

WESTERHAM TOWN COUNCIL

Minutes of the Allotments, Playing Fields and Open Spaces Committee held on Monday 10th March 2020 at 7.30pm in Russell House, Market Square, Westerham

Present: Councillors: Mr A Bates (AB) - Chairman
Mr N Robson (NR)
Mr K Thompson (KT)
Mr C Pither (CP)

In attendance: Acting Deputy Clerk: Mrs D Rogers (DR)
Responsible Finance Officer: Mrs D Marshall (DM)
One member of the public

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr A Jowett – holiday.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting</u> Held on the 13 th January 2020 were approved at Full Council on the 20 th January 20.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> An updated APFOS Action Plan 2019 – 2023 had been circulated to the Committee for information.	
5.	<u>Clerk's Report</u> Noted.	
6.	<u>Finance</u> 6.1 A financial statement up to 28 February 2020 The Financial statement was received and noted. 6.2 To discuss and agree allocation of any unspent budget from 2019/20 It was discussed and agreed that any unspent budget would be allocated as follows: Allotments – rolled over to complete the Currant Hill leveling and raised beds work. Costells Meadow car park – rolled over to fund planting scheme Crockham Hill playing field – rolled over to fund car parking project Work on Trees – rolled over to fund the tree survey and any identified works Any other surplus to be rolled into the KFG re-development programme.	

	<p>had received a hand delivered letter on the 7th February to keep them informed about the up-coming tree works. Three replacement trees had now been planted to replace a tree that had been identified for removal in the last tree survey. The tree removal will take place mid-March.</p> <p>9.4 Draft Environmental Policy update – a member of the public had attended the meeting to enquire about the policy. The Clerk had attended a conference in February where the topic of climate change was covered. Further investigation was underway between the Clerk and the Acting Deputy Clerk to develop.</p> <p>9.5 Tendering Contracts update – see item 17 – part 2.</p> <p>9.6 Bench maintenance programme – Cllr Bates had agreed to undertake the remedial work to repair the missing arm of the bench on the Green.</p> <p>9.7 Application for events on our land: KGF - VE DAY celebrations by WSA – 9th May – awaiting paperwork. The Green - Beating of the Bounds and Rotary Fair – 10th May – awaiting Tens paperwork.</p> <p>9.8 Winter Hanging Baskets – the winter hanging baskets had gone up in February. The cost was £685.00 ext VAT and the Westerham Society had agreed to pay 50% of the costs.</p> <p>9.9 Sevenoaks Greensand Commons Delivery Stage Project update – a presentation by Andrew Willmore, Greensands Commons Project had taken place on Wednesday 5th February at Russell House and had been attended by Councillors. Notes from the presentation had been circulated to APFOS Committee members.</p> <p>9.10 107 Madan Road – the issue of who owns the grass area outside 107 Madan Road had been concluded and land registry records showed that it did belong to WTC.</p> <p>9.11 Noticeboard on bus shelter (London Road) – had been taken down for repair as it was leaking.</p> <p>9.12 Flood issues Debbie Marshall and Cllr Bates had attended a meeting with the Environmental agency, Henry Ward, and a Bloomfield Terrace resident to discuss issues with flooding, the riverbanks and the maintenance of the roadway leading up to Bloomfield Terrace. A list of action points had been put together and circulated to all those present at the meeting.</p>	DR
10.	<p><u>Public Rights of Way</u> Nothing new to report.</p>	
11.	<p><u>Correspondence</u> 11.1 Request to hold a funfair on KGF A request to hold a fun fair on King Georges Field was considered but not approved by the Committee. WTC had stopped allowing them a few years ago because, the fair had been very unpopular with our neighbours – noise, rubbish and attendees parking and blocking garages etc. Getting the large vehicles in and out along Costells meadow was problematic. The vehicles were so large and heavy that they had damaged the field with deep ruts. The last fair on the field caused more damage cost wise than the fee paid. The Committee felt in view of the exceptionally wet winter we are having the field would also need extra time to recover this year.</p>	DR
12.	<p><u>Reports from Councillors</u> Cllr Bates had met with the Environmental Agency last week to discuss the recent flooding in Westerham. Cllr Bates and Cllr Jowett attend the Sevenoaks Greensands Commons Project Presentation held on 5th February.</p>	

