

WESTERHAM TOWN COUNCIL

Minutes of the Allotments, Playing Fields and Open Spaces Committee
held on Monday 6th June 2016 at 7.30pm
in Russell House, Market Square, Westerham

Present: Councillors: Mr N Moore (NM)(Chair)
Mr A Bates (AB)
Mr N Proudfoot (NP)

In attendance: Deputy Clerk: Mrs D Marshall (DM)
Mr D Edwards, Mr D Pickett

Item		Action
1.	<u>Apologies for Absence</u> – apologies were received and accepted from Cllr Holman, who had a business commitment, and Cllr Ogden, who was on holiday.	
2.	<u>Declarations of Interest not previously declared</u> – None.	
3.	<p><u>Reports from Advisory Representatives</u></p> <p>3.1 Bloomfield Allotments – Mr Edwards reported that it was good to see that the majority of allotments were now being worked.</p> <p>3.2 Currant Hill Allotments – Mr Pickett suggested a site meeting with the Deputy Clerk to look at unworked plots and to identify plots to be brought up to standard for letting. He requested two mini skips for the removal of rubbish accumulated on the site. Councillors reassured Mr Pickett that there were no imminent plans to sell the bottom half of the site. There had been a spate of thefts from the site, including tools from a poly tunnel and a wheelbarrow.</p> <p>3.3 Farley Allotments – Cllr Proudfoot confirmed that a new tank had been installed at Farley and the replacement stretch of pipe had successfully stopped the water leak.</p>	DM DM
4.	<u>Minutes of the Meeting</u> held on the 14th March '16 were approved at Full Council on the 21 st March 2016.	
5.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> None.	
6.	<p><u>Clerk's Report</u></p> <p><u>Allotment Sites</u></p> <p>6.1 Vacancies – further notices to advertise allotment vacancies had been posted on Facebook and in TN16 magazine. This had resulted in some new plot holders.</p>	

	<p>6.2 Bloomfield – the plot clearance on site continued to generate an enormous amount of rubbish for removal.</p> <p>6.3 Currant Hill – there had been problems on site where children had not been supervised and had been allowed to trample other plot holders produce. The Deputy Clerk placed a notice on the noticeboard asking plot holders to comply with their tenancy agreement: children should be supervised on the plot holders own plot.</p> <p>6.4 Farley – Mr Essex had sent in a further letter of complaint.</p> <p>6.5 Leak -the leak at Farley had worsened – the whole stretch of pipe was replaced and an additional water tank was installed at the same time.</p> <p><u>King George's Field</u></p> <p>6.6 Flytipping – an old shed had been dumped at King George's Field, which Tom burnt at the allotment site.</p> <p>6.7 Vandalism – one of the picnic benches had been graffittied.</p> <p>6.8 Pavilion – Tom repaired the damage to the ceiling.</p> <p>6.9 Defibrillator – a defibrillator and casing had been delivered and would be installed on on the WSA building, under CCTV.</p> <p>6.10 Quadplaying – the quadplaying of the A and B pitches had been undertaken.</p> <p>6.11 Darent Bridge – emergency repairs had been made to the bridge, replacing some of the rotten boards.</p> <p><u>Open Spaces</u></p> <p>6.12 Weed Killing – the first weed killing treatment of the season had been applied around the centre of town.</p> <p>6.13 Planters – planters had been installed around Churchill and under the jubilee notice board and in Russell house garden.</p> <p>6.14 Planting – the schedule for planting and watering of the flowerbeds had been agreed.</p> <p>6.15 Wolfe – the memorial planting had been undertaken around Wolfe Statue and a plaque installed in memorial of Valerie Deakin.</p> <p>6.16 Ash Road/Hartley Road consultation – the Deputy Clerk had composed a letter in response to the consultation, which had been delivered to all properties in the two roads.</p>	
7.	<p><u>Allotment Sites</u></p> <p>7.1 Allotment occupancy – The Deputy Clerk provided updated occupancy maps for all three sites. These showed that there are no vacancies at Bloomfield, but a number of available plots at both Farley and Currant Hill sites.</p> <p>7.2 Allotment maintenance schedule – the bulk of the clearance work at Farley and Bloomfield sites had been undertaken. The installation of the notice boards and fencing waited on the contractor's schedule. All three sites were due to be mowed mid-June and clearance work at Currant Hill would start later in the month.</p> <p>7.3 KAGC – unfortunately the Kent Allotment and Gardens Council passed a motion to disband due to a lack of committee members. WTC had previously taken part in the KAGC's county competition.</p> <p>7.4 Application form - councillors considered and approved the use of an application form to install a shed/greenhouse/poly tunnel on an allotment.</p>	
8.	<p><u>King George's Field</u></p> <p>8.1 Weed Management – it was RESOLVED to accept the quotation for the weed and feed treatment of King George's Field.</p>	DM

