

WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held at Russell House on
Monday 2nd October 2023 at 7 pm

Present: Councillors: Mr E Boyle (EB) – Chairman
Mrs L Bird (LB), Mrs D Coen (DC),
Mr W Davies (WD), Mr A Hussain (AJH),
Dr J Lord (JL), Mr N Robson (NR),
Mrs L Rodgers (LR), Mrs S Sheen (SS)
and Mr K Thompson (KT)

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

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllrs Kay and Proudfoot – holiday.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Council Meeting on 10th July 2023</u> It was resolved to approve and sign the minutes of the Council meeting held on 10 th July 2023.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 5.5 Cllr Bird reported that following the meeting with the Chief Inspector; the Police had carried out a Speedwatch on London Road. The Police had reported that – ‘drivers were well aware of our presence and many slowed their speed below the limit on the road, the ones who were in excess of the speed limit were dealt with appropriately.’ 5.5 Cllr Bird reported that a request had been sent to KCC for a 30mph sign for Hosey Hill. Cllr Robson requested a Not suitable for HGV’s sign for the bottom of Hosey Hill as there was such a sign at the Crockham Hill end. 6.6 As agreed by Council, Cllrs Kay, Sheen and the Clerk had approved the £200 grant for Beams as additional evidence had been received and accepted. 9 Cllr Coen reported that it had been agreed that the Y&C Terms of Reference would be reviewed after three months and therefore would be	LB/ER

	discussed at the November meeting. 9 Cllr Bird reported that H&L Terms of Reference would also be reviewed at their November meeting.	
5.	<p><u>Cllr resignation and process to be followed</u></p> <p>The Clerk reported that Mr P Storey had resigned from Westerham Town Council on 16th September. Following due process, Sevenoaks District Council had been informed and in accordance with Section 87(2) of the Local Government Act 1972 a Notice advertising the vacancy had been placed on notice boards and advertised on social media and WTC website. If by 10th October a request for an election to fill said vacancy was made in writing to the Proper Officer at SDC by ten electors, an election would be held to fill the vacancy, otherwise the vacancy would be filled by co-option.</p> <p>The Clerk informed Council that if an election was held the cost would be £8,000.</p>	
6.	<p><u>To receive and consider the following Minutes of Committee:</u></p> <p>Cllr Robson presented the Minutes:</p> <p><u>6.1 Planning and Development – 20.07.23</u></p> <p>Cllr Robson reported that there were no updates on the SDC Local Plan. A Housing Needs Survey would be taking place in Westerham and Crockham Hill this Autumn; WTC would help to advertise this. The next Regulation 18 had been due to take place in Autumn 2023 but it was believed that this would now take place in Spring 2024.</p> <p>Tandridge District Council had been asked to withdraw their Local Plan by the Planning Inspector as he felt it was unsound. TDC had asked for a report to be written by the Planning Inspector.</p> <p>Covers Farm – No new documents had been placed on the website. Cllr Kay had spoken to KCC Cllr Chard and it was likely that the application would be heard in either November or December.</p> <p>Biggin Hill Airport had been consulting airplane holding areas but no further action was required.</p> <p>Gatwick Airport were consulting on a northern runway and Council would kept updated.</p> <p>Resolved: that the Minutes be adopted.</p> <p><u>6.2 Planning and Development – 03.08.23</u></p> <p>Resolved: that the Minutes be adopted.</p> <p><u>6.3 Planning and Development – 17.08.23</u></p> <p>Resolved: that the minutes be adopted.</p> <p><u>6.4 Planning and Development – 31. 08.23</u></p> <p>Resolved: that the minutes be adopted.</p> <p><u>6.5 Planning and Development – 14.09.23</u></p> <p>WTC had raised objections to the TDC application for a Care Home on the Grasshopper site.</p> <p>Resolved: that the minutes be adopted.</p> <p><u>6.6 Planning and Development – 28.09.23</u></p> <p>Members of the Planning Committee approved the minutes.</p> <p>Resolved: that the minutes be adopted.</p> <p><u>6.7 Allotments, Playing Fields and Open Spaces – 11.09.23</u></p>	NR

