

## WESTERHAM TOWN COUNCIL

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

**Monday 16<sup>th</sup> January 2023 at 7.00pm**

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

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

Item		Action
1.	<b><u>Apologies for Absence</u></b> None received.	
2.	<b><u>Declarations of Interest not previously declared</u></b> None.	
3.	<b><u>Minutes of the Meeting</u></b> Held on the 7 <sup>th</sup> November 2022 were approved at Full Council on the 10 <sup>th</sup> December 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 - this is a general update since last meeting for information</u></b> The report was noted. <b>Water leaks:</b> <ul style="list-style-type: none"> <li>• <b>Farley</b> – was still under investigation with Thames Water. Quotes were being sought to replace the pipework.</li> <li>• <b>Currant Hill</b> – two leaks had been identified and needed to be repaired.</li> <li>• <b>Bloomfield</b> – there had been a water trough leak during the cold spell. The WTC Grounds Maintenance Operative (GMO) had undertaken a repair.</li> </ul> <b>Farley noticeboard</b> – a suitable location had been agreed on with the allotment representatives. The noticeboard will be installed when a small repair to the door frame has been completed. <b>Groundsman's hut:</b> <ul style="list-style-type: none"> <li>• <b>Repair to hut roof</b> – WTC's GMO had reported that the roof had been leaking in two areas. Repairs to roof tiles had been undertaken in</li> </ul>	

	<p>December. Feedback received from the contractor had been that the damage may have been caused by someone being on the roof.</p> <ul style="list-style-type: none"> <li>• <b>Fire equipment annual maintenance visit</b> – had been carried out on the 13th of December 2022. Nothing further to report</li> </ul> <p><b>Height barrier repair</b> – the barrier at Costells car park had been hit and damaged. A repair had been undertaken. A new height barrier sign was also required and had been ordered and received for the WTC's GMO to install.</p>	
6.	<p><b><u>Finance</u></b></p> <p><b>6.1 To receive the APFOS Financial Statement up to 31<sup>st</sup> December</b> – the report was received and noted.</p>	
7.	<p><b><u>Allotment Sites</u></b></p> <p><b>7.1 Update on rent renewals</b> – the Deputy Clerk reported that they had spent a considerable amount of time chasing outstanding rents since the last meeting. Final payment letters giving a deadline had been sent. At the time of the meeting 5 tenants still had not paid. It was suggested by the Committee that tenants paid by Direct Debit in the future to reduce the amount of time being spent chasing payments. It was agreed to discuss this with the RFO.</p> <p><b>7.2 Update on Legionella Risk Assessments</b> – an assessment including water sampling had taken place on the 14<sup>th</sup> November 2022 at each of the three allotment sites. A report for each site had been circulated to the committee for information. There had been no evidence of legionella in the water samples taken. The site facilities have been classified as 'Low to Medium-Risk'</p> <p><b>Risk assessment report recommendations:</b></p> <ul style="list-style-type: none"> <li>• a risk assessment review be carried out 5 yearly.</li> <li>• basic Legionella awareness training is completed or the tasks are undertaken by a person or organisation trained to do so.</li> <li>• annual cleaning of the water tanks</li> </ul> <p><b>The committee discussed and agreed the following:</b></p> <ul style="list-style-type: none"> <li>• to undertake a further risk assessment review in 5 years by an external provider.</li> <li>• allotment plot holders should be given guidance on the recommendations outlined in the legionella risk assessment reports with regards to water storage and compost.</li> <li>• investigate the feasibility of annual cleaning of the water tanks.</li> </ul>	<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> – an update on the KGF redevelopment project had appeared in TN16 Magazine and circulated to the APFOS committee for information. The playground had been inspected and signed off in December. A picnic table for the playground along with 4 benches for the playing field had been successfully bid for and received via grant funding from SDC during 2022. The furniture is made of recycled material and would be installed by the spring. It was agreed that the benches will be mounted on paved plinths and as the field is a King George V Memorial Playing Field it would be fitting for one bench to be a memorial bench to Queen Elizabeth II and another dedicated to the Coronation of King Charles III. The two new trees in the playground would also be dedicated to the late Queen and new King with suitable plaques.</p>	<p>DR</p>

