WESTERHAM TOWN COUNCIL

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

Present: Councillors: Mrs L Rodgers (LR) - Chair
Mrs S Sheen (SS)
Mr N Proudfoot (NP)
Mrs P Biden (PB)
Ms C Dicker (CD)

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

Item		Action
1.	**Apologies for Absence** None	
2.	**Declarations of Interest not previously declared** None.	
3.	**Minutes of the Meeting** Minutes of the meeting held on the 8th June 2026 were adopted by Council on the 13th July 2026. The Committee approved the minutes from 8th June 2026	
4.	**Information items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda** Cllr Rodgers welcomed Cllr Biden to the OSA committee. **Bees** – Members of the public had expressed their concerns at the public forum following the recent decision to remove bees from the Farley allotment site. They had requested that the bees be reinstated at the allotment site. Following discussion, the Committee agreed that a further meeting be arranged during the Deputy Clerk's working hours to discuss the matter in greater detail. It had also been agreed that consideration be given to undertaking a public consultation with the other allotment holders. **Granville Road Green** – The Deputy Clerk updated the committee that she had not received a response from the tree surgeon regarding the provision of tree stumps to be used as a deterrent to vehicles mounting the green verges. Further suggestions were made and the Deputy Clerk to follow up on the matter. **Bowl's Club –** Cllr Sheen asked whether any feedback had been received, further to the approval of the request to allow for parking being granted with the conditions set out. The Deputy Clerk advised that no further correspondence had been received and would follow up with the Bowl's Club. **Ash Road** – The Deputy Clerk noted that further to an inspection carried out by	**CDB** **CDB** **CDB**

	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.	**5. Clerks report - this is a general update since the last meeting for information.** **5.1 The report was received and noted.**	
6.	**Finance** **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.	**Allotments** **7.1 To update on the allotment competition** – The allotment competition took place on the 16thJuly, 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.	**King George's Field** **8.1 To discuss and consider quotations received for the Groundsman hut maintenance plan** – Three comparable quotations from local contractors, had been complied 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 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** **CD** **CDB** **CDB**

10.	**Review risk assessments** Cllr Rodgers reviewed the risk assessments ahead of the meeting and no amendments were deemed necessary.	**CDB**
11.	**Strategic Business Plan** The Committee noted the Strategic Business Plan, and the Deputy Clerk would update as necessary.	**CDB**
12.	**Climate change / Enviromental & Biodiversity** The Committee noted the ECO Action Plan, and the Deputy Clerk would update as necessary.	**CDB**
13.	**Correspondence** None.	
14.	**Reports from Councillors** None	
15.	**TN16 Magazine, Crockham Hill Newsletter & Website** None	
16.	**Matters for District and County Councillors** None	
17.	**Further matters for consideration at the next meeting** Drones - To consider new policy Bees – To consider new policy, subject to consultation with allotment holders.	**CDB**
18.	**Date of next meeting** 9th November 2026	

The meeting was concluded at 10:04pm

Minutes confirmed as a correct record:

Chair

Westerham Town Council 2026/2027

Detailed Income & Expenditure by Budget Heading 30/09/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201	Allotments							
1200	Allotment Rents	100	4,600	4,500			2.2%	
	Allotments :- Income	**100**	**4,600**	**4,500**			**2.2%**	**0**
4025	Rent Payable	450	450	0		0	100.0%	
4201	Water	1,181	1,000	(181)		(181)	118.1%	
4300	Allotment Prizes	204	200	(4)		(4)	102.0%	
4400	Maintenance	69	2,950	2,881		2,881	2.3%	
	Allotments :- Indirect Expenditure	**1,903**	**4,600**	**2,697**	**0**	**2,697**	**41.4%**	**0**
	Net Income over Expenditure	**(1,803)**	**0**	**1,803**				
202	King George's Field							
1010	Sundry Income	0	200	200			0.0%	
	King George's Field :- Income	**0**	**200**	**200**			**0.0%**	**0**
4200	Electricity	548	1,800	1,252		1,252	30.5%	
4201	Water	293	700	407		407	41.9%	
4350	Petrol	0	50	50		50	0.0%	
4353	New Equipment	644	1,000	356		356	64.4%	
4354	Emptying Dog Bins	1,350	2,500	1,150		1,150	54.0%	
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	**8,895**	**19,050**	**10,156**	**0**	**10,156**	**46.7%**	**0**
	Net Income over Expenditure	**(8,895)**	**(18,850)**	**(9,956)**				
205	Other OSA							
1010	Sundry Income	6,574	0	(6,574)			0.0%	
	Other OSA :- Income	**6,574**	**0**	**(6,574)**				**0**
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	2,470	6,000	3,530		3,530	41.2%	
4405	Russell House Contract (Garden	0	1,400	1,400		1,400	0.0%	
4410	Grass Cutting	4,844	8,000	3,156		3,156	60.6%	
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	1,852	3,000	1,148		1,148	61.7%	
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%	

