

## WESTERHAM TOWN COUNCIL

Minutes of the Allotments, Playing Fields and Open Spaces Committee  
held at Russell House on

**Monday 7<sup>th</sup> November 2022 at 7.00pm**

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

In attendance: Deputy Clerk: Mrs D Rogers (DR)

Item		Action
1.	<b><u>Apologies for Absence</u></b> Apologies were received and accepted from Cllr Pither – personal commitment.	
2.	<b><u>Declarations of Interest not previously declared</u></b> None.	
3.	<b><u>Minutes of the Meeting</u></b> Held on the 5 <sup>th</sup> October 2022 were approved at Full Council on the 10 <sup>th</sup> October 2022.	
4.	<b><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></b> None.	
5.	<b><u>Clerks Report</u></b> <b><u>General update since last meeting for information</u></b> The report was noted. <b>Allotment strimming</b> - there remained some tidying up to do. Complaints from allotment holders had been received that the work had not been completed. The Deputy Clerk had asked repeatedly for this to be done by the contactors through the year. There had been various reasons given for the work not being completed. It was discussed and agreed that different contractors should be approached for future maintenance work at the allotments. <b>Farley Noticeboard</b> – the Clerk was liaising with the allotment reps to find a suitable location for the noticeboard. <b>Winter bedding plant displays</b> – there had been a 55p price increase per primula plant. The plants had been delivered and planted on the 1 <sup>st</sup> November and the gardeners had done a really great job despite the heavy rain.	

	<b>Summer hanging basket cost increase</b> – the cost would increase in 2023 by £5 per basket to £70 for a small and £75 for a large hanging basket.	
6.	<p><b><u>Finance</u></b></p> <p><b>6.1 To receive the APFOS Financial Statement up to 30<sup>th</sup> September</b> – report received. Cllr Lord explained why the CH car park spend appeared in the budget line 4404.</p> <p><b>6.2 To consider draft budget 2023/24</b> - Cllr Lord reported that he and the Deputy Clerk had had a meeting with the Finance Officer to discuss the Budget 2023/24. The discussion centred on APFOS having a realistic budget and took into account that there had been indications of price increases from existing contractors. Cllr Lord outlined the draft budget to the Committee and following discussion it was agreed to put a draft budget of £52,650 to Council.</p> <p>The main items to note were:</p> <ul style="list-style-type: none"> <li>• Overall reduction from £54,550 to £52,650</li> <li>• The budget line for Grange Island 4414 to be removed. Any future costs would come out of APFOS Maintenance line 205/4400</li> <li>• There would no longer be rent payable on KGF. The budget line 4025 will disappear</li> <li>• It was difficult to predict at this early stage if the KGF re-development project would impact on the APFOS budget over the next four years.</li> </ul> <p><b>6.3 Allotment Reserves update</b> – the RFO had confirmed £5,902 had been in the allotment reserve. This will help towards replacing pipework.</p>	
7.	<p><b><u>Allotment Sites</u></b></p> <p><b>7.1 Update on rent renewals</b> - the rent renewal letters had gone out to plot holders with an information sheet that included notice of the rent increase from October 2023.</p> <p><b>7.2 Update on Legionnaires review of allotment sites</b> - a review had been scheduled for the 14<sup>th</sup> November.</p> <p><b>7.3 Update on Oak tree – Farley Allotments</b> - a formal quote had been received for £540. The work had been programmed for the 18<sup>th</sup> January. The residents had been notified and were pleased.</p> <p><b>7.4 Leak Farley Allotment site</b> - Thames Water had sent a letter dated 20<sup>th</sup> October advising of a leak at Farley allotments. At the time of writing this report it was unclear where the leak was coming from. The Deputy Clerk had requested more information of where the leak was and a quote from Thames Water to undertake repair. The water had been turned off at the site for the winter. Quotes for replacement pipework will be sought by the Deputy Clerk.</p> <p><b>7.5 Review of allotment tenancy agreement documents</b> – it was discussed and agreed to review the allotment tenancy agreement to include keeping chickens and bees and a policy would be drafted. In line with good practice the wording of 3 months' notice in writing for rent increased by the Council would be replaced with "at least 9 months".</p>	<p>DR</p> <p>DR</p>
8.	<p><b><u>King George's Field</u></b></p> <p><b>8.1 Update on KGF redevelopment project</b> – a project report had been circulated via email by the Project Manager, Debbie Marshall for information. Cllr Robson had made some comments and the Project Manager had responded. Once a project phase/activity had been started then the status would be assigned a colour. Playground works had begun on the 7<sup>th</sup> November. The WTC's</p>	

