

WESTERHAM TOWN COUNCIL

Minutes of the Annual Council Meeting held on Monday 18th May 2026 at 7.00pm in Russell House, Market Square, Westerham

Present: Councillors: Dr J Lord (JL) - Chair
Mrs L Bird (LB), Mrs P Biden (PB),
Mr M Bortolozzo (MB),
Mr E Boyle (EB), Mrs D Coen (DC),
Ms C Dicker, Mr N Proudfoot (NP),
Mrs S Sheen (SS) and Mr K Thompson

In attendance: Town Clerk: Mrs A Howells (AH)

Item		Action
1.	<u>Election of a Chair</u> Cllr Boyle proposed that Cllr Lord be appointed Chair of Westerham Town Council for 2026/27; this was seconded by Cllr Sheen. There were no other nominations. Voting: Unanimous.	
2.	<u>Chair's Declaration and Acceptance of Office</u> Cllr Lord read the Declaration of Acceptance of Office document to the meeting and signed it in the presence of the Proper Officer.	
3.	<u>Election of a Vice-Chair</u> Cllr Sheen proposed that Cllr Boyle be appointed Vice-Chair of Westerham Town Council for 2026/27; this was seconded by Cllr Bird. There were no other nominations. Voting: Unanimous Cllr Boyle read the Declaration and Acceptance of Office document to the meeting and signed it in the presence of the Proper Officer.	
4.	<u>Cllr Co-option/Declaration of Acceptance of Office</u> Following a selection meeting prior to the Council meeting it was agreed to co-opt Mrs Pauline Biden to the Council for the Westerham Ward. Mrs Biden duly read and signed the Declaration of Acceptance of Office in the presence of the Proper Officer and joined the Council. Cllr Lord welcomed Cllr Biden to the Council.	
5.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllrs Breminer and Rodgers – holiday. Apologies had not been received from Cllr Hussain.	

6.	<u>Declarations of Interest not previously declared</u> None.	
7.	<u>Membership and Chair of Committees</u> A list of proposed membership of Committees and Chairs had been circulated; this was agreed subject to Cllr Breminer being added as a second substitute for the Community Engagement Committee and that the HR and Health and Safety Committee be added to the list of Committees. It was agreed that Cllr Bird would be a substitute for the HR Committee. Resolved: To approve membership of Committees and Chairs subject to the above additions.	
8.	<u>Representatives on outside bodies</u> Confirmed as: Parish Paths Crockham Hill Hall Committee Trustee KALC – Sevenoaks Area Westerham Hall Management Committee Police Liaison Councillor Youth Councillor Westerham Town Partnership Health and Well-being Cllr CPRE Kent Barley Charity Edenbridge & Westerham Citizens Advice Westerham Sports Association Flood Warden and Emergency Plan volunteer Rural Market Towns Crockham Hill WMPF Trust Neil Proudfoot Deborah Coen All Cllrs Linda Rodgers Member of Y&C Amran Hussain, Keith Thompson Eddie Boyle Amran Hussain Ian Breminer WTC Chair, Vice-Chair, Chair of either CE or FG&GP Sharon Sheen Linda Rodgers Keith Thompson All Cllrs Any five Cllrs	
9.	<u>Minutes of the Council Meeting on 16th March 2026</u> It was resolved to approve and sign the minutes of the meeting held on 16th March 2026.	
10.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> None.	
11.	<u>Public Session</u> There were no members of the public present.	
12.	<u>General Power of Competence</u> A paper had been circulated regarding the General Power of Competence and following discussion it was agreed 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, WTC would adopt the General Power of Competence.	

	Resolved: 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) Order 2012 No. 965, WTC would adopt the General Power of Competence.	
13.	<u>To receive and consider the following Minutes of Committee:</u> Cllr Bird presented the Minutes. 13.1 <u>Planning and Development – 19.03.26</u> Resolved: that the minutes be adopted. 13.2 <u>Planning and Development – 02.04.26</u> Resolved: that the minutes be adopted. 13.3 <u>Planning and Development – 30.04.26</u> Resolved: that the minutes be adopted. Thanks were given to Cllr Coen for all her work regarding Seasons Farm. 13.4 <u>Planning and Development – 14.05.26</u> Members of the Planning Committee approved the Minutes The Clerk reported that the Seasons Farm retrospective Planning Application had been refused by SDC. Resolved: that the minutes be adopted. 13.5 <u>Open Spaces and Amenities – 23.03.26</u> Cllr Sheen presented the Minutes. 9.2 Cllr Proudfoot objected to the words independent and comprehensive regarding the consultant report on the weed management programme although he did agree the report was thorough. This was due to the consultant working for Agrovista who advised the Weed Management Company. Cllr Proudfoot would like the OSA Committee to obtain a balanced view of the science about chemical treatment as there was a global debate about glyphosate. Cllr Sheen explained that the Committee had had an in-depth discussion about the report and asked Cllr Proudfoot to highlight the parts of the report that could be challenged scientifically for discussion at the next meeting. 9.3 The Committee declined the request to plant liquid amber trees on The Green. 9.5 Work was ongoing regarding the wildflower meadow at the end of Costells meadow car park. Resolved: that the minutes be adopted. 13.6 <u>Highways and Lighting – 30.03.26</u> Cllr Bortolozzo presented the Minutes. The Committee focused on safety issues, and this included accidents. 5.1 Speedwatch was continuing and recently a motorist had been caught doing 55mph in a 30mph zone. 5.3 It was hoped that the speed reduction on Westerham Hill would be implemented in the next three months. 6 WTC Street lighting was constantly monitored. Cllr Sheen asked if there was a record of items removed from the HIP and was informed that the Assistant Clerk had completed a document outlining previous successful items and those removed from the HIP. Members of the H&L Committee approved the minutes. Resolved: that the minutes be adopted. 13.7 <u>Community Engagement – 13.04.26</u>	NP

	Cllr Coen presented the Minutes. 5 Crockham Hill Coffee and chat – the Age Friendly survey had not been raised as Seasons Farm information had taken precedence. 6.1 Skatepark lessons – The Skateboard Contractor had requested that Cllr Thompson undertook a DBS check so he could continue helping with the lessons. Cllr Coen suggested that both Youth Cllrs undertook DBS checks. 6.2 Cllr Coen was still to follow up with the new Art Gallery. 7.3 Cllr Coen had attended the last IAG and raised the ASB issues the community was having with a local restaurant. 14 Cllrs Coen and Sheen had updated their website profiles. Members of Community Engagement approved the minutes. Resolved: That the Minutes be adopted. 13.8 Finance & General Purposes – 11.05.26 Cllr Sheen presented the Minutes. 6.1 Cllr Coen asked if papers were being added to the website for all meetings and this was confirmed. 7.3 Cllr Lord reported that he was in negotiations with the solicitors of the Academy (Churchill School) but had nothing further to report at this time. Members of the Finance & General Purposes Committee approved the Minutes. Resolved: That the Minutes be adopted.	
14.	<u>Finance</u> 14.1 <u>Payment List to 31.03.26</u> Cllr Sheen had no issues to bring to the Council's attention. There were minor queries. The Payment List was approved. 14.2 <u>Virements/rollovers</u> A list of virements, accruals, rollovers and End of Year Movements to reserves had been circulated, Cllr Sheen explained the process, there were no questions and these were all agreed. Resolved: All virements, accruals and rollovers were agreed. 14.3 <u>Internal Auditors Report</u> The Internal Auditors report had been circulated. Cllr Sheen reported that there had been no new issues raised and the work to open the new bank account was almost completed. 14.4 <u>End of Year Accounts 2025/26</u> Cllr Sheen reported that WTC had managed its financial activities within its annual budget. Following discussion the accounts were approved. 14.5 <u>Annual Governance Statement 2025/26</u> The Annual Governance Statement was read out by Cllr Sheen; there were no queries. The Finance Officer was thanked for her helpful briefing paper. Following discussion the Annual Governance statements were approved. Resolved: to approve and sign the Annual Governance Statement 2025/26. 14.6 <u>Annual Accounting Statement 2025/26</u> The Annual Accounting Statement was read out by Cllr Sheen. the Annual Accounting Statement was approved. Resolved: to approve and sign the Annual Accounting Statement 2025/26. 14.7 <u>Reserves</u> These were noted. 14.8 <u>Insurance Policy</u>	

	The RFO had circulated a comprehensive report detailing the quotes received. Following discussion, it was agreed to renew the Policy with Zurich for three years as it was the most cost-effective option and WTC had received excellent customer service in the past and claims had been met quickly. 14.9 Grant to Air Ambulance Cllr Sheen presented a paper regarding the Grant Application. Following discussion, it was agreed to award a grant of £500 to Air Ambulance. Resolved: To award a grant of £500 to the Air Ambulance.	
15.	<u>King George's Playing Field Re-development Project</u> The Project Officer had been unable to attend the meeting due to illness, but she had sent the following information: - • The KGF pavilion plans had been amended as previously agreed. • Work was progressing on the project for the tennis courts and the pavilion.	
16.	<u>Connectivity in Westerham</u> A report from Cllr Breminer was circulated outlining the next steps in the mobile connectivity improvement project for Westerham town centre following the agreement at the last meeting to arrange a technical visit. Following discussion, it was agreed by a majority- (Cllr Dicker objected due to potential harm from Electromagnetic Radiation - EMR), to give permission for a planning application to be submitted at no cost to WTC. This was just the next stage in the process and WTC would not be obliged to go ahead with the project even if planning permission was granted. WTC would undertake a public consultation before proceeding. It was further agreed that a statement would be issued to this effect before the planning application was submitted.	
17.	<u>Policies and Procedures</u> The following policies had been circulated for review and approval: - 17.1 Standing Orders – The Clerk reported that there had been no legal updates from the National Association of Local Councils (NALC) regarding standing orders so it was agreed to approve the document. Resolved: To approve the Standing Orders. 17.2 CCTV Policy – The Clerk reported that there had been no legal updates so it was agreed to approve the policy. Resolved: To approve the CCTV Policy. 17.3 Website Accessibility Statement – It was agreed to approve the Statement, the Clerk to expand the acronyms for clarification. Resolved: To approve the Website Accessibility Statement.	
18.	<u>Correspondence</u> 18.1 An email had been received from Tatsfield PC Chair thanking WTC for the invitation to the ATM. The Community Awards had been very well received and Cllrs Breminer and Bortolozzo were thanked for their hard work.	
19.	<u>Date of next meeting</u> Monday 13th July 2026	

The meeting was concluded at 9.03 pm

Minutes confirmed as a correct record:

