

# WESTERHAM TOWN COUNCIL

Minutes of the Allotments, Playing Fields and Open Spaces Committee  
held at Russell House on  
**Monday 4<sup>th</sup> March 2024 at 7.00pm**

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

In attendance: Mrs D Marshall (DM) – Interim Officer for APFOS  
Mrs C Debono (CD) Deputy Town Clerk

| Item |   | Action |
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| 1.   | <b><u>Apologies for Absence</u></b><br>None.  |        |
| 2.   | <b><u>Declarations of Interest not previously declared</u></b><br>None.   |        |
| 3.   | <b><u>Minutes of the Meeting</u></b><br>Minutes of the meeting held on the 15 <sup>th</sup> January 2024 were approved at Full Council on the 22 <sup>nd</sup> January 2024.  |        |
| 4.   | <b><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></b><br><b>4.1 The Green</b> - the paving had been completed at the far end of the Green and the new bench installed. Positive feedback had been received from local businesses and members of the public.   |        |
| 5.   | <b><u>Clerks Report - this is a general update since the last meeting for information.</u></b><br>The report was received and noted.<br><b><u>Allotments</u></b><br><b>5.1 Farley allotments pipework</b> - Pipework to commence 13 <sup>th</sup> March.<br><b><u>King George's Field</u></b><br><b>5.2 Groundsman's hut</b> – now that the perimeter path had been completed, the container had been removed and we would be able to organise the investigation of where the sewage pipe runs and try to identify the blockage problem.<br><b>5.3 Memorial bench</b> – the Interim Clerk checked the records and confirmed that permission for the bench had been granted to the WSA. She communicated the committee's concerns regarding the plethora of inappropriate memorial items on and around the bench to the WSA Chairman. The WSA share the Committee's concerns and agreed to have a gentle word with the family in the first instance about their removal.<br><b>5.4 Goals</b> – the goals were constantly being left out on the field and looked unsightly. They would cause the mowing contractor a problem once the |        |

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|           | <p>mowing for the season begins. There was no apparent reason for them not being put away in the compound. The Interim Clerk would liaise with the WSA Chairman.</p> <p><u>Open Spaces</u></p> <p><b>5.5 Hanging baskets</b> – contact was eventually made with the hanging basket contractor, who had now installed the Winter hanging baskets and provided pricing and timings for the Summer baskets.</p> <p><b>5.6 Madan Road knee rail</b> – a Madan Road resident requested access across the green via the removal of a section of the knee rail in order to provide access to their property for a skip and building materials. This request was denied – the knee rail had been installed to protect the green space from this sort of usage. The resident was advised to contact KCC to seek a permit to locate the skip on the roadside. Reflectors to be sourced to make safe the ends of the knee rail.</p>  | <p>DM</p> <p>CDB</p>                           |
| <p>6.</p> | <p><u>Finance</u></p> <p><b>6.1 To receive the APFOS Financial Statement up to 31<sup>st</sup> January 2024</b> – the report was received and noted.</p> <p>The RFO confirmed that KGF water was only overspent because the Bowls Club had not yet been invoiced for their usage. The hanging basket over expenditure was offset by the contribution from the Westerham Society, showing in income.</p>   |  |
| <p>7.</p> | <p><u>Allotment Sites</u></p> <p><b>7.1 Allotment Vacancies</b> - allotments available currently were as follows – Currant Hill had fifteen full plots / eight half plots. Bloomfield did not currently have any workable plots. Farley had three full plots / three half plots.</p> <p><b>7.2 Allotment Management</b> - As discussed, a formal inspection would need to be carried out of all three sites, to carry out a proper evaluation. There appeared to be a number of plots on each site that were not being worked. Currant Hill had a huge number of tyres on site – the Clerk to re-read the tenancy agreement regarding the use of tyres. Three properties at Farley allotment had fenced the allotment site in with their residential garden which was unacceptable. The Committee <b>AGREED</b> that the plot holders should be written to and instructed to remove the fence immediately. Representatives would be contacted in advance of the inspection and the Clerk would send out letters regarding adherence to the allotment regulations.</p> <p><b>7.3 Allotment competition</b> date is to be confirmed with an external judge.</p> | <p>CDB/DM</p> <p>CDB/JL</p> <p>CDB<br/>CDB</p> |
| <p>8.</p> | <p><u>King George's Field</u></p> <p><b>8.1 KGF Redevelopment</b> - the Project Officer advised that the perimeter path works had been completed to a high standard and the path was being well used. A number of positive comments had been received from members of the public. Landscaping around the skate park would be re-seeded to see if the grass would take better in the Spring, before considering alternative options.</p> <p><b>8.2 KGF Redevelopment next steps</b> - following a lengthy discussion it was <b>AGREED</b> that the next steps to progress the final stage of the project would</p>   |  |

