

WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held at Russell House on
Monday 5th October 2026 at 7 pm

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

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

Item		Action
	<u>Cllr Co-option/Declaration of Acceptance of Office</u> Following a selection meeting prior to the Council meeting it had been unanimously agreed to co-opt Ms Pat Davoll to the Council for the Crockham Hill Ward. Ms Davoll 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 Davoll to the Council.	
2.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Proudfoot – holiday.	
3.	<u>Declarations of Interest not previously declared</u> None.	
4.	<u>Minutes of the Council Meeting on 13th July 2026</u> It was resolved to approve and sign the minutes of the Council meeting held on 13th July 2026.	
5.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 11 Kent Fire and Rescue – The consultation and closures had been shelved. A good meeting had been held with representatives from the Westerham branch prior to the above decision and good links had been established. 12.3 – The information in the Town of Culture application would be used in other areas such as tourism going forward.	
6.	<u>To receive and consider the following Minutes of Committee</u> 6.1 Planning and Development – 23.07.26 Cllr Breminer presented the Minutes:	

In the six planning committee meetings held from 23rd July up to and including 1st October the committee reviewed 24 applications – some of which came back as amended applications Of these there were: - • 17 Support • 3 Object • 4 refer to SDC officers • 1 No Comment (due to Councillor interest in the application) The Committee had agreed a Standard Operating Procedure Document (SOP) - which had been produced in order to assist new and existing Planning and Development Committee members when considering planning applications. Since the last Council meeting on 13th July, Cllr Breminer had attended 3 CPRE Meetings on 22/7, on 20/8, which was a REG 19 special and 16/9. Finally, the committee had worked on three WTC responses to SDC REG 19, which Councillors had seen, and these had been submitted before the deadline. Resolved: that the minutes be adopted. 6.2 <u>Planning and Development – 06.08.26</u> Resolved: that the minutes be adopted. 6.3 <u>Planning and Development – 20.08.26</u> Resolved: that the minutes be adopted. 6.4 <u>Planning and Development – 03.09.26</u> Resolved: that the minutes be adopted. 6.5 <u>Community Engagement – 07.09.26</u> Cllr Coen presented the Minutes: 5.1 There had been 16 attendees at the September Crockham Hill Coffee, cake and chat, this had included new attendees. There were now over 30 people on the register. 6.2 Cllrs Bortolozzo and Coen had met with the Art Shop Owner to discuss her art classes for young people and had agreed to contact local schools to help market the classes. 7.2 A member of the public attended the meeting following her attendance at Coffee with a Cop. She wanted to find out more about how Committee and Council operated. 7.6 SDC had made a decision of Prior Approval Not Required for the planning application for the Telecom Mast on KGF; so the public vote would be set up. 7.7 The Town Clerk reported that the Information Event for Older People had been a great success. The Stallholders had stated that they thought the event had been amazing and it was informative and enjoyable for those attending. The Town Clerk would now work on producing a leaflet with contact details and a brief description of what the organisations or groups offered. Cllr Boyle reported he would be choosing the Christmas trees tomorrow, Cllr Rodgers would accompany him. Members of the Committee approved the Minutes. Resolved: that the minutes be adopted. 6.6 <u>Open Spaces and Amenities – 14.09.26</u> Cllr Rodgers presented the Minutes:	
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Eight members of the public had attended the meeting and had not been courteous to each other. Cllr Coen asked who the tree was in memory of in the Crockham Hill garden, the Deputy Clerk to be asked to respond. 6 Cllr Coen asked what the issue was with the water bills and Cllr Sheen informed her that it had been agreed at FG&GP that all meters would be read before the end of the year. This was not now carried out by the Water Companies. 9.2 Cllr Coen asked what the issue was with the skatepark and was informed that there was damage to the edges but unfortunately the company that had installed the skatepark were no longer in operation. The Deputy Clerk was getting quotes from other companies. 