Chair

Westerham Town Council
Minutes of the Annual Town Meeting held
on Wednesday 13th May 2026 at 7.30 pm
at Westerham Hall, Westerham

Present: WTC Councillors: Jonathan Lord (Chair),
Loretta Bird, Eddie Boyle,
Mario Bortolozzo, Ian Breminer,
Deborah Coen, Clare Dicker,
Neil Proudfoot, Linda Rodgers,
Sharon Sheen and Keith Thompson

In Attendance: Town Clerk: Angela Howells
Deputy Clerk: Carla De Bono
Assistant Clerk: Jo O'Sullivan

SDC Cllr Diana Esler
SDC Cllr Kevin Maskell
95 members of the public

1.	<u>Welcome</u> Cllr Lord welcomed everyone to the meeting and outlined the Agenda.	
2.	<u>Apologies for Absence</u> KCC Cllr Nigel Williams WTC Cllr Hussain Revd Fox-Branch Head and Deputy Head of Crockham Hill Primary School	
3.	<u>Minutes of the meeting held on 14th May 2025</u> These were signed as a true record.	
4.	<u>Chair's report – Cllr Jonathan Lord</u> Cllr Lord reported that in March he was delighted to attend an award ceremony in Ramsgate where Westerham Town Council (WTC) received a Bronze Award from The Kent Wildlife Trust. Tom White, Education Manager at Kent Wildlife Trust , said: "Every year we are blown away by the entries we receive. To be given an insight into so many fantastic projects, taking place all over the county, is a real privilege. These projects are creating habitats for wildlife, restoring natural spaces and working to tackle the climate and biodiversity crisis we all face." The WTC submission for this award included activities from all our committees and showed the commitment to making Westerham and Crockham Hill and show our passion to improve the environment we live in. At the end of my second year as Chair of the Council, I remain immensely proud to be part of a team of councillors, who all volunteer their time and skills and who are passionate about our Town and to be working with our incredible Council Officers who put considerable time and effort into our ongoing work.	

This report can only ever give a snapshot of what we do but I hope that it will give you a flavour of our activities and perhaps will encourage you to let us know what you think and even attend some of our meetings to find out more and share your views. Please note that this year we renamed some of our committees to give a more realistic idea of what we do.

Vision Statement - 'The aims of the Council were to maintain Westerham and Crockham Hill Parish as a thriving, attractive community, to improve the quality of life for residents in the area, and to enable local businesses and other key stakeholders to provide opportunities and community activities for the benefit of residents and tourists.'

The **Community Engagement Committee** was chaired by Cllr Coen and was committed to listening to the residents of Westerham and Crockham Hill and providing a close link between the public and Town, District and County Councillors. The Committee worked closely with youth and community focused organisations in Westerham and promoted age-appropriate activities for everyone. Some highlights of this work over the past year were:

- Continued the Crockham Hill monthly "Coffee, Cake & Chat". As well as a social hub it has become a forum to discuss village and wider community issues.
- For the artistic youngsters they were fortunate to have Adie Parker, a local artist, teach "Taster Art sessions" at Churchill school in the Easter and October half terms.
- Worked with Crockham Hill Primary School to launch an after-school gardening club and Crockham Hill Pre School will be growing edible plants and vegetables due to our provision of troughs, compost, seeds and plants.
- Funded skateboarding lessons on King George's Field in the Easter and summer holidays.
- Arranged 3 x half termly and 4 x summer, free family fun sessions throughout the year;
- Continued to support the Memory Café, organise litter picks in Westerham and Crockham Hill and organise the Christmas Lights.

The **Highways and Lighting Committee** was currently chaired by Cllr Bortolozzo who took over from Cllr Bird this year and I would like to thank her for all the tireless work she had put into this committee. Mario had a hard act to follow! The committee discussed, reported and took appropriate action on highway issues in the Town, they managed the Highways Improvement Plan for Westerham it also facilitated community led highways issues such as our community Speedwatch campaigns. In addition, they managed the streetlights owned by WTC. Over the past year the committee had:

- Continued to work with residents in Pootings and KCC had now agreed to introduce a new 30mph speed limit
- Worked to improve signage of the 20mph zone in Westerham and continued to lobby KCC to extend the 20mph zone in Westerham.
- Continued and extended Speedwatch in Westerham and Crockham Hill as part of effort to enforce speed limits. WTC continued to look for volunteers to help with this and if you were

	interested please contact the Assistant Clerk and her details were on our website. • Provided a new bus shelter in London Road The Open Spaces and Amenities Committee was chaired by Cllr Rodgers and their primary role was to ensure that allotments and open spaces owned or leased by the council were maintained and improved for the benefit and enjoyment of residents and visitors to Westerham and Crockham Hill. Over the past year they had: • Maintained the green areas and helped to make the town more attractive including improving the quality of our hanging baskets and had appointed a new company who had a Royal Warrant to supply the hanging baskets. This venture was in conjunction with The Westerham Society who they thank for their assistance. • Continued to improve the three allotment sites and worked closely with the allotment holders. The allotments were visited by an independent judge in July and prizes awarded at the Horticultural Society show in September. • Worked to have the Public Footpath across King Georges Field re-routed to the edge of the field. • Improved the Roundabout at the end of Beggars Lane and Westerham Hill by having it replanted, for this they would like to thank Wolfe Garage and two private individuals who sponsored the plants. They would also like to thank Westerham Heights Nursery who provided the plants, the labour and the ongoing maintenance making the Roundabout a fitting entrance to Westerham. The Planning and Development Committee was chaired by Cllr Breminer and their remit was to consider and make representations on planning applications and planning appeals. Over the past year they had: • Considered 62 planning applications and appeals. Whilst the final decision was made by Sevenoaks District Council, WTC had been consulted on every application and they worked hard to respond accordingly on behalf of all the residents of Westerham and Crockham Hill. • Been involved with and fully supported the residents of Pootings and SDC in the actions they took over the unauthorised development at Seasons Farm which happened over the 2025 August Bank Holiday. This was ongoing. • Continued to keep a watching brief on the ongoing work to produce new Local Plans for both the Sevenoaks and Tandridge Districts. • Continued to attend meetings associated with areas such as Rural Planning, the Green Belt, National Landscapes, etc to remain abreast of developments with both local and national significance that could impact our community. The Finance, Governance and General Purposes Committee was chaired by Cllr Sheen. This committee was the glue that held together all WTC work. Their key responsibilities were all matters relating to financial control, property and leases, policies & procedures, staffing and ongoing	
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	maintenance of Council assets. Over the past year they had: • Been responsible for financial management of public money which enabled the Council to serve the Community through the delivery of its services, evidenced value for money and reserved funds adequately for the ongoing maintenance of its assets in the future. • Ensured continual compliance with all relevant legislation and best practice to maintain the Council's Gold Standard. • Ensured the Council continues to have clean audits showing the quality of WTC services • Addressed the issue of parking at Russell House taking steps to ensure that this car park was only used by people either visiting our office or attending the surgery. • Ensured that we keep residents informed of Council initiatives/local matters through our website, social media, newsletters & Annual Town Meeting and hold consultations on key matters of public interest. Full Council allowed all councillors to discuss and comment on the work of individual committees as well having direct oversight of major projects. Currently the major project was the continuing redevelopment of King Georges Field as an attractive and valuable community asset. So far we had: • Completed the updating of the Costells Meadow car Park. This was the only public car park run by WTC; it was the only free car park and the only public car park to provide EV charging points. • Updated the playground – enhancing the equipment provided and ensuring it was accessible for children of all abilities. • Completed the new skate park which had just had its formal opening. • Completed the fitness path around the field A huge thank you to Debbie Marshall who was the project manager for work. Over the coming year WTC looked to complete this project by replacing the dilapidated tennis courts and refurbishing the pavilion and you will hear about these plans in the coming months. Your Annual Report contained a finance report from the Responsible Finance Officer and WTC remained as in previous years on budget and WTC believed it provided good value for money, including making sure we adequately reserved, and this costed a band D Council taxpayer just £159 per year or £3.06 per week. I would like to close with a huge personal thank you to all our councillors and the council officers who have worked so hard over the past year to not just keep but improve Westerham and Crockham Hill as better places to live in, work in and visit and invited any questions.	
5.	<u>SDC Cllr Kevin Maskell – Leader of SDC</u> SDC Cllr Kevin Maskell introduced himself as the new Leader of Sevenoaks District Council. Cllr Maskell outlined the new recycling changes that had been introduced by the Government. Food bins had been delivered to every household	

	and wheelie bins were on order. Cllr Maskell reported that following the Local Plan Regulation 18, all the comments would be analysed and considered before SDC published a final draft of the Local Plan in summer 2026 for further public comments (formally known as the Regulation 19 Publication). The revised Local Plan would be submitted to Government for examination by the end of 2026. Cllr Maskell reported that all District Councils had submitted their preferred option for how Kent would be split up under Local Government Organisation. It was expected that the Government would announce their preferred option in July. Cllr Maskell stated the under the Community Asset transfer the Stag Theatre in Sevenoaks would not be sold but would always be a community asset for the residents of the Sevenoaks District.	
6.	<u>Questions</u> Q – Was anything happening to the big Grasshopper as it looked an eyesore? A – The Chair of Tatsfield Parish Council answered that there would be a new revised application in the next few months, Tatsfield PC were a consultee of Tandridge District Council. Q – Was anything being done about the constant flooding in Croydon Road? A – Cllr Lord responded that this was the responsibility of the Environment Agency who had carried out some work and had recently met with nearby residents regarding flood defenses. Q – Could details be shared about the speed reduction on Westerham Hill? A – Cllr Bortolozzo responded that due to the number of accidents on this stretch of road the speed was being reduced to 40 mph. Q – Could be more use made of The Green by pedestrianizing it and benches on The Green to provide a café culture. A – Cllr Rodgers responded that this was a complicated issue and could the resident come along to a meeting for further discussion. Q – Why did SDC raise car parking charges, when it was free on Sundays and Bank holidays it encouraged people to visit Westerham. This had an impact on local businesses. A – Cllr Maskell responded that he and SDC Cllr Esler had also complained and been informed that the footfall would be monitored over a period of six months. The result was the that footfall had increased even after a year. The money received goes to maintaining the car park but some does go back to SDC. This information was on the SDC website. Q – The change to car parking charges on a Sunday in the Darent Car Park had resulted in numerous cars parking in the roads around KGF to use the football pitches. A – The issue was acknowledged and SDC had agreed, following lobbying by WTC, to allow the overflow car park to be free at the weekends.	
7.	<u>Local Community Awards</u> The nominations and winners of the inaugural Local Community Awards were as follows and Cllrs presented the awards: -	

<u>Community Champion</u>	
Carlton Whitfield	Winner
Steve Grange	Winner
Margaret Webb	
Stuart Barnes	
Velda Gates	Highly Commended
Carol Hunter	Highly Commended
<u>Environmental Hero</u>	
Nick Johnson	
Stuart Merrylees	
Margaret and Fred Webb	Winner
<u>Business in the Community</u>	
The Courtyard	Winner
Brunch	
Wolfe Garage	
<u>Group or Organisation of the Year</u>	
Bellringers of St Mary's Church	
Westerham Foodbank	Winner
Westerham Town Partnership	
Westerham U3A	
<u>Lifetime Achievement Award</u>	
June Davies – Crockham Hill	
Bill Curtis - Westerham	

The meeting closed at 9.05 p.m.

