

WESTERHAM TOWN COUNCIL

Minutes of the Allotments, Playing Fields and Open Spaces Committee
held on Monday 14th March 2016 at 7.30pm
in Russell House, Market Square, Westerham

Present: Councillors: Mrs H Ogden (HO) (Chair)
Mr A Bates (AB)
Mr N Moore (NM)
Mr N Proudfoot (NP)

In attendance: Deputy Clerk: Mrs D Marshall (DM)
Mr D Edwards, Cara Skillett (SDC), Anne KingScott (PCSO)

Item		Action
	<u>Open Forum</u> Cara Skillett and Anne KingScott came to discuss the recent anti-social behaviour and vandalism experienced at King George's Field and around the town. They outlined the action being taken to tackle the issues.	
1.	<u>Apologies for Absence</u> – apologies were received and accepted from Cllr Holman, who was on holiday.	
2.	<u>Declarations of Interest not previously declared</u> – None.	
3.	<u>Reports from Advisory Representatives</u> 3.1 Bloomfield Allotments – Mr Edwards reported that most allotments were now being worked. The Deputy Clerk confirmed that the pile of metal had been cleared that day. The Deputy Clerk was asked to investigate the length of the remaining term on the lease at Bloomfield Allotments. 3.2 Currant Hill Allotments – Mr Pickett had agreed to act as representative for the Currant Hill site. 3.3 Junior Football Club – Paul Carter advised that the lease of part of KGF from Squerryes expired in March 2018 and requested that the Council begin renegotiations. It was agreed to pass this request to F&GP. 3.4 Bowling Club – advised that one of their trustees had died and enquired about the process to replace them. Deputy Clerk to refer to the original lease and advise.	DM DM DM
4.	<u>Minutes of the Meeting</u> held on the 18th January '16 were approved at Full Council on the 25 th January 2016.	
5.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u>	

	<p>(7.1) Currant Hill site – a meeting to be arranged between the Chair of APFOS, Chair of Planning and Chair of Council to discuss the future of the Currant Hill site.</p> <p>(7.2) Damage at Farley – the Chairman had sent a follow up letter to Mr Essex, including the Council's complaints procedure. A formal complaint had not been received.</p> <p>(7.3) Farley Allotments – a combination lock had not yet been installed at Farley as the Deputy Clerk would need to contact all plot holders with the code.</p> <p>(9.4) Planters – for around Churchill statue had been ordered and delivered.</p> <p>(18.1) KCC footpaths maintenance programme – Nicky Biddall advised that the budget enabled a small number of well used or complained about paths to be cleared twice a year. Some paths may be able to be cleared using APFOS's weed killing budget.</p>	HO
6.	<p><u>Clerk's Report</u></p> <p><u>Allotment Sites</u></p> <p>6.1 Vacancies – notices to advertise allotment vacancies had been posted on the town notice boards, at the library, in NISA and Costa. Adverts had been put on face book and in TN16 magazine.</p> <p>6.2 Bloomfield – the enormous amount of metal rubbish cleared from plots 1 and 2 was awaiting removal from site. The wet weather had made it impossible to get a lorry onto the site to do so and youngsters had been entering the site and removing items from the pile. This was being used to make a camp in the corner of KGF and being thrown into the river.</p> <p>A garden voucher had been purchased to thank Mr Seller for his tremendous hard work in voluntarily helping to clear the plots and to remove much of the rubbish from the site, which represented a huge cost saving to WTC.</p> <p>The deep ruts caused by a car becoming stuck on the wet ground were caused by a plot holder who had agreed to make good once the weather turned drier.</p> <p>Currant Hill – Don Pickett had responded to the Deputy Clerk's notice and volunteered to become the new site rep for Currant Hill, following Brigitte Tidy's resignation.</p> <p>6.3 Farley – Cllr Wesley formally responded to Mr Essex's complaint and sent him a copy of the Council's complaint policy. Mr Essex had responded to the letter.</p> <p>6.4 Maintenance – the incessant wet weather meant that none of the agreed works had been progressed as it had not been possible to access the sites. Clearance work was outstanding at both Farley and Bloomfield, together with fencing and the installation of the new notice boards.</p> <p><u>King George's Field</u></p> <p>6.5 Vandalism – following further vandalism and anti-social behaviour at King George's Field the Youth Shelter had been removed, as agreed by Full Council. DM/HO wrote to the CSU, District Councillors and Chief Inspector Woldford, as agreed. An article was also placed on WTC website and facebook page and an article appeared in the press, to keep the public informed.</p> <p>6.6 Fun Fair – Shaw's fun Fair had been advised that KGF could not be used as a site for the fair.</p> <p>6.7 Defibrillator – a defibrillator and casing had been ordered for installation on the WSA building, under CCTV – delivery was awaited.</p> <p>6.8 Quadplaying – the quadplaying of the A and B pitches had not yet taken place due to wet ground conditions.</p> <p>6.9 Gate by Groundsman's Hut – the rotten gate by the Groundsman's Hut had been</p>	

