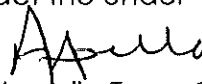




Notice is hereby given that a meeting of **Westerham Town Council** will be held at Russell House commencing at 7 pm on Monday 5th October 2026 to transact the under mentioned business, which Councillors are summoned to attend.


Mrs Angela Howells, Town Clerk

Open Forum

The first ten minutes of the meeting are available for members of the public and press to raise any issues with the Council. If there are no members of the public present at 7 pm the meeting will commence.

AGENDA

1. To confirm Cllr Co-option

2. To receive and accept apologies for absence

Please inform the Clerk if you are unable to attend.

3. Declarations of interest

To receive any disclosure by members of pecuniary and non-pecuniary interests in matters on the agenda, not previously disclosed.

4. Minutes of the meeting

Held on 18th May 2026 for approval

Annexed

5. Information items arising

From the minutes of the previous meeting and not dealt with elsewhere on the agenda

6. To receive and consider the following minutes of Committees –

1)	Planning and Development	23.07.26	Annexed
2)	Planning and Development	06.08.26	Annexed
3)	Planning and Development	20.08.26	Annexed
4)	Planning and Development	03.09.26	Annexed
5)	Community Engagement	07.09.26	Annexed
6)	Open Spaced and Amenities	14.06.26	Annexed
7)	Planning and Development	17.09.26	Annexed
8)	Highways and Lighting	21.09.26	Annexed
9)	Finance, Governance and General Purposes	28.09.26	To follow
10)	Planning and Development	01.10.26	To follow

7. Local Government Re-organisation update

Circulated

8. Finance

1)	To approve payment list to 31 st August 2026	Annexed
2)	To approve Committee Accounts to 31 st August 2026	Annexed

- | | | |
|-----|--|-----------|
| 3) | To approve Budget process | Annexed |
| 4) | To consider Grant to Citizens Advice | Annexed |
| 5) | To consider quotes for Groundman's Hut maintenance | Annexed |
| 9. | King George's Field Re-development – update | Annexed |
| 10. | To consider consultation results for Telcon Mast on KGF | To follow |
| 11. | To approve Schedule of meetings 2027 | Annexed |
| 12. | Policies and Procedures to approve: - | |
| 1) | Standing Orders – minor amendment | |
| 2) | Water Sustainability Policy | Annexed |
| 3) | Whistleblowing Policy | Annexed |
| 13. | To receive the minutes from the Barley Charity Trust | Annexed |
| 14. | Correspondence | |
| 15. | Reports from Councillors | |
| 16. | Items for TN16, Crockham Hill Village Newsletter & website | |
| 17. | Matters for District and County Councillors | |
| 18. | Further matters for consideration at the next meeting | |
| 19. | Date of Next Meeting | |
| | Monday 7 th December 2026 | |

WESTERHAM TOWN COUNCIL

Minutes of the Council Meeting held at Russell House on
Monday 13th July 2026 at 7 pm

Present: Councillors: Dr J Lord (JL) – Chair
Mrs P Biden (PB), Mrs L Bird (LB),
Mr E Boyle (EB), Mr I Breminer (IB),
Mrs D Coen (DC), Ms C Dicker (CD),
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)

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Bortolozzo - holiday and Cllr Proudfoot – personal commitment. Cllr Hussain was absent.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Council Meeting on 18th May 2026</u> It was resolved to approve and sign the minutes of the Council meeting held 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> None.	
5.	<u>To receive and consider the following Minutes of Committee</u> 5.1 <u>Annual town Meeting – 13.05.26</u> Cllr Lord presented the Minutes. The Minutes were noted. 5.2 <u>Planning and Development – 28.05.26</u> Cllr Breminer presented the Minutes: WTC had supported seven and referred two applications. Sevenoaks District Council (SDC) had granted six applications and refused two. Resolved: that the minutes be adopted. 5.3 <u>Community Engagement – 01.06.26</u> Cllr Coen presented the Minutes: 7.4 An email had been sent to the Police Chief Inspector regarding the persistent ASB and drug related issues at a Westerham business. This was continuing despite frequent reports being made to the Police. 7.8 The Older People's Day booked for Friday 2 nd October, to coincide with the annual UN International Day of Older Persons, was proceeding so	

	Staff who had made a claim year to date. It was agreed to adopt this increase. 6.3 Concillor 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 SDC Monitoring Officer had confirmed that this work could commence immediately and SDC would be redacting their files when staffing permitted. All forms on WTC website had been redacted and replaced. Members of the Committee approved the Minutes. Resolved: that the Minutes be adopted. 5.9 Planning and Development – 09.07.26 Cllr Breminer presented the Minutes: The Fernham Homes land south of Farley Lane public consultation had been held at Westerham Hall on 29th June. Cllr Breminer attended the Kent CPRE on 8th July, the main discussion was based around Green Belt/Grey Belt issues. The SDC Reg 19 would be published on 22nd July; the total number of houses the district must accommodate to meet the Government's targets was now 17,460 up from 17,175. The public consultation would be open until 17th September with an official decision expected in 2027. Cllr Coen gave an update on Seasons Farm. Members of the Committee approved the Minutes. Resolved: that the minutes be adopted.	
6.	<u>Local Government Re-organisation</u> Cllr Lord reported that the Government had not yet published their decision on how Kent was to be split up. The decision was expected by the end of July. The issue of Community Asset Transfer was discussed, and it was noted that Surrey District Councils were transferring numerous Community Assets. It would appear that Kent district councils were not transferring assets in the same way and it was felt that communities would not be benefiting.	
7.	<u>Finance</u> 7.1 Payment List to 31st May 2026 Cllr Sheen reported that F&GP had reviewed the payment lists and had nothing to bring to Council's attention. There were minor queries which were answered and following this the payment lists were approved. 7.2 Committee Accounts to 31st May 2026 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. 7.3 Grant to St Mary's Church, Westerham Cllr Sheen presented a paper regarding the Grant Applications. Following discussion, it was agreed to award a grant of £1,000 to St Mary's Church. Resolved: To award a grant of £1,000 to St Mary's Church. 7.4 Grant to Westerham Town Partnership	

	been requested in the past and refused. A Management Agreement would not need their consent as the Charity would remain in existence. Following discussion, it was agreed, in principle, subject to the formal agreement of the Trust to pursue a Management Agreement at a cost of £850+VAT. Resolved: To pursue a Management Agreement subject to the formal agreement of the Trust at a Cost of £850+VAT. 10.4 To consider legionella costings for pavilion – The Responsible Finance Officer had written a very detailed report on the current state of the Crockham Hill pavilion and the issue facing the Trust regarding legionella costs and the risk from legionella to users of the CH pavilion. The showers were not currently in use as they had been closed due to the risk. The paper had been circulated to Cllrs for information. Following discussion, it was agreed to spend £6,500 - £7,000, from the Crockham Hill reserve, on replacing the Calorifiers to enable the showers to be re-opened. WTC would then continue to reserve for a new pavilion. Resolved: To spend £6,500, from the CH reserve to replace the Calorifiers to enable the showers to be re-opened. Cllr Lord thanked the Responsible Finance Officer for all her hard work in preparing both reports.	
11.	<u>Consultations</u> Kent Fire And Rescue Service had launched a consultation regarding the closure of Westerham Fire Station. This had sparked protests and widespread concern from local residents regarding rural response times. For Westerham, the Fire Authority was currently reviewing alternative options before deciding whether to launch a public consultation. A meeting to be set up at the Fire Station to discuss this further.	AH
12.	<u>Correspondence</u> 12.1 A letter of thanks had been received from Sevenoaks Volunteer Transport Group for the recently awarded Grant. 12.2 A letter of thanks had been received from Edenbridge First Responders for the recently awarded Grant. 12.3 Town of Culture – WTP had informed WTC that the bid for Westerham to become a Town of Culture had not been successful. Thanks be sent to WTP for all the hard work putting together a bid in a very short space of time.	AH
13.	<u>Reports from Councillors</u> Cllr Coen attended the CH coffee morning in June. Cllr Coen attended the IAG online seminar on Violence Against Women and Girls on 9 July. Cllr Coen attended in person the IAG Meeting at Sevenoaks Primary School. Cllr Coen attended the CH Primary School's end of year production of "We will rock you" on 13 July at Hazelwood School. Cllr Breminer attended a RACE (Rural and Community Housing Enabling) webinar where it was explained how they assist Councils find land to build houses for local people or local employees struggling to find affordable rented accommodation locally.	

WESTERHAM TOWN COUNCIL

Minutes of the Planning and Development Committee held
on Thursday 23rd July 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)
WTC Cllr Bortolozzo
Four members of the public

Item		Action
1.	<u>Apologies for Absence</u> None	
2.	<u>Declarations of Interest not previously declared</u> Cllr Rodgers - 26/01309/HOUSE	
3.	<u>Minutes of the Meeting held on 9th July</u> Minutes of the meeting held on 9 th July 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> 26/01193/FUL & 26/01194/LBCALT Chartwell, Mapleton Road, Westerham, Kent TN16 1PS Replacement Dovecot in Chartwell Walled Kitchen Garden. WTC supports the application. Cllr Rodgers left the meeting. 26/01309/HOUSE Squerries Lodge, Lodge Lane, Westerham, Kent TN16 1RJ Erection of fencing. WTC supports the application. Cllr Rodgers re-joined the meeting. 26/01358/HOUSE 47 Croydon Road, Westerham, Kent TN16 1TU Loft conversion with hip to gable end, rear dormer and roof lights. Alterations to roof line and associated internal alterations including staircase. Refer to SDC Officers. WTC had concerns over amenity issues, the mass and bulk of the	

	development and the effect on the street scene. • 26/01046/HOUSE Amended application 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.	
6.	<u>Planning Issues</u> 6.1 SDC Local Plan Regulation 19 Consultation had now opened from 23rd July to 17th September. 6.2 Tandridge District Council Draft Local Plan – Tandridge District Local Plan 2024-2044, consultation had been extended from 6th July to 2nd September. 6.3 Land at Seasons Farm – Thanks were given to Cllr Breminer for attending the Community Meeting.	
7.	<u>Reports from Councillors</u> Cllr Breminer had attended the Kent CPRE meeting on 22nd July.	
8.	<u>Correspondence</u> 8.1 SDC Enforcement – the update was noted. 8.2_A paper on the importance of water in planning was distributed by the Chair for Committee consideration and comment.	
9.	<u>TN16, Crockham Hill Village Newsletter</u> None.	
10.	<u>Matters for District and County Councillors</u> None.	
11.	<u>Further Matters for Consideration at the next meeting</u> None.	
12.	<u>Date of next meeting</u> Thursday 6th August 2026 Cllr Bird gave her apologies	

The meeting was concluded at 10.10 am.

