



**Resolved:** that the minutes be adopted.

**5.3 Planning and Development – 18.08.16**

Cllr Proudfoot stated that lack of visitor parking for the site would have a knock-on effect on nearby roads.

Members of the Planning Committee approved the Minutes.

**Resolved:** that the minutes be adopted.

**5.4 Planning and Development – 01.09.16**

**Resolved:** that the minutes be adopted.

**5.5 Planning and Development – 15.09.16**

**Resolved:** that the minutes be adopted.

**5.6 Planning and Development – 29.09.16**

Members of the Planning Committee approved the Minutes.

**Resolved:** that the minutes be adopted.

**5.7 Allotment, Playing Fields and Open spaces (APFOS) – 05.09.16**

Cllr Ogden presented the minutes.<sup>9</sup>

6.15 p55 Vandalism – Recently there had been a considerable amount of vandalism on KGF, damage to picnic tables, fires and broken glass. Cllrs Ogden and Boyle were due to meet with the Youth Worker who had undertaken some work recently with the young people in Westerham. Further vandalism in Westerham included a broken window at Westerham Hall and the theft of a lawn mower from the churchyard.

9.2 p56 Outdoor gym – This had now been installed and a formal opening would take place on 1<sup>st</sup> November.

10.6 p57 Visual Inspections – The Committee had volunteered to undertake inspections.

13.1 p57 Music events on The Green – The Committee had requested further information.

Members of the APFOS Committee approved the Minutes.

**Resolved:** that the minutes be adopted.

**5.8 Youth & Community – 12.09.16**

Cllr Boyle presented the minutes:

5.1 p59 The Youth Club at the pavilion on KGF had been closed due to the abusive behaviour of some of the young people attending. The Committee had agreed that a six week trial new Youth Club would take place at Churchill School for years 4 to 6. Four sessions had taken place and attendance had been very good, there were 30 young people registered and there had been excellent feedback from the Head Teacher and parents. This project would be closely monitored by the Committee.

6.3 p60 Cllr Boyle was still investigating the status of the last WTP meeting.

6.15 p61 The Clerk reported that the Forget-me-not Cafes were finalists in the Partnership Working category of the Kent Dementia Awards. Cllrs gave their thanks the Clerk and KCC Community Warden for their work on this project.

11 p 61 Cllr Boyle wished to thank Cllr Bates for attending so many meetings on behalf of WTC.

Members of the Youth & Community Committee approved the Minutes.

**Resolved:** that the minutes be adopted.

**5.9 Highways and Lighting – 19.09.16**

Cllr Proudfoot presented the minutes:

5.5 p67 Replacement of KCC bollards – the resident had been informed why WTC was not responsible for the KCC bollards and the reasons for the improvements at Russell House.

EB

	<p>7.1 p68 SJTB Following the Hosey Hill petition the traffic improvements had been accepted in their entirety. Cllr Wesley thanked Cllr Proudfoot for his attendance at the SJTB meetings on behalf of WTC. Members of Highways &amp; Lighting Committee approved the Minutes. <b>Resolved:</b> that the minutes be adopted.</p> <p><b>5.10 Finance and General Purposes – 26.09.16</b> Cllr Wesley presented the minutes.</p> <p>4 p70 Drill Hall - A response from the Estates Department stated that they had an agreement in principle to look at a longer term arrangement for the Sea Cadets to occupy the premises on a formal basis. This would allow them to seek investment in the premises and in turn allow them to look at opportunities for a wider Community involvement. These discussions were at an early stage but were a great step forward to giving some certainty to the future occupation and use of the building. It had been agreed to list the Drill Hall as an Asset of Community Value.</p> <p>9 p72 Ecology Agreement – Cllr Wesley had met with the WTC Solicitor and reported that the documents were unlikely to be signed by WTC as they did not imply the intent that the Scholl will maintain the site on WTC land. He was waiting for a return call from the Head Teacher, Churchill School. Members of the F&amp;GP Committee approved the Minutes. <b>Resolved:</b> that the minutes be adopted.</p>	<p>AH</p> <p>AW</p>
6.	<p><b>Finance</b></p> <p><b>6.1 Cheque List to 31<sup>st</sup> August 2016</b> Cllr Wesley reported that F&amp;GP had approved the Cheque list and had nothing to bring to the Council's attention.</p> <p><b>6.2 Committee Accounts to 31<sup>st</sup> May 2016</b> There were no queries on the accounts.</p> <p><b>6.3 External Auditor Report</b> The report concluded that the information in the Annual Return was in accordance with proper practice and no matters have come to their attention giving cause for concern that relevant legislation and regulatory requirements have not been met.</p> <p><b>6.4 2017/18 Budget/Precept process</b> Cllr Wesley had circulated a paper outlining the budget and precept process. Committees were requested to discuss and prioritize projects at their next meetings.</p>	
7.	<p><b>Design Statement</b> Cllr Ashley had produced a paper which had been circulated. Following discussion it was agreed that a robust Design Statement adopted by SDC as a supplementary planning document was a necessity It was therefore unanimously agreed to increase the budget from £4,000 to £7,000 from General Reserves as recommended by F&amp;GP. <b>Resolved:</b> To increase Design Statement budget from £4,000 to £7,000.</p>	
8.	<p><b>WTC Strategy - update</b> Following discussion it was agreed to circulate the APFOS Strategy update and there would be a full review at the next Council meeting.</p>	AH