9.5 There had been an excellent attendance at the Fayre on The Green but in future hay bales would not be allowed. Due to the events and hot weather, The Green needed remedial work and quotes were being sought. Resolved: that the minutes be adopted. 6.7 <u>Planning and Development – 17.09.26</u> Resolved: that the minutes be adopted. 6.8 <u>Highways and Lighting – 21.09.26</u> Cllr Bortolozzo presented the Minutes. 5.3 The 40mph speed reduction signage on Westerham Hill had been installed, roundels were awaited. The 'One Way' signage for The Green was not clear enough so evidence was being sought so this matter could be referred to KCC. 5.4 A consultation had taken place with residents of Costells Meadow and Market Way regarding double yellow lines on one side of the road. This would now be passed to SDC. 5.5 There had been a return of an issue raised over two years ago regarding parking in Farley Nursery, but nothing could be progressed as the residents could not agree on a way forward. 5.6 The Assistant Clerk had not been able to get confirmation from SDC as to whether planning permission would be needed to install a new bike rack. 5.7 Cllr Breminer was thanked for his work on the town centre and parking initiative which had been agreed. 6.1 The street lighting stock was in a reasonable condition, but quite old so future repairs were to be expected. Members of the Committee approved the Minutes. Resolved: that the minutes be adopted. 6.9 <u>Finance & General Purposes – 28.09.26</u> Cllr Sheen presented the Minutes. The RFO reported that the Internal Auditor Report had now been received and the only item raised was the change over of bank accounts which was ongoing. Members of the Committee approved the Minutes. Resolved: that the Minutes be adopted. 6.10 <u>Planning and Development – 01.10.26</u> Members of the Committee approved the Minutes. Resolved: that the minutes be adopted.	CBD
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7.	<u>Local Government Re-organisation</u> Cllr Lord reported that the Local Government Re-organisation (LGR) process for Kent had been paused, there would be no unitary elections in 2027. There would now be elections for Sevenoaks District Council in May 2027. LGR and Devolution were different; devolution was about establishing strategic authorities and progress on devolution was intended to continue even where LGR proposals were under review. SDC Cllr Maskell reported that there were many unknowns including the timeline moving forward and trying to budget was very difficult. It was hoped that a better indication would be given after 18th October and the Party Conferences. From the end of October all planning decisions would be made by planning officers; thus there would be less ability at local level to influence planning.	
8.	<u>Finance</u> 8.1 <u>Payment List to 31st August 2026</u> Cllr Sheen reported that F&GP had reviewed the payment lists and had nothing to bring to Council's attention. There were no queries and following this the payment lists were approved. 8.2 <u>Committee Accounts to 31st August 2026</u> Cllr Sheen reported that the accounts were in line with expected expenditure. The in-budget concerns detailed in the F&GP minutes were highlighted. There were no further queries and the accounts were approved. 8.3 <u>Budget Process</u> Cllr Sheen had circulated a paper regarding the Budget Process, this was agreed. The Finance Officer reported that she had set up meetings with Committee Chairs and Officers to discuss budgets; could the Chairs think about any future projects the committees wished to be involved with so that next years and future years budgets could be realistically drawn up. 8.4 <u>Grant to Citizens Advice</u> Cllr Sheen presented a paper regarding the Grant Application. Following discussion, it was agreed to award a grant of £1,500 to Citizens Advice. Resolved: To award a grant of £1,500 to Citizens Advice. 8.5 <u>Groundman's Hut maintenance</u> The Deputy Clerk had circulated a paper regarding the quotes for maintenance work for the Groundman's Hut. Following discussion, it was agreed that the work was essential, however the OSA Committee did not have the funds to undertake the work. It was agreed to award the contract to Ravensbourne Construction Ltd and to transfer £6,000 from the Asset Reserve Fund. A Risk assessment would be requested for work at height as scaffolding had not been included in the quote.	Chairs DM CBD
9.	<u>King George's Field Re-development Project</u> The Project Officer had circulated a paper regarding the re-development and was thanked for her hard work: Padel	

