

## WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held at Russell House on  
Monday 11<sup>th</sup> July 2022 at 7 pm

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

In attendance: Town Clerk: Mrs A Howells (AH)  
District Cllr D Esler

Item		Action
1.	<p>Cllr Ogden reported that the Assistant Clerk had passed her ILCA – Introduction to Local Council Administration, congratulations to be passed on from Cllrs. Cllr Ogden also was delighted to report that WTC had been awarded a Silver Award in the Kent Wilder Awards.</p> <p><b><u>Apologies for Absence</u></b> Apologies were received and accepted from Cllr Coen - illness, Cllr Pither - holiday.</p>	
2.	<p><b><u>Declarations of Interest not previously declared</u></b> None</p>	
3.	<p><b><u>Minutes of the Council Meeting on 23<sup>rd</sup> May 2022</u></b> It was resolved to approve and sign the minutes of the Council meeting held on 23<sup>rd</sup> May.</p>	
4.	<p><b><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></b> 13.9 Cllr Ogden reported that the outstanding work from the Car Parking Project had been completed and therefore the invoice had been paid.</p>	
5.	<p><b><u>To receive and consider the following Minutes of Committee:</u></b> Cllr Robson presented the Minutes: <b>5.1 <u>Planning and Development – 26.05.22</u></b> The Covers Farm application was not going to be heard until September at the earliest. Tandridge District Council were continuing with their work on the Local Plan.</p>	