	<p>replaced.</p> <p>6.10 Hedge cutting – the annual cut of the inside hedge along the Darent was still outstanding due to the very wet weather conditions.</p> <p>6.11 Outside Gym – Councillor Parry had agreed to contribute funding from his member's fund to an outside gym. The Deputy Clerk is completing the application form.</p> <p>6.12 Skate Park – the missing rivets causing the metal on the skate ramp to lift had been replaced.</p> <p>Open Spaces</p> <p>6.13 Weed Killing – the weed killing treatment applied around the centre of town had been successful and a visual reduction in weeds could be seen. Unfortunately the operator had applied the treatment around all posts, including those on the Green, so the grass had been damaged. This had been discussed with the contractor to ensure that the operator is briefed to use common sense in future</p> <p>6.14 Tree works – the debris had not been removed from Currant Hill following the tree works due to wet ground conditions.</p> <p>6.15 Planters – five planters for installation around Churchill and under the Jubilee notice board had been purchased.</p> <p>6.16 Public footpath maintenance – Nicky Biddall had replied to my request for detail of the KCC footpaths maintenance plan with: "The only planned maintenance we have for next year is the vegetation schedule which will be the same as last year". I requested a copy of the vegetation schedule, but had not received it to date.</p> <p>6.17 Dog bins – the Deputy Clerk had placed an article in Crockham Hill newsletter requesting suggested sitings for dog bins around Crockham Hill, but had no response.</p> <p>6.18 Ash Road/Hartley Road consultation – the Deputy Clerk had used the feedback from H&L to design a consultation, which had been delivered to all properties in the two roads.</p> <p>6.19 Notice board – Wolfe Garage had given permission for a notice board to be placed on the front wall of the garage. SDC had confirmed that planning permission would not be needed; advertising consent would be needed. Tony York had agreed to design and produce a board.</p>	
7.	<p>Allotment Sites</p> <p>7.1 Allotment maintenance schedule – the Deputy Clerk advised that very little progress had been made with the allotment site maintenance agreed due to the wet weather and wet ground conditions.</p> <p>7.2 Bloomfield Plots 1&2 – the last of the rubbish would be removed from site or burnt as soon as the ground conditions improved. Vacant allotments would also be covered over.</p> <p>7.3 Allotment competition - the Council competition had been arranged for Tuesday 21st June 2016.</p>	
8.	<p>King George's Field</p> <p>8.1& 8.2 Outside gym – additional funding had been secured from F&GP. The committee agreed to proceed with ordering and installing the outside gym in one phase. The choosing of the contractor and equipment was delegated to the Deputy Clerk, in conjunction with the Chair of APFOS, following advice from Nigel Moore of Moore Energy Fitness on the most suitable equipment.</p> <p>8.3 Health and Safety maintenance schedule – further items on the schedule had been</p>	DM/HO