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4890 Contingencies	0	1,500	1,500		1,500	0.0%	
Other OSA :- Indirect Expenditure	**17,013**	**33,100**	**16,087**	**0**	**16,087**	**51.4%**	**0**
Net Income over Expenditure	**(10,439)**	**(33,100)**	**(22,661)**				
Grand Totals:- Income	**6,674**	**4,800**	**(1,874)**			**139.0%**	
Expenditure	**27,811**	**56,750**	**28,939**	**0**	**28,939**	**49.0%**	
Net Income over Expenditure	**(21,137)**	**(51,950)**	**(30,813)**				
Movement to/(from) Gen Reserve	**(21,137)**	**(51,950)**	**(30,813)**				

Westerham Town Council (the Council)

Bee Policy

Purpose and scope	1
Application, Tenancy Compliance & Approval Procedure	2
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Hive Management and Operational Safety	4
Incident Management & Reporting	5
Tenancy Compliance & Enforcement	6

1. Purpose and Scope

1.1 **Purpose:** This policy establishes the standardised framework, safety protocols, and governance for the safe management of honeybee hives on allotment sites managed by Westerham Town Council (WTC).

1.2 **Scope:** This policy applies to all allotment tenants, members of the public, council employees, and children visiting or utilising allotment grounds.

1.3 **Statutory & Tenancy Alignment:** Adherence to this policy is mandatory under **Clause (q)** of the Allotment Tenancy Agreement, which requires tenants to observe all additional or revised regulations issued by the Council for allotment management.

2. Application, Tenancy Compliance, and Approval Procedure

2.1 **Tenancy Agreement Clause (Livestock Restrictions):** In accordance with **Clause (o)** of the Allotment Tenancy Agreement, no livestock of any kind shall be kept on the allotment gardens, except that requests for hens and bees must be made in writing and will be considered on a case-by-case basis by Westerham Town Council.

2.2 **Committee Review:** All written requests to keep hives must be formally reviewed by the Open Spaces & Amenities (OSA) Committee following an on-site consultation.

2.3 **Site Consultation &Voting:** Permission to install and maintain hives shall only be granted if a formal site consultation yields a favourable outcome, which includes consulting with other plot holders where necessary.

2.4 **Expert Consultation:** The local Beekeeper Association shall be consulted for guidance and advice whenever necessary during the evaluation process.

3. Beekeeper Qualifications and Compliance

3.1 **Association Membership & Insurance:** Applicants must provide official evidence of current membership in the British Beekeeping Association (BBKA), demonstrating access to appropriate membership public liability insurance.

3.2 **Training and Competence:** Applicants must provide evidence of completing the British Beekeeping Association (BBKA) Basic Assessment to demonstrate a recognised, certified level of beekeeping knowledge and operational competency.

3.3 **Contact Information:** In accordance with Cause (p) of the Tenancy Agreement, beekeepers must promptly inform the Town Council

office of any changes to their contact details to maintain accurate database records for normal and emergency contact.

4. Hive Management and Operational Safety

4.1 **Flight Path Screening:** Beekeepers are required to install and maintain a 2-meter screen surrounding the hives to ensure the bees' flight path is directed safely above human height head.

4.2 **Site signage:** Beekeepers must prominently display a sign within the noticeboard located on the allotment site, detailing the beekeeper's name and current emergency contact telephone number.

4.3 **Duty of Care and Temperament:** Plot holders maintaining bees holds a strict legal duty of care to ensure they keep only gentle, docile strains of honeybees.

4.4 **Removal of Aggressive Hives:** Should bees exhibit consistently aggressive behaviour or display "following" tendencies – where bees defensively chase or stalk individuals across plots away from the hive – Westerham Town Council reserves the right to demand their immediate removal.

