

SEVENOAKS TOWN SPORTS STRATEGY (STSS) WORKING GROUP

To be held in the Council Chamber, Town Council Offices,
12th February 2025 at 6.00pm

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Meetings open to members of the public, and membership open to any sporting organisation/group within Sevenoaks Town.

Working Group Members:

Cllr Gareth Willis (Chair)	Cllr Dr Peter Dixon (Vice-Chair)
Cllr Catherine Daniell	Cllr Dr Merilyn Canet
Cllr Victoria Granville	

AGENDA

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
2	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this agenda.	-
4	<u>MINUTES OF THE SEVENOAKS TOWN SPORTS STRATEGY WORKING GROUP HELD ON 4th DECEMBER 2024</u> To receive and agree the Minutes of the Sevenoaks Town Sports Strategy Working Group meeting held on 4 th December 2024.	Attached

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 Bradbourne Vale Road
 Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
 email: council@sevenoakstown.gov.uk
 web: sevenoakstown.gov.uk

Town Clerk

5	<u>SEVENOAKS DISTRICT COUNCIL SPORTS STRATEGY</u> To note responses to reported errors.	Attached
6	<u>SEVENOAKS TOWN SPORTS STRATEGY – FINAL REPORT</u> To receive and note the Final Draft of the Sevenoaks Town Sports Strategy Review 2023-2024	Attached
7	<u>OUTDOOR TABLE TENNIS FACILITIES</u> To note the request for outdoor table tennis facilities.	Attached
8	<u>PRESS RELEASE</u> To consider any agenda item considered appropriate for a press release.	-

Sevenoaks Town Council
Minutes of the Meeting of the Sevenoaks Town Sports Strategy (STSS) Working Group
Held on 4th December 2024 at the Town Council Offices

Meeting Commenced: 18:00

Meeting Concluded: 19:05

In attendance:

Sevenoaks Town Council	CLlr Gareth Willis (Chair)
Sevenoaks Town Council	CLlr Dr Peter Dixon (Vice Chair)
Sevenoaks Town Council	CLlr Victoria Granville
Sevenoaks Town Council	CLlr Canet (Present for Part of Meeting)
Sevenoaks Town Council	Georgina Jackson – Responsible Finance Officer
Sevenoaks Town Council	Nicholas Cave – Open Spaces Manager
Sevenoaks Town Council	Anna Rosińska – Open Spaces & Leisure Committee Clerk
Sevenoaks Football Club	Paul Lansdale
Sevenoaks Sports Council	Edward Oatley
Sevenoaks Indoor Bowls	Alan Hogg
Sevenoaks Hockey Club	Susan Acott
Sevenoaks Indoor Bowls	Richard Pursell
Sevenoaks Suns Basketball Club	Richard Surrey
Member of Public	Alica Árvay

The quorum of 3 elected members was met.

237. Apologies for Absence:

Apologies were received from CLlr Catherine Daniell.

238. Requests for Dispensations:

There were no requests for dispensations.

239. Declarations of Interest:

There were no declarations of interest.

240. Minutes of the Sevenoaks Town Sports Strategy Working Group held on 30th September 2024

It was agreed to receive and accept the minutes as a true record.

241. Sevenoaks Town Sports Strategy Review & Recommendations

The Working Group received and noted the Sevenoaks Sports Strategy Review & Recommendations report.

242. Sports Club Representatives - Updates

Updates from sports club representatives were noted by the Working Group, these included:

Sevenoaks Athletics Club – The club reported the relaunch process of the Sevenoaks 7 run in 2025 with the hopes of increasing entrance numbers.

Thackaray Williams Solicitors – It was noted that a free HR check was available for sports clubs and organizations undertaken by Thackaray's.

Sevenoaks Football Club – A value engineer exercise has been completed for the new pavilion. The club also noted an increased demand for more female coaches and referees.

Sevenoaks Town Council
Minutes of the Meeting of the Sevenoaks Town Sports Strategy (STSS) Working Group
Held on 4th December 2024 at the Town Council Offices

A request was made by a member of the public to install more outdoor Table Tennis tables in Sevenoaks. The working group noted the benefits of the sport and noted the planning process.

243. Sevenoaks District Council Sports Strategy

The Working Group received the SDC Sports Facilities Strategy & Action Plan – Final Report and noted further reports and assessments on the SDC website.

244. Dates of Future Meetings

The future Working Group meeting dates were noted:

Wednesday 12th February 2025

Wednesday 16th April 2025 (if needed)

245. Press Release: None

Sevenoaks District Council Sports Strategy – Report Errors

Following the publication of the SDC Sports Strategy, STC reported errors within the strategy to SDC. An amendment has been requested as per below email exchange with added attachment:

From: Linda Larter

Sent: 16 December 2024 16:28

Dear Aaron

Thank you for providing Sevenoaks Town Council (STC) with details of the final production of SDC Sports Strategy Reports and Recommendations.

It is unfortunate that SDC did not provide a period of consultation on the Sports Strategy where it would have been possible to bring to your attention any inaccuracies or links to STC Sports Strategy and information as owners and management of sports sites within Sevenoaks town.

We have provided a link to these matters in the attached document which we hope SDC will find a way to have these addressed in its Sports Strategy.

With regards

Linda

From: Aaron Wilkinson

Sent: 18 December 2024 17:02

Dear Linda,

Thank you for bringing the factual errors in the reports to our attention and we appreciate the Town Council reviewing of the documents. Although we do not consult on evidence base documents, it is unfortunate that there were discrepancies in KKP's understanding of the points raised, despite their engagement with the Town Council during the data gathering stage.

As the commission has concluded and KKP's work can no longer be revised, I propose preparing and uploading an addendum to address these errors. I will also inform our colleagues in development management about this update to ensure it's considered in any future relevant planning application.

I will aim to get an addendum uploaded as soon as possible after the Christmas break.

Kind regards,

Aaron

STC comments on SDC's Playing Pitch & Outdoor Sports Strategy

STC comments on SDC's Playing Pitch & Outdoor Sport Strategy: Assessment Report September 2024		
Page No.	Section of interest	STC comment
20, 25, 40, 56, 67, 72, 80, 82, 105, 108, 110, 112, 114, 115, 119, 125	All mentions of "Knole Paddock (Sevenoaks RFC)"	This site is managed by STC, not Sevenoaks RFC. Also, there are 2 fields associated with this location – the northern most field is Raleys Field and the southern most (closest to Lady Boswell's) is Knole Paddock. These are 2 separate fields and have not been differentiated between.
107, 109	Site – Sevenoaks Vine Cricket Club	These sites are owned and managed by STC, not the Sports Club.
138, 140	Site 83 – Sevenoaks Lawn Tennis Club	
117	"Consultation with Sevenoaks Town Council confirms that Section 106 monies have generated from development which have been committed to installing a new indoor cricket centre or enhance existing indoor cricket facilities within Sevenoaks"	This is the only mention of the Section 106 monies, and not an accurate representation of the conversation whereby STC reported that it had paid £150,000 towards this provision and is not satisfied that it has been properly committed for its intended use. The funds having been passed to a third party by SDC and not for original purpose. In addition, this is stated within the Playing Pitch and Outdoor Sport Strategy documents, and not in the Sports Facilities Strategy documents. Given that it is regarding <i>indoor</i> cricket facilities, STC notes that it would be more suitably placed in the latter.
139	Site ID 144 Hollybush Tennis Centre is attributed as belonging to STC.	This is incorrect.
150	Last paragraph under Padel section: "Sevenoaks Town Council also reports demand to install padel courts and has proposals to convert the macadam courts at Hollybush Tennis Centre into two padel courts. This is currently being assessed for the noise and light pollution potentially caused by the development"	This is incorrect. The Town Council has proposals to develop 2 courts at Raleys Field and is in the process of producing a request for pre-application advice from SDC to do so. The Hollybush

		<p>Tennis Centre application is a separate proposal being pursued by the Tennis Club and not STC.</p> <p>The inaccuracy is also reiterated in the Strategy and Action Plan.</p>
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STC comments on SDC's Playing Pitch & Outdoor Sport Strategy: Strategy and Action Plan October 2024		
Page No.	Section of interest	STC comment
9, 30, 31, 33, 35, 66, 70, 101, 102, 105, 106,	All mentions of "Knole Paddock (Sevenoaks RFC)", as well as its attribution of being managed by Sports Clubs.	<p>This site is managed by STC, not Sevenoaks RFC.</p> <p>Also, there are 2 fields associated with this location – the northern most field is Raleys Field and the southern most (closest to Lady Boswell's) is Knole Paddock. These are 2 separate fields and have not been differentiated between. Example: page 106, Tennis is attributed as being located at Knole Paddock (Sevenoaks RFC). This is incorrect – they are located next Raleys Field. In addition, STC's proposals for padel courts are proposed for Raleys Field – not Knole Paddock.</p>
78, 108	Both Site 87 – Sevenoaks Vine Cricket Club and	These sites are owned by STC, not the Sports Club.
83	Site 83 – Sevenoaks Lawn Tennis Club being attributed as being managed by Sports Clubs.	
49	"Sevenoaks Town Council also reports demand to install padel courts and has proposals to convert the macadam courts at Hollybush Tennis Centre into two padel courts. This is currently being assessed for the noise and light pollution potentially caused by the development "	<p>This is incorrect. The Town Council has proposals to develop 2 courts at Raleys Field and is in the process of producing a request for pre-application advice from SDC. The Hollybush Tennis Centre application is a separate proposal being pursued by the Tennis Club and not STC.</p>

101	<p>Tennis, Current picture “Sevenoaks LTC is operating above LTA recommended capacity guidelines. Sevenoaks Town Council is looking to convert two park courts at Hollybush Tennis Centre into padel provision. Sevenoaks LTC has an ambition to install padel provision in the North corner of Knole Paddock (Sevenoaks RFC).</p> <p>Tennis, Future picture: “Following the hopeful development of padel provision at Hollybush Tennis Centre, look to support the ambition of Sevenoaks LTC to install additional padel provision to support the club’s capacity issues”</p>	<p>Inaccuracies are highlighted in red font.</p> <p>As above, STC is considering development of 2 padel courts at Raleys Field.</p> <p>The aforementioned support would be appreciated. STC is in the process of requesting pre-application advice for padel courts at Raleys Field, which it will submit once Sports England have responded to STC’s request for comments on the proposals.</p>
102	<p>Priority recommendation for Tennis: “Work with Sevenoaks Town Council to convert two tennis courts at Hollybush Tennis Centre into padel provision.</p> <p>Following the potential development of padel provision at Hollybush Tennis Centre explore the possibility of installing padel in the North corner of Knole Paddock (Sevenoaks RFC) to give the club its own self-managed courts to better balance its capacity issues”</p>	<p>This is not a Town Council project.</p> <p>Sevenoaks Town Council is already exploring this via a pre-application advice request. Support would be gladly welcomed, as mentioned above.</p>
105	<p>Site ID 58 Knole Paddock states that the management of the fields is Sports Clubs (Football, Rugby union, Cricket and Tennis)</p>	<p>This is incorrect – the site is managed by STC.</p>
106	<p>Site ID 58, entry 2 (Tennis) recommends that SDC “further explore the feasibility and fully establish the need for padel courts at the site. However, this should not result in the loss of any rugby or cricket provision at the site”</p>	<p>Support on this would be welcomed, however a small loss of sport provision is unavoidable due to STC’s equipment store being unviable. STC has provided 4 placement options on Raleys Field for review of Sports England as to which, if any, would be agreeable. These will be provided to SDC via pre-application advice request, and SDC’s support in finding an acceptable solution would be much appreciated.</p>
111	<p>Site ID 124 again incorrectly attributes STC as the owner and manager of Hollybush Tennis Centre, and STC as the applicant of the planning</p>	<p>This is incorrect. STC would, however, welcome support in undertaking noise and sound</p>

	application to convert the macadam courts into 2 padel courts.	pollution tests at Raleys Field should this recommended action be transferable to that.
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Sevenoaks Town Sports Strategy Review & Recommendations 2023-2024

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1- Background



Sports Strategy – time for a review

In 2013 Sevenoaks Town Council commenced consultation with 40 organisations involved in sports within the town with the aim of producing a Sports Strategy. The final document was published in 2015 and can be viewed as an appendix to the Sevenoaks Town Neighbourhood Development Plan (STNP) – Scan the QR code and see Appendix D on page 185.