	<p>8.2 Outside gym – Nigel Moore of Moore Energy Fitness had advised the Deputy Clerk which was the most suitable range of equipment to cater for all ages and abilities. The contractor had made the necessary amendments to the package offered. Aqualisa had agreed to fund the rower, at a cost of £1,300. Only a further £300 was needed to meet the target. The U3A, Chows and Moore Fitness had all expressed an interest in the project. It was hoped that sufficient additional funding could be secured to enable the provision of an outside table tennis table as well.</p> <p>8.3 WSA Open Day – an application to hold an event on WTC land (KGF) had been received: WSA Open Day on Sunday 29th May. All of the necessary documents had been provided and it was RESOLVED to approve the event application.</p> <p>8.4 Year 6 Leavers Event - an application to hold an event on WTC land (KGF) had been received: Churchill year 6 leavers' event on Sunday 22nd July. Councillors agreed to approve the event in principle, but this would be subject to the provision of adequate insurance. It was felt that it would be better if the application came from the WSA, rather than an individual parent. Deputy Clerk to liaise with applicant.</p> <p>8.5 Defibrillator – two football Mums had started a fundraising campaign to provide a defibrillator at King George's Field, unaware that the Town Council had already ordered one. WTC was due to receive 50% of the defibrillator funding from the WSA, who were unable to provide this at present , so the fundraising will aim to cover the WSA 50% contribution, The defibrillator is due to be installed during July.</p> <p>8.6 Darent Bridge – the bridge from KGF to the Darent Car Park is inspected 2/3 times weekly to monitor any deterioration. Some of the boards have had to be replaced due to them rotting out and its condition is deteriorating. Councillors agreed that APFOS should plan to replace the bridge in the Spring 2017 and the Deputy Clerk was asked to instruct the structural engineer to begin the necessary designs and calculations.</p> <p>8.7 KGF mowing – the contractor responsible for mowing KGF had advised the Town Council that due to staff sickness and increased costs, they would be unable to continue mowing KGF for the price quoted. They would need to increase their cost per cut. Councillors considered the alternative quotations obtained at the time of the tender and found that the increased price remained competitive, although this increase hadn't been budgeted for. It was agreed that there were few alternative options and that the contractor should be instructed to continue cutting at the increased cost for the time being. Cllr Bates provided the details of an alternative contractor for the Deputy Clerk to contact.</p> <p>8.8 Darent Car Park Fencing – SDC planned to replace the fencing of the Darent Car Park along the A25 and had consulted WTC regarding the materials to be used. Councillors preferred the natural post and rail fencing option – Deputy Clerk to advise SDC.</p> <p>8.9 KG Pavilion – due to the temporary closure of the youth club, the pavilion was currently unused. Councillors RESOLVED to suspend the cleaning of the pavilion.</p> <p>8.10 CCTV maintenance agreement – councilors RESOLVED not to renew the KGF CCTV maintenance agreement. The poor quality of the CCTV image was such that perpetrators had not be identifiable from the images provided.</p>	<p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p> <p>DM</p>
<p>9.</p>	<p>Open Spaces</p> <p>9.1 Weed Management – it was RESOLVED to accept the quotation for the weed and feed treatment of the Green and Verralls Corner.</p> <p>9.2 Visual Inspections – the Health and Safety committee had requested that regular</p>	<p>DM</p>

