

WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held at Russell House on
Monday 16th March 2026 at 7 pm

Present: Councillors: Dr J Lord (JL) – Chair
Mrs L Bird (LB), Mr M Bortolozzo (MB),
Mr E Boyle (EB), Mr I Breminer (IB),
Mrs D Coen (DC), Mr N Proudfoot (NP),
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)
SDC Cllr Diana Esler

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllrs Dicker – business commitment and Hussain – personal commitment	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Council Meeting on 19th January 2026</u> It was resolved to approve and sign the minutes of the Council meeting held on 19 th January 2026.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 8.3 Grant to Holy Trinity Church, Crockham Hill – Cllr Lord confirmed that St Mary's Church and Holy Trinity Church were in a joint Benefice but had separate bank accounts so could apply for grants individually. 10. Crockham Hill War Memorial Playing Field Trust – Cllr Sheen asked whether the meeting had taken place on 4 th March but was informed that it had been cancelled due to lack of business. 17. Town of Culture – Cllr Coen asked why this item was not on the Agenda and was informed that the Town Partnership was leading this bid with support from WTC.	
5.	<u>To receive and consider the following Minutes of Committee</u> 5.1 <u>Highways and Lighting – 02.02.26</u> Cllr Bortolozzo presented the minutes. 5.1 Speedwatch – The frequency of Speedwatch had increased and Cllrs were now undertaking Speedwatch out of office hours. Recent Speedwatch had been undertaken at the junction of Croydon Road and The Paddock at 8.30am and another two were planned this month.	

	approximately 50 children/parents/carers in the Hall. The Committee was working in partnership with Westerham Library on Family events. Members of the Committee approved the Minutes. Resolved: that the minutes be adopted. 5.4 <u>Planning and Development – 19.02.26</u> Cllr Breminer presented the Minutes: Resolved: that the Minutes be adopted. 5.5 <u>Planning and Development – 05.03.26</u> Cllr Breminer presented the Minutes: Cllr Breminer had attended the CPRE meeting on 21st January and sent his apologies for the meeting on 18th March. Members of the Committee approved the Minutes. Resolved: that the minutes be adopted. 5.6 <u>Finance & General Purposes – 09.03.26</u> Cllr Sheen presented the Minutes. 5.1 CIL Funds – The funds would be placed in the KGF Re-development Project as previously agreed by Council. 5.8 Previously agreed Grant to Pootings RA - Council had previously agreed to award a grant of £750 to the PRA subject to confirmation that such an award was acceptable to WTC auditors. The Auditor and KALC did not have an issue with the grant from the perspective of the use of public funds. However, to complete due diligence Cllr Sheen also raised the issue of the PRA grant with Sevenoaks District Council (SDC). A response had been received stating that WTC should consider if payment of this grant would affect their potential to provide comments in any future planning application, that is, would WTC be able to show they had retained an open mind and did not have a conflict of interest. FG&GP had recommended to Council that the grant to the PRA should not be paid to obviate the risk. Following lengthy discussion, it was agreed (Vote 7 – 3) not to approve a grant of £750 to Pootings RA as this could compromise WTC comments on any future planning applications. Resolved: Not to approve the Grant to Pootings RA. 6.1 Gold Award – WTC was preparing to re-apply in 2027. To improve the transparency of papers at meetings FG&GP had discussed and agreed to upload papers to the website prior to meetings. Following discussion, it was agreed to trial this with all meetings. 7.2 Surgery lease – This was an ongoing lengthy process. Members of the Committee approved the Minutes. Resolved: that the minutes be adopted.	
6.	<u>Local Government Re-organisation</u> Cllr Lord had circulated details of the Government LGR consultation which will close on 26th March. SDC Cllr Esler reported on how SDC were currently working, all SDC Cllrs would stay on SDC until 2028 and elections for the new Unitary would take place in May 2027. Following discussion, it was agreed that WTC would submit a response in support of Option 2 also known as 3A. Cllr Lord to submit the response. Resolved: To support Option 2 (3A) in the LGR consultation.	JL

7.	<u>Finance</u> <u>7.1 Payment List to 28th February 2026</u> Cllr Sheen reported that F&GP had reviewed the payment lists and had nothing to bring to Council's attention. There were no queries and the payment lists were approved. <u>7.2 Committee Accounts to 28th February 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. <u>7.3 Audit Plan 2026/27</u> The Audit Plan for 2026/27 had been circulated, there were no queries and this was approved. Following discussion, it was agreed to appoint KCC as the Internal Auditor. Resolved: To approve the Audit Plan 2026/27 and appoint KCC as the WTC Internal Auditor. <u>7.4 Effectiveness of Internal Audit</u> Cllr Sheen reported that F&GP had reviewed the Effectiveness of Internal Audit and recommended approval. There were no queries and this was approved. Resolved: To approve the Effectiveness of Internal Audit. <u>7.5 Grant to Sevenoaks Volunteer Transport Group (SVTG)</u> Cllr Sheen presented a paper regarding the Grant Applications. Following discussion, it was agreed to award a grant of £125 to SVTG. Resolved: To award a grant of £125 to Sevenoaks Volunteer Transport Group. <u>7.6 Grant to Westerham Town Partnership</u> Following discussion, it was agreed to award a grant of £550 to Westerham Town Partnership. Resolved: To award a grant of £550 to Westerham Town Partnership to come out of next financial year - 2026/27. <u>7.7 Grant to Edenbridge First Responders</u> Following discussion, it was agreed to award a grant of £500 to Edenbridge First Responders. The Group covered Westerham and Crockham Hill. Resolved: To award a grant of £500 to Edenbridge First Responders.	
8.	<u>King George's Field Re-development Project</u> The Project Officer had circulated a paper following the previous agreement to consider partnership working on the KGF Project. Three organisations had expressed interest in working with WTC and the Project Officer had undertaken research on the three organisations. Each organisation had put together a short high-level proposal to introduce themselves, this information had been included in the report. The Project Officer recommended setting up a Working Group of Cllrs to meet with each of the three organisations to discuss their proposal in detail and assess their ability to deliver and work in partnership with WTC. When a clear 'preferred partner' unanimously agreed by the Group had been identified, the Project Officer would be granted delegated power to work with them to potentially bring a full proposal to Council on 18th	

	May for consideration. Following discussion, this was approved and the Working Group would be made up of Cllrs Bird, Breminer, Rodgers and Sheen. In addition, information had been provided regarding the condition of the Pavilion and the need to amend the plans. Following discussion, it was agreed: - • To approve the clearance of the contents inside the pavilion up to a value of £1,000. • To approve a budget of £10,000 to £15,000 for the quantity surveying/tender process for the pavilion refurbishments. • To approve the cost of up to £750 to amend the plans. The Project Officer also raised the issue of a pickleball court and following discussion; it was agreed to explore painting a pickleball court at the tennis courts at Crockham Hill. The Project Officer had confirmed with Wealden League that a pickleball court would not present any issues for matches played on the courts however the tennis club would be consulted before any changes were made.	DM DM DM DM/CDB
9.	<u>Land Adjacent to Churchill School lease proposal</u> Cllr Lord had circulated a paper regarding an update on the lease and background information. WTC's previous costs for the land had exceeded the rent and WTC had been trying to re-negotiate the lease with the Churchill School. The Aquinas CE Educations Trust had now acquired Churchill School and wished to secure a long-term lease on the playing field to match the one they had with KCC for the rest of the School. Following lengthy discussion, it was agreed to approve a 125-lease subject to the following: - • The responsibility of all maintenance such as tree management and maintenance of boundaries fencing etc would fall to the Trust • The land could only be used as a playing field and no development other than temporary structures would be allowed • Sub-letting would only be allowed for sporting/or school activities • The lease to be between WTC and Aquinas only and would terminate if the Trust ceased to run the School unless it was a multi academy trust • The Newtary would be the responsibility of Aquinas Trust • Rental was to be agreed but would not be less than current rental • WTC would retain 1.6 acres of the field with a separate 1 year rolling lease for this area • There would a rent review in 25 years and rent would increase by RPI every five years. Resolved: To enter a 125-year lease with Aquinas Trust for land adjacent to the School subject to the above conditions.	
10.	<u>Annual Town Meeting</u> The Clerk reminded Council that the date of the ATM was 13th May and would include the Community Awards presentation. The panel would be meeting shortly to decide the Awards; WTC had received numerous nominations from residents.	

11.	<u>Policies and Procedures</u> The following Policies had been circulated: - 11.1 Financial Risk Assessment The Financial Risk Assessment had been reviewed and recommended for approval by FG&GP, following discussion this was approved. Resolved: To approve the Financial Risk Assessment. 11.2 Asset Register The Asset Register Policy had been reviewed and was recommended for approval by FG&GP, following discussion this was approved. Resolved: To approve the Asset Register.	
12.	<u>Correspondence</u> 12.1 A letter of thanks had been received from Holy Trinity Church, Crockham Hill for the recently awarded Grant.	
13.	<u>Reports from Councillors</u> Cllr Lord reported WTC had won a Bronze Award in the Wilder Kent Awards, he thanked the Clerk for preparing the successful submission. Cllrs Rodgers and Bortolozzo had attended the WSA meeting. Cllr Boyle was attending the Town of Culture bid meetings. Cllr Proudfoot reported that Toad Patrol had commenced. Cllr Proudfoot had met a French travel writer who could not get to Chartwell by public transport. Cllrs Bortolozzo and Breminer had met with an Edenbridge Town Cllr. Cllr Breminer reported Icon Towers were waiting for a response from FIT. Cllr Breminer reported that small cells information was awaited. Cllrs Bortolozzo and Breminer had attended the Traders meeting. Cllrs Coen and Sheen had attended Speedwatch in CH on 12th March. Cllr Coen had attended the Crockham Hill February coffee morning. Cllr Sheen had attended the Citizens Advice meeting on 21st January. Cllrs Lord and Sheen had met with the Doctors Surgery on 20th January. Cllr Thompson had attended the weekly Warm Space and Memory Café. Cllr Lord had met with Henry Warde. Cllr Lord had attended the Wilder Kent Awards to pick up WTC Award.	
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 18th May 2026 – Annual council meeting Cllrs Bird and Breminer gave their apologies.	

The meeting was concluded at 9.58 pm.

