Westerham Town Council

LOCAL COUNCIL AWARD SCHEME QUALITY GOLD

Notice is hereby given that a meeting of the **Community Engagement Community Committee** will be held at Russell House commencing at 7 pm on Monday 2nd November 2026 to transact the under mentioned business, which Councillors are summoned to attend.

Mrs Angela Howells, Clerk

Membership of Committee

Chair: Mrs D Coen Mr M Bortolozzo, Ms P Davoll and Mr K Thompson

Open Forum

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

AGENDA

1. Apologies for absence

Please inform the Clerk if you are unable to attend.

2. Declarations of interest

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

3. Minutes of the meeting

Held on 7th September were approved at Council Meeting on 5th October Annexed

4. Information items arising

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

5. Community Engagement Projects

(1) Crockham Hill – Coffee, cake and chat sessions – update
(2) Crockham Hill Primary School, Crockham Hill Pre-School and Churchill Primary School – update
(3) Valance School and shop – update

6. Youth Projects

(1) To consider Youth Activities
(2) Rural Networks seminar on Youth Councils – report from Cllr Coen

WESTERHAM TOWN COUNCIL
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Westerham, Kent TN16 1RB
Tel 01959 562147
Email office@westerhamtowncouncil.gov.uk

7. Community Matters
   (1) Anti-Social behaviour – update on past and present issues
   (2) Police report – reports from Police, update on next engagement — Circulated
   (3) IAG meeting – report from Cllr Coen
   (4) Chamber of Commerce – update
   (5) Update on Crime Reduction meeting – update Cllr Breminer
   (6) Mobile coverage in Westerham – update Cllr Breminer
   (7) Age-friendly communities – report
   (8) Christmas Lights Switch on – update
   (9) Friday Lunch Club – to consider next steps re hire charges
   (10) New SDC recycling, bins, waste collections – update on issues

8. To receive Financial Statement to 31st September 2026 — Annexed

9. To approve draft budget 2027/28 — Annexed

10. October half term Family Fun session – update

11. To review Community Awards categories — Annexed

12. Action Plan from Strategic Business Plan – update — Annexed

13. To review ECO Policy Y&C Action Plan — Annexed

14. Correspondence

15. Reports from Councillors on relevant activities

16. TN16, Crockham Hill Village newsletter, social media & website

17. Matters for District and County Councillors

18. Further matters for consideration at the next meeting

19. Date of Next Meeting – Monday 1st February 2027

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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.	**Apologies for Absence** None.	
2.	**Declarations of Interest not previously declared** None.	
3.	**Minutes of the Meeting on 1st June 2026** The minutes of the meeting on 1st June 2026 were approved at the Council meeting on 13th July.	
4.	**Information on items arising from the minutes of the previous meeting not dealt with elsewhere on the agenda** 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)	**Community Engagement Projects** **Crockham Hill – Coffee, cake and chat** Cllr Coen reported that the July Café had 20 attendees and that included new people. The next Café was on 16th September.	
5(2)	**Crockham Hill Primary School, Crockham Hill Pre-School, Churchill Primary School** 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.	
5(3)	**Valance School and Shop**	

	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)	**Youth Projects** **Skatepark lessons** 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)	**Youth Activities** 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)	**Summer Family Fun sessions** The Summer sessions took place on 30th July, 6th, 13th and 20th 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)	**Re-siting of youth shelter on KGF** 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)	**Community Issues** **Anti-Social behaviour** 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)	**Police** The following information had been received: - • Regular updates from My Community Voice • Police Neighbourhood alerts	

	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.	
7(3)	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
	IAG (Independent Advisory Group)	
	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(4)	Cllr Dicker was interested in attending future meetings.	
	Chamber of Commerce – Westerham	
	There was no information regarding the next meeting in Westerham. The Buddha Restaurant was interested in hosting a session. Cllr Breminer would	
7(5)	confirm that they had responded to the Chamber of Commerce.	IB
	Independent Traders Meeting and approve cost of ink stamps	
	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(6)	**Mobile Coverage in Westerham**	
	Cllr Breminer reported that there had been no further update on the planning application.	
7(7)	**Age-friendly communities – Older Person's Day event**	
	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	