Minutes confirmed as a correct record:

Chairman

WESTERHAM TOWN COUNCIL

Minutes of the Planning and Development Committee held
on Thursday 6th August 2026 at 9.30 am at Russell House,
Market Square, Westerham

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

Town Clerk: Mrs A Howells (AH)

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Bird – holiday.	
2.	<u>Declarations of Interest not previously declared</u> Cllr Coen – 26/01043/HOUSE & 26/01597/LDCPR	
3.	<u>Minutes of the Meeting held on 23rd July</u> Minutes of the meeting held on 23rd July 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> 26/01620/LDCPR Cloverlea, Dairy Lane, Crockham Hill, Kent TN8 6RA Construction of single storey rear extensions to existing host dwelling. WTC supports the application subject to the 50% rule. Cllr Coen left the meeting. 26/01043/HOUSE Amended Consultation Farley Grange East, Farley Lane, Westerham, Kent TN16 1UA Creation of driveway and new vehicular access. Erection of two gates with pillars and erection of fencing along front boundary. WTC reiterates its previous comments below and has noted the further resident comments and objections: - 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;	

	5. Potential loss of biodiversity given the removal of hedges and mature planting, with no plans for reinstatement with suitable indigenous species; 6. That SDC Officers should conduct a site visit. Cllr Coen re-joined the meeting. 26/01728/LBCALT Nationwide, 14 Market Square, Westerham, Kent TN16 1AW Installation of defibrillator and bleed kit cabinets to external wall of Nationwide Building Society branch. WTC supports the application but does question the need given that there is a public defibrillator within 10 meters. Cllr Coen left the meeting. 26/01597/LDCPR The Coach House, Froghole Lane, Crockham Hill, Kent TN8 6TD Installation of roof-mounted solar photovoltaic (PV) panels on existing dwelling. WTC supports the application. Cllr Coen re-joined the meeting. 26/01941/TELNOT Westerham Bowls Club, Costells Meadow, Westerham TN165 The installation of a new 20-m-high telecommunications monopole accommodating 12no. antenna and 2no. transmission dishes; plus accompanying ground-based equipment cabinets within a fenced, secure compound; and ancillary development thereto. WTC supports the application. There is extensive information in the application regarding discounted alternative sites and information relating to health matters to allay fears. Support has been received due to the need for improved connectivity for businesses, residents and visitors. Visitors experience difficulty paying for parking due to lack of signal. KCC and Westerham SDC Cllrs support the application. If the application is approved then WTC will conduct a public consultation.	
6.	<u>Planning Decisions</u> 26/01310/FUL Farm End, Dairy Lane, Crockham Hill TN8 Installation of solar panels, fencing and hedging. Granted 26/01386/HOUSE Trimulgherry, Hosey Hill, Westerham TN16 Engineering works to extend existing driveway to provide 1 additional parking space, relocation of access steps, extension of existing wall to garage with landscaping. Granted	

7.	<u>Planning Issues</u> 7.1 SDC Local Plan Regulation 19 Consultation had now opened from 23 rd July to 17 th September – A draft response would be circulated and discussed at the next meeting. 7.2 Tandridge District Council Draft Local Plan – No further update. 7.3 Land at Seasons Farm – No further update.	IB/AH
8.	<u>Reports from Councillors</u> Cllr Breminer had attended, as an observer, the KWG online meeting regarding the Farley Lane application on 5 th August.	
9.	<u>Correspondence</u> 9.1 SDC Enforcement – the update was noted. 9.2 SDC Street naming and numbering – Land North of Black Eagle Close was noted. 9.3 SDC Street naming and numbering – 4 Force Green Farm Cottage was noted. 9.4 Dormansland Neighbourhood Plan Proposal – Regulation 16 Consultation was noted. 9.5 GACC Newsletter – Court of appeal refuses permission to appeal.	
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> Water Issues.	
13.	<u>Date of next meeting</u> Thursday 20 th August 2026	

The meeting was concluded at 10.36 am.

Minutes confirmed as a correct record:

Chairman

WESTERHAM TOWN COUNCIL

Minutes of the Planning and Development Committee held
on Thursday 20th August 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)
WTC Cllr Lord
WTC Cllr Bortolozzo

Item		Action
1.	<u>Apologies for Absence</u> None.	
2.	<u>Declarations of Interest not previously declared</u> Cllr Coen – 26/01851/FUL Cllr Rodgers – 26/01309/HOUSE Cllr Bird - 26/01654/FUL & 26/01684/OUT	
3.	<u>Minutes of the Meeting held on 6th August</u> Minutes of the meeting held on 6 th August 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> 26/01894/HOUSE Dennetts Lodge, Dennettsland Road, Crockham Hill, Kent TN8 6RU Proposed 2 storey side extension. Removal of chimney with a new chimney. New parking access. Fencing and gate. WTC supports the application. - Cllr Bird left the meeting. 26/01654/FUL Land South of Wolfe Westerham Garage, London Road, Westerham, Kent TN16 2DH Erection of 9 dwellings with associated landscaping, ecological enhancement areas and sustainable drainage systems. WTC supports the application but feels that any traffic turning out of the junction on to the A233 should Turn Left only, due to traffic accessing Wolfe Garage. The roundabout is only a short distance away.	

	Can Hedgehog Highways be a consideration and implemented where practicable. WTC raises no objection in principle on flood-risk grounds, subject to the Lead Local Flood Authority being satisfied. However, under WWSP-WP-02, confirmation should be sought through conditions or pre-commencement requirements of site-specific infiltration and groundwater testing, the correct underlying geology, a workable fallback discharge arrangement, wastewater-network capacity, and legally secured lifetime maintenance of the SuDS. Water reuse should also be incorporated as a firm design requirement rather than left as an optional measure. • 26/01684/OUT Land East of Court Lodge Barn, London Road, Westerham, Kent TN16 2DH Outline planning permission for the erection of 4 residential self and custom build dwellings, with all matters reserved except for access. Following discussion WTC decided that as this was a Councillor application no comment would be made to avoid any perception of bias or predetermination. Cllr Bird re-joined the meeting. Cllr Coen left the meeting • 26/01851/FUL Medhurst Farmyard, Pooftings, Crockham Hill, Kent TN8 6SF Demolition and clearance of existing commercial buildings and erection of nine dwellings with associated landscaping and car parking. Following discussion, it was agreed to put this on the next planning Agenda. Cllr Coen re-joined the meeting. Cllr Rodgers left the meeting. • 26/01309/HOUSE Amended Application Squerryes Lodge, Lodge Lane, Westerham, Kent TN16 1RJ Removal of existing fencing and erection of replacement fencing. WTC Supports the application. Cllr Rodgers re-joined the meeting. • 26/01963/LDCPR Lewins, Main Road, Crockham Hill, Kent TN8 6RB Siting of mobile single unit caravan structure to provide ancillary accommodation. WTC objects to the application on the following grounds: - • Under Section 13 of the Caravan Act n1968, caravans should be no higher than 3.05m, the height quoted of the unit does not include the roof height. • There are no details of how water/sewage and electricity will be provided to the caravan. • The inclusion of a bedroom makes this a habitable dwelling and as such a full application should be submitted.	
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6.	<u>Planning Decisions</u> 26/01046/HOUSE Newlands, 17 Madan Road, Westerham TN16 Demolition of garage, workshop & bunker to rebuild to form annex, new vehicular access. Granted 26/00327/CONVAR Heights Stables, Westerham Hill, Westerham TN16 Variation of condition 4 (Biodiversity Gain Plan) of 24/01806/FUL to remove pond. Granted 26/01043/HOUSE Farley Grange East, Farley Lane, Westerham TN16 Creation of driveway and new vehicular access. Erection of 2 gates with pillars and erection of fencing along front boundary. Granted	
7.	<u>Planning Issues</u> 7.1 SDC Local Plan Regulation 19 Consultation had now opened from 23rd July to 17th September. Following lengthy discussion it was agreed that the draft comments would be agreed at the next meeting. 7.2 Tandridge District Council Draft Local Plan – No further update. 7.3 Land at Seasons Farm – Cllr Coen gave an update.	
8.	<u>Water Issues</u> The papers WWSP-WP-01, WWSP-BED-01 and WWSP-WP-02 on water issues had been circulated. Following discussion, it was agreed to discuss the papers further at the next meeting.	
9.	<u>Reports from Councillors</u> Cllr Breminer was attending the Kent CPRE meeting today.	
10.	<u>Consultations</u> 10.1 SDC Draft CIL Charging Schedule – consultation runs until 17th September. Cllr Breminer and the Clerk had been invited to a meeting to discuss this with Swanley, Edenbridge and Sevenoaks TC's on 3rd September.	
11.	<u>Correspondence</u> 11.1 SDC Enforcement – the update 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> SDC Local Plan Regulation 19 response Water Issues	

15.	<u>Date of next meeting</u> Thursday 3 rd September 2026	
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The meeting was concluded at 11.15 am.

Minutes confirmed as a correct record:

Chairman

WESTERHAM TOWN COUNCIL

Minutes of the Planning and Development Committee held
on Thursday 3rd September 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)

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 - 26/01851/FUL	
3.	<u>Minutes of the Meeting held on 20th August</u> Minutes of the meeting held on 20 th August 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> Cllr Coen left the meeting 26/01851/FUL Medhurst Farmyard, Pootings, Crockham Hill, Kent TN8 6SF Demolition and clearance of existing commercial buildings and erection of nine dwellings with associated landscaping and car parking. WTC Supports the application subject to the following clarifications: - confirmation of the proposed surface-water discharge rate, attenuation arrangements, design standard, climate-change allowance and exceedance routing; - confirmation from the Upper Medway Internal Drainage Board that the necessary consents for the surface-water and treated foul-water discharges have been obtained, or that there is a reasonable prospect of their being obtained; - the final design, capacity, location, discharge arrangements and operational requirements for the package treatment plant; - legally secured lifetime ownership, access, inspection, funding and maintenance arrangements for all private foul- and surface-water infrastructure;	

	5. Imposition in full of the Environment Agency's recommended contamination-investigation, remediation and verification conditions; 6. confirmation from the applicant and SES Water of the proposed potable-water connection and any necessary local network works; 7. incorporation of appropriate water-efficiency and rainwater-reuse measures; 8. confirmation from Kent County Council Highways that the reduced westward visibility splay, the access arrangements and the absence of pedestrian infrastructure are acceptable for the revised nine-dwelling development; 9. submission and approval of a detailed Construction Traffic Management Plan before development begins; and 10. confirmation from the applicant following engagement with UK Power Networks, of the proposed electricity connection and whether any network reinforcement, cabling or other electrical infrastructure will be required. Cllr Coen re-joined the meeting • 26/02111/HOUSE Windy Corner, 132 London Road, Westerham, Kent TN16 1QR Single storey rear extension and installation of a rooflight. Refer to SDC Officers due to the lack of detail regarding the proposed floorspace, footprint and volume of the dwelling compared to the existing/original footprint, which would determine whether the proposal represents a proportionate addition to the original building.	
6.	<u>Planning Decisions</u> • 26/00328/DETAIL Land North of Black Eagle Close, Westerham TN16 Details pursuant to condition 3 (Construction Management Plan) of 25/00231/FUL. Granted • 26/00668/DETAIL Force Green Farm, Force Green Lane, Westerham TN16 Details pursuant to condition 7 (Construction Management Plan) of 25/02675/FUL. Granted • 26/01105/LDCPR 4 Force Green Farm Cottage, Force Green Lane, Westerham TN16 Demolition of rear lean-to-porch, erection of single storey rear extension. Granted • 26/01597/LDCPR The Coach House, Froghole Lane, Crockham Hill TN8 Installation of roof-mounted solar photovoltaic (PV) panels on existing dwelling.	

