

WESTERHAM TOWN COUNCIL

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

Monday 6th March 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.	<u>Apologies for Absence</u> None received.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting</u> Held on the 16 th January 2023 were approved at Full Council on the 23 rd January 2023.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> None.	
5.	<u>Clerks Report - this is a general update since the last meeting for information</u> The report was received and noted.	
6.	<u>Finance</u> 6.1 To receive the APFOS Financial Statement up to 31st January 2023 – the report was received and noted. 6.2 To agree in principle any rollovers/virements It was agreed that any underspend will be used to: <ul style="list-style-type: none"> • Replenish seat budget (benches) • KGF for bench bases • Open spaces budget line for posts and knee rail • The increase in allotment rental income could be vired if necessary towards any overspend in the water budget line for allotment sites. 	

7.	<p><u>Allotment Sites</u></p> <p>7.1 Update on rent renewals – all rents had been received by the end of February. A considerable amount of time had been spent by Council staff chasing late rent payments. The RFO had advised direct debit payments (DD's) would be time consuming to set up and manage, therefore would not save on workload. The Committee considered the RFO response however after discussion felt that any perceived extra work of setting up and managing DD's or standing orders may be worthwhile and wanted a further conversation with the RFO/F&GP about having the option of adding other possible ways of collecting rents that assist with payments being made on time. It was agreed that the APFOS Clerk will feedback the committee's comments to the RFO/F&GP.</p> <p>7.2 Pipework- Farley Awaiting quotes. The APFOS Clerk to chase.</p> <p>7.3 Request to install a water trough – Currant Hill A request by a tenant to install a water trough on their plot was discussed and declined. It was agreed to review the provision of communal water troughs at the site and this would be communicated to the plot holder.</p> <p>7.4 Request for a skip – Bloomfield Agreed.</p>	DR DR DR DR
8.	<p><u>King George's Field</u></p> <p>8.1 Update on KGF redevelopment project – the skate park consultation was underway.</p> <p>8.2 ASB at Westerham bowling club – an unsecured bowling club bench had been thrown onto the bowling green and the grass had been damaged. The Police and CSU had been made aware. The bowling club would like WTC to consider installing a high fence around the bowling club boundary. After discussion the request was declined. It was felt that a high fence would be a significantly large and unbudgeted for cost that may not stop unwanted access and could encourage climbing of the fence. A high fence around the boundary would also be very unattractive. The Committee recommended that the club secured all their benches where possible. The bowling club was looking to increase their membership and the Council had agreed to help promote the club.</p> <p>8.3 CCTV – following several recent incidents of ASB the Police and SDC had suggested CCTV for the field. The committee agreed that quotes with options for CCTV should be explored and funded through the KGF redevelopment project.</p>	DR DR/AH
9.	<p><u>Open spaces</u></p> <p>9.1 Seating on The Green update – SDC had a portion of the UK Shared Prosperity Fund. Our current capital project met the criteria of improving the town centre and an application to SDC had been made. This would enable the york stone paved area alongside Wolfe Statue to be extended to allow a wheelchair accessible picnic table to be installed. It was hoped the work will be completed by late spring. A future potential seating area had also been identified when measuring up for the current project for a purpose-built paved area on The Green by the noticeboard for a large wheelchair access picnic area in recycled materials. It was agreed to explore this at a later stage.</p> <p>9.2 Parking on grass verges at Ash Road - a second quote had been received. Work should commence soon.</p>	DR

	<p>9.3 Visual Inspection reports for quarter 1 – Visual inspection forms must be submitted to the Deputy Clerk before the end of March. A couple of benches had been reported as loose. They had been promptly fixed. Options for securing the benches would be discussed again with the bench contractor. Increasing the frequency of high usage areas with benches was discussed. The Committee decided to keep the frequency as it was for now.</p>	DR
10.	<p><u>Climate Change/Environmental & Biodiversity</u> 10.1 APFOS Action plan – no update.</p> <p>The Clerk and Deputy Clerk had attended a Plastic Pollution Project (PPP) - litter pick and survey on Weds 22nd February 23 along the River Darent. Results of the event would be circulated when available.</p> <p>The Deputy Clerk had attended the river dipping event run by NWKP on the 14th February and reported that it was well attended.</p>	DR
11.	<p><u>Public Rights of Way</u> 11.1 KGF Footpath application update – a KCC Officer will contact us once work commenced on our application. Due to the volume of applications received, there was currently a backlog of 2^{1/2} years.</p>	
12.	<p><u>Correspondence</u> 12.1 Sevenoaks Greensand Commons tasks days – information on tasks days and events had been circulated to all Councillors for information. 12.2 Kent's Plan Bee Newsletter – had been circulated for information. 12.3 Fields in Trust – Green spaces for Good article – had been circulated for information.</p>	
13.	<p><u>Reports from Councillors - relevant to the APFOS Committee</u> Cllr Thompson had attended the river dipping event.</p>	
14.	<p><u>TN16 Magazine, Crockham Hill Newsletter and website</u> None.</p>	
15.	<p><u>Matters for District and County Councillors</u> None.</p>	
16.	<p><u>Further Matters for consideration at the next meeting.</u> None.</p>	
17.	<p><u>Date of next meeting</u> - Monday 22 May 2023 at 7pm.</p>	

The meeting was concluded at 9.45 pm

Minutes confirmed as a correct record:

Chairman