

WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held at Crockham Hill Village Hall on
Monday 26th July 2021 at 7 pm

Present: Councillors: Mrs H Ogden (HO) – Chairman
Mr E Boyle (EB), Mrs D Coen (DC),
Mrs J Davies (JD), Mr C Elsdon-Wortley (CE)
Mr B Holt (BH), Dr S Kay (SK), Dr J Lord (JL),
Mr C Pither (CP), Mr N Robson (NR),
Mrs S Sheen (SS) and Mr K Thompson (KT)

In attendance: Town Clerk: Mrs A Howells (AH)
SDC Cllr D Esler
One member of the public

Item		Action
1.	<u>Declaration of Acceptance of Office</u> Following a selection meeting on 7 th July it was agreed to co-opt Mrs June Davies to the Council for the Crockham Hill Ward. Mrs Davies duly signed her Declaration of Acceptance of Office in the presence of the Proper Officer and joined the Council.	
2.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Bird – holiday.	
3.	<u>Declarations of Interest not previously declared</u> None.	
4.	<u>Minutes of the Council Meeting on 6th May and 7th July 2021</u> It was resolved to approve and sign the minutes of the Council meetings held on 6 th May and 7 th July.	
5.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 9 Cllr Ogden reported that there had been no response to the letter regarding the lease of land north of KGF; Cllr Ogden and the Clerk to chase. 9 The Working Group for the Local Council Award would report to F&GP in September.	
6.	<u>To receive and consider the following Minutes of Committee:</u> 6.1 <u>Planning and Development – 13.05.21</u> Cllr Robson presented the Minutes: Cllr Robson reported on the current planning issues for the benefit of the new Cllr.	

	<p>Resolved: that the Minutes be adopted.</p> <p>6.2 <u>Planning and Development – 27.05.21</u></p> <p>Resolved: that the Minutes be adopted.</p> <p>6.3 <u>Planning and Development – 10.06.21</u></p> <p>Resolved: that the minutes be adopted.</p> <p>6.4 <u>Planning and Development – 24.06.21</u></p> <p>Resolved: that the minutes be adopted.</p> <p>6.5 <u>Planning and Development – 01.07.21</u></p> <p>Resolved: that the minutes be adopted.</p> <p>6.6 <u>Planning and Development – 15.07.21</u></p> <p>Members of the Committee approved the Minutes.</p> <p>Resolved: that the minutes be adopted.</p> <p>6.7 <u>Highways & Lighting – 14.06.21</u></p> <p>Cllr Sheen presented the Minutes: A report would be circulated to Cllrs. The final costings for 20's Plenty project had come in under budget and KCC were undertaking the work needed to install the signage.</p> <p>Resolved: that the minutes be adopted.</p> <p>6.8 <u>Finance and General Purposes – 21.06.21</u></p> <p>Cllr Sheen presented the Minutes. Members of the F&GP Committee approved the Minutes.</p> <p>Resolved: that the Minutes be adopted.</p> <p>6.9 <u>Youth and Community – 28.06.21</u></p> <p>Cllr Boyle presented the Minutes: The Youth Bus project was struggling to employ a driver but it was hoped it would commence soon. Members of the Committee approved the Minutes.</p> <p>Resolved: that the minutes be adopted.</p> <p>6.10 <u>Allotments Playing Fields and Open – 05.07.21</u></p> <p>Cllr Lord presented the Minutes. Mowing: We had by the 5th July Meeting caught up with mowing but the weather had caused significant growth; contractor sickness and equipment failure had also caused problems. This would be monitored closely. Vandalism and CCTV: There had been vandalism to the KGF playground and the Committee would like the KGF Working Party to consider CCTV in the redevelopment programme. Members of the APFOS Committee approved the Minutes.</p> <p>Resolved: that the minutes be adopted.</p>	
7.	<p><u>Finance</u></p> <p>7.1 <u>Payment List to 30th June 2021</u></p> <p>Cllr Sheen reported that she had nothing to bring to Council's attention. There were no other queries and the lists were approved.</p> <p>7.2 <u>Committee Accounts to 30th June 2021</u></p> <p>Cllr Sheen reported that the accounts were in line with what was expected and she had nothing to bring to Council's attention. There were no queries and the accounts were approved.</p> <p>7.3 <u>Lloyds reinvestment</u></p> <p>Cllr Sheen reported that the Lloyds fixed rate bond would mature in the</p>	