Signed as a correct record

Chairman

WESTERHAM TOWN COUNCIL

Minutes of the Planning and Development Committee held
on Thursday 28th 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)
Mrs L Rodgers (LR)

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

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 14th May</u> Minutes of the meeting held on 14 th May were approved at Council on 18 th May.	
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> 26/00702/HOUSE 3 Fort Cottages, Westerham Hill, Westerham TN16 2ED Erection of an outbuilding for use as a home office/games room. Erection of storage shed. WTC supports the application. 26/01125/HOUSE Farm End, Dairy Lane, Crockham Hill TN8 6RA Insertion of front and side dormer. WTC supports the application.	
6.	<u>Planning Decisions</u> 25/02426/FUL Seasons Farm, Poolings Road, Crockham Hill TN8 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. Refused	

	TA2025/705 Moorhouse Sandpits, Westerham Road, Limpsfield Review of Mineral Planning Permission (ROMP) for the determination of full modern conditions under the Environment Act 1995 for the continued extraction of soft sand under planning permission TA98/0054 dated 18 th January 2001 and TA98/1208 dated 5 th April 2001. 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 – No further update.	
8.	<u>Consultations</u> 8.1 Kent Downs National Management Plan 2027 – 2032 consultation – runs until 19 th July – Cllr Breminer to review for the next meeting.	IB
9.	<u>Policies</u> 9.1 The Clerk had circulated a draft Informal Planning Pre-application Discussion Protocol. Following discussion, the basis for the protocol was agreed and the Committee would provide comments for the final version.	All Cllrs
10.	<u>Reports from Councillors</u> Cllr Boyle reported that young people were swimming in the Covers Farm lake on a regular basis and then walking through the town littering and making a public disturbance. It was agreed that Cllr Breminer would speak to the landowner and the Clerk would contact the local police.	IB/AH
11.	<u>Correspondence</u> 11.1 SDC Enforcement update was noted. 11.2 SDC Tree Preservation Order (TPO) 01/2026 was made for 16A Granville Road.	
12.	<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 11 th June 2026 Cllr Bird gave her apologies.	

The meeting was concluded at 10.37 am.

Minutes confirmed as a correct record:

Chairman

WESTERHAM TOWN COUNCIL

Community Engagement Committee

Minutes of the Meeting held on Monday 1st June 2026
at 7 pm in Russell House, Market Square, Westerham

Present: Councillors: Mrs D Coen (DC) – Chair
Mr I Breminer (IB)
Mr K Thompson (KT)

Town Clerk: Mrs A Howells (AH)

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Bortolozzo – holiday and Cllr Dicker – holiday. Apologies were not received from Cllr Hussain.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting on 13th April 2026</u> The minutes of the meeting on 13 th April 2026 were approved at the Council meeting on 18 th May.	
4.	<u>Information on items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 4 Litter kit – the labels had not yet been produced. It was agreed that the Clerk would produce a small batch to test what the take up would be and to add to the ECO Plan. 14 Westerham Library – The article promoting the Library appeared in the June TN16 copy.	AH
5. 5(1) 5(2)	<u>Community Engagement Projects</u> <u>Crockham Hill – Coffee, cake and chat</u> Cllr Coen reported 19 had attended the May session <u>Crockham Hill Primary School, Crockham Hill Pre-School, Churchill Primary School</u> Cllr Coen reported that she had attended the Earth Day at the Primary School on 22 nd April. The Gardening Club had been officially launched, and the troughs had been set up and seeds planted. Cllr Coen to check on the progress of the planting for the Pre-School – she will speak to the Manager/Team. Cllr Coen reported that the owner of the new gallery was interested in providing art lessons at Churchill School. Following discussion, it was agreed Cllr Coen would visit the gallery to discuss further with the owner.	DC

5(3)	<u>Valance School and Shop</u> Cllr Bortolozzo had sent a report that he had not been able to visit the shop but hoped to do so on his return from holiday.	MB
6.	<u>Youth Projects</u> 6(1) <u>Skatepark lessons</u> The Clerk reported that skateboarding lessons had been booked for Thursdays 23 rd , 30 th July, 13 th and 20 th August, 6 – 10 year olds 1pm to 2.30 pm and 11+ 3 – 4.30pm; bookings were filling up fast. The Clerk was still investigating a DBS check for Cllr Thompson; other Councils had been contacted to suggest providers.	AH
6(2)	<u>Youth Activities</u> Cllr Bortolozzo had sent a report that he had not been able to arrange a visit yet for representatives from WSA to attend the Sundridge Youth Club. This may have to be put off until the Autumn term.	MB
6(3)	<u>Summer Family Fun sessions</u> The Summer sessions were booked for Thursday 30 th July, 6 th , 13 th and 20 th August on King George's Playing Field. The Westerham Sports Association were willing to provide refreshments and toilets and the Junior Footballers had been advised of the dates. Westerham Library were hoping to attend one of the events.	
7.	<u>Community Issues</u> 7(1) <u>Anti-Social behaviour</u> PC Wilson had attended Westerham recently regarding theft and ASB. Reports had been received of young people swimming in Covers Farm lake on a regular basis and then walking through the town littering and making a public disturbance. This had been reported to the Landowner and the Police.	
7(2)	<u>Police</u> The following information had been received: - • Regular updates from My Community Voice • Police Neighbourhood alerts	
7(3)	<u>Police Community Engagement Event</u> This event replaced Coffee with a Cop and now local officers could log themselves as being on community business to try and ensure attendance; however, they could still be called away for serious/urgent operational matters. The next event was taking place on Friday 5 th June at 10 am in Costa. Future events would be taking place in the Valance Shop.	
7(4)	<u>IAG (Independent Advisory Group)</u> Cllr Coen reported that the meeting on 29 th April had been a good meeting and the minutes from the meeting had been circulated. Cllr Coen to thank Chief Inspector Diddams for sending Officers to investigate the local restaurant issue mentioned at the meeting.	DC
7(5)	<u>Chamber of Commerce – Westerham</u> Cllr Breminer to check with Budha Restaurant to see if they were willing to host a future Westerham CoC.	IB
7(6)	<u>Traders Meeting</u> Cllr Breminer had circulated his report from the Teams meeting with the	

	Managing Director of the National Association of Business Crime Partnerships (NABCP), the Coordinator of Safer Sevenoaks and District Business Crime Reduction Partnership (BCRP) and the Retail Risk Health and Safety for the Co-op Group. WTC had been pursuing for some time the idea of encouraging all Westerham Traders to adopt the BCRP. This had been raised previously with Traders who had not been very interested. The Co-op stated that they were very interested but only if the majority of traders joined. The Westerham Traders had been approached again and were interested in having a Teams meeting. This would hopefully result in a Presentation evening at Westerham Hall facilitated by WTC where all Westerham traders would be invited. Cllr Breminer to pursue this and keep the Committee advised. Cllr Breminer reported that the Traders were meeting at the Council offices on 2nd June. WTP were giving a talk on social media use.	IB
7(7)	<u>Mobile Coverage in Westerham</u> Cllr Breminer reported that there had been no further update since the Council meeting.	
7(8)	<u>Age-friendly communities</u> The Older People's Day had been provisionally booked for Friday 2nd October in the Front Room of Westerham Hall, 10am to 2pm. Following discussion, it was agreed to invite groups highlighted in the recent survey: - • Sevenoaks District Council – volunteer section • Age UK • U3A • NHS Social Prescriber for Westerham • Sevenoaks Volunteer Transport Group • Westerham Library • St Mary's Church Coffee morning • Fullers Hill Church Warm Space • Bereavement Counselling • Mobility Company • National Trust volunteers • Chair fitness • Yoga It was agreed that lunch would be provided for stall holders and attendees, the Clerk to arrange. A draft invite would be drafted and circulated to the Committee for comments.	AH
7(9)	<u>Christmas Lights Switch-on</u> Following discussion, the preferred date of 26th November would be discussed with the WTP.	AH
8.	<u>Financial Statement to 30th April 2026</u> The Financial Statement to 30th April had been circulated and was noted.	
9.	<u>Local Community Awards</u> The ATM and Awards evening had gone very well and many positive comments about the meeting had been received. Feedback included: - • Provide a frame if certificates were awarded again.	

	- Consider a Youth Award. - The background fireworks were excellent, but could the screen be changed to a plain background for photographs to be taken. It was agreed to set up a timeline for invitations and ordering awards for the event. The ATM in 2027 will be held in April.	AH
10.	<u>Strategic Business Plan – Action Plan</u> A plan had been circulated and was noted. Minor changes to be made.	
11.	<u>ECO Action Plan</u> The ECO Plan had been circulated and was noted. New Content to be added. Free tree packs for schools and communities from the Woodland Trust would be investigated.	AH
12.	<u>Correspondence</u> 12.1 'We are Beams' letter had been circulated and was noted. 12.2 Police Force Mergers – This had been advertised on My Community Voice (MCV) and residents would be encouraged to respond. The Clerk to respond on behalf of WTC. 12.3 An email had been received from Northwest Kent Countryside Partnership/Kent County Council regarding Thames Water Drought plan 2027. The letter regarding the consultation had been circulated and following discussion, it was agreed that Cllr Breminer would respond on behalf of WTC. Cllr Breminer reported that this had also been discussed at the Kent CPRE meeting.	AH IB
13.	<u>Reports from Councillors</u> Cllrs Coen, Breminer and Thompson had attended the Annual Town Meeting on 13th May. Cllrs Breminer and Thompson had helped at the stall at the May Fair. Cllr Coen had attended the Deanery Orchard tea party on 17th May to raise funds for the orchard; feedback had been received about the ATM.	
14.	<u>TN16, Crockham Hill Newsletter and website</u> None.	
15.	<u>Matters for District and County Councillors</u> None.	
16.	<u>Further Matters for Consideration at the next meeting</u> Ensure details for the Older People's Day on 2nd October were finalised.	
17.	<u>Date of next meeting</u> Monday 7th September 2026	

