

4th November 2020

You are summoned to attend a virtual meeting of the **OPEN SPACES AND LEISURE COMMITTEE** to be held via Zoom on **Monday 9th November 2020 at 7pm**. 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.

Please note that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/PXjtEiFfb2E> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Zoom joining instructions will then be provided. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Committee Members:

Cllr Dr J M Canet – **Chairman**
Cllr A Eyre – **Vice Chairman**
Cllr K Bonin
Cllr S Camp
Cllr Granville Baxter

Cllr R Hogarth
Cllr L Michaelides
Cllr T Morris Brown
Cllr R J Parry
Cllr S Raikes

AGENDA

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

1. APOLOGIES FOR ABSENCE

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

2. REQUESTS FOR DISPENSATIONS
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. DECLARATIONS OF INTEREST
To receive any Declarations of Interest from members in respect of items of business included in the agenda for this meeting
4. MINUTES
To receive and note the minutes of the meeting of the Open Spaces & Leisure Committee held on Monday 28th September 2020 (copy attached).
5. OPEN SPACES & CEMETERY MANAGER'S REPORT
To receive and consider the Open Spaces & Cemetery Manager's report. (report attached).
6. STATEMENT OF ACCOUNTS
To receive and consider the Statement of Accounts for September 2020 (copy attached).
7. DRAFT PROPOSED CHARGES FOR 2021/22
 - i. To receive and consider the general charges (copy attached)
 - ii. To receive and consider current and proposed increased charges for services for the Cemetery (copy attached)
 - iii. To receive and consider current and proposed increased charges for sports facilities (copy attached)
 - iv. To receive and consider the charges and non-charging schedule for the MUGA at Bat & Ball Centre (copy attached)
8. DRAFT REVENUE AND CAPITAL PROGRAMME BUDGET FOR 2021-2022
 - i. To consider the draft Revenue Budget for 2021/2022 (copy attached)
 - ii. To consider the Capital Programme budget 2021/2022 and Future Property Maintenance Programme (copy attached)
9. ALLOTMENT REPORT
To receive and consider the Allotments Manager's report. (report attached)
10. REQUEST FOR IMPROVEMENTS TO KNOLE PADDOCK FLOODLIGHTING FROM SEVENOAKS RUGBY FOOTBALL CLUB (SRFC)
(report attached)
11. CURRENT MATTERS
To consider updates on current matters (copy attached)
12. PRESS RELEASE
To consider any agenda item which would be appropriate for a press release

Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee held on Monday 28th September 2020
Via Zoom

Committee Members present:

Cllr Dr M Canet (Chairman)	Present	Cllr K Bonin	Present
Cllr A Eyre (Vice Chairman)	Present	Cllr S Camp	Apologies
Cllr N Busvine OBE	Apologies	Cllr R Hogarth	Present
Cllr V Granville- Baxter	Apologies	Cllr Raikes	Apologies
Cllr L Michaelides	Present	Cllr R Parry	Present
Cllr T Morris Brown	Present		

Substitute	For
Cllr Piper	Cllr Raikes
Cllr Shea	Cllr Granville Baxter

In attendance: Town Clerk, Open Spaces Manager, Committee Clerk.

Note: The meeting was recorded.

Public Question Time

There were no members of the public present.

213. APOLOGIES FOR ABSENCE

As noted above.

214. REQUESTS FOR DISPENSATION

There were no requests for dispensations.

215. DECLARATIONS OF INTEREST

None.

216. MINUTES OF THE OPEN SPACES AND LEISURE COMMITTEE HELD ON 6th JULY 2020

RESOLVED: That the minutes of the Open Spaces and Leisure Committee held on 6th July 2020 be agreed as a true record.

217. OPEN SPACES & CEMETERY MANAGERS REPORT

The report of the Open Spaces and Cemetery Manager was received and discussed, and the following matters noted.

i) Staff

Noted the measures in place to ensure the team could continue to operate should any member become unwell with Covid-19 or need to self-isolate.

ii) Sevenoaks Common

The Japanese Knotweed has been treated successfully. It is expected to return next year but we will be vigilantly watching for any regrowth.

An update report was given on the Greensands Common project.

iii) The Vine

Work had been undertaken to ensure that the mess left from anti-social behaviour around the Vine and surrounding areas had been dealt with promptly and efficiently. Councillors praised and thanked the Open Spaces Team for the hard work they have put in during this very difficult time.

iv) Tree Planting

It was noted that the tree planted in memory of John London and the Mayor's Oak had failed to bud due to the extremely dry spring. Both will be replaced.

v) Digital Cemetery Mapping

Access to digital mapping would be free to use. Having this facility brought us up to date with many other councils. The Committee extended thanks to Linda Redden for all the work she put into setting-up the digital mapping system, as well as the work she did at Bat & Ball Station. Good luck wishes for the future were also extended as she leaves Sevenoaks Town Council.

vi) 'Zero' The Van

Cllr Parry complimented the choice of the name Zero and the fun logo for the new electric van.

218. FEES & CHARGES FOR SPORTS FACILITIES AND CEMETERY

RESOLVED: To defer the review of charges for sports facilities and the cemetery to the next meeting, to be held on the 9th November 2020.

219. SPORTS CLUB RENTS DURING COVID-19 TO CONSIDER RENT RELIEF

RESOLVED: That the sports clubs rental fees remain as originally agreed.

220. STATEMENT OF ACCOUNTS

The accounts to 31st August 2020 were received and noted.

221. ALLOTMENT REPORT

It was noted that there was now a waiting list for all the allotments. Cllr Dr Canet commented that it was a good sign that residents were now wishing to lead a healthier life by growing their own produce. The Committee thanked Ruth King, Allotments Manager, for her hard work.

222. BUS SHELTER REPLACEMENT

It was noted that grant funding of £2,778, being 50% of the replacement bus shelter cost, had been confirmed by Kent County Council.

223. BRITAINS COMMON HEDGEROW PLANTING

Details of the Britains Common hedgerow planting were noted.

224. SEVENOAKS IN BLOOM

The Open Spaces Team was congratulated on the hard work put into making the town look so wonderful, enabling the Town Council to continue receiving high marks. Special thanks went to the Deputy Town Clerk, for the work she has put into this project at a very difficult time.

225. SUMMER ENTERTAINMENT

Cllr Shea thanked the Town Clerk for organising Wind in the Willows outdoor performances which ran for three days in August, providing much needed family entertainment to the town.