Minutes confirmed as a correct record: Chairman

General Power of Competence

The General Power of Competence enables councils to do things: -

- an individual may generally do
- anywhere in the UK or elsewhere
- for a commercial purpose or otherwise, for a charge or without a charge
- without the need to demonstrate that it will benefit the authority, its area or persons resident or present in its area (although in practice councils will want to realise such benefits).

An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).

The GPC will not:

- provide councils with new powers to raise tax or precepts or to borrow
- enable councils to set charges for mandatory services, impose fines or create offences or byelaws, over and above existing powers to do so
- override existing legislation in place before the Localism Act 2011, so-called 'pre-commencement'.

Notwithstanding the limitations outlined above, the GPC remains a broad power.

As Westerham Town Council meets the eligibility criteria as prescribed by the Secretary of State, having two thirds of councillors elected and a qualified clerk, it is resolved to adopt the General Power of Competence.

Therefore, to resolve that from this date, until the next relevant annual meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and the Parish Council (General Power of Competence) (Prescribed Conditions) Order 2012 No. 965, it will adopt the General Power of Competence.

AH May 2026

WESTERHAM TOWN COUNCIL

Minutes of the Planning and Development Committee held
on Thursday 19th March 2026 at 9.30 am at Russell House,
Market Square, Westerham

Present: Councillors: Mrs L Bird (LB) – Chair
Mr M Bortolozzo (MB)
Mr E Boyle (EB)
Mrs L Rodgers (LR)

Town Clerk: Mrs A Howells (AH)
One member of the public

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllrs Breminer and Coen – holiday.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting held on 5th March</u> Minutes of the meeting held on 5 th March were approved at Council on 16 th March.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> None.	
5.	<u>Planning Applications</u> 26/00638/AGRNOT Land West of Dunsdale Wood, French Street, Westerham TN16 Creation of new road. WTC objects to the application on the following grounds: - - The proposed track is required for heavy farm machinery, however suitable access for such machinery already exists via the established road off the A25. The existing access provides a short, direct route leading straight to both the existing barn and the site of the proposed new barn and is a safer solution than using Hosey Hill and French Street. - The proposed track would exit onto French Street, which is a very narrow single-track road unsuitable for heavy agricultural vehicles. - Any vehicles exiting the track onto French Street would have to proceed along either Hosey Common Road, which is formally	

	designated unsuitable for heavy goods vehicles or down Hosey Hill, also designated unsuitable for such large vehicles. • There are restricted sight lines turning out of Hosey Hill onto the A25. • This route would have an impact on residential properties. • Cars are parked in various places down Hosey Hill and additional farm machinery would make this dangerous for other road users. Cars have been hit by passing vehicles along the bottom of Hosey Hill. • Sadly, there have been two fatal accidents (one a few months ago) on Hosey Hill involving cyclists who regularly use this route. • Pedestrians and horses use French Street and Hosey Hill, and there is no pavement at the top of Hosey Hill. Forty horses are stabled at French Street Stables and regularly use French Street. • There would be an impact on Bat Ecology and Natural England should be consulted regarding the impact on the bats in the caves. • 26/00328/DETAIL Land North of Black Eagle Close, Westerham TN16 Details pursuant to condition 3 – Construction Management Plan of 25/00231/FUL. WTC has the following concerns regarding the Construction Management Plan: - • The 246 bus does not stop near to the site but at the other end of town • Car parking is available at Pitts Cottage and Darent car park for construction traffic • The road is not wide enough for construction traffic – see attached photo • The situation should be monitored.	
6.	<u>Planning Appeals</u> • App/G2245/C/25/3373386,3373387, 3373388, 3373389 Seasons Farm, Pootings Road, Crockham Hill TN8 6SD Appeal against enforcement notice: Without planning permission, the material change of use of the land from use for agriculture to residential use including the siting of caravans, mobile home and utility buildings (Material Change of USE) and associated operational development in the form of creation of a new access, laying of hardstanding consisting of tarmac and hardcore membrane and installation of cesspits (Operational Development). The appeals are dismissed and the enforcement notice is upheld with a variation in the terms from 3 months to 12 months for compliance.	
7.	<u>Planning Decisions</u> • 25/03538/LBCALT Breaches, Vicarage Hill, Westerham TN16 Internal Alterations. Granted.	
8.	<u>Tree Work</u> • TPO Order no 01, 2026 SDC made a TPO on 10th March 2026 on a Beech tree located in the front garden of 16A Granville Road, Westerham.	

9.	<u>Planning Issues</u> 9.1 SDC Local Plan Regulation 18 Consultation – No further update. 9.2 Tandridge District Council Draft Local Plan – No further update. 9.3 Land at Seasons Farm – An update was noted. 9.4 NPPF Consultation – London Green Belt Council response was noted.	
10.	<u>Reports from Councillors</u> None.	
11.	<u>Correspondence</u> 11.1 SDC Enforcement update was noted. 11.2 SDC Street naming and numbering – Heights Stables confirmation was noted. 11.3 London Gatwick's Route 4 Airspace change – mid-consultation was noted.	
12.	<u>TN16, Crockham Hill Village newsletter and website and social media</u> None.	
13.	<u>Matters for District and County Councillors</u> None.	
14.	<u>Further Matters for Consideration at the next meeting</u> None.	
15.	<u>Date of next meeting</u> Thursday 2 nd April 2026	

The meeting was concluded at 10.10 am.

Minutes confirmed as a correct record:

Chairman

WESTERHAM TOWN COUNCIL
Minutes of the Open Spaces and Amenities Committee
held at Russell House on
Monday 23rd March 2026 at 7.00pm

Present: Councillors: Mrs Rodgers (LR) - Chair
Mrs S Sheen (SS)
Mr M Bortolozzo (MB)

In attendance: Mrs C Debono (CD) Deputy Town Clerk
One member of the public

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Dicker and Cllr Proudfoot	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting</u> Minutes of the meeting held on the 12 th January 2026 were approved at Full Council on the 19 th January 2026	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> Cllr Sheen requested whether the outstanding water invoice had been paid by the Bowls Club – the Deputy Clerk advised that Westerham Town Council (WTC) had been reimbursed for the period April 2025 – March 2026 Cllr Bortolozzo – requested an update on Granville Road grass verges – Cllr Rodgers provided a brief update.	
5.	<u>5. Clerks report - this is a general update since the last meeting for information.</u> 5.1 The report was received and noted.	
6.	<u>Finance</u> 6.1 To receive the OSA Financial Statement up to 28th November 2026 The report was received and noted.	CDB
7.	<u>Allotments</u> 7.1 To update on the allotment renewal – The Deputy Clerk updated the Committee that all allotment rents had now been received, and one plot had been relinquished. The Deputy Clerk further advised that the annual allotment competition had been booked for 15 th July 2026. Allotment inspection dates are to be confirmed with scheduling to commence	

	in early May – The Deputy Clerk would confirm the agreed dates.	CDB
8.	<u>King George's Field</u> 8.1 To discuss graffiti to the skatepark – The Deputy Clerk reported further acts of vandalism at the skatepark, although most of the damage had since been washed away. The Committee requested the organizations previously researched be contacted to consider this as a potential future project. 8.2 To update on opening of the Darent overflow car park – The Deputy Clerk advised the committee of Sevenoaks District Council (SDC) future plans to allow for additional parking at the weekend, which the Committee fully supported. 8.3 To update on the groundsman hut inventory and maintenance plan - The Committee reviewed both the groundsman hut inventory and maintenance plan and determined that quotations be sourced for immediate repair works required. Cllr Sheen expressed her thanks to the Deputy Clerk for completing this onerous task.	CDB CDB
9.	9.1 To review the visual inspections - Quarter one inspections were due and should be sent to the Deputy Clerk before the end of March. 9.2 To update on the weed management program – consultant reviewed report – The Committee noted the findings of an independent consultant led review of the weed spray program and were satisfied that the report was thorough and comprehensive, and agreed to continue with the current provider. 9.3 To discuss and approve request to site three mature liquid amber trees on the Green – The committee unanimously agreed to decline the request to plant three liquid amber trees on the Green, on the grounds that it would be cost prohibitive and unsuitable for a number of reasons. 9.4 To discuss CCTV cameras at Costells Meadow car park – The Committee agreed to the installation off CCTV cameras being installed further to confirmation of costs. 9.5 To discuss and approve consideration to create a wildflower meadow at the far end of the Costells Meadow car park – Following discussion, the Committee agreed the potential to utilize land at the far end of the Costells meadow car park for a wildflower garden, it was further suggested the space may also be suitable for a community orchard incorporating some wild flowers within the space. Subject to support from the community payback scheme, and further research into ongoing costs. 9.6 To discuss and approve request to hold a colour run event, on King George's Playing Field – The Committee had agreed in principle, subject to information being received regarding the effect of the colour run powder on the trim trail, and confirmation that proceeds are considered for local charities – The Deputy Clerk to seek clarity. 9.7 Events on our land – • Westerham Town Partnership (WTP) May Fair – Saturday 2nd May 2026, the Green.	CDB CDB CDB CDB

10.	<u>Strategic Business Plan</u> The Committee noted the Strategic Business Plan, and the Deputy Clerk would update as necessary.	CDB
11.	<u>Climate Change / Environmental & Biodiversity</u> The Committee noted the ECO Action Plan, and the Deputy Clerk would update as necessary.	CDB
12.	<u>Public Rights of Way</u> None	
13.	<u>Correspondence</u> Westerham Horticultural Society (WHS) Dahlia workshop – 1 st April 2026, 7:30pm	
14.	<u>Reports from Councillors</u> None.	
15.	<u>TN16 Magazine, Crockham Hill Newsletter & Website</u> Inform residents of the location of the electric vehicle charging points.	CDB
16.	<u>Matters for District and County Councillors</u> None.	
17.	<u>Further matters for consideration at the next meeting</u> Consider quotations for the maintenance program CCTV Cameras, Costells Meadow Create wildflower garden / Community orchard	CDB
	<u>Date of next meeting</u> Monday 8th June 2026 at 7pm	

The meeting was concluded at 8:25pm

Minutes confirmed as a correct record:

Chair

WESTERHAM TOWN COUNCIL

Minutes of the Highways and Lighting Committee held on
Monday 30th March 2026 at 7.00 pm at Russell House,
Market Square, Westerham

