

WESTERHAM TOWN COUNCIL

Allotments, Playing Fields, and Open Spaces Committee

Minutes of the Meeting held on Monday 1st November 2021

at 7 pm in Russell House, Market Square, Westerham

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

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Deborah Rogers, Deputy Clerk due to illness. Notes were taken by the Chairman.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting on 6th September 2021</u> Were approved at the Full Council meeting on 4 th October.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> Item 12 – Correspondence - A letter had been sent from the Chair to the resident about Currant Hill Allotments.	
5.	<u>Clerks Report – for information</u> Noted. The Committee raised why the CCTV had not picked up vandalism of the bench and should the CCTV be improved. JL to discuss with Deputy Clerk.	JL/DR
6. 6.1 6.2	<u>Finance</u> <u>Financial Statement to 30th September 2021</u> The financial statement had been circulated and was noted. There were no comments. <u>To consider draft budget 2022/23</u> The report was noted. Two items raised about proposed budget, and both relate to our Eco plan: a) Why was purchase of a shredder to meet our 'bonfires' item not	

	<p>included in next year's budget?</p> <p>b) We should have an addition small budget line in other APFOS to cover 'Manage land for nature'. A suggestion of £500 was made. JL to discuss with Deputy Clerk.</p>	JL/DR
7. 7.1	<p><u>Allotment Sites</u></p> <p><u>Update on rent renewals</u></p> <p>The Clerks report advised that £1,300 had been received to date this figure does not include any bank transfers in the last 15 days. There had been one plot given up. There was agreement by the Committee that we should look at increasing rents as proposed in the draft budget.</p> <p>Weed control membrane had been increased to £1.30 per meter (from £1) in line with a price increase from the supplier. Accepted by committee. A question was raised about the weed control membrane and was this environmentally friendly? JL to ask Deputy Clerk about specification.</p>	JL/DR
8. 8.1	<p><u>King George's Field</u></p> <p><u>RoSPA Health & Safety inspection report</u></p> <p>The report had been circulated for information. Item concerning wooden equipment in playground noted and that an addition wood survey had been commissioned. CEW noted that there were other risks noted in the report and asked if we should develop an action tracker to show that we had accepted these and put in mitigation where needed. JL agreed that he discuss with the Deputy Clerk and an update will be given at the next meeting.</p>	JL/DR
9 9.1	<p><u>Open Spaces</u></p> <p><u>To discuss use of paved area for a small number of tables on the Green</u></p> <p>Letter from Grasshopper on the Green noted (item 12.1) and reply presented to committee. All wooden tables to be removed from paved area by Sunday 21 November to allow preparations for our Christmas events the following week including the turning on of the Christmas lights. This was accepted as reasonable.</p>	
9.2	<p>The committee felt that future commercial use the Green should be debated at the next council meeting.</p> <p><u>Update on winter maintenance programme for the Green</u></p> <p>An update will be given by the Deputy Clerk.</p>	AH DR
10.	<p><u>Climate Change/Environmental & Biodiversity Action Plan</u></p> <p>There was an extensive discussion on this item with the following being key items raised:</p> <p>a) For contractors should we be formally including environmentally safe processes?</p> <p>b) Should we be getting external advice with regards to reducing chemical use? Should we be looking at what other councils are doing?</p>	

	<p>Deputy Clerk asked to research by Committee <i>for next meeting.</i></p> <p>c) We need to look for items where we can get more community engagement. It was suggested that we ask full council to consider if at the next Annual Town Meeting we should have a focus area on the environment. In particular how we can engage with community groups, schools, businesses etc. It was felt this would require pre-publicity in order to get people to attend. It was strongly felt that we needed to make this 'Westerham relevant'</p>	<p>DR</p> <p>AH</p>
11.	<p><u>Public Rights of Way</u> No items noted.</p>	
12.	<p><u>Correspondence</u></p>	
12.1	<p>Letter from The Grasshopper on the Green Pub The letter was noted. See item 9.1.</p>	
12.2	<p>Damage to roof by ball A local resident living adjacent to the football pitch on KGF had visited the council office and spoken to The Clerk to report that their property had been hit by a ball and roof tiles had been damaged. The resident at the time of the incident had reported it to the Westerham Sport Association (WSA) who stated that it was nothing to do with them and to contact the Town Council. Key items noted were: a) Netting referred to was removed many years ago and was for cricket not football. b) Damage to the roof was not felt to be our responsibility and is either for the Football Club or WSA to address or the householder themselves via their insurance given they bought a house neighbouring a sports field so damage could be expected.</p> <p>JL to investigate further with the Deputy Clerk and reply to the correspondence.</p>	JL/DR
13.	<p><u>Reports from Councillors</u> CEW had attended the October WSA Committee and had circulated notes to JL and the Deputy Clerk. It was agreed that JL and the Deputy Clerk would look into the questions raised and respond to the WSA.</p>	JL/DR
14.	<p><u>TN16 and website</u> No items.</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> No items other than those that arise from the minutes.</p>	

17.	Date of next meeting Monday 17 th January 2022	
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The meeting was concluded at 9.35 pm

Minutes confirmed as a correct record:

Chairman