226. CURRENT MATTERS

366VI	Vine & Cycle racks	Work would start in the new year once work for the chair storage unit had commenced. <i>Cycle planter to be installed.</i> Cycle planters have arrived and are being prepared to use regarding the town's recovery plan. <i>Awaiting news on Buckhurst market.</i> To be used at Bat & Ball Centre and The Vine and other locations to be agreed.
223	Renovation of St Nicholas War Memorial	Grant from War Memorials Trust agreed. St Nicholas Church is applying for permission from the Diocese for the work to be carried out. Permission should be received in February 2020. Contractor will then undertake refurbishment of the inscriptions in accordance with the method statement. <i>Stonemasons have recently cleaned the memorial.</i> Completed.
226	Anti-Litter Campaign	Several litter picking days had taken place and a new recycling bin would be installed at Greatness Recreational Ground shortly.

		<i>Ongoing.</i> Due to the Covid-19 outbreak litter picking was cancelled. However, many locals are tackling the ongoing problem with litter. <i>Two litter pick days have been organised for the 23rd September around Sevenoaks Town and the 25th September starting at Sevenoaks Station working through to Upper High St Gardens.</i> Councillor's and volunteers spent the 23rd September cleaning the town centre. The scheduled clean on the 25th was cancelled due to adverse weather conditions, however a new date will be set in October to replace the cancelled day.
176/5 VI	Hillingdon Rise Green	Leaflet drop to be arranged regarding parking on grass. <i>Cllr's to canvas public about parking on the grass.</i>
176/5 VII	Tree Planting	Open Spaces Manager to liaise with tarmac in relation to offer of trees. <i>To produce a leaflet encouraging the public to sponsor or adopt a tree.</i> Ongoing.
352 (II) 11.11.2019	Greatness Cemetery Mess Room	Install new building as energy efficient as possible. <i>New building has been ordered and should arrive before Christmas.</i> A new mess room will be of a higher security standard and will have full amenities.
178	Friends of Greatness Cemetery	To be launched in autumn 2019. <i>Launch in February 2020.</i> The launch has been delayed due to Covid-19. The leaflet is completed and ready to go to print and we hope to launch later this year.

		<i>To launch early 2021.</i> Ongoing.
352 11.11.2019	Pontoise Recreation Ground	Work Grant to be claimed. <i>Completed.</i>
304 30.09.2019	Quaker Hall Allotments	Install additional water pipes and water butts. <i>Ongoing.</i>
499 17.02.2020	Purchase of Electric Van	Purchased and awaiting delivery. <i>The new electric van has been in service for just over a month and is aptly named 'Zero.'</i>
503 17.02.2020	Greatness Football Pavilion Proposal	Arrange for presentation to councillors. Took place 6.7.2020 <i>Ongoing.</i>
96 07.07.2020	St John's Toilets	Refurbishment to be progressed subject to landowners (SDC) permission.
97 07.07.2020	War Memorial Additional Inscription	This was completed and new name is now added to the memorial.
351/1	Jubilee Clock	Referred to F & GP <i>Work to begin on repairs on Wednesday 30th September.</i>

227. PRESS RELEASE

It was agreed that a press release be issued to thank volunteers and the Open Spaces Team on their work this summer and to reinforce that Sevenoaks is a safe place to use.

There being no further business the Chairman closed the meeting at 8.05pm

Chairman Dated

This page has been left blank intentionally

This page has been left blank intentionally

Open Spaces & Leisure Committee - 9th November 2020

Open Spaces and Cemetery Managers report

Staff

With the recently introduced lock down, we have retightened the guidelines for staff on working groups and shared facilities.

Staff who share a vehicle will be considered a bubble and will keep to the bubble avoiding crossing into other groups. Staff will also only enter kitchens or other shared areas one at a time and sanitize regularly, with sport effectively closing down again we have room in the dressing rooms to accommodate staff.

Brittains Common

Following comments from residents in Braeside close whose gardens back onto Brittains common, we decided to try and improve the screening created by vegetation along the boundary. At present this consists of a partial loose hedge of privet with large areas without any planting.

The Deputy Town Clerk was successful in obtaining a grant from the Woodland Trust for 420 saplings of their wild harvest mix of Hazel, Dog Rose, Rowan, Crab Apple and other species. This was due to be planted with the help of volunteers on Friday 27th and Saturday 28th of November but with the new restrictions this is unlikely to take place and it may be that it is carried out by staff at a date to be confirmed.

Dog Waste Bins

Over recent years the number of dogs exercised on our open spaces has increased considerably, we have now reached the point when our dog waste bins are regularly overflowing.

At present we employ SDC to empty each of the 28 bins (Listed below) once per week at a cost of £1.80 per bin or a total of £655.20 quarterly

Julians Meadow	3
Greatness Rec	4
Sevenoaks common, Ashgrove triangle	1
Sevenoaks common, letter box Ln	1
Upper High St Gardens	1
St Nicholas Church	1
Kippington Meadow	1
Knole paddock and Raleys field	4
Littlewood	1
Mill Pond wood	1
Mount Close	1
Pontoise close	3
Vine inc Judds piece	5
Woodside Rd	1

To provide a better more hygienic service we could consider the following options

- 1) Ask SDC to empty every bin twice weekly effectively doubling the bill
- 2) Install additional bins at the worst affected sites: The Vine, Greatness, Kippington Meadow and Pontoise, at a cost of £301.00 to supply and install and £23.40 quarterly emptying charge per bin.
- 3) Replace some of the smaller existing bins, they vary in capacity from 35L to 60L with the largest size 60L at a cost of £301.00 each.

Recommendation Sought

Green Flag Awards

The Vine

After our mystery shopper visit by the Green Flag organisation this September, we are pleased to announce that we have retained our Award for another year. We have recently received a new flag for display in the near future.

Bees Needs Awards

During August this year, the Deputy Town Clerk submitted an application for the 'Bees' needs Awards' which is run by DEFRA under Green Flag parks and gardens.

Please see the application form below which highlights the work done by Adrian Cheeseman of the Sevenoaks Living Landscape project, the Soroptomists and ourselves, creating green pollinator rich corridors for Bees forage

We are really pleased to hear that we have won an award and have been invited to the virtual presentation on Wednesday 18th November 2020 via zoom. They will also be posting out our certificate in the next week.



Bees' Needs Award 2020

Application Form

Name of park / green space: The Vine Sevenoaks TN13

Managing Organisation: Sevenoaks Town Council

Please describe your project (max 300 words)

The Project is to create green corridors for bees and insects through the town centre.

Sevenoaks in Kent is an urban area surrounded by Metropolitan Green Belt. It is a small market town with a population of under 20,000. On the periphery is Knole Park, comprising of 947 acres of parkland and Sevenoaks Wildfowl Reserve, formerly a quarry, with lake land habitat.