	Granted 26/01358/HOUSE 47 Croydon Road, Westerham TN16 Loft conversion with hip to gable end, rear dormer and roof lights. Alterations to roof line and associated internal alterations including staircase. Refused	
7.	<u>Planning Issues</u> 7.1 SDC Local Plan Regulation 19 Consultation – Committee approved the WTC response that would be sent to SDC. 7.2 Tandridge District Council Draft Local Plan – No further update. 7.3 Land at Seasons Farm – Cllr Coen provided an update.	AH
8.	<u>Water Issues</u> The papers WWSP-WP-01, WWSP-BED-01 and WWSP-WP-02 on water issues had been circulated. Following discussion, the Committee agreed that the above papers and the Key Findings document should be submitted to Full Council for approval and adoption.	AH
9.	<u>Reports from Councillors</u> Cllr Boyle reported that the paving along the edge of the pavement along The Green had been damaged. The Assistant Clerk had reported to KCC.	
10.	<u>Consultations</u> 10.1 SDC Draft CIL Charging Schedule – consultation runs until 17 th September. Cllr Breminer and the Clerk had been invited to a meeting to discuss this with Swanley, Edenbridge and Sevenoaks TC's on 3 rd September. The Committee noted that the Town Clerk had attended.	
11.	<u>Correspondence</u> 11.1 SDC Enforcement – no update.	
12.	<u>TN16, Crockham Hill Village Newsletter</u> Notice for co-option of a new Councillor for Crockham Hill – CH Village Newsletter.	AH
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 17th September 2026	

The meeting was concluded at 10.10 am.

Minutes confirmed as a correct record:

Chairman

WESTERHAM TOWN COUNCIL

Minutes of the Planning and Development Committee held
on Thursday 17th September 2026 at 9.30 am at Russell House,
Market Square, Westerham

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

Town Clerk: Mrs A Howells (AH)

Item		Action
1.	<u>Apologies for Absence</u> Apologies were received and accepted from Cllr Bird – business commitment.	
2.	<u>Declarations of Interest not previously declared</u> Cllr Coen - 26/0182/HOUSE	
3.	<u>Minutes of the Meeting held on 3rd September</u> Minutes of the meeting held on 3 rd September 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> Cllr Coen left the meeting 26/00182/HOUSE Eastfield, Froghole Lane, Crockham Hill, Kent TN8 6TD Demolition of 3 outbuildings, extension to dwelling, with skylights. Loft conversion with rear and side dormers with a balcony to rear. Associated hard and soft landscaping. Erection of new garage with pv panels to roof. Erection of new outbuilding with raised terrace pv panels to roof. Rainwater harvesting unit. WTC objects to the application as it was felt that the lack of detail meant an informed decision could not be made. WTC asks that a detailed water drainage survey is requested from the applicant. WTC also objected on the following grounds: - 1. That all necessary bat surveys had not been completed and assessed 2. That independent verification of the cumulative Green Belt floorspace calculation against the original dwelling be made 3. The Design Statement states that the dwelling is to become an Artisanal Farm, is this a change of use? There is no details regarding additional traffic movements?	

Cllr Coen re-joined the meeting

- 26/01885/FUL

Garages South of 73 -79 Ash Road, Westerham, Kent TN16 1EJ

Demolition of garages. Erection of 3 No Two-bedroom dwellings and 2 No Three-bedroom dwellings with associated parking and bike stores. Fencing and gates.

Westerham Town Council supports the principle of providing five affordable homes on this previously developed site. However, the Council considers that the currently published information does not provide sufficient detail concerning water supply, foul drainage and surface-water management. The application form identifies a sustainable drainage system as the proposed method of surface-water disposal. The Design and Access Statement, however, states that the existing foul and surface-water drainage connections will be reconfigured and that the final connections to the public sewer system will be inspected and repaired or upgraded where required. No separate drainage strategy, drainage layout, supporting calculations, infiltration testing or long-term maintenance arrangements appear to have been submitted.

The Council therefore requests clarification of whether foul and surface water will be dealt with through separate systems and whether surface water is intended to discharge into the ground, a surface-water sewer or a combined public sewer.

Before the application is determined, or through appropriately worded pre-commencement conditions if SDC considers that approach acceptable, the Council requests:

1. a proportionate surface-water drainage strategy identifying the proposed SuDS features and demonstrating compliance with the drainage hierarchy. Details of responsibility for the adoption, management and maintenance of the drainage system throughout the lifetime of the development;
2. details of exceedance routes, so that water arising during an extreme event is directed safely;
3. confirmation from Thames Water that the foul-sewer network has sufficient capacity, together with details of any necessary reinforcement or connection works; and

These requests are intended to ensure that drainage and water infrastructure are demonstrated and secured at the application stage, rather than left unresolved until construction or occupation.

- 26/02255/FUL

Brasted Invicta Cricket Club, Westerham Road, Westerham TN16 1QL

Proposed artificial cricket strip.

WTC supports the application.

- 26/01728/LBCALT

Nationwide, 14 Market Square, Westerham, Kent TN16 1AW

Installation of defibrillator and bleed kit cabinets to external wall of Nationwide Building Society branch.

WTC supports the application.

	26/01193/FUL & 26/01194/LBCALT Chartwell, Mapleton Road, Westerham, Kent TN16 1PS Replacement Dovecot in Chartwell Walled Kitchen Garden. WTC supports the application.	
6.	<u>Planning Decisions</u> 26/01309/HOUSE Squerryes Lodge, Lodge Lane, Westerham TN16 Removal of existing fencing and erection of replacement fencing. Granted 26/01941/TELNOT Westerham Bowls Club, Costells Meadow, Westerham TN16 The installation of a new 20-m-high telecommunications monopole accommodating 12no. antenna and 2no. transmission dishes; plus accompanying ground-based equipment cabinets within a fenced, secure compound; and ancillary development thereto. Prior Approval Not Required	
7.	<u>Planning Issues</u> 7.1 SDC Local Plan Regulation 19 Consultation – The Committee approved the Town Strategy response and this response would be sent to SDC on 17 th September, the last day for submissions. 7.2 Tandridge District Council Draft Local Plan – No further update. 7.3 Land at Seasons Farm – Cllr Coen provided an update.	AH
8.	<u>Water Issues</u> The Key Findings document would be submitted to Full Council for approval and adoption on 5 th October.	AH
9.	<u>Reports from Councillors</u> None.	
10.	<u>Correspondence</u> 10.1 SDC Enforcement – the update was noted. 10.2 Surrey Hills National Landscape Boundary Variation Project letter was noted. 10.3 A letter from CPRE thanking WTC for their continued support 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> None.	
14.	<u>Date of next meeting</u> Thursday 1 st October 2026	

The meeting was concluded at 10.40 am.

Minutes confirmed as a correct record:

Chairman

WESTERHAM TOWN COUNCIL

Community Engagement Committee

Minutes of the Meeting held on Monday 7th September 2026
at 7 pm in Russell House, Market Square, Westerham

Present: Councillors: Mrs D Coen (DC) – Chair
Mr M Bortolozzo (MB)
Mr I Breminer (IB)
Ms C Dicker (CD)
Mr K Thompson (KT)

Town Clerk: Mrs A Howells (AH)
One member 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 on 1st June 2026</u> The minutes of the meeting on 1 st June 2026 were approved at the Council meeting on 13 th July.	
4.	<u>Information on items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> 4 - The Clerk reported that labels had been sourced for the litter kit and this had been put together and was being trialed at KGF Hut.	
5. 5(1) 5(2) 5(3)	<u>Community Engagement Projects</u> <u>Crockham Hill – Coffee, cake and chat</u> Cllr Coen reported that the July Café had 20 attendees and that included new people. The next Café was on 16 th September. <u>Crockham Hill Primary School, Crockham Hill Pre-School, Churchill Primary School</u> Cllr Coen reported that she had attended the Crockham Hill School End of Year production in July of 'We will rock you', and it was ambitious and enjoyable. The Pre-School would shortly be under new management. There had been no contact from Churchill School. It was agreed to wait until after the October half term while the new Academy settles in and then request a meeting with either the Head Teacher, Deputy Head or Senco. <u>Valance School and Shop</u>	

	Cllr Bortolozzo and Breminer had visited the Valance Shop today and met the Deputy Manager. A screen was now showing videos of the young people from the school which was an excellent visual reminder of what the school had to offer. It was not known when the young people would be in the Shop again, Cllr Bortolozzo to chase for a date.	MB
6. 6(1)	<u>Youth Projects</u> <u>Skatepark lessons</u> Cllr Thompson reported that while the weather had been hot the attendance had been very good, late July was the most popular. One sessions was moved to the evening due to the hot weather but this had not affected attendance. Overall, there had been 69 young people in attendance and the provider had stated that this was the best series to date and that the standard of skating and attendance seemed to be improving. Following discussion, it was agreed to provide skateboard lessons in Easter and the summer of 2027. The Clerk had sourced a DBS for Cllr Thompson and a certificate had been sent to the Skateboard lesson provider. The cost was £48 for registration and £126 for the DBS.	
6(2)	<u>Youth Activities</u> Cllr Bortolozzo reported that he was still trying to get a date for a visit to the Sundridge Youth Club with the WSA. Cllrs Coen and Bortolozzo to liaise. The Committee noted that the new Art Shop was running art classes for 11+ and it was agreed to investigate numbers after October half term	DC/MB
6(3)	<u>Summer Family Fun sessions</u> The Summer sessions took place on 30 th July, 6 th , 13 th and 20 th August on King George's Playing Field. A comprehensive report of attendance and activities had been received, in all 180 children had attended over the four sessions. There had been an issue with a child slightly scalded by a hot tap. The Clerk to investigate. The Rivers Trust had attended and run activities, the Clerk to obtain a report from them and to place on the ECO policy.	AH AH
6(4)	<u>Re-siting of youth shelter on KGF</u> Cllrs Coen and Rodgers, together with the KGF Project Officer and Town Clerk and had visited KGF to decide on a new position for the Youth Shelter that had been previously removed; a site was agreed. A new base would be needed before the shelter could be sited, the Project Officer to source.	DM
7. 7(1)	<u>Community Issues</u> <u>Anti-Social behaviour</u> A number of reports had been received from the Police regarding different forms of ASB in Westerham. Patrols had been increased to identify and tackle off road bikes being driven on the highway, driven in an antic-social manner in public spaces or linked to other vehicle-related offences.	
7(2)	<u>Police</u> The following information had been received: - • Regular updates from My Community Voice • Police Neighbourhood alerts	

