

WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held at Russell House on
Monday 11th July 2023 at 7 pm

Present: Councillors: Dr S Kay (SK) – Chairman
Mrs L Bird (LB), Mr E Boyle (EB),
Mrs D Coen (DC), Mr A Hussain (AJH)
Dr J Lord (JL), Mr N Proudfoot (NP),
Mrs L Rodgers (LR), Mrs S Sheen (SS)
Mr P Storey – from 7.30pm
and Mr K Thompson (KT)

In attendance: Town Clerk: Mrs A Howells (AH)
Finance/Project Officer: Mrs D Marshall (DM)
SDC Cllr Diana Esler

| Item | | Action |
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| 1. | <u>Apologies for Absence</u> Apologies were received and accepted from Cllrs Davies and Robson – holiday. | |
| 2. | <u>Declarations of Interest not previously declared</u> None. | |
| 3. | <u>Minutes of the Annual Council Meeting on 15th May 2023</u> It was resolved to approve and sign the minutes of the Council meeting held on 15 th May 2023. | |
| 4. | <u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> Local Council Award – The Clerk reported that the result should be known by mid-August. | |
| 5. | <u>To receive and consider the following Minutes of Committee:</u> Cllr Coen presented the Minutes: 5.1 <u>Planning and Development – 25.05.23</u> Resolved: that the Minutes be adopted. 5.2 <u>Planning and Development – 08.06.23</u> Resolved: that the Minutes be adopted. 5.3 <u>Planning and Development – 22.06.23</u> The WTC response to the latest Covers Farm consultation had been reviewed by the Committee and then submitted to KCC. Thanks to Cllr Robson for all his hard work. The Doggy Day Care non-material amendment had been approved and | |

construction could commence despite WTC's objections.
Cllr Kay reported that he and Cllr Robson had met virtually with KCC Planning Officers, SDC Cllr for Brasted and Sundridge and Keep Westerham Green; organised by KCC Cllr Chard. This was a useful meeting and clarified how the process would work. The application was likely to be heard at either the September or October meeting. Members of the Planning Committee approved the minutes.

Resolved: that the minutes be adopted.

5.4 Planning and Development – 06.07.23

Members of the Planning Committee approved the minutes.

Resolved: that the minutes be adopted.

5.5 Highways and Lighting - 12.06.23

Cllr Bird presented the minutes.

5.2 The meeting, arranged by Cllr Davies, with the Chief Inspector would take place on 13th July. The first thirty minutes would be for the H&L Committee and the second thirty minutes for the Y&C Committee. Items to be discussed included – enforcement of the 20mph zones, tackling ASB, Liaison with Surrey and Met Police and other bodies.

Extending the 20mph zone would be on H&L wish list for the 4 year strategy.

Information on the Westerham Hill potential closure by Thames Water to be placed on the website.

Members of Highways and Lighting approved the minutes.

Resolved: that the minutes be adopted.

5.6 Finance and General Purposes – 19.06.23

Cllr Sheen presented the minutes.

5.5 Work had been completed on the Insurance quotes and it had been agreed to renew WTC Insurance with Zurich for three years.

Members of the Finance and General Purposes Committee approved the minutes.

Resolved: that the Minutes be adopted.

Cllr Storey joined the meeting

5.7 Youth and Community – 26.06.23

Cllr Coen presented the minutes.

5.1 Four members of the Crockham Hill Primary School ECO Club attended the meeting and would be providing data from observing the bird and bug boxes donated by WTC and this would feed into the next Wilder Kent submission.

7 Representatives on Outside Bodies – It was agreed that all Cllrs should take on the responsibility of attending the KALC Sevenoaks Area meetings depending on the Agenda content. A new role had been created of Health and Wellbeing Cllr and Cllr Hussain volunteered to take on this role. ASB – There had been an increase in reported ASB in Westerham and this would be raised with the Chief Inspector at the meeting on 13th July.

Cllr Rodgers asked what was happening regarding the Drill Hall; Cllr Coen responded that she had been in contact with the Sea Cadets to discuss temporary use of the Crockham Hill Village Hall in September and was awaiting a response.

Cllr Storey reported he was the Business Liaison Cllr and had also been

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| | <p>tasked with investigating bringing the Lewis Project – which promoted mental wellbeing in young musicians aged 16 + through music, to Westerham in some form.</p> <p>Members of the Youth and Community Committee approved the minutes.</p> <p>Resolved: that the minutes be adopted.</p> <p>5.8 Allotments, Playing Fields and Open Spaces – 03.07.23</p> <p>Cllr Lord presented the minutes.</p> <p>WTC had been awarded a Silver Wilder Kent Award for this year's submission which maintained the Silver Award from last year. Huge thanks to be given to the Clerk and Deputy Clerk for the enormous amount of work putting together the submission. APFOS spearheaded the work for the submission for work undertaken across all committees and was excellent recognition of work on our ECO agenda.</p> <p>7.2 The allotments were self-funding and as Farley allotment needed its old water pipes replaced, there had been constant issues with leaking pipes, it had been agreed by the Committee to use part of the allotment reserve to fund the work.</p> <p>9 Work had been completed to extend the York paving and provide a new accessible bench, made of recycled plastic. This was very well used. Members of APFOS approved the minutes.</p> <p>Resolved: that the minutes be adopted.</p> | |
| 6. | <p>Finance</p> <p>6.1 Payment List to 31st May 2023</p> <p>Cllr Sheen reported that F&GP had reviewed the payment list and had nothing to bring to Council's attention. There were no other queries and the list was approved.</p> <p>6.2 Committee Accounts to 31st May 2023</p> <p>Cllr Sheen reported that the accounts were in line with what was expected at this point in the financial year and she had nothing to bring to Council's attention.</p> <p>There were no queries and the accounts were approved.</p> <p>6.3 Internal Auditor Report</p> <p>The report from the Internal Auditor had been circulated and there were no issues to bring to the Council's attention.</p> <p>Thanks were given to the Finance Officer for all her hard work.</p> <p>6.4 Amended Annual Accounting Statement 2022/23</p> <p>The Finance Officer reported that on receipt of WTC statements it had been found that interest of £61.98 had been added on the 31st March that we had not been advised of. Whilst the sum was not significant, for accuracy the AGAR Accounting Statement had been amended in consultation with the External Auditor. Following discussion this was agreed.</p> <p>6.5 To consider Grant Application for Westerham Town Partnership</p> <p>The grant application had been circulated. Following discussion it was agreed to award a grant of £500.</p> <p>6.6 To consider Grant Application for 'We are Beams'</p> <p>The grant application had been circulated. Following discussion it was agreed that while this was a very worthy cause more information would</p> | |

