



WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held on Monday 21st March 2016 at 7.30pm in Russell House, Market Square, Westerham

Present: Councillors: Mr A Wesley (AW) - Chairman
Mr P Ashley (PA), Mr A Bates (AB),
Mrs L Bird (LB), Mr E Boyle (EB),
Mr A Holman (AH), Mr D Le Breton (DIB),
Mr N Moore (NM), Mrs H Ogden (HO),
Mr N Proudfoot (NP), Mrs L Rodgers (LR)
and Mr S Wilkie (SW)

In attendance: Town Clerk: Mrs A Howells (AH)
SDC Cllr Diana Esler
Three members of the public

Item		Action
1.	<p>Cllr Wesley reported that Cllr Linda Rodgers had offered her resignation from WTC from 6th May 2016. Cllr Wesley thanked Cllr Rodgers for all her hard work and dedication over her nine years as a councillor; she would be greatly missed. Cllr Moore echoed these sentiments and was particularly grateful to Linda running the junior Fit Club in his absence a few years ago.</p> <p><u>Apologies for Absence</u> Apologies were received and accepted from Cllr Marsh – Maternity leave.</p> <p>Cllrs congratulated Hannah and her husband on the birth of their son.</p>	
2.	<p><u>Declarations of Interest not previously declared</u> None</p>	
3.	<p><u>Minutes of the Council Meeting on 25th January and 22nd February 2016</u> It was resolved to approve and sign the minutes of the meeting held on 25th January and 22nd February 2016.</p>	
4.	<p><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> p136 Cllr Wesley reported that the Coroner's Report was still awaited. p136 4 Criminal damage at Farley allotment – Cllr Wesley reported that a further letter had been received and a reply sent. p136 4 Commonwealth ceremony – Cllr Wesley reported that the ceremony</p>	

	<p>had taken place with the Sea Cadets, pupils from Churchill School, SDC Cllr Maskell, Cllrs Ogden and Rodgers, Reverend Barnard and members of the public in attendance.</p> <p>p137 5.3 Cllr Ashley reported that he had a meeting with Linden Homes to progress the project regarding the newts on WTC land on Wednesday.</p> <p>p139 11 Winnie's – Cllr Ogden reported that the matter was still ongoing.</p> <p>p139 14 Clean for the Queen – Cllr Wesley thanked all the volunteers who attended.</p>	
5.	<p><u>To receive and consider the following Minutes of Committee:</u></p> <p><u>5.1 Highways and Lighting – 01.02.15</u> Cllr Rodgers presented the minutes: p141 5.1 Parking in Harley and Ash Road – APFOS had carried out the survey. p142 5.2 Goodley Stock Road sign – KCC had advised that they would install a new sign indicating a staggered junction. p142 5.4 Speed Watch – The School Speed Watch had been a big success. Cllr Bates had volunteered to be trained for the Speed Watch and the training was on 20th April. Members of H&L Committee approved the Minutes. Resolved: that the minutes be adopted.</p> <p><u>5.2 Youth & Community – 08.02.16</u> Cllr Moore presented the minutes: 5.1 Youth Club – A Youth Forum meeting had been held which was very constructive however since this meeting there had been further vandalism to Westerham Hall. This would be discussed at the next Y&C. 6.2 The new PCSO had visited the Y&C meeting and was very active in dealing with anti-social behaviour in Westerham. Cllr Bates had attended a meeting with the Police, PCSO and SDC CSU and they had walked around Westerham to visit locations affected by vandalism and anti-social behaviour. Cllr Le Breton asked for an update on the Drill Hall. Cllr Wesley reported that he had spoken to the Head of Estates, South East Reserve Forces and Cadets Association who wished WTC to seek greater community involvement in the Drill Hall as a means of securing the future for the cadets. Cllr Wesley reported that Commanding Officer Jan Dean of the Sea Cadets had been awarded the Roddie Casement Sword, a National award and this was being presented on 14th April. Cllrs Rodgers, Ogden, Holman and Wesley to attend. Members of Y&C Committee approved the Minutes. Resolved: that the minutes be adopted.</p> <p><u>5.3 Planning and Development – 18.02.16</u> p151 Site of Bloomfield Cottage was refused due to bulk and privacy issues and Food Trade was refused as there was no parking. Resolved: that the minutes be adopted.</p> <p><u>5.4 Planning and Development – 03.03.16</u> p155 9 Town Sign – The Committee were concerned about the size of the sign. Members of the Planning Committee approved the Minutes. Resolved: that the minutes be adopted.</p> <p><u>5.5 Planning and Development – 17.03.16</u> Cllr Bird attended the SDC Development Control Committee on 10th March to</p>	HO/LR AH/AW