7(3)	Cllr Bortolozzo expressed disappointment that despite reporting to the Police via email and online a van parked fully on the pavement, blocking sight lines, near to the zebra crossing in the High Street he had not heard anything. The Clerk had asked local Police about a date for the next Police Community Engagement event (previously called 'Coffee with a Cop') and was waiting to be advised.	AH
7(4)	<u>IAG (Independent Advisory Group)</u> Cllr Coen reported that she had attended the IAG meeting on 9th July, however there had been a low turnout probably due to the high temperate and the World Cup! It was reported that Hate Crime was down and education was at the heart of crime prevention. The Child Centred Policing Team was being increased. Violence against Women and Girls remained high on the agenda.	
7(5)	Cllr Dicker was interested in attending future meetings. <u>Chamber of Commerce – Westerham</u> There was no information regarding the next meeting in Westerham. The Buddha Restaurant was interested in hosting a session. Cllr Breminer would confirm that they had responded to the Chamber of Commerce.	IB
7(6)	<u>Independent Traders Meeting and approve cost of ink stamps</u> Cllrs Bortolozzo and Breminer reported that a meeting had been arranged for 14th October at Westerham Hall regarding the Business Crime Reduction Partnership. All Cllrs had been invited. Ninety-nine invitations to the meeting were being hand delivered by the two Cllrs. Representatives from the National Association of Business Crime Partnership (NABCP) and from the Safe Sevenoaks District Business Crime Partnership would explain how a local partnership could work, including the use of the Disc information sharing app. There would be a presentation and then a Q and A session. It was agreed to provide bottles of water and snacks for the meeting. The cost of three ink stamps totaling £75.95 which had been used on the invitations was approved. The cost to come out of contingencies.	
7(7)	<u>Mobile Coverage in Westerham</u> Cllr Breminer reported that there had been no further update on the planning application.	
7(7)	<u>Age-friendly communities – Older Person's Day event</u> The Clerk reported that the following acceptance responses from stallholders had been received: - • NHS Social prescriber • SDC HERO service Service Team Leader • SDC Health Team • NHS Ageing Well and Social Value Co-ordinator, Adult Long Term & Specialist Services, Kent Community Health NHS Foundation Trust • NHS Registration Integrated Neighbourhood Teams Coordinator, Sevenoaks Primary Care Network • U3A Yoga and chair yoga • National Trust • Age UK • Sevenoaks/Westerham Libraries • Scooter & Mobilitymart • Bereavement Counsellor	

7(8)	• Fullers Hill Church – Warm Space • Community First Responders – defib training • Forget-me-not Cafe • Kent Fire and Rescue Westerham • Thackery Solicitors Sevenoaks Also, over 40 people had put their names down to attend the event. <u>Christmas Lights Switch-on</u> The Town partnership had confirmed that the Christmas Lights event would take place on Friday 27th November. The Christmas Tree Festival would take place until 7th December. Cllrs Rodgers and Bortolozzo would be accompanying Cllr Boyle to choose the Christmas trees to understand the process.	MB
7(9)	<u>Friday Lunch Club – cost for cupboard space</u> The Clerk reported that Westerham Hall were refurbishing their kitchen. As a consequence, there would be less cupboard space in the kitchen and no space for the Friday Lunch Club items. An outside cupboard has been offered at a cost of £20 a month, WTC currently paid £64 for hall hire. The cupboard hire charge was felt to be expensive. Cllr Rodgers had raised this at a Trustee meeting on 1st September and had followed this up with the Hall Manager but the situation had not changed. Following discussion, it was agreed that the Clerk would speak to the Trustees and also discuss it with the Friday Lunch organiser to explore other options.	AH
7(10)	<u>New bin for bus stop – London Road</u> A small bin had been sited next to the new bus stop in London Road. However, it was too small and constantly overflowing. SDC would not pay for a bigger bin but had stated that a new bin could be purchased at a cost of £800. Following discussion, it was agreed to confirm that emptying costs would not be applied by SDC and request that the Highways and Lighting Committee paid half the cost.	AH
8.	<u>Financial Statement to 31st July 2026</u> The Financial Statement to 31st July had been circulated and was noted.	
9.	<u>Risk Assessments Review</u> The Clerk had reviewed the small number of Risk Assessments that the Committee were responsible for and no amendments were required.	
10.	<u>Strategic Business Plan – Action Plan</u> A plan had been circulated and was noted. Minor changes to be made.	DC/AH
11.	<u>ECO Action Plan</u> 11.1 The ECO Plan had been circulated and was noted. 11.2 National Emergency Briefing Film - WTC had received a request to help with the funding to show a new film from the National Emergency Briefing - a public information initiative to ensure the UK was fully briefed on the climate and nature crisis. The film presented the national implications of climate and nature breakdown - along with credible, positive responses - in a single, accessible account designed for screening in communities across the UK.	

	Following discussion, it was agreed to offer to pay for Westerham Hall hire and to help with advertising the event.	AH
12.	<u>Correspondence</u> 12.1 An email had been received from a resident requesting details of any toddler groups. The Clerk had given details for the Group at Fullers Hill Church. 12.2 An email had been received from the new Community Development Worker for Sevenoaks Family Hubs, regarding partnership working. The Clerk to request a meeting to discuss further.	DC/AH
13.	<u>Reports from Councillors</u> Cllr Thompson reported that the Warm Spaces had taken a break in August but he would be attending all future sessions. Cllr Coen had been invited to the Crockham Hill School new playground opening. Cllr Bortolozzo reported that he had delivered TN16 magazines to Number 21 – Tourist point. Cllr Bortolozzo and Dicker had attended the Signage Working Group.	
14.	<u>TN16, Crockham Hill Newsletter and website</u> Older Person's Day	
15.	<u>Matters for District and County Councillors</u> None.	
16.	<u>Further Matters for Consideration at the next meeting</u> None.	
17.	<u>Date of next meeting</u> Monday 2nd November 2026	

The meeting was concluded at 9.26 pm

Minutes confirmed as a correct record:

Chair

Minutes of the Open Spaces and Amenities Committee
held at Russell House on
Monday 14th September 2026 at 7.00pm

In attendance: Mrs C Debono (CDB) Deputy Town Clerk
Eight members of the public attended the meeting.

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	the tree contractor and the advice received, under common law, the resident was permitted to cut back the 50cm overhanging branches to the boundary. The Deputy Clerk had advised the resident accordingly. Community Orchard – The Deputy Clerk advised the Committee that the recent funding application submitted had been unsuccessful. Further funding opportunities were being explored to support this project and could not be progressed until funding for the project could be sourced. 8.2 Winter hanging baskets – The Deputy Clerk had confirmed that a minimum spend for the required winter hanging baskets exceeded the budget and was therefore not possible. It was agreed to communicate the decision to residents in TN16.	
5.	<u>5. Clerks report - this is a general update since the last meeting for information.</u> 5.1 The report was received and noted.	
6.	<u>Finance</u> 6.1 To receive the OSA Financial Statement up to 31st July 2026 The report was received and noted. Water Bill – Cllr Sheen advised the committee that an analysis of the recent water bills had been carried out and would be put forward to the Finance Governance & General Purposes (FG&GP) meeting. No other concerns were raised.	SS
7.	<u>Allotments</u> 7.1 To update on the allotment competition – The allotment competition took place on the 16th July, a first and second prize had been awarded on each site, with an overall winner awarded the cup on Saturday 12th September at the Westerham Horticultural Society's Autumn Show by Cllr Rodgers. 7.2 To review the allotment rents - Comparable prices had been compiled by the Deputy Clerk, and it was agreed that the allotment rents be increased by approximately 5%, taking the full plots up to £55.00 and the half plots to £31.00, to commence 1st Oct 2027. This would be communicated to allotment holders via rent renewal letters/ email. 7.3 To discuss and approve consideration of a community allotment space – Following lengthy discussion the Committee agreed that clarity be sought on the location of the residents in the first instance. It had also been agreed that a policy / guideline for future requests be considered. Cllr Sheen suggested discussing raising a grant application at the forthcoming Barley Charity meeting.	CDB CDB SS
8.	<u>King George's Field</u> 8.1 To discuss and consider quotations received for the Groundsman hut maintenance plan – Three comparable quotations from local contractors, had been compiled by the Deputy Clerk for the Committee to review. Following lengthy discussion, the Committee agreed subject to a full breakdown of works it was agreed to contract Ravensbourne at the cost of £5,928 (+VAT). This would need to be put to Council on the 5th October for approval as it would require a transfer from Council Reserves.	

	8.2 To discuss and consider quotations received for fencing on King George's Playing Field – Two comparable quotations from local traders were reviewed by the Committee for fencing works to be carried out. Subject to confirmation from the RFO to identify the source of funding for this expenditure it was agreed to contract B R Stacey fencing at a cost of £2,300 (+VAT)	CDB
9.	Open Spaces 9.1 To review the visual inspections - Quarter three inspections were due and should be sent to the Deputy Clerk before the end of September. Cllr Sheen had completed the inspections for Crockham Hill and advised the bench in the garden had still not been fixed, The Deputy Clerk to investigate. The Committee agreed that the allocation of visual inspections be reviewed to consider the new OSA Councillor. 9.2 To discuss and approve request for a cherry tree to be sited within Crockham Hill Gardens – A request had been made to plant a cherry tree within the Crockham Hill Gardens in memory of a former resident. The Committee approved the request for the cherry tree to be planted subject to the individuals responsible for planting the memorial tree undertaking all watering and ongoing maintenance. The Deputy Clerk to advise accordingly. 9.3 To discuss concerns regarding littering / parking on the Green A member of the public raised concerns at the public forum regarding littering around the Green, in particular the unsightly accumulation of cigarette ends around the picnic area nearest the church. The Committee noted that, following a recent accident in which a dog waste bin and noticeboard had been damaged and removed, consideration could be given to installing a dual-purpose waste bin in their place, subject to confirmation of insurance requirements. It was further agreed that Sevenoaks District Council (SDC) be contacted to request that the area be cleaned and maintained and additional bins within the church grounds be emptied following any events taking place on The Green. Cllr Dicker to speak with those involved and if appropriate, followed up with Cllr Boyle. 9.4 Annual Rospa Health and Safety Inspection Report (The Royal Society for the Prevention of Accidents) - the annual inspections were carried out during July, and the reports had been circulated to the OSA Committee members for information – red flags had been identified in relation to the skatepark, and the Deputy Clerk had been investigating the issues and potential resolution. 9.5 Events on our land – • Country Fayre – 12th September 2026 – The Green • Pumpkin Display & Competition 31st October 2026 – The Green The Chair of the Westerham Town Partnership (WTP) attended the public forum to extend his thanks to WTC for supporting the events organised on The Green. A member of the public expressed his belief that there could be more community/hospitality events held on the Green for the benefit of residents, local organisations and traders. Following discussion, it had been agreed, to invite him to a separate meeting to discuss the ideas in more detail.	CDB CDB CDB CD CDB CDB

