

# WESTERHAM TOWN COUNCIL

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

**Monday 18th November 2024 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

| Item |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 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 16 <sup>th</sup> September 2024 were approved at Full Council on the 7 <sup>th</sup> October 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>The Groundsman Hut</b> – Investigative works were carried out to locate the cesspit and soil pipe to the front of the groundsman hut, in doing so a buried manhole was also discovered. Subsequently the cess pit was drained, and the separated pipe was reconnected.<br>Quotation received to lay surround to the cesspit and renewal of cesspit lid (item 7.2)<br><b>Signage to Crockham Hill</b> – It was agreed not to progress with the painting of the signage at this time due to cost.<br><b>Darent Valley Landscape recovery project</b> – Long Pond fell outside the boundaries of land included in the recovery project so would not be restored as a direct part of the project. There were ongoing discussions with Southeast Water / Rivers Trust. |        |
| 5.   | <b><u>Finance</u></b><br><b>5.1 To receive the APFOS Financial Statement up to 30th September 2024</b><br>the report was received and noted.<br><b>5.2 To consider the draft APFOS budget for 2025 / 26</b> – A meeting was held between Cllr Rodgers the Deputy Clerk and the RFO to discuss the proposed budget for the financial year 2025 / 26.<br>Key points discussed:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|    | <p>Review of proposed budget<br/>Analysis of expenditure lines<br/>Future expenditure forecasts<br/>Cllr Rodgers outlined the draft budget to the Committee and following discussion it was <b>agreed</b> to propose a draft budget of £57,050 which was an increase due to the higher mowing tender and utility rise.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |
| 6. | <p><b><u>Allotments</u></b><br/> <b>6.1 Update on the allotment rent renewal</b> - Rental notification letters were sent out 1/10/24, to date one full plot, one half plot and a quarter plot had been given up on the Bloomfield site, one full plot on the Farley allotment site. Rental reminder letters were sent out 11/11/24<br/> <b>6.2 To approve a skip at Farley allotment site</b> - It was <b>agreed</b> that a contribution of £100 be paid to the plot holder of 18 &amp; 19 for a skip to be sited on his property, which backed onto the Farley allotment site, to dispose of the rubbish on site.<br/> <b>6.3 To approve a further skip at Currant Hill</b> – A request to hire a second skip for the Currant Hill allotment site was made by the allotment representative for the remaining unearthed rubbish. The Committee agreed that should be re-visited when all monies had been received for the allotment rents.<br/> <b>6.4 Review concealed water units</b> – The Deputy Clerk carried out research to locate sealed water units that could be considered for our three allotment sites – the response received was that the requirements weren't something that were manufactured – the suggestion was that this would need to be made to order – the Committee agreed the cost to have sealed water units manufactured would be too costly.</p> | CDB |
| 7. | <p><b><u>King George's Field</u></b><br/> <b>7.1 Update on KGF redevelopment project</b> – an update emailed from the Project Manager was received and noted by the Committee, that the ongoing works were on hold due to budgetary constraints.<br/> <b>7.2 To agree quotation for the surround surface to the cess pit</b> – One quotation had been received over for £3000. Following discussion and in accordance with our financial regulations a further quotation would be sourced for laying a surround to the cess pit and the replacement of a new lid.<br/> <b>7.3 To agree quotation for the tree removal at KGF</b> – The Deputy Clerk met with WJFC to determine where the location of the container should be sited and establish the measurements of the container.<br/> A further quotation was then requested by the Deputy Clerk for the tree surgeons to carry out a revised quotation.<br/> The Committee approved the quotation with the new information at a cost of £650 (+VAT).<br/> <b>7.4 To approve three benches on King George's Playing Field</b> - The Committee approved the installation of the benches onto the previously installed plinths.</p>                                                                                                                                                                                          |     |
| 8. | <p><b><u>Open spaces</u></b><br/> <b>8.1 To approve the quotation for the maintenance plan on 'The Green'</b> – The Deputy Clerk had recently had a PH test carried out to the soil; the Committee agreed that comparable quotations be sourced.<br/> <b>8.2 Review the visual inspections</b> - Quarter four inspections were due and should be sent to CDB before the end of December.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | CDB |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
|     | <p><b>8.3 To agree quotation for additional planting at Crockham Hill</b> – The Committee approved the quotation for the planting up of additional rose bushes and lavender to the beds and repairing the missing sections of hedge.</p> <p><b>8.4 Review and approve contractor for the mowing tender</b> - A tendering process for the mowing contract had been undertaken. The closing date for submission had been by noon on Monday 4<sup>th</sup> November 2024. All tender submissions received had been opened by the Responsible Finance Officer Debbie Marshall, in the presence of the Deputy Clerk and Cllr Rodgers. The Committee reviewed the tender submissions and scored them using the following system: within budget / location, ability to carry out the specification on the information provided in the tender document and existing contractors. The evaluation included emphasis on price.</p> <p>The <b>agreed</b> outcome by the Committee of the tender process was as follows:<br/> A three-year contract to be awarded to Landscape Services with effect from 1 April 2025 – 31 March 2028 (with potential two-year extension) to maintain both Crockham Hill and King George's Playing Field.<br/> A three-year contract to be awarded to Wealden with effect from 1 April 2025 – 31 March 2028 (with potential two-year extension) to maintain Westerham's open spaces including: The Green, Granville Rd, Ash Rd, Hartley Rd, Verrall's Corner and Madan Rd.</p> |     |
| 9.  | <p><b>9.1 APFOS/Echo Action Plan</b> – Following discussion the Committee discussed ideas on how the Council could achieve the Gold Wilder Kent Award, it was agreed that the Deputy Clerk would investigate the amount of work involved.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CDB |
| 10. | <p><b><u>Public Rights of Way</u></b><br/>None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |
| 11. | <p><b><u>Correspondence</u></b><br/> Email regarding allotment winner at Currant Hill<br/> Email regarding parking at Granville Rd</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |
| 12. | <p><b><u>Reports from Councillors relevant to APFOS (not already covered elsewhere in the minutes)</u></b><br/> Cllr Proudfoot offered to draft a consultation document regarding Granville Green – to be discussed at the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |
|     | <p><b><u>TN16 Magazine, Crockham Hill Newsletter and website</u></b><br/>None</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |
| 14. | <p><b><u>Matters for District and County Councillors</u></b><br/>Mowing Tender</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |
| 15. | <p><b><u>Further Matters for consideration at the next meeting.</u></b><br/>None.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |
| 16. | <p><b><u>Date of next meeting</u></b><br/>Monday 13<sup>th</sup> January 2025 at 7pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |

The meeting was concluded at 9:24pm

Minutes confirmed as a correct record:

Chair