Present: Councillors: Mr M Bortolozzo - Chair (MB)
Mrs L Bird (LB)
Mr I Breminer (IB)
Mr N Proudfoot (NP)
Mr K Thompson (KT)

In attendance: Asst Clerk: Mrs J O'Sullivan (JO)

Item		Action
1.	<u>Apologies for Absence</u> None.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting held on 2nd February 2026</u> Were approved at the Council meeting on 16 th March 2026.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> Item 5.5 – WTC had contacted SDC to ask whether the overflow car park at Darent could be used at weekends. They had confirmed that this would be possible for those visiting the football club and signs would be installed to this effect. This should alleviate some of the parking issues during weekend matches around Costells Meadow. Item 6.3 – Contact had been made with KCC and the managing agent of one of the cottages on the High Street close to Wells Place to ask whether the vegetation could be cut back. Following a risk assessment KCC deemed it to be unnecessary. Item 13 - Cllr Proudfoot reported that the Toad Patrol had commenced.	
5.	<u>Highways</u> 5.1 Community Speedwatch Campaign – Since the last H&L meeting five Speedwatch sessions had taken place in Westerham and two in Crockham Hill. In Westerham one session had taken place during the morning school run (Croydon Road close to Rysted Lane) where 40 vehicles were recorded over 25mph (27%), 11% over 30mph and two	

	over 35mph (top speed 43mph). At Crockham Hill one session had finished early due to the weather and during the other session around 8% of passing vehicles were over 35mph (top speed 43mph). In February the Kent Speedwatch Police Engagement Officer joined a Speedwatch session in London Road and provided education and carried out some enforcement after the session in the 20mph and 30mph stretches – two drivers had been spoken to. Following an item in the Crockham Hill newsletter one new volunteer had signed up. Two new volunteers had joined the Westerham group. 5.2 Kent Police Speed Checks – Kent Police reported the following visits from the mobile unit (sited at junction of Hosey Hill and French Street, all visits 1 hr 20 mins): • January 2026: 3 visits – 21 offences • February 2026: 3 visits – 16 offences 5.3 Highways Improvement Plan (HiP) 2025/2026 – The annual review of the HiP would take place in April and Councillors were asked to consider which issues should be put forward for investigation by KCC, together with the order of priority. The Committee agreed to the following: • <i>Westerham Hill/Pilgrims Way</i> – A consultation related to the reduction in the speed limit to 40mph along Westerham Hill and sections of Pilgrims Way would be place until 6 April. The item would be removed from the HiP once the 40mph speed limit had been agreed. • <i>London Road & Croydon Road</i> – both to remain on the HiP. The Assistant Clerk would continue to arrange Speedwatch sessions at these locations. • <i>Main Road (close to Church Rd), Crockham Hill</i> – to remain on the HiP (20mph advisory on school signs). • The following to be removed from the HiP if no further progress made at the annual review meeting with KCC – Water Lane (railings), Deanery Road (drop kerb), Goodley Stock Road (speed limit reduction – issue had been raised several times with KCC in the past and rejected: Committee felt situation had not changed), Hosey Hill (speed repeater sign – Cllr Proudfoot to ask Velo Barn for their opinion to the positioning of cyclist signage on Hosey Hill). The Committee discussed the following issues and agreed that they should be considered for the HiP: • <i>A25 incidents/speeding</i> – following recent incidents along the A25 (from Croydon Road towards Black Eagle Close) a resident had expressed concern. The Assistant Clerk reported that an initial approach to KCC confirmed that limited highway options were	NP
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	available, but they would undertake further investigation if the issue was placed on the HiP. • <i>Reduction in speed limit, A25 approach to Farley Lane/Goodley Stock</i> - A resident had reiterated a request to reduce the speed limit to 40mph (from 60mph) on A25 from Surrey border to the 30mph gateway close to Farley Lane / Goodley Stock. KCC would review the matter (having previously rejected the proposal) if on the HiP. The Committee felt that improved signage and visibility of the 30mph gateway would be beneficial. The Assistant Clerk to discuss with KCC. • <i>Highway Improvements at Granville Road</i>: OSA Committee had asked that consideration be given to widening the road to prevent degradation by vehicles that drive over the grass verges of the open space. KCC had asked that this be added to the HiP for investigation. The Committee felt that this option would be cost prohibitive but following lengthy discussed agreed to add it to the HiP. The Assistant Clerk would discuss the HiP with the KCC Community Engagement Officer and update the Committee once this had been completed. 5.4 Update on the proposed bus shelter (by Crown Building, London Road) – The bus shelter was currently in production and a work around was being devised to bypass any utility cables that may affect the siting of the shelter. The installation date had not been confirmed. 5.5 Update on additional bike rack(s) in Westerham – An application had been made to KCC Streetworks for a licence to install a bike rack, however KCC would only permit installation by a contractor who had NRSWA accreditation – New Roads and Street Works Act. The accreditation was a legal requirement when streetworks were carried out and the selected contractor did not hold the accreditation. KCC could not provide a list of suitable contractors and SDC had been approached for advice. Cllr Breminer would contact Cllr Stockdale at Edenbridge TC to ask if they had any contacts.	JO JO IB
6.	<u>Street Lighting</u> 6.1 Repairs and responses – The following repairs / work had been undertaken: • Replacement column (9), High Street (£1,505 + VAT). • Sandy Lane, column 110 – replaced photocell and tested (£105 + VAT). The Committee noted that the street lighting maintenance contract would increase by 4% in 2026/27 (£5,616 paid in 2025/26) which would be within budget.	

	The Committee noted that an invoice for £389.34 had been received from the Church office for the cost of electricity for the floodlights for 2025/26.	
7.	<u>Sevenoaks District Council</u> 7.1 Sevenoaks Joint Transportation Board – Cllr Bortolozzo had attended the meeting on 17th March and updated the Committee. The Committee noted that the Highway Works Programme listed the following items relevant to Westerham and Crockham Hill: • Drainage Repairs & Improvement – Pootings Road – investigation works early March • Casualty Reduction Measures - A233 London Road junction with Pilgrims Way, Westerham - speed limit expected completion in Quarter 1 2026/27 (April–June 2026)	
8.	<u>Public Transport Issues</u> Cllr Proudfoot asked how visitors reached Chartwell via public transport other than via the 246 bus on Sundays. The Assistant Clerk to investigate whether any other options were available. Cllr Bird would find out who had operated the Christmas mini-bus service.	JO LB
9.	<u>Public Rights of Way (PROW)</u> The Assistant Clerk had re-reported the overhanging oak tree on the footpath from Farley allotments to Farley Lane. A member of the public had been in touch to raise concerns about the lack of barriers on the footpath between Southbank to Rysted Lane. The path had become increasingly popular as a cut through for motorbikes and e bikes/scooters. This had been reported PROW who had responded to say that while barriers could be considered further evidence would be required. The Assistant Clerk had notified the resident and put them in touch with the PROW team.	
10.	<u>Financial</u> 10.1 To receive the Financial Statement up to 28th February 2026 – Noted by the Committee.	
11.	<u>Action Plan from Strategic Business Plan – update</u> The Committee approved the updates to the Action Plan.	
12.	<u>Eco Policy Action Plan</u> Cllr Proudfoot asked if anything could be added to on cycling. Cllr Proudfoot to review.	NP

13.	<u>Correspondence</u> 13.1 To note report of faulty cats eyes & worn road markings on Hosey Common Road: Issue had been raised by two residents. The Assistant Clerk had contacted the local KCC Highway Manager who would review in the spring / summer when the weather conditions had improved. Residents had been updated. 13.2 E-mail regarding request for speed reduction and footpath provision Westerham Hill – The Assistant Clerk had responded with details of the TRO consultation for speed reduction. Given the width of the road at the top of the hill (close to Westerham Heights development) it was unlikely that a footpath would be possible. The Assistant Clerk would contact KCC for advice.	JO
14.	<u>Reports from Councillors</u> Cllrs Bortolozzo, Breminer and Thompson had participated in the recent litter pick around Westerham. Cllrs Bortolozzo and Breminer had participated in several Speedwatch sessions. Cllr Proudfoot reiterated concerns regarding the weed management programme and the impact on footpaths.	
15.	<u>TN16, Edenbridge Magazine, Website, Social Media and Crockham Hill Newsletter</u> None.	
16.	<u>Matters for District and County Councillors</u> Cllr Bortolozzo to contact Cllr Esler following the recent meeting with SDC Officers.	MB
17.	<u>Further matters for consideration at the next meeting</u> None.	
18.	<u>Date of next meeting</u> Monday 22nd June 2026.	

The meeting was concluded at 9.15pm

Minutes confirmed as a correct record:

Chair

WESTERHAM TOWN COUNCIL

Minutes of the Planning and Development Committee held
on Thursday 4th April 2026 at 9.30 am at Russell House,
Market Square, Westerham

Present: Councillors: Mr I Breminer (IB) - Chair
Mrs L Bird (LB)
Mr E Boyle (EB)
Mrs D Coen (DC)
Dr J Lord (JL)
Mrs L Rodgers (LR)

Town Clerk: Mrs A Howells (AH)
Five members of the public

Item		Action
1.	<u>Apologies for Absence</u> None.	
2.	<u>Declarations of Interest not previously declared</u> Cllr Bird - 26/00669/PIP	
3.	<u>Minutes of the Meeting held on 19th March</u> Minutes of the meeting held on 19 th March were approved.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> None.	
5.	<u>Planning Applications</u> 25/02426/FUL Seasons Farm, Pootings Road, Crockham Hill TN8 6SD Material change of use of land from Equestrian/Agricultural to a mixed use of Equestrian/Agricultural and Residential Caravan site for the creation of 4 Gypsy/Traveller pitches, each comprising an area of hardstanding, 1 mobile home, 1 touring caravan, 1 dayroom and 2 parking spaces per pitch. WTC, having previously objected to two applications for change of use at this site, also objects to this retrospective application for material change of use at Seasons Farm. WTC objects on the following grounds: 1. Inappropriate development in the Green Belt - The site is firmly in the Green Belt and WTC has previously objected to previous applications for change of use on the basis that it would constitute inappropriate development in the Green Belt. 2. Unauthorised development - The development that currently exists on the site was the result of unauthorised development which took place in August 2025 and is ongoing.	

