

WESTERHAM TOWN COUNCIL

Community Engagement Committee

Minutes of the Meeting held on Monday 3rd November 2025
at 7 pm in Russell House, Market Square, Westerham

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

Town Clerk: Mrs A Howells (AH)
Cllr Ian Breminer (IB)

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Dicker – illness.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting on 8th September 2025</u> The minutes of the meeting on 8 th September 2025 were approved at the Council meeting on 6 th October.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 8 Crockham Hill Notice Board – Cllr Coen reported that the locks had been oiled and hinges replaced. The addition of Westerham Town Council lettering on the board had been approved by the OSA Committee. 8.10 Wombling in Westerham – there had been limited take-up by residents but clearing the vegetation from the footpath from Croydon Road to New Street had been well received albeit it hard work. The Clerk had investigated a small litter kit including disposable gloves and a bag to encourage residents to pick up litter on their walks, but the cost was prohibitive. The Clerk would investigate the cost of gloves and a bag. A further discussion was needed on how to distribute them. Cllr Bortolozzo reported that he and family members had litter picked from Fullers Hill to KGF recently. There had been a great deal of litter on KGF and following discussion it was agreed to refer this to OSA Committee. To be added to the ECO Policy and Litter Picking RA.	AH AH AH
5. 5(1)	<u>Community Engagement Projects</u> <u>Crockham Hill – Coffee, cake and chat</u> Cllr Coen reported that there had been 17 attendees at the October Café.	

5(2) 5(3)	There had been a useful gathering of Pootings residents to discuss developments at Seasons Farm. <u>Crockham Hill Primary School, Crockham Hill Pre-School, Churchill Primary School</u> Cllr Coen had met with the Deputy Head and Chair of the PTA of Crockham Hill School on 15th October to discuss Eco partnership working. The School were now working to achieve their Climate Action Plan. While WTC could not finance any curricular activities it could get involved with a Gardening Club. Following discussion, it was agreed that up to £1000 could be used to help re-launch the Club. The School to decide which key items they would need initially. It was agreed the School would encourage grandparents to help out with the Club. The School were also going to share any fruit from the fruit boxes delivered with the Pre-school to reduce waste. Cllr Coen met with the Pre-School team on 16th October to discuss Eco ideas. Following discussion, it was agreed to fund two large garden planters, ecofriendly bird feeders and possibly bulbs and seeds. Also to fund good quality wooden toys up to a value of £50. Churchill School – see 6.1 for a report regarding the Art Club. Cllr Coen reported that nothing further was planned with the School in the near future although they were interested in an afterschool art club but needed a tutor. <u>Valance School and Shop</u> The Manager was moving on, and a new Manager was being employed. Cllr Bortolozzo to welcome the new manager.	MB
6. 6(1) 6(2) 6(3)	<u>Youth Projects</u> <u>Arts/Craft session</u> Cllr Coen reported that Art Sessions took place on 21st, 22nd and 23rd October between 3 – 4 pm at Churchill School. Despite 3 of their children signing up, disappointingly no children from Churchill attended the sessions. There were 6 attendees from CH School and very positive feedback from one parent. Following discussion, it was agreed that future sessions were not financially viable. <u>Skatepark lessons</u> There had been another successful summer of lessons in August. The 2026/27 budget included lessons next Easter and summer. The provider was keen to explore a regular skate club/hub ideally run by parents. Following discussion, it was agreed to put together a flyer for Cllr Thompson to hand out at the 2026 Easter sessions. <u>Consider Youth Activities</u> A potential venue had been suggested for a Youth Club/Hub, and it would be investigated and reported back to the next meeting. Cllr Breminer reported that Sevenoaks Town Council (STC) had received 80 nominations from young people to sit on their Youth Council (16 places), a massive increase on previous years. STC had decided to ask all 80 to sit on the Youth Council for two years, with 7 meetings a year. The young people would then raise issues of concern to them. Following discussion, it was agreed to find out how many of these young people lived in Westerham and to consider how to involve them in Westerham.	KT/AH DC/LR IB/AH