	<p><b>Resolved:</b> that the Minutes be adopted.</p> <p><b>5.2 <u>Planning and Development – 09.06.22</u></b></p> <p>7.1 The response objecting to the SDC Parking Consultation had been sent. However at the SDC Cabinet meeting of 7<sup>th</sup> July the proposed charges had been approved for implementation in August despite WTC's objections and request to discuss further. A post for social media would be prepared.</p> <p>SDC Cllr Esler reported that she would request signage regarding the change to be put up in the Darent car park to try to prevent parking fines.</p> <p><b>Resolved:</b> that the Minutes be adopted.</p> <p><b>5.3 <u>Planning and Development – 07.07.22</u></b></p> <p>Members of the Planning Committee approved the minutes.</p> <p><b>Resolved:</b> that the minutes be adopted.</p> <p><b>5.4 <u>Highways and Lighting – 13.06.22</u></b></p> <p>Cllr Bird presented the Minutes.</p> <p>Cllr Ogden asked what safety issues UKPN had identified for putting Electric Charging points on WTC lamp posts? Cllr Bird to investigate.</p> <p>A feasibility study would be needed for the proposed footpath at the top of Hosey Hill at a cost of £1,400. The Committee decided they did not have the budget to pay for this. Cllr Robson questioned this decision as the road was used by tourists as well as residents and he felt it was a Council issue not just a Hosey Hill issue. It was agreed that a request would need to be made to Council if the matter was to proceed, however the Professional fees budget for the current year was fully committed.</p> <p>Members of the Highways and Lighting Committee approved the minutes.</p> <p><b>Resolved:</b> that the Minutes be adopted.</p> <p><b>5.6 <u>Youth and Community – 14.02.22</u></b></p> <p>Cllr Boyle presented the minutes.</p> <p>A decision was taken to fund the successful boxing sessions for a further year using part of a donation and part budget. A donation had also been agreed to WKHA for the Young Adventurers Club. The Free Family Fun sessions would also be running in the summer.</p> <p>The Clerk reported that there may be an issue with the Toilet Twinning subscription and she would check if WTC were able to support this. Cllrs could support as individuals.</p> <p><b>Resolved:</b> that the Minutes be adopted.</p> <p><b>5.6 <u>Finance and General Purposes</u></b></p> <p>Cllr Sheen presented the minutes.</p> <p>The Clerk reported that it would now not be necessary to close the zebra crossing for work to be carried out on the fountain.</p> <p>5.6 A new transparent process was being investigated for approving invoices.</p> <p>The Finance and General Purposes Committee approved the minutes.</p> <p>10 The date for submission for the Local Council Award had been put back to January 2023 due to both to level of work and to the timetable for consideration of applications.</p> <p><b>Resolved:</b> that the Minutes be adopted.</p>	<p>LB</p> <p>AH</p>
6.	<p><b><u>Finance</u></b></p> <p>6.1 <b><u>Payment List to 31<sup>st</sup> May 2022</u></b></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><b>6.2 Committee Accounts to 31<sup>st</sup> May 2022</b> 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><b>6.3 Internal Audit Report</b> The report from the Internal Auditor had been circulated and there were no issues to bring to the Council's attention. Thanks were given to the Finance Officer for all her hard work in a very challenging year.</p> <p><b>6.4 To consider Grant Application for WTP – September Fayre</b> The grant application and attachments had been circulated. Following discussion it was agreed to award a grant of £450 for a marquee for the September Fayre.</p>	
7.	<p><b><u>King George's Field RE-development Project</u></b></p> <p><b>7.1 KGF Project Report</b> – The report was received and noted. Cllr Lord thanked the Project Officer for all her hard work getting the tenders out for the playground and for attending all the site visits. The tenders would be opened on 18<sup>th</sup> July and a recommendation would then be made to Council at the meeting on 25<sup>th</sup> July. The skatepark tender was almost ready to be sent out.</p> <p><b>7.2 KGF Funds Report</b> – The report was received and noted.</p> <p><b>7.3 CIL Application</b> – Cllr Ogden reported that she had drafted the WTC CIL Bid and Cllrs Sheen, Lord, Coen, Robson and Kay had been asked for their comments. Cllr Holt also asked to be sent the draft. Thanks were given to Cllr Ogden and Robson for all their hard work.</p> <p><b>7.4 Transfer of Northern part of KGF</b> – Cllr Ogden reported that she and Cllr Boyle had signed the Transfer Deed which had been signed by Squerryes. The land was currently being registered by WTC Solicitor. Once the paperwork was completed a joint statement would be released.</p>	
8.	<p><b><u>Darent Valley Landscape Partnership (DVLP)</u></b></p> <p><b>8.1 Status Report from Darent Valley</b> – The report had been circulated with the proposal from DVLP that they refund WTC £7,500 in order for the contribution to be reinvested in the KGF Project. This would not stop DVLP continuing to work on the delivery of a path between Westerham and Sevenoaks. The Darent Valley Path extension would be a priority for any funding the DVLP received from Defra.</p> <p><b>8.2 Response to Status Report</b> – Following discussion it was agreed to request that the contribution of £7,500 be refunded to WTC.</p> <p><b>8.3 Update from Sevenoaks Council</b> – No update had been received.</p>	AH
9.	<p><b><u>Incidents on WTC land/concerning WTC Property</u></b></p> <p>9.1 Accident on The Green - The Clerk had circulated a report on the accident which was being dealt with by WTC Insurance. The bench in question had been secured as soon as the notification had been received from the claimant. All benches had now been checked and secured if required.</p>	