The Sevenoaks Sports Strategy resulted in over £1.2m being invested into sports provision within Sevenoaks town on the following projects:

Greatness Recreation Ground: 3G Pitch, new public toilet, outdoor gym facility, planning progression for new pavilion project. **Vine:** disabled ramp for pavilion, resurfacing cricket outfield, refurbishing exterior of Vine pavilion. **Knole Paddock:** improvements to drainage of pitches, decking to SRFC clubhouse, new floodlights for rugby training, planning fees for 3G pitch (unsuccessful), new overflow car park. **Hollybush Recreation Ground:** improved 3G hockey pitch. **Free sports:** outdoor gyms, outdoor table tennis, play equipment, skateboard park. Investment into gymnastic facilities. Policies included in the STNP for future school sports provision to meet governing bodies standards and cycling strategy. And £150k reserved for indoor cricket facilities.

Also £3m on **Bat & Ball Centre:** MUGA for tennis, netball, 5 aside. Floor based sports including marshal arts, zumba, and dance etc.

Having accomplished so much of the first Sevenoaks Town Council's Sports Strategy, it is time to look to the future.

We are looking for representatives of local sports organisations who are willing to invest time in helping us to prepare the second local Sports Strategy.

If you are interested, please contact George Eliiston at planning@sevenoakstown.gov.uk by the end of July 2023. The intention is for the first meeting to take place in September 2023.



Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG.
www.sevenoakstown.gov.uk

The Sevenoaks Town Neighbourhood Plan (STNP) which was successful at public referendum in 2023 will require a lot of work in implementing its policies and aims. It also needs the supporting statements reviewed as they were created at the beginning of the process, although as the Planning Inspector stated the fundamental principles have not changed.

The Sports Strategy is one of the supporting statements requiring review, originally created in consultation with 40 sports organisations. Local sports clubs and organisations were invited in July 2023 to be involved in the review process.

The original final Sevenoaks Town Sports Strategy document was published in 2015 and can be viewed as an appendix to the Sevenoaks Town Neighbourhood Plan (STNP) – see Appendix D on page 185 of the STNP via the following link:
[4166_20230302-sevenoaks-neighbourhood-plan-march-2023-compressed.pdf](https://www.sevenoaks-neighbourhood-plan-march-2023-compressed.pdf) (wordpress.com)

The Sevenoaks Town Council Sports Strategy resulted in over £1.2m being invested into sports provision within Sevenoaks town. In addition, the new Bat & Ball Centre was built to enable floor-based sports e.g., Marshall Arts, Zumba, and outdoor tennis, netball and 5 aside football.

Sevenoaks Town Council receives its income via the domestic council tax payer. For capital projects such as improved sports provision it would need to seek external funding or use Community Infrastructure Levy income.

The Sevenoaks Town Sports Strategy identifies sports needs for the town. A longer term project is required for identifying potential funding and land to meet the needs. This information is to enable all stakeholders to work together towards this aim and potentially use the information to share resources.

Important Note: All new sports facilities are required under STNP Policy S1 to adhere to the sports' governing body guidance (including schools)-meaning that they must be installed at full-size and as set by the relevant governing body. This is to prevent facilities being installed at 3/4 size as a cost and space saving exercise, which disqualifies then from being used by sports groups for official practice or games. Community access agreements should also be sought and obtained as part of the planning process.

2- Sevenoaks Town Sport strategy Working Group



Sevenoaks Town Council invited local sports clubs and organisations to participate in the review of the Sevenoaks Town Sports Strategy. The Working Group was well supported with attendance from the following:

Everyone Active	Sevenoaks Padel
FORM Personal Training	Sevenoaks Rugby Football Club
Hollybush Residents Association	Sevenoaks Suns Basketball
Knole Park Golf Club	Sevenoaks Tennis Club
Samsara Bike & Skateboarding	Sevenoaks Town Council
Trevor Saving, Member of the Public	Sevenoaks Town Football Club
Sevenoaks Bowling Club	Sevenoaks Vine Cricket Club
Sevenoaks District Council Sports Council	Tarmac Ltd
Sevenoaks Hockey Club	West Kent Sport & Wellbeing Publication
Sevenoaks indoor Bowls Club	

Meeting of the Sevenoaks Town Sports Strategy Working Group took place on the following dates:

- 4th October 2023
- 21st March 2024
- 29th May 2024
- 7th August 2024
- 30th September 2024
- 4th December 2024

2- Sevenoaks Town Sport strategy Working Group

Terms of Reference for Sevenoaks Town Sports Strategy (STSS) Working Group
– Adopted on 4th October 2023 and Approved at Full Council on 13th May 2024

Aim: To create a second Sevenoaks Town Sports Strategy and to establish sporting needs within Sevenoaks Town for the next 10 years in line with Objective 14 of the STNP (to deliver enhanced recreational and sports facilities for the town) and Policies S1 & S2.

1. Naming and role

- 1.1** The Working Group shall be referred to as the Sevenoaks Town Sports Strategy Group (STSS).
- 1.2** Topics for consideration by the Working Group may be added, provided that they are within the scope of the Sports Strategy process and do not conflict or duplicate the work being carried out by another Sevenoaks Town Council (STC) Committee or Working Group.
- 1.3** Any proposed modification to the list of topics to be considered by the Working Group must be approved by the STC Community & Wellbeing Committee before they may take effect.

2. Membership

- 2.1** Excluding elected Councillors, members of the STSS shall be limited to representatives of Sports organisations within Sevenoaks Town.
- 2.2** Members of the STSS shall be, as far as possible, representative of the demographics within Sevenoaks Town.
- 2.3** The formal list of members of the STSS and all related General Data Protection Regulation (GDPR) matters will be maintained and controlled by the Community & Wellbeing Committee.
- 2.4** Meetings of the STSS will be open to all members of the public who wish to attend.
- 2.5** Members of the public in attendance at a STSS meeting shall be free to contribute to the discussions taking place however will not hold voting rights.
- 2.6** Members of the STSS must disclose any personal or financial interests which may conflict or coincide with the topics being considered by the Sub Committee.

2- Sevenoaks Town Sport strategy Working Group

Terms of Reference for Sevenoaks Town Sports Strategy (STSS) Working Group – Adopted on 4th October 2023 and Approved at Full Council on 13th May 2024

3. Governance and decision making

- 3.1** The STSS will be presided over by a Chair or Vice Chair who must be an elected member of Sevenoaks Town Council.
- 3.2** If the Chair is not able to be present, meetings shall be chaired by the Vice Chair. If neither are present, members shall elect a Chair for the meeting from those present.
- 3.3** Decisions will be made by the consensus of formal members present at the STSS meeting. When a vote is tied the Chair will have the casting vote.
- 3.4** Recommendations made by the STSS will be considered as purely advisory and hold no weight unless explicitly ratified by Sevenoaks Town Council’s Community & Wellbeing Committee.

4. Meetings

- 4.1** It is for the individual STSS to determine frequency of meetings; however, the frequency should be adequate to allow the STSS to meet deadlines set by the Community & Wellbeing Committee.
- 4.2** It is recommended that as soon as possible a schedule of STSS meeting dates is agreed and circulated to members.
- 4.3** Sevenoaks Town Council must be notified at least 5 working days in advance of any proposed meetings to allow them to be publicised adequately.

5. Record Keeping.

- 5.1** Sevenoaks Town Council will endeavour to have an Officer present at meetings of STSS who will be responsible for the production of the minutes.
- 5.2** Minutes of meetings will be publically available and will be publicised on Sevenoaks Town Council’s website.
- 5.3** Agendas for the STSS will be circulated via email to all who have expressed an interest in the second Sevenoaks Town Sports Strategy process. Paper copies will be made available at the meeting.

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

[illegible]

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
2 Cont	Sevenoaks Indoor Bowls	Suspended Ceiling Rink Carpeting		£70 - £80,000 £55 - £65,000	<div><div>· To note that STC Finance and Delivery Committee approved the Club's CIL request for £25,000 on the 14th October 2024 ,Subject to all other funding for the project being in place.</div><div>· To consider a letter in support of the application to SDC.</div></div>	
3	Sevenoaks Dance, Fitness & Yoga	Studio full time enabling permanent fixed equipment				
4	Sevenoaks Outdoor Lawn Bowling	Expanding changing rooms Irrigation Tank Electric Fence to address fox problem		£5,000 £1,000		Funding Application submitted. Continuing with Open Days to increase membership.