	Cllr Thompson had agreed to sign up to Flood Warden training.	
13.	<u>TN16 and website</u> None.	
14.	<u>Matters for District and County Councillors</u> None.	
15.	<u>Further Matters for consideration at the next meeting</u> No new items.	
16.	<u>Date of next meeting</u> - Monday 8 th June 2020. Cllr Thompson gave his apologies.	
	Part 2 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.	
17.	<p><u>Tender Process</u></p> <p>17.1 – To review the tender submissions for tree management, mowing, hanging baskets and garden maintenance</p> <p>A tendering process for tree management, mowing, hanging baskets and garden maintenance had been undertaken. The closing date for submissions had been by noon on Monday 2nd March. All tender submissions received had been opened by the Acting Deputy Clerk in the presence of Cllr Bates and the Responsible Finance Officer, Debbie Marshall.</p> <p>The Committee reviewed the tender submissions and scored them using the following system: within budget, location/within the parish, ability to carry out the specification on the information provided in the tender document and existing contractors. The evaluation included emphasis on quality as well as price.</p> <p>The agreed outcome by the Committee of the tender process was as follows:</p> <p>Tree Management – A three-year contract to be awarded to Down to Earth Trees with effect from 1 April 2020 (with potential two-year extension)</p> <p>Mowing Services – It was agreed to continue with the current contractors until the end of the mowing season as the Committee felt unable to award the mowing contract as none of the tender submissions meet all of the criteria (listed above). The mowing services would be re-tendered during November/December 2020 and the Committee would review the outcome at the January 2021 APFOS meeting. The Committee agreed that tender document should be reviewed prior to re-tender process. The Acting Deputy Clerk to action this.</p> <p>Hanging Baskets – The Committee felt that two tenders were worthy of consideration - our current Contractor CJS Plants and Amethyst. The Committee agreed that the Acting Deputy Clerk would meet with the Westerham Society to discuss options.</p> <p>Garden Maintenance Services - A three year contact to be awarded to Mark Wells, Ground Control, with effect from 1 April 2020 (with potential two year extension) for garden maintenance services at Crockham Hill village garden, Russell House garden, weed killing at Grange Island and Beggars Lane roundabout and mowing of the</p>	<p>DR</p> <p>DR</p> <p>DR</p>

	Crockham Hill Playing Field Playground. A three-year contract to be awarded to Just the Jones for planting with effect from 1 April 2020 (with potential two year extension)	DR DR
18	<p><u>Financial</u></p> <p><u>18.1 To review football fees</u></p> <p>The Responsible Finance Officer (RFO), Debbie Marshall advised the Committee that the current payment system required changing to ensure compliance with VAT rules. It was agreed by the Committee that DM would discuss this with the footballers and advise them of the new system to take effect from the beginning of the financial year.</p> <p>It was also discussed at length and agreed by the Committee that the current arrangements with the footballers for maintenance/remedial work of the field, payment of rent and fees to pay should be reviewed. Any new systems would be implemented next year to provide the Football Club with adequate notice of any changes and would apply to all users to the field. The Acting Deputy Clerk would investigate over the coming months and obtain information from other local councils on what fees were paid to play football on their fields.</p> <p><u>18.2 To review payment of hanging baskets</u></p> <p>The Responsible Finance Officer (RFO), Debbie Marshall advised the Committee that the current payment system required changing to ensure compliance with VAT rules. The Acting Deputy Clerk would meet with the Westerham Society to discuss the required changes to be implemented in time for the summer hanging baskets 2020.</p>	DM DR DR
19.	<p><u>Grounds Maintenance Operative/Handyperson job role – update</u></p> <p>An annual appraisal was to be arranged and undertaken by the Clerk and Acting Deputy Clerk.</p>	DR&AH

The meeting was concluded at 10.15pm

Minutes confirmed as a correct record:

Chairman

APFOS ACTION PLAN 2016 – 2019

Priority	Specific Project	Approx Cost £	Source of Funding	Status Q4 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 approved.
	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 approved.
	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. FIT permission is dependent on resolving one specific design issue. Update – SDC CIL board application approved.
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.
Protect Green Spaces	Contribute to Darent Valley Project for provision of cycle/footpath	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 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. Presentation by Project Manager on progress planned for February at Council Offices.
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.