	<p>9.2 Tree incidents – The Clerk had circulated a report on the tree incidents. There were no queries.</p> <p>9.3 Defibrillators – The Clerk had circulated a report on the recent incident with a defibrillator in Crockham Hill. As a result of this: -</p> <ul style="list-style-type: none"> <li>• Pads had been replaced in two of the CH defibrillators.</li> <li>• All WTC defibrillators were now logged on an internal system with the necessary details including when new pads and batteries were required.</li> <li>• A new local responder had agreed to check the defibs and provide defib training possibly in the Autumn. Cllr Coen and a Resident had also offered to check the Defibs quarterly, the relevant forms would be sent to them.</li> <li>• Temporary signage had been placed with all the defibs listing the address and postcode and What3words location. This would be replaced with permanent signage as soon as possible.</li> </ul> <p>Following discussion it was agreed that there should be a future budget line for defibs in F&amp;GP as WTC had a duty of care. The cost of £228 for the new signage was agreed.</p> <p>Cllr Lord offered to set up defib training for Cllrs and staff.</p>	JL
10.	<p><b><u>Policies and Procedures</u></b></p> <p>10.1 To review and approve UK GDPR policies</p> <ol style="list-style-type: none"> <li>a. Data Audit Schedule</li> <li>b. Information &amp; Data Protection Policy</li> <li>c. Privacy Notice</li> <li>d. Retention and Disposal Policy</li> <li>e. Consent form</li> <li>f. Personal Audit Data Questionnaire</li> <li>g. Email privacy notice</li> <li>h. Employee, Cllrs, new cllr and Hirer's privacy notice</li> <li>i. Data Security Breach Reporting form</li> <li>j. Privacy Impact Assessment</li> <li>k. Subject Access Request form</li> </ol> <p>All the information above had been circulated, there had been no legal changes required other than a change to include UK before all GDPR policies.</p> <p>Following discussion it was agreed to approve all the documents subject to the Clerk checking with the WTC IT Contractor whether WTC data was held overseas.</p> <p>A Personal Data Audit Questionnaire had been circulated to all Cllrs for completion.</p> <p>A folder was held in the office containing all the above policies. All Cllrs would review when in the office and sign to signify that they had seen the documents.</p> <p><b>Resolved:</b> To approve all UK GDPR Policies subject to checking where the WTC data was held.</p> <p>10.2 Grant Awarding Policy – The Policy had been circulated and following discussion it was agreed to approve, subject to removing clause f and g and other minor amendments.</p> <p><b>Resolved:</b> To approve the Grant Awarding Policy.</p>	<p>AH</p> <p>All Cllrs</p> <p>All Cllrs</p> <p>AH</p>

11.	<p><b><u>Correspondence</u></b></p> <p>11.1 Information had been received over the weekend from a number of residents regarding the withdrawal of school bus services to Knole Academy and Tonbridge and Tunbridge Wells schools as KCC had decided, at its meeting on 6<sup>th</sup> July, to remove one-third of the subsidy to bus services affecting the entire county from August. Talks were ongoing with Laura Trott MP. Cllr Ogden to send a letter to KCC Cllr Chard, copied to Laura Trott MP and the Leader of KCC Mr Gough to add WTC's voice to the welter of adverse reaction to the proposal. A statement on FB to be made to residents.</p>	HO
12.	<p><b><u>Reports from Councillors</u></b></p> <p>Cllr Davies had helped organise the CH Café drop in with Cllr Coen. The first one had received good feedback and the next one was tomorrow. Cllr Davies was making good contacts with CH School.</p> <p>Cllrs Sheen, Ogden and Kay had volunteered on the WTC stall at CH fete. Cllrs Sheen and Holt had carried out a Speed Watch in CH with the Assistant Clerk.</p> <p>Cllrs Ogden and Boyle had attended a meeting with the Head Teacher of Churchill Primary School on 28<sup>th</sup> June.</p> <p>Cllr Lord was attending the Allotment Judging this week.</p> <p>Cllr Ogden had attended the Squerryes Wine event on 29<sup>th</sup> May.</p> <p>Cllrs Ogden, Boyle, Pither, Thompson and Lord had attended the Beacon Lighting on The Green on 2<sup>nd</sup> June.</p> <p>Cllrs Davies, Coen, Sheen and Holt had attended the Beacon Lighting at Crockham Hill on 2<sup>nd</sup> June.</p> <p>Cllr Ogden had attended the Almshouses Garden Party on 3<sup>rd</sup> July.</p>	
13.	<p><b><u>TN16, Edenbridge Magazine &amp; website</u></b></p> <p>SDC car parking increases</p>	
14.	<p><b><u>Matters for District and County Councillors</u></b></p> <p>KCC school bus services.</p>	
15.	<p><b><u>Further matters for consideration at the next meeting</u></b></p> <p>None.</p>	
16.	<p><b><u>Date of next meeting</u></b></p> <p>Monday 25<sup>th</sup> July – Special Meeting on KGF redevelopment Project</p> <p>Monday 3<sup>rd</sup> October 2022</p> <p>Cllr Davies gave her apologies for the July meeting.</p>	

The meeting was concluded at 9.45 pm

Minutes confirmed as a correct record:

Chairman