

WESTERHAM TOWN COUNCIL

Minutes of the Allotments, Playing Fields and Open Spaces Committee held virtually on Monday 2nd November 2020 at 7.00pm

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

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

Item		Action
1.	<u>Apologies for Absence</u> None received.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting</u> Held on the 7 th September 2020 were approved at Full Council on the 5 th October 2020.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> The Castle water bill is still under investigation by the utility company despite the Clerk requesting on several occasions a response to the charges.	
5.	<u>Clerk's Report</u> <u>General update since last meeting (for information)</u> Grounds Maintenance Operative (GMO) – the GMO will be leaving at the end of the year. His last working day will be Friday 27 th November. Recruitment for the position is underway and the closing date for job applications is the 28 th October. Open Spaces Hanging baskets - the summer hanging baskets had been taken down. Winter bedding plants - the winter bedding plants had been delivered and planted on the 21 st October. Thanks were sent to the contractor for undertaking planting in such awfully wet weather. Railing planters - the railing planters had been tidied up and replanted with winter bedding plants as part of the winter planting work and were looking better. Two of the four railing planters are not currently part of the watering schedule; adding them should be considered. The plants had suffered through lack of water in the extreme heat this year and the shops that would usually water had been being closed – see agenda item 9.3.	

	<p>Mowing – the mowing season was nearing a close. A further cut may be required due to the mild weather. A tender contract is being prepared for the mowing.</p> <p>King George’s Field</p> <p>Vandalism/ASB – there continues to be minor vandalism to the pavilion. Repairs to the door lock had been undertaken by the GMO.</p> <p>KGF re-development project - the Council had agreed to a cross-committee working party to take forward the scoping of the KGF re-development project.</p> <p>Wildlife cameras - a camera had recently been installed at Crockham Hill. Its effectiveness will be reviewed after the next CHWMPFT meeting and feedback to the committee, to consider if a similar camera should be installed at KGF.</p> <p>Routine Maintenance work -</p> <ul style="list-style-type: none"> • hedge cutting – will shortly be underway. • mole control - a worm cast suppressant treatment had been undertaken at the field. <p>Picnic Bench – the picnic bench from the Green had been re-sited to KGF to replace one damaged last year and make way for a stone memorial table with benches to be installed at the Green in its place. The Clerk had received a thank you for her assistance from the family that had funded provision of the memorial table.</p> <p>Additional litter bin at KGF. To place an additional litter bin close to the gym equipment could impede on the mowing the area. An additional bin would be better sited near to the WSA building and football pitches so to make a double bin there: the current bin is well used and often full, with rubbish being placed next to it. The Committee agreed with the new location. GMO will install a spare bin there shortly.</p> <p>Allotments</p> <p>Farley – the water leak is still awaiting repair by the contractor. However, it should be noted that the water had been turned off. Quotes to replace all the water piping at Farley had been requested.</p>	
6.	<p>Finance</p> <p>6.1 Finance Statement up to 30 September 2020</p> <p>The financial report was noted. The Committee requested further guidance on the structure/layout of the financial reporting The Clerk would discuss training with the RFO.</p> <p>6.2 To consider draft budget 2021/22</p> <p>The committee discussed the proposed draft budget in detail. Areas where budget cuts might be made to offset increased expenditure were explored. The draft budget was APPROVED, resulting in a £300 increase.</p> <p>6.3 To consider 3 year budget plan</p> <p>APFOS considered areas/projects that should be incorporated into a 3 year budget –</p> <ul style="list-style-type: none"> • The creation of a budget line for the protection of the green spaces of Granville, Madan, Ash Road was discussed and agreed. • F&GP should budget for an increase of 2 hours to 20 hours per week for GMO's role. 	DR/DM
7.	<p>Allotment Sites</p> <p>7.1 Update on allotment rents renewals</p> <p>The rent renewals letters had been sent out at the end of September. Receipt of renewal payments had been going well.</p> <p>7.2 Currant Hill – update on the clearance and levelling work</p>	