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
5	Sevenoaks Vine Cricket Club	Facilities to move to 5 Saturday men's sides Women's cricket expanding Grass nets at Otford			Sevenoaks Vine Cricket Club have a long lease on the Vine and manage the cricket pitches. STC working with club to apply for planning permission to install secondary access to pavilion.	Approach to be made to SDC to release £150k s.106 funds for Indoor Cricket to be used for Outdoor Cricket facilities. SDC stated funds given to Kent Cricket Welfare Trust
6	Taiji & Qigong	N/A			STC would be pleased to support the promotion of the sport within the town.	
7	Sevenoaks Rugby Club	Insufficient playing pitches for membership and teams Affordable rent of additional pitches.			The Raleys Field / Knole Paddock is currently at full capacity. STC pitches are at a fair rent – it is difficult to obtain additional pitches at similar or lower cost.	SRFC creating a Foundation similar to other clubs to enable equal access for participation in the sports. This led to discussion about creation of a 'Sevenoaks Sports Foundation' AGM to be held 30.5.2024

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
7 Cont	Sevenoaks Rugby Club	<p>Playability of pitches from significant use.</p> <p>1 x 3G Pitch at Knole Paddock – free access and SRFC management.</p> <p>Need to expand women’s and girls’ rugby.</p>		£500,000	<p>Due to full capacity the pitches are often ‘over played’ resulting in poor quality. The problem with finding alternative or additional pitches has resulted in STC having to delay improvement works.</p> <p>STC invested considerable resources into trying to obtain planning permission for a 3G rugby pitch which was not successful.</p> <p>If STC paid for a 3G pitch using public funds it would not hand over to a third party to use free of charge. It would be renting out to recoup public funds.</p> <p>This would of course be supported dependent on being able to address practicalities.</p>	<p>One pitch to be restored during 2024 – alternative training provision obtained at local school.</p> <p>STC requested SRFC partner for application to RFU for pitch improvement funding.</p>

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
7 Cont	Sevenoaks Rugby Club	<p>Ability to have portable floodlights to move around site.</p> <p>*Women’s and girls’ changing and shower facilities.</p> <p>*Disabled changing facilities.</p> <p>*Specific disabled bathrooms.</p> <p>*Gender neutral toilet.</p> <p>*Extend kitchen space and the space behind the bar to deliver an improved Clubhouse experience.</p> <p>Temporary mini stand and dug out areas for coaches.</p> <p>Fixings for advertising banners.</p> <p>Electronic scoreboard</p> <p>Additional storage for junior rugby playing kits.</p>			<p>Health and Safety, insurance, and impact on nearby residents need to be considered.</p> <p>It is hoped that the club will be able to remodel its current building to accommodate some of these requirements.</p> <p>Or is an alternative required?</p> <p>This would be subject to planning and considering the impact to other users of the site and public open space.</p> <p>This is subject to planning and considering the impact to other users of the site and public open space.</p> <p>This is subject to planning and considering the impact to other users of the site and public open space.</p> <p>Could this be affixed to the current clubhouse?</p> <p>Not sure what this requires?</p>	

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
7 Cont	Sevenoaks Rugby Club	Central pavilion (STC) benefit from upgrade. Reconfigure car park with diagonal parking bays			STC pavilion refurbish subject to funds available. Substantial work is required to car park to address tree roots. Diagonal bays could be considered as a future option.	
	Sevenoaks Lawn Tennis Club	Two additional courts Padel courts			Is there space within current leased area for 2 more courts? Or is another site needed? Obtain pre planning advice in relation to providing on adjacent Raleys Field.	Placement Options of the Padel courts have been forwarded to Sport England for pre-planning advice, to support and be followed by similar request to SDC in the New Year 2025.
8						

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
8 Cont	Sevenoaks Lawn Tennis Club	Increased social and viewing space More private changing space – cubicles within the changing rooms Ramp from car park to enable access to clubhouse Improved changing space for juniors.			All other needs supported subject to planning permission and funding.	
	Hollybush Tennis Centre	Increased space for café Increased space for changing facilities			The building is owned by SDC. Supported subject to owner, SDC permission, Planning and funding.	Pickle Ball launched. Planning application submitted for Padel Courts granted by SDC on the 30th September 2024 subject to conditions-including submission and approval of further details (see 10). Note that SDC's outdoor sports facilities action plan recommends that SDC support Hollybush Tennis Club with provision of these.
9						

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
10	Sevenoaks Padel	4 – 8 Padel Courts (with disabled access) Indoor facilities within Sevenoaks District Small changing rooms (most players change at home)			See 8 above It is understood that this is progressing at Polhill. A planning application has been granted by at Hollybush Tennis Centre, for 2 existing outdoor tennis courts to be converted into 3 outdoor padel tennis courts. This includes new posts, glass walls, mesh fencing and floodlights. Applicant is Mr J Heuerman from The Tennis Academy.	Planning application has been granted with conditions required being the submission and approval by SDC of noise, lighting and community access agreements. Noted that noise and time of play needs to be considered for nearby residents.Lighting has been restricted outside 7 am and 10 pm. It was noted that this was one of several sports suitable for the 65+ residents who were 25% of local population.
11	Sevenoaks Town Rugby Club	See 7				

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
12	Sevenoaks Suns Basketball Club	More courts availability for more sessions.			To date STC has not been able to assist the club with providing a potential site for its ambitious plans.	Actively fundraising for increased number of school coaches and towards new facility.
		Facilities equipped with more baskets.			NOTE: All new sports facilities are required under STNP Policy S1 to adhere to the sports’ governing body guidance (including schools), and should also be developed with community access agreements.	The new facilities were intended to provide 3 – 4 Basketball Courts, Netball, Pickle and Badminton facilities.
		Baskets with adjustable heights.			It is understood that plans are currently being worked up with Knole Academy for this.	Hoping to increase provision for girls.
		Purpose built community basketball (and multi-sport) facility and outdoor courts and changing rooms.			There was an agreement with Sencio to provide these.	Aiming for new facilities – Outdoors 2025 and Indoor 2026.
		Disability provision			See above	

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
13	Sevenoaks Town Football Club	New clubhouse – improved changing facilities, gym, café with shared community use.		£2,500,000	STC & STFC submitted a CLL bid and with STC match funding were successful with just over £800,000 obtained. Additional external funding needs to be sought. Planning permission obtained. Due to seek tenders May 2024. STFC have long term leases at Greatness Recreation Ground and manage the provision of the football pitches.	Tender process slightly delayed to begin in June 2024. Further fundraising will be needed.
14	Samsara Bike Club	More range of sizes of pads and softer skateboard bushes for younger children. Pump track or off road bike trails. Further development to Greatness Skatepark. WC Training volunteer support. Adapted bikes for disabled users			Potential for this provision within new Tarmac site.	

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
15	We Make Footballers Sevenoaks	Larger capacity for sports players.				
16	MX Fencing	Sports halls Greater audience capacity Fencing kits for beginners Fencing salle			NOTE: All new sports facilities are required under STNP Policy S1 to adhere to the sports’ governing body guidance (including schools), and should also be developed with community access agreements.	
17	Invicta Karate Academy	Dedicated Karate Dojo Hall and room complex with changing rooms.				

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
18	Sevenoaks Town Golf Club	Trial club sets and equipment for potential new members. Extension to bar, kitchen and changing room/showers . Access ramp to main building and disabled toilet.				
19	Hildenborough Junior Badminton Club	More facilities to facilitate new influx of members- additional sports hall will be necessary.			NOTE: All new sports facilities are required under STNP Policy S1 to adhere to the sports' governing body guidance (including schools), and should also be developed with community access agreements.	
20	Sevenoaks Hockey Club	2 pitches with floodlights, possibility of sharing. Replace existing seating. A club house facility/ changing rooms.			NOTE: All new sports facilities are required under STNP Policy S1 to adhere to the sports' governing body guidance (including schools), and should also be developed with community access agreements.	

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
21	Tarmac / Greatness Quarry Development	<p>Noted that the outline planning application provided the following:</p> <p>Land for Primary School</p> <p>Local Centre / Lakeside Water Facility Watersports facilities.</p> <p>Oast House – community building</p> <p>Barn – provision for Scouts</p> <p>Secondary school- financial contribution</p> <p>Medical Facilities – financial contribution</p> <p>It was noted that there was not land available for flat sports pitches.</p>			<p>It was hoped that the proposed primary school would include some sports hall provision.</p> <p>Outdoor water sports facilities will be provided for the first time within Sevenoaks town – e.g. sailing, canoeing</p> <p>STC are preparing a Feasibility Study for the Oast House community use.</p> <p>It is hoped that the Scouts will also enable other uses of the building.</p> <p>When the full project is progressed STC will receive a substantial CIL contribution – details and plans for this to be confirmed at a later date</p>	

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
22	Sevenoaks Town Sports Foundation	Discussion at the Sports Strategy Meeting held on 29.5.2024 took place about the creation of a Sevenoaks Town Sports Foundation.Tarmac expressed an interest in this.				Further discussion to be held.
23	Athletic Facilities	It was noted that SDC were creating athletic facilities including running track between Trinity School and Seal.				

3- Feedback from Sevenoaks Town Sports Clubs & Organisations

Ref	Sports Organisation	Identified Need	Priority	Approximate £	STC Initial Comments	Initial Actions
24	Bradbourne Group Riding for the Disabled	Enhanced carriage tyres for comfort and ease of use on the surfaces. Ensuring the fields are not bought up for housing. Replacement car park surface without potholes for ease of disability access while being strong enough for the heavy tractor to remove the muck heap and bring hay and stray to site.			Hourses field successfully registered by STC as an Asset of Community Value 10th October 2024. This means that, should the land be put up for sale, this will be delayed by 6 weeks to allow community groups to consider whether they submit an intent to bid. If this is received, sale on the open market is delayed by a further 6 months to allow the group to produce a buisness plan and raise funds. This does not obligate the owner to sell to the group or accept their offer, nor does it obligate the group from purchasing it or protect it from being developed by the current owner (SDC).	
25	Representative for Hockey, Lacrosse, Swimming, Badminton (Respondent did not include club/organization name in survey)	Floodlit hockey pitches, all weather running track for athletics.				

