WESTERHAM TOWN COUNCIL

Minutes of the Open Spaces and Amenities Committee
held at Russell House on
Monday 8th June 2026 at 7.00pm

Present: Councillors: Mrs Rodgers (LR) - Chair
Mrs S Sheen (SS)
Mr N Proudfoot (NP)

In attendance: Mrs C Debono (CD) Deputy Town Clerk

Item		Action
1.	**Apologies for Absence** Apologies were received and accepted from Cllr Dicker and Cllr Biden	
2.	**Declarations of Interest not previously declared** None.	
3.	**Minutes of the Meeting** Minutes of the meeting held on the 23rd March 2026 were adopted at Council on the 18th May 2026.	
4.	**Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda** **Community Orchard (9.5)** -The Deputy Clerk reported that discussions had been awaited with the Manager / Assistant Manager of the Community Payback Scheme to determine whether they would be willing to support a project, alongside the ongoing work at Farley Common. It was also noted that the Council's groundsman may have been able to assist with the work. Once confirmation had been received and full costings obtained, Council approval would be required for expenditure from the Open Spaces Reserve. **Weed Management Treatment (9.2)** - Cllr Proudfoot noted that following Full Council, the OSA Committee should consider obtaining a balanced view of the science surrounding chemical treatment, given the ongoing global debate about glyphosate. Cllr Sheen explained that the Committee had had an in-depth discussion about the report and requested Cllr Proudfoot follow up on correspondence with Sevenoaks District Council (SDC)on the treatment methods they use, it was also noted that both Swanley and Edenbridge both use glyphosate as part of their treatment methods. The Committee further agreed that advice be sought following government guidance due out later in the year and be discussed at a future meeting.	**CDB** **CDB**
5.	**5. Clerks report - this is a general update since the last meeting for information.** **5.1 The report was received and noted**	

6.	**Finance** **6.1 To receive the OSA Financial Statement up to 30TH April 2026** The report was received and noted. **Water Bill** - it had been noted that a large water bill had been received for the water supply at the Currant Hill Allotment Site, this is being investigated by the Deputy Clerk / Cllr Sheen	**CDB / SS**
7.	**Allotments** **7.1 To update on the allotment competition –** The Deputy Clerk updated the Committee that the annual allotment competition had been moved back a day, to be held on 16th July 2026 **Bees** - Reports had been received regarding bees on the Bloomfield and Farley allotment sites. Following discussion, the Committee agreed that, given the nature of the complaint, the allotment agreement should be reviewed in September. The Deputy Clerk had also addressed the matter with the plot holders.	**CDB**
8.	**King George's Field** **8.1 To discuss and consider quotations received for the Groundsman hut maintenance plan** – The Deputy Clerk had invited three independent companies to quote for the external works required to the Groundsman Hut. The Committee reviewed one of the quotations received and agreed that further to receiving the outstanding quotations, this would need to be raised at Full Council for consideration.	**CDB**
9.	**9.1 To review the visual inspections** - Quarter two inspections were due and should be sent to the Deputy Clerk before the end of June. Cllr Sheen reported that items raised on previous inspections have still not been actioned. The Deputy Clerk confirmed that these were in course so checks to be completed in July. **9.2 To update on Granville Road** – The Deputy Clerk and Assistant Clerk met with the Community Officer at Kent County Council (KCC) during which the issues relating to Granville Road were discussed. It had been advised, whilst Kent County Council (KCC) might potentially assume responsibility for any exposed land arising from works to the Green corners the legal process would be lengthy and complex, It had been considered that the matter would be most appropriately progressed through the Highway Improvement Plan (HIP) Following lengthy discussion, the Committee agreed that consideration be explored to place tree stumps on the corners of the Green in the interim as a deterrent for vehicles mounting the corners. The Deputy Clerk to research the cost. **9.3 To discuss and approve request for a litter bin to be sited on London Road** – The Committee unanimously agreed that the provision of a litter bin adjacent to the newly installed bus shelter was not considered necessary given the presence of an existing litter bin within reasonable walking distance on the opposite side	**CDB**

