



4.	<p><b><u>APFOS Terms of Reference</u></b> The terms of reference were reviewed and following minor amendments were approved.</p>	DM
5.	<p><b><u>Minutes of the Meeting</u></b> held on the 16<sup>th</sup> March '15 were approved at Full Council on the 23<sup>rd</sup> March 2015.</p>	
6.	<p><b><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></b>  <b>(6.13) Granville Road verge</b> - the quote received to make good the bin lorry damage to the verge at Granville Road was high. An alternative quote is awaited.  <b>(8.1) Maintenance schedule</b> - the Deputy Clerk was asked to distribute the maintenance schedule to APFOS councillors and to add this to the November meeting agenda.  <b>(11.1) Footpath SR338</b> – the Deputy Clerk advised councillors that the homeowners bordering the path and WTC had rejected the suggested responsibility for the vegetation bordering this path, as it lay outside the ownership indicated by the land registry. KCC no longer seem to have the capacity to clear all overgrown vegetation obstructing their footpaths.</p>	DM
7.	<p><b><u>Clerk's Report</u></b>  <b><u>Allotment Sites</u></b>  <b>7.1 Farley allotment sale</b> - the amended document confirming the transfer of plot 26, Farley Allotments to Mr &amp; Mrs Kverndal had been received from the Land Registry.  <b>7.2 WTC allotment competition</b> – the date had been set for Wednesday 24<sup>th</sup> June.  <b>7.3 Farley trees</b> – the police had completed their investigation into the criminal damage to the trees at Farley Allotment. A plan of action had been agreed.  <b>7.4 Consultation</b> – the Clerk had posted signs at the 3 sites advising allotment holders that the Council were investigating the feasibility/costings of the wish list created by the recent allotment consultation.  <b><u>King George's Field</u></b>  <b>7.5 Picnic tables</b> – the new tables had been installed at King George's Field and a fourth paved base constructed.  <b>7.6 Darenth Bridge</b> – the slip prevention wire had become loose and a trip hazard. An elderly lady tripped and scratched herself, which was reported to SDC. Tom refixed the wire once we were advised of the problem.  <b>7.7 Costells Meadow Car Park</b> – a car had been abandoned in the car park for 6 months. The Community Warden investigated and provided the Deputy Clerk with ownership details. A letter was sent to the owner advising that the car should be removed, or that the council would remove it and pass the cost to the owner. The car was removed within a week.  <b>7.8 Dog fouling</b> - the Deputy Clerk had submitted a follow up article in the Gazette regarding the increase in dog fouling and seeking locations for siting additional bins.  <b>7.9 Defibrillator</b> – the WSA advised that they may be able to secure 1 or 2 donated defibrillators.  <b><u>Open Spaces</u></b>  <b>7.10 Picnic Table</b> – a bike rack had been removed and a bench moved to make space for the new picnic table installed on the Green.</p>	

	<p><b>7.11 Granville Road trees</b> – Down to Earth advised that work was required to maintain two of the trees on Granville Road green –this had been completed.</p> <p><b>7.12 Hartley Road Green</b> – a resident complained that cars were parking unnecessarily on the grass. The Deputy Clerk wrote to all houses bordering the green requesting that cars were not parked on the grass.</p> <p><b>7.13 Grange Island</b> – the arbour resin was completed in bays two and three and replaced the shingle on the memorial end.</p> <p><b>7.14 Fullers Hill notice board</b> – the Deputy Clerk had placed an article in the Gazette explaining that Fullers Hill notice board would be fully enclosed. Local events would still be displayed.</p> <p><b>7.15 Legionella</b> – Water Wise confirmed the necessary remedial action to ensure consistent hot water temperatures at both King George’s Pavilion and Crockham Hill Pavilion, which have been actioned.</p>	
8.	<p><b><u>Allotment Sites</u></b></p> <p><b>8.1 Criminal damage at Farley</b> – the police had concluded their investigation and suggested it would not be in the public interest to proceed with a prosecution for criminal damage. It had been agreed to send a joint letter from WTC and the police to the perpetrator, clearly stating that he may not enter the allotment site without prior written permission. The Deputy Clerk awaited contact from the police and was asked to follow this up. The letter to be circulated to councillors</p> <p><b>8.2 Allotment occupancy</b> – councillors considered the maps provided by the Deputy Clerk, identifying a number of vacant allotments, despite regular advertising of vacant plots. It was agreed that the Deputy Clerk should begin managing the uncultivated plots and reproduce the maps for the next meeting, to show a truer picture of both vacant and unworked plots.</p> <p><b>8.3 Allotment maintenance</b> – the Deputy Clerk had advised plot holders that the Council are committed to investigating the feasibility/costings of their wish list. It was intended to hold site meetings with allotment holders to discuss improvements.</p> <p><b>8.4 Plot markers</b> – were needed at Farley and Bloomfield. Councillors approved expenditure up to £500 to have these made.</p> <p><b>8.5 Notice boards</b> – were needed at Farley and Bloomfield, and a new board requested at Currant Hill. The cheapest oak notice boards sourced were costly and metal boards were only marginally cheaper. The Deputy Clerk agreed to approach HSW Timber locally to try and reduce the cost.</p> <p><b>8.6 Allotment competition</b> – would be on Wednesday 24<sup>th</sup> June, meeting at Russell House at 10am. Councillors were invited to accompany the judge</p>	<p>DM</p> <p>DM</p> <p>DM</p>
9.	<p><b><u>King George’s Field</u></b></p> <p><b>9.1 Westerham Cycling</b> – the Go Ride Club started at KGF on 11<sup>th</sup> April and was proving popular.</p> <p><b>9.2 Worm caste treatment</b> – councillors approved a quotation for a worm caste treatment at KGF.</p> <p><b>9.3 Weed management</b> – councillors approved a quotation for a weed and feed treatment at KGF.</p> <p><b>9.4 Edge cutting</b> – councillors approved a quotation for strimming the edges at KGF at the same time as the mowing takes place.</p> <p><b>9.5 Fencing</b> – residents of Hollingsworth Close had requested that the Council fence</p>	