5. Incident Management and Reporting

5.1 **Incident Logging:** All bee-related incidents, stings or grievances must be reported to the Town Council office (by calling **01959 562 147**) or visiting **Russell House, Market Square, Westerham, TN16 1 RB**) to formally log the incident within Accident Book.

6. Tenancy Compliance & Enforcement

6.1 **Policy Updates:** In accordance with Clause (q) of the Tenancy Agreement, the Council reserves the right to review, update or revise this policy as necessary, and tenants must comply with any updated rules.

6.2 **Breech & Termination:** Failure to comply with any section of this policy including safety standards, docility of bees, insurance requirements, or failure to remove aggressive hives upon request) constitutes a breach of the Tenancy Agreement under **Clause (r)**. Such breaches may result in formal written notice requiring remedy or immediate revocation of beekeeping permission and termination of the plot tenancy.

Reviewed by OSA Committee:

Adopted by the council on:

Reviewed two yearly

Review date:

Westerham Town Council Application Form:
Request to Keep Honeybees on Allotment Gardens
Notice: Under **Clause (o)** of the Allotment Tenancy Agreement, no livestock may be kept on allotment gardens except by prior written application and approval by the Council on a case-by-case basis. Please return the completed form along with all required documentation to the Town Council Office.

Section 1: Applicant & Plot Details

- Full Name of Applicant: _____
- Allotment Site Name: _____
- Plot Number(s): _____
- Home Address: _____
- Telephone Number: _____ Mobile: _____
- Email Address: _____

(In accordance with **Clause (p)** of your Tenancy Agreement, you must notify the Council of any changes to these contact details.)

Section 2: Hive & Apiary Details

- Proposed Number of Hives (Maximum): _____
- Proposed Date of Installation: _____
- Exact Location on Plot: *(Please attach a simple layout diagram of your plot showing hive placement relative to paths, neighbouring plots, and boundaries)*
- Flight Path Screening:
  - [ ] I confirm I will install and maintain a minimum 2-meter screen around the hives to direct the flight path above head height.
- Site Signage:
  - [ ] I confirm I will display a prominent sign at the apiary with my name and emergency contact telephone number.

Section 3: Beekeeper Qualifications & Proof of Insurance
Please attach photocopies/scans of the following required documents:

1. **British Beekeeping Association (BBKA) Membership & Public Liability Insurance:**
   - Membership Number: _____
   - Insurance Expiry Date: _____
   - [ ] Proof of current membership and insurance attached.
2. **Training & Certification:**
   - [ ] Proof of BBKA Basic Assessment certificate (or equivalent recognized qualification) attached.

Section 4: Declaration & Terms Agreement
By signing below, I agree to abide by the following conditions:

1. **Duty of Care:** I understand that I hold a legal duty of care to ensure I keep only gentle, docile strains of honeybees.

2. **Removal of Aggressive Bees:** If the bees consistently display aggressive behaviour or "following" tendencies, I agree to immediately remove the hives upon request by Westerham Town Council.
3. **Incident Reporting:** I agree to report any stings or bee-related incidents to the Town Council Office (**01959 562147**) to log in the Accident Book, and to notify the site allotment representative.
4. **Tenancy Compliance:** I acknowledge that failure to follow these conditions constitutes a breach of my Tenancy Agreement under **Clause (r)** and may lead to the revocation of this permission or termination of tenancy.
5. **Site Consultation:** I understand that approval is subject to a site consultation and consultation with neighbouring plot holders where necessary.

Applicant Signature: _____ **Date:** _____

Section 5: For Council Use Only

- Date Application Received: _____
- Documentation Verified:
  - [ ] Proof of BBKA Membership & Insurance
  - [ ] Proof of BBKA Basic Assessment
  - [ ] Plot Layout Diagram
- Site Consultation / Committee Review Date: _____
- Neighbouring Plot Holders Consulted (Where Necessary): [ ] Yes [ ] N/A
- Local Beekeeper Association Consulted (If Needed): [ ] Yes [ ] N/A
- Application Status: [ ] APPROVED [ ] REJECTED
- Authorized Signature (On behalf of Westerham Town Council):

_____ **Date:** _____

Return Completed Form To:
Westerham Town Council, Russell House, Market Square, Westerham, Kent, TN16 1RB
Email: office@westerhamtowncouncil.gov.uk | **Tel:** 01959 562147

Westerham Town Council (the Council)

Unmanned Aircraft System (Drone) Policy

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Legal framework and compliance	2
General rules for council-owned land	2
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Commercial and professional operations	3
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1. Purpose and scope

The purpose of this policy is to establish clear rules and guidelines regarding the use of unmanned aircraft Systems (UAS/drones) on land owned by Westerham Town Council.