4- School Provisions

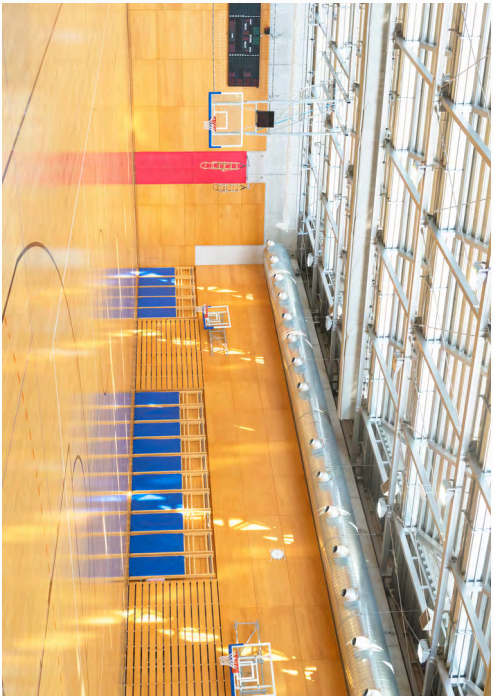
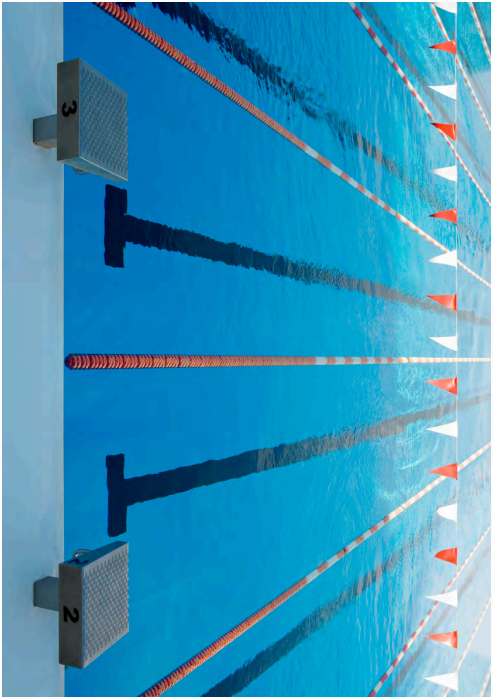
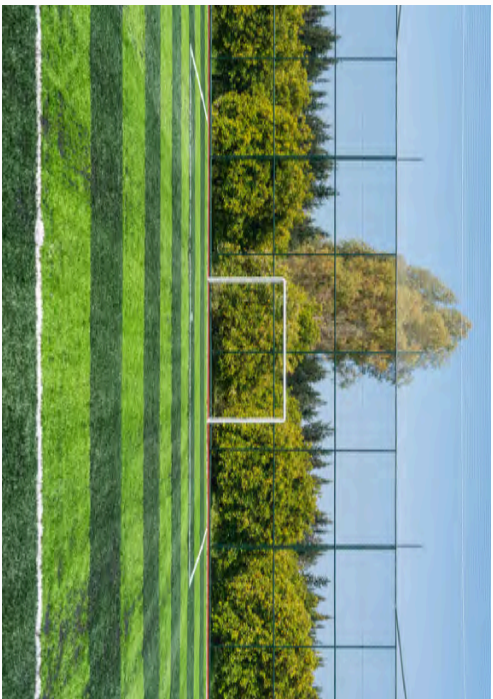
Ref	Schools In Sevenoaks	Sports facilities available for hire to non-schools (information gathered from school websites)
1	Sevenoaks School	<ul style="list-style-type: none">·25m six-lane swimming pool,· fitness suite and weights room,· studio,·three glass-backed squash courts,·three indoor tennis courts,·an eight-court sports hall,·rock and rope climbing area,·physiotherapy room·servery/meeting room,·athletics track,· tennis courts,·floodlit hard courts· Astro & grass pitches with pavilions Cricket nets
2	Walthamstow Hall Senior	Note the Website does not mention hiring of Facilities for external use.
3	Walthamstow Hall Junior	Note the Website does not mention hiring of Facilities for external use.

4- School Provisions

Ref	Schools In Sevenoaks	Sports facilities available for hire to non-schools (information gathered from school websites)
4	Knole Academy	<ul style="list-style-type: none">·Sports Hall- Cricket (4 Nets), indoor Hockey, Basketball (full Sized court), Badminton (4 Courts).·Rock Climbing wall- (those using need experience check/Qualifications or can provide instructor.·Fitness Suite- Weekdays during school term: 4pm-10pm<ul style="list-style-type: none">Saturday during school term: 8am-4pmSunday during school term: 9am-5pmWeekdays during school holidays: 8am-10pmSaturdays during school holidays: 8am-4pmSundays during school holidays: 9am-5pm.·Dance hall- (spinning, Circuits, Zumba, Pilates)·3G Sports pitch <p><i>It should also be noted they are part of a Sports partnership with primary schools in the area (St. Thomas's, St. Johns, Lady Boswells, Sevenoaks Primary).</i></p>
5	Wilderness School (see Trinity & Weald Schools)	<p><i>(Permanently closed)</i></p>
6	West Heath School	<ul style="list-style-type: none">·Sports Hall- Available for Children's Birthday party's & local Clubs.·Tennis CourtsSwimming pool- Available for weekend hire.

4- School Provisions

Ref	Schools In Sevenoaks	Sports facilities available for hire to non-schools (information gathered from school websites)
7	New Beacon (primary)	<div>·Astro pitch can be divided into two smaller pitches,</div> <div>·Swimming pool</div> <div>·Sports Hall</div> <div>Studio</div>
8	Granville (primary)	
9	Sevenoaks Primary	
10	St. Johns (primary)	
11	St. Thomas (primary)	None, useful to note they partner with other schools.
12	Lady Boswell (primary)	None, useful to note they partner with other schools.



5- Sevenoaks District Council Sports Provision Review

The Sevenoaks District Sports Strategy work is split into two Strategies. They are the Playing Pitch and Outdoor Sports Strategy, which covers outdoor facilities, and the Sports Facility Strategy which covers indoor facilities. Each Strategy is formed of two documents, a Needs Assessment Report, and a Strategy Report.

The Needs Assessment Reports are an audit and analysis of existing provision, including supply (quantitative and qualitative), demand and future demand.

The Strategy Reports use this analysis to make strategic and site-specific recommendations. For the Sports Facility Strategy, this is broken down by facility type.

For the Playing Pitch and Outdoor Sports Strategy, this is broken down by sport and analysis area.

They center around three key aims:

- 1. Protect- to protect the existing supply of facilities where they are needed to meet current and future needs.
- 2. To enhance facilities and ancillary facilities through improving quality and management of sites (making better use of existing provisions).
- 3. To provide new facilities where there is a current or future need to do so.

The Sevenoaks District Council full report can be accessed via these links:

Playing Pitch and Outdoor Sports Strategy:

Strategy Report: [https://www.sevenoaks.gov.uk/downloads/file/4163/playing_pitch_and_outdoor_sports_strategy_2024 - strategy_report](https://www.sevenoaks.gov.uk/downloads/file/4163/playing_pitch_and_outdoor_sports_strategy_2024_-_strategy_report)

Needs Assessment Report: [https://www.sevenoaks.gov.uk/downloads/file/4164/playing_pitch_and_outdoor_sports_strategy_2024 - needs assessment_report](https://www.sevenoaks.gov.uk/downloads/file/4164/playing_pitch_and_outdoor_sports_strategy_2024_-_needs_assessment_report)

Sports facility Strategy:

Strategy Report: [https://www.sevenoaks.gov.uk/downloads/file/4161/sports_facility_strategy_2024 - strategy_report1](https://www.sevenoaks.gov.uk/downloads/file/4161/sports_facility_strategy_2024_-_strategy_report1)

Needs Assessment Report: [https://www.sevenoaks.gov.uk/downloads/file/4162/sports_facility_strategy_2024 - needs assessment_report](https://www.sevenoaks.gov.uk/downloads/file/4162/sports_facility_strategy_2024_-_needs_assessment_report)

Plan 2040:

Plan 2040- [https://www.sevenoaks.gov.uk/info/20069131/plan_2040/691/plan_2040 %E2%80%93 evidence base documents](https://www.sevenoaks.gov.uk/info/20069131/plan_2040/691/plan_2040_%E2%80%93_evidence_base_documents)

6- 2023- 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
A1	Greatness Recreation Ground	Football	New Sports Pavilion including café and toilets.	Sevenoaks Town Football Club / Sevenoaks Town Council have obtained planning permission and moving forward to obtain football foundation funding.		Planning Permission obtained. CIL Funding obtained STC Committed funding Football Foundation grant application to be submitted January 2025. Hope to commence project 2025.	£1,800,000 £787,500 £87,500
A2	Greatness Recreation Ground	Football	Current pavilion repurposed as community facility – installation of public toilet.	Awaiting completion of new pavilion. New public toilet built.	£25,000	New community uses of the current pavilion will commence once the timetable for the new pavilion is agreed. completed	TBC
A3	Greatness Recreation Ground	Free sport	Outdoor Gym Facility - Free Sports	Installation completed	£15,000	Requires renovating and potentially relocating and new surface – await results of public survey	£30,000

6- 2023- 2024 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
A4	Greatness Recreation Ground	Football	3G Pitch Enabling football to be played all year round	Installation completed	£500,000		
A5	Greatness Recreation Ground	Free exercise	Improvements to Environ	Consultation to take place as part of new sports pavilion project.		Public consultation to take place including relocating of play area and outdoor gym equipment and increasing car park size.	
B1	Vine Pavilion	Cricket	Refurbish Vine Pavilion to enable disabled access. Refurb of external of Vine Pavilion	Access ramp installed.	£35,000 £70,000	Consider opportunity for second access to building, subject to planning.	TBC
B2	Vine	Cricket	Make building more energy efficient				

6- 2023- 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
B3	Vine	Cricket free exercise	Upgrade public toilets. Used by runners, cyclists, cricket players, walkers. cycle Friendly recognised cafe. Green Flag Award	completed	£20,000	Completed	
B4	Vine	Cricket	Outdoor cricket nets to be removed and make good.	Completed		Facilities to move 5 x Saturday men's sides Women's cricket expanding Grass nets at Otford The Cricket Club have approached SDC for funds from the s.106 funding (see R)	£20,000
B5	Vine	Cricket	Outdoor storage required for cricket equipment.	Cricket club continue to use STC's Tea Hut. STC regularly maintain.		ongoing	
B6	Vine	Cricket	Cricket outfield, post covid.	Complete restoration of cricket outfield, post covid. STC contributed £16,000	£25,000	completed	

6- 2023- 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
C1	Knole Paddock	Rugby Football Cricket	Improve drainage to sports pitches.	Works undertaken in 2015 and 2022. Pitch 1 completed. 2 x £35,000	£70,000	Completed, ongoing maintenance works required. Additional rugby pitches needed to accommodate need and avoid ‘over playing’ of pitches at Knole Paddock. 3G Rugby Pitch meeting sports governance criteria needed. NOTE: All new sports facilities are required under STNP Policy S1 to adhere to the sports’ governing body guidance (including schools), and should also be developed with community access agreements. SRFC clubhouse requires modernising to enable diverse access to the sport.	
C1 (a)	Knole Paddock Pavilion	Rugby Football Cricket	Make buildings more energy efficient.			Solar panels and retention batteries to be considered. Requires some refurbishment	TBC

6- 2023- 2024 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
C2	Knole Paddock	Rugby	Installation of 3G pitch	STC invested resources into planning applications to appeal stage – however planning permission not granted.	£17,000	NOTE: All new sports facilities are required under STNP Policy S1 to adhere to the sports’ governing body guidance (including schools), and should also be developed with community access agreements. New floodlighting installed. Applying for RFU funding for ongoing improvement to pitches. Requires SRFC support.	
				New floodlighting			
C3	Knole Paddock	Rugby Football	Installation of MUGA	Due to planning issues installed at Bat & Ball Centre		Installed at Bat & Ball Centre.	
C4	Knole Paddock	Rugby	Improved SRFC facilities for spectators.	Completed decking area and moving of main pitch	£20,000		

6- 2023- 2024 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
C5	Knole Paddock	Cricket	Retention of Cricket Pitch	Retained although reduced to accommodate Rugby. Planning Permission obtained for practice nets.			
C6	Knole Paddock	Football	Retention of Football Pitch	Retained – programme of improvement to commence 2023.	TBC		
C7	Knole Paddock	Tennis (Padel Tennis)	Enable long term sustainability of Lawn Tennis Club	STC lease land to club.		STC seeking pre planning advice on ability to install padel courts. Ramp from car park to enable access to clubhouse Improvement to changing facilities.	

