

WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held on Monday 23rd March 2015 at 7.30pm in Russell House, Market Square, Westerham

Present: Councillors: Mr A Wesley (AW) Chairman
Mr P Ashley (PA), Mr E Boyle (EB),
Mr R Buckley (RB), Mr C Hanson (CH),
Mr D Le Breton (DIB), Mrs H Marsh (HM),
Mr N Moore (NM), Mrs H Ogden (HO),
Mr N Proudfoot (NP), Mrs L Rodgers (LR),
Mr S Wilkie (SW)

In attendance: Clerk: Mrs A Howells (AH)
One member of the public

| Item | | Action |
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| 1. | <p>Cllr Wesley reported that sadly former Cllr Graham Shutter had passed away; funeral details would be passed on when known. Cllr Wesley and the Clerk had attended the funeral for former Cllr David Jewitt on 18th March.</p> <p><u>Apologies for Absence</u> Apologies were received and accepted from Cllr McCormick – Sabbatical.</p> | |
| 2. | <p><u>Declarations of Interest not previously declared</u> None</p> | |
| 3. | <p><u>Minutes of the Council Meeting on 26th January 2015</u> It was resolved to approve and sign the minutes of the meeting held on 26th January 2015.</p> | |
| 4. | <p><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> p139 KCC Community Warden – The Warden had now received an extension to his contract until the end of June. p139 Food Bank – Cllr Le Breton queried numbers being helped, Cllr Ogden reported that they were currently supporting four families with children and four single men. Two families no longer needed supporting, one family had not been seen recently and one family had received emergency help. It was good that there were so many volunteers willing to help.</p> | |
| 5. | <p><u>To receive and consider the following Minutes of Committee:</u> Cllr Ashley presented the minutes:</p> | |

5.1 Planning and Development – 26.01.15

Members of the Planning Committee had approved the Minutes.

Resolved: that the minutes be adopted.

5.2 Planning and Development – 29.01.15

Members of the Planning Committee had approved the Minutes.

Resolved: that the minutes be adopted.

5.3 Planning and Development – 12.02.15

Members of the Planning Committee had approved the Minutes.

p154 Hunters Estate Agents – A petition had been received by SDC against the change of use.

Resolved: that the minutes be adopted.

5.4 Planning and Development – 26.02.15

p157 Land South East of St John the Baptist Church – A number of the congregation attended the meeting however the Committee felt that the application did not establish special circumstances under the Local Plan. Cllr Le Breton felt he did not vote for the application but for the application to be referred to SDC Officers, however the Committee did not agree.

Members of the Planning Committee approved the Minutes.

Resolved: that the minutes be adopted.

5.5 Planning and Development – 12.03.15

p165 Village Design Statement – The SDC Development Control Committee had advised that WTC 2003 Village Design Statement needed to be revised.

Members of the Planning Committee had approved the Minutes.

Resolved: that the minutes be adopted.

5.6 Highways and Lighting – 02.02.15

Cllr Rodgers presented the minutes.

p147 SJTB – Cllr Rodgers had attended the meeting on 10.03.15 as SDC were proposing to ignore WTC's comments on the parking consultation. Cllr Rodgers spoke at the meeting and with the support of SDC Cllr Maskell and KCC Cllr Parry the proposals on The Green, apart from the exit space for disabled, and Westbury Terrace were withdrawn for further consultation. The proposals for Black Eagle Close were agreed.

Members of the Highways and Lighting Committee approved the Minutes.

Resolved: that the minutes be adopted.

5.7 Youth and Community – 09.03.15

Cllr Moore presented the minutes.

p150 KCC Youth Worker – Unfortunately the Youth Bus had moved to another area but the Committee would be pushing for its return.

p150 Youth Club - Cllr Wesley queried the viability of the Youth Club; Cllr Moore responded that the Club was being monitored as it was a concern.

p151 Christmas Lights – Cllr Marsh reported that she had drafted a survey which she and Cllr Boyle would be delivering and discussing with the Retailers next week. Cllr Marsh had attended the WTP meeting and they were happy with the survey. She had also attended a meeting with WTP members to discuss their views and advised them that the outcome from the survey and formulating a plan for this year would be discussed with them at a meeting on 13th April.

Members of the Youth and Community Committee approved the Minutes.

Resolved: that the minutes be adopted.

5.8 Finance and General Purposes – 02.03.15

Cllr Wesley presented the minutes.