This policy applies to:

- Commercial operators (e.g. surveyors, media, photographers)
- Recreational and hobbyist drone operators
- Council contractors and employees using drones for parish business

2. Legal Framework and Compliance

All drone and operations on Council land must strictly comply with UK Navigation Order (ANO), as well as data protection and privacy laws (UK GDPR). Key legal requirements include:

- Maintaining visual line of sight (VLOS) with the drone at all times.
- Not flying over congested areas or crowds of people in a way that endangers safety.
- Complying with standard separation distances with people, property and vehicles not under the operator's control.
- Possessing valid Operator ID and flyer ID certificates from the CAA where required by law.

3. General Rules for Council-owned land

Permission Requirement: Flying a drone from or over Council owned land (including parks, recreational grounds, allotments and open green spaces) requires prior written permission from the Town Council, except for emergency services (Police, Fire, Ambulance, Search and Rescue).

Prohibited areas: Drones are strictly prohibited from taking off or landing near:

- Children's play areas and sports pitches while in use.
- Conservation areas, local nature reserves, or nesting sites during sensitive wildlife seasons.
- Westerham Town Council buildings, allotments (to protect personal privacy), and residential properties bordering council land.

Times of Operation: Recreational flying is generally limited to daylight hours between 9:00 AM and sunset to prevent noise nuisance to local residents.

No-Fly Events: Drones are prohibited during council – sanctioned public events, fetes or sports matches held on council land unless operated by an authorised professional with explicit council clearance and public liability insurance.

Special Provisions for King George's Playing Fields

Due to the high volume of organised sports, community activities and proximity to residential properties at King George's Playing Field, the following site-specific rules apply:

- Discretionary permission: All requests to launch, land or fly drones over King George's Playing Field are subject to individual assessment and written approval.
- The Council reserves the absolute right to grant or refuse permission depending on scheduled fixtures, local events and public safety considerations.
- Active Sports and Infrastructure Protection: Even with general permission, drones must never be flown over active sports pitches, training sessions, matches, children's play areas, skate parks, or the council pavilions while in use.
- Prohibited Craft: High-speed racing drones or fuel/power-driven model aircraft are prohibited at King George's Playing Fields due to the noise and public safety risks.

- **3. Commercial and Professional Operations**

Commercial operators wishing to conduct surveys, photography or commercial work on or over Westerham Town Council land must submit an application at least 14 working days in advance.

They must provide:

- Proof of CAA Operational Authorisation (or appropriate regulatory status).
- Evidence of Public Liability Insurance with a minimum indemnity of £5,000,000
- A detailed flight plan, risk assessment, and mitigation strategy regarding public safety and privacy.

4. Privacy, Data Protection and Nuisance

- Privacy: Operators must respect the privacy of local residents, visitors and users of Westerham Town Council land. Flying cameras directly

over private gardens or windows bordering council land is strictly prohibited.

- Data protection: Any filming or photography that captures identifiable individuals must comply with UK GDPR and Data Protection Act 2018 requirements.
- Noise and disturbance: Operators must not cause a public nuisance through excessive noise or aggressive flying styles (e.g. racing or acrobatic manoeuvres).

Enforcement and unauthorised use

- Council reserves the right to ask any operator to immediately land their drone if it is being operated dangerously, without permission, or in a manner that causes a public nuisance.
- Recreational or unauthorised flights causing a danger to the public, or wildlife will be reported to the Civil Aviation Authority (CAA) and police.
- Westerham Town Council accepts no liability for any loss damage, injury or legal action resulting from unauthorised drone operations on its land.

5. Application and Contact Information

To apply for permission to fly a drone on land owned by Westerham Town Council, please contact the Deputy Clerk.