	3. That unauthorised development harmed the open and rural nature of the site and resulted in the encroachment of the hamlet of Pootings further into the Green Belt. 4. No “very special circumstances” existed in August 2025 to justify the unlawful development and none exist in April 2026. 5. Impact on residential amenity - The unauthorised development has had an adverse impact on residential amenity. In particular the installation of external lighting has created light pollution/ upward sky glow where there was none before. The retrospective application would do nothing to improve light pollution and may make it worse. 6. Highway Safety - The unlawful development has generated an excessive amount of additional traffic on a narrow B road and the retrospective application will do nothing to improve highway safety particularly when exiting the site. 7. Environmental Impact – the unauthorised development resulted in major destruction of an ancient hedgerow and loss of agricultural land to extensive areas of hardstanding. The retrospective application will not restore any of the previously damaged hedgerow or land and may cause further damage. 8. Flooding – the flood risk of this area has increased as a direct consequence of the unauthorised development in August 2025 due to the extensive impermeable hard standing laid down. The retrospective application makes it clear that the areas of hardstanding would remain thereby exacerbating the flood risk. 9. Proximity to National Infrastructure – WTC has noted Fisher German’s letter dated 27 March 2026. The unauthorised development has already risked the integrity of the pipeline and any further works at this site could hinder “ access for essential maintenance and emergency purposes.” 10. WTC has noted SDC’s criteria for the location of potential Gypsy and Traveller sites. None of the criteria are met by this site. 11. The retrospective application is for a mixed use including equestrian. WTC is aware of multiple episodes since August 2025 of ponies on the site escaping on to the highway and posing a hazard to motorists. This site is not secure for equestrian use. 12. WTC has noted several points in WS Planning & Architecture’s letter dated 26 August 2025 which undermine the credibility of this retrospective application. In particular: • The date of the 24 page letter is one day after the unauthorised works began. WTC is concerned that the timing of the advice to support a retrospective application just after significant groundworks had begun may constitute a breach of the RTPI’s Code of Conduct and that this application is not made in good faith. WTC will not support a retrospective application to regularize an unlawful development and where there are flaws in the application timeline and process. • Page 12 – reference to the Service Village of Crockenhill is irrelevant and serves no purpose. Crockenhill is 28km away from Seasons Farm.	
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	• Page 18 – there is no evidence to support the land being a Grey Belt site. • 26/00697/DEMNOT Meadowley, Main Road, Crockham Hill TN8 Buildings to be demolished as seen on plans CB 2508-03 and DWG:01. WTC supports the application. Cllr Bird left the meeting • 26/00669/PIP Land East of Court Lodge Barn, London Road, Westerham TN16 2DH Erection of dwellings with a minimum of 4 or maximum of 4 net dwellings and associated ancillary works. Following discussion WTC decided that as this was a Councillor application no comment would be made to avoid any perception of bias or predetermination. Cllr Bird re-joined the meeting. • 26/00668/DETAIL Force Green Farm Force Green Lane Westerham Kent TN16 2DN Details pursuant to condition 7 (Construction Management Plan) of 25/02675/FUL. WTC supports the application but has concerns regarding the overnight deliveries and the effect on local residents.	
6.	<u>Planning Issues</u> 6.1 SDC Local Plan Regulation 18 Consultation – No further update. 6.2 Tandridge District Council Draft Local Plan – No further update. 6.3 Land at Seasons Farm – A planning application had been submitted, details in item 5.	
7.	<u>Reports from Councillors</u> Cllr Coen had attended the Edenbridge Town Meeting on 30 th March.	
8.	<u>Correspondence</u> 8.1 SDC Enforcement update was noted. 8.2 An email had been received regarding Ancient Kentish Milestone repairs – It was agreed to pass this to Highways and Lighting Committee.	
9.	<u>TN16, Crockham Hill Village newsletter and website and social media</u> None.	
10.	<u>Matters for District and County Councillors</u> None.	
11.	<u>Further Matters for Consideration at the next meeting</u> None.	

12.	<u>Date of next meeting</u> Thursday 16th April 2026 Cllr Bird gave her apologies for the meetings on 16th and 30th April.	
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The meeting was concluded at 10.30 am.

Minutes confirmed as a correct record:

Chairman

WESTERHAM TOWN COUNCIL

Community Engagement Committee

Minutes of the Meeting held on Monday 13th April 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)
Cllr I Breminer
PC Wilson

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllrs Dicker and Hussain – business commitments.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting on 9th February 2026</u> The minutes of the meeting on 9 th February 2026 were approved at the Council meeting on 16 th March.	
4.	<u>Information on items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 4 The Clerk reported that labels were needed for the litter kit. A draft would be sent to the Committee for approval before launching the kits. Following discussion, it was agreed to inform the local Vet that these kits were available as they could also be used as poo bags. 7.8 Westerham Library – Walks booklets had been delivered to the Library. Rhyme Time flyers had been distributed at the February Family Fun Session. The Clerk to chase for an article for TN16 promoting the Libraries benefits.	AH AH AH
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 25 attendees at the March Café. There had been a good response to the Age Friendly Community survey, and this would be followed up at the April meeting. <u>Crockham Hill Primary School, Crockham Hill Pre-School, Churchill Primary School</u> Cllr Coen reported that the Crockham Hill School had received all of their gardening items except the smaller planters which would be delivered next	DC

	• Regular updates from My Community Voice • Police Neighbourhood alerts	
7(3)	<u>IAG (Independent Advisory Group)</u> Cllr Coen reported that the next meeting of IAG would take place on 30 th April at Sevenoaks Fire Station and she would be in attendance. Cllr Coen	DC
7(4)	to raise a particular issue of ASB that was occurring in the town with links to an undeclared HMO, possible drug use and environmental health issues.	
	<u>Chamber of Commerce – Westerham</u> The Clerk reported that no-one had been available to attend the last meeting on 8 th April and despite requesting a list of meetings for the year this had not been forthcoming. Following discussion, it was agreed to find out if Buddha would be willing to be a venue for a Westerham meeting.	MB/IB
7(5)	<u>Traders Meeting</u> Cllr Bortolozzo reported that he and Cllr Breminer had attended the February meeting along with the new Chair of WTP and a Committee member. The meeting had a number of tourist related queries which they would raise with SDC. Traders were unsure about contributing towards the bike rack despite initially supporting the project.	
	A meeting had been held with SDC regarding providing a motorbike bay. SDC agreed with WTC's suggestion but unfortunately KCC would not agree to this due to sight lines. Cllr Bortolozzo to pursue with SDC.	MB/IB
7(6)	The Traders had set up a new website Love Westerham.	
	<u>Mobile Coverage in Westerham</u> Cllr Breminer reported that there had been no new information regarding small cells. There was no update on a potential mast in KGF.	
	<u>Age-friendly communities</u> The Clerk had collated the results from the survey received so far and these had been circulated. Following discussion, it was agreed to go ahead with the Older People's Day on 2 nd October at Westerham Hall as some of the issues raised could be dealt with by providing information to Older People. This could be achieved by inviting the relevant organisations to provide information by having a stall, together with tasters of other activities raised in the survey. Cllr Coen had provided information on Edenbridge Games Club but there had been no requests for this type of activity in the surveys. Feedback from the survey could also help shape the Committee's Strategic Business Action Plan.	AH
7(8)	Cllr Coen to hand out further surveys at the April Crockham Hill Coffee morning.	DC
	<u>Sevenoaks Retail Crime Forum</u> Cllr Bortolozzo had attended the virtual Retail Crime Forum on 19 th March. He reported that most of the attendees were retail traders but none relevant to Westerham. Much of the meeting had revolved around the technical presentation on how the Business Crime Reduction Partnership (BCRP) could support businesses in reducing crime and help to bring offenders to justice.	
7(9)	<u>Coffee with a Cop</u> Cllr Coen had produced a note of the 'Coffee with a Cop' session and this had been circulated. As the Police had not turned up due to operational reasons Cllr Coen had emailed DI Hindrich to express WTC's disappointment whilst understanding the reasons. DI Hindrich then spoke to	
7(10)		

7(11)	Cllr Coen following the email and further explained the situation. To try and alleviate this issue in the future DI Hindrich would request a status code for community events to try and ensure a PC could attend when the event had been advertised. Following discussion, it was agreed to suggest a date of Friday 5th June as the next community event to which the Police would be invited. The Clerk to arrange. <u>Westerham & Crockham Hill Litter Picks</u> A litter pick had been organised in Westerham on 24th April with 8 volunteers and Crockham Hill on 26th April with 4 volunteers to coincide with the Great British Spring Clean. Nearly 20 bags of rubbish had been collected and picked up by SDC. <u>Westerham Foodbank</u> The Clerk had attended the Westerham Foodbank AGM on 20th March. The report and accounts were noted.	AH
8.	<u>Financial Statement to 31st March 2026</u> The Financial Statement to 31st March had been circulated and was noted. The Cleaning Contractor had informed WTC that the weekly charge would increase by £6.43 per week due to the increases in the National Minimum Wage and London Living Wage and operating costs.	
9.	<u>Easter/Summer Family Fun Sessions</u> The Easter Family Fun Session took place on Wednesday 8th April and 34 young people had attended and enjoyed a magician as well as bouncy castle and easter crafts. Drinks cartons had been supplied.	
10.	<u>Strategic Business Plan – Action Plan</u> A plan had been circulated and was noted.	
11.	<u>ECO Action Plan</u> The ECO Plan had been circulated and was noted. New Content to be added.	
12.	<u>Correspondence</u> 12.1 DRiPS meeting – 23rd April 2026 at Otford was noted. 12.2 ATM report from the Committee was discussed and Cllr Coen to finalise.	DC
13.	<u>Reports from Councillors</u> Cllr Breminer asked why SDC were not visiting Westerham with the new food bins, the Clerk to contact SDC Cllr Esler. Cllr Coen had attended the ETC ATM on 30th March.	
14.	<u>TN16, Crockham Hill Newsletter and website</u> An article on Westerham Library services. Cllrs Coen, Hussain and Sheen to provide bio for CH Newsletter.	
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 1 st June 2026 Cllr Bortolozzo gave his apologies	
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The meeting was concluded at 9.17 pm

Minutes confirmed as a correct record:

Chair

WESTERHAM TOWN COUNCIL

Minutes of the Planning and Development Committee held
on Thursday 30th April 2026 at 9.30 am at Russell House,
Market Square, Westerham

Present: Councillors: Mr I Breminer (IB) - Chair
Mr M Bortolozzo (MB)
Mr E Boyle (EB)
Mrs D Coen (DC)
Mrs L Rodgers (LR)

Town Clerk: Mrs A Howells (AH)

Item		Action
1.	<u>Apologies for Absence</u> Apologies had been received and accepted from Cllr Bird – business commitment.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting held on 2nd April</u> Minutes of the meeting held on 2 nd April were approved.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> None.	
5.	<u>Planning Applications</u> 26/00489/HOUSE Ranscombe, Spout Lane, Crockham Hill TN8 6RS Demolition of conservatory and erection of a single storey extension. Alterations to fenestration. WTC Supports the application. 25/02169/HOUSE Tall Trees, Goodley Stock Road, Crockham Hill, TN8 6TA Ground floor rear infill extension with roof lantern, first floor extension over garage, alterations to fenestration and internal alternations. WTC Supports the application. 26/00327/CONVAR Heights Stables, Westerham Hill, Westerham TN16 2ED Variation of Condition 4 (Biodiversity Gain Plan and Biodiversity Management and Monitoring) of 24/01806/FUL with amendment to remove pond and strategic site consolidation. Refer to SDC Officers.	