p161 Sale of land rear of Deanery Road – An offer had been made by the

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| | <p>Community Group to SDC and fund raising was taking place. p162 The next meeting of F&GP scheduled for 11th May would be cancelled due to the elections. p162 Churchill School – A request from KCC had been considered by F&GP and a reply had been sent that Council would be prepared to lease a section of land. This reply had been copied to the Churchill School who were disputing the information in the KCC email which had not been seen by them. A site meeting would be requested. Members of the F&GP Committee approved the Minutes. Resolved: that the minutes be adopted. 5.9 Allotment, Playing Fields and Open Spaces – 16.03.15 Cllr Ogden presented the minutes. p133 7.2 Criminal damage at Farley – A local resident had substantially reduced in size some boundary trees. No permission had been given for this action. The Police had been informed but had not yet responded despite phone calls. The PCSO would be contacted. p133 7.3 Allotments – The over-supply of allotments was despite extensive advertising. p134 Pavilion redevelopment project – Council felt that WTP were moving ahead with funding for this project before a final plan had been agreed by Council. However the Jewson funding deadline was on 12th April so urgency was required. Cllr Moore believed a plan was the next step and information had been sent today regarding taking this to WTC. Following lengthy discussion it was agreed that Council and WTP needed to decide how this project would be taken forward and a clear brief needed to be agreed. An urgent meeting to be arranged, Cllrs Wesley, Boyle and Marsh to attend if available with the Deputy Clerk. p135 Defibrillator – Council agreed in principle that a defibrillator should be provided for KGF. Members of APFOS approved the Minutes. Resolved: that the minutes be adopted.</p> | |
| 6. | <p><u>Crockham Hill War Memorial Playing Field Trust</u> The Minutes from the meeting on 24th February 2015 were noted.</p> | |
| 7. | <p><u>Finance</u> 7.1 <u>Cheque List to 28th February 2015</u> Cllr Wesley reported that F&GP had approved the Cheque list and he had nothing to bring to Council's attention. 7.2 <u>Committee Accounts to 28th February 2015</u> There were no queries on the accounts. 7.3 <u>Asset Register</u> The Asset Register had been circulated and subject to the Defibrillator being added was approved. 7.4 <u>Effectiveness of Internal Audit</u> The document had been circulated and subject to section 2 – Internal Auditor does not live in the Parish area – being checked with KCC Audit department plus the schedule of visits to be added to the Terms of Reference this was approved. 7.5 <u>Appointment of Internal Auditor</u> Following discussion it was agreed that WTC approved KCC as its Internal</p> | <p>DM DM</p> |

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| | <p>Auditor.</p> <p>7.6 Audit Plan 2015/16 The document had been circulated and following discussion the Audit Plan for 2015/16 was agreed.</p> <p>7.7 Financial Regulations The Financial Regulations had been circulated and reviewed at F&GP and the Financial Regulations were approved.</p> <p>7.8 Financial Risk Assessment The Financial Risk Assessment had been circulated and reviewed at F&GP. Cllr Marsh queried whether each risk could be assessed before mitigating measures and then the risk considered following this assessment. The Financial Officer would look at this. There were no other comments and the Financial Risk Assessment was approved.</p> | DM DM |
| 8. | <p><u>Russell House lease</u> Cllr Wesley reported that the CCG Property Advisers were happy with the terms of the draft lease. The lease was now in the hands of Solicitors.</p> | |
| 9. | <p><u>Election 2015</u> The Clerk reported that she could take nomination papers to SDC for verification but would not be able to deal with any issue that arose with the papers. The nomination papers needed to be taken to SDC between 1st and 9th April.</p> | |
| 10. | <p><u>Post Election Councillor "Awayday" Priorities and Strategy for the next four years</u> Cllr Wesley reported that he would arrange an "Awayday" following the election, probably week commencing 29th June subject to councillor availability.</p> | |
| 11. | <p><u>Darent car park extension</u> Cllr Wesley reported that the planning application had been completed and would be submitted as soon as he had met the landowner Mr H Warde. This meeting was due to take place imminently.</p> | AW/AH |
| 12. | <p><u>Consultations</u> 12.1 KCC Library consultation Cllr Moore reported that Y&C Committee had discussed this at their last meeting and the consultation had been publicised in the Gazette, website and Facebook page. The Committee were not clear what the implications would be and they had many unanswered questions. Following discussion it was agreed that Cllr Wesley would respond to the consultation.</p> | AW |
| 13. | <p><u>Correspondence</u> 12.1 An email had been received from NALC confirming the Foundation Award for one year. To avoid a break in accreditation registration for any further levels WTC would need to be registered with NALC before October 2015.</p> | |
| 13. | <p><u>Reports from Councillors on relevant activities</u> Cllr Marsh reported that she had attended the Edenbridge Town Meeting on</p> | |

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| | <p>behalf of WTC; this was an interesting meeting which updated residents on the Neighbourhood Plan being developed.</p> <p>Cllr Marsh had attended the SDC Planning Forum.</p> <p>Cllr Ashley and the Clerk had also attended the SDC Planning Forum.</p> <p>Cllr Wesley had spoken to Mr Clifton, KCC Planning Department, regarding Squerryes Sand pit restoration and been assured that work will commence in April for completion by October.</p> <p>Cllr Boyle reported that he attended the Long Pond working party with six other people.</p> <p>Cllr Rodgers had spoken to Westerham Golf Club and they stated that the work would be completed by the end of May, re-seeding would take place in July and the course would open next Spring.</p> <p>Cllr Rodgers had also helped on the Westerham Community clear up session on 20th March.</p> | |
| 14. | <p><u>Westerham and Brasted Gazette & Web-site</u> None</p> | |
| 15. | <p><u>Matters for District and County Councillors</u> A letter of thanks to be sent to SDC Cllr Elaine Bracken for all her hard work on behalf of Westerham in her time as a District Councillor.</p> | AW |
| 16. | <p><u>Further matters for consideration at the next meeting</u> None</p> | |
| 17. | <p><u>Date of next meeting</u> Tuesday 14th April 2015 – Annual Town Meeting Wednesday 20th May 2015 – Annual Council meeting</p> | |

The meeting was concluded at 9.20 pm

Minutes confirmed as a correct record:

Chairman