WESTERHAM TOWN COUNCIL

Minutes of the Allotments, Playing Fields and Open Spaces Committee held on Thursday 7th November 2019 at 7.30pm in Russell House, Market Square, Westerham

Present: Councillors: Mr A Jowett (AJ) - Chairman
Mr A Bates (AB)
Mr N Robson (NR)
Mr K Thompson (KT)

In attendance: Acting Deputy Clerk: Mrs D Rogers (DR)

Item		Action
1.	**Apologies for Absence** - Cllr Pither.	
2.	**Declarations of Interest not previously declared** – none.	
3.	**Minutes of the Meeting** held on the 2nd September 2019 were approved at Full Council on the 7th October 2019.	
4.	**Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda** 8.3 Allotment Sites -Cllr Pither agreed to prepare some promotional materials. CP to advise at next meeting.	**CP**
5.	**Clerk's Report** **Allotment Sites** Rent Renewals had been sent out in October. There had been three new plot holders signed up. Two at Farley and one at Currant Hill. **Currant Hill –** the water leak had been repaired. **Farley** – a water leak had been identified and repaired. A new gate lock and chain had been installed and welded to the gate. **Bloomfield** – the padlock had been reported missing. A new gate lock will be purchased, and the lock and chain welded to the gate. **King George's Field** **Lease -** the signed lease for the north of KGF had been returned. The lease end date is 25 March 2022. **Safety inspections –** Playdale had been asked to provide costings for the work identified on the safety inspection reports. **Vandalism –** a roofing contractor had replaced the tiles and made the roof watertight. A picnic bench had been broken on the 6 October. It had been reported to the police. The bench had been removed. **Relighting the Darenth Project** – the project to be undertaken is to clear vegetation	

	matter and open up the river along the river Darent that runs along King George's Playing Field and SDC Car park. Work to commence on 6, 7, 13 and 14 November. **<u>Open Spaces</u>** **Mowing** – this contract is due for re-tendering in 2020. **Hanging Baskets** – the summer baskets had been taken down and 20 winter hanging baskets had been ordered and will be displayed in January **Planting** – the winter bed/planters planting was undertaken on 30th October. **Bench maintenance programme** – a damaged bench on the Green had been scheduled for repair. **Events on the Green –** • an application had been received from the Horticultural society for a pumpkin carving event for 31st October – the Deputy Clerk had processed the application. • an application had been received from the Heritage Trust to hold Carols on The Green on Sunday 8th December 2019 between 5 and 7 pm. The Deputy Clerk was processing the application. **Bus Shelter on London Road**– the graffiti had been painted over and the bench given a clean and paint. A Town Council notice board had been fixed to the outside of the shelter. Positive feedback had been received. **Crockham Hill Garden fence**– a banner will be displayed by WADS/CHiPS Christmas theatre production to be held in Westerham Hall 4-7 December.	
6.	**<u>Finance</u>** **6.1** A financial statement up to 28 October 2019 was received. **6.2** Councillors discussed the proposed budget in some detail. The draft budget was **APPROVED**, resulting in an £ 850 increase.	
7.	**<u>APFOS Action Plan 2017-19</u>** **7.1** An update was given on progress with projects in APFOS's remit – see table attached. **Parking project –** AJ to contact FIT regarding covenant issue for Crockham Hill Playing Field.	**AJ**
8.	**<u>Allotment Sites</u>** **8.1 Allotment renewals** - A high number of renewals had been received. DR to chase up the small amount of outstanding rents. The committee decided that the overgrown vegetation at Currant Hill may be better cleared by flailing rather than weed spraying. DR to obtain costing to get contractor to carry out the work.	**DR** **DR**
9.	**<u>King George's Field</u>** **9.1 Safety inspection reports –** DR to chase costings from Playdale to undertake the work. **9.2 Abandoned cars –** One car had moved following a visit to the owner from the PCSOs. The remaining car had been served a 28-day notice before removal. As the vehicle had still not been moved at the end of the notice period it was removed from the site and crushed**.** **9.3 Introducing cricket at KGF –** As agreed would happen a meeting had been held with the footballers and WTC. Following the meeting a letter was sent from Cllr Jowett to Chris Bechervaise (CB) (copy exchange of emails AJ/CB circulated to the Committee and footballers). Following a site visit to King George's Field by CB, Cllr Jowett and representatives of the football club an amended plan of where the proposed Cricket square could be located had been produced by CB. **AGREED**: An	**DR**