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|     | <p>be to meet with a VAT advisor to understand the VAT implications and undertaking an electrical survey of the pavilion to see if the power supply would support additional floodlighting.</p> <p><b>8.3 Skate Park Lessons</b> – free Easter and Summer lessons to take place at the skate park, posters to advertise the event to be put together by the RFO/Deputy Clerk and displayed in TN16, Facebook, Churchill and Crockham Hill Schools and the Youth Club.</p>  | <p><b>DM</b></p> <p><b>DM/CDB</b></p> |
| 9.  | <p><b><u>Open Spaces</u></b></p> <p><b>9.1 Granville Road</b> - as discussed, it was <b>AGREED</b> that the posts should be removed at Granville Rd, due to them rotting away at the base. The RFO reported she had spoken with Cllr Bird Chairman of H&amp;L, about reducing the grass verges and widening the highway, to provide easier access on the corners of Granville Rd. She agreed that this could be considered for the improvement plan, if APFOS would fund any works.</p> <p><b>9.2 Visual Inspections</b> - Councillors were asked to complete quarter one inspections and forward to the Deputy Clerk.</p> <p><b>9.3 Planters at Churchill</b> – Councillors discussed whether these should be removed as they were not looking attractive. They appear to have been missed from the planting and watering schedule. The Interim Clerk suggested that this should be rectified before considering removal.</p> | <p><b>CDB</b></p> <p><b>ALL</b></p>   |
| 10. | <p><b><u>Climate Change/Environmental &amp; Biodiversity</u></b></p> <p><b>10.1 ECO Action Plan</b> – Councillors discussed sourcing double recycling bins.</p>  |                                       |
| 11. | <p><b><u>Correspondence</u></b></p> <p><b>11.1 Pilates Classes</b> – a request had been received to hold Pilates classes on KGF in the better weather. The Interim Clerk advised that the applicant held a professional qualification and had insurance. It was <b>AGREED</b> to approve the request and the charge would be £10 per session.</p> <p><b>11.2 Bouncy Castle</b> – a request had been received to have a bouncy castle at KGF with a party in the WSA. The Interim Clerk had advised that only professionally manned and insured bouncy castles were permitted.</p> <p><b>11.3 Create a Garden Scheme</b> – An initiative to design a garden / small space / pot, involving the local schools was considered. The idea was to be put to the schools by Cllr Coen, to determine whether this fitted in with the school curriculum and was something that would be of interest.</p>                                |                                       |
| 12. | <p><b><u>Reports from Councillors relevant to APFOS (not already covered elsewhere in the minutes)</u></b></p> <p><b>12.1</b> Cllr Lord had undertaken site visits with the new Committee Clerk.</p>   |                                       |
| 13. | <p><b><u>TN16 Magazine, Crockham Hill Newsletter and website</u></b></p> <p><b>13.1</b> Advertise the free Skate Park lessons.</p> <p><b>13.2</b> Advertise allotment vacancies.</p>   |                                       |
| 14. | <p><b><u>Matters for District and County Councillors</u></b></p> <p>None.</p>  |                                       |

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| 15. | <p><b><u>Further Matters for consideration at the next meeting.</u></b><br/> Allotment review.<br/> Cllr Rodgers gave her apologies as she was on holiday.</p> |  |
| 16. | <p><b><u>Date of next meeting</u></b><br/> Monday 17th June 2024 at 7pm.</p>   |  |

The meeting was concluded at 9.08pm

Minutes confirmed as a correct record:

Chairman