6- 2023- 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
C8	Knole Paddock	Gymnastics	Raleys Gym to be closed and area redeveloped. Investment into Sencio gym facilities.	Completed			
C9	Knole Paddock	Rugby Football Cricket	Remove some strain on parking issues – grass crete for 46 spaces as overflow car park.	Planning permission obtained and project completed.	£15,000		
C10	Raleys Car Park	Rugby Football Cricket Tennis Free exercise	Need to refurbish and address tree roots.			Refurbishment of car park to be undertaken when funds available.	

6- 2023- 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
D1	Hollybush Recreation Ground	Indoor Bowls	Indoor Bowls Club – consideration adaption to enable shared use with other sports provision = shared costs.	Owned by SDC	TBC	Sevenoaks Bowls Club have a 25 year full repairing lease on the property. The landlord is SDC.	£138,743
			More bowls		TBC		
			Disability equipment		TBC		
			Kitchen equipment		TBC		
			Infrastructure to building needs addressing , heating, carpeting, ceiling and roofing.		£81,600	Grant Funding has been obtained to install including £25,000 from STC with a further £75,000 from SDC and additional funding from other organisations.	
			Solar roof panels		£138,743		
			Suspended ceiling		£70 - £80,000		
			Rink carpeting		£55 - £60,000		
D2	Hollybush Recreation Ground	Tennis & Padel Tennis	Additional tennis facilities	Provided via SDC & private organisation		Planning permission approved for 3 x Padel courts	

6- 2023- 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
D3	Hollybush Recreation Ground	Hockey Tennis	Improved 3G facility	Completed with STC financial contribution	£50,000	Sevenoaks Hockey Club currently have 1 x 3G pitch at Hollybush Recreation Ground. The development of Hockey 2 x 3G pitches and clubhouse is supported. Current land resolution not available. NOTE: All new sports facilities are required under STNP Policy S1 to adhere to the sports' governing body guidance (including schools), and should also be developed with community access agreements.	
D4	Hollybush Recreation Ground	Partnership provision with adjacent schools.	Schools now have a coordinated sports programme involving local sports clubs.			No further recommendation	

6- 2023- 2024 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
D5	Hollybush Recreation Ground		Footbridge across Seal Hollow Road for link to Knole Paddock and improved pedestrian access.			No further recommendations.	
D6	Hollybush Recreation Ground		Expansion and improvement of lodge with public toilets, children nursery and community facilities.	Recommended to SDC for preparation of strategic plan for open space.		No further recommendations.	
D7	Hollybush Recreation Ground	Free exercise	Hollybush Park	Recommended to SDC for preparation of strategic plan for open space		No further recommendations.	

6- 2023- 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
D8	Hollybush Recreation Ground	Cricket	Consider provision of cricket at Hollybush Park	Considered and not progressed – objections from local residents.		No further recommendations.	
D9	Hollybush Recreation Ground	Free exercise	Open space for running, children play, dog walking etc to remain.			No further recommendations.	
E1	Community Centre (Now Bat & Ball Centre)	<div><div>·Gymnastics</div><div>·Martial arts</div><div>·Dancing</div><div>·Exercise classes</div><div>·Zumba</div></div>	Convert to two storeys to enable.	Planning permission not agreed for two storeys. Sports accommodated except indoor basketball and cross fit.	£3,000,000	Completed, well used. No further recommendations.	
E2	Community Centre MUGA (Now Bat & Ball Centre)	<div><div>·Tennis</div><div>·Netball</div><div>·Football</div><div>·Basketball</div></div>	Retain outdoor multi sports facility	New facility with floodlights installed – free to use.	£100,000	Completed, well used No further recommendations.	

6- 2023- 2024 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
F-Schools							
F1	Former Wilderness School Site		Two new schools with sports provision	Provided by KCC		Completed, well used Any new sports facilities provided should meet sport's governing body criteria and to enable community use.	
F2	Former Wilderness School Site		Two new multi-use games area	Provided by KCC			
F3	Former Wilderness School Site		Upgraded Sencio facilities	Provided by KCC			

6- 2023- 2024 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
F4	Traditional school sports lessons		Encourage schools to pay and use current sports organisations in partnership with sports lessons.	Schools now have a coordinated sports programme involving local sports clubs.		Now in regular practice. No further recommendation.	
F5	School Sites		Work in partnership with schools to provide sports provision to meet Sports governing bodies standards.	STNP – school sports facilities to meet governing body requirement to enable community use.		This is still an ongoing problem restricting community use. School sports facilities to meet governing body requirement and to enable community use.	
G1	Sencio Leisure Centre	Swimming Gymnastics Basketball Fitness classes	Support the long-term sustainability of the facility.	2023 new management to be put in place		SDC reviewing options to develop site and facility.	

6- 2023- 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
G2	Sencio Leisure Centre	Basketball	Disability basketball – improve facilities	Completed with adjustable hoops.		SDC reviewing options to develop site and facility.	
G3	Sencio Leisure Centre	Gymnastics	Incorporate gymnastics from Raleys	Completed – STC donated funds	£95,000	STC funding provided No further recommendations	
H- Informal Free Access Sports							
H1	Hillingdon Rise	Table Tennis	Install table tennis tables outside to enable free access	Outdoor Table Tennis installed at Hillingdon Rise As part of refurbishment of play area.	£5,000		
H2	Seal	Running Tracks				SDC were creating athletic facilities including running track between Trinity School and Seal.	
H3		Jogging / Running					

6- 2023- 2024 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
H4		Cycling	Work with the adopted Cycling Strategy Cycle Pump Track			May be possible to include in Tarmac site.	
H5	Greatness	Skateboard			£65,000	Fully refurbished 2023 Skateboard lessons and events being provided	
H6		Walking				The Neighbourhood Plan and two Masterplans currently in production focus on improved facilities for walking.	
H7	Bat & Ball Centre Stag Sencio	Dance		It is noted that Sevenoaks Dance, Fitness & Yoga have an ambition to have a studio full time with permanent equipment.		The new Bat & Ball Centre accommodates a variety of dance classes and the weekly Tea Dance for senior citizens.	

6- 2023- 2024 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
H8	Greatness Vine Julians Meadow Buckhurst Lane Hillingdon Rise Pontoise Kippington Meadow Mount Close	Play Equipment	STC owns and maintains various play area sites providing natural exercise		£40,000 £25,000 £25,000	Refurbished 2023 ·Hillingdon Rise ·Julians Meadow ·Pontoise	
H9	Greatness Julian Meadow	Outdoor Gym Equipment		Additional outdoor gym installed at Julians Meadow in addition to Greatness Rec Provision.	£15,000	Julian's Meadow completed, well used. Requires renovating and potentially relocating and new surface – await results of public survey (see A3)	
J	Spectators		Good facilities needed.	Improved facilities at SRFC pavilion. Accessible ramp at Vine Pavilion.		Completed No further recommendation. Pursue additional access ramp at the Vine Pavilion, dependent on Conservation Officer approval.	

6- 2023- 2024 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
K	Partnerships with Neighbouring and or other authorities		Exchange information work together and avoid duplication.	Ongoing		Ongoing	
L	New Sports Sites		New sports sites within Sevenoaks town are extremely limited due to land availability.	Blue Skies thinking – purchase and repurpose land?		Continue to consider opportunities should they arise. NOTE: All new sports facilities are required under STNP Policy S1 to adhere to the sports’ governing body guidance (including schools), and should also be developed with community access agreements.	
M	New Sports Sites		Land adjacent to Greatness Recreation Ground available following completion of Tarmac operation.	Formal land sports not suitable due to topography. Water sports possible in restored lake. Allocation within STNP.		Water sports to be developed at Tarmac site	

6- 2023- 2024 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
N	Access for disabled and vulnerable people		All facilities to be reviewed to address.	Included within new projects. Adaptions made to current provision.		Ongoing	
O	Buildings – improve Carbon use and sustainability					Consider subject to planning and funding installation of solar panels and retention batteries. Bowls Club Knole Pavilion	
P	Golf		To support Golf Clubs encouraging young members for sustainability	Ongoing		Ongoing	

6- 2023- 2024 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
Q	Indoor Cricket		SDC requested s.106 funding for future indoor cricket provision.	STC provided to SDC	£150,000	Funds not spent on Indoor Cricket. Funds to be returned to STC for sports provision.	
R	Basketball		Outdoor Basketball free Indoor Basketball Courts with spectator area. Disability provision	1 hoop installed at Bat & Ball Centre		The development of outdoors and indoor facilities for Basketball is supported. NOTE: All new sports facilities are required under STNP Policy S1 to adhere to the sports’ governing body guidance (including schools), and should also be developed with community access agreements.	
S	Netball		Outdoor netball courts with floodlights and facilities.	1 court at Bat & Ball Centre		NOTE: All new sports facilities are required under STNP Policy S1 to adhere to the sports’ governing body guidance (including schools), and should also be developed with community access agreements.	

6- 2023- 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
T	Outdoor Archery		Seeking appropriate land availability			NOTE: All new sports facilities are required under STNP Policy S1 to adhere to the sports' governing body guidance (including schools), and should also be developed with community access agreements.	
U	Badminton					More facilities (sports hall) needed to facilitate influx of new members. NOTE: All new sports facilities are required under STNP Policy S1 to adhere to the sports' governing body guidance (including schools), and should also be developed with community access agreements.	
V	Outdoor Lawn Bowling			Expanding changing rooms Irrigation Tank Electric Fence to address fox problem	£5,000 £1,000	Funding obtained for irrigation tank	

6- 2023- 2024 2024 Sevenoaks Town Sports Strategy Review & Recommendations

Ref	Location	Sport	Project	2023 Update	£	2023-2024 Review & Recommendation	£
W	Fencing					Fencing kits for beginners Fencing Salle Sports hall and audience facilities	
X	Marshall Arts					Dedicated Marshall Arts facility recommended.	
Y	Sports Foundation					Consider creation of Sevenoaks Town Sports Foundation.	



7- Precisis of 2024 Sevenoaks Town Sports Strategy Review Recommendations

The Sevenoaks Town Sports Strategy identifies sports needs for the town.A longer-term project is required for identifying potential funding and land to meet the needs. This information is to enable all stakeholders to work together towards this aim and potentially use the information to share resources. All new sports facilities are required under STNP Policy S1 to adhere to the sports’ governing body guidance (including schools) – meaning that they must be installed at full-size and as set by the relevant governing body. This is to prevent facilities being installed at ¾ size as a cost and space-saving exercise, which disqualifies them from being used by sports groups for official practice or games.

Community access agreements should also be sought and obtained as part of the planning process.