- Email: office@westerhamtowncouncil.gov.uk
- Phone: 01959 562149
- Notice Period Required: Minimum 5 working days for recreational requests: 14 working days for commercial requests.

Reviewed by OSA Committee:

Adopted by the council on:

Reviewed two yearly

Review date:

Westerham Town Council Application Form: Request to Operate Commercial / Recreational Unmanned Aircraft Systems (Drones) on Council Land

Notice: Under Council Bylaws and Land Management Policy, no drone or unmanned aircraft system (UAS) may be launched, operated, or landed on Westerham Town Council land—including King George's Field, The Green, and Crockham Hill open spaces—except by prior written application and approval by the Council on a case-by-case basis. Please return the completed form along with all required documentation to the Town Council Office.

Section 1: Applicant & Operator Details Full Name of Applicant/Operator:_____ _ Company / Organisation Name (if applicable):_____ CAA Operator ID:_____ CAA Flyer ID (if different from Operator):_____ Home / Business Address:_____ Telephone Number: _____ Mobile: _____ Email Address:_____

(You must notify the Council immediately of any changes to these contact details prior to the flight date.)

Section 2: Flight & Location Details Proposed Location(s) for Flight (Select all that apply): [ ] King George's Field (Predominant Site) [ ] The Green [ ] Crockham Hill Open Space [ ] Other Town Council Land (Please specify):_____ Proposed Date(s) of Operation: _____ Alternative Rain Date: _____ Proposed Time / Window of Operation: From: _____ To:_____ Purpose of Flight: [ ] Commercial Photography / Videography [ ] Recreational [ ] Surveying / Inspection [ ] Event Coverage Drone Model & Make: _____ Take-Off Weight (MTOM):_____ kg Take-off & Landing Zone Placement: (Please attach a simple site map/diagram showing proposed launch, landing, and exclusion zones relative to public paths, trees, and boundaries) Public Safety Screening & Cordoning: [ ] I confirm I will maintain a clear safety perimeter around the launch and landing site to protect members of the public. [ ] I confirm that the flight will adhere strictly to CAA regulations (CAP 722) and local airspace restrictions.

Section 3: Pilot Qualifications & Proof of Insurance Please attach photocopies/scans of the following required documents: CAA Registration & Certificates: [ ] Proof of CAA Operator ID Registration attached. [ ] Proof of

CAA Flyer ID / A2 Certificate of Competency (A2 CofC) / General Visual Line of Sight Certificate (GVC) attached. Public Liability Insurance (Mandatory minimum £5m coverage required for commercial operations): Insurance Provider:_____ Policy Number: _____ Insurance Expiry Date:_____ [ ] Proof of valid Public Liability Insurance attached. Risk Assessment & Flight Plan: [ ] Risk Assessment and Emergency Response Plan attached.

Section 4: Declaration & Terms Agreement By signing below, I agree to abide by the following conditions: Duty of Care: I understand that I hold a legal duty of care to ensure safe operation, keeping clear of members of the public, wildlife, livestock, and neighbouring properties. Immediate Cancellation: If conditions become unsafe or if requested by emergency services or Westerham Town Council officers, I agree to land the aircraft immediately. Incident Reporting: I agree to report any accidents, collisions, or near-miss incidents to the Town Council Office (01959 562147) and the CAA via the Mandatory Reporting Scheme where applicable. Policy Compliance: I acknowledge that operating a drone without explicit council permission or breaching CAA regulations constitutes an offense and will result in immediate revocation of permission and potential legal action. Site Consultation: I understand that approval is subject to Council review and notification of nearby property owners or event organizers where necessary.

Applicant Signature: _____
Date: _____

Section 5: For Council Use Only Date Application Received: _____ Documentation Verified: [ ] Proof of CAA Operator & Flyer IDs / Certificates [ ] Proof of Public Liability Insurance [ ] Risk Assessment & Site Map / Flight Plan Site Consultation / Committee Review Date: _____ Local Event / Public Notice Checked: [ ] Yes [ ] N/A Application Status: [ ] APPROVED [ ] REJECTED Authorised Signature (On behalf of Westerham Town Council): _____ Date: _____

Return Completed Form To: Westerham Town Council, Russell House, Market Square, Westerham, Kent, TN16 1RB
Email: office@westerhamtowncouncil.gov.uk | Tel: 01959 562147