

WESTERHAM TOWN COUNCIL

Community Engagement Committee

Minutes of the Meeting held on Monday 8th September 2025
at 7 pm in Russell House, Market Square, Westerham

Present: Councillors: Mrs D Coen (DC) – Chair
Mr M Bortolozzo (MB)
Ms C Dicker (CD)
Mr K Thompson (KT)

Town Clerk: Mrs A Howells (AH)
Cllr Ian Breminer (IB)

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Hussain – traffic issues.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting on 23rd June 2025</u> The minutes of the meeting on 23 rd June 2025 were approved at the Council meeting on 7 th July.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 8 Crockham Hill Notice Board – Cllr Coen requested the locks be oiled as soon as possible. The addition of Westerham Town Council on the board was being investigated by the OSA Committee. 7.9 Plogging – Following investigation this did not appear to be of interest so Cllr Dicker would now investigate Plalking - walking while picking up litter.	CDB CD
5. 5(1) 5(2)	<u>Community Engagement Projects</u> <u>Crockham Hill – Coffee, cake and chat</u> Cllr Coen reported that there had been 16 attendees at the July Café and there was no Café in August. The Café would resume in September. <u>Crockham Hill Primary School, Crockham Hill Pre-School, Churchill Primary School</u> Following discussion, it was agreed that Cllr Coen would seek a meeting with the Headteacher and Chair of the PTA of Crockham Hill School to see if there were any projects the Committee could help with. Cllr Coen had asked for a meeting with the Crockham Hill Pre-School to discuss wooden toys, bird feeders and creating a mini garden. Art sessions were booked at Churchill School – see 6(1).	DC DC

5(3)	<u>Valance School and Shop</u> Nothing further to report.	
6. 6(1)	<u>Youth Projects</u> <u>Arts/Craft session</u> Cllr Coen reported that Art Sessions had been booked for 21 st , 22 nd and 23 rd October between 3 – 4 pm. Further art packs had been purchased together with small prizes to reward attendance and recognise creativity to encourage attendance. The Clerk reported that the poster had been sent to the School and attendance numbers would be followed up.	AH
6(2)	<u>Skatepark lessons</u> Cllr Thompson reported that Skatepark lessons had taken place on 7 th , 14 th , 21 st August with two groups 6 -10 years olds at 1.30 – 2.45 pm and 11 and over from 3 – 4.15 pm. However, the session on 28 th August had been rained off, it was hoped this would be re-arranged for 11 th September. These sessions had been very well attended, and numbers had increased from last summer. Discussion took place on making the lessons a sustainable activity by having parents run sessions at a weekend or evening, further investigation was required and skateboard lessons provider was going to approach some of the parents. It was noted that there was some graffiti on the skatepark and OSA Committee would be discussing this on 15 th September.	
6(3)	<u>To consider Youth Activities</u> A discussion was held on future youth activities and how to connect with the young people in Westerham to find out what they wanted to do. Cllr Coen and Bortolozzo had attended a KALC webinar on How local councils can engage with young people on 2 nd September and it had been very interesting and informative. Cllr Coen to circulate bullet points from the session but using social media had been key. Cllr Breminer has seen a poster from Sevenoaks Town Council regarding a Youth Council, the Clerk to investigate. Following discussion, it was agreed that Cllr Dicker would produce a draft video for social media about the work of WTC aimed at young people.	DC AH CD
7.	<u>Local Council Award – Statement on crime and disorder</u> A draft statement had been circulated and following discussion and with minor amendments was approved.	
8. 8(1)	<u>Community Issues</u> <u>Anti-Social behaviour</u> One of the biggest issue was motorbikes/electric bikes around the Town with no number plates. The Clerk to speak to WTC PC to see if anything could be done. There had also been shoplifting at the Co-op using bikes as a getaway, however one of the bikes had been seized by a member of the public and the Police were dealing with this incident.	
8(2)	<u>Police</u> The following information had been received: - Regular updates from My Community Voice	

