

	<p>Members of Planning & Development Committee approved the minutes. Resolved: that the Minutes be adopted.</p> <p>5.2 <u>Planning and Development – 04.01.24</u></p> <p>1 Westways - There had been no news following the applicant's appeal. Grasshopper – TDC had made no decision on the Care Home application. Moorcroft Place – The appeal was due to be held in public on 3rd February, Cllr Robson would attend to observe. Resolved: that the Minutes be adopted.</p> <p>5.3 <u>Planning and Development – 18.01.24</u></p> <p>Members of the Committee approved the Minutes. Resolved: that the minutes be adopted.</p> <p>5.4 <u>Finance and General Purposes – 08.01.24</u></p> <p>Cllr Boyle presented the minutes: The Finance Office reported that Russell House rent arrears had been paid. Cllr Coen asked about food waste collections – Cllr Esler responded that no decision had been taken yet. SDC had until 2026 to reach a decision. However, SDC was discussing how refuse was going to be collected in the future. Resolved: that the Minutes be adopted.</p> <p>5.5 <u>Allotments, Playing Fields and Open Spaces – 15.01.23</u></p> <p>Cllr Lord presented the minutes: The knee rail in Madan Road had been installed. However, the contractor had installed the rail along the line of the existing bollards and not at the road edge, while not ideal the space was much improved. The water at the Currant Hill site was metered and following investigation it appeared that increased usage was the reason for the high invoice not a leak. Allotments should be self-funding and the water invoice was more than the rent received. Use of hose pipes was prohibited and would be in contravention of the agreement. Plot holders at Currant Hill would be informed that if the next invoice was at a similar level, then either the water would be turned off, the rent would be put up to cover the cost or after stressing that hosepipes were not allowed then tenancies would be terminated if anyone was found using hosepipes. The skatepark was being well used. It was hoped that skateboard lessons would be provided at Easter in conjunction with Y&C. Granville Road – It was agreed that small areas of the green could to be used to widen the corners and H&L would be asked to add this work to the HIP (Highways Improvement Plan). Cllr Thompson asked about the new bench on The Green - a start date was awaited. Members of APFOS approved the minutes. Resolved: that the minutes be adopted.</p>	
6.	<p><u>Finance</u></p> <p>6.1 <u>Payment List to 31st December 2023</u></p> <p>Cllr Boyle reported that F&GP had reviewed the payment lists and had nothing to bring to Council's attention. A minor query was satisfactorily dealt with and all the lists were approved.</p>	

	<p>6.2 Committee Accounts to 31st December 2023 Cllr Boyle reported that the accounts were in line with expected expenditure. There were no queries and the accounts were approved.</p> <p>6.3 Internal Auditor Interim report The report from the Internal Auditor had been circulated and it was noted that while WTC had not published the External Audit Report by the 30th September deadline this was due to the fact that it had not been provided to WTC until after 30th September by the External Auditor. Thanks were given to the Finance Officer for all her hard work.</p> <p>6.4 Grant to West Kent Mediation Following the last meeting, additional information had been requested from West Kent Mediation regarding how Westerham and Crockham Hill residents benefited from their services. A response had been circulated. Following discussion, it was agreed to award a grant of £150. Resolved: To award a grant of £150 to West Kent Mediation.</p>	AH/DM
7.	<p><u>Precept 2024/25</u> Cllr Boyle thanked the Finance Officer for the consolidated budget paper setting out the changes following the slight increase in the tax base. F&GP had reviewed the paper and recommended increasing the precept to £317,725. This would represent an increase of 21p per week from £2.70 to £2.91 for Band D Council Tax. Following discussion, it was agreed to increase the Precept to £317,725. Resolved: To increase the precept to £317,725.</p>	DM
8.	<p><u>Annual Town Meeting Agenda</u> This year's Annual Town Meeting would take place on 8th May. Following discussion, it was agreed to showcase all the work WTC had completed on KGF, the skatepark, play area and path by means of a video. It was also agreed to include the new Youth Club, Christmas lights and improvements to the Green and around the town.</p>	AH
9.	<p><u>Paving across the top of The Green</u> Cllr Lord stated that quotes had been obtained to pave the top strip of The Green adjacent to the road with york stone to make the area more attractive and less muddy for people accessing parked vehicles. However lowest quote for this work had been £13,825+vat. Therefore, a quote to use Breedon gravel, being used on KGF for the path, had been obtained for £4,474+vat, which would be reduced to £2,938+vat if the work was undertaken whilst the KGF contractor was still working on KGF. Following lengthy discussion agreement could not be reached. While york stone would be the most attractive solution it was felt that the cost could not be justified and it was thought that Breedon gravel was out of keeping in the area.</p>	
10.	<p><u>Policies and Procedures</u> The following Polices had been circulated and following discussion, with no legal changes or changes to WTC procedures were approved: - 10.1 Investment Policy 10.2 Internal Controls Policy</p>	

	10.3 Financial Regulations 10.4 Procurement Policy 10.5 The Town Green Policy – minor amendment	
11.	<u>Correspondence</u> 11.1 A letter had been received regarding the celebration of D-Day 80 on 6 th June 2024. The Clerk had contacted WTP regarding the Westerham beacon and was awaiting a response. Crockham Hill would be lighting a beacon. 11.2 A thank you had been received from Citizens Advice for the grant received from WTC. 11.3 A thank you had been received from Hi-Kent for the grant received from WTC.	
12.	<u>Reports from Councillors</u> Cllr Coen had attended the CH Coffee drop in, there were 15 attendees. WTC Survey postcards were given out, completed and returned. Cllrs Boyle, Coen, Kay and Lord had taken part in interviewing for a new Deputy Clerk. Cllr Coen had completed the Rural Market Town survey and asked all cllrs to respond. The Clerk to circulate the survey. Cllr Lord had submitted the WTC response for the SDC Parking consultation. Cllr Kay had attended a reception at Chartwell regarding the new exhibition. Cllr Boyle had facilitated the Nisa donation to the Barley Charity. Cllr Thompson had attended the Christmas Forget-me-Not Café. Cllr Rodgers had attended a Trustee meeting at Westerham Hall on 9th January.	AH
13.	<u>TN16, Crockham Hill Village Newsletter & website</u> Annual Town Meeting Skatepark lessons and launch	
14.	<u>Matters for District and County Councillors</u> None.	
15.	<u>Further matters for consideration at the next meeting</u> None.	
16.	<u>Date of next meeting</u> Monday 18 th March 2024	

The meeting was concluded at 9.05 pm

Minutes confirmed as a correct record:

Chairman