	<p>groundsman had cleaned the play equipment and surfaces in preparation. Cllr Lord/Cllr Elsdon-Wortley would give the WSA Committee an update on progress.</p> <p><b>8.2 RoSPA Health &amp; Safety Inspection report</b> – the report had been circulated for information. There were no major issues highlighted.</p>	<b>JL/CEW</b>
9.	<p><b><u>Open spaces</u></b></p> <p><b>9.1 Update on winter maintenance programme for the Green</b> – the Deputy Clerk confirmed that there was money available in the budget for work to be undertaken. A quote had been requested for winter maintenance works from the mowing contractor and was awaited.</p> <p><b>9.2 Review of usage of the Green</b> - a briefing paper had been circulated regarding The Green at the Council meeting on the 10<sup>th</sup> October; this was to be read in conjunction with the minutes of the last meeting. It was unanimously agreed to support Proposal 3 – APFOS will now look to place 1 or 2 appropriate fixed benches/seating units in the paved area. APFOS would formulate a detailed plan, including a communication plan and would circulate it to all Councillors when completed.</p> <p><b>9.3 Update on Car Parking Project</b> - a letter had been sent to Costells Meadow residents regarding car park restrictions. The signage had been ordered</p> <p><b>9.4 Parking on Grass Verges</b> - parking on grass verges continued despite the additional car parking spaces at Madan and Hartley Road. Quotes for installation of knee rail were being sought. Money had been put aside in the budget for this purpose. A letter would need to be sent to residents.</p> <p><b>9.5 Update on the planter at Quebec Square</b> – KCC were not able to give a date for repair of the planter however had advised that a job was being raised to replace the entire structure and rebuild entirely. It could take up to 90 days from the date that it was raised as the contractors would need to order all the materials in. The Deputy Clerk had asked KCC for more information (see below) on the new structure so that WTC can coordinate the planting.</p> <ul style="list-style-type: none"> <li>• Would the planting and box hedging need to be removed from the structure for the work to be carried out?</li> <li>• Would there be the option to fill the new structure with plants?</li> <li>• What design would the new structure be, would it be wooden?</li> <li>• Date of works?</li> </ul> <p><b>9.6 Review of treatment to hard surfaces</b> – discussed one treatment had been adequate this year (a reduction from 3 treatments). The long hot spell had helped stop weeds from growing. Agreed for 2023 to one treatment in the spring and budget for another in the summer if needed. Then continue to review each November.</p> <p><b>9.7 Events on our Land</b> - applications had been received since the last meeting for;</p> <ul style="list-style-type: none"> <li>• Westerham Horticultural Society pumpkin event, The Green – 31.10.22</li> <li>• Carols on The Green - 04.12.22</li> </ul> <p><b>9.8 Update on transfer of 3 planters</b> - a letter to confirm the transfer of the three planters in the High Street from the Westerham Society to WTC had been sent to the Westerham Society.</p>	<p><b>DR</b></p> <p><b>DR</b></p>
10.	<p><b><u>Climate Change/Environmental &amp; Bio Diversity</u></b></p> <p><b>10.1 Update on the APFOS Action plan</b> – an updated action plan had been circulated.</p> <p><b>10.2 Wilder Kent Awards update</b> – work had been underway by the Clerk and Deputy Clerk for next year's Wilder Kent submission. More details on</p>	<b>DR&amp;AH</b>

	actions/progress would follow early 2023.	
11.	<b><u>Public Rights of Way</u></b> None.	
12.	<b><u>Correspondence</u></b> <b>12.1 Sevenoaks Greensand Commons tasks days</b> – information on tasks days and events had been circulated to all Councillors for information. Councillors had been encouraged to attend an event/task day. The Deputy Clerk would be attending a task day at Hosey Common Woods on the 16 <sup>th</sup> November. <b>12.2 Kent's Plan Bee September Newsletter</b> – circulated for information	<b>ALL</b>
13.	<b><u>Reports from Councillors</u></b> None.	
14.	<b><u>TN16 Magazine, Crockham Hill Newsletter and website</u></b> Update on KGF re-development project.	<b>DM</b>
15.	<b><u>Matters for District and County Councillors</u></b> None.	
16.	<b><u>Further Matters for consideration at the next meeting.</u></b> Review of tender contract renewals for hanging baskets, garden maintenance and tree works.	
17.	<b><u>Date of next meeting</u></b> - Monday 16 <sup>th</sup> January 2023 at 7pm.	

The meeting was concluded at 8.45 pm

Minutes confirmed as a correct record:

Chairman