Ref	Sport	Project	£-If known
A1	Football	Provision of new pavilion at Greatness Recreation Ground	£1,800,000
A2		Refurbishment of current pavilion at Greatness Recreation Ground	Tbc
A3	Gym	Refurbish outdoor gym equipment at Greatness Recreation Ground	£30,000
A5	Play equipment	Subject to public survey consider relocating play area and surfacing	£200,000
B1	Cricket	Provision of second entrance to Vine Pavilion	Tbc
B4	Cricket	Outdoor cricket nets at Otford	£20,000

7- Precisis of 2024 Sevenoaks Town Sports Strategy Review Recommendations

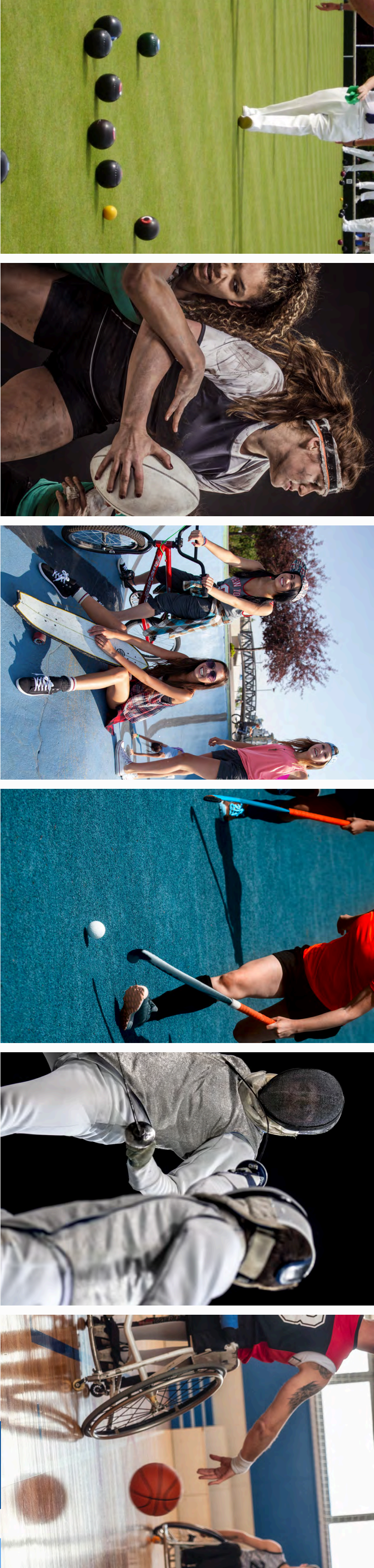
Ref	Sport	Project	£-If known
C1	Rugby	Work with SRFC to obtain funding for improved maintenance to pitches 3G Rugby pitch in Sevenoaks needed.	£0 £500,000
C7	Padel Courts	Feasibility for Padel Courts at Knole Paddock	Tbc
C10	Rugby Football Cricket Tennis Free exercise	Refurbish Raleys car park and address tree roots	£250,000 est.
D1	Indoor Bowls	Support Bowls Club with provision of solar panels and retaining batteries	£139,000
D2	Padel Courts	Support development of Padel Courts at Hollybush Recreation Ground	
D3	Hockey	Support provision of Hockey 2 x 3G pitches and clubhouse	
F4	Schools sports	Continue to encourage schools to use local sports clubs for sports provision	

7- Precis of 2024 Sevenoaks Town Sports Strategy Review Recommendations

Ref	Sport	Project	£-If known
F5	School sport provision	Sports Facilities to meet governing body requirements to enable community use	
H4	Cycling	Encourage inclusion of Cycle Pump Track on Tarmac site	
H8	Play Equipment	STC to continue to invest in its Play Area Policy as funds become available	
O	Sustainable Buildings	Subject to funding and practicalities support improvements to buildings to reduce carbon footprint and make more sustainable.	
R	Basketball	Support the provision of indoor and outdoor basketball facilities including provision for spectators.	
T	Archery	Support provision for outdoor archery	
U	Badminton	Support provision for additional badminton facilities	

7- Precis of 2024 Sevenoaks Town Sports Strategy Review Recommendations

Ref	Sport	Project	E-If known
W	Fencing	Support provision for additional fencing facilities	
X	Marshall Arts	Support the provision of a dedicated Marshall Arts facility	
Y	Sevenoaks Town Sports Foundation	Consider creation of Sevenoaks Town Sports Foundation.	



Sevenoaks Town Council

Council Offices

Bradbourne Vale Road

Sevenoaks TN13 3QG

Tel: 01732 459953

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Visit: www.sevenoakstown.gov.uk



**Sevenoaks
TOWN council**

Request for Outdoor Table Tennis Facilities

Sevenoaks Town Council was approached by a member of the public with a request for outdoor table tennis facilities and offered to provide a feasibility study which is set to include the following:

1. pros and cons
2. benefits
3. including experience of three councils, with risk assessment experience. However, the risk assessment guidance is readily available here: [How-to-Ping-your-city-section-5.pdf](#) (see attachment)

Also this [link](#) is available about risk assessment, though here no all sections apply. However, risk assessment links are readily available, for example [here](#).

4. outlining solutions and possibly get sport companies to sponsor it. Financial backing.
 - 4.1 sport companies could be approached for promoting their equipment.
 - 4.2 citizens could contribute to it
 - 4.3 council's main support could be providing some funds to it but more importantly, to have willingness to get things done, some expertise are needed to reach consensus where and how to set these up with the greatest benefits and the least nuisance. I train at the Vine and just at mentioning this option, a group member said he would sponsor it. I am not sure how serious he was but the project might not require essentially more than willingness and the competence to make it work.

I think getting two tables around the Vine and four others close to the centre would not be too hard, whenever there is a patch of green grass.

An even surface and putting the table legs in concrete is the only interference with the green patches. I would definitely leave the natural environment as undisturbed as possible.

[Facilities and equipment - Table Tennis England](#)

Table Tennis England noticed how popular outdoor table tennis was in Europe and China, so in 2009 we, supported by Sport England, installed 47 tables in 26 London parks to measure their impact and popularity.

The project was a success. The tables were quickly adopted by the communities they were placed in. Since then, outdoor table tennis has been included as part of Table Tennis England's strategy to increase opportunities to play.

The key benefits for organisations who have installed outdoor table tennis tables include:

- Very low maintenance costs after the initial purchase
- The opportunity to engages the local community and encourage social cohesion

Request for Outdoor Table Tennis Facilities

- Reduced anti-social behaviour in public spaces
- Improved school playground behaviour
- Opportunities to reinvigorate unused space in urban environments
- Added value to outdoor facilities such as playgrounds, outdoor gyms and skate parks
- Provides a family friendly activity that will increase visit times and potentially custom in cafes and shops in close proximity to the tables.

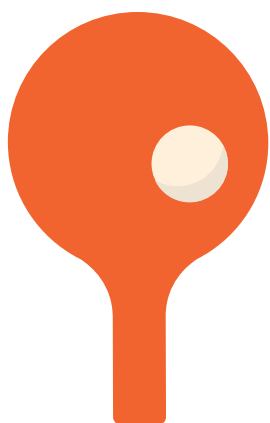
There have been studies conducted in longevity, and it was found that ball games requiring eye-body coordination contribute the most benefits.

However not all ball games are created equal, table tennis beats them all because for basketball one would need much more space and a frail elderly citizen risks potential injuries, as it favours only very fit individual with strong regiment of warming up otherwise it causes issues. In table tennis you have the benefits of supporting longevity but does not require much space, much strength and extreme fitness. One can enjoy the game and get into it very easily. Aptitude is required more than anything else. From zero to very little knowledge, playing table tennis could still be fun. It offers a spectacular return on investment on every side. For the players, because they can enjoy it even with little or no knowledge but would redirect them to wanting to improve themselves. One cannot wonder in the basketball games and just join in, while with table tennis they can.

The other reason I feel extremely strongly about this is because it supports the health of young people. The young, especially in their adolescence go through a natural phase of protesting against rule and order, which is great. Also, they get dissociated from reality as technological advancement are such that they formidable brains gets hooked up in the dopamine drive of gaming and designs of using any software technology.

Since table tennis can be fun at even a very beginner level, it can provide a healthy distraction/redirecting point back to real life, it can give healthy grounding and redirect them towards a sportsmanship mindset.

I am sure I would not need to support why learning sportsmanship has enormous benefits for young minds. Table tennis could be a cheap, accessible way for the community to develop, strengthen ties, and encouraging a healthier way of life than consumerism. Its audience could be the most diverse which is not necessarily true to other ball games.



Ping!

Table Locations, Insurance & Assessing Risks

This section is about ensuring you place table tennis tables in the right public places in order to create a great Ping! experience that's popular, enjoyable and safe. The first parts focus on finding and securing the locations that'll be popular and enable you to deliver your aims and objectives. The latter parts focus on health and safety policy, assessment of potential risks and public liability insurance.

Map existing table tennis provision

Before you begin to put together a long-list of possible table locations, you should spend some time finding out what social table tennis opportunities already exist. Are there pubs or bars with tables, or any event organisers, universities, colleges or sports clubs with tables that could work well as part of your festival and project?

Start by undertaking some desk based research and listing the provision you discover. Quickly plotting this onto a map can really help you see where this sits within the city and you may identify some clustering already. The location of these existing opportunities may influence your choice of Ping! table locations. Building clusters around existing activity can be a great way to create a real buzz and make everyone feel like they're part of something special.

The right tables in the right places

Unfortunately it's unlikely your budget will stretch to putting tables "everywhere", so you need to think carefully about your choice of table locations. The choice of locations should strike the right balance between high-profile spaces and strategically important places that extend a cluster, create chances to reach your target audience or dovetail neatly with ideal donation locations. Your Ping! locations should all be selected to support your long-term aims.

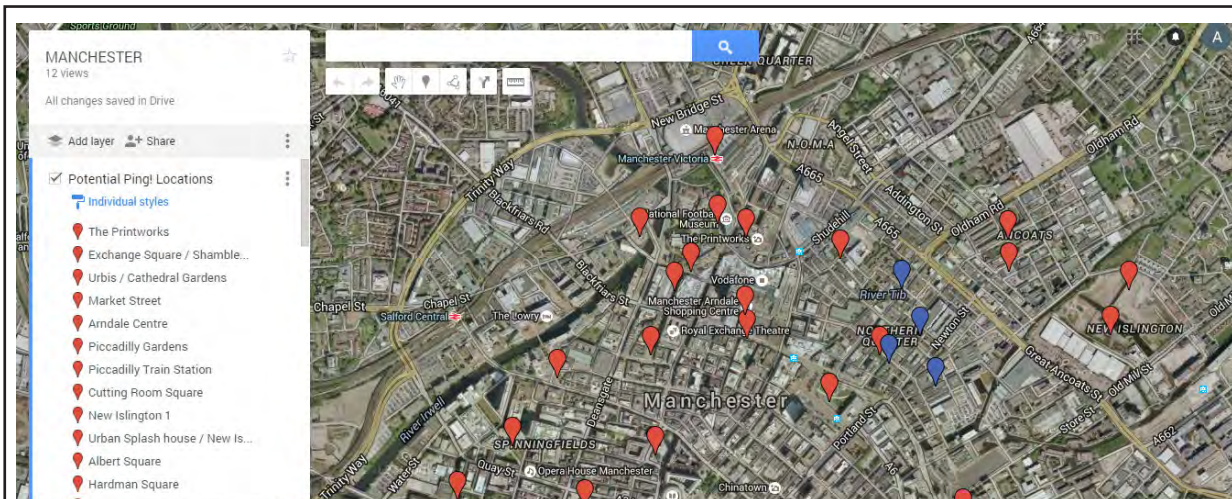
The table locations you select should be:

- **Public and accessible to everyone**
- **Free**
- **In close proximity** to other places to play within a 'cluster'
- **Surprising** - the objective is to stop people in their tracks and make it irresistible to play and surprising locations can give you a great PR and public response. Think about the most unlikely place you'd find a table - an airport, a railway station, a hospital or even in a bank. We have had tables at windmills, donkey sanctuaries, radio stations and racecourses in the past!
- **Varied** - choose a mixture of locations to give an all-city feel to the event, but make sure there is a focus to the project and tables aren't dispersed too widely.