	• 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.	
7(8)	**Christmas Lights Switch-on** 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)	**Friday Lunch Club – cost for cupboard space** 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)	**New bin for bus stop – London Road** 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.	**Financial Statement to 31st July 2026** The Financial Statement to 31st July had been circulated and was noted.	
9.	**Risk Assessments Review** The Clerk had reviewed the small number of Risk Assessments that the Committee were responsible for and no amendments were required.	
10.	**Strategic Business Plan – Action Plan** A plan had been circulated and was noted. Minor changes to be made.	DC/AH
11.	**ECO Action Plan** 11.1The 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.	**Correspondence** 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.	**Reports from Councillors** 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.	**TN16, Crockham Hill Newsletter and website** Older Person's Day	
15.	**Matters for District and County Councillors** None.	
16.	**Further Matters for Consideration at the next meeting** None.	
17.	**Date of next meeting** Monday 2nd November 2026	

The meeting was concluded at 9.26 pm

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
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	4,763	10,300	5,537		5,537	46.2%	
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	319	800	481		481	39.8%	
4437	CCTV	0	200	200		200	0.0%	
4601	Christmas Lights & tree	0	6,000	6,000		6,000	0.0%	
4603	Community Engagement	68	500	432		432	13.5%	
4890	Contingencies	180	500	321		321	35.9%	
	Community Engagement :- Indirect Expenditure	**10,191**	**33,700**	**23,509**	**0**	**23,509**	**30.2%**	**164**
	Net Expenditure	**(10,191)**	**(33,700)**	**(23,509)**				
6000	plus Transfer from EMR	164	0	(164)				
	Movement to/(from) Gen Reserve	**(10,027)**	**(33,700)**	**(23,673)**				
	Grand Totals:- Income	**0**	**0**	**0**			**0.0%**	
	Expenditure	**10,191**	**33,700**	**23,509**	**0**	**23,509**	**30.2%**	
	Net Income over Expenditure	**(10,191)**	**(33,700)**	**(23,509)**				
	plus Transfer from EMR	**164**	0	(164)				
	Movement to/(from) Gen Reserve	**(10,027)**	**(33,700)**	**(23,673)**				

Community Engagement Committee				
Matter raised	**Deliverable/action**	**Cost/Funding**	**Timescale**	**Outcome**
Transport to hospital appointments	This has been addressed and a leaflet published recently. Driver shortage is an issue across all of the providers mentioned. CE will investigate how it can help with recruitment	None.	Ongoing	To draft an advert to go in TN16, CH Village newsletter and on social media.
More varied shops	The Committee could not dictate which shops opened in Westerham but would explore ways of working with retailers and businesses to enable sharing of information and connectivity.	None	Ongoing	Encourage membership of the Chamber of Commerce and becoming part of the Westerham Traders Association. To be responsive to businesses when issues arise e.g. serious ASB.
Keep Westerham clean and tidy/ more litter picking	A litter pick at KGF on a Saturday has happened as it was noted at the last litter pick that the town centre was much tidier than before the sweeper started to work in Westerham. It was agreed to investigate a litter strategy and explore sponsorship for litter picks.	None	Ongoing	Purchased more litter pickers and equipment. Draw up a litter strategy and encourage sponsorship. Include Crockham Hill.
More activities for young people	A new Youth Club had been set up since February 2024 based on a request from the community. However, due to very poor numbers attending this has been shelved for now. All future youth provision will be demand led.	Budget	Ongoing	Art Club taster sessions at Easter 2025. Still exploring Boxing and junior WADS, not viable. Free skateboarding lessons in the Easter holidays booked and summer sessions booked. Art Club taster sessions had been provided FOC during the Easter and October 2025 holidays in response to community feedback. Free Skateboarding tuition continued to be provided during the Easter and summer holidays in 2026 and will continue in 2027.