	<p>visual inspections should be made of all Town Council sites. The Deputy Clerk was asked to prepare a list of all sites/assets needing to be monitored, with suggested frequency for discussion at the next meeting.</p> <p>9.3 Crockham Hill War Memorial - the order had been placed for the memorial and the contribution from the village had been received and banked. It was hoped that the memorial would be installed in September. The Deputy Clerk would need to organize a road closure that the memorial could be craned into place.</p> <p>9.4 Crockham Hill Garden – the quotations for relaying the paving in Crockham Hill Garden ranged between £4,000 and £6,000, far outside the budget available. Alternative options/solutions were being sought.</p> <p>9.5 Picnic on the Green – it was RESOLVED to approve the application from the WTP to hold a picnic on the Green to commemorate the Queen's 90th birthday.</p> <p>9.6 Notice board, Wolfe Garage – the Deputy Clerk suggested that the notice board at Russell House could be used as the new notice board agreed to be situated at Wolfe Garage. This would allow a larger notice board to be produced for Russell House, where the space is limited, restricting the display of Council papers. The cost would be within a £100 of the original quotation – this was agreed.</p> <p>9.7 Verralls Corner – the border along the fence at Verralls Corner is looking unattractive and it was felt that improvement works could be undertaken at this gateway to the town. Deputy Clerk to price suggestions.</p> <p>9.8 The Green – it was RESOLVED to ratify the decision to over-seed the Green.</p> <p>9.9 Madan Road – councilors approved the cost of removing the builders bags left on the green in Madan Road. The contractor would also be asked to price the replacement of the rotten posts.</p> <p>9.10 Grange Island – phase 3 of the works to Grange Island had been delayed due to one of the shop owners being unhappy with the removal of the 2 largest trees in bays and 5, which are unsuitable for the site; their roots are causing the wall to be unstable. Councillors agreed that the unanimous advice of the 3 tree surgeons consulted should be followed and that phase 3 of the scheme should proceed in the Autumn: the trees are too large for the tree pits and should be replaced with a miniature variety of maple, as in bays 1-3. The trees purchased are planned to be more mature so that they are the size of those already in situ when they are planted. The problem and solution to be explained to the public via TN16. Cllr Ogden to be asked to liaise with the shop owner.</p> <p>9.11 Beggars Lane Trees – Cllr Le Breton had suggested that the trees in Beggars Lane needed some maintenance work. Previously they had benefited from clearance at the base and mulching. Councillors approved a further treatment, up to £250.</p>	<p>DM</p> <p>DM</p> <p>DM</p> <p>DM/HO</p> <p>DM</p>
<p>10.</p>	<p><u>Crockham Hill and King George Pavilions</u></p> <p>10.1 Pavilion/MUGA redevelopment project – the Outside Gym was progressing well; calculations were awaited from the structural engineer regarding the plans for the pavilion; full council had approved a five year contribution to the Darent Valley Partnership to provide an extension of the Darent Valley path through King George's Field to the bridge to the Darent Car Park; resurfacing and extension of Costells Meadow Car Park should be added to the list of priorities for use of the expected CIL funds.</p>	
<p>11.</p>	<p><u>Public Rights of Way</u> – nothing to report.</p>	

12.	<p><u>Finance</u> 12.1 Year End Committee Accounts to 31st March '16 – were received. 12.2 Rollovers – it was RESOLVED to approve the list of rollovers into 2016/17.</p>	
13.	<p><u>Correspondence</u> – none.</p>	
14.	<p><u>Reports from Councillors</u> 14.1 Cllr Proudfoot reported that the WSA Open Day had been busy and very successful.</p>	
15.	<p><u>TN16 and web-site</u> 15.1 Grange Island – it was agreed that the public should be advised of the work taking place on Grange Island in the Autumn in the relevant edition of TN16, just prior to the work taking place.</p>	DM/HO
16.	<p><u>Matters for District and County Councillors</u> 16.1 Diana/Kevin – thank you for involvement in the decision regarding new fencing at the Darent Car Park. 16.2 Richard Parry – thank you for the £2,000 contribution to the Outside Gym.</p>	DM DM
17.	<p><u>Further Matters for Consideration at the next meeting</u></p> <ul style="list-style-type: none"> • Grange Island • Outside Gym • Site inspections 	
18.	<p><u>Date of next meeting</u> Monday 5th September 2016.</p>	

The meeting was concluded at 9.18pm

Minutes confirmed as a correct record:

Chairman