WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held at Russell House on Monday 7th October 2024 at 7 pm

Present: Councillors: Mr E Boyle (EB) – Chairman
Mr M Bortolozzo (MB), Mr I Breminer (IB),
Mrs D Coen (DC), Ms C Dicker, (CD),
Mr A Hussain (AJH), Mr N Proudfoot (NP),
Mr N Robson (NR), Mrs L Rodgers (LR),
Mrs S Sheen (SS) and Mr K Thompson (KT)

In attendance: Town Clerk: Mrs A Howells (AH)
Finance/Project Officer: Mrs D Marshall (DM)

Item		Action
1.	**Apologies for Absence** Apologies were received and accepted from Cllr Bird – holiday and Cllr Lord – personal commitment.	
2.	**Declarations of Interest not previously declared** None.	
3.	**Minutes of the Council Meeting on 8th July 2024** **It was resolved** to approve and sign the minutes of the Council meeting held on 8th July 2024.	
4.	**Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda** 15 to change to 'Cllr Bortolozzo asked SDC Cllr Esler if SDC would re-look at parking charges but Cllr Esler stated it had all been agreed by SDC.'	
5.	**To receive and consider the following Minutes of Committee:** 5.1 **Planning and Development – 18.07.24** Cllr Robson presented the Minutes: SDC Local Plan – There might be news between now and December or SDC might wait until there was clarity regarding the changes with the new NPPF. Drill Hall – This application had been refused as it had not been adequately demonstrated that the development would preserve and record archaeological remains and features of the community building. **Resolved**: that the Minutes be adopted. 5.2 **Planning and Development – 01.08.24** **Resolved**: that the Minutes be adopted. 5.3 **Planning and Development – 15.08.24** **Resolved**: that the minutes be adopted. 5.4 **Planning and Development – 29.08.24**	

	Resolved: that the minutes be adopted. 5.5 **<u>Planning and Development – 12.09.24</u>** Members of the Committee approved the Minutes. **Resolved**: that the minutes be adopted. 5.6 **<u>Planning and Development – 26.09.24</u>** Members of the Committee approved the Minutes. **Resolved**: that the minutes be adopted. 5.7 **<u>Highways and Lighting – 02.09.24</u>** Cllr Bortolozzo presented the Minutes. The Assistant Clerk had been arranging weekly Speed Watch in various locations in the Town and the Hosey Hill Speed Watch group had been conducting regular sessions. An action camera to help record the car registrations had been purchased. 20mph signage - good progress was being made with KCC regarding additional signage for Croydon Road. Cllr Lord had written to SDC Leader Cllr Hogarth regarding parking charges and extending Sunday parking hours, and a reply had been received, this was to be discussed at the SDC Liaison meeting on 13th November.	
	Cllr Coen requested the Committee investigate the dial a bus service provided by Surrey Connect.	JOS
	Cllr Breminer reminded Cllrs that tomorrow was the last day to respond to the Local Transport Plan.	
	Cllr Rodgers reported that Sevenoaks now had a 20mph zone, the road had been painted and there were numerous 20mph roundels on the road. The Clerk reported that the Assistant Clerk had contacted KCC regarding this and was awaiting a response.	JOS
	Members of the Committee approved the Minutes. **Resolved**: that the minutes be adopted. 5.8 **<u>Finance and General Purposes – 09.09.24</u>** Cllr Sheen presented the minutes: Budget concerns had been outlined in the F&GP minutes with clarification that the overspend could be met from some budget lines underspent and the bottom line maintained. The budget information was then confirmed with Committee Chairs and there were no other current concerns raised. Cllrs Lord and Sheen were in negotiation with the Drs Surgery regarding the new lease. WTC had proposed a new rent which the NHS District Valuer disputed. The Drs were going to appeal this decision. This was a complex process; Cllrs would be kept informed. Members of the Committee approved the Minutes. **Resolved**: that the Minutes be adopted. 5.9 **<u>Allotments, Playing Fields and Open Spaces – 16.09.24</u>** Cllr Rodgers presented the minutes: Groundman's Hut – A septic tank had now been found, no-one had been aware of it, it was due to be emptied on 9th October. Farley Allotment – a resident had offered to provide a skip on their land, WTC could use this and make a donation to the cost. The Deputy Clerk and Cllr Rodgers had attended a meeting of the WSA and raised the parking issue. The WSA agreed this was a major problem.	
	Dog waste stickers – these were being purchased to put on bins to inform	CDB