More activities for the elderly	Older residents' events would continue to be supported. The new CH cafe was working well.	Budget	Ongoing	Continue supporting current elderly activities. Valance Shop commencing an open coffee morning. To advertise and support if needed. A survey had been conducted in Westerham and Crockham Hill for older people to receive their views on how age friendly where they live is. Good feedback had been received. A report to be put together. WTC continues to support the monthly coffee drop in in Crockham Hill. In response to a consultation in Westerham and Crockham Hill on how age friendly these communities are WTC is hosting a half day event on 2 October 2026 with attendance from over 20 providers of support and services directed at the older population. Free lunch for all attendees. Feedback welcomed. Outcome – to produce a leaflet/information from those attending.
More Police/ stop ASB	The Committee would continue to work in partnership with the police and would attend the Independent Advisory Group (IAG)	None	Ongoing	Involve the CSU when appropriate. Encourage prompt and evidence-based reporting of crime and ASB. 2026 - WTC has initiated a Police Community

				Engagement event where residents can chat to their local PCs in a coffee shop about issues of concern. Two sessions have taken place and there will be another before Christmas. Feedback from residents attending has been very positive. Residents always welcome at the open forum of all council meetings to raise relevant issues.

ECO Action Plan 2026/27

No Progress
In Progress/ongoing
Completed/Achieved
Closed - no further action

Community Engagement Committee

Area	Baseline	Proposal	Benefit/Impact	Cost	Time Scale	Comments/Next Step	Progress
Local litter pick arrangement with Pre-school and Primary School, Crockham Hill	Litter picking in Crockham Hill	To organise litter picks with Pre-School and Primary School, Crockham Hill	protect environment	None, equipment already purchased	**Ongoing**		
Project with Crockham Hill Pre-school	To investigate an ECO project	Email sent to the pre-school following suggestion of bird feeders asking about alternative activity. The Hall did not want bird feeders as they might attract vermin.	protect environment, to encourage young people to consider sustainable planting	not yet known.	**From September**	All Early Years settings need to have an Environmental Sustainable Policy.	
To investigate Plogging/Plalking	To investigate Plogging in Westerham, running and picking up litter.	Committee to discuss viability	Plogging is a combination of jogging and litter picking. It's a sustainable fitness trend where people collect trash while running or exercising outdoors.	not yet known.	**Ongoing**	No interest in picking up litter while jogging. To investigate Plalking - picking up litter while walking.	
Litter pick for Crockham Hill	Litter in village	To ask local resident to champion a group litter pick	protect environment	not yet known.	**from January**	put advert in next Crockham Hill newsletter	
Support Crockham Hill Pre-School Environmental Sustainability Policy	Support Crockham Hill Pre-School Environmental Sustainability Policy	Purchase garden planters and other equipment. Source wooden toys from local charity shops to replace broken plastic items as and when appropriate	Protect environment	not yet known.	**Completed**		
Project with Crockham Hill school	Support the launch of the after school Gardening Club to help meet the targets on their Climate Action Plan	Support the launch of the after school Gardening Club to help meet the targets on their Climate Action Plan	Protect Envirnment	not yet known.	**Completed**		
Litter picks - loaning equipment to Scouts/Cubs	Support Scouts/Cubs with their litter picks around Westerham	Lend equipment when requested.	Protect Envirnment	None	**Ongoing**		
Recycle old defib	Recycle old defib	Recycle old defib following purchase of new one	Protect Envirnment	None	**Completed**	Summer 2026	
Litter picking packs	Provide small litter bags, with gloves.	Purchase small litter bags, gloves and stickers for bags to give out on KGF.	Protect Envirnment	£20	**Completed**	Sep-26	
Support showing the film from the National Emergency Briefing on climate and nature crisis	Support shoiwng of film to residents	Pay for hall hire and help advertise.	Protect Envirnment	£70	**Completed**	Took place 16th October 2026.	