	of the road. The Committee also considered that the road at the width at this location was insufficient to suitably accommodate a litter bin. **9.4 To discuss and approve quotation for tree works on Ash Road** – A resident submitted a complaint regarding overhanging tree branches extending onto their property and requested the tree branches be cut back. A quotation was obtained for the required pruning works. In addition, a further price was requested to shape the tree following the cutback to maintain an appropriate appearance and avoid an uneven or unsightly finish. The Committee discussed the matter and agreed that a comparable quotation be sourced, and advice sought from the RFO regarding the cost of the works. **9.5 To discuss and approve, request form the Bowl's Club to allow for parking** -A request had been received by the Bowl's Club to make use of the paved area adjacent to the clubhouse for additional parking. Following lengthy discussion, the Committee agreed to the request subject to confirmation that the majority of the Bowl's Club Committee members were in support of the proposal. It was further agreed that no additional surfacing should be placed over the existing slabs already in situ. **9.6 To discuss and approve request to hold a fundraising event on KGF** – A request had been received to hold a fundraising event on King George's Playing Field in conjunction with Westerham Sports Association (WSA). The Committee had been asked to consider this request to include fun fair rides. The Committee agreed to the proposal subject to protective boards laid over the fit trail to prevent any damage, and any subsequent damage caused to the pitches restored back to the original condition. **9.7 Events on our land –** • **Beating the bounds – The Green – 4th May 2026** • **Mentality – King George's Playing Field – 30th May 2026** • **Olivia's Fundraiser – King George's Playing Field – 27th June 2026**	**CDB** **CDB** **CDB**
10.	**Strategic Business Plan** The Committee noted the Strategic Business Plan, and the Deputy Clerk would update as necessary.	**CDB**
11.	**Climate Change / Environmental & Biodiversity** The Committee noted the ECO Action Plan, and the Deputy Clerk would update as necessary.	**CDB**
12.	**Public Rights of Way** None	
13.	**Correspondence** None.	
14.	**Reports from Councillors** None.	

15.	**TN16 Magazine, Crockham Hill Newsletter & Website** None	
16.	**Matters for District and County Councillors** None.	
17.	**Further matters for consideration at the next meeting** Quotation for tree stumps at Granville Road Comparable quotations for the Groundsman Hut Quotation for tree works on Ash Road	**CDB**
	Date of next meeting 14th September 2026	

The meeting was concluded at 8:58pm
Minutes confirmed as a correct record:
Chair

7.2 Allotment Rent Report: 2026
This report provides a comparison of allotment rent costs across surrounding areas, based on information publicly available online.

Edenbridge
Edenbridge Town Council: The council manages two allotment sites with different management and pricing structures.
Forge Croft (managed by Edenbridge Allotment Gardens Association): £36.43 per year for a full plot, which includes insurance. Half plots are also available.
Swan Lane (managed by the Town Council): £23.72 per year.
Sevenoaks
Town Council: The council manages two allotment sites.
Bradbourne 23p per square metre, £30 per key refundable deposit.
The site has 35 plots, and a full-size plot is approximately 250 metres. **(£55.00)**
Quaker's Hall 24p square metre, £30 per key refundable deposit
The site has about 250 plots, and a full-sized plot is approximately 250 square metres) **(57.50)**
Riverhead
Riverhead Parish Council owns two sites of around 30 allotments each.
Macartney Allotment Garden is situated at the end of Orchard Road and **Broadmead Allotment Garden** between Heathfield Road and Hawthorn Lane.
The plots measure between 3 and 12 square rods. They are currently rented yearly for £4.80 per square rod(as of the 1st October 2026), which is collected in September. The Council also collect a small amount (usually around £3.50 per year) on behalf of The Riverhead Allotment Association to cover the public liability insurance
premiums.
Swanley
Swanley Town Council have 38 allotment plots based at the Kettlewell Allotments, Swanley Park.
There are currently 9 large and 29 regular size plots at Kettlewell Allotments.
At present the cost of a large-size plot is **£40.00** per year and the regular size plot is **£20.00** per year
Biggin Hill
Biggin Hill Allotments are located adjacent to the Recreation Ground off Church Road, Biggin Hill, Kent.
There are approximately 80 plots.
Most plots are 130m^2. The annual rent for one of these plots for the 2025 season is **£45.00**. This is a rent of £35 plus a membership fee of £10 (where more than one plot is rented by the same tenant, the membership fee is only paid once). **(Not reviewed since 2025).**
Note: £100 returnable deposit from new tenants for site condition and issue of allotment keys.