10.	<u>Review risk assessments</u> - Cllr Rodgers reviewed the risk assessments ahead of the meeting and no amendments were deemed necessary.	CDB
11.	<u>Strategic Business Plan</u> The Committee noted the Strategic Business Plan, and the Deputy Clerk would update as necessary.	CDB
12.	<u>Climate change / Environmental & Biodiversity</u> The Committee noted the ECO Action Plan, and the Deputy Clerk would update as necessary.	CDB
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> Drones - To consider new policy Bees – To consider new policy, subject to consultation with allotment holders.	CDB
18.	<u>Date of next meeting</u> 9 th November 2026	

The meeting was concluded at 10:04pm

Minutes confirmed as a correct record:

Chair

WESTERHAM TOWN COUNCIL

Minutes of the Highways and Lighting Committee held on
Monday 21st September 2026 at 7.00 pm at Russell House,
Market Square, Westerham

Present: Councillors: Mr M Bortolozzo – Chair (MB)
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 Bird – business commitment.	
2.	<u>Declarations of Interest not previously declared</u> None.	
3.	<u>Minutes of the Meeting held on 22nd June 2026</u> Were approved at the Council meeting on 13 th July 2026.	
4.	<u>Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda</u> Item 4 – Cllr Proudfoot asked for an update regarding the overhanging vegetation from the cottages on the High Street close to Wells Place. The Assistant Clerk had been in touch with the letting agency and ascertained that the vegetation was not associated with their property. The issue had been reported to KCC. The Assistant Clerk would follow up. Item 5.5 – Cllr Proudfoot queried the motorhome on Flyers Way. The Assistant Clerk informed the Committee that SDC, the Police and Social Services were aware and because there were no parking restrictions nothing further could be done. Item 5.6 – Market Square pavement issues had been assigned to KCC Footway Asset Team. The Committee were advised that there were no current maintenance defects associated with the blocks; however, KCC would be exploring other options.	JO

5.	Highways	
5.1	Community Speedwatch Campaign – Since the last H&L meeting four Speedwatch sessions had taken place in Westerham and one in Crockham Hill. In Westerham, a top speed of 36mph had been recorded in Croydon Road where the speed limit was 30mph. At the Hosey Hill sessions around 30% of vehicles were recorded over 35mph (top speed 45mph). At Crockham Hill around 4% of passing vehicles were over 35mph (top speed 43mph). A new site had been identified for use on Main Road, Crockham Hill (Smiths Lane/Deanery Road – traffic heading north). Cllr Breminer informed the Committee that the Police had carried out speed enforcement checks in the area, including Croydon Road, on Friday 18th September. Cllr Bortolozzo expressed disappointment that WTC had not been advised that they would be carrying out speed enforcement.	
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): • June 2026: 2 visits – 18 offences • July 2026: 2 visits – 10 offences • August 2026: 3 visits – 20 offences	
5.3	Highways Improvement Plan (HiP) 2025/2026 – The Committee noted the following updates: • <i>Westerham Hill/Pilgrims Way</i> – The 40mph signage had been installed. Cllr Bortolozzo had spoken to the contractors, and further roundels were due to be installed. Once all signage had been completed feedback would be sent to KCC as necessary. The Assistant Clerk had been copied into correspondence from a resident regarding a request to extend the 30mph speed limit from LB Bromley boundary into Kent from Westerham Heights. KCC had suggested contact be made with WTC so that the issue could be considered for inclusion on the HiP, but no contact had been by the resident. Cllr Proudfoot asked whether a footpath could be installed at the top of Westerham Hill. This had been discussed at the last meeting (item 4; 22.6.26) and KCC had responded to say that there was insufficient land to accommodate a footpath to the required standards. • <i>London Road</i> – KCC had completed their investigations and concluded that they would not support the introduction of physical traffic calming measures. They would support increased signage in the 20mph section and design/costings would be prepared. Cllr Williams had met with London Road residents and Cllr Bortolozzo / Assistant Clerk would arrange to meet with him.	JO MB/JO

	• <i>Croydon Road</i> – KCC would provide design and pricing (20mph section and gateways).	
5.4	To review parking survey at Costells Meadow & agree recommendation – The Assistant Clerk provided an update on the results of the parking survey circulated to residents in Costells Meadow and Market Way. A total of 20 responses were received and one email with comments. In summary: • 90% of respondents were in favour of introducing double yellow lines in Costells Meadow. • Double yellow lines less favoured for the entirety of Market Way due to limited off-road parking for residents who live there (No - 55%); however, there was support for double yellow lines to extend around the corners from Costells Meadow into Market Way. • 70% of respondents were against the introduction of permit parking. Following discussion, the Committee agreed that the proposal be forwarded to Sevenoaks District Council for inclusion in their annual review of parking restrictions. There would be no cost to WTC for the request. The Assistant Clerk would confirm whether there would be any costs to the Council for the implementation (should the proposal be successful). Cllr Bortolozzo asked for confirmation that should there be any cost that these be split between Highways & Lighting, OSA Committee and Council as initially suggested by the RFO.	JO
5.5	To consider parking issues around Farley Nursery - A resident had been in touch regarding inconsiderate parking around Farley Nursery. The Committee were reminded that the issue had been examined in detail in 2024 when an informal consultation had been conducted and had not been proceeded given the number opposed to the introduction of parking restrictions. The resident had asked that a different approach be considered e.g. resident parking permits and drop kerbs (the latter had been considered previously but could not proceed due to the location of utility cabling). The Assistant Clerk had sought advice from Sevenoaks DC's Parking Manager who suggested that consideration should be given to who would be included within a parking permit zone. Following discussion, the Committee felt that parking permits would not be supported if an appropriate consultation area should be surveyed, and that other options had been exhausted following the previous investigation. As there had not been complaints from other residents the Committee decided not to progress the issue.	JO
5.6	Update on additional bike rack in Westerham – A suitable contractor had been identified but confirmation had not been received regarding whether planning permission would be required given the location within the Conservation Area.	

5.7	To consider Westerham town centre and parking initiative – Cllr Breminer presented the proposal to develop a town centre access and parking initiative. The key proposals for note were: • Fifteen minutes free parking (request for 12-month trial); • To be updated by SDC regarding their 2022 Vision for Westerham; • London Road traffic assessment, including pedestrian safety at A25 junction and HGV / agricultural use; • Motorcycle and bicycle parking audit and plan. Following discussion, the Committee approved the initiative and the proposed joint letter to Sevenoaks DC and Kent CC, subject to any feedback from Cllr Bird.	
6. 6.1	<u>Street Lighting</u> Repairs and responses – The following repairs / work had been undertaken: • Column 106/107/108/114, Madan Road, replaced fuse - £65+VAT. • Column 49, Croydon Road – replaced lantern & tested - £375 + VAT. • Column 18, Farley Allotment path & column 127, Market Way – replaced photocell and tested - £165 + VAT. The lighting around the Churchill statue had been replaced at a cost of £307 + VAT, and £45 + VAT to re-set the timer. Cllr Breminer had been in touch with the Churchill Society and a donation of £250 had been made. Cllr Bortolozzo thanked Cllr Breminer for his efforts to secure the donation.	
7. 7.1	<u>Sevenoaks District Council</u> Sevenoaks Joint Transportation Board – Meeting to be held on 13th October, no agenda available.	
8. 8.1	<u>Public Transport Issues</u> To consider sharing costs with Community Engagement Committee for a larger litter bin by the London Road bus shelter – A small bin had been sited by SDC next to the new bus stop in London Road. However, there had been reports that it was constantly overflowing. SDC would not pay for a bigger bin but had stated that a new bin could be purchased at a cost of £800. The Community Engagement Community Committee had requested that the Highways and Lighting Committee paid half the cost. Cllr Bortolozzo stated that he had checked the bin on several occasions and it had not been full and was not sure why SDC had chosen a bin of this size. Following discussion, the Committee agreed that this should be monitored before a decision be made.	
8.2	Cllr Proudfoot highlighted that the bus stop, on Westerham Hill close to Pilgrims Way had been damaged beyond repair following a car accident. The Assistant Clerk would report to TfL.	JO

9.	<u>Public Rights of Way (PROW)</u> The Assistant Clerk reported that a member of the public had been in touch to raise concerns regarding a bridge that appeared unsafe on footpath SR352 running parallel to Hosey Hill. This had been reported to the PROW fault report website in August, and the work had been scheduled. The Assistant Clerk had requested consideration of a handrail along Water Lane. This had been allocated for inspection by PROW.	
10. 10.1	<u>Financial</u> To receive the Financial Statement up to 31st July 2026 – Noted by the Committee.	
11.	<u>To Review Risk Assessments</u> The following amendment had been made to the Speedwatch Volunteers risk assessment: Hazard & Risk: Road rage/ aggressive members of the public. "As instructed by Kent Police in line with GDPR all Speedwatch vehicle data collected by the roadside once inputted onto the Speedwatch database is to be shredded after the session". <i>Replace with</i> "As instructed by Kent Police and in line with GDPR all Speedwatch manual recording sheets should be retained for one month from the date of observation".	
12.	<u>Action Plan from Strategic Business Plan – update</u> The updated Plan was approved by the Committee.	
13.	<u>Eco Policy Action Plan</u> Cllr Proudfoot asked that 'Electricity Contract for streetlights' be closed. The item would be re-added when the new suppliers are sought in 2028 (end of fixed term contract). Cllr Proudfoot asked that 'Transport' be updated to 'No progress'.	JO JO
14.	<u>Correspondence</u> None.	
15.	<u>Reports from Councillors</u> Cllr Thompson would monitor flooding levels in Croydon Road over the winter months.	KT
16.	<u>TN16, Edenbridge Magazine, Website, Social Media and Crockham Hill Newsletter</u> None.	

17.	<u>Matters for District and County Councillors</u> Cllr Bortolozzo would arrange to meet with Cllr Nigel Williams, KCC.	MB
18.	<u>Further matters for consideration at the next meeting</u> None.	
19.	<u>Date of next meeting</u> Monday 16 th November 2026.	