	<p>Speak against applications SE/15/03952 and SE/15/03943/FUL. Members of the Planning Committee approved the Minutes. Resolved: that the minutes be adopted.</p> <p>5.6 Finance and General Purposes – 07.03.16 Cllr Wesley presented the minutes. p158 Darent Valley Landscape Partnership Scheme – A £1,500 annual donation from WTC would represent good value for money. Resolved: to donate £1,500 annually for a five year period with the caveat that this is only used to benefit Westerham. Members of the F&GP Committee approved the Minutes. Resolved: that the minutes be adopted.</p> <p>5.7 Allotment, Playing Fields and Open spaces (APFOS) – 14.03.15 Cllr Ogden presented the minutes. p163 6.1 Allotment vacancies – Despite advertising there were still a large number of vacant plots on all three sites, particularly at Currant Hill. p164 6.13 Weed killing – This had been successful and APFOS would continue to pay for treatments to supplement KCC weed killing. p164 8.1 & 8.2 Outdoor Gym KGF – Funding had been completed but APFOS were reluctant to install the outdoor gym due to vandalism on KGF. Cllr Bird reported rubbish in the river near to the field, Cllr Ogden responded that this was from Bloomfield allotments where some sites were being cleared; this was being dealt with. Cllr Bird also reported rubbish on KGF following football matches. Cllr Ogden responded that the Footballers had been asked to clear all rubbish from the field following training and matches and they would be reminded of this. Members of the APOS Committee approved the Minutes. Resolved: that the minutes be adopted.</p>	
6.	<p>Finance 6.1 Cheque List to 29th February 2016 Cllr Wesley reported that F&GP had approved the Cheque lists and had nothing to bring to the Council's attention. 6.2 Committee Accounts to 29th February 2016 There were no queries on the accounts. Cllr Wesley reported that WTC would operate within budget in the year ending 31/03/16. 6.3 Audit Plan 2016/17 The document had been circulated and following discussion the Audit Plan for 2016/17 was agreed. KCC were proposing an 8% increase on internal audit fees and following discussion it was agreed that Cllr Wesley would query the high increase and report back to Council. 6.4 Asset Register The Asset Register had been circulated and following discussion was approved. 6.5 Effectiveness of Internal Audit The document had been circulated and following discussion was approved. 6.6 Financial Risk Assessment The Financial Risk Assessment had been circulated and been reviewed at F&GP. Following discussion the document was agreed.</p>	AW
7.	<p>Internal Complaint Following lengthy discussion it was agreed that there was no complaint to</p>	

	<p>process as per KALC advice. Cllr Moore suggested a Town Steering Group to look at "development" in Westerham and it was agreed he would draft Terms of Reference for Council to consider at the next meeting.</p>	NM
8.	<p><u>Outcome of consultation and WTC Four year strategy</u> Cllr Ogden thanked Cllr Marsh for her hard work in putting together the analysed results of the consultation with residents on Council strategy. There had been a good cross section of responses but disappointingly only a 3% response rate. This was lower than hoped for but it was the first time that residents, visitors and those who work in Westerham had been asked for their views. Only three responses had been received from Crockham Hill despite an extended closing date. Following discussion it was agreed that:-</p> <ul style="list-style-type: none"> • this information be presented to the Town Meeting on 13th April • the draw for the winning entry be made at the Town Meeting • the first five categories raised from the consultation be included in the Council Strategy • Council develops action plans to deliver those categories 	HO
9.	<p><u>Annual Town meeting format</u> A copy of the meeting notice was circulated and the Clerk reported that currently 16 organisations had accepted the invitation to have an information stall. Invitations to neighbouring parish councils and local organisations had been sent out. Notices had been placed on notice boards, an article placed in TN16, posts on Face Book and the website advertising the Annual Town Meeting.</p>	
10.	<p><u>Town Sign</u> A map of the potential location of the Town Sign had been circulated; following discussion this was agreed. However concern was expressed about the size of the sign and clarification was needed before this project could proceed further.</p>	AH
11.	<p><u>Policies and Procedures</u> 11.1 <u>CCTV Policy</u> – The Policy had been circulated. Following discussion it was agreed to approve the Policy and place this on the website. Resolved: To approve the CCTV Policy.</p>	AH
12.	<p><u>Consultations</u> 2.1 Public consultation draft of the Sevenoaks District Community Plan 2016-19. The consultation had been circulated and it was agreed that comments would be sent to the Clerk for collating and submitting.</p>	AH
13.	<p><u>Correspondence</u> 13.1 Tatsfield Parish Council – Annual Parish Meeting – 19th April - Cllr Bates to attend. 13.2 Westerham Sea Cadets – Roddie Casement Sword presentation – 14th April - see item 5.2. 13.3 Community & Voluntary Awards in the Sevenoaks District 2016 was noted.</p>	AB

14.	<p><u>Reports from Councillors on relevant activities</u></p> <p>Cllr Ogden reported that she had attended a meeting at SDC at the invitation of Mr H Warde as an observer.</p> <p>Cllr Wesley reported that he had attended a meeting at KCC by invitation of Mr H Warde as an observer on 16th March.</p> <p>Cllr Wilkie reported that the CIC had made its first investment in the Crockham Hill community for the benefit of the Primary School by providing a new wireless and LAN network into every classroom and extending their old network to give more access points and capacity.</p> <p>Cllr Ashley reported that he and the Clerk had attended a Neighbourhood Planning Roadshow at East Grinstead on 9th March.</p> <p>Cllr Bates reported that he had attended a meeting with the Police and had another meeting pending to include Playplace. He had also been invited to the Independent Police Authority Group on 29th March to discuss youth issues.</p>	
15.	<p><u>TN16 & web-site</u></p> <p>None</p>	
16.	<p><u>Matters for District and County Councillors</u></p> <p>None</p>	
17.	<p><u>Further matters for consideration at the next meeting</u></p> <p>None</p>	
18.	<p><u>Date of next meeting</u></p> <p>Monday 23rd May 2016 – Annual Council meeting</p>	

The meeting was concluded at 10.20 pm

Minutes confirmed as a correct record:

Chairman