	<p>their boundary with KGF and Hollingsworth car park. The Deputy Clerk had a quotation for installing a fence, but the contractor advised that it would be best to clear the area first. Councillors agreed that the Deputy Clerk should obtain a quotation for ground clearance.</p> <p><b>9.6 Costells Meadow car park</b> – in principle, APFOS would like to extend and resurface Costells Meadow car park using the land owned by WTC, to improve the area and provide additional parking. This is subject to funding and ensuring that the car park can be operated in accordance with the parking strategy for the rest of the town – refer to Highways and Lighting Committee.</p>	<p>DM</p> <p>DM</p>
<p>10.</p>	<p><b>Open Spaces</b></p> <p><b>10.1 Granville Road</b> - the committee ratified the work to trees on Granville Road Green.</p> <p><b>10.2 Walk of Witness</b> - the committee ratified approval of the Walk of Witness on the Green.</p> <p><b>10.3 Rotary Fair</b> - the committee ratified approval of the Rotary Fair on the Green</p> <p><b>10.4 Talk of the Town</b> – the application for Talk of the Town on the Green was still awaited. Councillors agreed to consider this via email.</p> <p><b>10.5 Westerham hanging baskets</b> - a grant for £850 was approved.</p> <p><b>10.6 Grange Island</b> – the committee approved the removal and replacement of 2 trees on Grange Island.</p> <p><b>10.7 Dog bins</b> – it was agreed to site two new dog bins on Rysted Lane and Croydon Road, as these were the main problem areas identified by the public.</p> <p><b>10.8 Tree survey</b> – this had been scheduled for April/May, but had not taken place due to the surveyor leaving the company. Down to Earth had been slow to react and suggested the survey would not take place until August. It was agreed to appoint a new company to undertake the work, under the same terms. The Deputy Clerk was asked to expedite action with the new company, as the need for the survey was urgent.</p> <p><b>10.9 Weed and feed</b> – a quotation to provide a weed and feed treatment to the Green and Verralls Corner was accepted.</p> <p><b>10.10 Benches</b> – a request to site benches along the side of the Green had been received. It had been agreed previously that it was impractical to site benches along the slope and that there was no room for additional benches to be sited along the top of the Green. Hence requests to site further memorial benches had previously been declined. The committee agreed that this request should also be declined.</p>	
<p>11.</p>	<p><b>Crockham Hill and King George Pavilions</b></p> <p><b>11.1 Pavilion/MUGA redevelopment project</b> – plans had been drawn up of KGF, illustrating some of the proposed improvements. Proposals for refurbishing the pavilion were awaited from Bond Bryant. Once the plans are complete it is intended to present the proposed project to full council for approval. The Deputy Clerk had met with Mr H Warde to discuss the addition of a walking/cycle path to connect the town with the new Westerham brewery site – funding may be available from the Darenth Valley Landscape Partnership. Cllr Ogden had been trying to obtain fuller consultation with the youth club about their future needs from the pavilion.</p>	

12.	<b><u>Public Rights of Way</u></b> – none.	
13.	<b><u>Finance</u></b> <b>13.1 Committee Year End Accounts to 31st March '15</b> – were received. <b>13.2 Rollovers</b> – the committee noted the rollovers into 2015/16: any unspent monies relating to the pavilion, playground, skate park, Costells Meadow car park and allotment maintenance to fund ongoing projects. <b>13.3 Committee Accounts to 31st May '15</b> – were received.	
14.	<b><u>Correspondence</u></b> – none.	
15.	<b><u>Reports from Councillors</u></b> <b>15.1</b> Cllr Proudfoot had attended the Bowling Club open day. The club is thriving and wish to replace their pavilion. <b>15.2</b> Cllr Bates is working with the Friends of the Long Pond and Squerryes Estate to clear the round pond.	
16.	<b><u>Newsletter and web-site</u></b> <b>16.2</b> Advise the public of the Council's intention to remove and replace two trees on Grange Island.	DM
17.	<b><u>Matters for District and County Councillors</u></b> <b>17.1</b> Approach Cllr Parry for funding for the outside gym. <b>17.2</b> The clearance of footpaths should be discussed at WTC away day.	DM All Cllrs
18.	<b><u>Further Matters for Consideration at the next meeting</u></b> <b>18.1</b> Allotment maintenance. <b>18.2</b> Pavilion redevelopment update.	
19.	<b><u>Date of next meeting</u></b> Monday 7 <sup>th</sup> September 2015.	

The meeting was concluded at 10.01pm

Minutes confirmed as a correct record:

Chairman