	<p>completed. Only low risk items remained, which would be added to T Buckley's work schedule. The mould on the roof of the pavilion had burst and youth club had to evacuate the room. TB to meet Cllr Bates on site to locate the leak and discuss remedial works.</p> <p>8.4 Defibrillator – Councillors ratified the purchase of a defibrillator and housing for KGF</p> <p>8.5 Bins - Councillors approved the replacement of the two remaining open top bins at KGF with new style closed bins, subject to there being sufficient money left in the budget.</p> <p>8.6 Event at KGF – Councillors considered an application from Aqualisa to hold a staff event on KGF. This was agreed in principle. Details had not been provided for the number, size and location of inflatables – the decision regarding inflatables was delegated to the Deputy Clerk.</p>	<p>AB/TB</p> <p>DM</p>
<p>9.</p>	<p>Open Spaces</p> <p>9.1 Hanging baskets – WTC would be working in partnership with Westerham Society to co-ordinate the provision of hanging baskets and planters throughout the town. The committee resolved to award the hanging basket contract to CJS plants for 2016.</p> <p>9.2 Rotary Fair – the committee approved an application to hold the Rotary Fair on the Green on Saturday 14th May 2016.</p> <p>9.3 Walk of Witness – the committee approved an application to hold the Walk of Witness on the Green on Sunday 29th May 2016.</p> <p>9.4 Beating the Bounds – the committee approved an application to hold Beating the Bounds on the Green on Sunday 1st May 2016, subject to receipt of the necessary fairground operator's documentation – insurance and ADIPS. However, the request to install a 3ft square York stone base for the maypole was denied. Councillors wished to support the reintroduction of maypole dancing, but felt that their prime consideration was protecting the open aspect of the Green. The Deputy Clerk was asked to work with the Westerham Society and Westerham Town Partnership to seek alternative methods of fixing the maypole, and to write to the chairs in response to the application, copying APFOS councillors.</p> <p>9.5 Crockham Hill Garden memorial – Councillors considered the quotations for a memorial and resolved to award the contract to Alex Jones.</p> <p>9.6 Planters – Councillors ratified the purchase of planters for around Churchill, on the Green.</p> <p>9.7 Floral Memorial – Councillors ratified the decision to plant a floral memorial around Wolfe Statue in memory of Mrs Deakin, involved in the accident at Costa in December.</p> <p>9.8 Ash/Hartley Road Consultation – 27 responses were received from residents in Ash and Hartley Road. Two thirds of respondents wanted bollards installed to protect the green space, but this needed to be balanced with the need for greater parking provision in the area, for which there is currently no funding. Deputy Clerk to write to residents advising of the consultation results and that the grassed areas would be repaired as a short term measure, whilst a longer term solution is sought to provide more parking and protect the amenity spaces.</p> <p>9.9 Garden Maintenance Contract – Councillors considered the six tenders received for the Garden Maintenance Contract and the summary table prepared by the Deputy Clerk. It was resolved to award the contract to two contractors: Ground Control and Just the Jones.</p> <p>9.10 Dog bins – residents from Crockham Hill were invited to advise the council on</p>	<p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p>

	locations to site dog bins in the local magazine, but no suggestions were received. The Deputy Clerk was asked to advise Crockham Hill Councillors.	
10.	<u>Crockham Hill and King George Pavilions</u> 10.1 Pavilion/MUGA redevelopment project – the Deputy Clerk provided a written update on progress with the project, which was circulated to councillors.	
11.	<u>Public Rights of Way</u> 11.1 Missing Waymarker - Nicky Biddall needed further information in order to locate the waymarker . Deputy Clerk to contact Neil and pass details to Nicky Biddall.	DM
12.	<u>Finance</u> 12.1 Committee Accounts to 29th February '16 – were received. 12.2 Virements - Councillors agreed that the Deputy Clerk could vire unspent budget lines to fund 2 new bins for KGF, 2/3 dog bins and a contribution to the outside gym.	
13.	<u>Correspondence</u> 13.1 Kent Men of the Trees – Councillors agreed not to enter the Kent Men of the Trees Village Competition.	
14.	<u>Reports from Councillors</u> 14.1 Cllr Bates reported building on Back Meadow, which was referred to the Planning Committee.	AB
15.	<u>TN16 and web-site</u> 15.1 Allotment Vacancies – re-advertise vacant allotments in the next edition of TN16. 15.2 Weed Killing – issue a press release regarding the weed killing around the centre of town.	DM DM
16.	<u>Matters for District and County Councillors</u> – nothing to report.	
17.	<u>Further Matters for Consideration at the next meeting</u> - ongoing items.	
19.	<u>Date of next meeting</u> Monday 6 th June 2016. Cllr Ogden gave her apologies for the next meeting as she is away on holiday. Cllr Moore offered to chair the meeting in her absence.	

The meeting was concluded at 10.27pm

Minutes confirmed as a correct record:

Chairman