The idea of green corridors is to provide food and shelter for bees and other pollinators and insects whilst they traverse the built-up area in the centre Sevenoaks. Three sites included inaugurally are: The Sensory Garden at Vine Gardens, the Memorial bed at Sevenoaks Bus Station and the former Railway & Bike triangle adjacent to Sevenoaks Station. As the descriptions suggest, they are little oases for wildlife in the middle of town.

The sensory garden at The Vine was originally created by the Town Council in the 1990s for the RSBC. The raised bed which forms the garden has been renovated over the past 2 years by volunteers from Sevenoaks Soroptimists in partnership with the Town Council. The planting consists mainly of herbs for the scent and the pollen and nectar for bees and insects. Key plants include marjoram, mint, fennel, rosemary, sage, lemon balm and thyme with borage and nasturtiums for annual colour. The ragstone wall has nooks and crannies providing habitat and a nearby bee and insect refuge hangs in a nearby tree.

The Memorial bed at the bus station was restored by Adrian Cheeseman in memory of a fellow taxi driver. Adrian has planted, with the Town Council's support and assistance, a magnificent haven for bees and other insects including large bushes of lavender which constantly buzz with bees. He has even included a small water area for bees to have a drink.

The Railway & Bike triangle of land was adopted by Sevenoaks Town Council and is cared for by Sevenoaks Living Landscapes as part of Kent Wildlife and is planted entirely with bees in mind. The plants attract a host of different varieties of bees and insects. Lavenders, hollyhocks, daisies and other perennials provide year round food and habitat.

What is being achieved by your project? (max 250 words)

Sevenoaks Town Council with the dedication and support of Adrian, Kent Wildlife and Sevenoaks Soroptimists, has enabled the establishment of 'green corridors for bees and pollinators' through the town.

Together we have raised awareness of the needs of bees, butterflies, moths and insects.

The number of bees seen in the various gardens has increased enormously on all three sites, in particular the bus station and the land adjacent to the railway station, which could have been termed 'deserts' in earlier years for bees.

The sensory gardens at The Vine is a central point between the bus station and the railway station and the vision for the future is to generate more interest for visitors to The Vine Gardens through this initiative and further awareness of bees' needs.

It is hoped through this creativity to encourage further planting next year for food and habitat for bees in Sevenoaks and to encourage more bigger, joined up, diverse and high quality flower rich habitats.

We have started with a bus station, a train station and a 'halt' – great beginnings and a long way to go.....

PS It goes without saying that no pesticides are used !

Photographs in support of your application can also be included.

Please return to greenflagawards@keepbritaintidy.org before **6th September 2020**

By submitting an application you consent to your information being shared with members of the judging panel, Defra, MHCLG, and Green Flag Award. If successful details of your award will be shared publically.

By attaching photographs you confirm that you have obtained permission from the photographer for Keep Britain Tidy, Defra and MHCLG and carefully selected organisations to use the attached images (and any subsequently requested) for all purposes of publication, exhibition, press, television, and website coverage of Bees' Needs Awards 2020; and in particular, for Keep Britain Tidy, Defra and MHCLG to make copies, retouches, reductions, and enlargements of them without payment or permission.

As far as you are aware, such action by, or on behalf of Keep Britain Tidy, Defra and MHCLG will not breach any copyright of the image, and Keep Britain Tidy, Defra and MHCLG reserve the right not to credit the photographer, though usually, every effort is made to do so. Where people feature prominently in an image, you confirm that the original photographer was given permission

to take the photograph (by a parent or guardian if the subject is under 18 years of age), and can supply signed model release forms if necessary to prove this.

**Name of applicant: Ann White Deputy Town Clerk Sevenoaks Town Council, Council Offices
Bradbourne Vale Road Sevenoaks TN13 3QG Tel: 01732 459953 Email: dtc@sevenoakstown.gov.uk**

