

WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held at Russell House on
Monday 13th July 2026 at 7 pm

Present: Councillors: Dr J Lord (JL) – Chair
Mrs P Biden (PB), Mrs L Bird (LB),
Mr E Boyle (EB), Mr I Breminer (IB),
Mrs D Coen (DC), Ms C Dicker (CD),
Mrs S Sheen (SS), Mrs L Rodgers (LR),
and Mr K Thompson (KT)

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

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Bortolozzo - holiday and Cllr Proudfoot – personal commitment. Cllr Hussain was absent.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Council Meeting on 18th May 2026</u> It was resolved to approve and sign the minutes of the Council meeting held on 18 th May 2026.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> None.	
5.	<u>To receive and consider the following Minutes of Committee</u> 5.1 <u>Annual town Meeting – 13.05.26</u> Cllr Lord presented the Minutes. The Minutes were noted. 5.2 <u>Planning and Development – 28.05.26</u> Cllr Breminer presented the Minutes: WTC had supported seven and referred two applications. Sevenoaks District Council (SDC) had granted six applications and refused two. Resolved: that the minutes be adopted. 5.3 <u>Community Engagement – 01.06.26</u> Cllr Coen presented the Minutes: 7.4 An email had been sent to the Police Chief Inspector regarding the persistent ASB and drug related issues at a Westerham business. This was continuing despite frequent reports being made to the Police. 7.8 The Older People's Day booked for Friday 2 nd October, to coincide with the annual UN International Day of Older Persons, was proceeding so	