The meeting was concluded at 9.05pm

Minutes confirmed as a correct record:

Chair

Date: 21/09/2026

Westerham Town Council 2026/2027

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Santander Bank Current A/c

Payments made between 01/06/2026 and 31/08/2026

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
01/06/2026	CF Corporate Finance	DD	128.32		21.39	4050	101	106.93	Office IT equipment lease
02/06/2026	Amazon Business	DEBIT CARD	11.78		1.96	4030	101	9.82	Stationary
02/06/2026	Amazon Business	DEBIT CARD	5.40		0.90	4354	202	4.50	KGF Disposable gloves
10/06/2026	Siemens Financial Services Ltd	DD	168.00		28.00	4030	101	140.00	RHse tel lease / annual fee
10/06/2026	Amazon Business	DEBIT CARD	24.98		4.16	4353	202	20.82	Dummy camera KGF
10/06/2026	Amazon Business	DEBIT CARD	8.93		1.00	4890	401	7.93	Litter pick stickers
11/06/2026	Air Ambulance	BACS	500.00			4100	101	500.00	WTC Grant
12/06/2026	Wealdens	BACS	929.36		154.88	4410	205	774.48	Grass cutting contract
12/06/2026	Goldservice Contract Cleaning	BACS	242.00		40.33	4035	101	201.67	RHse cleaning
12/06/2026	Dan Jordan Publishing Ltd	BACS	144.00		24.00	4011	101	120.00	TN16
12/06/2026	Spy Alarms Ltd	BACS	216.00		36.00	4035	101	180.00	Engineer call out
12/06/2026	Jewson	BACS	41.64		6.94	4400	205	34.70	Supplies The Green noticeboard
12/06/2026	Streetlights Ltd	BACS	78.00		13.00	4430	301	65.00	H&L repair
12/06/2026	Stiles Harold Williams	BACS	1,740.00		290.00	4041	101	1,450.00	Prof advice Winterton surg
12/06/2026	Coolburn Air Conditioning	BACS	162.00		27.00	4035	101	135.00	Air cond service
12/06/2026	D Coen	BACS	14.73			4603	401	14.73	CH Coffee morn supplies
12/06/2026	Castle Water	BACS	28.61			4201	202	28.61	KGF Pav water supply
12/06/2026	Heliocentrix Ltd	BACS	153.11		25.52	4050	101	127.59	Microsoft agreement
12/06/2026	SLCC	BACS	268.00			4045	101	268.00	Membership CDeBono
12/06/2026	SLCC	BACS	215.00			4045	101	215.00	Membership JOSullivan
12/06/2026	Zurich Municipal	BACS	7,940.44		70.00	4040	101	7,870.44	Annual insurance contract
12/06/2026	Classic Lifts	BACS	71.93		11.99	4035	101	59.94	Quarterly service charge
12/06/2026	CSG Global Ed Ltd	BACS	72.56		12.09	4030	101	60.47	Stationary
12/06/2026	Retail Fire Ltd	BACS	1,155.96		192.66	4035	101	963.30	RHse Emergency lights repl
12/06/2026	Westerham Hall	BACS	85.00			4011	101	85.00	ATM hall hire
12/06/2026	SLCC	BACS	-258.00		-43.00	4004	101	-215.00	Correct duplicate entry
12/06/2026	SLCC	BACS	258.00		43.00	4004	101	215.00	Correct duplicate entry
12/06/2026	SLCC	BACS	-215.00			4004	101	-215.00	Correct duplicate entry
16/06/2026	EDF Energy	DD	94.56		4.50	4010	101	90.06	RHse Electricity
19/06/2026	Drax Energy Solutions	BACS	361.74		17.23	4200	202	105.19	Electricity

Subtotal Carried Forward:

14,647.05

0.00

983.55

13,318.99

Santander Bank Current A/c

Payments made between 01/06/2026 and 31/08/2026

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
									Groundsman's hut
						4404	205	79.77	Electricity CH Pavilion
						4200	202	66.40	Electricity KGF
						4200	202	38.44	Electricity KGF
						4432	401	54.71	Electricity F.Hill toilets
19/06/2026	Castle Water	DD	36.16			4010	101	36.16	R.Hse water
19/06/2026	Drax Energy Ltd	DD	361.74		60.29	4200	301	301.45	H&L electricity
19/06/2026	Drax Energy Ltd	DD	-361.74		-60.29	4200	301	-301.45	Correct duplicate entry
23/06/2026	Drax Energy Solutions	DD	592.85		98.81	4200	301	494.04	Streetlight electricity
23/06/2026	Sevenoaks District Council	DD	939.00			4020	101	939.00	Business rates
23/06/2026	Sevenoaks District Council	DD	939.00			4020	101	939.00	R.Hse business rates
23/06/2026	Drax Energy Ltd	DD	592.85		98.81	4200	301	494.04	H&L electricity
23/06/2026	Sevenoaks District Council	DD	-939.00			4020	101	-939.00	Correct duplicate entry
23/06/2026	Drax Energy Ltd	DD	-592.85		-98.81	4200	301	-494.04	Correct duplicate entry
26/06/2026	A Clark	BACS	887.67			4000	101	887.67	June payroll
26/06/2026	J O'Sullivan	BACS	1,139.60			4000	101	1,139.60	June payroll
26/06/2026	C DeBono	BACS	1,447.27			4000	101	1,447.27	June payroll
26/06/2026	D Marshall	BACS	1,336.68			4000	101	1,336.68	June payroll
26/06/2026	A Howells	BACS	2,270.37			4000	101	2,270.37	June payroll
26/06/2026	KCCreKent Pension Fund	BACS	2,412.10			4000	101	570.91	Employee contributions
						4002	101	1,841.19	Employer contributions
26/06/2026	HM Revenue & Customs	BACS	3,062.68			4001	101	1,125.67	Employer NI
						4000	101	1,937.01	Employee NI & PAYE
26/06/2026	Goldservice Contract Cleaning	BACS	646.79		107.80	4432	401	538.99	F.Hill toilet cleaning
26/06/2026	Castle Water	BACS	48.44			4432	401	48.44	F.Hill toilet water
26/06/2026	Retail Fire Ltd	BACS	168.00		28.00	4035	101	140.00	R.Hse fire alarm service
26/06/2026	Classic Lifts Ltd	BACS	2,059.09		343.18	4035	101	1,715.91	New lift shaft lighting
26/06/2026	Heliocentrix Ltd	BACS	219.62		36.60	4050	101	183.02	IT Support Agreement
26/06/2026	Barclays Business Premium A/C	casflow	50,000.00			208		50,000.00	Cashflow
29/06/2026	Barclays Community A/C	Cashflow	50,000.00			209		50,000.00	Cashflow
29/06/2026	Focus Group Ltd	DD	362.26		60.38	4030	101	301.88	R.Hse telephone charges
01/07/2026	Corporate Finance	DD	128.32		21.39	4050	101	106.93	R.Hse computer lease
Subtotal Carried Forward:			132,403.95	0.00	1,679.71			130,724.24	

Santander Bank Current A/c

Payments made between 01/06/2026 and 31/08/2026

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
02/07/2026	Amazon Business	DEBIT CARD	9.92		1.65	4030	101	8.27	Office expenses
02/07/2026	Amazon Business	DEBIT CARD	10.76		1.80	4354	202	8.96	KGF gloves
06/07/2026	Amazon Business	DEBIT CARD	9.65		1.61	4400	205	8.04	Watering can
06/07/2026	Amazon Business	DEBIT CARD	11.89		1.98	4030	101	9.91	Office expenses screen
10/07/2026	Siemens Financial Services Ltd	DD	120.00		20.00	4030	101	100.00	R.Hse telephone system
16/07/2026	Drax	DD	541.83		90.30	4200	301	451.53	Streetlight electricity
17/07/2026	Castle Water	DD	34.98			4010	101	34.98	R.Hse water supply
20/07/2026	Drax	DD	294.22		13.95	4432	401	53.80	F.Hill toilet electricity
						4200	202	71.11	KGF Groundsman's Hut elec
						4404	205	64.01	C.Hill pav electricity
						4404	205	54.15	C.Hill pav electricity
						4404	205	37.20	C.Hill pav electricity
21/07/2026	EDF	DD	122.20		5.82	4010	101	116.38	R.Hse electricity
23/07/2026	Sevenoaks District Council	DD	939.00			4020	101	939.00	R.Hse Business Rates
23/07/2026	Davlav	DEBIT CARD	220.00			4400	202	220.00	Cess pit emptying
23/07/2026	DavLav	DEBIT CARD	2.00			4400	202	2.00	KGF cesspit empty
24/07/2026	DBS Check Online	DEBIT CARD	126.00		17.42	4421	401	108.58	DBS for KThompson
24/07/2026	DBS Check Online	DEBIT CARD	48.00		8.00	4421	401	40.00	DBS for KThompson
29/07/2026	Focus Group	DD	365.02		60.84	4030	101	304.18	R.Hse telephone charges
03/08/2026	CF Corporate Finance	DD	128.32		21.39	4050	101	106.93	R.Hse computer lease
03/08/2026	Amazon Business	DEBIT CARD	7.99		1.33	4030	101	6.66	RHse food waste bags
03/08/2026	Amazon Business	DEBIT CARD	7.99		1.33	4030	101	6.66	RHse food waste caddy
05/08/2026	Amazon Business	DEBIT CARD	19.96		3.32	4353	202	16.64	T.Clark workwear
06/08/2026	Scottish Water	BACS	58.40			4404	205	58.40	C.Hill pavilion water
11/08/2026	Siemens Financial Services Ltd	DD	120.00		20.00	4030	101	100.00	R.Hse Telephone lease
14/08/2026	Amazon Business	DEBIT CARD	29.94		4.98	4353	202	24.96	T.Clark workwear
18/08/2026	EDF Energy	DD	76.66		3.65	4010	101	73.01	R.Hse electricity supply
18/08/2026	Castle Water	DD	36.16			4010	101	36.16	R.Hse water supply
18/08/2026	Drax	DD	571.95		95.32	4200	301	476.63	Streetlight electricity
21/08/2026	Drax Energy Sol	DD	300.27		14.30	4200	202	65.99	KGF Groundsman's Hut
						4200	202	66.14	KGF Pavilion
						4432	401	60.01	F.Hill toilets
						4200	202	38.44	KGF Pavilion

Subtotal Carried Forward:

136,617.06

0.00

2,068.70

134,492.97

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Santander Bank Current A/c

Payments made between 01/06/2026 and 31/08/2026

Nominal Ledger Analysis									
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
						4404	205	55.39	C.Hill Pavilion
24/08/2026	Sevenoaks District Council	DD	939.00			4020	101	939.00	R.Hse business rates
26/08/2026	Zurich Insurance	DEBIT CARD	254.81			4404	205	254.81	C.Hill insurance policy
26/08/2026	Zurich Insurance	DEBIT CARD	-254.81			4404	205	-254.81	Posted to wrong account
28/08/2026	Focus	DD	361.96		60.33	4030	101	301.63	R.Hse office telephone
Total Payments:			137,918.02	0.00	2,129.03			135,788.99	