	• 26/01014/AGDET Land West of Dunsdale Wood, French Street, Westerham TN16 Additional tree protection information related to 26/00638/AGRNOT. WTC reiterates its previous objections and while WTC supports the additional tree protection that is not indicative of support for the creation of a road 26/00638/AGNOT. • SCC 2023-0514 Oxted Quarry, Chalkpit Lane, Oxted Surrey RH80QW Cessation of winning and working of minerals and importation of waste. A revised scheme of restoration to create a natural parkland with public access, footpaths and ecological habitat areas and erection of 55 dwellings, a proportion of which would be affordable housing, and associated hard and soft landscaping and access, provision of a field study centre, restoration of the historic lime kilns and works to Chalkpit Lane including traffic calming and a new footway link to Oxted. WTC notes the application.	
6.	<u>Planning Decisions</u> • 26/00194/CONVAR Greenhayes, 1 Palace Road, Westerham TN16 Variation of condition 2 (plans) of 25/01883/FUL to demolition of existing dwelling and shed. Erection of replacement dwelling with roof lantern and solar panels. New outbuilding. Granted • 26/06976/DEMNOT Meadowley, Main Road, Crockham Hill TN8 Buildings to be demolished as seen on plans CB 2508-03 and DWG:01. Granted. • 26/00638/AGRNOT Land West of Dunsdale Wood, French Street, Westerham TN16 Creation of new road. Prior Approval Required. • 26/00669/PIP Land East of Court Lodge Barn, London Road, Westerham TN16 Erection of dwellings with a minimum of 4 or maximum of 4. Granted.	
7.	<u>Planning Issues</u> 7.1 SDC Local Plan Regulation 18 Consultation – No further update. 7.2 Tandridge District Council Draft Local Plan – No further update. 7.3 Land at Seasons Farm – An update following the High Court hearing had been circulated.	
8.	<u>Reports from Councillors</u> None.	

9.	<u>Correspondence</u> 9.1 SDC Enforcement update was noted. 9.2 GACC Newsletter – April 2026 was noted. 9.3 CPRE Kent Countryside Spring-summer 2026 was noted.	
9.	<u>TN16, Crockham Hill Village newsletter and website and social media</u> None.	
10.	<u>Matters for District and County Councillors</u> None.	
11.	<u>Further Matters for Consideration at the next meeting</u> None.	
12.	<u>Date of next meeting</u> Thursday 14 th May 2026	

The meeting was concluded at 10.35 am.

Minutes confirmed as a correct record:

Chairman

WESTERHAM TOWN COUNCIL

Minutes of the Finance, Governance and General Purposes
Committee held on Monday 11th May 2026 at 7 pm
in Russell House, Market Square, Westerham

Present: Councillors: Mrs S Sheen (SS) - Chair
Mr E Boyle (EB)
Mr I Breminer (IB)
Dr J Lord (JL)

In attendance: Town Clerk: Mrs A Howells (AH)
Responsible Finance Officer (RFO): Mrs D Marshall (DM)
One member of the public

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Hussain – work commitment.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting held on 9th March 2025</u> Minutes of the Meeting held on 9th March were approved at Council on 16 th March.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 4.0 Signatories – Nationwide - The Additional Information Form had now been re-completed and accepted – WTC account had been taken off hold and the updated signatories had been processed. Nationwide had decided that WTC were no longer able to 'hold' funds in this account, it could only be used to transfer funds into for investment. Therefore, the balance had to be reduced to £100,000 and the balance of £13,296.04 would be transferred to the WTC Santander current account. An authorisation form had been required signed by all four signatories. It was hoped the funds would be re-invested during May. Barclays - The account was up and running. Funds had been transferred in and this account would be used to pay WTC bills going forward. Additional signatories were being added to give WTC more flexibility. Direct debits also needed to be transferred. Both the Barclays and Santander Current accounts would be kept running in the short term until a Santander account was no longer required. 5.3 The water meters were being read at KGF but in the meantime the Bowls Club meter reading was extremely high. The Bowls Club were asked to check	

	that they did not have a water leak, in the meantime they had paid the invoice. A further meter reading was being sought to check usage. 7.8 The Clerk reported that the electrician had carried out the Electrical Installation Condition Report (EICR) and electrical work required from the Fire Risk Assessment. The work needed to be carried out by the Fire Protection Contractor had been booked for the 2nd June at a cost of £936. 7.9 The lift repairs had been booked in for 13th May.	DM/AH
5.	Finance 5.1 Responsible Finance Officer Report (RFO) – The Report was received with thanks, and the following items were noted: - • WTC received £32,975.88 CIL funds in April for the period Oct 25 to Mar 26. This would be put into the KGF reserve as previously agreed by Council. • The accounts package was closed for the year on the 8th April 2026, and the 2025/26 accounts were generated. • The HMRC end of year payroll had been submitted. • The 2025/26 Pension return had been submitted. • It would appear, as no documentation or advice notices had been received from SDC, that Russell House had been one of the buildings re-evaluated for business rates. WTC business rates had reduced from £9,855 in 25/26 to £9,392.50 for 26/27. • The overtime claimed between April - March was noted. 5.2 Payments and receipts list to 31st March 2026 – Cllr Sheen had no issues to bring to the Committee's attention. The Payment List would be recommended to Council for approval. 5.3 Committee Accounts to 31st January 2026 – The FG&GP Committee Accounts had been circulated and there were no queries. 5.4 End of Year Accounts 2025/26 - The End of Year Accounts had been circulated, there were no queries, the Accounts would be recommended to Council for approval. The RFO reported that there were no major areas of concern to bring to the Committee's attention, all committees had finished the year within budget as planned. 5.5 Internal Auditors Report – The RFO reported that the end of year Internal Audit took place on the 29th April. No matters were brought to WTC's attention so it was expected that the report would be clear. Thanks were given to the RFO for all her hard work. 5.6 Year end virements and rollovers – The RFO had circulated a paper on year-end virements and rollovers. The RFO reported that Virements were made to use underspent budget lines to meet over expenditure, as detailed in the paper provided. Following discussion it was agreed to recommend approval to Council. 5.7 Reserves – The RFO had provided an updated end of year Reserves position; under expenditure was used to boost reserves identified by each committee. It was noted that three items had been highlighted with an element of risk. 5.8 WTC credit card – The RFO reported that WTC needed to have a debit/credit card to enable staff to order items online for incidentals. Barclays had suggested applying for a business credit card to do this. Following	

	discussion, this was agreed. The RFO would review WTC Financial Regulations before applying for a credit card and the balance would be paid in full each month. 5.9 WTC Direct Debits – The RFO had circulated a paper outlining the current Direct Debits paid by WTC, this was approved for the next two years. 5.10 WTC Insurance Policy Renewal – The RFO reported that WTC Insurance Policy was due for renewal on 23rd June. The 25/26 premium was £8,266. WTC had been advised that the premium may increase by as much as 30% at the end of the 3-year contract, hence our budget for 2026/27 was set at £10,750. Fortunately, WTC previous high level of claims had now expired and were no longer affecting the premium. The result being that Zurich had quoted £9,759.24 for 1 year and £8,885.50 for a 3-year contract, which offered a considerable saving. The RFO had sought comparative quotations from Clear Councils, Gallagher and Forum Insurance, the only providers operating in our market. Despite chasing, Forum Insurance had not responded. Following discussion, it was agreed that the RFO would provide a paper for Council with details of all quotes. However, the Committee was of the opinion that Zurich had always provided a good level of personal customer service and a tailored insurance package that met WTC needs. A three year deal would be recommended. 5.11 Subscriptions 2026/27 – The Clerk had circulated details of the subscriptions that would be payable in 2026/27, this was agreed. It was further agreed that the Deputy Clerk and Assistant Clerk should join the Society of Local Council Clerks (SLCC). 5.12 Grant application from Air Ambulance – Cllr Sheen had circulated a Grant paper regarding a Grant to the Air Ambulance. Following discussion, it was agreed to recommend to Council a grant of £500. 5.13 KGF redevelopment – The Project Officer had provided the Committee with an update and following discussion it was agreed that the Project Officer would update Council.	DM DM DM
6.	<u>Governance</u> 6.1 Gold Award – A updated Plan had been circulated. The RFO would complete adding costings to the Strategic Business Plan Action Plan. Following discussion, it was agreed that the Working Group would meet to discuss how to progress reviewing the documents needed for the Award. 6.2 Action Plan for Strategic Business Plan – The updated Plan had been circulated. There was nothing to add. 6.3 ECO Plan – The updated Plan had been circulated. Following discussion, it was agreed to add the partnership working with the OSA Committee on the Russell House garden car park borders.	DM SS AH
7.	<u>General Purposes</u> <u>Land Issues</u> 7.1 Clerks Report – Thanks were given to the Clerk for her report and the items were noted. 7.2 Doctors Surgery Lease – The Clerk had spoken to the Surveyors who carried out the original valuation, and they had quoted £1,000 to update their report and then decided they did not have the necessary knowledge for medical practices to provide a valuation as the previous surveyor had left their	