Date: 14 August 2020

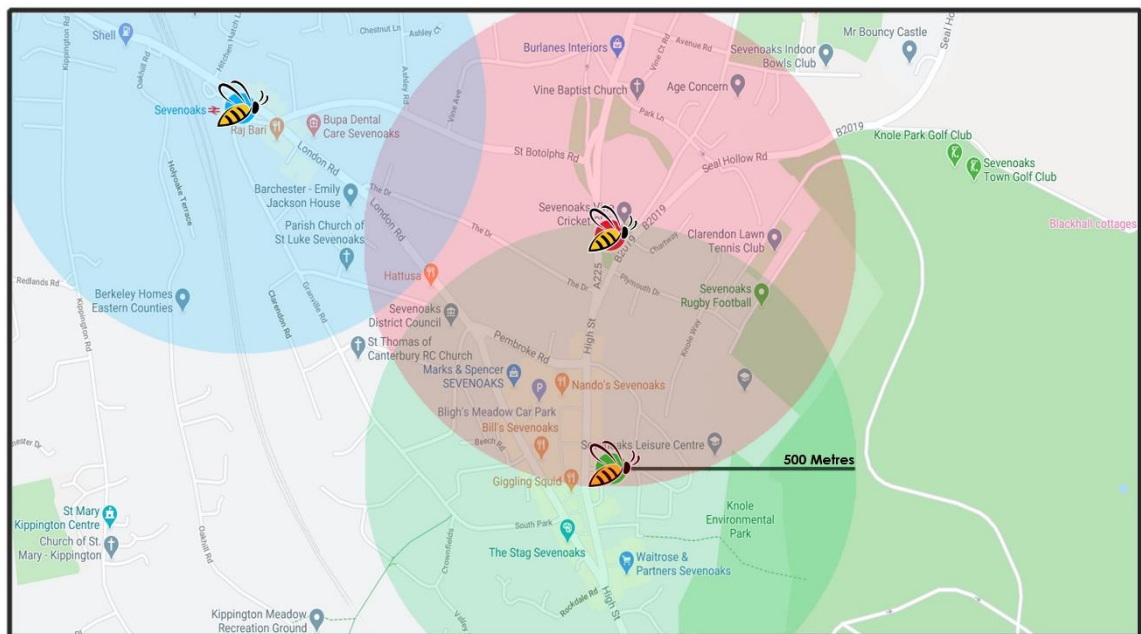
Photographs and location map attached



Bees at R&B



Railway & Bike Triangle



- Sevenoaks Railway Station
- The Vine Gardens
- Sevenoaks Bus Station



Sensory Garden in Spring



Lavender at Bus Station

This page has been left blank intentionally

This page has been left blank intentionally

13/10/2020

Sevenoaks Town Council

Page 1

10:05

Detailed Income & Expenditure by Phased Budget Heading 08/10/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Open Spaces										
21 O/ Spaces & Leisure - General										
1022 Letting & Hire of Facilities	1,194	0	(1,194)	6,761	2,000	(4,761)	30,900		0	
1316 Raleys Car Park Permits	0	0	0	42	0	(42)	1,750		0	
1350 Revenue Grant income	20,236	0	(20,236)	26,813	0	(26,813)	0		0	
1450 Furlough Grant Income	0	0	0	4,995	0	(4,995)	0		0	
1850 Log Sales	0	0	0	0	0	0	1,236		0	
1990 Other Income	69	0	(69)	490	360	(130)	742		0	
O/ Spaces & Leisure - General :- Income	21,499	0	(21,499)	39,100	2,360	(36,740)	34,628			0
4010 Gross Pay	14,739	15,952	1,213	86,909	95,712	8,803	191,421		104,512	
4270 Employers Pension Contribution	870	1,050	180	5,101	6,300	1,199	12,597		7,496	
5013 Graffiti Removal	0	167	167	0	501	501	1,000		1,000	
5025 Lower St Johns Toilets	923	875	(48)	5,857	5,250	(607)	10,500		4,643	
5026 Greatness Rec Convenience	232	250	18	1,240	1,500	260	3,000		1,760	
5050 Seats And Litter Bins	0	695	695	1,250	1,390	140	2,780		1,530	
5060 Sevenoaks Common	0	0	0	912	3,000	2,088	3,700		2,788	
5065 Tree Safety Survey	0	0	0	0	2,500	2,500	3,800		3,800	
5070 Other Woodlands	458	0	(458)	2,948	1,650	(1,298)	3,300		352	
5110 Knole Paddock & Pavilion	143	0	(143)	3,908	0	(3,908)	1,500		(2,408)	
5120 Knole Paddock Pitch & Grnd Mt	1,030	0	(1,030)	1,146	1,000	(146)	3,500		2,354	
5310 Miscellaneous Open Spaces	1,651	2,800	1,149	31,868	9,300	(22,568)	17,100		(14,768)	
5316 Skatepark Maintenance	620	575	(45)	620	2,575	1,955	2,575		1,955	

13/10/2020

Sevenoaks Town Council

Page 2

10:05

Detailed Income & Expenditure by Phased Budget Heading 08/10/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5317 Raleys Car Park	486	0	(486)	486	500	14	500		14	
5320 Fertilizers	0	0	0	208	0	(208)	1,200		992	
5330 Grass Seed	0	0	0	104	2,100	1,996	2,100		1,996	
5340 Plants	0	625	625	340	1,250	910	2,500		2,160	
5410 Repairs & General Maintenance	55	125	70	151	750	599	1,500		1,349	
5500 Equipment Hired and New	271	688	417	3,122	4,128	1,006	8,250		5,128	
5525 Equipment Maintenance	1,171	470	(701)	3,646	3,763	117	8,000		4,354	
5550 Vehicle Expenses	40	340	300	8,028	2,450	(5,578)	4,500		(3,528)	
5700 Fuel	354	517	163	1,704	3,102	1,398	6,200		4,496	
6000 Rent & Rates	0	150	150	239	750	511	1,200		961	
6010 Light Heat & Cleaning	96	525	429	594	1,050	456	2,100		1,506	
6013 Cleaning	107	0	(107)	762	0	(762)	0		(762)	
6101 Telephone	18	17	(1)	65	102	37	200		135	
6104 Mobile Telephone	45	17	(28)	157	102	(55)	200		43	
6320 Staff Training	0	500	500	0	1,500	1,500	3,000		3,000	
6330 Welfare/Hospitality	0	17	17	106	102	(4)	200		94	
6730 Subscriptions	0	0	0	236	200	(36)	200		(36)	
6812 Road Dues	0	0	0	0	0	0	1,500		1,500	
6851 Bus Shelter Maintenance	0	14	14	0	84	84	175		175	
6900 Sundry Expenses	0	8	8	10	48	38	100		90	
6922 Health&Safety/Risk Assessments	0	200	200	0	900	900	1,550		1,550	
6930 Alarm Maintenance	0	0	0	123	0	(123)	740		618	
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200	
6934 Waste Bin Collection-Dog Bins	655	700	45	1,310	1,400	90	2,800		1,490	

13/10/2020

Sevenoaks Town Council

Page 3

10:05

Detailed Income & Expenditure by Phased Budget Heading 08/10/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6935 Waste Bin Disposal-Waste Bins	181	352	171	1,370	2,112	743	4,220		2,851	
6952 Protective Clothing	129	121	(8)	759	726	(33)	1,450		691	
O/ Spaces & Leisure - General :- Indirect Expenditure	24,274	27,750	3,476	165,279	157,797	(7,482)	312,358	0	147,079	0
Net Income over Expenditure	(2,775)	(27,750)	(24,975)	(126,179)	(155,437)	(29,258)	(277,730)			
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1550 Insurance Claims	0	0	0	1,458	0	(1,458)	0		0	
1700 Cemetery Income	5,365	7,725	2,360	39,112	46,350	7,238	92,700		0	
1990 Other Income	69	0	(69)	93	0	(93)	0		0	
O/ Spaces & Leisure - Cemetery :- Income	5,434	7,725	2,291	40,663	46,350	5,687	92,700			0
4010 Gross Pay	8,059	7,358	(701)	48,206	44,148	(4,058)	94,991		46,785	
4270 Employers Pension Contribution	596	619	23	3,511	3,714	203	7,738		4,227	
5210 Cemetery Chapel & Office	0	103	103	130	103	(27)	206		76	
5230 Cemetery Wshop/Messroom Mtce	11	0	(11)	11	175	164	175		164	
5410 Repairs & General Maintenance	1,021	83	(938)	1,322	498	(824)	1,000		(322)	
5500 Equipment Hired and New	0	267	267	1,867	1,602	(265)	3,200		1,333	
5525 Equipment Maintenance	770	208	(562)	2,650	1,248	(1,402)	2,500		(150)	
5700 Fuel	59	58	(1)	301	348	47	700		399	
6000 Rent & Rates	591	548	(43)	3,785	3,288	(497)	6,570		2,785	
6010 Light Heat & Cleaning	34	103	69	198	618	420	1,240		1,042	
6013 Cleaning	0	0	0	484	0	(484)	0		(484)	
6101 Telephone	92	62	(30)	370	372	2	750		380	