WTC Risk Assessments Register

All Risk Assessment are reviewed at high level by the Health and Safety Committee. Individual Committees undertake annual detailed reviews.

Risk Assessment	Reviewing Committee	Frequency of Inspections/reviews	Notes
Allotments	APFOS	Quarterly	DC
Asbestos	F&GP/APFOS	As needed	GMO
BMX and Skateboard parks	APFOS	Weekly	GMO
Business Continuity	F&GP	Annually	TC
Car Parks - Costells Meadow & Crockham Hill	APFOS	Weekly	GMO
Cash Handling	F&GP	Annually	RFO
Christmas Lights	Y&C	Annually	External Contractor
Christmas Lights Catenery	Y&C	Annually	External Contractor
Christmas Tree	Y&C	Annually	TC
Cleaning	F&GP	Annually	External Contractor
CCTV	F&GP	Weekly	AC
Council Offices	F&GP	Annually	TC
Cricket	APFOS	Quarterly	RA from Club
Crockham Hill Pavilion	APFOS	Weekly	CHWMPFT
Cyber	F&GP	Annually	TC
Defibrillators	F&GP/APFOS	Quarterly	Cllrs/First Responder
Display Screen Equipment	F&GP	Annually	TC
Electricity	F&GP	Annually	TC
First Aid	F&GP	Annually	TC/DC
Financial	F&GP	Annually	RFO
GDPR	F&GP	Annually	TC
Gas Safety	F&GP	Annually	TC
Grounds Maintenance	APFOS	Weekly	TC
Hanging Baskets	APFOS	Annually	External Contractor
Hazardous substances	APFOS	Annually	TC
Hiring of Council Chamber	F&GP	Annually	TC
Hiring of WTC Land/Pavilions	F&GP	Annually	TC/DC
Home Working	F&GP	Annually	TC
Icy Surfaces	APFOS/ H&L/ F&GP	Annually	TC/DC/AC
Legionella	APFOS/ F&GP	Bi-Annually	External Contractor
Lift	F&GP	Quarterly	External Contractor
Litter Picking	Y&C	Annually	TC
Lone Working	F&GP	Annually	TC
Manual Handling	F&GP	Annually	TC
Noise and Vibration	APFOS	Annually	TC
Office Activities	F&GP	Annually	TC

Risk Assessment	Reviewing Committee	Frequency of Inspections/reviews	Notes
Parks / Recreation Grounds / Trim trail	APFOS	Weekly/Annually	GMO – Weekly ROSPA - Annually
Pavilions – KGF	APFOS	Weekly	GMO
Outdoor Gym	APFOS	Weekly/Annually	GMO – Weekly ROSPA – Annually
Public Conveniences	Y&C	Daily	External Contractor
Speedwatch	H&L	As needed	Sites assessed by Police
Speedwatch Volunteers	H&L	Annually	AC
Stress	F&GP	Annually	TC
Street Furniture/ Statues	APFOS	See visual inspection list	APFOS Committee
Use of Contractors	F&GP	Annually	TC
Use of Volunteers	F&GP	Annually	TC
Westerham Football Club	APFOS	Quarterly	RA from Club
Work Equipment	F&GP	Annually	TC
WTC Land	APFOS	See visual inspection list	APFOS Committee

KEY	
TC	Town Clerk
DC	Deputy Clerk
RFO	Responsible Finance Officer
AC	Assistant Clerk
GMO	Grounds Maintenance Operative