9.	<p><b><u>Linden Homes development – Street lighting adoption</u></b></p> <p>An email and plan had been circulated regarding adoption of the street lights on the new Linden Homes development. Discussion had taken place between Linden lighting contractor and WTC lighting contractor following instructions from H&amp;L Committee. Following discussion it was agreed that WTC would adopt the street lights subject to better lighting on the pedestrian access to the site. A letter to be sent and a draft adoption agreement to be requested from Linden Homes.</p>	AH
10.	<p><b><u>Crockham Hill War Memorial Playing Field Trust WTC Trustee</u></b></p> <p>Following Cllr Proudfoot's verbal resignation at the last CHWMPF Trust meeting a replacement Cllr Trustee was required. Following discussion Cllr Proudfoot agreed to reconsider his position.</p>	NP
11.	<p><b><u>Town Sign</u></b></p> <p>The Clerk reported that pre-application planning advice from SDC stated that the location of The Green for the Town Sign was unlikely to be supported by Planning Officers unless it could be demonstrated that the proposal was necessary or enhanced the character of the Conservation Area and setting of listed building to an extent that made it both acceptable with regards to conservation policy, and outweighed the loss of the open space. SDC recommended that the sign may be more suited to an entrance /exit location to the town. Following discussion it was agreed that a gateway sign would be supported by the Council.</p>	
12.	<p><b><u>Meeting Schedule 2017</u></b></p> <p>A draft Meeting Schedule for 2017 had been circulated. Following discussion this was agreed subject to moving Y&amp;C to 10<sup>th</sup> April and APFOS to 21<sup>st</sup> August.</p>	AH
13.	<p><b><u>Covers Farm sandpit – restoration update</u></b></p> <p>A note from the landowner had been circulated with a progress report. The next stage would be a planning application submitted in February 2017.</p>	
14.	<p><b><u>Squerryes community engagement – Independent Advisors update</u></b></p> <p>A briefing note had been circulated from the proposed Independent Advisor with apologies that he had been unable to meet Cllrs at the meeting. Following discussion it was agreed to accept the offer of assistance on an independent basis.</p>	
15.	<p><b><u>CIL (Community Infrastructure Levy) update</u></b></p> <p>Cllr Wesley reported that SDC had confirmed at the recent Liaison Meeting that as part of the 'Call for sites' public meetings would be held to explain the next steps to the community.</p>	
16.	<p><b><u>Correspondence</u></b></p> <p>16.1 Citizens Advice AGM – The Clerk to attend if Cllr Ashley was not available.  16.2 Letter from Bonneval regarding Twinning – A reply to be sent stating that WTC were saddened by demise of the Westerham Bonneval Association and do not want to bring the Twinning to an end. This would be referred to Y&amp;C.  16.3 KALC AGM – apologies to be sent.</p>	AH

17.	<p><b><u>Reports from Councillors on relevant activities</u></b>  Cllr Boyle reported that he had picked the Christmas tree.  Cllr Bates reported that he had attended recent WSA meeting.  Cllr Proudfoot reported that he attended the first meeting of the Greensands Commons Steering Group.</p>	
18.	<p><b><u>TN16 &amp; web-site</u></b>  None</p>	
19.	<p><b><u>Matters for District and County Councillors</u></b>  None</p>	
20.	<p><b><u>Further matters for consideration at the next meeting</u></b>  None</p>	
21.	<p><b><u>Date of next meeting</u></b>  Monday 12<sup>th</sup> December 2016</p>	
	<p><b>Part 2</b> Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1960. The Public be excluded from the meeting during consideration of the under mentioned item on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business concerned.</p>	
22.	<p><b><u>Co-option of Councillor</u></b>  Three applicants had applied to be co-opted onto Westerham Town Council and had made a short presentation and answered questions at the beginning of the meeting. Cllrs completed a selection criteria assessment form and Mr Michael Craig was the successful candidate.  The Declaration of Acceptance of Office to be completed as soon as possible.</p>	

The meeting was concluded at 9.45 pm

Minutes confirmed as a correct record:

Chairman