13/10/2020

Sevenoaks Town Council

Page 4

10:05

Detailed Income & Expenditure by Phased Budget Heading 08/10/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6104 Mobile Telephone	0	10	10	8	60	52	120		112	
6200 Printing & Stationery	0	8	8	0	48	48	100		100	
6240 Computer/ Data Base/WP's	0	0	0	3,315	0	(3,315)	3,715		400	
6320 Staff Training	0	500	500	225	1,000	775	2,000		1,775	
6330 Welfare/Hospitality	0	14	14	98	84	(14)	170		72	
6500 Goods for Resale	0	17	17	0	102	102	200		200	
6630 Professional Fees	0	0	0	95	100	5	100		5	
6730 Subscriptions	0	0	0	0	100	100	100		100	
6802 Trees Plants Turf & Fertilizer	0	750	750	14	1,500	1,486	3,000		2,986	
6822 Roads Path & Boundaries	0	175	175	0	350	350	700		700	
6832 Lawn/Wall of Remembrance	222	0	(222)	298	0	(298)	100		(198)	
6900 Sundry Expenses	4	4	1	9	24	16	50		42	
6922 Health&Safety/Risk Assessments	0	0	0	0	500	500	1,000		1,000	
6930 Alarm Maintenance	8	0	(8)	602	800	198	800		198	
6932 Cemetery Security	382	383	1	2,337	2,298	(39)	4,600		2,264	
6935 Waste Bin Disposal-Waste Bins	81	102	21	636	612	(24)	1,230		594	
6952 Protective Clothing	22	62	40	476	372	(104)	750		274	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,950	11,434	(516)	70,948	64,064	(6,884)	137,805	0	66,857	0
Net Income over Expenditure	(6,516)	(3,709)	2,807	(30,285)	(17,714)	12,571	(45,105)			
23 O/ Spaces & Leisure- Allotment										
1010 Rental Income	30	0	(30)	1,059	1,141	82	1,141		0	
1047 QH Allotments Income	176	0	(176)	7,167	6,376	(791)	6,376		0	
O/ Spaces & Leisure- Allotment :- Income	206	0	(206)	8,226	7,517	(709)	7,517			0

13/10/2020

Sevenoaks Town Council

Page 5

10:05

Detailed Income & Expenditure by Phased Budget Heading 08/10/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
4010 Gross Pay	357	383	26	2,995	2,298	(697)	4,595		1,600	
4270 Employers Pension Contribution	14	15	1	133	90	(43)	184		51	
5410 Repairs & General Maintenance	0	0	0	1,631	600	(1,031)	1,200		(431)	
6000 Rent & Rates	235	146	(89)	765	876	111	1,751		986	
6002 QH Allotments Costs	8	175	167	353	350	(3)	700		347	
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	615	719	104	5,877	4,514	(1,363)	8,730	0	2,853	0
Net Income over Expenditure	(409)	(719)	(310)	2,349	3,003	654	(1,213)			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	0	0	0	8,913		0	
1990 Other Income	0	0	0	0	1,200	1,200	1,200		0	
1997 In Bloom Income	0	0	0	500	0	(500)	0		0	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	500	1,200	700	10,113			0
4270 Employers Pension Contribution	27	0	(27)	27	0	(27)	0		(27)	
6861 Public Clock Maintenance	0	727	727	4,184	1,454	(2,730)	2,908		(1,276)	4,128
6862 Street Lighting	2,751	1,118	(1,633)	11,452	6,708	(4,744)	13,414		1,962	
6865 In Bloom Costs	2,610	0	(2,610)	11,678	14,500	2,822	14,500		2,822	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	5,388	1,845	(3,543)	27,341	22,662	(4,679)	30,822	0	3,481	4,128
Net Income over Expenditure	(5,388)	(1,845)	3,543	(26,841)	(21,462)	5,379	(20,709)			
8001 plus Transfer from EMR	4,128			4,128						
Movement to/(from) Gen Reserve	(1,260)			(22,713)						

13/10/2020

Sevenoaks Town Council

Page 6

10:05

Detailed Income & Expenditure by Phased Budget Heading 08/10/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	500	500	0	1,000	1,000	1,500		0	
1500 Fundraising	(504)	0	504	10,749	0	(10,749)	0		0	
1805 Tea Kiosk Rental & Pavilion	0	772	772	0	2,316	2,316	3,090		0	
1870 Vine Club Insurance Contrib.	342	0	(342)	342	400	58	400		0	
O/Spaces & Leisure-Vine Ground :- Income	(162)	1,272	1,434	11,091	3,716	(7,375)	4,990			0
4010 Gross Pay	722	758	36	4,210	4,548	338	9,092		4,882	
4270 Employers Pension Contribution	43	45	2	252	270	18	545		293	
5010 Vine Area General Maintenance	77	300	223	1,719	1,800	81	3,600		1,881	
5014 Vine Kiosk	7	0	(7)	7	0	(7)	0		(7)	
5020 Vine Public Convenience	729	708	(21)	4,727	4,248	(479)	8,500		3,773	
5412 Capital Refurbishments	1,188	0	(1,188)	1,188	0	(1,188)	0		(1,188)	
6000 Rent & Rates	0	43	43	(2)	258	260	515		517	
6460 Publicity & Democratic notices	0	62	62	0	124	124	250		250	
6635 Professional Fees Licensing	0	0	0	70	100	30	100		30	
6868 Summer Concerts	(2,830)	1,250	4,080	3,129	3,200	71	3,200		71	1,000
6869 Special Events	0	0	0	28	0	(28)	0		(28)	
6931 CCTV Maintenance	0	0	0	572	660	88	660		88	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	(64)	3,166	3,230	15,900	15,208	(692)	26,462	0	10,562	1,000
Net Income over Expenditure	(98)	(1,894)	(1,796)	(4,809)	(11,492)	(6,683)	(21,472)			
8001 plus Transfer from EMR	1,000			1,000						
Movement to/(from) Gen Reserve	902			(3,809)						

13/10/2020

Sevenoaks Town Council

Page 7

10:05

Detailed Income & Expenditure by Phased Budget Heading 08/10/2020

Month No: 6

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Open Spaces :- Income	26,978	8,997	(17,981)	99,580	61,143	(38,437)	149,948			
Expenditure	42,163	44,914	2,751	285,345	264,245	(21,100)	516,177	0	230,832	
Net Income over Expenditure	(15,186)	(35,917)	47,618	(185,765)	(203,102)	(17,337)	(366,229)			
plus Transfer from EMR	5,128			5,128						
Movement to/(from) Gen Reserve	(10,058)			(180,637)						
Grand Totals:- Income	26,978	8,997	(17,981)	99,580	61,143	(38,437)	149,948			
Expenditure	42,163	44,914	2,751	285,345	264,245	(21,100)	516,177	0	230,832	
Net Income over Expenditure	(15,186)	(35,917)	(20,731)	(185,765)	(203,102)	(17,337)	(366,229)			
plus Transfer from EMR	5,128			5,128						
Movement to/(from) Gen Reserve	(10,058)			(180,637)						