	The Padel lease had been signed and planning application submitted. Parking remained the biggest issue however the Westerham Sports Association (WSA) had agreed that people attending Bowls Club matches during the week could park in the WSA car park. The users of Costells Meadow car park needed monitoring to understand usage as the car park was often very busy when KGF was empty. The weekend parking remained an issue and H&L Committee had held an informal consultation on double yellow lines down one side of Costells Meadow and a positive response had been received; this was now with Sevenoaks District Council for actioning. SDC had also allowed the overflow car park to be free at weekends. The Project Officer was exploring a pedestrian bridge from the overflow car park to KGF to increase usage. The WSA had spoken to Aqualisa about re-opening their car park for weekend use but this had been firmly refused. KGF Pavilion A new site had been agreed for the Youth Shelter, and this would be moved once a contractor had been identified to install a suitable base. Outline costings were awaited from the Quantity Surveyor once the ability to proceed with the proposed design was received. There had been a slight alteration to the plans, a new door would be created at the side for the public toilet, and the original door would be blocked up. The Project Officer had placed a contract for a drainage survey, and this was agreed at a cost of £225.	
10.	<u>Telcon Mast on King George's Field</u> The result of the advisory consultation on the proposed telecoms mast at King George's Playing Field was YES - 67%, and NO - 33%. The business voting breakdown was 78% YES and 22% NO. Following discussion, it was agreed to move to the next stage of the process. Cllr Breminer was thanked for all his hard work on this matter.	
11.	<u>Schedule of Meetings 2027</u> The Town Clerk had circulated a draft Schedule of Meetings for 2027, and this was agreed.	
12.	<u>Policies and Procedures</u> The following Policies had been circulated: - 12.1 Standing Orders The Internal Auditor had queried Section 18 – Financial Controls and Procurement on the Standing Orders, item 5 should read - 'whether contracts with an estimated value below £60,000 (instead of £25,000) due to special circumstances are exempt from a tendering process or procurement exercise' The amendment was agreed. Resolved: To approve the amended Standing Orders, Section 18 Item 5 to £60,000 instead of £25,000. 12.2 Water Sustainability Policy The Water Sustainability Policy had been reviewed and was recommended for approval by the Planning Committee, following discussion this was approved.	

	Resolved: To approve the Water Sustainability Policy. Thanks were given to Cllr Breminer for his extensive work on this issue. 12.3 Whistleblowing Policy The Whistleblowing Policy had been reviewed by FG&GP and was recommended to Council for approval. Following discussion, this was agreed. Resolved: To approve the Whistleblowing Policy.	
13.	<u>Barley Charity</u> The minutes from the Barley Charity Trust had been circulated and were noted.	
14.	<u>Correspondence</u> 14.1 Information had been received regarding the People's Emergency Briefing on Climate Change taking place in Westerham Hall on 16th October. The Community Engagement Committee had agreed to pay the hall hire for the event. WTC to help advertise the event.	
15.	<u>Reports from Councillors</u> Cllr Sheen had attended a Community Meeting regarding Seasons Farm on 16/07/26. Cllrs Sheen, Biden and Proudfoot had attended GDPR training on 07/09/26. Cllr Lord and Sheen had attended the Barley Charity Trust meeting on 16/09/26. Cllrs Sheen and Lord had attended a meeting with the Doctors Surgery on 30/09/26. Cllrs Breminer, Bortolozzo, Lord, Sheen and Thompson had attended the Older Persons Event on 02/10/26. Cllr Breminer reminded Cllrs about the Business Crime Reduction meeting taking place in Westerham Hall on 14/10/26 at 7pm.	
16.	<u>TN16, Crockham Hill Village Newsletter & website</u> None.	
17.	<u>Matters for District and County Councillors</u> New refuse bins.	
18.	<u>Further matters for consideration at the next meeting</u> None.	
19.	<u>Date of next meeting</u> Monday 7th December 2026	

The meeting was concluded at 9.20 pm.

Minutes confirmed as a correct record:

Chairman