	company. The Clerk had then obtained a quote from a Surveyor who specialised in NHS, this was for £1,400 and given the time scales was accepted. The Valuation was being carried out on 12th May. 7.3 Churchill School Lease – Cllr Lord had circulated a paper regarding correspondence with the Solicitors for the Aquinas Trust. Following discussion, it was agreed that Cllr Lord would respond that WTC's previous correspondence about the annual rent had been with the School and not with the Trust and that WTC had a responsibility to ensure that assets were well managed but would be prepared to accept the same rent as the School had been paying. WTC would be prepared to sign a 125 lease with a one-year option on the 1.6 acre area that may be required in order to develop the lower part of Currant Hill. However, WTC would want an upfront rent to cover all the legal costs involved in setting up a lease. Cllrs Lord and Sheen to review the draft lease when available. 7.4 KGF Footpath SR341 re-diversion – The Order to create and extinguish a PROW on KGF had now been issued and the invoice for the diversion received and paid. The invoice of £2,710 was less than quoted. 7.5 Currant Hill Allotments – An email had been received from SDC regarding comments on sites from KCC Archaeology, some sites required pre-allocation archaeological assessments. The WTC proposed site at Currant Hill did not require an assessment. Russell House 7.6. Maintenance Plan – The updated Maintenance Plan was noted. 7.7 Telephone contractor - Focus had been the WTC telephone provider for many years but recently the customer service had been very poor. Following discussion, it was agreed that the Clerk could obtain quotes for a new provider, but this could mean that there would be a charge to exit the contract. It was agreed that if there were sufficient savings from the new contract to offset the cost of changing the supplier then a new contract could be entered into.	JL/SS
8.	<u>Correspondence</u> None.	AH
9.	<u>Reports from Councillors</u> Cllr Sheen passed on information to Cllr Lord regarding an Air Ambulance Open Day.	
10.	<u>TN16, Crockham Hill Village newsletter and Website</u> None.	
11.	<u>Matters for District and County Councillors</u> None.	
12.	<u>Further Matters for Consideration at the next meeting</u> None.	
13.	<u>Date of next meeting</u> Monday 6th July 2026	

	Part 2 Pursuant to Section 1 (2) of the Public Bodies (admission meetings) Act 1960. The Public be excluded from the meeting during consideration of the under mentioned items on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business concerned.	
14.	<u>HR Minutes</u> The HR minutes from the meeting on 11 th May had been circulated and were approved.	

The meeting was concluded at 9.15 pm.

Minutes confirmed as a correct record:

Chairman

WESTERHAM TOWN COUNCIL

Minutes of the Planning and Development Committee held
on Thursday 14th May 2026 at 9.30 am at Russell House,
Market Square, Westerham

Present: Councillors: Mr I Breminer (IB) - Chair
Mrs L Bird (LB)
Mr E Boyle (EB)
Mrs D Coen (DC)

Town Clerk: Mrs A Howells (AH)

Item		Action
1.	<u>Apologies for Absence</u> Apologies had been received and accepted from Cllr Rodgers – personal commitment.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting held on 30th April</u> Minutes of the meeting held on 30th April were approved.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> None.	
5.	<u>Planning Applications</u> 26/00422/HOUSE 3 Hill Top, Westerham TN16 2DQ Change to existing window into a double French door. WTC Supports the application. 26/00489/HOUSE Ranscombe, Spout Lane, Crockham Hill TN8 6RS Demolition of conservatory and erection of a single storey extension. Alterations to fenestration. WTC Supports the application.	
6.	<u>Planning Issues</u> 6.1 SDC Local Plan Regulation 18 Consultation – No further update. 6.2 Tandridge District Council Draft Local Plan – No further update. 6.3 Land at Seasons Farm – No further update.	
7.	<u>Reports from Councillors</u> Cllrs Bird, Boyle, Breminer and Coen had attended the Annual Town Meeting on 13 th May.	

8.	<u>Correspondence</u> 8.1 SDC Enforcement update was noted. 8.2 Godstone Parish Council Neighbourhood Plan Consultation (Regulation 16) – Legal Change of 25 th March 2026 was noted.	
9.	<u>TN16, Crockham Hill Village newsletter and website and social media</u> None.	
10.	<u>Matters for District and County Councillors</u> None.	
11.	<u>Further Matters for Consideration at the next meeting</u> None.	
12.	<u>Date of next meeting</u> Thursday 28 th May 2026	

The meeting was concluded at 10 am.

Minutes confirmed as a correct record:

Chairman

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 General Administration							
1005 Rental Income	52,930	52,930	0			100.0%	
1007 CIL income	4,595	0	(4,595)			0.0%	4,595
1076 Precept	341,235	341,235	0			100.0%	79,950
1090 Interest	8,939	9,000	61			99.3%	
General Administration :- Income	407,699	403,165	(4,534)			101.1%	84,545
4000 Salaries	108,421	108,460	39		39	100.0%	
4001 Ers NI	12,510	12,545	35		35	99.7%	
4002 Ers Pension Contributions	26,405	26,440	35		35	99.9%	
4004 Training	1,864	3,000	1,136		1,136	62.1%	
4005 Payroll Contingencies	50	2,500	2,450		2,450	2.0%	
4009 Allowances/Expenses	696	750	54		54	92.8%	
4010 Utilities	1,974	3,000	1,026		1,026	65.8%	
4011 Community Engagement	1,325	2,200	875		875	60.2%	
4020 Rates	9,855	10,000	145		145	98.6%	
4030 Office Expenses	9,804	9,850	46		46	99.5%	
4035 Russell Hse Mtce and Repairs	6,773	5,800	(973)		(973)	116.8%	1,040
4040 Insurance	8,266	8,320	54		54	99.4%	
4041 Professional Fees	1,085	3,000	1,915		1,915	36.2%	
4042 Audit Fee (Internal/External)	602	3,300	2,699		2,699	18.2%	
4045 Subscriptions	3,207	3,500	293		293	91.6%	
4046 Chairman's Allowance	105	150	45		45	70.2%	
4050 PC/Software Support	6,313	7,000	687		687	90.2%	
4100 Grants	6,850	7,000	150		150	97.9%	
4889 Golden Jubilee Clock	298	325	27		27	91.7%	
4890 Contingencies	843	1,500	657		657	56.2%	
General Administration :- Indirect Expenditure	207,246	218,640	11,394	0	11,394	94.8%	1,040
Net Income over Expenditure	200,453	184,525	(15,928)				
6000 plus Transfer from EMR	1,040	0	(1,040)				
6001 less Transfer to EMR	84,545	0	(84,545)				
Movement to/(from) Gen Reserve	116,948	184,525	67,577				
201 Allotments							
1200 Allotment Rents	4,678	4,400	(278)			106.3%	
Allotments :- Income	4,678	4,400	(278)			106.3%	0
4025 Rent Payable	450	450	0		0	100.0%	
4201 Water	324	1,000	676		676	32.4%	
4300 Allotment Prizes	178	200	22		22	88.8%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Maintenance	759	2,750	1,991		1,991	27.6%	
Allotments :- Indirect Expenditure	<u>1,711</u>	<u>4,400</u>	<u>2,689</u>	<u>0</u>	<u>2,689</u>	<u>38.9%</u>	<u>0</u>
Net Income over Expenditure	<u>2,967</u>	<u>0</u>	<u>(2,967)</u>				
<u>202 King George Playing Field</u>							
1010 Sundry Income	168	200	32			83.9%	
King George Playing Field :- Income	<u>168</u>	<u>200</u>	<u>32</u>			<u>83.9%</u>	<u>0</u>
4200 Electricity	1,667	1,700	33		33	98.1%	
4201 Water	907	900	(7)		(7)	100.8%	
4350 Petrol	0	100	100		100	0.0%	
4353 New Equipment	665	700	35		35	95.1%	
4354 Emptying Dog Bins	2,673	2,700	27		27	99.0%	
4400 Maintenance	13,323	7,700	(5,623)		(5,623)	173.0%	5,620
4410 Grass Cutting	6,908	7,000	92		92	98.7%	
King George Playing Field :- Indirect Expenditure	<u>26,143</u>	<u>20,800</u>	<u>(5,343)</u>	<u>0</u>	<u>(5,343)</u>	<u>125.7%</u>	<u>5,620</u>
Net Income over Expenditure	<u>(25,976)</u>	<u>(20,600)</u>	<u>5,376</u>				
6000 plus Transfer from EMR	5,620	0	(5,620)				
Movement to/(from) Gen Reserve	<u>(20,356)</u>	<u>(20,600)</u>	<u>(244)</u>				
<u>205 Other APFOS</u>							
1010 Sundry Income	5,828	0	(5,828)			0.0%	
Other APFOS :- Income	<u>5,828</u>	<u>0</u>	<u>(5,828)</u>				<u>0</u>
4400 Maintenance	12	1,200	1,189		1,189	1.0%	
4402 Crockham Hill Garden	1,705	1,300	(405)		(405)	131.2%	710
4404 Crockham Hill Playing Field	2,216	6,000	3,784		3,784	36.9%	935
4405 Russell House Contract (Garden	1,000	1,400	400		400	71.4%	
4410 Grass Cutting	5,564	8,000	2,436		2,436	69.6%	
4418 Hanging Baskets	6,868	2,300	(4,568)		(4,568)	298.6%	
4420 Weedkilling	1,777	1,800	23		23	98.7%	
4426 Westerham flowers	2,830	3,000	170		170	94.3%	
4427 Work on Trees	1,540	4,600	3,060		3,060	33.5%	
4890 Contingencies	699	800	101		101	87.4%	
Other APFOS :- Indirect Expenditure	<u>24,211</u>	<u>30,400</u>	<u>6,189</u>	<u>0</u>	<u>6,189</u>	<u>79.6%</u>	<u>1,645</u>
Net Income over Expenditure	<u>(18,384)</u>	<u>(30,400)</u>	<u>(12,016)</u>				
6000 plus Transfer from EMR	1,645	0	(1,645)				
Movement to/(from) Gen Reserve	<u>(16,739)</u>	<u>(30,400)</u>	<u>(13,661)</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
206 Street Furniture							
4500 Seats	3,585	3,600	15		15	99.6%	
4501 Notice Boards	0	100	100		100	0.0%	
4502 Bus Shelters	50	150	100		100	33.3%	
Street Furniture :- Indirect Expenditure	3,635	3,850	215	0	215	94.4%	0
Net Expenditure	(3,635)	(3,850)	(215)				
301 Highways & Lighting							
4200 Electricity	12,572	11,100	(1,472)		(1,472)	113.3%	1,475
4400 Maintenance	5,616	5,700	84		84	98.5%	
4430 Repairs - existing light stock	16,750	1,850	(14,900)		(14,900)	905.4%	14,880
4712 Church Floodlighting	3,291	700	(2,591)		(2,591)	470.1%	2,920
4713 Highways Maintenance	650	0	(650)		(650)	0.0%	650
4890 Contingencies	272	300	28		28	90.7%	
Highways & Lighting :- Indirect Expenditure	39,150	19,650	(19,500)	0	(19,500)	199.2%	19,925
Net Expenditure	(39,150)	(19,650)	19,500				
6000 plus Transfer from EMR	19,925	0	(19,925)				
Movement to/(from) Gen Reserve	(19,225)	(19,650)	(425)				
401 Youth & Community							
1010 Sundry Income	7,070	0	(7,070)			0.0%	7,070
Youth & Community :- Income	7,070	0	(7,070)				7,070
4421 Youth Provision	4,709	8,900	4,191		4,191	52.9%	
4422 Play Provision	1,068	1,500	433		433	71.2%	
4431 Tourism	0	50	50		50	0.0%	
4432 Fullers Hill Toilet	7,168	9,000	1,832		1,832	79.6%	
4434 Summer Play Scheme	2,349	2,900	551		551	81.0%	
4435 Memory Cafe	1,994	0	(1,994)		(1,994)	0.0%	1,873
4436 Community Lunch	1,774	675	(1,099)		(1,099)	262.8%	1,066
4437 CCTV	0	200	200		200	0.0%	
4601 Christmas Lights & tree	8,224	8,250	26		26	99.7%	
4603 Community Engagement	485	500	15		15	97.0%	
4890 Contingencies	1,382	1,400	18		18	98.7%	
Youth & Community :- Indirect Expenditure	29,153	33,375	4,222	0	4,222	87.4%	2,939
Net Income over Expenditure	(22,083)	(33,375)	(11,292)				
6000 plus Transfer from EMR	2,939	0	(2,939)				
6001 less Transfer to EMR	7,070	0	(7,070)				
Movement to/(from) Gen Reserve	(26,214)	(33,375)	(7,161)				