	accurate WTC plan of King George's field is required and essential to further decision making. DR to source. A detailed business plan with costings is also required from CB, AJ to progress. AJ raised that it was important to ensure that the any proposed multi- use of the field works with what WTC wants to achieve over the next four years and should be considered alongside the KGF re-development project. AJ to discuss with Cllr Ogden, WTC Chairman. **9.4 Darent bridge** – top dressing of the surface had been completed. **9.5 KGF lease –** WTC to advise the WSA that the lease until 25 March 2022 had been signed and returned. **9.6 The relighting the Darenth Project** – Hazel chippings from the project will be reused at Bloomfield Allotments.	**DR** **AJ** **AJ** **DR**
10.	**Open Spaces** **10.1 Grange Island** – The replacement tree work had been scheduled, awaiting date. **10.2 Granville Road Green** – KCC had advised that as it is classed as communal land it is not something that they would look to maintain or widen and would not look to part fund any works here. DR to investigate if moving the existing bollards closer to the edge would be a more effective solution to stopping vehicles mounting the grass rather than planters. DR to also approach Cllr Chard for funding from the members grants for remedial works. **10.3 Environment Policy** – A Chesham Town Council policy was circulated for information. DR to work on a first draft document for WTC. **10.4 Visual Inspections** – DR reminded the committee to submit the visual inspections they are responsible for completing. The poor condition of the KCC wooden planter at Quebec Corner had been raised with KCC. KCC had inspected the planter and advised that there currently isn't anything that is safety critical therefore they will not be looking to carry out any remedial works.	**DR** **DR**
11.	**Public Rights of Way** –nothing to report.	
12.	**Correspondence** - none.	
13.	**Reports from Councillors** Cllr Bates advised that he would be attending Flood Warden training on the 29th November at SDC. DR to circulate details to Councillors. Cllr Robson had attended SDC's CCTV control room. Cllr Jowett circulated a poster about a lecture by Kent Wildlife and the launch of the Crockham Hill wildlife restoration booklet being held at Crockham Hill Village Hall on 12 November at 7pm. DR to circulate on facebook.	**DR** **DR**
14.	**TN16 and web-site** – promote local events about biodiversity	
15.	**Matters for District and County Councillors** Granville Road works	
16.	**Further Matters for Consideration at the next meeting**	

	• Granville Road works • Environment policy: practical implementation (First steps) • Proposal to introduce cricket at KGF • Update on the Grounds Maintenance Operative Role • Allotment vacancy and renewals update • KGF re-development project update	
17.	**Date of next meeting** - Monday 13th January 2020	

The meeting was concluded at 9.20pm
Minutes confirmed as a correct record:

Chairman

APFOS ACTION PLAN 2016 – 2019

Priority	Specific Project	Approx Cost £	Source of Funding	Status Q2 2019 update
Traffic Calming/ Improve Parking	Increase parking spaces in Madan/ Hartley Rds	25,000	CIL**	Consultation: completed/need for parking established. Feasibility: Site visits with KCC Highways undertaken 21/02/17. Design: car park designs/costs approved at council 21/05/18. Safety audit undertaken. Planning permission received. **Next steps: dependent on funding.** Update – SDC CIL board application submitted. Awaiting outcome due early December 2019.
	Extend & resurface Costells Meadow Car Park	40,000	CIL Council Reserves***	Design: car park designs/costs approved at council 21/05/18. Safety audit undertaken. Planning permission received. **Next steps: dependent on funding** Update – SDC CIL board application submitted. Awaiting outcome due early December 2019.
	Creation of a car park at Crockham Hill Playing Field	20,000	CIL	Consultation: resident consultation completed - 100% support. Design: car park designs/costs approved at council 21/05/18. Safety audit undertaken. Planning permission received. Application to discharge landscaping condition submitted. Application to gain permission from FIT ready to submit. Next steps: dependent on funding – submit SDC CIL board application for funding by the end of September deadline. FIT permission is dependent on resolving covenant issue. Update – SDC CIL application submitted. Awaiting outcome due early December 2019.
Keep Westerham Attractive	Bollards around The Green	10 – 12,000	KCC Members Fund	PROJECT COMPLETED Replacement of remaining bollards in town - low priority for CIL spending. Next steps: On hold.
	Darent Bridge Replacement	20– 25,000	Council Reserves	PROJECT COMPLETED. The loose surface stones have been removed and the surface is solid underneath. Next steps: consideration to be given to whether a finer surface should be applied and the ground KGF side be made up. Agreed and completed.
Protect Green Spaces	Contribute to Darent Valley Project for provision of	7,500	Budget (2017 – 22)	Provision of a cycle/footpath identified by KGF redevelopment consultation as a high priority. DVLP secured £3.6m HLF grant to improve the Darent Valley, including extension of the Darent Valley path from Chipstead to Westerham to provide 25 mile of

	cycle/ footpath			traffic free walking/cycling. WTC £1,500 pa grant for 5 yrs (2017-2022). The path extension is scheduled for end 2019/first half of 2020. Rick Baynes, project manager, presented to WTC Sept.18. Siting of the path on WTC land agreed. Next steps: Acting Deputy Clerk appointed to attend partnership meetings to monitor/speed progress.
	Greensand Commons Project	1,500	Budget 2016/17	WTC £1,500 pa grant for 4 years - match funding to secure a £700,000 grant (50% of which to be spent on Westerham's Commons). Full HLF bid approved. Project Manager appointed. 4 year project on the commons commenced Sept.18. Next steps: Councillor Jowett appointed to attend Greensand Commons meetings to discuss/agree programme of improvement.
Enhance Community facilities	KGF re-development	350,000	Council Reserves/ CIL/LTA/ FA/Sport England	Replacement of skate park had been agreed as next phase of project and some skate park market research had been undertaken. Next steps: further market research/site meetings with potential suppliers necessary. Public consultation to establish usage and desired design features. Develop Project Plan and establish whether the project should be undertaken in one phase or in stages.
	C.Hill Playground Replacement	40,000	Council/ CHWMPF Trust/ Funding	PROJECT COMPLETED.
	Creation of a footpath to C. Hill School	To be costed	CIL	PROJECT COMPLETED.