	<p>There had been a delay in starting the levelling work. It was hoped that the contractor would start the work very soon (weather dependant).</p> <p>7.3 Currant Hill – update on fencing</p> <p>A replacement fence had been agreed by the committee at the last meeting. Two quotes had now been received. The committee AGREED to BR Stacey Fencing undertaking the work.</p>	DR
8.	<p><u>King George’s Field</u></p> <p>8.1 Request by WSA for a temporary outside area covering</p> <p>The WSA had purchased two heavy-duty gazebos for erection along the front of the clubhouse. The objective is to provide outdoor seating through the winter - mainly when it is busy over the weekends when football is being played, to help with social distancing.</p> <p>To keep the gazebos safe from vandalism permission had been sought by the WSA to put a 2 m high metal builders’ fence (with heavy rubber feet) that the WSA would arrange to be locked at night. The request had been previously circulated via email to the committee, which had agreed as long as WSA understands that the structure is temporary, does not affect mowing and will be subject to review next early year. It was AGREED that the Clerk would monitor.</p>	DR
9.	<p><u>Open Spaces</u></p> <p>9.1 Quarterly Visual Inspections</p> <p>These were now due and forms had been circulated by the Clerk to the committee.</p> <p>9.2 To consider quote for replacing of wooden bollards at Madan Rd</p> <p>A quote had been previously circulated with the agenda and the committee AGREED to the work. It was discussed and suggested that concrete bollards or metal knee rails should be considered when installing future bollards/railing to protect other green spaces.</p> <p>9.3 To consider quote for adding two railing planters to the watering schedule</p> <p>A quote had been previously circulated with the agenda and the committee AGREED that the two railing planters along the High Street should be added to the watering schedule</p> <p>9.4 To agree the winter maintenance programme, subject to quote</p> <p>Two quotes had been received. A third had been requested but the contractor, after a delay in responding, had advised that they could not undertake the work until Spring. The committee AGREED that T. Clark should undertake the winter maintenance work.</p> <p>9.5 To consider testing of hanging basket brackets on our lampposts</p> <p>The Clerk advised that the cost would be £12.60 per test, including certification. The total cost would therefore be approximately £200, to be paid from the hanging basket budget. The Council’s Christmas lighting contractor could undertake the testing when they take down the Christmas decorations. The committee AGREED that, for health and safety purposes, there should henceforth be an annual testing of these brackets and that the testing should be done before the winter baskets go up.</p> <p>9.6 To consider a request to site a new dog bin close to Crockham Hill primary school</p> <p>A request had been received from Crockham Hill School to place a dog waste bin near/adjacent to the existing SDC litter bin by as the litter bin was being used for dog waste and, other considerations apart, the smell was very unpleasant to passing school children and parents. The Clerk explained that the budget line for emptying dog bins will need to be increased to reflect the cost of this additional bin being emptied by SDC.</p>	DR DR DR DR DR

	The committee AGREED that , for health and safety purposes, a new dog waste bin should be purchased and installed ,with the consequent necessary budget increase being made.	
10.	<p><u>Other APFOS</u></p> <p>10.1 To approve purchasing work wear and tools for the new General Maintenance Operative The committee was asked to approve the purchase of the necessary work tools and equipment for the new GMO, drawing from the new equipment budget to do so. The Committee AGREED to the expenditure.</p> <p>10.2 To approve use of contingencies budget The committee discussed and AGREED that he Clerk should be authorised to spend up to £1,000 of the contingencies budget to equipped the new GMO with the necessary work tools, equipment, training and work wear to undertake the role.</p>	DR DR
11.	<p><u>Public Rights of Way</u> None.</p>	
12.	<p><u>Correspondence</u> None.</p>	
13.	<p><u>Reports from Councillors</u> Cllr Thompson had attended Flood Warden training.</p>	
14.	<p><u>TN16 Magazine, Edenbridge Magazine and website</u> None.</p>	
15.	<p><u>Matters for District and County Councillors</u> None.</p>	
16.	<p><u>Further Matters for consideration at the next meeting</u> Mowing tender contract.</p>	
17.	<p><u>Date of next meeting</u> - Monday 18 January 2020 at 7pm</p>	

The meeting was concluded at 8.30 pm

Minutes confirmed as a correct record:

Chairman