	<p>middle of August, it was recommended to Council to reinvest for a further year. The current rate provided minimal interest of 0.05%. However the purpose of the reinvestment was to spread the financial risk.</p> <p>Resolved: To reinvest the Lloyds bond.</p> <p>7.4 <u>Grant to West Kent Neighbourhood Watch Association</u> The grant application and attachments had been circulated. Following discussion it was agreed to request further information regarding the benefit to Westerham and the application would be placed on the Agenda for the October meeting.</p> <p>7.5 <u>Grant to Westerham Town Partnership</u> The grant application and attachments had been circulated. Following discussion it was agreed to award a grant of £500 to WTP for the event on 18th September.</p> <p>7.6 <u>Grant to Citizens Advice</u> The grant application and attachments had been circulated. Following discussion it was agreed to award a grant of £800, as 22% of their clients in the past year had come from the Westerham area.</p>	<p>AH</p> <p>DM</p> <p>DM</p>
8.	<p><u>Council's Covid arrangements</u> The Clerk had circulated information regarding SDC's approach to the lifting of restrictions which indicated that a 'safe and gradual approach' was required.</p> <p>Following discussion it was agreed that WTC's priority was to keep Cllrs, staff and visitors to Russell House safe. The following was agreed: -</p> <ul style="list-style-type: none"> • The council offices and chamber would be regularly cleaned to prevent the transfer of Covid-19 through the touching of surfaces. • Cllrs and staff would be asked to maintain social distancing where possible and this would be reflected in the seating policy at Committee meetings with no more than 8 people in the council chamber at any one time. • The choice of those who decide to continue to wear a mask will be respected. • All visitors to Russell House will be asked to remain at the bottom of the stairs or outside to discuss their business with staff. • Any hirers of the chamber will be requested to complete a risk assessment regarding how they will comply with the restricted numbers and the cleaning of the chamber after use. <p>All the conditions will be kept under review.</p>	<p>HO/AH/DR</p>
9.	<p><u>Crockham Hill War Memorial Playing Field Trust Minutes 11th May</u> The Minutes had been circulated and were noted.</p>	
10.	<p><u>Flagpole</u> A resident had requested that WTC relocate the flagpole from St Mary's Churchyard as it was a visual asset to the Town and was hidden away. There used to be a plaque on the flagpole stating that it had been presented to the Town by a Canadian barrage balloon company stationed on the playing fields during WW2. Emails from the resident, together with a letter from St Mary's Church PCC opposing the proposal; an email from Westerham Society supporting with reservations and an</p>	

	<p>email from Westerham Town Partnership supporting the proposal together with a paper from the Clerk had been circulated.</p> <p>Following lengthy discussion it was unanimously agreed not to support the request due to the following: -</p> <ul style="list-style-type: none"> • Legal ownership of the flagpole did not rest with Council • St Mary's Church PCC did not wish to move their flagpole • Residents objections from around The Green • The disruption to The Green and removal of grassed area which was contrary to WTC Policy for The Green. <p>Cllrs had great sympathy with the resident regarding the missing plaque and felt it was important to acknowledge its historical importance. Cllrs would investigate how the gift could be marked.</p> <p>The Church would also be approached to see if the trees in front of the flagpole could be cut back in order to make it more visible.</p>	Cllrs/AH
11.	<p><u>Town Sign</u></p> <p>A report from the Working Group had been circulated. Following discussion it was agreed that the Clerk would seek costings for two gateway signs to be sited at the Town entrances on the A25. The sign would also display the 20's Plenty information. The Gala Group and WTP to be approached regarding a contribution to the cost.</p>	AH
12.	<p><u>ECO Policy</u></p> <p>A draft ECO Policy front sheet, flow chart for how the Policy would work and F&GP Action Plan, as an example, had been circulated.</p> <p>Following discussion it was agreed to amend the flow chart and include a Mission Statement and details of how decisions would be made to the Policy. A draft Action Plan would be produced for each Committee to agree at their next meetings with a draft ECO Policy to be ready for the October Council Meeting.</p>	AH/DR
13.	<p><u>Policies and Procedures</u></p> <p>13.1 The Website Accessibility Statement had been circulated and following discussion was agreed.</p> <p>Resolved: To approve the Website Accessibility Statement.</p>	AH
14.	<p><u>Correspondence</u></p> <p>14.1 A thank you letter for the grant to the Air Ambulance was noted.</p> <p>14.2 Information regarding the Queen's Platinum Jubilee Beacons was circulated. Cllrs were asked to submit ideas to mark the Jubilee to the Clerk. Crockham Hill to be approached regarding lighting of their beacon for the event.</p>	AH
15.	<p><u>Reports from Councillors</u></p> <p>Cllr Holt reported that he had attended a meeting of Westerham Hall Trustees.</p> <p>Cllr Holt reported that he had attended an IPAG meeting.</p> <p>Cllr Lord reported that he was now involved with the Remembrance Day Parade and any road closures needed to be applied for by town and parish councils. He requested Council put in this request and this was</p>	

	<p>agreed. Cllr Lord would provide the paperwork required.</p> <p>Cllr Kay reported he attended the first non-virtual CPRE meeting last week.</p> <p>Cllr Boyle reported he had attended SDC Cllr Esler Chairman of Sevenoaks District Council's Civic Service on Saturday 17 July.</p> <p>Cllr Ogden reported that she had attended a zoom meeting with Rick Bayne, DVLP.</p> <p>Cllr Ogden reported she had spoken to SDC Cllr Maskell regarding the Local Plan and SDC Planning response for KGF redevelopment project.</p>	
16.	<p><u>TN16, Edenbridge Magazine & website</u></p> <p>September 18th event – launch of consultation for KGF Redevelopment Project.</p>	
17.	<p><u>Matters for District and County Councillors</u></p> <p>George & Dragon – repairs and planning application.</p> <p>SDC Cllr Esler reported that she had been approached regarding air quality issues and would forward the information. She would be hosting the Thank You party for the volunteers who had stepped up during the Covid crisis. Her charity in her year as Chairman would be DAVVS - an award winning community based charity supporting any victims (aged 16 and above) of domestic abuse, who were living in West Kent.</p>	
18.	<p><u>Further matters for consideration at the next meeting</u></p> <p>None</p>	
18.	<p><u>Date of next meeting</u></p> <p>4th October 2021</p>	

The meeting was concluded at 9.35 pm

Minutes confirmed as a correct record:

Chairman