Detailed Income & Expenditure by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	425,442	407,765	(17,677)			104.3%	
Expenditure	331,250	331,115	(135)	0	(135)	100.0%	
Net Income over Expenditure	94,192	76,650	(17,542)				
plus Transfer from EMR	31,169	0	(31,169)				
less Transfer to EMR	91,615	0	(91,615)				
Movement to/(from) Gen Reserve	33,747	76,650	42,903				

End of year movements to reserves 2025/26

(Any unspent monies at year end, whether derived from additional income or underspent budget lines, can be used to bolster reserves)

Reserve	Description	Amount	Detail
311	Asset Repair Fund	£5,531.49	Additional interest received and closure of Office/Chamber Fund (312) and Vandalism Fund (320) used to increase reserve to fund future replacement of Russell House windows
314	Open Space Reserve	£1,160.00	Underspent Open Space maintenance used to increase Open Space Reserve to fund Granville Rd works
315	Tree Fund	£366.00	Underspent Work On Trees budget used to increase Tree Reserve
317	C. Hill Reserve	£8,145.98	Remaining unspent grant to CHWMPF Trust & some of the underspent Youth Provision budget used to increase reserve to fund tennis court remedial works and planning for future replacement of the pavilion
318	KGF Redevelopment	£9,005.00	Underspent OSA budget lines and Youth Provision budget used to boost the reserve to fund the final stage of the redevelopment project
319	Professional Fees	£5,935.00	Additional interest received and underspent FG&GP budget lines added to reserve to fund expected high level of professional fees in 26/27
326	Payroll Contingency	£2,500.00	Unspent Payroll Contingency budget used to increase reserve to help fund the costs associated with retiring staff i.e. recruitment/handover period
331	Allotment Reserve	£2,967.00	Unspent monies from OSA allotment budget used to top up reserve
333	H&L Fund	£292.99	H&L underspend used to increase H&L reserve to fund planned projects
334	LGR Fund	£1,573.00	Underspent FG&GP budget lines used to create a Local Government Re-organisation Reserve

Virements 2025/26

(transfer of budget from an underspent budget line to fund an overspent budget line)

Committee	Budget code (from)	Description	Amount	Budget Code (to)	Purpose
FG&GP	4010/101	Utilities	£800	4035/101	Underspend to fund overspend in R.Hse maintenance
FG&GP	4011/101	Com. Engagement	£800	4030/101 4000/101 4001/101 4002/101	Underspend to fund overspend in: Office expenses - £100 Salaries - £500 Ers. NI - £100 Ers. Pension Contrib. - £100
OSA	4200/202	Electricity	£1,100	4201/202 4400/202	Underspend to fund overspend in: KGF water - £200 KGF Maintenance - £900
OSA	4353/202	New Equip.	£300	4354/202 4400/202	Underspend to fund overspend in: Emptying dog bins - £200 KGF Maintenance - £100
OSA	4410/202	KGF Mowing	£500	4400/202	Underspend to fund overspend in KGF Maintenance
OSA	4890/205	Contingencies	£700	4400/202	Underspend to fund overspend in KGF Maintenance
H&L	4400/301	Maintenance	£200	4430/301 4200/301	Underspend to fund overspend in: Repairs - £100 Electricity - £100
H&L	4890/301	Contingencies	£200	4200/301	Underspend to fund overspend in electricity
H&L	4712/301	Church Floodlighting	£300	4200/301	Underspend to fund overspend in electricity
COM. ENG	4421/401	Youth Provision	£2,650	4601/401	Underspend to fund overspend in Christmas Lights
COM.ENG	4422/401	Play Provision	£900	4890/401	Underspend to fund overspend in Contingencies

Accruals 2025/26

(amounts of money that have been earned or spent in a financial year, but not yet paid)

Committee	Budget code	Description	Amount	Detail
FG&GP	1090/101	Interest	£2,295.59	Interest for 25/26 paid in early April
FG&GP	4042/101	Audit	£2,560.00	Costs relating to 25/26 year end/audit

2025/26 Rollovers to 2026/27

(an unspent budget line has an amount transferred to the following year at year end due to a project not being completed during the year it was budgeted for)

Committee	Budget code	Description	Rollover amount	Purpose
FG&GP	4004/101	Training	£1,000	To fund CDB & JOS registering for CILCA
COM. ENG	4432/401	F.Hill Toilet	£1,800	Budget rolled to fund needed repairs

Reserves and Funds for anticipated future liabilities.

The purpose of this paper is to explain the financial background and risk element to the list of reserves held as of 30/04/2026.

The level of reserves are reviewed regularly by the RFO and monitored by FG&GP. Planned expenditure from reserves is approved by Full Council. Emergency expenditure follows WTC procedures as per the Scheme of Delegation and Financial Regulations.

Code 310	General Reserve	£97,417.46
Detail: NALC recommends holding 3 - 6 months of expenditure in a non-specific reserve. Expenditure for 26/27 is budgeted to be £344,120. Given the extent of specific earmarked reserves, a general reserve of just over 3.5 months expenditure is deemed adequate.		
RISK ELEMENT: the general reserve is only adequate if there are no inadequacies in undernoted specific funds.		

Code 311	Asset Repair Fund	£96,000
Detail: Council is responsible for £2.5m of Community assets. Repair/renovation produce large costs that can't be met from yearly budgets. Russell House landlord and tenant repairing and decorating liabilities are set out in the lease. Anticipated expenditure in the near future include the replacement of Russell House windows and car park resurfacing. £10,000 increase in 2026/27.		
RISK ELEMENT: lack of future budget replenishment. Unanticipated repairs.		

Code 312	Office/Chamber Fund	£0
Detail: CLOSED - remaining monies (£229.46) transferred to Asset Repair Fund.		

Code 313	Election Fund	£6,000
Detail: £1,500 previously reserved p.a. to build a £6,000 reserve to cover four yearly election costs.		
RISK ELEMENT: <i>the move to unitary authorities suggests there won't be District elections in 2027 – the removal of cost sharing may mean a greatly increased election bill i.e. fund may be inadequate and annual contribution has been increased to £3,000 in 2026/27.</i>		

Code 314	Open Space Fund	£11,700
Detail: fund created to support future maintenance of parking areas, additional development of open spaces and periodic replacement of knee rail/posts. £2,000 increase in 26/27.		
RISK ELEMENT: lack of future budget replenishment. Unanticipated repairs.		

Code 315	Tree Fund	£8,000
Detail: regular tree survey & resulting budgeted programme of works in place. Periodic tree failure, disease or inclement weather can cause additional unbudgeted emergency works to be needed.		
RISK ELEMENT: tree stock is substantial and once safety issues are identified action must be taken.		

Code 317	Crockham Hill Playing Field Reserve	£105,000
Detail: annual budget contribution has been maintained at £20,000. This fund covers a programme of 2 x tennis court maintenance/resurfacing, playground replacement (last replaced in 2018), and pavilion refurbishment/replacement.		
RISK ELEMENT: risk emanates from inability to be able to replace assets due to lack of funding and resultant community dissatisfaction. Annual contribution to fund of £20,000 does not create an adequate provision for timely refurbishment/replacement of assets. <i>Reserve inadequate: continue to increase the annual amount reserved, to reflect the cost of maintenance/replacement of all assets at Crockham Hill Playing Field.</i>		

Code 318	KGF Redevelopment Reserve	£220,500
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Detail: proposed annual budget contribution has been increased to £40,000 in 26/27. This fund is to cover the creation and future maintenance/replacement of a Skatepark, FIT trail, MUGA, Pavilion, Outside Gym and Playground.

