

WESTERHAM TOWN COUNCIL

Allotments, Playing Fields, and Open Spaces Committee

Minutes of the Meeting held on Monday 7th March 2022
at 7pm in Russell House, Market Square, Westerham

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

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 on 17th January 2022</u> Were approved at the Full Council meeting on 24 th January 2022.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> A letter had been sent to the resident adjacent to football pitch on KGF regarding damage to their roof.	
5.	<u>Clerks Report – for information</u> The report was received and noted with thanks given to the Clerk. Mole control – pest control had been required to attend KGF during February. Fire Extinguishers at the Groundsman Hut - yearly maintenance of the fire extinguishers had been undertaken in December 2021. Hanging baskets update – testing of the basket hooks on our lampposts had taken place at the end of January – all had passed. The winter hanging baskets had been installed in February and were satisfactory. Summer hanging baskets and bedding planting – the colour scheme had been finalised and to mark the Queens Platinum Jubilee will be purple, white and yellow/gold. The summer basket campaign is underway by the Westerham Society.	

	<p>Emergency Tree work – due to the recent storms emergency tree work had been required on the land leased to Churchill school. This was undertaken by our tree contractor on the 2nd March and included removal of a tree fallen on a neighbouring residents shed. Cost £1,080.</p> <p>Events on WTC Land - Beating of the Bounds and Rotary Fair 2nd May – Location, The Town Green</p> <p>Jubilee weekend event on 4th June - Awaiting application and paperwork from Town Partnership – Location, The Town Green</p> <p>WI Centenary tree Crockham Hill Memorial Garden – a hole is being dug this week and tree planting will follow shortly.</p> <p>Bench maintenance programme – a review of the benches had taken place with the contractor and Deputy Clerk on the 7 March. 12 benches had been identified as requiring some repairs. A quote for the work is being sought.</p>	DR
6.	<p><u>Finance</u></p>	
6.1	<p><u>Financial Statement to 31st January 2022</u> The financial statement had been circulated and was noted.</p>	
6.2	<p><u>To agree in principle any rollovers</u> Agreed Chairman and Deputy Clerk will liaise with the Responsible Finance Officer on any upsent monies.</p>	JL/DR
7.	<p><u>Allotment Sites</u></p>	
7.1	<p><u>Update on rent renewals</u> 2 tenants had rent outstanding. They had been contacted and asked to make payment no later than the 31st March or forfeit their tenancy. There had been a small number of non-renewals at each site. The waiting list is being worked through and there had been 3 new starters.</p>	
8.	<p><u>King George's Field</u></p>	
8.1	<p><u>Fence repair update</u> – the WSA had been approached to help fund cost of repair but had declined to contribute as they felt strongly that the fence belonged to the Council and it had previously been repaired by WTC. Due to a mix up in communication between the fencing contractor and the parking project manager the fence repair work had already been carried out at a cost of £570.</p>	
8.2	<p><u>Update on tree for Queen's Platinum Jubilee</u> - a native tree for the Queens Platinum Jubilee is being sourced by the Clerk to be planted as part of the new native wildflower area at Costello's Meadow Car Park.</p>	DR
9	<p><u>Open Spaces</u></p>	
9.1	<p><u>Update on winter maintenance programme for the Green</u> – topdressing and seeding are scheduled to take place during w/c 7 March.</p>	
9.2	<p><u>Review of tables on stone paving around Wolfe Statue, The Green</u> - full council had approved an updated policy for the management of The Green. The further relaxation of Covid-19 regulations by the government mean that we now need to return The Green to non-commercial use It was discussed and agreed that tables placed by the Grasshopper on The Green on the paved area of The Green by the Wolfe Statue be removed</p>	

<p>9.3</p> <p>9.4</p> <p>9.5</p> <p>9.6</p>	<p>by the 31st of March. There had been a complaint from a member of the public that the tables on the paved area were blocking access to Wolfe Statue and this will allow all members of the community to use this area again and in preparation for events that will be happening on The Green this year. Written notice will be given to the Grasshopper on the Green.</p> <p>Update on damage to grass verges at Madan Road and Granville Green – the companies involved were carrying out remedial works. The Deputy Clerk will monitor.</p> <p>Update on Crockham Hill Memorial Garden maintenance contractor – a new contractor is being sought by the Deputy Clerk.</p> <p>Update on parking project –</p> <ul style="list-style-type: none"> • the Parking Project Manager is following up the snagging issues. • a height barrier restriction sign had been ordered for Costello's Meadow (CM) Car Park. • a letter is being drawn up for CM residents regarding car park restrictions and will be circulated shortly. • a salt bin and litter bin had now been delivered and will be installed by the GMO. • the Highways and Lighting Committee agreed to take on responsibility for any future maintenance costs of Madan and Hartley Road parking spaces. <p>Quarterly Visual Inspections - the Committee had been asked to complete their visual inspection forms. A bench at Hosey Common had been identified as requiring minor repair work. The Deputy Clerk will forward forms to Cllr Elsdon-Wortley to digitalise.</p>	<p>JL/DR</p> <p>DR</p> <p>DR</p> <p>DM</p> <p>DR</p> <p>DR/CEW</p>
<p>10.</p> <p>10.1</p> <p>10.2</p>	<p><u>Climate Change/Environmental & Biodiversity Action Plan</u></p> <p>An update to the APFOS action plan had been circulated to the Committee for information. Updates were shown in the comments/next steps column in bold. Advice had been received on the 7th March that the Groundsman's hut at KGF is not deemed to be a suitable location for swift boxes. There are existing bird boxes, and it would be a good idea to investigate getting these cleaned to encourage nesting. Current mowing regimes had been reviewed. The Committee felt the number of cuts should be kept at the same frequency for our open spaces. This is to ensure that WTC's open spaces are kept neat and tidy - something that the majority of residents and visitors have voiced strongly that they want in the Town. The Council had received many complaints last season when mowing had not been undertaken as regularly as usual and the grass had grown long. The Committee will continue to seek a combination of formal and wildflower areas, wherever possible. Having this contrast can be an inclusive solution to maintain g nature's equilibrium.</p> <p>Wilder Kent Awards - The Committee agreed that Council should consider registering for the Kent Wilder Awards. Closing date for entries is May.</p>	<p>DR</p> <p>DR/AH</p>
<p>11.</p>	<p><u>Public Rights of Way</u></p> <p>Cllr Pither reported that a footpath along Croydon Road required clearing. The Deputy Clerk to Investigate further and report to KCC's Public Rights of</p>	

	Way team.	DR
12.	<u>Correspondence</u>	
12.1	Sevenoaks Greensand Commons March task days – circulated for information.	
12.2	<u>DVLPS e-newsletter Winter/Spring 2022</u> – circulated for information	
13.	<u>Reports from Councillors</u> None.	
14.	<u>TN16 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> None.	
17.	<u>Date of next meeting</u> Monday 16 th May 2022	

The meeting was concluded at 8.35 pm

Minutes confirmed as a correct record:

chairman