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Barclays Community A/C

Payments made between 01/06/2026 and 31/08/2026

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
10/07/2026	Dan Jordan Publishing Ltd	BACS	480.00		80.00	4011	101	400.00	TN16 double page
10/07/2026	MTT Event Hire Ltd	BACS	550.00		91.67	4100	101	458.33	Grant - W'ham Town Partnership
10/07/2026	Westerham Heights Nurseries	BACS	97.97			4426	205	97.97	Bedding plants/compost W'ham
14/07/2026	CSG Global Education	BACS	106.50		17.75	4030	101	88.75	Office expenses
14/07/2026	Westerham Heights Nurseries	BACS	33.99			4426	205	33.99	Bedding/compost W'ham town
14/07/2026	Goldservice Contract Cleaning	BACS	604.79		100.80	4432	401	503.99	F.Hill toilet cleaning
14/07/2026	Goldservice Contract Cleaning	BACS	242.00		40.33	4030	101	201.67	R.Hse cleaning
14/07/2026	Wealdens	BACS	929.36		154.88	4410	205	774.48	Grass cutting contract
14/07/2026	SLCC	BACS	215.00			4045	101	215.00	Membership JOSullivan
14/07/2026	SLCC	BACS	46.20		7.70	4004	101	38.50	Training course DMarshall
14/07/2026	Streetlights Ltd	BACS	230.40		38.40	4430	301	192.00	H&L streetlight repairs
14/07/2026	Heliocentrix Ltd	BACS	219.59		36.60	4050	101	182.99	IT support agreement
14/07/2026	Heliocentrix Ltd	BACS	148.03		24.67	4050	101	123.36	Microsoft agreement
14/07/2026	Procurement Services KCC	BACS	77.12		12.85	4030	101	64.27	R.Hse photocopier lease
14/07/2026	D Coen	BACS	6.18			4603	401	6.18	Expenses CH coffee morn
14/07/2026	T Clark	BACS	45.00			4353	202	45.00	Expenses strimmer head
14/07/2026	D Marshall	BACS	112.26		18.72	4030	101	93.54	Expenses stationary
22/07/2026	Breakthrough Comms	BACS	714.00		119.00	4045	101	595.00	Annual data protect service
22/07/2026	Castle Water	BACS	197.55			4432	401	197.55	F.Hill toilet water supply
22/07/2026	CDebono	BACS	24.07			4300	201	24.07	Expenses allotment comp
22/07/2026	T Clark	BACS	16.51		2.75	4353	202	13.76	Expenses KGF
22/07/2026	D Coen	BACS	24.54			4603	401	24.54	CH coffee morn
22/07/2026	Goldservice Contract Cleaning	BACS	604.79		100.80	4432	401	503.99	F.Hill toilet cleaning
22/07/2026	Goldservice Contract Cleaning	BACS	242.00		40.33	4030	101	201.67	R.Hse cleaning
22/07/2026	Sevenoaks District Council	BACS	801.84		133.64	4354	202	668.20	Emptying dog waste bins
22/07/2026	St Marys the Virgin Church	BACS	1,000.00			4011	101	1,000.00	Grant monies
22/07/2026	SLCC	BACS	495.00			4004	101	495.00	CiLCA Qualification
22/07/2026	SLCC	BACS	495.00			4004	101	495.00	CiLCA Qualification CDebono
22/07/2026	ROSPA	BACS	432.00		72.00	4400	202	360.00	KGF annual safety
Subtotal Carried Forward:			9,191.69	0.00	1,092.89			7,738.80	

Barclays Community A/C

Payments made between 01/06/2026 and 31/08/2026

Nominal Ledger Analysis								
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	Transaction Details
								inspect
22/07/2026	RJ Metalwork	BACS	384.00		64.00	4353	202	320.00 KGF dummy CCTV posts
22/07/2026	Weed Management Ltd	BACS	746.50		124.42	4420	205	622.08 Weed treatment town centre
22/07/2026	Westerham Hall	BACS	63.75			4436	401	63.75 Community lunch hall hire
22/07/2026	Windowflowers Ltd	BACS	7,872.00		1,312.00	4418	205	6,560.00 Hanging basket contract
22/07/2026	Kerry-Anne Ltd	BACS	141.12			4435	401	141.12 Memory cafe cakes
						327		-141.12 Memory cafe cakes
						6000	401	141.12 Memory cafe cakes
22/07/2026	Wilkin Chapman LLP	BACS	3,042.00		500.00	4041	101	2,542.00 KGF padel lease
						319		-2,542.00 KGF padel lease
						6000	101	2,542.00 KGF padel lease
24/07/2026	A Howells	BACS	2,164.39			4000	101	2,164.39 July Payroll
24/07/2026	D Marshall	BACS	1,294.78			4000	101	1,294.78 July Payroll
24/07/2026	C DeBono	BACS	1,447.27			4000	101	1,447.27 July Payroll
24/07/2026	J O'Sullivan	BACS	1,096.61			4000	101	1,096.61 July Payroll
24/07/2026	A Clark	BACS	908.16			4000	101	908.16 July Payroll
24/07/2026	KCCreKent Pension Fund	BACS	2,331.89			4002	101	1,780.55 July employer pension contrib
						4000	101	551.34 July employee pension contrib
24/07/2026	HM Revenue & Customs	BACS	2,889.46			4001	101	1,078.30 July payroll employer NI
						4000	101	1,811.16 July payroll employee NI & PAYE
04/08/2026	Amazon Business	DEBIT CARD	12.49		2.08	4030	101	10.41 Office clock
11/08/2026	BCM Electrical UK	BACS	234.00		39.00	4400	202	195.00 KGF Hut callout/heater cable
11/08/2026	Spy Alarms Ltd	BACS	204.00		34.00	4035	101	170.00 R.Hse fix intercom
11/08/2026	CDeBono	BACS	19.80			4009	101	19.80 Travel expenses
11/08/2026	Andwis Lifts	BACS	1,337.87		222.98	4035	101	1,114.89 R.Hse supply/fit indicator
11/08/2026	A Howells	BACS	36.30			4009	101	36.30 Travel expenses
11/08/2026	Mr O Ireland	BACS	1,600.00			4421	401	1,600.00 4x skateboard sessions
11/08/2026	Wealden Services Ltd	BACS	929.36		154.88	4410	205	774.48 Westerham grass cutting
11/08/2026	Safeguard Pest Control	BACS	295.03		49.17	4410	202	245.86 KGF mole control
11/08/2026	Streetslights Ltd	BACS	78.00		13.00	4430	301	65.00 H&L repairs
11/08/2026	Streetslights Ltd	BACS	450.00		75.00	4430	301	375.00 H&L repairs
11/08/2026	Streetslights Ltd	BACS	368.40		61.40	4430	301	307.00 Churchill statue light repairs
Subtotal Carried Forward:			39,138.87	0.00	3,744.82			35,394.05

Barclays Community A/C

Payments made between 01/06/2026 and 31/08/2026

Nominal Ledger Analysis									
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Details
11/08/2026	Heliocentrix Ltd	BACS	219.58		36.60	4050	101	182.98	IT Support Agreement
11/08/2026	Heliocentrix Ltd	BACS	163.30		27.22	4050	101	136.08	Microsoft agreement
11/08/2026	Black Spiral Design	BACS	50.00			4050	101	50.00	WTC website updates
11/08/2026	Goldservice Contract Cleaning	BACS	60.00		10.00	4432	401	50.00	F.Hill toilet one-off clean
11/08/2026	Stark Building Materials	BACS	32.02		5.34	4353	202	26.68	KGF equipment
11/08/2026	Stark Building Materials	BACS	52.13		8.69	4353	202	43.44	KGF CCTV equip
11/08/2026	Stark Building Materials	BACS	26.48		4.41	4353	202	22.07	KGF CCTV equip drills
11/08/2026	Commercial Services	BACS	3,633.84		605.64	4410	202	3,028.20	KGF grass cutting contract
11/08/2026	BCM Electrical UK	BACS	222.00		37.00	4404	205	185.00	C.Hill pavilion electrical tes
11/08/2026	Goldservice Contract Cleaning	BACS	92.40		15.40	4404	205	77.00	C.Hill hygiene bin empty pa
11/08/2026	A Howells	BACS	62.88			4890	401	8.43	Coffee with a Cop expenses
						4030	101	41.05	Office expenses
						4300	201	10.00	Allotment cup engraving
						4435	401	3.40	Office & Memory cafe exp
						327		-3.40	Office & Memory cafe exp
						6000	401	3.40	Office & Memory cafe exp
26/08/2026	Zurich Insurance	DEBIT CARD	254.81			4404	205	254.81	C.Hill insurance policy
Total Payments:			44,008.31	0.00	4,495.12			39,513.19	

Detailed Income & Expenditure by Budget Heading 31/08/2026

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	13,233	52,930	39,698			25.0%	
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	2,468	7,000	4,532			35.3%	
General Administration :- Income	234,085	430,747	196,662			54.3%	129,903
4000 Salaries	37,515	120,900	83,385		83,385	31.0%	
4001 Ers NI	4,376	14,380	10,004		10,004	30.4%	
4002 Ers Pension Contributions	7,203	23,215	16,012		16,012	31.0%	
4003 Bank charges	24	200	176		176	11.8%	
4004 Training	989	2,500	1,511		1,511	39.6%	
4009 Allowances/Expenses	138	750	612		612	18.4%	
4010 Utilities	1,742	3,200	1,458		1,458	54.4%	
4011 Community Engagement	1,188	2,500	1,312		1,312	47.5%	
4020 Rates	4,698	10,400	5,703		5,703	45.2%	
4030 Office Expenses	4,048	10,000	5,952		5,952	40.5%	
4035 Russell Hse Mice and Repairs	6,281	5,000	(1,281)		(1,281)	125.6%	
4036 Statues	(250)	0	250		250	0.0%	
4040 Insurance	7,870	10,750	2,880		2,880	73.2%	
4041 Professional Fees	6,902	2,000	(4,902)		(4,902)	345.1%	5,252
4042 Audit Fee (Internal/External)	(1,052)	3,400	4,452		4,452	(30.9%)	
4045 Subscriptions	3,555	3,500	(55)		(55)	101.6%	
4046 Chairman's Allowance	0	150	150		150	0.0%	
4050 PC/Software Support	3,435	7,000	3,565		3,565	49.1%	
4100 Grants	1,958	8,500	6,542		6,542	23.0%	
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	90,621	231,170	140,549	0	140,549	39.2%	5,252
Net Income over Expenditure	143,464	199,577	56,113				
6000 plus Transfer from EMR	5,252	0	(5,252)				
6001 less Transfer to EMR	129,903	0	(129,903)				
Movement to/(from) Gen Reserve	18,813	199,577	180,764				
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%	

Detailed Income & Expenditure by Budget Heading 31/08/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4300 Allotment Prizes	34	200	166		166	17.0%	
4400 Maintenance	6	2,950	2,944		2,944	0.2%	
Allotments :- Indirect Expenditure	<u>1,220</u>	<u>4,600</u>	<u>3,380</u>	<u>0</u>	<u>3,380</u>	<u>26.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,170)</u>	<u>0</u>	<u>1,170</u>				
202 King George's Field							
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	381	1,800	1,419		1,419	21.2%	
4201 Water	85	700	615		615	12.2%	
4350 Petrol	0	50	50		50	0.0%	
4353 New Equipment	571	1,000	429		429	57.1%	
4354 Emptying Dog Bins	682	2,500	1,818		1,818	27.3%	
4400 Maintenance	1,146	5,500	4,354		4,354	20.8%	
4410 Grass Cutting	4,914	7,500	2,587		2,587	65.5%	
King George's Field :- Indirect Expenditure	<u>7,778</u>	<u>19,050</u>	<u>11,272</u>	<u>0</u>	<u>11,272</u>	<u>40.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,778)</u>	<u>(18,850)</u>	<u>(11,072)</u>				
205 Other OSA							
1010 Sundry Income	6,574	0	(6,574)			0.0%	
Other OSA :- Income	<u>6,574</u>	<u>0</u>	<u>(6,574)</u>				<u>0</u>
4400 Maintenance	43	1,200	1,157		1,157	3.6%	
4402 Crockham Hill Garden	0	1,300	1,300		1,300	0.0%	
4404 Crockham Hill Playing Field	2,300	6,000	3,700		3,700	38.3%	
4405 Russell House Contract (Garden	0	1,400	1,400		1,400	0.0%	
4410 Grass Cutting	4,070	8,000	3,930		3,930	50.9%	
4418 Hanging Baskets	6,560	2,300	(4,260)		(4,260)	285.2%	
4420 Weedkilling	1,244	2,400	1,156		1,156	51.8%	
4426 Westerham flowers	132	3,000	2,868		2,868	4.4%	
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>14,349</u>	<u>33,100</u>	<u>18,751</u>	<u>0</u>	<u>18,751</u>	<u>43.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,775)</u>	<u>(33,100)</u>	<u>(25,325)</u>				