7.	<u>Community Issues</u>	
7(1)	<u>Anti-Social behaviour</u> Anti-social motorbikes/electric biking riding was still an issue. The Police had seized two bikes recently and asked the public to report on 999 any nuisance bike riding. The Clerk to post a message from the Police on social media.	AH
7(2)	<u>Police</u> The following information had been received: - • Regular updates from My Community Voice • Police survey	
7(3)	<u>IAG (Independent Advisory Group)</u> Cllrs Coen and Hussain had attended the virtual IAG meeting on 8 th October. Cllr Hussain reported that the area had lost its Community Liaison Officer and lobbying was continuing to try and save the role. There had been no reports of racism in Westerham and the surrounding areas. The Police were conducting an initiative in schools talking to Year 6 about keeping safe and social media; they had no plans to visit Westerham and Crockham Hill and were concentrating on Swanley and Medway area. Cllr Coen reported that she had emailed the Chair of IAG regarding E-scooter signage which KCC had stated was not used in Kent and had asked for more information on the schools initiative. Cllr Coen to chase a response.	DC
7(4)	<u>Chamber of Commerce – Westerham</u> Cllrs Bortolozzo and Breminer had been unable to attend the last meeting. The Clerk to find out when the next Westerham meeting was taking place and a list of 2026 venues.	AH
7(5)	<u>Traders Meeting</u> Cllr Breminer reported that he had attended part of the last Traders Meeting on 14 th October together with the Safer Sevenoaks and District Business Crime Reduction Partnership (BCRP) Officer and a retailer owner from Sevenoaks to talk about the Safer Towns Partnership Initiative. Due to the cost the Traders were not interested at this time. Cllrs Breminer and Bortolozzo to investigate whether other businesses in Westerham would be interested.	IB/MB
7(6)	<u>Mobile Coverage in Westerham</u> Cllr Breminer reported that he was waiting for a response regarding the small cells technology who identified two SDC streetlights as being suitable. An email had been sent to SDC to find out if they would allow their lights to be used. Cllr Breminer had also contacted KCC Broadband Officer who suggested contacting another company to investigate installing a mast.	
7(7)	<u>Forget-me-not Café</u> The Clerk reported that on 17 th October the 10 th anniversary celebration of the first Café in Westerham was held. Thanks to Cllrs Bortolozzo, Breminer, Lord, Rodgers and Thompson for attending. The Café was enjoyed by all.	
7(8)	<u>Christmas Lights Switch on</u> The Clerk reported that the three trees should be erected on 21 st November. Four entertainers had been booked. WTP had organised a Market in the Kings Arms.	

8.	<u>Financial Statement to 30th September 2025</u> The Financial Statement to 30th September had been circulated and was noted. The Clerk to chase any outstanding invoices. The Clerk reported that repairs to the public toilet were awaited. Following discussion, it was agreed to consider replacing the soldier, placed on The Green, if budget allowed. To be discussed at the February meeting.	AH
9.	<u>Draft Budget 2026/27</u> The draft budget 2026/27 had been circulated and following discussion it was agreed to request that the Tourism budget be reinstated and increased to £200. A relevant item of expenditure had been identified. Cllr Breminer raised the issue of costs for the mobile connectivity. As costing was not known at the moment it was agreed he would raise this at Council.	DM IB
10.	<u>October Family Fun Sessions</u> The October half term Family Fun sessions had taken place on 23rd October. Cllr Coen and the Clerk had delivered drinks cartons for the young people. The session was well attended and there was a good vibe.	
11.	<u>Communication Strategy</u> Cllrs Bortolozzo, Breminer and Thompson (Working Group) had circulated a revised Communication Strategy. Following discussion and minor amendments it was agreed to recommend approval to Council. A draft Awards nomination list had been circulated and following discussion eight categories were selected and it was agreed to present the paper to Council to consider for the Annual Town Meeting. It was hoped that nominations could be requested through TN16 and social media with a panel deciding the outcome. A certificate and small plaque/medal to be discussed together with business sponsorship.	AH AH
12.	<u>Strategic Business Plan – Action Plan</u> A plan had been circulated and was noted. There was nothing to add but some updates were required. All items were included on each Agenda.	DC/AH
13.	<u>ECO Action Plan</u> The ECO Plan had been circulated. Items to be added – those agreed with Crockham Hall Pre-School and Crockham Hill School.	DC/AH
14.	<u>Correspondence</u> 14.1 Kent Fire and Rescue – views on level of Council Tax – Cllrs were encouraged to respond.	
15.	<u>Reports from Councillors</u> Cllr Thompson reported he had attended a Macmillan Coffee Morning at Fullers Hill Church and attended Warm Welcome weekly. Cllr Bortolozzo reported that he had attended a Parish Highways seminar recently and there was a KCC Safe Driving campaign being conducted. Could a suggestion be made regarding visiting Churchill School?	

	Cllr Coen reported that she had attended a community meeting with Pootings residents on 22 nd October to discuss the upcoming public enquiry and funding.	
14.	<u>TN16, Crockham Hill Newsletter and website</u> Extra copies for coffee shops. A request from Foodbank regarding donations.	AH
15.	<u>Matters for District and County Councillors</u> None.	
16.	<u>Further Matters for Consideration at the next meeting</u> Replacement soldier silhouette.	
17.	<u>Date of next meeting</u> Monday 9 th February 2026	

The meeting was concluded at 9.45 pm

Minutes confirmed as a correct record:

Chair