This page has been left blank intentionally

This page has been left blank intentionally

SEVENOAKS TOWN COUNCILDRAFT GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2021CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
Rent to be calculated per m2 Normal size – 10 rods = 253m2	£4.15 per rod wef 29.09.2020 Total for 10 rod plot - £41.50 pa
	£00.18 per m2 wef 29.09.2021 Total 253m2 - £45.54 pa
Quakers Hall Allotments:	
Rent to be calculated per m2 Normal size – 10 rods = 253m2	£4.15 per rod wef 29.09.2020
	£00.18 per m2 wef 29.09.2021 Total 253m2 plot - £45.54 pa
Logs:	
Full Load	£125 £119.00
Half Load	£75 £72.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2012 for 7 years. Lease renewed Sept 2020 for 25 years. Rent review every 5 years)	£3,750.00 Review Sept 2025
Sevenoaks Clarendon LTC (reviewed March 2014 for next 7 years. Main lease expires March 2042)	£412.00 per annum Review March 2021
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Reviewed Sept 2020. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025
Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
Pitch 1(Lease expires 27 April 2021)	£1 per annum
Pitch 2 & Pavilion (Lease commenced 1 April 2005 and expires 27 April 2021). Last reviewed 2015	£520 per annum

This page has been left blank intentionally

This page has been left blank intentionally

Cemetery

Increase in Rates:

3%

EXCLUSIVE RIGHTS OF BURIAL	Resident Current	Resident 2021/22	% Increase	Non Resident Current	Non Resident 2021/22
In a New Grave (For 75 years): Includes Certificate of Grant, entry in Register (all sites)					
Earth (Lawn section) Grave Site A	£715.00	£930.00	30.1%	£2,145.00	£2,790.00
Earth (Lawn section) Grave Site B	£575.00	£592.00	3.0%	£1,725.00	£1,776.00
Earth (Lawn section) Grave Site C	£425.00	£438.00	3.1%	£1,275.00	£1,314.00
Infants (non-viable foetuses, still born children, and under 5 years)	£22.00	£23.00	4.5%	£65.00	£69.00
<i>Outside spaces are surcharged 25%</i>					
Pre-purchase of Gravemarker	£65.00	£67.00	3.1%	£65.00	£67.00

INTERMENT FEES (Including grave digging)	Resident				
Infant's Grave (single depth grave in infant's section)	£150.00	£155.00	3.3%	£450.00	£465.00
Single depth in an adult grave (all ages)	£500.00	£515.00	3.0%	£1,500.00	£1,545.00
Double depth in an adult grave (all ages)	£670.00	£690.00	3.0%	£2,010.00	£2,070.00
<i>Surcharge for casket burials is double the above fees</i>					
Burials with coffins & caskets outside of normal dimensions	POA				
Interment of cremated remains within a Grave	£85.00	£88.00	3.5%	£240.00	£264.00

OTHER FEES	Resident				
Transfer of Exclusive Rights of Burial Grant (per document)	£70.00	£72.00	2.9%	£70.00	£72.00
To search Register of Burials per name (same family)	£35.00	£36.00	2.9%	£35.00	£36.00
Annual Grave Maintenance-Grass Grave	£100.00	£103.00	3.0%	£100.00	£103.00
Annual Grave Maintenance-Full Memorial	£140.00	£144.00	2.9%	£140.00	£144.00

Turfing of old graves (at client's request)	£70.00	£72.00	2.9%	£70.00	£72.00
Out-of-time burials (dependent upon availability & man-hours involved)	£155.00	£160.00	3.2%	£155.00	£160.00
Minimum fee					
Weekend surcharge-cremated remains burial	£155.00	£160.00	3.2%	£155.00	£160.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	£55.00	£57.00	3.6%	£55.00	£57.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA				

CHAPEL SERVICE	Resident				
Use of chapel (includes provision of music if required)	£155.00	£160.00	3.2%	£155.00	£160.00

MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)	Resident				
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	£165.00	£170.00	3.0%	£165.00	£170.00
Double headstones	£330.00	£340.00	3.0%	£330.00	£340.00
Additional inscriptions after first interment	£115.00	£118.00	2.6%	£115.00	£118.00
Tablets, scrolls, bird baths and books up to 15 inches in height	£125.00	£129.00	3.2%	£125.00	£129.00
To replace a memorial with similar or smaller memorial	£45.00	£46.00	2.2%	£45.00	£46.00
Memorial removal and disposal fee	£100.00	£103.00	3.0%	£100.00	£103.00

WALL OF REMEMBRANCE	Resident				
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	£130.00	£134.00	3.1%	£130.00	£134.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	£250.00	£258.00	3.2%	£750.00	£774.00
Additional inscription to existing plaque	£50.00	£52.00	4.0%	£50.00	£52.00

LAWN OF REMEMBRANCE	Resident				
----------------------------	-----------------	--	--	--	--

Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	£180.00	£185.00	2.8%	£540.00	£555.00
Interment of ashes (digging charge)	£85.00	£88.00	3.5%	£255.00	£264.00

BOOK OF REMEMBRANCE	Resident				
Memorial Roses (details entered in a Book of Remembrance)	£155.00	£160.00	3.2%	£155.00	£160.00

Infant charges under review in line with government guidance
All prices inclusive of VAT where applicable

Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved. RESIDENT A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

NON RESIDENT Any non parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances.

All invoicing must be settled in full prior to permission being given by the Council for any work to be carried out in the Cemetery.

Sports Charges

Increase in 3%

Sport	Hire Conditions		All Day	2021/22	% Increase
			(£)		
Cricket	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Adults	£105.00	£108.00	2.86%
		Weekday games - Juniors	£70.00	£72.00	2.86%
		Weekend games - Adults	£125.00	£129.00	3.20%
		Weekend games - Juniors	£80.00	£82.00	2.50%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£70.00	£72.00	2.86%
		Weekday games - Juniors	£46.00	£47.00	2.17%
		Weekend games - Adults	£95.00	£98.00	3.16%
		Weekend games - Juniors	£65.00	£67.00	3.08%

Sport	Hire Conditions		Afttrnn		
			(£)		
Cricket	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Adults	£90.00	£93.00	3.33%
		Weekday games - Juniors	£60.00	£62.00	3.33%
		Weekend games - Adults	£110.00	£113.00	2.73%
		Weekend games - Juniors	£65.00	£67.00	3.08%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£60.00	£62.00	3.33%
		Weekday games - Juniors	£41.00	£42.00	2.44%
		Weekend games - Adults	£75.00	£77.00	2.67%
		Weekend games - Juniors	£50.00	£52.00	4.00%

Sport	Hire Conditions		Evening		
			(£)		
		Weekday games - Adults	£75.00	£77.00	2.67%