The meeting was concluded at 9 pm

Minutes confirmed as a correct record:

Chair

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

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

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

[illegible]

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

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

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

The meeting was concluded at 8:58pm

Minutes confirmed as a correct record:

Chair

WESTERHAM TOWN COUNCIL

Minutes of the Planning and Development Committee held
on Thursday 11th June 2026 at 9.30 am at Russell House,
Market Square, Westerham

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

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

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Bird – work commitment.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting held on 28th May</u> Minutes of the meeting held on 28 th May 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> 26/01105/LDCPR 4 Force Green Farm Cottage, Force Green Lane, Westerham Kent TN16 2DN Demolition of existing rear glazed lean-to porch and erection of a single storey rear extension to the existing dwelling house. WTC supports the application. 26/00489/HOUSE – Amended application Ranscombe, Spout Lane, Crockham Hill TN8 6RS Demolition of conservatory and erection of a single storey extension. Alterations to fenestration. WTC supports the application subject to the amenity issue of overlooking being resolved.	
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 – Cllr Coen gave an update.	
7.	<u>Consultations</u> 7.1 Kent Downs National Management Plan 2027 – 2032 consultation – runs until 19th July – Following discussion, it was agreed to publish the information	

	on social media and Cllrs to consider their response for discussion at the next meeting.	
8.	<u>Reports from Councillors</u> Cllr Rodgers reported there was an attempted arson issue in Westerham at the weekend. Cllr Boyle reported an accident on the brick pavement outside Nisa, to be raised with the Highways and Lighting Committee.	
9.	<u>Correspondence</u> 9.1 SDC Enforcement update was noted. 9.2 Limpsfield Planning Application – Broomlands Lane Padel Court Development – Cllr Breminer and the Clerk had attended a presentation meeting regarding the development on 2 nd June. Following discussion, it was agreed to make a comment regarding highways safety.	
10.	<u>TN16, Crockham Hill Village Newsletter</u> None.	
11.	<u>Matters for District and County Councillors</u> None.	
12.	<u>Further Matters for Consideration at the next meeting</u> Thames Water Drought Plan.	
13.	<u>Date of next meeting</u> Thursday 25th June 2026	

The meeting was concluded at 10.30 am.

Minutes confirmed as a correct record:

Chairman

WESTERHAM TOWN COUNCIL

Minutes of the Highways and Lighting Committee held on
Monday 22nd June 2026 at 7.00 pm at Russell House,
Market Square, Westerham

Present: Councillors: Mrs L Bird – Chair (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> Apologies were received and approved from Cllr Bortolozzo - holiday.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting held on 30th March 2026</u> Were approved at the Council meeting on 18 th May 2026.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> Item 4 – Councillors remained concerned about overhanging vegetation from the cottages on the High Street close to Wells Place. Assistant Clerk would investigate further. Cllr Bird offered to contact the letting agency. Item 5.3 – Cllr Proudfoot had spoken to the Velo Barn regarding cycling signage on Hosey Hill. Cllr Proudfoot had walked Hosey Hill and noted that the road surface is heavily potholed. Assistant Clerk would continue to report to KCC and chase previous enquiry regarding replacement of cat's eyes on the rural stretch of the road. Item 13.2 – The Assistant Clerk had spoken with KCC who had been contacted by the resident regarding footpath provision at the top of Westerham Hill. KCC had responded to say that there was insufficient land to accommodate a footpath to the required standards.	JO/LB JO
5.	<u>Highways</u> 5.1 Community Speedwatch Campaign – Since the last H&L meeting twelve Speedwatch sessions had taken place in Westerham and one in	

Crockham Hill. In Westerham, a top speed of 55mph had been recorded in Croydon Road where the speed limit was 30mph. At the Hosey Hill sessions around 26% of vehicles were recorded over 35mph (top speed 52mph). At Crockham Hill around 10% of passing vehicles were over 35mph (top speed 44mph). Cllr Bird expressed thanks to the Assistant Clerk and all volunteers for their continued involvement with the Speedwatch scheme. 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): • March 2026: 3 visits – 28 offences • April 2026: 2 visits – 14 offences • May 2026: 3 visits – 14 offences 5.3 Highways Improvement Plan (HiP) 2025/2026 – The Committee noted the updated HiP and that: • <i>Westerham Hill/Pilgrims Way</i> – The 40mph speed limit would be introduced in August. The item had been removed from the HiP. • <i>Main Road (close to Church Rd), Crockham Hill</i> – the scheme was with KCC Highway Design Team (20mph advisory on school signs). The Committee expressed their disappointment with the lack of progress on other items on the HiP. The Assistant Clerk reported that two residents had been in touch to ask for an update on concerns about speeding in London Road. This had been added to the HiP in Autumn 2025. The Assistant Clerk had requested an update from KCC and had been told that the scheme was being investigated by the Planning and Advice Team. Cllr Breminer reported that there continued to be inconsiderate parking at Granville Green. Cllr Breminer would send details to the Assistant Clerk 5.4 To consider parking issues at Costells Meadow – The RFO had asked that the Committee considered what options could be introduced at Costells Meadow to alleviate inconsiderate parking, particularly at weekends, which blocked the road and made access difficult for emergency vehicles. Following discussion, the Committee agreed that an informal survey would be carried out to ascertain opinions from the residents of Costells Meadow. Assistant Clerk would draft a survey for consideration. 5.5 To consider parking issues at The Flyers Way Cllr Breminer had attended the recent Police Community Engagement meeting and concerns had been raised about the motorhome permanently parked on The Flyers Way. The Town Clerk had been in touch with SDC and the Police, and welfare checks had been conducted. Following discussion, the Committee agreed that there was no action to be taken.	IB/JO JO
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	5.6 To consider concerns regarding Market Square pavement Cllr Boyle had reported that a resident had slipped and fallen on the pavement outside Nisa, Market Square. The issue had been raised with KCC in the past as the pavement is very dangerous when wet. The Assistant Clerk had contacted the local KCC Highway Engineer for advice. The issue had been reported via KCC's online reporting tool for further investigation. One option would be to replace all the blocks with tarmac, but this would need permission from SDC as it was in the Conservation Area and may not be popular. The Assistant Clerk would ask KCC whether regular washing / abrasion of surface residue would help. 5.7 To note request to renew Kentish milestone marker The Town Council had received an email to ask whether the Kentish milestone marker on the High Street close to Wells Place could be replaced. As the milestone is placed on a wall of a residential property it was not clear if it would fall under private ownership. The Assistant Clerk had made various enquiries with both KCC and SDC. KCC's Heritage Team had responded to say that they would not be able to allocate any funding to replace it – it did not have protected status, it was sited in a vulnerable location, and there was no design or template to work from. They would continue to monitor the situation to see if any research or repair could be considered. The Assistant Clerk would update the member of the public. 5.8 Update on the proposed bus shelter (by Crown Building, London Road) – The bus shelter had been installed on 27th April. The Assistant Clerk had submitted details to KCC, and the £4,000 funding had been released to WTC. 5.9 Update on additional bike rack(s) in Westerham – The Assistant Clerk would continue to investigate the use of a contractor with the relevant accreditation to meet the New Roads and Street Works Act. 5.10 To discuss and agree locations for the position of speed limit banners – Following discussion it was agreed that one of the 20mph banners should be positioned on Croydon Road close to The Paddock.	JO JO JO
6.	<u>Street Lighting</u> 6.1 Repairs and responses – The following repairs / work had been undertaken: • Column 108, Madan Road, lantern shields fitted - £115 + VAT. • Column 106, Madan Road, replaced fuse - £65 + VAT. An invoice had been received for payment 1 of the street lighting maintenance contract - £2,920.07 + VAT.	

7.	<u>Sevenoaks District Council</u> 7.1 Sevenoaks Joint Transportation Board – Meeting held on 10th June. The Committee noted that the Highway Works Programme listed the following item relevant to Westerham and Crockham Hill: Casualty Reduction Measures - A233 London Road junction with Pilgrims Way, Westerham - speed limit reduction 40mph, consultation completed May 2026 scheme ordered anticipated installation August 2026.	
8.	<u>Public Transport Issues</u> None.	
9.	<u>Public Rights of Way (PROW)</u> The Assistant Clerk reported that the oak tree located on the footpath close to Farley Allotments (re-reported in March) was showing as 'Allocated - Awaiting Inspection' on KCC's reporting tool. The Assistant Clerk would contact PROW to request an update on timescales. Cllr Proudfoot reported that he had attended a meeting with the swift group and SDC had agreed not to trim the border along Farley footpath.	JO
10.	<u>Financial</u> 10.1 To receive the Financial Statement up to 31st May 2026 – Noted by the Committee.	
11.	<u>Action Plan from Strategic Business Plan – update</u> The Committee noted that two actions had been completed: bus shelter and parking increased from two to four hours in selected locations in town. The updated Plan was approved by the Committee.	
12.	<u>Eco Policy Action Plan</u> Cllr Proudfoot would review options for encouraging cycling.	NP
13.	<u>Correspondence</u> 13.1 To note e-mail regarding speeding on London Road – Resident had been in touch to raise concerns about speeding vehicles (including cyclists) on London Road. Assistant Clerk had responded re Speedwatch, HiP and reporting incidence to the Police. 13.2 To note e-mail regarding inconsiderate parking of motorbikes at The Green – Resident had been in touch to raise concerns regarding motorbikes parking on pavements around The Green. Assistant Clerk had responded and received positive response from resident. 13.3 To note e-mail to Cllr Williams regarding speeding concerns on Main Road – Cllr Bortolozzo and Assistant Clerk had been copied into an e-	

	mail from Cllr Williams and a Crockham Hill resident regarding concerns about speeding on Main Road, from Crockham Hill towards Edenbridge. The issue had been previously raised on the HiP (2024) when KCC carried out speed surveys and evidence did not support a reduction in the speed limit. Cllr Bortolozzo / Assistant Clerk would keep the Committee updated once a response had been received from Cllr Williams.	MB/JO
14.	<u>Reports from Councillors</u> Cllr Breminer reported that the loading bay by Rendevous required re-painting / refreshing. The Assistant Clerk would investigate.	JO
15.	<u>TN16, Edenbridge Magazine, Website, Social Media and Crockham Hill Newsletter</u> The Assistant Clerk had shared an email update from the Metropolitan Police regarding e-scooters. The Committee asked if the relevant information could be shared on social media and TN16.	JO
16.	<u>Matters for District and County Councillors</u> HiP matters raised with Cllr Williams.	JO
17.	<u>Further matters for consideration at the next meeting</u> None.	
18.	<u>Date of next meeting</u> Monday 21 st September 2026.	

