

<p>Currant Hill sites.</p> <p>Bloomfield – the water leak had been repaired by replacing a stretch of the old pipe between water troughs.</p> <p>Farley – a plot holder had installed a number of raised beds across two plots without WTC knowledge or permission.</p> <p><u>King George’s Field (KGF)</u></p> <p>Human faeces – had been found in the hedgerow behind the picnic area.</p> <p>Costells Meadow – a tree along the car park boundary had been vandalised. All of the branches on one side of the tree had been removed and dumped in the overflow car park. This was captured on a neighbouring resident's CCTV and passed to the police. The tree began to lean into the car park and further investigation showed that the tree had had the trunk 'ringed'. The tree was felled and removed as it was unsafe, at a cost of £320. The Deputy Clerk had made a formal statement to the police, as had the arboriculturist who undertook the works as the police intend to prosecute.</p> <p>Football – there had been further posts on social media about the abundance of dog poo on the football pitches.</p> <p>Skate Park – rivets continue to pop on the skate park. It is becoming increasingly difficult to maintain the skate park.</p> <p>Gate posts – the post next to the groundsman's hut and the post on the main gate into KGF had both been damaged. Due to the increased prevalence of travellers in the area, site security is a priority so both of these posts have been replaced.</p> <p>Fair ground rides – it had previously been agreed that Mr Sherwood could provide some small children's rides on KGF during the Easter bank holiday weekend on a trial basis. This was cancelled due to poor weather conditions. It has been re-scheduled for the August bank holiday weekend.</p> <p>Bodyworx – resumed their weekly boot camps on KGF in early May, with the better weather.</p> <p>Picnic area – a slab had been deliberately removed from underneath the picnic benches. This had been replaced.</p> <p>Sewage – access over KGF had been provided to Thames Water to repair a sewage leak in the field beyond.</p> <p>Signage – the byelaws signage had been installed.</p> <p>KGF lease – an extended four year lease had been received.</p> <p>Skate park – an email had been received from a resident advising that their child's clothes had been damaged on a raised fixing at the skate park. The fixing had been replaced, but it was clear that this had occurred because the children were not using skate boards or bicycles, but were sliding down the slopes on their bottoms. It was agreed that signage should be placed adjacent to the park regarding usage.</p> <p><u>Open Spaces</u></p> <p>Dog bin – the Mill Lane bin was destroyed when hit by a Squerries vehicle. Squerries Estate had been approached to fund a replacement bin, but had refused as the Dairy Farmer had not accepted liability and didn't feel one of his vehicles had caused the damage.</p> <p>Dog bin – two new dog bins bin had been installed in Crockham Hill.</p> <p>Hanging baskets/planting – a number of compliments had been received about the quality of the hanging baskets and bed planting. The extremely hot weather had made it difficult to keep the plants looking their best.</p> <p>Weed killing – the third weed killing treatment had been applied around the town.</p> <p>Signage – a meeting was held with the WTP to progress the signage project.</p>	DM
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6.	<p>Finance 6.1 A financial statement up to 31st July'18 was received.</p>	
7.	<p>Council Action Plan 2016-19: prioritising APFOS items An update – was given on progress with projects in APFOS's remit –see table attached. 7.1 Parking project – the Deputy Clerk had consulted with Kent County Council (KCC) Highways to seek comments and secure support for each of the four designs prior to seeking planning permission from Sevenoaks District Council. KCC advised that they would require independent safety audits to be undertaken for the three road side sites to ensure that the designs did not cause safety concerns. The cost of undertaking these would be approximately £2,000. It would be advisable to have these undertaken prior to submitting planning permission so that any concerns raised can be addressed. The Deputy Clerk to write a paper for F&GP requesting funding. 7.2 A path to Crockham Hill School – the school had agreed to accept responsibility for the future maintenance of the path. KCC Property Services were obtaining formal permission from the National Trust. The contract to install the footpath had been awarded and hopefully the works would be undertaken before the start of the new school year. 7.3 Darent bridge – the installation of the bridge had gone smoothly and would be completed by the 21st August, ahead of schedule. As per the specification, the ramps had been constructed from type 1. The surface would need to be monitored for stability. It may be necessary to upgrade the surface to bit-mac at some point in the future if the surface does not consolidate sufficiently.</p>	DM
8.	<p>Allotment Sites 8.1 Allotment rents – it was AGREED to freeze allotment rents for the 2019/20 season. 8.2 Allotment judge's report – the report highlighted the increased number of unworked plots, particularly on the Farley and Currant Hill sites, and the lack of quality, worked plots deserving of recognition in the annual allotment competition. It suggested that a future amalgamation of allotment sites could be considered as the supply of plots vastly outnumbered demand. It was AGREED that a meeting and site visits should be arranged with the National Allotment Association representative to seek help and guidance regarding the management of the allotment sites and the increasing number of vacant plots. 8.3 Westerham Horticultural Society (WHS) – the allotment competition prizes would be awarded at the WHS Autumn Show on Saturday 15th September. Cllr Jowett offered to make the presentations. 8.4 Bloomfield communal shed – it was AGREED that a communal shed could be purchased for the site to house the communal mower/rotivator. A budget up to £400 was APPROVED.</p>	DM/AJ AJ
9.	<p>King George's Field 9.1 RoSPA safety inspections – the safety inspections highlighted minor snagging issues that Tom Buckley would add to his work list to rectify. Nothing major was identified. The skate park needed close monitoring as rivets were 'popping' frequently. 9.2 KGF lease renewal – the 4 year lease extension had been received for signature. It was noted that the end of the lease required the installation of stock proof fencing along the southern boundary, but this was consistent with previous leases. The lease term was not consistent with the Westerham Sports Association (WSA) lease, which was</p>	