Cricket	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Juniors	£50.00	£52.00	4.00%
		Weekend games - Adults	£85.00	£88.00	3.53%
		Weekend games - Juniors	£55.00	£57.00	3.64%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£46.00	£47.00	2.17%
		Weekday games - Juniors	£28.00	£29.00	3.57%
		Weekend games - Adults	£60.00	£62.00	3.33%
		Weekend games - Juniors	£40.00	£41.00	2.50%

Sport	Hire Conditions		Aftrnn		
			(£)		
Soccer	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Adults	£80.00	£82.00	2.50%
		Weekday games - Juniors	£45.00	£46.00	2.22%
		Weekend games - Adults	£100.00	£103.00	3.00%
		Weekend games - Juniors	£55.00	£57.00	3.64%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£55.00	£57.00	3.64%
		Weekday games - Juniors	£31.00	£32.00	3.23%
		Weekend games - Adults	£75.00	£77.00	2.67%
		Weekend games - Juniors	£37.00	£38.00	2.70%

Sport	Hire Conditions		Aftrnn		
			(£)		
Rugby	Pitch Hire per game inclusive of use of pavilion facilities	Weekday games - Adults	£110.00	£113.00	2.73%
		Weekday games - Juniors	£65.00	£67.00	3.08%
		Weekend games - Adults	£135.00	£139.00	2.96%
		Weekend games - Juniors	£85.00	£88.00	3.53%
	Pitch Hire per game exclusive of use of pavilion facilities	Weekday games - Adults	£75.00	£77.00	2.67%
		Weekday games - Juniors	£45.00	£46.00	2.22%
		Weekend games - Adults	£95.00	£98.00	3.16%
		Weekend games - Juniors	£65.00	£67.00	3.08%
		Mini Tournaments	£145.00	£149.00	2.76%
		Junior Training Areas	£40.00	£41.00	2.50%

		Mens Training per hour	£32.00	£33.00	3.13%
		Ladies Training per hour	£27.00	£28.00	3.70%
		Outside Rugby Clubs - normal fee plus	£32.00	£33.00	3.13%

Sport	Hire Conditions		Afrnn		
			(£)		
Additional Fees	Pavilion use for social purposes (inc. showers)	Per hour - Adults	£32.00	£33.00	3.13%
		Per hour - Juniors	£22.00	£23.00	4.55%
	Pavilion use for social purposes (exc. showers)	Per hour - Adults	£22.00	£23.00	4.55%
		Per hour - Juniors	£17.00	£18.00	5.88%
	Daily Rates	For Sevenoaks Organisations	£115.00	£118.00	2.61%
		For non-Sevenoaks Organisations	£140.00	£144.00	2.86%
	Fetes, Sports Meetings etc (one field plus pavilion)	Whole Day	£405.00	£417.00	2.96%
		Afternoon & Evening only	£215.00	£221.00	2.79%
	Junior Sports Meetings (7 hours)	Restricted Area	£110.00	£113.00	2.73%
		One Field & Pavilion	£205.00	£211.00	2.93%
		One Field	£170.00	£175.00	2.94%

Notes

All rates are inclusive of VAT

VAT exempt price is available to block bookings of 10 or more sessions to recognised sports bodies meeting relevant conditions – please enquire for form

MUGA at Bat & Ball Centre is also available for hire - please see separate schedule for details

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre (v.4)

	Monday (Tennis Nets)	Tuesday	Wednesday (Tennis Nets)	Thursday	Friday	Saturday	Sunday (Tennis Nets)
6.00 a.m. – 9.00 a.m.	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
9.00 a.m. – 12.00 p.m.	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge
12.00 p.m. – 3.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge	No Charge
3.00 p.m. – 6.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Bookable for sports parties at B&B Ctr	No Charge
6.00 p.m. – 9.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	Charging for Pre-Booked	No Charge	No Charge

Charging for Pre-Booked:

Non-Commercial Junior	£5	Per hour Including VAT
Non- Commercial Adult	£10	Per hour Including VAT
Commercial	£25	Per hour Including VAT
Team Sports Adults	£25	Per hour Including VAT
Team Sports Juniors / Sports Parties	£20	Per hour Including VAT

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre (v.4)

- i) Sevenoaks Town Council's Multi Use Games Area at Bat & Ball Centre is designed to enable the following sports to be played: Tennis, Netball, 5 A Side Football, Basketball practice. Days indicating Tennis Nets will mean that only tennis can be played. Days without Tennis Nets mean that the facility is available for other sports.
- ii) During times when there are no charges if someone is waiting is time is limited to 40 minutes to enable others to use the MUGA.
- iii) Hall hire facilities are also available to facilitate sports-based parties on Saturday afternoons
- iv) VAT exempt price is available to block bookings of 10 or more sessions to recognised sports bodies meeting relevant conditions – please enquire for form