Westerham Town Council
ECO ACTION PLAN 2026

Status Key

No Progress
In progress/ongoing
Completed

Allotment, Playing Fields and Open Spaces Committee

Area	Baseline	Proposal	Impact/Benefit	Cost	timescale	Comments/Next step	Status
Manage land for nature	No mow May	Encourage planting for bio diversity	All aspects of ECO Policy May lead to higher cost	Officers time	Completed	Yearly, month of June carried out.	
Greensands Commons Project	Work in partnership with lots of external groups to encourage wildlife on our land.	Contribute to the cost of a Project Manager.	To continue theGreenands Commons project, running an active team of volunteers and implementing a strategy to ensure the commons remain a much enjoyed resource to Westerham and Crockham Hill.	£1,000 pa over 4 years.	over next 4 years	Yearly contribution from WTC to be paid – Following on from the Greensands Common Meeting and being formally introduced to the new Commons Ranger Cameron Butcher. A strategic stragegy was circulated outling the general goals of the work on the Greensands Common. Furthermore visits to site have been arranged at Crockham Hill Common for a walk and talk (18th September 2025) and an opportunity for Councillors to witness work that has been carried out. Sevenoaks District Council have drafted a commons management protocol setting out the agreement between Sevenoaks District Council and the landowners of commons land within the government district of Sevenoaks. which has been circulated to all committee members. Once all feedback has been received, the document will be reviewed, discussed and subject to agreement, approved at a future meeting - Greensands Common Zoom meeting to be held 14th January.	
Plastic use	Enviromnentally friendly product	To source recyled material bin sacks for our litter bins	Enviromnentally friendly product	?	Immediately		
Food and land Management	Eat local. Food Waste, Food bank	Allotment Surplus Sharing	Reducation in food waste. Environmentally friendly food miles.	Officers lime.	Implement with allotment holders for growing season 2024/25	To be explored further and agreed with the Food Bank. Poster put up at Allotment sites/facebook and noticeboards.	
Remove tyres from Currant Hill Allotment	Remove tyres from Currant Hill	Tyres to be removed from site	Removal of potential toxic chemicals to leach into the ground.	Estimated £300	Summer 2024	Tyres to be collected 23/06/2024 by Hogtyres, surplus tyres to be collected by Go Karting company.	
Improve bio diversity	Increase opportunity for greater bio diversity	Introduce pollinators in troughs	Improve bio diversity within Westerham	Approx £30 per trough	Summer 2025	To consider adopting this into the summer planting schedule.	
Improve bio diversity	To work with FG&GP Committee to improve Russell House garden.	To review current type of plants and see whether more echo friendly planting is feesible	Improve bio diversity within Westerham	Unknown	2020 / 2026	Further research to be carried out	
Improve bio diversity	Increase opportunity for greater bio diversity	Planting up of Beggars Lane Roundabout	Improve bio diversity within Westerham	£500 covered by donations	Summer 2025	Maintenance of the roundabout ongoing.	
Review components within weed spray program	Increase opportunity for greater bio diversity	Consulatant led review	Improve bio diversity within Westerham	Officers time	Mar-26	Review of chemicals completed	

Allotments, Playing Fields, and Open Spaces				
Matter raised	**Deliverable/Action**	**Cost/Funding**	**Timescale**	**Outcome**
King George's Field - Refurbishment of memorial pavilion - Café - Public toilet - More seating - FIT trail	Continue planned KGF redevelopment project • Phase 5 – Pavilion refurb./create MUGA • Phase 6 – Ancillaries (signage/benches/ CCTV/lighting etc)	Reserves CIL Funding Grants	Ongoing	The RFO continuing works with both the MUGA and Pavillion. FIT trail completed
Keep allotments	Continue managing effectively	Budget	Ongoing	
Keeping Westerham and C. Hill clean and tidy - Keeping footpaths clear of summer growth - More weeding in public areas - Keeping Westerham looking nice - Maintain Green all year round - Local walks kept open	Continue maintenance of all areas under our remit	Budget	Ongoing	Litter Pick Tuesday 24th March 26
More wildflower gardens	Develop land register detailing sites, ownership, use and any restrictions Look for opportunities for planting including areas such as London Road roundabout / Russell House Garden / Crockham Hill Garden	Budget Grants	Ongoing	Beggars Lane roundabout, planted up with sedums and grasses.
More seating in town / The Green	Look at opportunities to site new seating and ensure maintenance of existing stock	Budget Grants	Ongoing	
Crockham Hill (additional item identified by (OSA)	Renovation of Crockham Hill sign Improvement of garden and noticeboard	Budget	Ongoing	