- **Near a minder** – a table minder is someone close to the table (like a security guard, a receptionist of a lobby or a café worker or owner) who can check up on a table on a daily basis and replenish the bats and balls if need be. Post-Ping!, they may also agree to look after the bats and have a sign at the table so people know where to go to get bats and balls for play
- **Secure** – try to ensure your tables can either be locked away/stored securely overnight or placed somewhere with lots of passers-by, good lighting at night and a low record of anti-social behaviour
- **In areas of high footfall** – as well as city centre areas, such as stations, city squares and shopping centres, this can include residential estates and business parks
- **Near seating** – seating facing the table helps create more of a sociable destination. It enables spectators to sit and watch, other people to sit and wait their turn and opportunities for people to build up their confidence before joining in
- **Indoor and outdoor** – More people will see outdoor tables, but it's useful to have a sprinkling of indoor tables that can be used when the weather may not be at its best
- **Sheltered from the wind** – not essential, but the wind can make playing difficult sometimes, so the top of a hill isn't always the best spot!
- **Built upon existing provision**
- **Where tables can remain in situ year round** or be donated nearby

Map preferred locations

By mapping your tables you can see how they're distributed and where clustering is developing. This isn't possible on a spreadsheet or list, however well you know your city. Your map needn't take you long, sketch it on a print-out or add some pins to a Google map.



Proposed Manchester Table Locations

Hardman Square: Hardman Square is in the heart of Spinningfields which is home to dozens of businesses. The square itself is popular at lunch and after work. By placing two tables here, we hope to reach thousands of office workers and use Ping! as an opportunity to promote Loop at Work and kick start an ongoing workplace tournament for local businesses.

The Arndale Centre: This is a large shopping centre with really high footfall right in the city centre. Within the centre there are several open spaces surrounded by coffee shops and seating. These areas have enough space for table tennis and are popular spots for shoppers to take some time out. By placing two tables here, we'd create a place for shoppers and shop staff to play all day every day, whatever the weather.

Securing permissions

Once you've chosen your irresistible locations you'll need to secure permission from the right contact to put the tables there. This person will become the 'Table Host' (read more in the Table Host section 6):

- **Council owned property** (such as parks and squares): permission to site tables will depend on physical space, safety and the suitability of having a table onsite. Contact and seek permission for such sites through the **Head of City Management** and **Head of Parks** within the council.
- **Privately owned space** (such as shopping centres and train stations): contact the **PR Manager**, **Marketing Director** or **Community Officer**. Explain that organisations supporting Ping! will benefit from free exposure, PR and community goodwill.
- **Arts institutions** (such as Galleries, National Trust Sites and Theatres): Contact the **Education Officer** or **Marketing Director**. Explain that Ping! tables will help attract more visitors.
- **Local businesses and event venues**: Table partnerships are very important to running an effective Ping! project and have been found to work really well, as partners stand to gain lots of exposure, and those who do this and experience Ping! are the most likely to help maintain legacy activity too.

With all locations, work with your contacts to agree an appropriate spot to place the table. Think about two or more tables at a location to create a bigger impact and help more people play - in the past we had a hub of 4 static tables in high footfall city centre squares; these were by far our most popular tables with people enjoying them even at 11.30pm!

You want to create a great destination where people love spending time. If people are already attracted to the spot, the table will almost certainly prove popular with these existing users and you score a quick win.

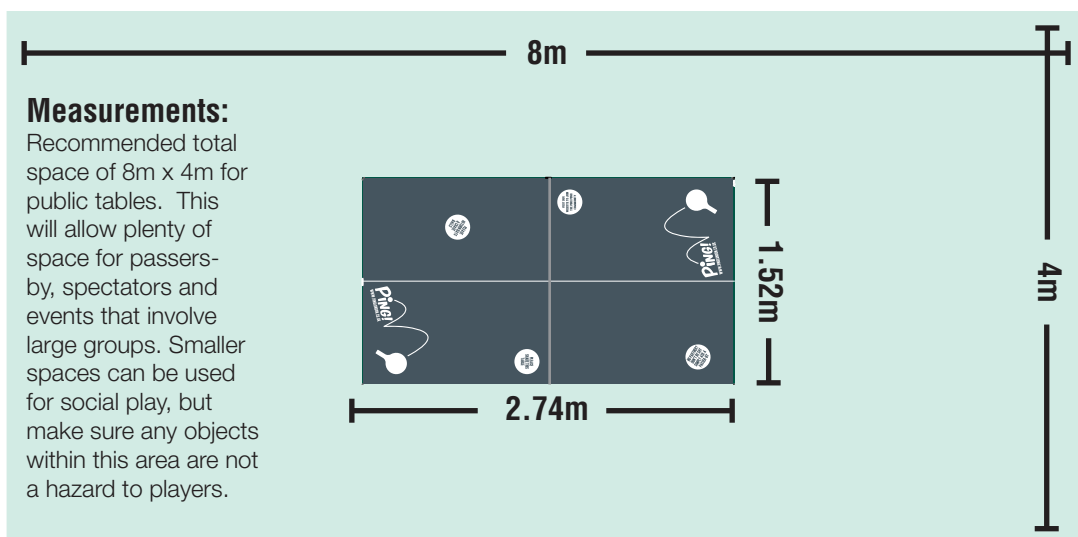
Also start thinking about the potential of the location and Table Hosts for legacy activity after the festival. Can the table remain available for use by the public after the festival ends and remain with the Table Host? Or will they need to be donated on to community groups, pubs, workplaces or sports clubs etc? Is there potential for the Table Host to set up and maintain regular weekly activity around the table, e.g. a social weekly league or coaching session?

Included at the end of this section is a one-page overview document which you can amend and send over to your contacts to best explain the Ping! project to them.

Site assessments

You'll need to assess the location to ensure that it's an appropriate place for a table, taking into consideration the space you'll need, the general area you're looking to place it in and the risk it might pose.

A site assessment form is included at the end of this section.



Think about the following things when assessing the area around a proposed location:

- **Ground surface** – we’re aiming for the table to get lots of usage, so ideally a surface that can withstand some pounding and is nice and flat – slopes ruin the game and bumpy ground leads to twisted ankles!
- **Roads** – ensure the table is not too close to the road where balls could fly off and put players at risk
- **Attractions** – what’s nearby that can help attract people to stop and spend time near the table and promote the table
- **Hazards** – things like low tree branches, steps or water. People can get really engrossed in their game and forget the hazards around them, so minimise them with your choices of location!
- **Visibility** - good visibility helps prevent vandalism and makes players feel safe

NB: barriers can help prevent the ball from rolling but they are not really necessary, can cause you problems when it gets windy and can lead the public to believe it’s a private event to watch rather than take part in.

Assessing Risks

As the Ping! City Lead Partner you are responsible for ensuring that health and safety is at the forefront of the Ping! project. By working in close partnership we can make sure that everyone involved in the project’s delivery is clear of their responsibilities and their contribution towards health and safety.

You must ensure a thorough assessment of risks and hazards has been undertaken at all table locations. You can find a Guidance Document for helping to Assess Risk when placing tables in public locations later in this section. You and/or the Table Host should use your/their own organisation’s Risk Assessment Form and follow your/their own Risk Assessment Policy.

- **Emergency Operating Procedures** - we recommend all Lead Partners put in place some Emergency Operating Procedures that can be activated in the event of an incident. Table Hosts and Table Minders should be made aware of these procedures.
- **Maintenance checks, insurance and repairs** - there is some information regarding maintenance checks, insurance and repairs towards the end of this section. This information is very important so we’ve summarised it in a handy one pager that you can photocopy and hand out to Hosts and Minders.

Table Host Agreements

For every table location that’s part of the festival, you will need to receive a signed copy of the Table Host Agreement. This sets out the responsibilities of the table host and is one of the documents that must be completed to validate the insurance policy. See Section 6 on Table Hosts for more information and an example Table Host Agreement.

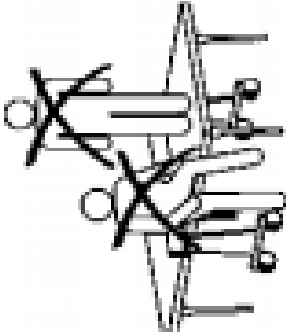


Insurance



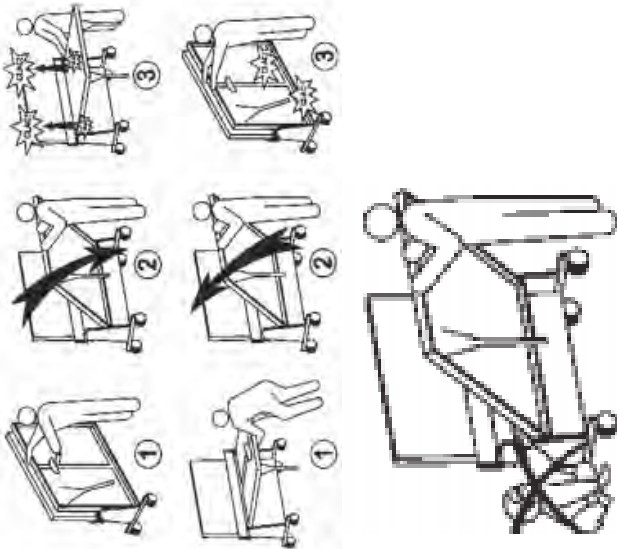
Table Tennis England will take out a Public Liability policy which covers the awards of any damages given to a member of the public because of an injury or damage to their property and also covers any related legal fees, costs, expenses and hospital treatment that the NHS may claim. This policy has been negotiated for all Ping! cities that have signed a Lead Partner Agreement and covers the festival component of the project only – from launch date to closing date. The cover is void if Table Host and Table Minder Agreements aren’t in place to confirm the tables will be checked every single day during the festival.