RISK ELEMENT: risk emanates from inability to be able to replace assets due to lack of funding and resultant community dissatisfaction. *Reserve inadequate: continue to increase the annual amount reserved – major playground works are likely to become necessary in 2027.*

Code 319	Professional Fees Reserve	£18,000
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Detail: to meet the cost of any future major legal/planning/accounting/employment issues.

RISK ELEMENT: lack of future budget replenishment.

Code 320	Vandalism Fund	£0
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Detail: CLOSED - remaining monies (£4,420) transferred to Asset Repair Fund.

Code 326	Payroll Contingency Reserve	£15,000
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Detail: to fund temporary staff arising from staff long-term illness, accident or the need for emergency additional resources. Also to fund recruitment costs and any difference between the National Pay Award and the payroll budget.

RISK ELEMENT: minimal as we also have a contingency budget line.

Code 329	CIL Reserve	£128,633.07
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Detail: Balance of CIL funding allocated by SDC.

RISK ELEMENT: Nil - when it has gone it has gone.

Code 331	Allotment Reserve	£9,172
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Detail: this is the residue of the funds raised by selling a single allotment at Farley Allotment site, together with any unspent allotment budget at year end.

RISK ELEMENT: Nil - when it has gone it has gone.

Code 332	Youth Provision Reserve	£27,639
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Detail: the remainder of grants received for youth provision.

RISK ELEMENT: minimal – budget replenishment.

Code 333	H&L Fund	£21,200
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Detail: fund created to support future H&L projects and improvements around the town. Fund to be increased by £12,000 in 26/27.

RISK ELEMENT: lack of future budget replenishment.

Code 334	Local Government Re-Organisation Fund	£6,000
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Detail: fund created to support costs associated with taking on additional responsibilities due to Local Government Re-organisation/move to Unitary Authorities. Fund to be increased by £4,427 in 26/27.

RISK ELEMENT: lack of future budget replenishment.

MONEY HELD IN THE RESERVES ON BEHALF OF LOCAL ORGANISATIONS

Code 321	Signage Reserve	£3,000	Monies donated by WTP to provide new signage around the Town.
Code 324	Walks Booklet Fund	£1,961	Sale receipts of the booklet to fund reprinting.
Code 327	Memory Café Reserve	£3,681.90	Funding contributions/donations.
Code 328	Community Lunch	£2,189.26	Funding contributions/donations.

Westerham Town Council

INTERNAL AUDIT REPORT Visit 2 (2025/26)

Date: 12th May 2026

Report Author: Ayrton Burgess

Reviewed by: Hannah Barton

The information contained within this report is strictly private and confidential. It may contain details of weaknesses in internal control including financial controls. If this information were to be available to unauthorised persons, this would create a greater exposure to the risk of fraud or irregularity. Therefore, this report is not for reproduction, publication, or disclosure by any means to unauthorised persons without the permission of the Head of Internal Audit.

1 SUMMARY

Under the requirements of local government legislation, Section 151 of the Local Government Act 1972 and the Accounts and Audit (Amendment) Regulations 2006, the Town Council has a statutory responsibility to prove an adequate and effective system of internal audit.

The role of the Internal Auditor is to provide an independent review and appraisal of the Council's system of internal control. The Internal Auditor must be independent of the activities they audit in order to remain impartial and effect professional judgements and recommendations.

In accordance with the agreed audit plan (Appendix A) and following Internal Audit's remote testing and visit to you on 29th April 2026, we tested the Internal Control Objectives shown in the table below.

Details of new issues raised on progress made on existing issues can be found in section 2.

Internal Control Objective title	Visit 2 25/26
E. Income	
VAT Returns	✓
Hall Hire, Leases and Tenancies	✓
Allotments	✓
F. Petty Cash	N/A
H. Assets	✓
I. Bank Reconciliations	✓
J. Accounting Statements	✓
L. Publication of Information on website	✓
O. Trust Funds	✓

2 ISSUES IDENTIFIED

Progress on Previous Issues Raised

Original Issue raised	Date raised	Progress
Issue 1 – Online Banking Authorisation There is currently no process of dual authorisation for the online banking system. Segregation of duties of online banking payments are a key control and are required to comply with updated NALC guidance.	December 2024 - Visit 1 2024/2025	Partially Resolved – A bank account with Barclays has now been opened that allows for dual authorisation, this account is yet to be used to allow for segregation of duties for online payments.

Appendix A – Audit Programme 2025/26

The Amendments to the Accounts and Audit Regulations 2006 require that an internal audit plan is prepared for your Council to consider and formally approve.

The Internal Audit work programme is aligned with the National Association of Local Councils Joint Panel on Accountability and Governance Practitioner's Guide (March 2025) and will be amended upon the publication of revised guidance.

The internal audits review the authority's financial and governance records and controls facilitating the completion of the Internal Audit Report in the authority's Annual Governance and Accountability Return (AGAR) for 2026. The controls will be evaluated across the financial year and not at every visit.

Internal Audit will review whether the controls in place adequately mitigate risks. Implementation of controls will be verified by evaluating evidence to confirm that expected outcomes have been achieved. Sample testing of a sufficient number of transactions is carried out to gain assurance that the systems of control work effectively and provide accurate information to support the Council's activities.

A review of the following AGAR Internal Audit Control objectives is carried out to ensure they are being achieved to a standard adequate to meet the needs of the Council:

- Appropriate accounting records have been properly kept throughout the year.
- This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.
- This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
- The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.
- Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.
- Where applicable, Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.
- Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

- Asset and investment registers were complete and accurate and properly maintained. This section/assurance should be extended to include loans to or by the authority.
- Periodic bank account reconciliations were properly carried out during the year.
- Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.
- If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.
- The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation.
- The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.
- The authority complied with the publication requirements for the prior year AGAR.
- Trust funds (including charitable) - the Council met its responsibilities as a trustee.

If there are any matters that the Council would like to be included in the audit programme, or greater emphasis given to an item, then notify your Auditor and our testing schedule can be re-prioritised accordingly.

Annual Internal Audit Report 2025/26

WESTERHAM TOWN COUNCIL

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During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

12/11/2025 29/04/2026

AURTON BURGESS

Signature of person who carried out the internal audit

Aurton Burgess

Date

29/04/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

WESTERHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

WWW.WESTERHAMTOWNCOUNCIL.GOV.UK

Section 2 – Accounting Statements 2025/26 for

WESTERHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	451,246	557,264	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	317,725	341,235	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	92,530	86,502	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	134,755	147,387	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	169,482	186,423	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	557,264	651,191	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	554,115	648,833	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,248,775	2,253,038	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

D Marshall

15/04/2026

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Westerham Town Council

Website Accessibility statement

This website is run by Westerham Town Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- change colours, contrast levels and fonts
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

We have also made the website text as simple as possible to understand.

[AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is? -

We know some parts of this website are not fully accessible:

- some older PDF documents are not fully accessible to screen reader software
- Google Maps used on our website may not be fully accessible to screen reader software
- Some elements of the Full Events Calendar may not be fully accessible to screen reader software
- Some elements of our contact forms may not be fully accessible to screen reader software

What to do if you cannot access parts of this website

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille:

- email - office@westerhamtowncouncil.gov.uk
- call - 01959 562147

We will consider your request and get back to you in five days.

If you can't view the map on our 'contact us' page

<https://www.westerhamtowncouncil.gov.uk/contact/> , call or email us directions.

Reporting accessibility problems with this website

We are always looking to improve the accessibility of this website. If you find any problems that aren't listed on this page or think we're not meeting accessibility requirements, contact: Angela Howells, Town Clerk on office@westerhamtowncouncil.gov.uk

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, [contact the Equality Advisory and Support Service \(EASS\)](#).

Contacting us by phone or visiting us in person

Our offices have audio induction loops, or if you contact us before your visit, we can arrange a British Sign Language (BSL) interpreter.

Technical information about this website's accessibility

Westerham Town Council is committed to making its website accessible, in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

This website is partially compliant with the [Web Content Accessibility Guidelines version 2.2](#) AA standard, due to the non-compliances listed below.

Disproportionate burden

The images used in our Google Map on the contact page do not have a text alternative, so the information in them is not available to people using a screen reader. This does not meet WCAG 2.2 success criterion 1.1.1 (non-text content).

The Map on our contact page is built through third party software provided by Google. We've assessed the cost of fixing the issues and we believe that doing so now would be a [disproportionate burden](#) within the meaning of the accessibility regulations. We will make another assessment when the supplier contract is up for renewal.

The Full Calendar shown on our meetings page has a few elements that fail accessibility standards:

- The table headings do not have a scope declared
- The table headings are not declared semantically

The Full Event Calendar is built through third party software provided by The Events Calendar. We've assessed the cost of fixing the issues and we believe that doing so now would be a disproportionate burden within the meaning of the accessibility regulations. We will make another assessment when the supplier contract is up for renewal.

Our Forms contain some fields that do not declare their purpose programmatically and do not support "autocomplete".

The Forms on our website are built through third party software provided by WP Forms. We've assessed the cost of fixing the issues and we believe that doing so now would be a disproportionate burden within the meaning of the accessibility regulations. We will make another assessment when the supplier contract is up for renewal.

Content that is not within the scope of the accessibility regulations

PDFs and other documents

Many of our older PDFs do not meet accessibility standards - for example, they may not be structured so they are accessible to a screen reader. This does not meet WCAG 2.1 success criterion 4.1.2 (name, role value).

The accessibility regulations don't require us to fix PDFs or other documents published before 23 September 2018 if they're not essential to providing our services. For example, we do not plan to fix committee meeting minutes prior to this date.

Any new PDFs or other documents we publish will meet accessibility standards.

How we tested this website

This website was last tested on 11/03/2026. The test was carried out by Black Spiral Design Ltd on behalf of Westerham Town Council.

Black Spiral Design undertook an audit of the website utilising the [Silktide Accessibility Checker](#) and the [WebAim WAVE Tool](#) referencing the [W3.org WACAG accessibility guidelines](#).

This approach was used on all website pages at <https://westerhamtowncouncil.gov.uk> and all relevant fixes applied.

What we are doing to improve accessibility

We will repeat the audit annually and apply any new fixes or changes required. We will also apply any fixes or changes for accessibility as they are raised in response to any queries and complaints we receive.

Reviewed annually

Review date March 2027