	well, that the large Hall would be needed instead of the front Hall. Acceptances for information stalls had been received from the NHS, Age UK, National Trust, Libraries and SDC HERO Team, so far. Cllr Coen and the Town Clerk had met the Edenbridge Well-being Team on Friday 10th July and further suggestions of attendees had been made which the Town Clerk would follow up on. 7.7 Connectivity – Cllr Breminer reported that the meeting with Bowls Club regarding the potential mast had gone well and they were supportive. The Westerham Sports Association would also like to discuss this matter; the Town Clerk to arrange a meeting. 7.9 Christmas Lights Switch-on – The WTP, in conjunction with the Traders had moved the event to Friday 27th November. The Town Clerk to liaise with Churchill School and the National Trust. Members of the Committee approved the Minutes. Resolved: that the minutes be adopted. 5.4 <u>Open Spaces and Amenities – 08.06.26</u> Cllr Rodgers presented the Minutes: 4 Community Orchard – Unless a grant was received this project was proving too costly to proceed with. The Deputy Clerk was completing a grant application form which had to be submitted by 19th July. 7.1 The Allotment Competition was being held on 16th July. Resolved: that the minutes be adopted. 5.5 <u>Planning and Development – 11.06.26</u> Cllr Breminer presented the Minutes: Resolved: that the minutes be adopted. 5.6 <u>Highways and Lighting – 22.06.26</u> Cllr Bird presented the Minutes. Cllr Boyle reported that speeding bikes were causing a big issue in the High Street and other roads. The Town Clerk stated the advice from the Police was to call 999 if there was danger to people or other road users and this message would be repeated on WTC Facebook. Members of the Committee approved the Minutes. Resolved: that the minutes be adopted. 5.7 <u>Planning and Development – 25.06.26</u> Cllr Breminer presented the Minutes: Cllr Breminer attended the London Gren Belt Council zoom meeting on 25th June, most of the discussion was based on the greenbelt/grey belt status. Resolved: that the Minutes be adopted. 5.8 <u>Finance & General Purposes – 06.07.26</u> Cllr Sheen presented the Minutes. 5.1 CIL funding – The remaining funds, from the allocation in October 2021, of £5,702.60 must be spent by October 2026 or WTC would lose the funds. Therefore, the Responsible Finance Officer had taken £4,000 of the new bus shelter spend from these CIL funds and transferred the £4,000 allocated from the H&L reserve to the KGF Redevelopment reserve in their place. This was agreed by Council. Mileage Rate – The tax-free mileage allowance had increased from 45p per mile to 55p per mile for the 2026/27 tax year. This had been adopted by the Green Book. This should be backdated to Councillors/members of	AH AH AH CDB AH
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	Staff who had made a claim year to date. It was agreed to adopt this increase. 6.3 Concillor Register of Interests - From 29th June 2026, section 65 of the English Devolution and Community Empowerment Act 2026 removed the requirement for a local government member's home address to be published in the council register of interests, unless an individual member explicitly requested it. The SDC Monitoring Officer had confirmed that this work could commence immediately and SDC would be redacting their files when staffing permitted. All forms on WTC website had been redacted and replaced. Members of the Committee approved the Minutes. Resolved: that the Minutes be adopted. 5.9 <u>Planning and Development – 09.07.26</u> Cllr Breminer presented the Minutes: The Fernham Homes land south of Farley Lane public consultation had been held at Westerham Hall on 29th June. Cllr Breminer attended the Kent CPRE on 8th July, the main discussion was based around Green Belt/Grey Belt issues. The SDC Reg 19 would be published on 22nd July; the total number of houses the district must accommodate to meet the Government's targets was now 17,460 up from 17,175. The public consultation would be open until 17th September with an official decision expected in 2027. Cllr Coen gave an update on Seasons Farm. Members of the Committee approved the Minutes. Resolved: that the minutes be adopted.	
6.	<u>Local Government Re-organisation</u> Cllr Lord reported that the Government had not yet published their decision on how Kent was to be split up. The decision was expected by the end of July. The issue of Community Asset Transfer was discussed, and it was noted that Surrey District Councils were transferring numerous Community Assets. It would appear that Kent district councils were not transferring assets in the same way and it was felt that communities would not be benefiting.	
7.	<u>Finance</u> 7.1 <u>Payment List to 31st May 2026</u> Cllr Sheen reported that F&GP had reviewed the payment lists and had nothing to bring to Council's attention. There were minor queries which were answered and following this the payment lists were approved. 7.2 <u>Committee Accounts to 31st May 2026</u> Cllr Sheen reported that the accounts were in line with expected expenditure. The in-budget concerns detailed in the F&GP minutes were highlighted. There were no further queries and the accounts were approved. 7.3 <u>Grant to St Mary's Church, Westerham</u> Cllr Sheen presented a paper regarding the Grant Applications. Following discussion, it was agreed to award a grant of £1,000 to St Mary's Church. Resolved: To award a grant of £1,000 to St Mary's Church. 7.4 <u>Grant to Westerham Town Partnership</u>	

	Following discussion, it was agreed to award a grant of £550 to Westerham Town Partnership for the September Fayre. Resolved: To award a grant of £550 to Westerham Town Partnership.	
8.	<u>King George's Field Re-development Project</u> The Project Officer had circulated a paper regarding the Redevelopment, which would be the final phase.. Following discussion, it was agreed: - • To ratify the legal costs of reviewing the lease at a cost of between £2,500-£3,000 • To extend the footprint by 2.5 x 25m • To request a black perimeter fence • To extend the fencing, in principle, between the courts and the pavilion with 3m wide gates. The Project Officer was requested to find out the timing of opening and closure of the gates and to confirm that the path around the pavilion would be suitable for motorized wheelchairs Resolved: To ratify the legal costs of reviewing the lease at a cost of between £2,500-£3,000 KGF Pavilion The Project Officer reported that: - • The Pavilion plans have been amended at a cost of £200 • Quotations had been sought to dispose of the pavilion contents • OSA and Community Engagement Committees would need to agree a new site for the Youth Shelter so that it could be re-installed and removed it from the pavilion. To start the work to refurbish the pavilion WTC would need to work with a quantity surveyor. The Project Officer had circulated four quotes from local Quantity Surveyors. Following discussion, it was agreed to contract Adkins Consultants in Maidstone as the Quantity Surveyor at a cost of £18,099.20. Resolved: to contract Adkins Consultants in Maidstone as the Quantity Surveyor at a cost of £18,099.20.	DM
9.	<u>Review of Committee's ECO Policy Action Plans</u> The Town Clerk had circulated the details of the completed ECO Action Plan items for all Committees up to 2023, this was on the WTC website. Following discussion, it was agreed to put together a further document of ECO Committee completed Action Plan items up to the end of 2025 and put this on the website.	AH
10.	<u>Crockham Hill War Memorial Playing Field Trust (CHWMPF)</u> 10.1 The minutes of the meeting on 24th June were noted. 10.2 & 10.3 Management Agreement - The Responsible Finance Officer had circulated a paper on the future governance of the Trust which was a registered charity. The Trust was not sustainable without the financial support of WTC; each year expenditure exceeded income. At the Trust meeting in June the Trust Committee supported, in principle, the drawing up of a Management Agreement as it was felt it was very unlikely that Fields in Trust (FiT) would agree to surrender the current Lease; this had	

