



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.	Apologies for Absence Apologies were received and accepted from Cllr A Jowett – holiday.				
2.	Declarations of Interest not previously declared None.				
3.	Minutes of the Meeting Held on the 13 th January 2020 were approved at Full Council on the 20 th January 20.				
4.	Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda An updated APFOS Action Plan 2019 – 2023 had been circulated to the Committee for information.				
5.	Clerk's Report Noted.				
6.	Finance 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.				

7. **Allotment Sites** 7.1 Update in promotional material by Cllr Pither. Cllr Pither presented a draft large poster to be displayed in NISA's window advertising becoming an allotment holder in Westerham. The Acting Deputy Clerk to obtain a DR auote for poster and to check copy right of the wording "Dig for Victory". There had been two new plot holders commence at Currant Hill in 2020. Three existing plot holders had not paid their rent despite being chased on several occasions. The Committee decided that plot holders with outstanding rent will be written to advising that rent must be paid by the end of March or their tenancy will be DR terminated with immediate effect. The Acting Deputy Clerk to action. 8. King George's Field 8.1 Update on Proposal for cricket at KGF – The Clerk had been in contact with the Kent FA for pitch advice. They had informed WTC they would not come out and assess pitches however they informed us of a Pitch Improvement Programme (PIP). The key principles behind the Pitch Improvement Programme was to provide clubs and their pitch providers, with expert advice and practical solutions for developing and maintaining their grass pitches and improving playing surfaces across Kent. This programme operated through a Regional Pitch Advisor, who would assess your pitch for a minimal fee of £100 (+VAT). The advisor would create an action plan that could help ground staff improve the quality of your playing facilities. Pitch Assessment Visit reports may, where recommended; identify areas of need for further investment such as machinery or drainage. Where this was the case the report may be used as the basis for funding applications to bodies such as the Football Foundation. An application had been submitted in conjunction with the footballers and a date for site visit was being arranged. 8.2 Proposal for speed bumps and signage – The Acting Deputy Clerk had obtained quotes for speed ramps and signage. To purchase and install 3 speed ramps and signage at each end along the access road leading to/from the WSA building would be a total cost exc. VAT of £904. The WSA had kindly agreed to agree to fund half of this cost. It had been agreed to place the order. The work was expected to take place in March. Cllr Bates had visited the site to assess other potential traffic calming solutions. It was felt that there were no other traffic calming solutions available at this time that WTC could implement at the site. Lighting of the access road area would be looked at as part of the King Georges redevelopment project. **8.3 Emergency and hiring procedures for KGF** – The final text would be ready for DR review and approval by the Committee at the next APFOS meeting. 8.4 The relighting the Darent Project update – the project was continuing and good progress of opening up the river had been made. 9. Open Spaces 9.1 Replacement of trees on Grange Island update – A letters had been hand delivered to businesses near to Grange Island prior to the work taking place to keep them informed of the tree work. The work was now completed. 9.2 Works to Granville Road Green update - no further update as still awaiting a quote to carry out remedial work to the damaged grass. The Committee felt that the residents should be asked what they would like to see done to improve the grass. A DR consultation letter with possible solutions will be drawn up by the Acting Deputy Clerk. 9.3 Replacement trees for Granville Road Green update - residents around the green

	had received a hand delivered letter on the 7 th 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.	
	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	DR
	between the Clerk and the Acting Deputy Clerk to develop.	
	9.5 Tendering Contracts update – see item 17 – part 2.	
	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.	
	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 – 10 th May – awaiting Tens paperwork.	
	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. 9.9 Sevenoaks Greensand Commons Delivery Stage Project update – a presentation by	
	Andrew Willmore, Greensands Commons Project had taken place on Wednesday 5 th	
	February at Russell House and had been attended by Councillors. Notes from the	
	presentation had been circulated to APFOS Committee members.	
	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. 9.11 Noticeboard on bus shelter (London Road) – had been taken down for repair as	
	it was leaking.	
	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.	
	mess preserve an me meeting	
10.	Public Rights of Way	
	Nothing new to report.	
11.	Correspondence	
	11.1 Request to hold a funfair on KGF	DR
	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.	
12.	Reports from Councillors	
	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 5 th February.	

	Cllr Thompson had agreed to sign up to Flood Warden training.				
13.	TN16 and website None.				
14.	Matters for District and County Councillors None.				
15.	Further Matters for consideration at the next meeting No new items.				
16.	Date of next meeting - 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.	Tender Process 17.1 - To review the tender submissions for tree management, mowing, hanging baskets and garden maintenance 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. 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. The agreed outcome by the Committee of the tender process was as follows: 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) 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. 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. 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	DR DR			

	Crockham Hill Playing Field Playground.	DR
	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
18	<u>Financial</u>	
	18.1 To review football fees	
	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	DM
	advise them of the new system to take effect from the beginning of the financial year.	DM
	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	20
	on what fees were paid to play football on their fields.	DR
	18.2 To review payment of hanging baskets	
	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.	DR
19.	Grounds Maintenance Operative/Handyperson job role – update	
	An annual appraisal was to be arranged and undertaken by the Clerk and Acting	
	Deputy Clerk.	DR&AH

The meeting was concluded at 10.15pm

Minutes confirmed as a correct record:

Chairman

APFOS ACTION PLAN 2016 - 2019

AFFO3 ACTION FLAN 2018 - 2017					
Priority	Specific	Appro	Source of	Status	
, , , , ,	Project	x Cost	Funding	Q4 2019 update	
	Hojeci		ronding	Q4 2017 Opuale	
		£			
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.	
Кеер	Bollards around	10 –	KCC	PROJECT COMPLETED	
Westerham	The Green	12,000	Members	Replacement of remaining bollards in town - low priority for CIL	
Attractive			Fund	spending. Next steps: On hold.	
	Darent Bridge	20-25,000	Council	PROJECT COMPLETED.	
	Replacement	,	Reserves		
Protect	Contribute to	7,500	Budget	Provision of a cycle/footpath identified by KGF redevelopment	
Green Spaces	Darent Valley Project for provision of cycle/ footpath		(2017 – 22)	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.	