8(3)	The Clerk reported that following a visit from the local Police, WTC now had a dedicated officer. The Police had been daily visiting the Pootings site following an unlawful development. <u>IAG (Independent Advisory Group)</u> Cllr Coen had attended the IAG meeting on 4th June and had circulated the minutes. The next meeting was online on 8th October.	
8(4)	<u>Chamber of Commerce – Westerham</u> Cllrs Bortolozzo and Breminer reported that they had attended the Westerham meeting on 13th August and had made some good connections including Dementia Services.	
8(5)	<u>Traders Meeting</u> Cllr Bortolozzo reported that he and Cllrs Breminer and Lord and the Clerk had attended the Traders meeting on 3rd September, held in the council chamber. The attendance from Traders had been low compared to other meetings. Items on the Agenda had included more benches, an additional zebra crossing, more CCTV and radio links to each other and the CCTV controllers to protect businesses. Cllr Bortolozzo spoke to the meeting regarding radio links and following discussion it was agreed that a retailer from Sevenoaks would speak to the Traders at the next meeting about their experiences, Cllr Bortolozzo to arrange. The Clerk was tasked with finding out about further CCTV and parking costs.	MB AH
8(6)	<u>Mobile Coverage in Westerham</u> Cllr Breminer reported that he and Cllr Robson and the Clerk had attended a Teams meeting with the UK's leading digital infrastructure services company to find out if the mobile signal in Westerham could be improved. This was an interesting and helpful meeting. Following the meeting Cllr Breminer would set out a plan for discussion, funding would be investigated and sites identified.	IB/AH
8(7)	<u>Pub Watch</u> Cllrs Dicker and Bortolozzo reported that licensed premises were not keen on setting up Pub Watch but had set up a WhatsApp group to communicate with each other. Going forward the Committee agreed to delete Pub Watch from the Agenda.	
8(8)	<u>Forget-me-not Café</u> The Clerk reported that 17th October was the 10th anniversary of the first Café in Westerham. A small celebration was planned, invitations to follow.	
8(9)	<u>Christmas Lights Switch on</u> The Clerk reported that the Late-Night Trading event would take place on Thursday 27th November 5 – 8pm. The Tree would be switched on as normal, with entertainers booked. WTP were organising a Christmas market in and outside the Kings Arms and there would be stalls outside the Co-op, it was hoped that a stall with photographs with Father Christmas would encourage people to visit the west end of town. Cllrs Boyle and Coen to choose the three trees for The Green, Crockham Hill Garden and the Manor House, Westerham.	
8(10)	<u>Vegetation clearing</u> Cllr Breminer had suggested a vegetation removal working group and following discussion it was agreed to do this on the same day as a litter pick and call it 'Wombling in Westerham'. The agreed date was Tuesday 30th September 10 am to 12 noon. The Clerk to draft a poster. This would also be	AH

	added to the ECO Policy. The Clerk to investigate a small litter kit including disposable gloves and a bag to encourage residents to pick up litter on their walks.	AH
9.	<u>Financial Statement to 31st August 2025</u> The Financial Statement to 31 st August had been circulated and was noted. Following discussion, it was agreed to donate £90, to help pay for a piper for the Remembrance Sunday parade, together with WTP and WS. This amount to come out of the Contingency budget.	
10.	<u>Summer Family Fun Sessions</u> The Summer Family Fun sessions had taken place on 31 st July, 7 th , 14 th and 21 st August and had been well attended except for the first session as it had rained. The Police had attended the final session and offered bike marking. Cllr Bortolozzo had attended the final session.	
11.	<u>Risk Assessments</u> The list of Risk Assessments had been circulated. The majority of RA for this Committee were provided by external contractors. Vegetation removal to be added to the Litter picking RA. It was further agreed to draft a RA for selecting the Christmas trees.	AH DC/AH
12.	<u>Strategic Business Plan – Action Plan</u> A plan had been circulated and was noted. There was nothing to add, all items were included on each Agenda.	
13.	<u>ECO Action Plan</u> The ECO Plan had been circulated. Potential items to be added were being discussed with the Crockham Hill Pre-School and School.	
14.	<u>Correspondence</u> 14.1 Kent Fire and Rescue (KFRS) Consultation on how KFRS supports and protects rural communities – closes 1 October 2025. The Clerk had published this in TN16 and placed on social media. 14.2 The Samaritans update – July 2025 was noted. 14.3 SDC had launched an Arts and Creativity Grant.	
15.	<u>Reports from Councillors</u> Cllr Thompson reported the Warm Space would re-start in September. Cllrs Coen, Bortolozzo and Thompson had helped on the Fayre WTC stall. Cllr Coen had attended the Crockham Hill end-of-year production of Mary Poppins on 15 th July. Cllr Coen had attended Adie Parker's Art Exhibition at Quercus on 18 th July. Cllr Dicker had attended a woman's group at Westerham Hall and had received feedback that there was a gap in community support for women in their 40s and 50s. Cllrs Coen and Dicker to discuss further.	CD/DC
14.	<u>TN16, Crockham Hill Newsletter and website</u> None.	
15.	<u>Matters for District and County Councillors</u> None.	

16.	<u>Further Matters for Consideration at the next meeting</u> None.	
17.	<u>Date of next meeting</u> Monday 3 rd November 2025	

The meeting was concluded at 9.40 pm

Minutes confirmed as a correct record:

Chair