	<p>Cllr Lord presented the minutes.</p> <p>9.1 A further Grant opportunity had become available from the SDC UK Shared Prosperity Fund. Another accessible seating area adjacent to the notice board would be created with the first tranche. Quotes would also be sought for improving the Town centre signage.</p> <p>9.2 Non-domestic/exotic animals on The Green - following reports that a python had been brought onto The Green the Committee felt a clause should be added to the policy addressing this issue. Council agreed and APFOS would discuss an amended policy at their next meeting.</p> <p>The Crockham Hill Hall Trustees had agreed to take on the management and ownership of the defibrillator. A Deed of Transfer had been signed and the Trustees were thanked for their help on this matter.</p> <p>The Finance Officer would remove the Defibrillator from WTC Insurance and Asset Register.</p> <p>A poster had been distributed to allotment holders and placed on notice boards asking for any surplus fruit and vegetables to be donated to the Foodbank.</p> <p>Members of APFOS approved the minutes.</p> <p>Resolved: that the minutes be adopted.</p> <p>6.8 Finance and General Purposes – 18.09.23</p> <p>Cllr Sheen presented the minutes.</p> <p>5.3 Year End Forecast – Further discussion had taken place and it had been agreed that Committees would highlight in their minutes any concerns and ensure the Finance Officer had the requisite information to provide a summary report for F&GP.</p> <p>7.4 Currant Hill Allotments – A Working Group was to be set up to agree an Action Plan for the way forward. The Group would be made up of a member of APFOS, F&GP and Planning. Terms of Reference would be drawn up.</p> <p>8 It had been an exceptional achievement to be awarded the Local Council Gold Award; many congratulations to the team involved.</p> <p>Resolved: that the Minutes be adopted.</p> <p>6.9 Youth and Community – 25.09.23</p> <p>Cllr Coen presented the minutes.</p> <p>At the previous meeting, previous cllr, Mr P Storey had suggested contacting the Lewis Project, which had been set up to promote mental wellbeing in young musicians aged 16 + through music, to see if WTC could work in partnership for a project in Westerham. It was agreed that the Clerk would contact Sevenoaks Town Council, as they worked with the Lewis Project, for a contact.</p> <p>Citizens Advice were being contacted to see if they would attend the Crockham Hill Coffee morning.</p> <p>Edenbridge Youth Workers were being approached to discuss partnership working.</p> <p>The KCC consultation on Community Wardens had been completed on behalf of WTC.</p> <p>Members of the Youth and Community Committee approved the minutes.</p> <p>Resolved: that the minutes be adopted.</p>	<p>DM</p> <p>AH</p>
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7.	<p><u>Substitute Cllrs for all Committees</u> Following discussion substitute cllrs for all Committees were agreed: -</p> <ul style="list-style-type: none"> • APFOS – Cllr Proudfoot to be asked • F&GP – Cllr Lord • HR Sub Committee – Cllr Lord • H&L – Cllr Rodgers • Planning – Cllr Kay • Y&C – Cllr Boyle 	
6.	<p><u>Finance</u> 8.1 <u>Payment List to 31st August 2023</u> Cllr Sheen reported that F&GP had reviewed the payment lists for June and July and had nothing to bring to Council's attention. The payment list for August was also included and the Finance Officer explained how the Skatepark had been funded from different budgets and also explained the reverse duplicate payments. There were no other queries and all the lists were approved. 8.2 <u>Committee Accounts to 31st August 2023</u> 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. There were no queries and the accounts were approved. 8.3 <u>Initial Budgetary Process</u> Cllr Sheen reported that a paper outlining the initial Budget Process had been circulated and this was approved. 8.4 <u>To consider Grant Application for Greensand Commons Project</u> The grant application had been circulated. Following discussion it was agreed to award a grant of £1000.</p>	AH
9.	<p><u>Survey questions for 4-year Plan</u> Draft survey questions had been circulated and following lengthy discussion it was agreed to simplify the survey and include an introduction outlining what services WTC provided. A draft would be circulated to Cllrs for comments.</p>	AH
10.	<p><u>King George's Field Re-development Project</u> 10.1 <u>Project Report</u> The Project Report had been circulated and was noted. The Project Officer reported that the Skatepark had been completed and had been certified by ROSPA. It was being well used by young people and there were mainly positive comments on social media. There were still some snagging issues to be finished, grass seeding, two bins, more benches and tree planting. The project had come in on budget at £120,000. An opening event would be arranged when the landscaping had been completed. 10.2 <u>Funds Report</u> The Funds Report had been circulated and the financial situation was noted. 10.3 <u>Tender Path Evaluation</u></p>	