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| | <p>be requested on how many young people in TN16 were attending the summer play schemes. It was agreed that once received this information would be reviewed by Cllrs Kay, Sheen and the Clerk to agree a grant of up to £200.</p> <p>It was further agreed that the Grant Application form would be reviewed by F&GP at their next meeting before being approved by Council.</p> | |
| 7. | <p><u>King George's Field Re-development Project</u></p> <p>The Project Officer reported that the work on the skatepark was due to commence either 24th or 31st July.</p> <p>Cllr Hussain asked about publicity on completion of the work; it was agreed that this should happen in September and involve Valance and Churchill Schools and those users who had been consulted on the development of the skatepark.</p> <p>The Project Officer reported that the Fit Trail would be ready to go out to tender in August and recommended a six week tender as it was over the school summer holidays; this was agreed. It was also agreed that Cllrs Sheen and Lord together with the Project Officer and the Clerk would open and review the tenders before making a recommendation to Council.</p> <p>Cllrs Lord and Storey would talk to the WSA at the end of July to discuss the exact siting of the trail adjacent to the WSA building.</p> <p>The Project Officer was thanked for all her hard work.</p> | JL/PS |
| 8. | <p><u>WTC Four-year strategy process</u></p> <p>A briefing note from the Chairman and Vice Chairman had been circulated to all committees and this had resulted in a wish list from the committees for the next four years. The Strategic Business Plan Action Plan 2020 – 2024 had also been circulated. The process for this Councils four year term was discussed and it was agreed to:-</p> <ul style="list-style-type: none"> • Draft a list of community groups to be consulted, Cllrs would then visit the groups identified • Send draft questions for the community survey to the Clerk <p>Cllr Hussain volunteered to help with distribution of the survey.</p> | AH All Cllrs AJH |
| 9. | <p><u>Terms of Reference</u></p> <p>All Committees, except for H&L, had reviewed their Terms and Reference and subject to minor amendments the Terms of Reference for Allotments, Playing Fields and Open Spaces (APFOS), Finance & General Purposes (F&GP), Planning and Development and Youth & Community (Y&C) were approved.</p> | AH |
| 10. | <p><u>Correspondence</u></p> <p>10.1 An email had been received from KALC regarding the – 80th Anniversary of the D-Day Landings – 6th June 2024, this was noted.</p> | |
| 13. | <p><u>Reports from Councillors</u></p> <p>Cllr Hussain reported that he had attended a number of LGA online training courses and the KALC Dynamic Cllr course.</p> <p>Cllr Proudfoot reported that he was dismayed by the spraying of herbicide</p> | |

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| | <p>all over the town and wished this to be reviewed. Cllr Lord reported that this was carried out by KCC and WTC were not notified when this would take place. The Clerk to find out if certain areas could be taken out of the spraying programme and what chemicals were being used.</p> <p>Cllr Coen reported that Defibrillator training had take place in Crockham Hill Village Hall, paid for by Y&C. The training had been excellent and those carrying out the visual defib inspections had also benefited from finding out how to access and test the defibs.</p> <p>Cllr Coen reported that the CH Village Hall would be prepared to take over the responsibility of the defib attached to the outside of the Hall. Cllr Lord to sort out the process of handing it over and the community groups who had initially raised the money for the defib would be consulted.</p> <p>Cllr Rodgers reported that she had attended the Westerham Hall meeting as the WTC representative. They were also going to undertake defibrillator training and were fundraising for a new kitchen.</p> <p>Cllr Boyle reported he had attended the WTP meeting.</p> <p>Cllr Kay reported that he had represented WTC at Armed Forces Day in Sevenoaks.</p> <p>Cllr Kay had attended meetings with KCC Cllr Chard and SDC Cllrs Esler and Maskell.</p> | <p>AH</p> <p>JL/DC</p> |
| 14. | <p><u>TN16, Crockham Hill Village Newsletter & website</u> List and photos of Cllrs</p> | |
| 15. | <p><u>Matters for District and County Councillors</u> SDC Cllr Esler reported that she had toured the new Edenbridge Hospital as it had been built with some CIL funding. Westerham was in the catchment area of the hospital.</p> | |
| 16. | <p><u>Further matters for consideration at the next meeting</u> None.</p> | |
| 17. | <p><u>Date of next meeting</u> Monday 2nd October 2023</p> | |

The meeting was concluded at 9.35

Minutes confirmed as a correct record:

Chairman