	<p>felt to be illogical. It was AGREED that enquiries should be made into the WSA lease term and a full understanding of the football pitch layout should be sought from the footballers.</p> <p>9.3 Westerham Bowling Club (WBC) – WBC had outlined their plans for replacing the club house and would like to either extend the replacement building or install a second building to enable the playing of short mat bowls during the winter months. It was AGREED that this initiative would be supported by the council as it offered extended facilities to residents during the winter and supported this thriving local club. The Deputy Clerk was asked to investigate the term of the current lease.</p> <p>9.4 Dogs on KGF – there had been an increase in the prevalence of dog poo on the football pitches and consequently local resident discussion/displeasure on social media. It was AGREED that if this continued WTC would post on social media advising that unless there were an improvement the Council would have to consider banning dogs from the playing field all together.</p> <p>9.5 Town signage – Cllrs Wesley and Boyle, the Clerk and Deputy Clerk had met with members of Westerham Town Partnership to discuss the signage project. All of the comments made by councillors were addressed. The next stage would be to have a site meeting to agree the colour of the new signage – to be arranged.</p>	<p>DM</p> <p>DM</p>
<p>10.</p>	<p><u>Open Spaces</u></p> <p>10.1 Environment Policy – Cllr Proudfoot advised that the Kent Wildlife Trust (KWT) were happy to advise on how a baseline assessment could be established and the necessary elements, which included listing WTC land/facilities, maintenance cycles and how these relate to the environment and impact on it. The baseline assessment ‘morphs’ into an action plan. Cllr Jowett suggested that it would useful to see what other councils have done and examine good practice from elsewhere. It was AGREED that Cllr Proudfoot would arrange a meeting for Cllr Jowett and himself to meet with KWT to seek guidance and best practice.</p> <p>10.2 Pride event on the Green – an application had been received to hold a Pride event on the Green. There are already a handful of long standing public events held on the Green, which are organised by Westerham community organisations to promote and support Westerham. There was no desire to add additional events to the programme, particularly those involving music, due to consideration for residents around the Green, who had complained previously about parking and noise issues. It was noted that other applications had therefore been declined. As a new event that would be likely to attract both local people and people from out of the area, there was also concern that it would be difficult to predict the number of people that may attend versus the capacity of the Green. After a lengthy discussion it was AGREED to refuse the application. However, Councillors were keen to support the event and after further consideration it was AGREED that the applicant should be asked to consider the suitability of King George’s Field as an alternative venue.</p> <p>10.3 Madan Road posts – a quotation had been obtained to replace a number of damaged posts along the open space in Madan Road. This was APPROVED.</p> <p>10.4 Visual inspections – the quarterly programme of visual inspections of WTC land/assets was reviewed and redistributed between councillors and officers. The Deputy Clerk to distribute the amended schedule and inspections sheets to councillors.</p>	<p>NP</p> <p>DM</p> <p>DM</p> <p>DM</p>
<p>11.</p>	<p><u>Public Rights of Way</u></p> <p>11.1 Rights of Way Improvement Plan consultation – Cllr Proudfoot had provided an</p>	

	<p>outline WTC response. In addition, councillors wished to highlight the need for an audit of the work undertaken in each region, noting Cllr Le Breton's comments that the plan made no reference to funding or priorities, or how the success of the plan would be monitored. Deputy Clerk to circulate an additional comments paragraph for agreement.</p> <p>11.2 Footpath SR341 – this public right of way runs from the kissing gate on the eastern side of KGF, across the field, to the end of the WSA drive, effectively stopping in Costells Meadow. It had been suggested that the footpath should be redirected from the kissing gate in a southerly direction to the corner of the field and then along the southern boundary to meet the bridge over the River Darent. This would enable the path to access path SR342 in the Darent Car Park and provide a continuous right of way to access the town centre. This would mirror the suggested route for the extension of the Darent Valley path. This was AGREED. To be actioned once the route had been agreed with Rick Bayne following his site visit.</p>	<p>DM</p> <p>DM</p>
12.	<p><u>Correspondence</u></p> <p>12.1 Town centre weed control – a programme of weed control had been introduced in 2017 following a request from residents and retailers to tackle the unsightly weeds around the town centre's footpaths. A local resident had emailed an objection to WTC using glyphosate for weed control around the town centre on environmental grounds. The Deputy Clerk provided information from the contractor and the Royal Horticultural Society that suggested that there weren't any licensed alternative products available and that glyphosate was widely used. The contractor had provided information on alternative methods that could be used, outlining the effectiveness of each method and the pros and cons. Cllr Jowett agreed to investigate alternate methods further to assess their suitability for use around the town centre.</p> <p>12.2 Beggars Lane trees – the Clerk had advised that WTC standing orders prevented an issue being re-discussed for a six month period (SO11).</p>	<p>AJ</p> <p>DM</p>
13.	<u>Reports from Councillors</u> – none.	
14.	<u>TN16 and web-site</u> – none.	
15.	<u>Matters for District and County Councillors</u> – none.	
16.	<p><u>Further Matters for Consideration at the next meeting</u></p> <ul style="list-style-type: none"> • Budget setting for 2019/20 • KGF redevelopment project 	
17.	<u>Date of next meeting</u> - Monday 5 th November 2018	