	residents that dog waste could be placed in litter bins. Container on KGF – a site visit was required to progress this request. Hollingsworth Way – Residents had requested trees on the edge of KGF be cut back as they were hanging over the parking area but following the work complaints had been received. A site visit had taken place and the complaints were not upheld. Members of the Committee approved the Minutes. **Resolved**: that the minutes be adopted. 5.10 **Youth and Community – 23.09.24** Cllr Coen presented the Minutes. A useful meeting had taken place with the Head Teacher at Churchill School. A comment had been received from a parent /carer at the skatepark lessons that there was no provision for arts/drama for young people after school. The Head Teacher agreed with this and reported that the School had a free slot on a Thursday which could be utilized. This was being investigated. The Youth Club had been stopped due to lack of attendance. Boxing classes were being explored with a local gym, preferably using Westerham Hall. Skatepark lessons – There was great feedback for these lessons and attendees were being surveyed regarding future lessons. Cllr Dicker reported she was having a meeting with a friend regarding the ECO plan and hoped to bring forward new ideas to the next Y&C meeting. Members of the Committee approved the minutes. **Resolved**: that the minutes be adopted.	DC DC CD
6.	**Finance** 6.1 **Payment List to 31st August 2024** Cllr Sheen reported that F&GP had reviewed the payment list and had nothing to bring to Council's attention. The Finance Officer reported that she had noticed fraudulent activity on the current account from the Town Clerks business debit card. The card had been cancelled immediately and following investigation a new card had been issued and all payments had been reimbursed. There were no other queries on the lists and the payment list was approved. 6.2 **Committee Accounts to 31st August 2024** Cllr Sheen reported that the accounts were in line with expected expenditure. There were no further queries and the accounts were approved. 6.3 **External Auditor's Report** The External Auditor report had been circulated. Council thanked the Finance Officer for her work to ensure a clean audit. 6.4 **Budget Process** Cllr Sheen reported that a paper outlining the initial Budget Process had been circulated and this was approved. 6.5 **Town Centre bollards** The Town Clerk reported that there was ££3,061.50 left in the SDC Town	

	Centre grant. A quote had been received to re-paint the 39 bollards around The Green for £4,000. Following discussion, it was agreed to go ahead with the work, the balance to come out of the Strategic Business Plan budget.	
7.	**KGF Re-development Project** The Finance Officer had circulated a paper regarding the area surrounding the skatepark. The skatepark was so well used that this area had not had the opportunity to re-establish and the entrance and exit points were particularly affected. There were also areas that were no longer flush and posed a trip hazard and these had been outlined in the recent ROSPA Health and Safety report. The Finance Officer had requested a quote from the contractor who had installed the footpath around KGF. The contractor had undertake works to remedy a similar problem for other skateparks and recommended installing tiger mulch on the high usage areas and surrounding the rest of the skatepark with 'grass protecta' over turf. The Finance Officer asked Council to waive the Financial Regulations which stated that three quotes were required as WTC had only recently gone out to tender for the path around KGF and the contractor who had been awarded the contract was the most competitive and the completed path was excellent. Following discussion this was agreed at a cost of £5,620.0 plus VAT to be funded from the KGF reserve. The work to be carried out between January – March. This was a good time to carry out the work as it would have the least impact on usage. **Resolved:** To carry out work at the skatepark at a cost of £5,620, funded from the KGF reserve. To waive Financial Regulations due to recent footpath tender. The Finance Officer had also circulated information regarding benches on KGF. Following discussion, it was agreed to order three benches for the three bases that had already been installed. Further installations of benches would be discussed at the next APFOS meeting.	
8.	**WTC Strategy Consultation** Cllr Lord had circulated a draft Strategy following the survey of residents. Following discussion, the Strategy was agreed subject to minor amendments. Cllr Coen asked if the Crockham Hill notice board could be re-located. This would be put on the next APFOS agenda. The Finance Officer would now update the Strategic Business Plan with a view to discussing at the December meeting.	JL DM
9.	**Meeting Schedule 2025** The draft Meeting Schedule for 2025 had been circulated and was agreed.	
10.	**Policies and Procedures** The following Polices had been circulated: - 10.1 – Emergency Plan	

	Following discussion it was agreed to approve the Emergency Plan. **Resolved:** To approve the Emergency Plan.	
11.	**Correspondence** None.	
12.	**Reports from Councillors** Cllr Coen reported that the Assistant Clerk had responded well to a resident who had raised the issue of using 'speed bot'; it was not relevant for Town Council needs. Cllrs Coen, Hussain and Sheen had attended speed watch in Crockham Hill on 25th July and 12th September. Cllr Shen had attended the Citizens Advice AGM on 24th July. Cllrs Coen and Boyle had chosen the Christmas trees. Cllr Sheen reported she had been approached by residents regarding the safety of the fun fair ride at the WTP Fayre. It was agreed that the Clerk would raise the issue with WTP.	AH
13.	**TN16, Crockham Hill Village Newsletter & website** None.	
14.	**Matters for District and County Councillors** None.	
15.	**Further matters for consideration at the next meeting** Strategic Business Plan Draft Budgets	
16.	**Date of next meeting** Monday 2nd December 2024	

The meeting was concluded at 9.12 pm

Minutes confirmed as a correct record:

Chairman