

WESTERHAM TOWN COUNCIL

Community Engagement Committee

Minutes of the Meeting held on Monday 9th February 2026
at 7 pm in Russell House, Market Square, Westerham

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

Town Clerk: Mrs A Howells (AH)

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Dicker – personal commitment and Cllr Hussain – business commitment.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting on 3rd November 2025</u> The minutes of the meeting on 3 rd November 2025 were approved at the Council meeting on 1 st December.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> The Clerk had purchased some eco green poo bags which it was agreed would be suitable to distribute as litter bags, together with some disposable gloves. It was agreed to use the bags and gloves as a trial and ask the WSA and Groundsman's Hut to have a supply and to talk to the Junior Footballers about how they could use them. The trial to be advertised on the WTC website and social media. Cllr Breminer to follow up with his granddaughter to find out more about STC's Youth Council's activities to see if it would be beneficial for Westerham.	AH IB
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 27 attendees at the festive December Café. There had been a good turnout at the January Café with some new faces. The WI would cease to exist at the end of March, but the volunteer rota would continue. <u>Crockham Hill Primary School, Crockham Hill Pre-School, Churchill Primary School</u>	

5(3)	Cllr Coen reported that some of the gardening equipment/seeds/compost had been purchased and would be dropped off at the School. The School to confirm which additional items were needed. Cllr Coen confirmed that she had contacted the Pre-School regarding gardening equipment and was awaiting a response. <u>Valance School and Shop</u> Cllr Bortolozzo reported that he would visit the Shop before the next meeting, but it had not been open on his recent Sunday visits. Valance School was one of the charities being supported by the Charity bike ride around Westerham on 22nd February.	
6. 6(1) 6(2)	<u>Youth Projects</u> <u>Skatepark lessons</u> Following discussion, it was agreed to fund skatepark lessons in the Easter and Summer holidays but not to continue with the after-school lessons. The Clerk to organise. <u>Youth Activities</u> Cllr Bortolozzo reported that he had attended the recent Westerham Sports Association (WSA) meeting on 26th January to discuss a venue for a Youth Club. Following discussion, it had been agreed that the Chair of the WSA would visit the Sundridge Youth Club with Cllr Bortolozzo and Cllr Coen. Following this, the concept would be explored further.	AH MB
7. 7(1) 7(2) 7(3) 7(4) 7(5)	<u>Community Issues</u> <u>Anti-Social behaviour</u> There had been multiple reports of ASB in Westerham, and these had been reported to the Police. <u>Police</u> The following information had been received: - • Regular updates from My Community Voice <u>IAG (Independent Advisory Group)</u> Cllr Hussain had attended the IAG meeting on 8th January. Cllr Hussain had sent a report and he had raised the issue of lack of reporting incidents at the Co-op. The Police suggested some constructive next steps such as inviting the Co-op area Leadership Team to the new Business Crime Forum, encouraging staff to engage with My Community Voice (MCV) and exploring 'Coffee with a Cop' in Westerham. Cllr Coen to email the Chair of IAG to ask how to progress the 'Coffee with a Cop' as it was felt this was an excellent initiative. Other items discussed included: - • An overview of the Police Race Action Plan • Child centred policing • Violence against Woman and Girls (VAWG) • A CID overview <u>Chamber of Commerce – Westerham</u> Cllr Bortolozzo reported that no meetings in Westerham had been advertised. The Clerk to contact CoC again to see if this information was available. <u>Traders Meeting</u> Cllr Bortolozzo reported that the Traders would be meeting on 24th February in the Council chamber.	DC AH

7(6)	<u>Mobile Coverage in Westerham</u> Cllr Bortolozzo reported that he and Cllr Breminer had met with the Contractor to explore installing a mast at KGF. They used a drone to check viability and would be liaising with phone providers. A report was awaited.	
7(7)	<u>Christmas Lights</u> The Clerk had circulated information on the total cost of the Christmas event in 2025. Following discussion, it was agreed to pass this information to WTP and request they take over the costs for the entertainers, parking bay suspensions and the stage. Following discussion, it was agreed to pay £50 each to No 21 and Esquire for electricity for the Christmas Lights powered from their buildings.	AH
7(8)	<u>Westerham Library</u> Cllr Bortolozzo and the Clerk had attended a meeting with the Customer Service Development Librarian for the District and a Westerham Librarian regarding local activities. A new Rhyme Time would be starting soon run by a volunteer and the Clerk would distribute flyers at the February Family Fun session. It was agreed that WTC would put an article in TN16 to promote the Library and a presentation could be made to the Forget-me-not Café regarding the services the Library offered such as home delivery of books. The Clerk to take in some of the Walks booklets as handouts.	AH
7(9)	<u>Age-friendly communities</u> The Clerk had attended a webinar on Age-friendly Communities and circulated an Age-Friendly Town and Parish Guide. Building an age-friendly town required coordinated efforts between local older, local authorities, health services, transport providers, businesses and voluntary organisations. The Guide was grounded in the WHO Eight Domains of Age-friendly Communities which outline key areas of community life that enable people to age well. The Committee felt that WTC did fulfil a number of the key areas and following discussion, it was agreed that Cllr Coen would draft a survey for older people about what they would like to see and do in Westerham and put this in TN16 and hand out at Older People Groups. It was further agreed to investigate holding an International Older Peoples Day on 2 nd October, inviting groups and organisations to have information stalls and to include participation activities such as mobility exercises. The use of 'chatty areas' was discussed and one possibility was using the bench adjacent to the Co-op as a 'chatty bench', the Clerk to contact the Westerham Society who owned the bench.	AH DC AH AH
8.	<u>Financial Statement to 31st December 2025</u> The Financial Statement to 31 st December had been circulated and was noted.	
9.	<u>Replacement defibrillator – High Street</u> The Clerk reported that the Defibrillator in the High Street was installed in 2014 and manufacturers state they should be replaced every ten years. In addition, WTCV could no longer purchase the batteries and pads for this model. The Clerk had also applied to the British Heart Foundation for a free defib and was waiting to hear the outcome. The Clerk had received two quotes for new Defibrillators and following discussion it was agreed to order one from a local supplier at a cost of £940	

19.	<u>Further Matters for Consideration at the next meeting</u> None.	
17.	<u>Date of next meeting</u> Monday 13 th April 2026	

The meeting was concluded at 9.05 pm

Minutes confirmed as a correct record:

Chair