The meeting was concluded at 10.15pm

Minutes confirmed as a correct record:

APFOS ACTION PLAN 2016 – 2019

Priority	Specific Project	Approx Cost £	Source of Funding	Status Q2 2018 update 2
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. 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 and approved by Full Council on 22/01/18. Car park designs and costings received and considered at full council 21/05/18.</p> <p>Designs sent to KCC for comment prior to planning application submission. Commissioning a full safety audit will be necessary</p> <p>Next steps: Present a paper to F&GP to secure the release of the necessary funding for a safety audit to be undertaken. Make any consequent amendments to design. Submit full planning applications to SDC.</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. 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 and approved by Full Council on 22/01/18. Car park designs and costings received and considered at full council 21/05/18.</p> <p>Designs sent to KCC for comment prior to planning application submission – no comments.</p> <p>Next steps: submit full planning application to SDC.</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. Design: AW/HO met with Richard Wilson in June '17. SDC were unable to undertake the design of the car park. DM approached Amey (SDC/KCC contractor) to gain a quotation for a parking design engineer to provide a design specification. Site visits with Amey Works Manager 4/7/17. Site visits with Amey design engineer 12/09/17. Site meeting with FIT regional manager 31/10/17, who agreed to support an application to FIT. Costings for design stage received and approved by Full Council on 22/01/18. Car park designs and costings received and considered at full council 21/05/18.</p> <p>Designs sent to KCC for comment prior to planning application submission. Commissioning a full safety audit will be necessary</p> <p>Next steps: Present a paper to F&GP to secure the release of</p>

				the necessary funding for a safety audit to be undertaken. Make any consequent amendments to design. Submit full planning application to SDC.
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. Council agreed this was low priority for CIL spending. Next steps: on hold.
	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. Buried Services Survey undertaken – nothing discovered. EA permit granted. Outline costings were considered and approved by Full Council on 21/05/18. Contract awarded on 29/05/18. Planning permission granted. Ecology mitigation strategy condition discharged. Order placed and bridge manufactured. Arrangements made with SDC to facilitate installation. Public/user communications/signage implemented. Next steps: project commences 16/8/18 - project management.
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. 5/9/18 – meeting/site visit arranged - the project manager to present to councillors what the Darent Valley Project would bring to Westerham and discuss/agree the siting of the Darent Valley path on WTC land Next steps: DM continue to attend partnership meetings to monitor/speed progress.
	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 to provide a £1,500 grant p.a. for 4 years, in match funding to secure a £700,000 grant (50% to be spent on Westerham's Commons). The project manager has now been appointed and will be in touch in September when he starts his contract. 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. Some skate park market research had been undertaken.

				Next steps: further market research/meetings with potential suppliers. Public consultation to establish usage and desired design features. Project plan to be presented for KGF re-development at November APFOS meeting.
C.Hill Playground Replacement	40,000	Council/CHWMPF Trust/Funding		<p>Consultation: completed.</p> <p>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.</p> <p>Met with FIT regional manager 31/10/17, who approved the design. Planning permission granted. BIFFA Award granted. ENTRUST registration complete. 50% grant funds applied for and received.</p> <p>Equipment installed. Site re-opened 9/8/18. Signage ordered and received. Invitations to re-opening ceremony sent and press invited.</p> <p>Next steps: press release, publicity video, final claim from Biffa.</p>
Creation of a footpath to C. Hill School	To be costed	CIL		<p>Pupil numbers and addresses were secured from the school, which showed that the majority of pupils came from outside Crockham Hill and arrived by car. Safety concerns were raised about the ability to restrict the usage of New Road to pedestrians. Quotations had been obtained and council agreed that the cost could be met from council reserves.</p> <p>DM and AJ met with parent representatives and the Head teacher to discuss health and safety considerations and were reassured that these could be easily managed.</p> <p>KCC required a commitment from the school for future maintenance/liability - this had been secured from the governing body. Formal permission was awaited from the National Trust. Installation had been organised for late August. Signage and railing had been ordered.</p> <p>Next steps: secure road marking and project manage installation.</p>