The meeting was concluded at 8.15pm

Minutes confirmed as a correct record:

Chair

WESTERHAM TOWN COUNCIL

Minutes of the Planning and Development Committee held on Thursday 25th June 2026 at 9.30 am at Russell House, Market Square, Westerham

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

Assistant Clerk: Mrs J O'Sullivan (JO)
Five members of the public

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Bird – holiday.	
2.	<u>Declarations of Interest not previously declared</u> Cllr Coen – 26/01043/HOUSE.	
3.	<u>Minutes of the Meeting held on 11th June</u> Minutes of the meeting held on 11 th June were approved with a minor amendment to item 8 - Reports from Councillors.	
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> Cllr Coen left the meeting 26/01043/HOUSE Farley Grange East, Farley Lane, Westerham, Kent TN16 1UA Proposed drive with two new pillars and a gate. Refer to SDC officers noting the objections made by residents, in particular: - As a retrospective application any future works should go through the appropriate planning process; - Ditches have been infilled which could result in flooding; - Excessive height of CCTV posts, ensuring they meet necessary regulations e.g. displaying signage; - That lighting should be sympathetic and not excessive, following recommendations from the Dark Skies Policy; - Potential loss of biodiversity given the removal of hedges and mature planting, with no plans for reinstatement with suitable indigenous species; - That SDC Officers should conduct a site visit. Cllr Coen re-joined the meeting.	

	• 26/01046/HOUSE Newlands, 17 Madan Road, Westerham, Kent TN16 1DU Demolition of existing garage, workshop and coal bunker and rebuilding to form annex on existing footprint and infill extension. Alteration to fenestration. New patio area with hard and soft landscaping. WTC Supports the application subject to clarification that the proposal for a new crossover will obtain the necessary permissions from KCC. • 26/01310/FUL Farm End, Dairy Lane, Crockham Hill TN8 6RA Installation of solar panels, fencing and hedging. WTC Supports the application.	
6.	<u>Planning Decisions</u> • 26/01014/AGDET Land West of Dunsdale Wood, French Street, Westerham TN16 Additional tree protection related to 26/00638/AGRNOT Granted • 25/02656/FUL Land Northwest of 55 Croydon Road, Westerham TN16 Construction of 1 no 2-bedroom bungalow, with retaining walls to the rear garden and associated hard and soft landscaping. Granted • 25/00422/HOUSE 3 Hill Top Place, Westerham TN16 Change to existing window into a double French door. Granted	
7.	<u>Planning Issues</u> 7.1 SDC Local Plan Regulation 18 Consultation – Cllr Breminer reported that Regulation 19 was being considered by SDC's Development and Infrastructure Committee on 30th June. He would attend several consultation meetings, including London Green Belt Council on 25th June and then a special meeting called by CPRE on Wednesday 22nd July. 7.2 Tandridge District Council Draft Local Plan – No further update. 7.3 Land at Seasons Farm – Cllr Coen provided an update.	
8.	<u>Consultations</u> 8.1 Kent Downs National Management Plan 2027 – 2032 consultation – runs until 19 July. 8.2 SDC Housing Allocations Policy Consultation – runs until 24th July. The Committee agreed that a response should be submitted. Cllr Breminer would draft a response with the Town Clerk.	IB/AH
9.	<u>Reports from Councillors</u> Cllr Boyle reported an increase in anti-social behaviour in the town centre with youths on bicycles cycling irresponsibly on the roads. The Assistant Clerk would raise with local police officers.	JO

	Cllr Breminer reported that there had been an increase in members of the public accessing Covers Farm open water. Cllr Breminer agreed to contact Henry Warde to ask that a security team be onsite to prevent access during the hot weather. Cllr Breminer reported that Fernham Homes would be holding a public consultation on Monday 29th June, 3pm-6.30pm at Westerham Hall, in relation to land south of Farley Lane.	IB
10.	<u>Correspondence</u> 10.1 SDC Enforcement update – nothing to report. 10.2 SDC Street Naming and Numbering – French Street Farm, Westerham was noted.	
11.	<u>TN16, Crockham Hill Village Newsletter</u> None.	
12.	<u>Matters for District and County Councillors</u> None.	
13.	<u>Further Matters for Consideration at the next meeting</u> Thames Water Drought Plan.	
14.	<u>Date of next meeting</u> Thursday 9th July 2026	

The meeting was concluded at 10.30am.

Minutes confirmed as a correct record:

Chairman

WESTERHAM TOWN COUNCIL

Minutes of the Finance, Governance and General Purposes
Committee held on Monday 6th July 2026 at 7 pm
in Russell House, Market Square, Westerham

Present: Councillors: Mrs S Sheen (SS) – Chair
Mrs P Biden (PB)
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)

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 11th May 2026</u> Minutes of the Meeting held on 11 th May were approved at Council on 18 th May.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 5.8 The RFO had been advised incorrectly, and it was possible to have debit cards on the dual signatory account with the completion of an authorisation form. The form had been completed and the Town Clerk and RFO had now received debit cards. 5.10 The WTC Insurance had been renewed with Zurich.	
5.	<u>Finance</u> 5.1 Responsible Finance Officer Report (RFO) – The Report was received with thanks, and the following items were noted: - CIL Funds – WTC had been allocated a further £326.67 of CIL (Community Infrastructure Levy) funds relating to French Street Nurseries for the period April 2026 to Sept 2026, which would be paid in October 2026. There was £5,702.60 remaining funds from the allocation in October 2021; this must be spent by October 2026, or WTC will lose the funds. Therefore, the RFO had taken £4,000 of the new bus shelter spend from these CIL funds and transferred the £4,000 allocated from the H&L reserve to the KGF	

Redevelopment reserve in their place. It was agreed this action should be ratified by Council. It was suggested that the remaining £1,702.60 be used to purchase items that would be needed for the pavilion refurbishment such as a water fountain/defibrillator. In April 2022 £50,539.77 was received which needed to be spent by April 2027. The RFO was asked to provide a CIL update for the September meeting. SDC anticipated that a CIL board to allocate the 75% of funds held by SDC would be held be in Spring 2027. Audit - The end of year Internal Audit report was clear. WTC would have a new Internal Auditor for the mid-year audit. Thanks were given to the RFO for a clear Audit. The External Audit was submitted to Mazars on the 7th June, well before the 30th June deadline. Nationwide -The balance was reduced to £100,000, as required by the Nationwide, and the funds re-invested in a 1-year fixed term deposit, as agreed. New Barclays Bank Account - The additional signatories had been added to the account and had now been set up for online banking. Payroll - Pay Award 2026/27 – the employers' full and final offer of a 3.3% increase to all spinal points and benefits was rejected by 2 of the 3 unions after consulting members and they were now planning industrial action. Cyber Insurance - The Zurich Insurance Policy did not include specific cover for cyber-attacks. Zurich did not offer this cover due to the increasing landscape of cyber incidents and ransomware. It was possible to purchase a specific cyber policy from Gallaghers who offer a policy through Coalition Risk Solutions Ltd at an annual cost of £672.32. Coalition specialized in Active Insurance by integrating technology and insurance to manage digital risks. Following discussion, due to complexity of different cyber risks it was agreed that the Town Clerk would seek advice from the WTC IT provider and report back to the next meeting. Overtime - The overtime claimed between April - May was noted. 5.2 Payments and receipts list to 31st May 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 May 2026 – There were no queries. The RFO reported the following 2026/27 Budget – In year budget concerns: - FG&GP – travel allowance budget may be up to £150 overspent by year end due to the increased mileage allowance. However, this would be easily covered by the savings in business rates and insurance. OSA – The annual allotment water was £181 overspent; this would be covered by the maintenance budget (or if necessary, the allotment reserve). Community Engagement and H&L – nothing to report. 5.4 Management of utilities – Cllr Sheen had circulated a report regarding the utilities used by WTC. Further work was needed on the water usage and Cllr Sheen agreed to undertake this work. 5.5 Mileage Rate – The RFO reported that the tax-free mileage allowance had increased from 45p per mile to 55p per mile for the 2026/27 tax year. This had been adopted by the Green Book and was recommended for adoption by	DM DM AH SS
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	Council. This should be backdated to Councillors/members of Staff who had made a claim year to date. It was agreed to recommend adoption by Council. 5.6 KGF Pavilion quantity surveyor quote - The RFO provided an update, and details of quotes received from Surveyors. Following discussion, it was agreed to recommend the information presented to Council for agreement. 5.7 Grant application from St Mary's Church – Cllr Sheen had circulated a Grant paper regarding a Grant to St Mary's Church. Following discussion, it was agreed to recommend to Council a grant of £1,000. 5.8 Grant application from Westerham Town Partnership - Cllr Sheen had circulated a Grant paper regarding a Grant to Westerham Town Partnership for the September Fayre. Following discussion, it was agreed to recommend to Council a grant of £550.	DM
6.	<u>Governance</u> 6.1 Action Plan for Strategic Plan – A updated Plan had been circulated. Cllr Sheen was working on a report to detail funds received/funds spent on those projects included in the Strategic Plan and would have further information for the next meeting. 6.2 ECO Plan – The updated Plan had been circulated. The Town Clerk advised of the 'yellow fish' scheme to identify those drains which were directly linked to the River Darent. As soon as it was known if there were any drains linked to the River Darent this would be discussed at the Highways and Lighting Committee. 6.3 Council Register of Interests – From 29th June 2026, section 65 of the English Devolution and Community Empowerment Act 2026 removed the requirement for a local government member's home address to be published in the council register of interests, unless an individual member explicitly requested it. The completed forms would still need to be declared and held internally by councils. The Sevenoaks District Council (SDC) Monitoring Officer confirmed that completed forms would still need to be sent to SDC without any redaction, but they would be redacted for publication. The Monitoring Officer confirmed that this work could commence immediately and SDC would be redacting their files when staffing permitted. Together with the Work Experience Student all forms on WTC website had been redacted and replaced. Policies and Procedures to review/approve: 6.4 Russell House Hiring Agreement – The agreement had been circulated and following discussion and review was agreed. 6.5 Russell House Charging Policy – The Current charging Policy had been circulated. Following discussion, it was agreed not to increase the charges. They would remain at £7 + VAT per hour and £20 + VAT for a session.	SS AH/JO
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 – Cllr Sheen reported that the valuation for WTC did not appear to have achieved the figure that WTC were hoping for. However, there were some inconsistencies between this report and the District Valuers	