	been requested in the past and refused. A Management Agreement would not need their consent as the Charity would remain in existence. Following discussion, it was agreed, in principle, subject to the formal agreement of the Trust to pursue a Management Agreement at a cost of £850+VAT. Resolved: To pursue a Management Agreement subject to the formal agreement of the Trust at a Cost of £850+VAT. 10.4 To consider legionella costings for pavilion – The Responsible Finance Officer had written a very detailed report on the current state of the Crockham Hill pavilion and the issue facing the Trust regarding legionella costs and the risk from legionella to users of the CH pavilion. The showers were not currently in use as they had been closed due to the risk. The paper had been circulated to Cllrs for information. Following discussion, it was agreed to spend £6,500 - £7,000, from the Crockham Hill reserve, on replacing the Calorifiers to enable the showers to be re-opened. WTC would then continue to reserve for a new pavilion. Resolved: To spend £6,500, from the CH reserve to replace the Calorifiers to enable the showers to be re-opened. Cllr Lord thanked the Responsible Finance Officer for all her hard work in preparing both reports.	
11.	<u>Consultations</u> Kent Fire And Rescue Service had launched a consultation regarding the closure of Westerham Fire Station. This had sparked protests and widespread concern from local residents regarding rural response times. For Westerham, the Fire Authority was currently reviewing alternative options before deciding whether to launch a public consultation. A meeting to be set up at the Fire Station to discuss this further.	AH
12.	<u>Correspondence</u> 12.1 A letter of thanks had been received from Sevenoaks Volunteer Transport Group for the recently awarded Grant. 12.2 A letter of thanks had been received from Edenbridge First Responders for the recently awarded Grant. 12.3 Town of Culture – WTP had informed WTC that the bid for Westerham to become a Town of Culture had not been successful. Thanks be sent to WTP for all the hard work putting together a bid in a very short space of time.	AH
13.	<u>Reports from Councillors</u> Cllr Coen attended the CH coffee morning in June. Cllr Coen attended the IAG online seminar on Violence Against Women and Girls on 9 July. Cllr Coen attended in person the IAG Meeting at Sevenoaks Primary School. Cllr Coen attended the CH Primary School's end of year production of "We will rock you" on 13 July at Hazelwood School. Cllr Breminer attended a RACE (Rural and Community Housing Enabling) webinar where it was explained how they assist Councils find land to build houses for local people or local employees struggling to find affordable rented accommodation locally.	

	Cllr Sheen had a talk with the Work Experience student on 11th June Cllrs Lord, Sheen and Breminer had a meeting with the Bowls Club regarding the potential mast on 26th June. Cllr Sheen attended Speedwatch oat Crockham Hill on 1st July. Cllrs Lord, Sheen and Coen attended a meeting with Crockham Hill Tennis Club on 8th July. Cllrs Lord, Breminer, Bird and Rodgers visited a potential development site on 17th July.	
14.	<u>TN16, Crockham Hill Village Newsletter & 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 5th October 2026	

The meeting was concluded at 9.05 pm.

Minutes confirmed as a correct record:

Chairman