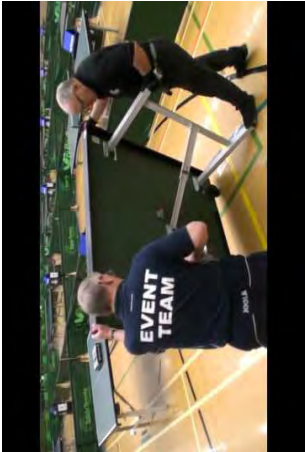
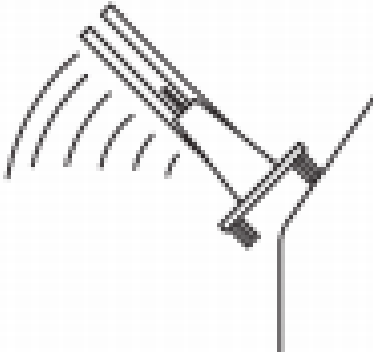
After the festival, the Lead Partner will be responsible for ensuring all donated table recipients have suitable public liability insurance in place by asking for a Table Donation Agreement to be signed. These documents are included at the end of this section, and must be completed for every table. If you have any difficulties or questions in this area, please contact us as we may be able to help.


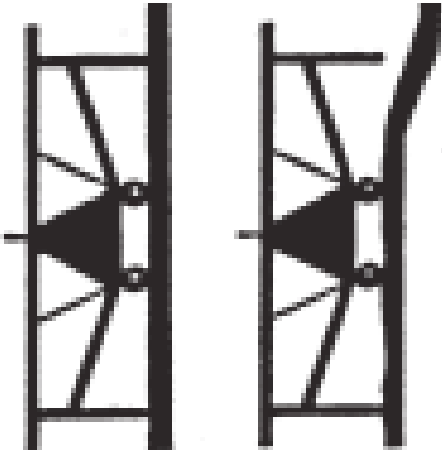


Ping! Potential Risks and Hazards


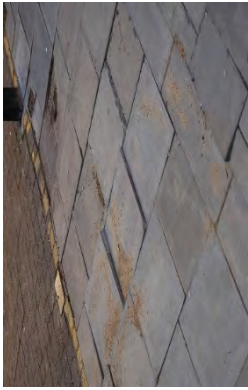
It is the Lead Partner and Table Host's responsibility to undertake Risk Assessments for their Ping! tables. We advise that you consider the following when assessing the risks of your Ping! tables:




	Be aware of...		To reduce risk...
EQUIPMENT			
Table usage	...Climbing, sitting, standing or jumping on table as the table may topple or collapse		Do not allow people to climb, sit, stand or jump on the table
	...Vandalism which may cause damage to the table and result in sharp or dangerous objects		Inspect tables regularly for vandalism. Tables should not be available for play until they have been fully and adequately repaired
	...Use of the table for any activity other than table tennis as this may cause damage to the table and result in sharp or dangerous objects		Do not allow for the table to be used for anything other than its intended purpose

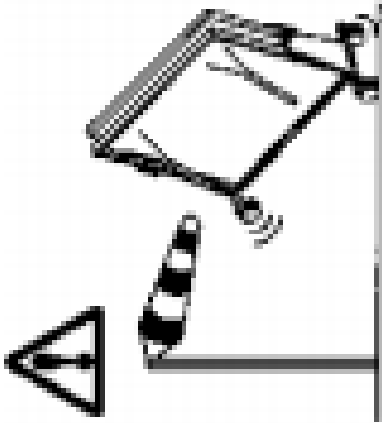
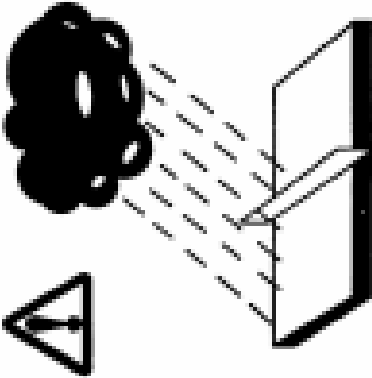

Damage or faulty parts	...Any change in equipment from perfect condition as damage to the table may result in sharp or dangerous objects, or broken folding mechanisms which could cause the table to fall or collapse		Inspect tables regularly for damage. Tables should not be available for play until they have been fully and adequately repaired. We recommend that all repairs are undertaken by a qualified and competent person using replacement parts purchased from the table manufacturer*
	...Inadequate repairs as these may not last and/or result in sharp or dangerous objects		We recommend that all repairs are undertaken by a qualified and competent person using replacement parts purchased from the table manufacturer*
Handling and moving tables	...Folding and unfolding the table as the mechanism may cause harm to fingers. The weight of the table may also cause injuries.		Follow the diagram when folding and unfolding tables to avoid harm to the individual and damage to the table

Handling and moving tables (cont'd)	...Lifting the table as it may be very heavy and may cause injury		Ensure rollaway tables are folded before being lifted. We recommend a minimum of two adults should lift rollaway tables and four for static tables. Permanent steel and concrete tables should not be lifted. The manufacturer will advise how these can be moved
	...Dragging the table as this can cause damage to the table which may make it unstable and/or result in sharp or dangerous objects		Do not drag the tables
	...Uneven or sloping surfaces when rolling tables as they may topple and/or fall		We recommend that two people roll tables, one at each end of the table

ENVIRONMENT		Space & surroundings	
...Selecting table locations on sloping or uneven ground (such as stony or cobbled) as this may cause a trip or falling hazard			
Always select locations with a firm and stable ground surface which will be able to withstand a large amount of regular usage			
...Selecting table locations near trip and slip hazards and immovable/fixed objects such as steps, curbs, bins, monuments, benches or trees (also be aware of shed leaves at certain times of year which could cause a slip hazard) or the like may cause participants to fall or collide and may result in injury		 	
We recommend a minimum playing area of 8m by 4m, more if available			

Space & surroundings (cont'd)	...Tables placed on grass or other surfaces that can wear with usage may present slip or trip hazards over time	 	Ensure sites are regularly visited to identify new or emerging hazards. We recommend that tables should be moved to new locations if playing areas become dangerous or present risk	Ensure sites are regularly visited to identify these new or emerging hazards. Tables should be moved to new locations if playing areas become dangerous or present risk
	...Rubbish and broken glass/other sharp objects can present a risk to participants			Try to select locations that do not present risk. It is not advisable to position table tennis tables near roads, tram or train lines, bus or cycle lanes or the like. If there is a suitable playing space available, barriers may help to mitigate risk of nearby hazards
	...placing tables too close to roads and transport as this may place participants at risk if there is an accident involving the vehicles or, if a participant chases a ball or moves to play a shot			Do not position table tennis tables in places where access is needed. If there is a suitable playing space, barriers may help to mitigate risk
	...placing tables near to access points such as doors or barriers as these may be opened at any time and could cause harm to a participant			Try to select locations that do not present risk. It is not advisable to position table tennis tables near lakes, rivers, fountains or any other water hazards. If there is a suitable playing space, barriers may help to mitigate risk
	...placing tables too close to water as this may create a risk for the participant of falling into the water			

Space & surroundings (cont'd)	... Spectators and crowds of people as they may present risk of collision or crushing to both the participants and the spectators		Barriers may help to mitigate risk if large crowds are expected.
	... Passers-by's/other people as they may present risk of collision to both the participant and other individual		We recommend that in very busy pedestrian areas, barriers or some other form of area marking is used to prevent people from entering the playing area
	... Movable objects e.g. barriers, other tables, boxes and bags which may cause the participant to collide or trip		We recommend a minimum playing area of 8m by 4m, more if available to allow players to move freely around the table. It is not advisable to store things under tables as these could present trip hazards
	... Other events and activities in the same space as a table as these may present unexpected risk		We recommend regular contact is maintained with the landowners to understand what other events and activities will be happening near the table to help plan for and mitigate potential risk

Weather	...Wind, which can present significant and serious risk as rollaway and static tables, in folded and unfolded positions, can be moved by strong winds		<p>We recommend that folded rollaway tables are not left unattended at any time. Rollaway tables should be removed from outdoor locations and safely stored in windy conditions.</p> <p>We recommend that static tables are always securely fixed in place to mitigate against the risks of wind. This could involve bolting them to the ground or, weighting them with sandbags. The manufacturer can provide additional guidance in this area.</p>
	...Rain causing the surrounding areas and the table to become slippery		<p>We recommend that during extreme weather conditions tables are safely stored or, warning signs are placed on or near the tables</p>
	<p>...Ice and snow causing the surrounding areas and the table to become slippery</p> <p>...Sun which can cause the playing surface of the table to become very hot and, can create glare on the table</p>		<p>We recommend that during extreme weather conditions tables are safely stored or, warning signs are placed on or near the tables</p> <p>We recommend that during extreme weather conditions tables are safely stored or, warning signs are placed on or near the tables</p>

Ping! Health & Safety – Maintenance checks, Insurance and Repairs

The undertaking of maintenance checks, repairs or removal of Ping! tables is the responsibility of the Ping! City Lead (as named on the signed MOU) unless there is written documentation on record (e.g. Table Adoption Agreement) that states responsibility lies with another organisation.

MAINTENANCE CHECKS AND INSURANCE

At the end of the Ping! festival, tables are donated to organisations that agree to the terms set out in the Table Adoption Agreement. Table Adoption Agreements must be signed and on record for all tables, whether they are moved to a new location or remain in their Ping! festival location. In many instances, the local Authority will need to sign the Table Adoption Agreement, where tables remain on council land after the festival. If the Agreement is not signed and on record, responsibility and liability sits with the Ping! City Lead organisation.

The organisation named on the Table Adoption Agreement is responsible for ensuring public liability insurance is in place and for undertaking regular maintenance checks, carrying out repairs as required. This organisation is also responsible for the costs of ongoing maintenance unless an alternative agreement with Ping! City Lead is made.

We recommend that maintenance checks take place at least once a week and should include the reporting of any issues to the person named on the Table Adoption Agreement. Defective tables should be taken out of use until repairs have been carried out.

NB: During the Ping! festival, Ping! tables are only covered by the Ping! Public Liability Insurance Policy if the Table Host Agreement and Table Minder Agreement are signed and saved on record. Without either of these and the satisfactory fulfilment of the terms set out in these documents, liability sits with the Ping! City Lead organisation as per the terms agreed in the MOU between Table Tennis England and the Ping! City Lead.

REPAIRS

All Ping! tables are supplied with assembly instructions. These documents are also included on the How to Ping! Your City USB. The table supplier will assemble all tables on site unless asked otherwise.

If a Ping! table is damaged and action is needed to remove or repair a table, the Table Minder should report this to the Table Host, who should report this to the Ping! City Lead. Where possible, photos of damaged tables should be provided so these can be forwarded to the supplier.

On receipt of a photograph and description of damage, the supplier will provide a quote for:

- Parts
- Delivery
- Labour
- VAT

The supplier is able to fit replacement parts and Table Tennis England recommends they are contracted to complete this work. If the City Lead chooses to make alternative arrangements to fit new parts, these works should be carried out by a competent person with the necessary skills/qualifications and insurance cover.