

# WESTERHAM TOWN COUNCIL

Minutes of the Allotments, Playing Fields and Open Spaces Committee  
held at Russell House on  
**Monday 13<sup>th</sup> January 2025 at 7.00pm**

Present: Councillors: Mrs Rodgers (LR) - Chair  
Mr N Robson (NR)  
Mrs S Sheen (SS)  
Mr N Proudfoot (NP)  
Ms C Dicker (CD)

In attendance: Mrs C Debono (CD) Deputy Town Clerk  
One member of the public

| 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 18 <sup>th</sup> November 2024 were approved at Full Council on the 2 <sup>nd</sup> December 2024.                                                                                                                                                                                                                                                                                                      |            |
| 4.   | <b><u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u></b><br>Cllr Robson raised the question whether there had been any further development in securing funding, by means of a grant for the flagstone paving, to be extended around the Green - to be raised at Full Council.                                                                                                                                       |            |
| 5.   | <b><u>Finance</u></b><br><b>5.1 To receive the APFOS Financial Statement up to 31st December 2024</b><br>the report was received and noted.<br>The Committee were advised of the potential overspend in utility costs and weedkilling which will be offset by savings to date in mowing and utilising the contingency budget.                                                                                                                                                      |            |
| 6.   | <b><u>Allotments</u></b><br><b>6.1 To update on the allotment rent renewal</b> – To date, three outstanding rents had not been paid, one on each of the allotment sites.<br>Cllr Sheen requested the tenancy agreement be amended to state priority for vacant plots be awarded to Westerham residents.<br><b>6.2 To approve a skip at Farley allotment site</b> – The rubbish left behind on plot 2 was considerably larger than first anticipated - a quotation had been sourced | <b>CDB</b> |

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|     | <p>to remove the rubbish by means of a caged tipper vehicle and was <b>agreed</b> that the works be carried out, at a cost of £650 (+ VAT).<br/>This will be covered by the APFOS allotment reserves.</p> <p><b>6.3 To consider soil test at Farley allotment site</b> – Plot holders of no 13 had recently cleared their plot of debris and unearthed an asbestos sheet – the Deputy Clerk had sourced a quotation, to remove the panel and carryout a soil test - the Committee agreed that a comparable quotation be sourced. This should be covered by the APFOS allotment reserves.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p><b>CDB</b></p> <p><b>CDB</b></p> |
| 7.  | <p><b><u>King George's Field</u></b></p> <p><b>7.1 To agree quotation for the surround surface to the cess pit</b> – A further comparable quotation had been received for laying a surround to the cess pit and the replacement of a new lid.<br/>Following discussion, it was <b>agreed</b> that the works be carried out at a cost of £2,115.00 (+ VAT)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                     |
| 8.  | <p><b><u>Open spaces</u></b></p> <p><b>8.1 To approve the quotation for the maintenance plan on 'The Green'</b> – The Deputy Clerk had sourced comparable quotations for the maintenance plan of the Green – The Committee <b>agreed</b> not to progress with any works at this time due to cost.</p> <p><b>8.2 Review the visual inspections</b> - Quarter one inspections were due and should be sent to the Deputy Clerk before the end of March.</p> <p><b>8.3 To approve relocation of notice board (Crockham Hill)</b> – The current noticeboard had deteriorated to such an extent that it was now unusable. Following discussion, the Committee <b>agreed</b> the request for the relocation of a new A4 notice board, to be re-sited within the village garden for a cost of £501.54 (+ VAT)</p> <p><b>8.4 To consider a way forward for Granville Road Green</b> – A member of the public had expressed concerns in the open forum that following the removal of the rotten posts at Granville Green, large vehicles were now cutting off the corners at three main points, churning up the grass and infringing on the green space.<br/>Photographic evidence had been provided of the damage that had already been caused.<br/>The Deputy Clerk had sourced quotations for preventative measures to be taken.<br/>The Committee agreed that further comparable quotations be sourced.</p> | <p><b>CDB</b></p> <p><b>CDB</b></p> |
| 9.  | <p><b>9.1 APFOS/Eco Action Plan</b> – Cllr Robson requested open spaces be added to the Eco Action Plan to be considered for improving Eco Diversity.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>CDB</b>                          |
| 10. | <p><b><u>Public Rights of Way</u></b><br/>None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                     |
| 11. | <p><b><u>Correspondence</u></b><br/>Email regarding Westerham Horticultural Society coffee morning.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                     |
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| 12. | <b><u>Reports from Councillors relevant to APFOS (not already covered elsewhere in the minutes)</u></b> Cllr Proudfoot raised the question why the Memorial Pavillion at King George's Playing Field could not be removed from our portfolio. |  |
| 13  | <b><u>TN16 Magazine, Crockham Hill Newsletter and website</u></b><br>None                                                                                                                                                                     |  |
| 14. | <b><u>Matters for District and County Councillors</u></b>                                                                                                                                                                                     |  |
| 15. | <b><u>Further Matters for consideration at the next meeting.</u></b><br>Quotations for Granville Green / Quotation for PH test at Farley allotment site.                                                                                      |  |
| 16. | <b><u>Date of next meeting</u></b><br>Monday 31st March 2025 at 7pm.                                                                                                                                                                          |  |

The meeting was concluded at 940:pm

Minutes confirmed as a correct record:

Chair