	<p>The Tender Path Evaluation had been circulated and the Project Officer outlined the process. Cllrs felt this was a very comprehensive report from the Evaluation Panel. The soil would be redistributed around the site, creating wild flower planting areas.</p> <p>10.4 Circumference Path contract Following discussion it was agreed to award the contract to Company L as recommended by the Tender Path Evaluation Panel at a cost of £56,284.20</p> <p>Resolved: To award the Circumference Path Contract to Company L at a cost of £56,284.20.</p> <p>10.5 SDC CIL Board Bid The Project Officer reported that she had submitted a bid to the SDC CIL Board for the Path. The bid had had to be submitted before the tenders had been opened. Consequently the tenders had been lower than expected and WTC had sufficient funds to pay the contract. The Project Officer recommended withdrawing the bid and following discussion this was agreed.</p>	<p>DM</p> <p>DM</p>
11.	<p><u>Meeting Schedule 2024</u> The Meeting Schedule for 2024 had been circulated and was approved.</p>	AH
12.	<p><u>ECO Policy</u> The current ECO Action Plans from each Committee had been circulated. Cllrs to send any comments/suggestions to the relevant Committees. The Greensand Commons Project to be added to APFOS Action Plan.</p>	DR
13.	<p><u>Policies and Procedures</u> 13.1 WTC Grant application form The draft application form had been circulated and was recommended for approval by F&GP. Following discussion it was agreed to approve the form and review if needed.</p>	AH
14.	<p><u>Correspondence</u> 14.1 A thank you letter from Beams for the Grant had been received. 14.2 A letter congratulating WTC on the Local Council Gold Award from SDC was noted. Former cllr Mrs Ogden to be sent a copy.</p>	AH
15.	<p><u>Reports from Councillors</u> Cllr Lord had undertaken the SDC Code of Conduct training. Cllr Lord and Officers had met with the SDC Town Centre Project Officer regarding the UK Prosperity funding. Cllr Lord had presented the Allotment prizes at the September Fayre. Cllr Lord had attended the WSA meeting with the WTC Project Officer regarding the circumference path on KGF. Cllr Lord had attended the St Mary's ECO Group meeting. Cllr Coen had joined a zoom call with SDC CSU. Cllrs Coen and Boyle had chosen the Christmas trees on 29th September. Cllrs Coen and Boyle had judged the Christmas Light competition entries. Cllrs Coen and Sheen had attended the Crockham Hill Coffee morning.</p>	

	<p>Cllr Sheen and Clerk had responded to the KCC budget consultation. Cllr Sheen and the Clerk had joined a zoom call with the WTC Solicitor regarding the Russell House lease.</p> <p>Cllrs Sheen and Lord had attended the Path Tender evaluation. Cllr Rodgers had undertaken the SDC Code of Conduct training. Cllr Rodgers and the Deputy Clerk had met with the Westerham Society regarding hanging baskets.</p> <p>Cllr Boyle had attended WTP meetings regarding the Fayre and would be attending the wash up meeting on 9th October.</p>	
14.	<p><u>TN16, Crockham Hill Village Newsletter & website</u> Skatepark Circumference path</p>	
15.	<p><u>Matters for District and County Councillors</u> SDC Cllr Maskell briefed WTC.</p>	
16.	<p><u>Further matters for consideration at the next meeting</u> None.</p>	
17.	<p><u>Date of next meeting</u> Monday 4th December 2023</p>	

The meeting was concluded at 9.55

Minutes confirmed as a correct record:

Chairman