/17. Article advising residents in Sept TN16. Letters delivered to Green residents/retailers 3/11/17. Next steps: installation to begin w/c 6th Nov, weather allowing.</p>

	Darent Bridge Replacement	20–25,000	Council Reserves	<p>Design Stage: Structural engineer instructed to complete the structural design of abutments/provide bridge design options/ go out to tender for the provision/installation of Council's agreed design. Design agreed by APFOS (5/06/17) was an 'off the shelf bridge'. This was the cheapest option so VKHP Consulting declined to undertake the tendering process. Consultation with the internal auditor regarding the implications of WTC financial regulations in using an 'off the shelf' bridge confirmed that WTC would need to be able to demonstrate 'value for money' by at least seeking alternate quotations.</p> <p>DM found three alternative suppliers who quoted for the entire process: removal of existing bridge, design/install of foundations, manufacture/install of replacement bridge. Quotations circulated to APFOS for consideration with a recommendation to spend £400 on a feasibility study. This was accepted and the visit took place on 30/10/17.</p> <p>Next steps: await feasibility report. Circulate to 2 preferred suppliers so that quotations can be confirmed. Award contract. Prepare planning application and EA permit application in conjunction with contractor.</p>
Protect Green Spaces	Contribute to Darent Valley Project for provision of cycle/ footpath	7,500	Budget (2017 – 22)	<p>The provision of a cycle/footpath was identified by the KGF redevelopment consultation as a high priority. The Darent Valley Landscape Partnership are undertaking a £3.6m project with funding from HLF to protect, improve & help people enjoy the Darent Valley, including extension off the Darent Valley path from Chipstead to Westerham to provide 25 mile of traffic free walking/cycling in the Kent countryside. WTC agreed a £1,500 pa contribution for 5 yrs (2017-2022).</p> <p>Next steps: DM continue to attend partnership meetings to monitor/speed progress – next one scheduled for Autumn 2017.</p>
	Greensand Commons Project	1,500	Budget 2016/17	<p>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.</p> <p>Next steps: WTC (NP/DM) continue to attend Greensand Commons meetings to represent Westerham and discuss/agree a programme of improvement.</p>
Enhance Community facilities	KGF re-development	350,000	Council Reserves/ CIL/LTA/ FA/Sport England	<p>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.</p> <p>PROJECT ON HOLD</p>
	C.Hill Playground Replacement	40,000	Council/ CHWMPF Trust/ Funding	<p>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.</p> <p>A further £2,000 of funding secured from KCC member. First stage funding application submitted to BIFFA. Pre-planning application submitted to SDC for feedback. Met with FIT regional manager 31/10/17, who approved the design.</p> <p>Next steps: if successful at first stage, complete/submit second stage BIFFA application by 4th Dec 2017. Investigate Rewards for All funding. Complete/submit planning application.</p>
	Creation of a footpath to C. Hill School	To be costed	CIL	PROJECT ON HOLD – review feasibility in 2018
	Creation of a footpath to C.Hill	To be costed	CIL	PROJECT ON HOLD – feasibility study revealed significant difficulties

