

WESTERHAM TOWN COUNCIL

Minutes of the Allotments, Playing Fields and Open Spaces Committee held on
Monday 6th September 2021 at 7.00 pm

Present: Councillors: Dr J Lord (JL) - Chairman
Mr N Robson (NR)
Mr K Thompson (KT)
Mr C Elsdon-Wortley (CEW)
Mr C Pither (CP)

In attendance: Deputy Clerk: Mrs D Rogers (DR)
One member of the public

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 held on the 5th July 2021</u> Had been approved at the Full Council meeting on the 26 th July 2021.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> None.	
5.	<u>Clerk's Report – for information</u> <u>Open Spaces</u> Hanging baskets – after a successful winter display it is planned to have winter baskets again for 2022 from February until June. The Westerham Society have confirmed they are happy to contribute 50% to the cost again. Box Moth larvae – monitoring continues. Mowing – the performance of the mowing contractors continues to be monitored. The wet weather has not helped with continued vigorous growth. The contractor covering mowing and garden maintenance for Beggars Lane roundabout, Russell House, and Crockham Hill gardens continues to have health issues that have impacted on service delivery. Trees – the tree survey has been booked to take place during October 2021. Bench maintenance – this is scheduled to take place during mid-October. There had been a price increase of £10 per bench since the last programme of works. The Green – there are several very worn areas of grass mainly by the Wolfe Statue end of The Green.	

	<p><u>King George's Field</u></p> <p>Annual Health & Safety Inspection – awaiting outcome from RoSPA. Report to be circulated when received.</p> <p>Inspection checklists (Agenda item 8.1) – RoSPA will produced as part of our annual H&S inspection a regular inspection checklist <u>specific</u> to our play area, outdoor gym and skate park for our Maintenance Operative to use. These tailored checklists will help to ensure we are being compliant and complying with our legal "duty of care" at a cost of £30.00 plus VAT per area.</p> <p>Water bill progress (since the last meeting) - irrigation details had been supplied by the Bowls club (as requested by Castle Water). A recent change in personnel had meant that the case has now been passed to another claim handler who will be in contact with the Deputy Clerk.</p> <p>Playground equipment – a new tabletop had been installed.</p> <p>CCTV - to be included as part of the KGF re-development plan.</p> <p>WSA representative (Agenda item 8.3)</p> <p>Cllr Jowett had been the Council representative and attended WSA committee meetings. A replacement now needs to be agreed. WSA committee meetings are held on the last Monday of every month at 8pm in the WSA building at KGF.</p> <p><u>Allotments</u></p> <p>Occupancy levels – there continues to be a waiting list for plots at all sites.</p> <p>Unworked plots – a small number of plot holders had been contacted as they had not worked their plots this season.</p> <p>Currant Hill:</p> <p>Re-levelling work – no progress had been made by the GMO. A deadline to get the work completed in time for renewals had been set.</p> <p>Allotment clearance – the work had been completed.</p> <p>Farley:</p> <p>Strimming of communal grass areas - this had not taken place due to our usual contractors not being available.</p> <p><u>Other APFOS</u></p> <p>Playground Inspection training – feedback received from the GMO was that the training was very informative and worthwhile. The RoSPA attendance certificate is valid for 3 years at which time RoSPA advise attending another course.</p> <p>Events:</p> <p>The Green – Westerham County Fayre, 18th September - the paperwork from the Town partnership was all in order.</p> <p>KGF - a request to hold a game of rounders at KGF for staff by a local company had been received. This will take place one afternoon in September. The footballers are aware.</p>	
6.	<p><u>Finance</u></p> <p>6.1 Financial statement up to 31st July 2021 - had been circulated and was noted.</p> <p>6.2 Revenue implications of KGF Re-development – it was noted that there will be revenue implications in the future. Details would form part of the project plan.</p>	JL/DM
7.	<p><u>Allotments</u></p> <p>7.1 The competition had taken place on 7th July. Details of the winners had been circulated to the committee. The overall winner will be presented with the allotment cup by Cllr Lord at the Community Fete on Saturday 18th September.</p>	JL

	<p>7.2 Annual review of allotment rents for 2022/2023 The Committee queried if the allotments were self-funding. The Deputy Clerk confirmed that they have always been self-funding. After discussion it was agreed to freeze the rent for another year.</p> <p>7.3 Rent renewal letter –the committee agreed that the rent renewal letter should include water usage, unworked plots and bonfires. The Deputy Clerk to action.</p>	DR
8.	<p><u>King George's Field</u></p> <p>8.1 To approve RoSPA produced regular inspection checklists Agreed.</p> <p>8.2 Update from the KGF Re-development working party Cllr Lord gave an update. The consultation process will be launched at the Westerham County Fayre on Saturday 18th September.</p> <p>8.3 Replacement WSA representative It was agreed that Cllr Lord and Cllr Elsdon-Wortley be the council representatives and attend WSA committee meetings.</p>	DR JL/CEW
9.	<p><u>Open Spaces</u></p> <p>9.1 To review the Tree Management Strategy The document was reviewed and updated. The Deputy Clerk will amend as agreed and it will go to council for approval.</p> <p>9.2 Tree Survey quote Noted.</p> <p>9.3 Winter maintenance programme for the Green After discussion the committee agreed that the retailer's benches/tables and chairs should be removed from the Green by the 1st October. This will help support resting the grass and enable much needed remedial work, some of which is best started before the frosts. Notice will need to be given to the retailers.</p> <p>9.4 Update on winter hanging baskets The Committee wished to thank the Westerham Society for their continued support with the costs of the winter hanging baskets. It was agreed that the Deputy Clerk would place an order the same as last year.</p>	DR DR/JL
10.	<p><u>Climate Change/Environmental & Biodiversity</u></p> <p>A member of the public was present for this section to provide information on swift boxes and were pleased to learn that a draft Eco Action plan for each committee had been produced.</p> <p>10.1 APFOS Action Plan – suggestions were discussed and agreed. The Deputy Clerk to incorporate into the document for Council's approval on the 4th October.</p> <p>10.2 To consider Swift boxes – a member of the public present at the meeting advised that it would be necessary to trim a tree near to the Groundsman's Hut to allow swifts to access a box if it were to be mounted there. No other suitable WTC sites had been identified. The Committee agreed in principle to siting a box at the Groundman's hut at KGF pending investigation of the tree. The Deputy Clerk will look at the tree in question.</p>	DR DR
11.	<p><u>Public Rights of Way</u> The WTC footpath representative is Cllr Kay.</p>	

12.	<u>Correspondence</u> 12.1 Email re: Currant Hill This was discussed and a response would be sent from the APFOS Chair.	JL
13.	<u>Reports from Councillors</u> None.	
14.	<u>TN16 Magazine, Edenbridge Magazine and website</u> None.	
15.	<u>Matters for District and County Councillors</u> None	
16.	<u>Further Matters for consideration at the next meeting</u> To consider the APFOS budget for 2021/22 To receive the results of the tree survey (if received) To receive the Annual H&S Inspection report for KGF Dates for 2022 Meetings	
17.	<u>Date of next meeting</u> Monday 1st November	

The meeting was concluded at 21.50 pm

Minutes confirmed as a correct record:

Chairman