

## WESTERHAM TOWN COUNCIL

Minutes of the Special Council Meeting held at Russell House on  
Monday 28<sup>th</sup> February 2022 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) and Mr K Thompson (KT)

In attendance: Town Clerk: Mrs A Howells (AH)  
Project Officer: Mrs D Marshall (DM)

Item		Action
1	<b><u>Apologies for Absence</u></b> Apologies were received and accepted from Cllrs Bird – holiday and Sheen – personal commitment.	
2.	<b><u>Declarations of Interest not previously declared</u></b> None.	
3.	Cllr Ogden congratulated the Working Group, particularly the Project Officer, Mrs Marshall for producing excellent papers for consideration. <b><u>Results of Public Consultation on draft Masterplan for King George's Playing Field (KGF)</u></b> Cllr Kay reported that the results from the public consultation, which had been circulated, were very positive. Over 500 responses had been received and 97% of those supported the draft Master plan. The results of the public consultation were received and noted. 3.1 The draft press release had been circulated and was agreed. This information would also be placed on the website and social media. It was further agreed that a statement would be agreed with Mr H Warde to acknowledge the gift of the north section of KGF to WTC.	AH
4.	<b><u>Draft Masterplan</u></b> As the public had overwhelmingly supported the draft Masterplan Cllr Kay asked for the Masterplan to be adopted, this was unanimously agreed. <b>Resolved:</b> To adopt the King George's Field Masterplan	
5.	<b><u>North Section of KGF</u></b> Cllr Ogden reported that WTC solicitor had been in contact with Squerryes Estate it was understood that the next action rested with Squerryes.	

6.	<p><b><u>Meeting with SDC Planner</u></b></p> <p>Cllr Kay and the Project Officer reported that a virtual meeting with the SDC Planners had taken place on 31<sup>st</sup> January; Cllr Robson had also been in attendance. This had been a very positive meeting and it was unlikely that WTC would need planning permission for any of the stages. The Project Officer had followed up the meeting with emails which had confirmed this. This was an excellent outcome for the project.</p>	
7.	<p><b><u>Project Plan</u></b></p> <p>A draft Outline Project Plan had been circulated. Issues were raised regarding how WTC was going to deal with any anti-social behaviour as this had been raised in the public consultation. The Project Officer informed Cllrs that security had been taken into account in the Plan and the community would be involved in addressing these issues. The playground equipment plan was discussed and it was proposed to set up an informal group of parents/carers to consult on the new equipment. A community group had been meeting to discuss the skatepark and it was proposed to form a community group to inform/support the skatepark development and to obtain funding not available to Local Authorities. The Project Officer reported that the Funding Mentor had recommended forming a Friends of KGF Group rather than a skatepark group so that funds could be applied for at other stages of the project; this was agreed. The Skatepark Deed of Dedication was discussed and the Project Officer reported that this was a legal undertaking to meet the requirements of potential funders. Following discussion this was agreed. Following discussion it was agreed to approve the Outline Project Plan in principle and the following items: -</p> <p><b>Resolved:</b> To approve in principle the Outline Project Plan.</p> <p><b>Resolved:</b> To set up a parent/carer consultation group to discuss the refurbishment of the playground.</p> <p><b>Resolved:</b> To form a Community Group to progress the Skatepark.</p> <p><b>Resolved:</b> To create a Deed of Dedication for the Skatepark area – F&amp;GP to draft the Deed of Dedication.</p>	<p>DM</p> <p>DM</p> <p>F&amp;GP</p>
8.	<p><b><u>Finance and Costings</u></b></p> <p>8.1 The revised and increased costings were discussed and noted.</p> <p>8.2 The Project Officer reported that WTC would normally claim back VAT. However the refurbishment of the pavilion was a complicated VAT area and she felt professional advice was essential to establish potential future renting options. Following discussion it was agreed to seek professional advice to be paid out of the professional fees budget line in F&amp;GP.</p> <p><b>Resolved:</b> To seek professional advice regarding VAT for the refurbishment of the pavilion.</p> <p>8.3 Funding Mentor – The Project Officer reported that she had met virtually with the Funding Mentor earlier today and it had been a very positive meeting. This was a free service funded by the National Lottery to help access funding streams. The following advice from the Funding Mentor had been received and was noted: -</p> <ul style="list-style-type: none"> <li>• Apply for funding for all stages of the project before using WTC</li> </ul>	<p>DM</p>

	<p>funds.</p> <ul style="list-style-type: none"> <li>• Match funding does not need to be 50%, 30% is more usual.</li> <li>• The Funding Mentor could be used as an external resource for completing complicated grant applications at a cost of approximately £40 per hour.</li> <li>• The Funding Mentor was going to research what funding was suitable for which stage and a meeting would be arranged for 2/3 weeks' time to discuss further with the Project Officer.</li> <li>• The Funding Strategy would be updated following this meeting and a report back would be made to the next Council meeting.</li> </ul>	DM
9.	<p><b><u>Resource Plan</u></b></p> <p>Cllr Ogden stated that she had concerns regarding the Resource Plan, specifically the budgeted overtime for the work of the Project Officer and whether it was sufficient for the coming year.</p> <p>Cllr Coen also expressed concern.</p> <p>Cllr Davies suggested that large professional companies may have a charitable wing and could give free time to community projects.</p> <p>Following discussion it was agreed that the adequacy and cost implications of the Resource Plan be discussed by F&amp;GP.</p>	F&GP
10.	<p><b><u>Governance Model</u></b></p> <p>A paper on the pros and cons of a Working Group versus a Committee had been circulated so that agreement could be reached on the way the project was governed in the future. Following discussion it was agreed that a committee was the best way forward so that it was properly constituted and governance was transparent. It was further agreed that Terms of Reference (TOR) were needed as a first stage; in particular how the current TOR for APFOS and F&amp;GP would be accommodated. It was agreed that Cllr Ogden would draft a TOR for discussion at Council on 21<sup>st</sup> March.</p>	HO
11.	<p><b><u>Date of next meeting</u></b></p> <p>Monday 21<sup>st</sup> March</p>	

The meeting was concluded at 8.38 pm

Minutes confirmed as a correct record:

Chairman