Detailed Income & Expenditure by Budget Heading 31/08/2026

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							
1010 Sundry Income	4,000	0	(4,000)			0.0%	4,000
Highways & Lighting :- Income	<u>4,000</u>	<u>0</u>	<u>(4,000)</u>				<u>4,000</u>
4200 Electricity	3,263	10,800	7,537		7,537	30.2%	
4400 Maintenance	2,920	5,900	2,980		2,980	49.5%	
4430 Repairs - existing light stock	1,329	1,500	171		171	88.6%	
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	<u>15,903</u>	<u>19,800</u>	<u>3,897</u>	<u>0</u>	<u>3,897</u>	<u>80.3%</u>	<u>8,327</u>
Net Income over Expenditure	<u>(11,903)</u>	<u>(19,800)</u>	<u>(7,897)</u>				
6000 plus Transfer from EMR	8,327	0	(8,327)				
6001 less Transfer to EMR	4,000	0	(4,000)				
Movement to/(from) Gen Reserve	<u>(7,576)</u>	<u>(19,800)</u>	<u>(12,224)</u>				
401 Community Engagement							
4421 Youth Provision	1,749	9,800	8,051		8,051	17.8%	
4422 Play Provision	191	2,400	2,209		2,209	8.0%	
4431 Tourism	0	200	200		200	0.0%	
4432 Fullers Hill Toilet	2,396	10,300	7,904		7,904	23.3%	
4434 Summer Play Scheme	2,758	3,000	242		242	91.9%	
4435 Memory Cafe	164	0	(164)		(164)	0.0%	164
4436 Community Lunch	255	800	545		545	31.9%	
4437 CCTV	0	200	200		200	0.0%	
4601 Christmas Lights & tree	0	6,000	6,000		6,000	0.0%	
4603 Community Engagement	55	500	445		445	11.1%	
4890 Contingencies	27	500	473		473	5.5%	
Community Engagement :- Indirect Expenditure	<u>7,596</u>	<u>33,700</u>	<u>26,105</u>	<u>0</u>	<u>26,105</u>	<u>22.5%</u>	<u>164</u>
Net Expenditure	<u>(7,596)</u>	<u>(33,700)</u>	<u>(26,105)</u>				
6000 plus Transfer from EMR	164	0	(164)				
Movement to/(from) Gen Reserve	<u>(7,431)</u>	<u>(33,700)</u>	<u>(26,269)</u>				
Grand Totals:- Income	244,709	435,547	190,838			56.2%	
Expenditure	137,467	341,420	203,953	0	203,953	40.3%	
Net Income over Expenditure	<u>107,242</u>	<u>94,127</u>	<u>(13,115)</u>				
plus Transfer from EMR	13,743	0	(13,743)				
less Transfer to EMR	133,903	0	(133,903)				
Movement to/(from) Gen Reserve	<u>(12,918)</u>	<u>94,127</u>	<u>107,045</u>				

Westerham Town Council Schedule of Meetings 2027

Members of the public are very welcome to attend Council meetings. The first ten minutes of every meeting are available for members of the public to raise any issues. Meetings start at 7pm except Planning which starts at 9.30am

January

7 Planning
11 Finance, Gov & Gen Purposes
18 Council (budgets)
21 Planning
25 Open Spaces and Amenities 1

July

8 Planning
12 Council 4
22 Planning

February

1 Community Engagement 1
4 Planning
8 Highways and Lighting 1
18 Planning

August

5 Planning
19 Planning
30 Bank Holiday

March

4 Planning
8 Finance, Gov & Gen Purposes
15 Council 2
18 Planning
29 Bank Holiday

September

2 Planning
6 Community Engagement 4
13 Open Spaces & Amenities 4
16 Planning
20 Highways and Lighting 4
27 Finance, Gov & Gen Purposes
30 Planning

April

1 Planning
5 Community Engagement 2
12 Open Spaces and Amenities 2
15 Planning
19 Highways and Lighting 2
26 Finance, Gov & Gen Purposes
28 Annual Town Meeting ?
29 Planning

October

4 Council 5
14 Planning
28 Planning

May

3 Bank Holiday
13 Planning
17 Council 3
24 Bank Holiday
27 Planning

November

1 Youth and Community 5
8 Open Spaces and Amenities 5
11 Planning
15 Highways and Lighting 5
22 Finance, Gov & Gen Purposes
25 Planning

June

7 Community Engagement
14 Open Spaces and Amenities 3
10 Planning
21 Highways and Lighting
24 Planning
28 Finance, Gov & Gen Purposes

December

6 Council 6
9 Planning
23 Planning

WATER SUSTAINABILITY: KEY FINDINGS - Westerham and Crockham Hill

A short digest of WWSP-WP-02, supported by the evidence framework in WWSP-WP-01 & WWSP-BED-01

AT A GLANCE

Growth will increase demand for water and wastewater services. Local flood risk is already established. The evidence reviewed does not show, at settlement level, how all additional demand would be accommodated. This calls for continuing scrutiny - it is not a conclusion that development cannot proceed.

1. What the project examined

- The combined effects of residential growth on drinking-water supply, wastewater infrastructure, flood risk and surface-water management.
- Published evidence for Westerham and Crockham Hill, using consistent planning assumptions and illustrative—not predicted—growth scenarios.
- The study area has about 4,500 residents and 1,938 households (2021 Census).

2. The principal numerical finding

Using 2.3 people per dwelling and 110 litres per person per day, WP-02 estimates the following additional demand:

Assessment	Homes	People	Daily water	Annual water	Increase
Known proposals	+71	+163	+17,930 L	+6.5 ML	3.6%
Scenario A	+121	+278	+30,580 L	+11.2 ML	6.1%
Scenario B	+171	+393	+43,230 L	+15.8 ML	8.6%
Scenario C	+271	+623	+68,530 L	+25.0 ML	13.7%
Scenario D	+371	+853	+93,830 L	+34.2 ML	18.8%

ML = million litres. The figures are indicative; they are not forecasts of individual household use.

3. What the evidence establishes

- Even modest housing growth adds progressively to drinking-water demand and to the wastewater requiring collection and treatment.
- Westerham and Crockham Hill sit within wider regional systems. Their resilience depends partly on decisions and investment beyond the parish boundary.
- Westerham is supplied and served for wastewater by Thames Water. Crockham Hill is supplied by South East Water and served for wastewater by Southern Water.
- Flood risk is an existing local issue, particularly along the River Darent corridor through Westerham; it is not merely a theoretical future risk.
- More development can add hard surfaces and runoff. Sustainable Drainage Systems, site layout and effective surface-water management therefore matter.

4. What remains uncertain

- The published evidence does not identify how the additional demand in the illustrative scenarios would be accommodated specifically within Westerham and Crockham Hill.
- There is limited published information about the capacity of the local sewerage networks or the scale and timing of any reinforcement that may be required.
- The timing of future infrastructure investment remains important, especially where development may depend on improvements being completed before occupation.
- Climate variability creates a combined challenge: prolonged hot, dry periods can reduce water-resource resilience, while intense rainfall can increase flood and drainage pressures.
- Several organisations are involved, so timely and consistent information from the relevant water company, wastewater undertaker and statutory consultees is essential.

5. What WWSP is—and is not—concluding

WWSP does conclude

Additional housing creates additional water demand and wastewater; cumulative effects should be considered; flood risk and drainage require continuing attention; current local evidence leaves material questions to be checked as proposals come forward.

WWSP does not conclude

That development should automatically be refused; or that future water or wastewater capacity will definitely be insufficient. The illustrative scenarios are not predictions of how many homes will be built, nor do they identify or propose any additional housing sites.

6. Questions to ask when a significant application is considered

- Have the relevant water company and wastewater undertaker commented?
- Is there current evidence that water supply and sewerage can accommodate the proposal?
- Are reinforcement works needed—and, if so, will they be completed before occupation?
- Has the proposal considered cumulative growth, not only the application in isolation?
- Have flood risk, surface-water runoff and downstream effects been assessed?
- Are Sustainable Drainage Systems proposed where appropriate, with clear maintenance arrangements?
- Have statutory consultees' responses been received and any outstanding matters resolved?

7. Recommended next steps

- Use the WWSP Water Sustainability Review (WWSP-SOP-01) as a prompt for relevant planning applications.
- Keep a simple record of water-company, wastewater, flood-risk and drainage responses to significant proposals.
- Review the evidence when water-resource plans, wastewater plans, infrastructure programmes or the Local Plan are updated.
- Seek settlement-specific clarification where a significant proposal depends on capacity or infrastructure that is not yet demonstrated.

SOURCE AND STATUS

This digest summarises WWSP-WP-02 (4th edition), with essential context from WWSP-WP-01 (5th edition). The full Working Papers, Baseline Evidence Document and supporting evidence remain the authoritative project record. This digest does not replace planning policy, statutory consultation or professional advice.

Westerham Town Council (WTC)

Budget Process

for the

Financial Year 2027/2028

Committee Responsibilities

The Responsible Finance Officer (RFO) works with the Chair and Clerk of each committee during **late October/November** to formulate a first draft committee budget proposal for the following financial year and subsequent three years.

The draft budgets are presented to the committees at the **November meetings** for discussion and challenge by committee members.

Committees are urged to draft realistic budgets based on the anticipated costs of ongoing day to day management of their responsibilities and any specific deliverables in the Action Plan arising from the Council's 4-year Strategic Plan. Consideration should also be given to the need to increase the Council's reserves for future replacement/refurbishment of the Council's assets.

The Role of Finance, Governance & General Purposes Committee (FG&GP)

Based on above the RFO creates a draft composite budget in discussion with the Chair of FG&GP before being presented to the FG&GP meeting on **November 23rd 2026**. The draft composite budget states anticipated total income and expenditure and will include the proposed increases to the relevant Council reserves.

The net total represents the Precept amount which WTC will request from Sevenoaks District Council and the projected corresponding percentage increase in Council Tax.

The Role of Council

Following review and challenge, FG&GP will recommend the draft composite budget to Council on **December 7th 2026** for further review and challenge.

Council is urged to ensure the Precept will adequately contribute to supporting the maintenance of all Council assets in good order for future years.

Subsequent amendments will be reviewed by FG&GP and the final draft composite budget will be presented to Council on **January 18th 2027** for final challenge and approval.

Cllr Sheen Chair of FG&GP