

## WESTERHAM TOWN COUNCIL

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

**Monday 3<sup>rd</sup> July 2023 at 7.00pm**

Present: Councillors: Dr J Lord (JL) - Chairman  
Mrs L Rodgers (LR)  
Mrs S Sheen (SS)

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 Robson and Cllr Storey – holiday	
2.	<b><u>Declarations of Interest not previously declared</u></b> None.	
3.	<b><u>Minutes of the Meeting</u></b> Held on the 6 <sup>th</sup> March 2023 were approved at Full Council on the 20 <sup>th</sup> March 2023.	
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 the last meeting for information</u></b> The report was received and noted.	
6.	<b><u>Finance</u></b> <b>6.1 To receive the APFOS Financial Statement up to 31<sup>st</sup> May 2023</b> – the report was received and noted. <b>6.2 Defibrillator budget</b> – agreed that this will be discussed by the Chair and APFOS Clerk at the budget planning meeting with the RFO in the Autumn.	<b>DR/JL</b>
7.	<b><u>Allotment Sites</u></b> <b>7.1 Allotment Competition</b> – the annual competition would take place on 11 <sup>th</sup> July. <b>7.2 Farley – replacement pipework</b> - A further water leak had been identified and fixed. Quotes had been sought from Grounds Maintenance companies for replacement of pipework. Only one company had responded. The quote received was for £3,525.00. The Committee <b>AGREED</b> to proceed.	<b>DR</b>
8.	<b><u>King George's Field</u></b>	

	<p><b>8.1 Update on KGF redevelopment project</b> – A project update would be given by the Project Manager, Debbie Marshall (DM), at Full Council on the 10th July.</p> <p><b>8.2. Youth Shelter re-siting</b> – This was a joint project with Y&amp;C and would be built into the project plan to take place after the stake park had been installed.</p> <p><b>8.3 CCTV update</b> – A quote had been obtained and was £3,500 excluding other recommended electrical and groundworks. This was beyond the current APFOS budget. It had been passed to the Project Manger (DM) to build into the re-development project plan.</p> <p><b>8.4 EV charging point at Costells Meadow Car park</b> – this had been a H&amp;L committee led project. The opportunity had arisen for KCC to install EV charging stations at no cost to WTC. Costells Meadow Car park had been identified as suitable and the legal paperwork had been signed. The work was due to commence in the summer.</p> <p><b>8.5 Emergency procedure for the Groundsman hut</b> – Emergency procedures were required to be put in place. A draft would be circulated by the APFOS Clerk before the next APFOS meeting.</p>	<p><b>DM</b></p> <p><b>DM</b></p> <p><b>DM</b></p> <p><b>DR</b></p>
<p><b>9.</b></p>	<p><b><u>Open spaces</u></b></p> <p><b>9.1 Seating on The Green update</b> – The York stone paving had been successfully extended and a new accessible picnic table installed with a plaque stating Westerham Town Council, for the use of the community. The Grasshopper on the Green pub had been asked to remove two of their picnic tables that they had placed on the paved area and were blocking pedestrian access. These had been removed promptly.</p> <p><b>9.2 Allocation of areas for Visual Inspections</b> – Circulated and agreed.</p>	
<p><b>10.</b></p>	<p><b><u>Climate Change/Environmental &amp; Biodiversity</u></b></p> <p><b>10.1 Review of APFOS Action plan</b> – the current plan had been circulated. It was agreed that committee members will review and forward suggestions to the APFOS Clerk before the September APFOS meeting.</p> <p><b>10.2 Submission for Wilder Kent Awards</b> – the WTC 2023 submission had been circulated for information. The results should be known in the few next weeks.</p>	<p><b>DR</b></p>
<p><b>11.</b></p>	<p><b><u>Correspondence</u></b></p> <p><b>11.1 Sevenoaks Greensand Commons final task days</b> – Information on task days and events had been circulated to all councillors for information.</p> <p><b>11.2 Kent's Plan Bee Newsletter</b> – circulated to APFOS Committee for information</p> <p><b>11.3 Currant Hill allotments – request for lower plot</b> - the request was discussed and not approved. This would be communicated in writing to the resident.</p> <p><b>11.4 Costells Meadow car park</b> – a request had been received from a resident of Costells Meadow asking on behalf of a disabled family member for permission to park their vehicle in Costells Meadow car park when no on street parking was available. The request was discussed at length and not approved. This would be communicated to the resident. The APFOS Clerk to investigate if there were legal obligations to provide disabled parking bays in our car parks.</p> <p><b>11.5 Granville Road Green mowing</b> – a complaint and the response about the grass not being cut had been circulated and noted.</p> <p><b>11.6 Letter from resident re: mowing of Granville Road Green &amp; Verralls Corner</b> - a complaint and response about the grass being cut had been circulated and noted.</p>	<p><b>DR</b></p> <p><b>DR</b></p>

	<b>11.7 Request from resident of Hollingsworth Way to reduce trees on KGF</b> - a request to considerably reduce the trees from KGF overhanging parking bays and soiling the cars at Hollingsworth Way was discussed and not approved. This will be communicated in writing to the resident.	<b>DR</b>
<b>12.</b>	<b>The next four years – the committee produced the following wish list for consideration by Council:</b> <ul style="list-style-type: none"> <li>• Develop and improve open space amenities for residents and visitors</li> <li>• Carry out Town signage project</li> <li>• Continue with the King George's redevelopment project</li> </ul>	
<b>13.</b>	<b><u>APFOS Terms of Reference</u></b> The Terms of Reference had been circulated for review and agreed to be recommended to Council.	<b>DR/AH</b>
<b>14.</b>	<b><u>Representatives to be agreed</u></b> <b>WSA</b> – Cllr Lord and Cllr Storey <b>Crockham Hill War Memorial Playing Field Trust</b> - Cllr Robson	
<b>15.</b>	<b><u>Reports from Councillors - relevant to the APFOS Committee</u></b> None.	
<b>16.</b>	<b><u>TN16 Magazine, Crockham Hill Newsletter and website</u></b> None.	
<b>17.</b>	<b><u>Matters for District and County Councillors</u></b> None.	
<b>18.</b>	<b><u>Further Matters for consideration at the next meeting.</u></b> None.	
<b>19.</b>	<b><u>Date of next meeting</u></b> Monday 11 <sup>th</sup> September 2023 at 7pm.	

The meeting was concluded at 9.45 pm

Minutes confirmed as a correct record:

Chairman