	(DV) report completed in 2024 for the surgery requiring further investigation. It was planned to meet the Doctors in August with a report going to the September meeting. 7.3 Churchill School Lease – Cllr Lord apologized for the lack of a report. He had continued to have conversations with Aquinas who were not willing to pay an annual rent. KCC had leased the School, for 125 years, on a peppercorn rent. However, they were prepared to consider paying WTC legal costs for the new lease. Cllr Lord proposed that WTC would accept a peppercorn rent as WTC retained ownership of the land providing that: - • up to £3k was paid to cover WTC legal fees • the Lease stated that the Trust could not build or sub-let the land. • The Lease included a one-year option to release the specific strip of land that WTC may require • The Lease included a five-year option to exit the Lease Following discussion, this was agreed. 7.5 Currant Hill Allotments – No further update. Russell House 7.6. Maintenance Plan – The updated Maintenance Plan was noted. 7.7 Telephone contractor – The Clerk reported that this work was still ongoing to identify a new supplier.	AH AH JL
8.	<u>Correspondence</u> 8.1 KCC Budget Consultation had opened. Cllr Sheen requested feedback to inform the WTC response before 7th September. Cllr Biden and Lord to review.	SS/PB/JL
9.	<u>Reports from Councillors</u> Cllr Boyle reported he had attended a call out at RH as the alarm was going off but it was due to a power cut. Cllrs Breminer and Sheen had attended the Crockham Hill fete which both thought was excellent.	
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> CIL spend RH report Strategic Action Plan	
13.	<u>Date of next meeting</u> Monday 6th July 2026	

The meeting was concluded at 8.30 pm.

Minutes confirmed as a correct record:

Chairman

WESTERHAM TOWN COUNCIL

Minutes of the Planning and Development Committee held
on Thursday 9th July 2026 at 9.30 am at Russell House,
Market Square, Westerham

Present: Councillors: Mr I Breminer (IB) - Chair
 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 were received and accepted from Cllr Bird – personal commitment.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting held on 25th June</u> Minutes of the meeting held on 25th June 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> 26/01386/HOUSE Trimulgherry, Hosey Hill, Westerham, Kent TN16 1TB Engineering works to extend existing driveway to provide 1 additional parking space, relocation of access steps, extension of existing wall to the garage with associated hard landscaping. WTC supports the application. 26/00327/CONVAR Amended Consultation 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.	
6.	<u>Planning Appeals</u> 26/00031/RFP LN Seasons Farm, Poolings Road, Crockham Hill TN8 6SD Material change of use of land from Equestrian/Agriculture to a mixed use of Equestrian/Agricultural and Residential Caravan site for the creation of 4 Gypsy/Traveler pitches, each comprising an area of hardstanding, 1 mobile home, 1 touring caravan, 1 dayroom and 2 parking spaces per pitch. An appeal has been made to the Secretary of State.	

7.	<u>Planning Decisions</u> 26/01125/HOUSE Farm End, Dairy Lane, Crockham Hill TN8 Insertion of front and side dormer. Granted 26/00489/HOUSE Ranscombe, Spout Lane, Crockham Hill TN8 Demolition of conservatory and erection of a single storey extension. Alterations to fenestration. Granted 26/02169/HOUSE Tall Trees, Goodley Stock Road, Crockham Hill TN8 Ground floor rear infill extension with roof lantern, first floor extension over garage, alterations to fenestration and internal alterations. Refused	
8.	<u>Planning Issues</u> 8.1 SDC Local Plan Regulation 19 Consultation was open from 23rd July to 17th September. 8.2 Tandridge District Council Draft Local Plan – Tandridge District Local Plan 2024-2044, consultation runs from Monday 6 July to Monday 17 August. This was for views on the proposals for the Spatial Development Strategy. 8.3 Land at Seasons Farm – Cllr Coen provided an update. There would be a public Enquiry and comments could be made until 30th July. Cllr Breminer to attend the Community Meeting.	IB
9.	<u>Consultations</u> 9.1 Kent Downs National Management Plan 2027 – 2032 consultation was noted. 9.2 SDC Housing Allocations Policy Consultation – runs until 24th July. Cllr Breminer would draft a response with the Town Clerk.	IB/AH
10.	<u>Reports from Councillors</u> Cllr Breminer had attended the Kent CPRE meeting on 8th July. Cllr Breminer had attended the RACE (Rural and Community Housing Enabling) Seminar on 7th July. Cllr Breminer had received information on the Historic Houses listing; how to deal with these to be discussed further.	IB/AH
11.	<u>Correspondence</u> 10.1 SDC Enforcement update – nothing to report. 10.2 GACC Newsletter – July 2026 was noted. 10.3 TDC Information regarding the traveler injunction at Warlingham was noted.	
12.	<u>TN16, Crockham Hill Village Newsletter</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 23rd July 2026	

The meeting was concluded at 10.22 am.

Minutes confirmed as a correct record:

Chairman

Santander Bank Current A/c

Payments made between 01/04/2026 and 31/05/2026

Nominal Ledger Analysis								
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Details
01/04/2026	Classic Lifts	BACS	71.93		11.99	4035	101	59.94 Quarterly service charge RH
01/04/2026	Castle Water	BACS	135.98		22.66	4201	201	113.32 Bloomfield Allotments annual
01/04/2026	Castle Water	BACS	167.94			4201	201	167.94 Farley Allotments annual
01/04/2026	CF Corporate Finance	DD	128.32		21.39	4050	101	106.93 Office IT equipment lease
08/04/2026	Post Office Counter	DEBIT CARD	7.20			4030	101	7.20 Stamps
10/04/2026	Siemens Financial Services Ltd	DD	120.00		20.00	4030	101	100.00 Office telephone equipment
16/04/2026	EDF Energy Ltd	DD	111.12		5.29	4010	101	105.83 R.Hse electricity
16/04/2026	Drax Energy Ltd	DD	777.34		129.56	4200	301	647.78 H&L electricity
21/04/2026	Drax Energy Ltd	DD	423.21		70.54	4200	301	352.67 H&L electricity
23/04/2026	Sevenoaks District Council	DD	941.50			4020	101	941.50 R.Hse Business Rates
24/04/2026	BCM Electrical UK	BACS	1,359.24		226.54	4035	101	1,132.70 RHse circuiting EICR report
26/04/2026	Streetlights Ltd	BACS	54.00		9.00	4430	301	45.00 H&L repair
26/04/2026	KCS Education	BACS	37.54		6.26	4030	101	31.28 Stationery
26/04/2026	Streetlights Ltd	BACS	3,504.08		584.01	4400	301	2,920.07 1/2 yr maintenance contract
26/04/2026	Spy Alarms Ltd	BACS	194.40		32.40	4400	202	162.00 KFG hut annual contract 25
26/04/2026	Spy Alarms Ltd	BACS	207.60		34.60	4400	202	173.00 KFG hut annual contract 2026
26/04/2026	Heliocentrix Ltd	BACS	219.66		36.61	4050	101	183.05 IT Support Contract
26/04/2026	Heliocentrix Ltd	BACS	141.41		23.57	4050	101	117.84 Microsoft agreement
26/04/2026	Rialtas Business Solutions	BACS	1,088.40		181.40	4042	101	907.00 Year end closedown
26/04/2026	Weed Management	BACS	746.50		124.42	4420	205	622.08 Town centre weedkilling
26/04/2026	Jewson Ltd	BACS	9.46		1.58	4400	202	7.88 Materials
26/04/2026	Jewson Ltd	BACS	6.12		1.02	4400	202	5.10 Poo bin materials
26/04/2026	WHMC	BACS	63.75			4436	401	63.75 Community lunch hall hire
26/04/2026	KALC	BACS	42.00		7.00	4004	101	35.00 Planning training
26/04/2026	Rural Services Partnership Ltd	BACS	132.30		22.05	4045	101	110.25 Annual subscription
26/04/2026	Castle Water	BACS	31.25			4201	202	31.25 KGF water
26/04/2026	KALC	BACS	2,298.83		383.14	4045	101	1,915.69 Annual subscription
26/04/2026	CPRE	BACS	36.00			4045	101	36.00 Annual subscription
26/04/2026	Procurement Services Ltd	BACS	77.12		12.85	4030	101	64.27 RHse photocopier lease
26/04/2026	Rialtas Business Solutions Ltd	BACS	1,264.80		210.80	4050	101	1,054.00 Annual software/maint agree
Subtotal Carried Forward:			14,399.00	0.00	2,178.68			12,220.32

Payments made between 01/04/2026 and 31/05/2026[illegible]

Santander Bank Current A/c

Payments made between 01/04/2026 and 31/05/2026

						Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details	
						4353	202	4.50	Disposable gloves	
07/05/2026	Vista Print	DEBIT CARD	12.09		2.02	4502	301	10.07	Sticker for bus shelter	
11/05/2026	At Your Service	BACS	80.00			4030	101	80.00	Glass hire ATM	
12/05/2026	Thames Water Ltd	BACS	899.64			4201	201	899.64	CHill allotment water	
12/05/2026	Thames Water Ltd	BACS	-0.30			4201	201	-0.30	C.Hill Allot water correction	
12/05/2026	Siemens Financial Services Ltd	DD	120.00		20.00	4030	101	100.00	RHse telephone equip	
14/05/2026	Zoom Comms	DEBIT CARD	155.88		25.98	4030	101	129.90	Zoom Annual Fee	
19/05/2026	Drax Energy	DD	665.34		110.89	4200	301	554.45	Streetlights electricity	
19/05/2026	Castle Water	DD	35.00			4010	101	35.00	RHse Water bill	
20/05/2026	EDF Energy	DD	102.86		4.89	4010	101	97.97	RHse Electricity supply	
21/05/2026	Sevenoaks Chamber of	DEBIT CARD	200.00			4045	101	200.00	Annual membership	
23/05/2026	Castle Water	BACS	94.89			4432	401	94.89	FHill toilet water supply	
23/05/2026	Castle Water	BACS	25.50			4201	202	25.50	KGF Pavilion water supply	
23/05/2026	Streetlights Ltd	BACS	138.00		23.00	4430	301	115.00	H&L repair	
23/05/2026	Wealden Services Ltd	BACS	929.36		154.88	4410	205	774.48	Grass cutting contract	
23/05/2026	Weed Management Ltd	BACS	557.08		92.85	4420	205	464.23	Treatment at Verralls Corner	
23/05/2026	Weed Management	BACS	609.06		101.51	4410	205	507.55	The Green herbicide treatment	
23/05/2026	Dan Jordan Publishing Ltd	BACS	240.00		40.00	4011	101	200.00	Annual report printing	
23/05/2026	D Marshall	BACS	32.10		0.46	4030	101	31.64	Meeting refreshments	
23/05/2026	D Coen	BACS	9.90			4603	401	9.90	CHill coffee am refreshments	
23/05/2026	I Breminier	BACS	35.52			4009	101	35.52	Travel expenses	
23/05/2026	I Breminier	BACS	7.99			4890	301	7.99	H&L posts speed banner	
23/05/2026	Chroma Vision Ltd	BACS	297.00		49.50	4035	101	247.50	CCTV software support	
23/05/2026	Ian Sharp	BACS	300.00			4030	101	300.00	Buffet food ATM	
23/05/2026	Procurement Services Ltd	BACS	91.66		15.28	4030	101	76.38	RHse photocopier charges	
23/05/2026	SLCC Enterprises	BACS	52.90		0.90	4004	101	52.00	Clerks Manual 2023	
23/05/2026	KALC	BACS	60.00		10.00	4004	101	50.00	Online course	
23/05/2026	Jewson	BACS	55.25		9.21	4890	301	46.04	Equip for bus shelter repair	
Subtotal Carried Forward:			86,950.20	0.00	2,996.38			83,953.82		