9.	<p><b><u>Open spaces</u></b></p> <p><b>9.1 Update on Maintenance Program for the Green</b> – the grass was returning. It was discussed and agreed that the remaining maintenance budget should go towards increasing the paved area (agenda item 9.2). This will enhance The Green by providing additional paved space for a seating unit and improve an area of grass that is often worn away and scruffy looking.</p> <p><b>9.2 Review of seating units on The Green</b> – a quote with 2 estimates had been received and circulated with the agenda to provide and install York stone paving to increase the existing paved area on the Green around Wolfe Statue to enable a new accessible seating unit/picnic table. The RFO had advised there is enough money in the overall APFOS budget to undertake the work. There will be an underspend in the grass cutting budget line due to the dry summer and £1,500 unspent in contingencies. Permission was sought to proceed in principle with estimate No 2. Agreed. A decision was still required on the type of seating to be installed, 1 or 2 benches or tables. After lengthy discussion it had been agreed that the Deputy Clerk would circulate seating options prior to the next meeting.</p> <p><b>9.3 Update on Car Parking Project for Costells Meadow</b> – all outstanding actions from the project had been complete. Residents had been consulted via letter and two new signs had been installed.</p> <p><b>9.4 Parking on grass verges</b> - a quote of £3,600.00 + VAT had been received to install knee rail on the grass verge at the Hartley Road/Ash Road junction and a further quote was being awaited. Permission sought to approve work up to £4,000 exc. VAT upon receipt of a second quote that will be reviewed by the APFOS Clerk in conjunction with the RFO and APFOS Chair. Agreed. Residents will be written to prior to the knee rail being installed.</p> <p><b>9.5 – KCC planter at Quebec Square</b> - no further update from KCC on the planter repair/replacement was available. The Deputy Clerk to chase a response again.</p> <p><b>9.6 Visual Inspection Forms</b> – the committee was asked to complete visual inspection forms for the areas that they are responsible for.</p> <p><b>9.7 Review of tender contract renewals for hanging baskets, garden maintenance and tree works.</b> It was discussed and agreed to extend each contract by a further 2 years when the current contracts ended on the 31 March 2023.</p>	<p>DR</p> <p>DR</p> <p>DR ALL</p> <p>DR</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. There was discussion about the colour key. The matter remained unresolved.</p> <p><b>10.2 Wilder Kent Awards update</b> – the closing date for submissions is May 31st 2023. The Clerk and Deputy Clerk had been progressing with the Councils entry. The APFOS Committee reviewed the responses from the green postcard. Many of the items had been underway and some items were out of APFOS's scope. There is no suitable WTC land for a community orchard however the committee supported the idea in principle.</p> <p><b>10.3 Sevenoaks Greensand Project Update</b> – a summary of the projects people engagement during 2022 had been circulated for information. The project is in its final year and a full schedule of project events are planned.</p>	<p>DR/AH</p>
11.	<p><b><u>Public Rights of Way</u></b></p> <p>The committee asked for an update the progress of the King Georges Field footpath application.</p>	<p>DR/DM</p>

12.	<p><b><u>Correspondence</u></b></p> <p><b>12.1 Sevenoaks Greensand Commons tasks days</b> – information on tasks days and events had been circulated to all Councillors for information.</p> <p><b>12.2 Kent's Plan Bee December Newsletter</b> – the newsletter had been circulated for information. Cllr Pither felt that the local primary schools might be interested in taking part in the Kent Children's Pollinator Challenge.</p> <p><b>12.3 Westerham Swifts 2022 update</b> – an update had been circulated by the Swifts group for information. The committee were pleased to learn that Swifts had returned to Westerham.</p>	DR
13.	<p><b><u>Reports from Councillors</u></b></p> <p>None.</p>	
14.	<p><b><u>TN16 Magazine, Crockham Hill Newsletter and website</u></b></p>	
15.	<p><b><u>Matters for District and County Councillors</u></b></p> <p>None.</p>	
16.	<p><b><u>Further Matters for consideration at the next meeting.</u></b></p> <p>Any rollovers.</p>	
17.	<p><b><u>Date of next meeting</u></b> - Monday 6<sup>th</sup> March 2023 at 7pm.</p>	

The meeting was concluded at 9.45 pm

Minutes confirmed as a correct record:

Chairman