Santander Bank Current A/c

Payments made between 01/04/2026 and 31/05/2026

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
23/05/2026	Thomas Jackson	BACS	200.00			4041	101	200.00	KGF pav refurb drawings
23/05/2026	Kent County Council	BACS	721.80		120.30	4042	101	601.50	2nd audit visit
23/05/2026	Brodex	BACS	467.40		77.90	4404	205	389.50	CHill water hygiene contract
						4435	401		
						327			
						6000	401		
		BACS							
		BACS				4000			
		BACS				4000			
		BACS				4000			
		BACS				4000			
		BACS				4001			
26/05/2026	Sevenoaks District Council	DD	939.00			4020	101	939.00	R.Hse business rates
26/05/2026	Drax Energy Ltd	DD	343.19		57.20	4200	301	285.99	H&L electricity
28/05/2026	Focus Group Ltd	DD	362.26		60.38	4030	101	301.88	R.Hse telephone calls
Total Payments:			103,114.45	0.00	3,312.16			99,802.29	

Barclays Community A/C

Payments made between 01/04/2026 and 31/05/2026

Nominal Ledger Analysis								
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Details
12/05/2026	CSG Global Education	BACS	42.22		7.04	4030	101	35.18 Stationery
12/05/2026	Black Spiral Design	BACS	60.00			4050	101	60.00 Website updates
12/05/2026	Heliocentrix Ltd	BACS	148.03		24.67	4050	101	123.36 Microsoft Office agreement
12/05/2026	Heliocentrix Ltd	BACS	219.66		36.61	4050	101	183.05 IT Support Agreement
12/05/2026	Heliocentrix Ltd	BACS	231.84		38.64	4050	101	193.20 Co-pilot agreement
12/05/2026	WHMC	BACS	233.75			4436	401	63.75 Community lunch hall hire
						4422	401	170.00 Family Fun day hall hire
12/05/2026	Dan Jordan Publishing Ltd	BACS	240.00		40.00	4011	101	200.00 TN16
12/05/2026	Goldservice Contract Cleaning	BACS	242.00		40.33	4030	101	201.67 R.Hse cleaning
12/05/2026	Goldservice Contract Cleaning	BACS	604.79		100.80	4432	401	503.99 F.Hill toilet cleaning
12/05/2026	Commercial Services	BACS	252.00		42.00	4404	205	210.00 C.Hill PF mowing
12/05/2026	Safeguard Pest Control	BACS	295.03		49.17	4410	202	245.86 KGF mole control
12/05/2026	Commercial Services	BACS	504.00		84.00	4410	202	420.00 KGF mowing
12/05/2026	Weed Management Ltd	BACS	719.92		119.99	4404	205	599.93 C.Hill PF weed and feed
12/05/2026	Weed Management Ltd	BACS	1,168.30		194.72	4410	202	973.58 KGF weed and feed
12/05/2026	Externiture Ltd	BACS	9,992.33		1,665.39	4502	301	4,000.00 London Rd bus stop
						329		-4,000.00 London Rd bus stop
						6000	301	4,000.00 London Rd bus stop
						4502	301	4,326.94 London Rd bus stop
						333		-4,326.94 London Rd bus stop
						6000	301	4,326.94 London Rd bus stop
Total Payments:			14,953.87	0.00	2,443.36			12,510.51

Detailed Income & Expenditure by Budget Heading 31/05/2026

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	0	52,930	52,930			0.0%	
1007 CIL income	32,976	0	(32,976)			0.0%	32,976
1076 Precept	185,409	370,817	185,408			50.0%	96,927
1090 Interest	873	7,000	6,127			12.5%	
General Administration :- Income	219,258	430,747	211,489			50.9%	129,903
4000 Salaries	18,652	120,900	102,248		102,248	15.4%	
4001 Ers NI	2,172	14,380	12,208		12,208	15.1%	
4002 Ers Pension Contributions	3,581	23,215	19,634		19,634	15.4%	
4003 Bank charges	11	200	189		189	5.4%	
4004 Training	137	2,500	2,363		2,363	5.5%	
4009 Allowances/Expenses	82	750	668		668	11.0%	
4010 Utilities	1,355	3,200	1,845		1,845	42.3%	
4011 Community Engagement	463	2,500	2,037		2,037	18.5%	
4020 Rates	1,881	10,400	8,520		8,520	18.1%	
4030 Office Expenses	1,909	10,000	8,091		8,091	19.1%	
4035 Russell Hse Mtce and Repairs	1,440	5,000	3,560		3,560	28.8%	
4040 Insurance	0	10,750	10,750		10,750	0.0%	
4041 Professional Fees	2,910	2,000	(910)		(910)	145.5%	2,710
4042 Audit Fee (Internal/External)	(1,052)	3,400	4,452		4,452	(30.9%)	
4045 Subscriptions	2,262	3,500	1,238		1,238	64.6%	
4046 Chairman's Allowance	0	150	150		150	0.0%	
4050 PC/Software Support	2,128	7,000	4,872		4,872	30.4%	
4100 Grants	0	8,500	8,500		8,500	0.0%	
4889 Golden Jubilee Clock	0	325	325		325	0.0%	
4890 Contingencies	0	2,500	2,500		2,500	0.0%	
General Administration :- Indirect Expenditure	37,932	231,170	193,238	0	193,238	16.4%	2,710
Net Income over Expenditure	181,326	199,577	18,251				
6000 plus Transfer from EMR	2,710	0	(2,710)				
6001 less Transfer to EMR	129,903	0	(129,903)				
Movement to/(from) Gen Reserve	54,133	199,577	145,444				
201 Allotments							
1200 Allotment Rents	50	4,600	4,550			1.1%	
Allotments :- Income	50	4,600	4,550			1.1%	0
4025 Rent Payable	0	450	450		450	0.0%	
4201 Water	1,181	1,000	(181)		(181)	118.1%	
4300 Allotment Prizes	0	200	200		200	0.0%	

Detailed Income & Expenditure by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Maintenance	6	2,950	2,944		2,944	0.2%	
Allotments :- Indirect Expenditure	<u>1,186</u>	<u>4,600</u>	<u>3,414</u>	<u>0</u>	<u>3,414</u>	<u>25.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,136)</u>	<u>0</u>	<u>1,136</u>				
<u>202 King George's Field</u>							
1010 Sundry Income	0	200	200			0.0%	
King George's Field :- Income	<u>0</u>	<u>200</u>	<u>200</u>			<u>0.0%</u>	<u>0</u>
4200 Electricity	0	1,800	1,800		1,800	0.0%	
4201 Water	57	700	643		643	8.1%	
4350 Petrol	0	50	50		50	0.0%	
4353 New Equipment	5	1,000	996		996	0.5%	
4354 Emptying Dog Bins	0	2,500	2,500		2,500	0.0%	
4400 Maintenance	348	5,500	5,152		5,152	6.3%	
4410 Grass Cutting	1,639	7,500	5,861		5,861	21.9%	
King George's Field :- Indirect Expenditure	<u>2,049</u>	<u>19,050</u>	<u>17,001</u>	<u>0</u>	<u>17,001</u>	<u>10.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,049)</u>	<u>(18,850)</u>	<u>(16,801)</u>				
<u>205 Other OSA</u>							
1010 Sundry Income	799	0	(799)			0.0%	
Other OSA :- Income	<u>799</u>	<u>0</u>	<u>(799)</u>				<u>0</u>
4400 Maintenance	0	1,200	1,200		1,200	0.0%	
4402 Crockham Hill Garden	0	1,300	1,300		1,300	0.0%	
4404 Crockham Hill Playing Field	1,955	6,000	4,045		4,045	32.6%	
4405 Russell House Contract (Garden)	0	1,400	1,400		1,400	0.0%	
4410 Grass Cutting	1,746	8,000	6,254		6,254	21.8%	
4418 Hanging Baskets	0	2,300	2,300		2,300	0.0%	
4420 Weedkilling	622	2,400	1,778		1,778	25.9%	
4426 Westerham flowers	0	3,000	3,000		3,000	0.0%	
4427 Work on Trees	0	4,000	4,000		4,000	0.0%	
4500 Seats	0	1,900	1,900		1,900	0.0%	
4501 Notice Boards	0	100	100		100	0.0%	
4890 Contingencies	0	1,500	1,500		1,500	0.0%	
Other OSA :- Indirect Expenditure	<u>4,324</u>	<u>33,100</u>	<u>28,776</u>	<u>0</u>	<u>28,776</u>	<u>13.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,525)</u>	<u>(33,100)</u>	<u>(29,575)</u>				

Detailed Income & Expenditure by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Highways & Lighting							
4200 Electricity	1,841	10,800	8,959		8,959	17.0%	
4400 Maintenance	2,920	5,900	2,980		2,980	49.5%	
4430 Repairs - existing light stock	160	1,500	1,340		1,340	10.7%	
4502 Bus Shelters	8,337	250	(8,087)		(8,087)	3334.8%	8,327
4712 Church Floodlighting	0	850	850		850	0.0%	
4890 Contingencies	54	500	446		446	10.8%	
Highways & Lighting :- Indirect Expenditure	13,312	19,800	6,488	0	6,488	67.2%	8,327
Net Expenditure	(13,312)	(19,800)	(6,488)				
6000 plus Transfer from EMR	8,327	0	(8,327)				
Movement to/(from) Gen Reserve	(4,985)	(19,800)	(14,815)				
401 Community Engagement							
4421 Youth Provision	0	9,800	9,800		9,800	0.0%	
4422 Play Provision	191	2,400	2,209		2,209	8.0%	
4431 Tourism	0	200	200		200	0.0%	
4432 Fullers Hill Toilet	599	10,300	9,701		9,701	5.8%	
4434 Summer Play Scheme	0	3,000	3,000		3,000	0.0%	
4435 Memory Cafe	20	0	(20)		(20)	0.0%	20
4436 Community Lunch	128	800	673		673	15.9%	
4437 CCTV	0	200	200		200	0.0%	
4601 Christmas Lights & tree	0	6,000	6,000		6,000	0.0%	
4603 Community Engagement	10	500	490		490	2.0%	
4890 Contingencies	11	500	489		489	2.2%	
Community Engagement :- Indirect Expenditure	958	33,700	32,742	0	32,742	2.8%	20
Net Expenditure	(958)	(33,700)	(32,742)				
6000 plus Transfer from EMR	20	0	(20)				
Movement to/(from) Gen Reserve	(938)	(33,700)	(32,762)				
Grand Totals:- Income	220,107	435,547	215,440			50.5%	
Expenditure	59,761	341,420	281,659	0	281,659	17.5%	
Net Income over Expenditure	160,346	94,127	(66,219)				
plus Transfer from EMR	11,057	0	(11,057)				
less Transfer to EMR	129,903	0	(129,903)				
Movement to/(from) Gen Reserve	41,500	94,127	52,627				

WESTERHAM TOWN COUNCIL ECO ACTION PLAN - Completed Items

Finance and General Purposes Committee
Community Engagement Committee
Highways and Lighting Committee
Planning and Development Committee
Open Spaces & Allotments Committee

Progress Key	
No Progress	
In Progress/ongoing	
Completed	
Closed: No further Action	

Area	Baseline	Proposal	Benefit/Impact	Cost	Timescale	Notes/Next Step	Progress
Contractors	Contractors chosen based on cost, locally based and use of existing satisfactory contractor.	Tenderers required to incorporate Councils commitment to ensuring that all procurements consider the environmental well-being of the Town and surrounding area, in their submissions. They will be required to provide evidence of compliance with relevant environmental standards with respect to themselves, their systems of work, equipment and supplies.	May lead to higher cost	Expected increase	When contracts are next reviewed	Procurement Policy Amended	
Paper Usage	100% recycled photocopying paper. The office uses very little stationery and paper use has reduced due to many more functions being carried out online during Covid.	1) Compare annual usage year on year commencing 30/09/21 2) Request recycled paper for any external printing work for flyers, posters, questionnaires. 4) To invest in technology in the Chamber	Biodiversity - save trees Improve efficiency			Process in place to monitor Standard request Completed	
Utilities	Suppliers chosen by cost only At present WTC is tied into 3-year contracts for the supply of gas and electricity so such a review must await contract expiry	1) Review utility suppliers to assess the extent to which their supplies can be said to be eco-friendly.	The increasing cost may impact our ability to select greener suppliers.	Expected increase	When contracts are next reviewed - Electricity EDF 03/23	New Electricity contract agreed with SSE from 01/04/23 to 30/09/25 = 85.32% increase. Part of OVO Group - committed to becoming a net zero carbon business by 2030.	
Russell House	Energy Costs	1) To re-investigate feasibility of solar panels 4) To consider change of internal lighting to LED	Eco friendly Initial cost v long term savings	Unknown	KCC offered opportunity to express interest by 15/03.	Initial costings received c£6k. Discussed at May F&GP. Decision taken not to proceed due to cost.	
					Approved to change Chamber Lighting at Sep Meeting		
Cleaning materials	Chosen by cost only	1) WTC to use Eco friendly products where possible 2) Request cleaning contractor at RH and public toilets uses Eco friendly products	Note may add to time spent cleaning/quality of cleaning	Note slight increase in costs		Completed	
Refuse	No recycling of refuse from RH	Investigate business collections with SDC		Slight increase c£80 per annum		Completed	

Website	Nothing on website	1) Environmental section to be included on website		No cost		Completed	
KALC Carbon Footprint Calculator		2) To investigate green credentials of host				Completed	
Russell House - garden	No wildlife habitat	To explore introduction of wildlife habitats.		Unknown		Completed	
Single use plastic by cafes/tea rooms	Mixed use currently	To visit all outlets to request do not use single use plastic		to be investigated	Six months	New law that outlets do not use single use plastic.	
Donate bird and bug boxes to CH primary school for them to put up and monitor	No monitoring of birds and bugs in parish	For Crockham Hill school to use bird and bug boxes in their school grounds and monitor activity		none	Completed	Boxes given to Crockham Hill School. Data received from CH School regarding usage of bird boxes.	
Hedgehogs & Us Highways Project	Provide gaps in fences to allow hedgehogs to pass	To investigate Kent Wildlife Trust initiative on hedgehogs.		None.	Ongoing	To investigate Kent Wildlife Trust initiative on hedgehogs. Information given to Crockham Hill School	
Litter pick on King George's Field	Litter picking on King George's Field	To litter pick on KGF and involve Footballers and parents/carers		None	Completed and ongoing	To carry out a litter pick on a Sunday	
Planting a garden at Crockham Hill School	A competition was held for a plan for sustainable planting in front of the School sign.	Two winners were chosen.		Cost of plants in two stages, autumn and spring. A Gardener to help the winners plant the area.	Completed and ongoing	To monitor the planting	
Litter pick and Vegetation clearance - Wombing in Westerham	To pick up litter and clear vegetation from footpaths.	To have a litter pick and also ask residents to clear vegetation from the sides of paths.		None.	September 30th 2025	A footpath between Croydon Road and New Street was cleared. Residents were very appreciative.	
Electricity contract for streetlights	Suppliers chosen on cost, locally based and use of existing satisfactory contractors.	Tenders required to incorporate Councils commitment to ensuring that all procurements consider the environmental well-being of the Town and surrounding area, in their submissions. They will be required to provide evidence of compliance with relevant environmental standards with respect to themselves, their systems of work, equipment and supplies.		Annual cost for fixed rate ca £10,795.	Contract moved to Drax for fixed term of 3 years, expiring 18.8.28	Review Spring 2028 prior to end of fixed term	
LED lights at the Church	Current lights at the church use standard bulbs	To remove old bulbs and replace with energy efficient LED bulbs		Quote provided to supply and install LED floodlights £6,932.76 (all) or £2,920 (4)	Phased approach over 3 years	Four floodlights now installed	
Light Pollution	Light pollution	Article in TINI 6, reduce number of streetlights that are on during the night		Nil	Lights off 11pm to 6am away from major roads		
Planning responses	Environmental issues not previously considered.	The Planning Committee will consider sustainability, environmental impact and biodiversity when commenting on planning applications.		None other than possible training.	Immediately		

Planning responses	Environmental issues not previously considered.	The Planning Committee will consider whether Biodiversity net gain has been considered by the applicant.	ECO Impact	None other than possible training.	Immediately		
SDC	Environmental issues not previously considered.	To request SDC put new questions on their planning application forms regarding environment and biodiversity impact from the proposed work.	Environmental issues considered by applicants	None	Done	The planning forms are national forms not SDC forms. SDC has a climate change and not zero page on their website.	
Plastic use	Environmentally friendly product	To source recycled material bin sacks for our litter bins	Environmentally friendly product	?	Immediately		
Food and land Management	Eat local. Food Waste, Food bank	Allotment Surplus Sharing	Reduction in food waste. Environmentally friendly food miles.	Officers time.	Implement with allotment holders for growing season 2024/25	To be explored further and agreed with the Food Bank. Poster put up at Allotment sites/Facebook and noticeboards.	
Remove tyres from Currant Hill Allotment	Remove tyres from Currant Hill	Tyres to be removed from site	Removal of potential toxic chemicals to leach into the ground.	Estimated £300	Summer 2024	Tyres to be collected 23/04/2024 by Hoglyres, surplus tyres to be collected by Go Karling company.	
Improve bio diversity	Increase opportunity for greater bio diversity	Introduce pollinators in troughs	Improve bio diversity within Westerham	Approx £30 per trough	Summer 2025	To consider adopting this into the summer planting schedule.	
Improve bio diversity	To work with FG&GP Committee to improve Russell House garden.	To review current type of plants and see whether more eco friendly planting is feasible.	Improve bio diversity within Westerham	Unknown	2020 / 2026	Further research to be carried out	
Improve bio diversity	Increase opportunity for greater bio diversity	Planting up of Beggars Lane Roundabout	Improve bio diversity within Westerham	£500 covered by donations	Summer 2025	Maintenance of the roundabout ongoing.	
Reduce pesticide use and other harmful activities	Review ways to encourage reduced pesticide use by allotment holders	Continue offering a weed control cover for allotment holders and encourage plot holders to cover any unworked areas of their plots. Cover is cut to length required by WTC's GMO.	Using Weed control fabric significantly reduces the need for chemical weed killers.	The bulk of the cost is recouped. WTC Officer time ordering material/stock control. GMO time cutting material.	Immediately	Agreed to carry on offering weed control cover. There continues to be a good take up by Allotment holders.	
Manage land for nature	Encourage wildlife on our land	To sign up for the Wilder Kent Awards - Villages & Towns		Officer time	May-22	WTC's submission won a Silver award for Towns and Villages. Council to review feedback.	
Manage land for nature	Encourage wildlife	Investigate swift boxes on WTC land/buildings with local swift group.			For 2022 nesting season	The area had been reviewed again by the local Swifts group and the outcome was it is not a suitable location for Swifts.	
Composting	There are communal composts at our allotment sites.	Encourage local composting of suitable materials rather than having materials burnt or moved to recycling/landfill sites.	All aspects of ECO Policy	None known	2021/2022	All allotment holders were encouraged to compost with their 2021/22/23/24/25 rent renewal letters. SDC Garden Waste collection was advertised in the June TN16 Magazine & social media.	

Equipment		As and when new equipment needs to be acquired (for replacement of existing equipment or as a wholly new purchase). Investigate electric/battery-powered equipment instead of petrol.			2022	It has been agreed that as and when new equipment is replaced non petrol alternatives are investigated. A battery powered hedge cutter for the WTC Groundsman had been purchased due to the petrol hedge cutter coming to the end of its life.	
Cleaning Materials for pavilions and Outbuildings		Purchase eco cleaning materials where appropriate.		more expensive	ASAP.	F&GP to agree to additional cost - Now Purchased. APFOS and CHWMPFI is being purchased separately to allow for correct budgeting.	