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	2020/21 YTD	2020/21	2021/22	2021/22
	Ref.	£	£	£	£	£	£	£	
OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21									
Gross Pay	4010	137,425	147,537	167,650	191,421	86,909	171,685	182,290	182,290
Employers Pension Contribution	4270	7,663	8,466	9,853	12,597	5,101	10,202	12,172	12,172
Graffiti and gum removal	5013	1,469	13	57	1,000	-	1,000	1,020	1,020
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	5,588	12,677	10,184	10,500	5,857	10,500	10,710	10,710
Greatness Rec WCs (rates, cleaning, water, repairs)	5026		2,327	2,751	3,000	1,240	3,000	3,060	3,060
Seats & Litter Bins (Exc Vine)	5050	4,043	2,685	3,663	2,780	1,250	2,780	2,836	2,836
Tree Sev Common	5060	2,737	2,645	3,031	3,700	912	3,700	3,774	3,774
Tree Safety Survey	5065	4,150	2,505	2,350	3,800	-	3,800	3,876	3,876
Woodlands	5070	4,284	3,200	6,841	3,300	2,948	3,300	3,366	3,366
Knole Paddock and Pavilion	5110	264	1,972	2,638	1,500	3,908	3,908	4,030	4,030
Knole Paddock Pitch and ground maintenance	5120	5,396	2,433	2,070	3,500	1,146	3,500	3,570	3,570
Misc. Open Spaces and play areas	5310	60,464	62,681	58,499	17,100	31,868	37,100	17,442	17,442
Skate Park maintenance	5316	2,089	2,550	602	2,575	620	2,575	2,627	2,627
Raleys car park	5317	506	521	494	500	486	500	510	510
Fertilisers	5320	1,389	134	615	1,200	208	1,200	1,224	1,224
Grass Seed	5330	1,095	885	2,143	2,100	104	2,100	2,142	2,142
Plants	5340	3,089	2,165	2,627	2,500	340	2,500	2,550	2,550
Repairs and general maintenance	5410	1,498	5,196	2,834	1,500	151	1,500	1,530	1,530
Capital refurbishments	5412				-		0	1,200	1,200
Equipment - Hired & New	5500	6,857	6,611	6,642	8,250	3,122	8,250	8,415	8,415
Equipment Maintenance (incl tractor)	5525	8,448	7,304	4,650	8,000	3,646	8,000	8,160	8,160
Vehicle expenses (incl vans)	5550	2,681	4,638	46,209	4,500	8,028	10,500	16,000	16,000
Fuel	5700	5,500	6,170	4,492	6,200	1,704	6,200	6,324	6,324
Rent, Rates & Water	6000	1,250	(25)	463	1,200	239	1,200	1,224	1,224
Light Heat and Cleaning	6010	2,240	2,385	1,924	2,100	1,356	2,100	2,142	2,142
Telephone	6101	206	174	176	200	65	200	204	204
Mobile Telephone	6104	154	146	214	200	157	200	204	204
Staff Training	6320	2,078	3,470	2,861	3,000	-	3,000	3,060	3,060
Welfare/hospitality	6330	114	138	204	200	106	200	204	204
Subscriptions and professional fees	6730	141	282	-	200	236	200	204	204
Road Dues - Oakhill Rd/Woodside	6812	1,447	1,025	1,025	1,500	-	1,025	1,530	1,530
Bus Shelter Maintenance	6851	317	65	-	175	-	175	179	179
Sundry Expenses	6900	107	3	11	100	10	100	102	102
Health & Safety/ Risk Assessments	6922	664	795	1,911	1,550	-	1,550	1,581	1,581
Alarm maintenance	6930	812	764	668	740	123	740	755	755
CCTV Maintenance	6931	770	270	520	1,200	-	1,200	1,224	1,224
Waste collection - Dog bins	6934	2,457	3,167	2,621	2,800	1,310	2,800	2,856	2,856
Waste collection and disposal - Bins	6935	4,631	2,783	3,513	4,220	1,370	4,220	4,304	4,304
Protective clothing	6952	1,331	1,705	1,654	1,450	759	1,450	1,479	1,479
Letting and Hire of Facilities	1022	(30,694)	(33,732)	(23,775)	(30,900)	(6,761)	(18,521)	(31,827)	(19,077)
Raleys car park	1316	(1,823)	(1,468)	(1,525)	(1,750)	(42)	(1,750)	(1,803)	(1,803)
Forestry commission grants	1330				-		0	-	-
Grant Income	1350	(28,933)	(5,341)	(29,163)	-	(26,813)	(26,813)	-	-
Furlough grant income	1450					(4,995)	(5,995)		-
Income from other depts.	1470		(25)		-		0	-	-
insurance Claims	1550	(3,011)		(940)	-		0	-	-
Log Sales	1850	(832)	(1,549)	(667)	(1,236)		(1,236)	(1,273)	(1,273)
Sundry Income	1990	(608)	(2,408)	(7,664)	(742)	(490)	(742)	(764)	(764)
CIL income allocation	2012								
Asset/Equipment Sales	2003								
		219,453	257,939	294,924	277,730	126,179	263,103	284,413	297,163
% Mvmt on previous budget								2%	7%
Movement to/ From EMR				(48,773)					

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	2020/21 YTD	2020/21	2021/22	2021/22
GREATNESS CEMETERY Cost Centre 22									
Gross Pay - Administration	4010	60,706	61,829	75,359	94,991	48,206	90,550	86,161	86,161
Employers Pension Contribution	4270	5,234	5,582	5,909	7,738	3,511	7,022	7,184	7,184
Cem - Chapel and Office	5210	292	1	43	206	130	206	210	210
Workshop/messroom maintenance	5230	131	1,057	405	175	11	175	179	179
Repairs & General Maint	5410	1,809	1,182	2,690	1,000	1,322	1,322	1,020	1,020
Capital refurbishments	5412				-		1,649	1,200	1,200
Equipment - Hired & New	5500	2,044	2,007	6,423	3,200	1,867	3,200	3,264	3,264
Equipment Maintenance	5525	2,340	3,748	4,817	2,500	2,650	2,650	2,550	2,550
Fuel	5700	796	939	1,000	700	301	700	714	714
Rent, Rates and Water	6000	4,585	6,246	6,487	6,570	3,785	6,570	6,701	6,701
Light Heat & Cleaning	6010	845	1,599	1,443	1,240	682	1,240	1,265	1,265
Telephone	6101	733	492	579	750	370	750	765	765
Mobile Telephone	6104	83	100	58	120	8	120	122	122
Printing Postage and Stationery	6200	9	369	20	100	-	100	102	102
Computer - cemetery database	6240	1,248	328	942	3,715	3,315	3,715	408	408
Training	6320	870	460	2,000	2,000	225	2,000	2,040	2,040
Welfare/hospitality	6330	145	166	169	170	98	170	173	173
Goods for Resale	6500	-	-	270	200	-	200	204	204
Professional fees	6630	-	90	95	100	95	100	102	102
Subscriptions	6730	68	90	95	100	-	100	102	102
Trees, Turf & Fertilisers	6802	2,623	1,772	3,096	3,000	14	3,000	3,060	3,060
Roads, Paths and Boundaries	6822	1,126	1,595	756	700	-	700	714	714
Lawn/ Wall of Remembrance	6832	147	-	446	100	298	298	102	102
Sundry expenses	6900	203	88	35	50	9	50	51	51
Health & Safety/ Risk Assessment	6922	-	467	1,311	1,000	-	5,000	2,270	2,270
Alarm Maintenance	6930	573	719	741	800	602	800	816	816
Cemetery security	6932	4,659	4,452	4,681	4,600	2,337	4,600	4,692	4,692
Waste collection and disposal	6935	1,122	1,071	1,459	1,230	636	1,230	1,255	1,255
Protective Clothing	6952	282	435	773	750	476	750	765	765
Cemetery Income	1700	(91,098)	(78,271)	(77,784)	(92,700)	(39,112)	(92,700)	(95,481)	(95,481)
Insurance Claims	1550	-		(3,101)	-	(1,458)	(1,458)	-	-
Other income	1990					(93)	(1,093)		-
		1,575	18,613	41,217	45,105	30,285	44,809	32,710	32,710
% Mvmt on previous budget								-27%	-27%
% Mvmt on previous budget - excluding 2020/21 virements								-6%	-6%

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	2020/21 YTD	2020/21	2021/22	2021/22
ALLOTMENTS Cost Centre 23									
Gross Pay - Administration	4010	2,390	4,062	5,177	4,595	2,995	5,636	6,496	6,496
Employers Pension Contribution	4270	-	-	254	184	133	266	260	260
General Maintenance	5410	981	1,113	4,403	1,200	1,631	1,631	1,224	1,224
Equipment-Hired & New	5500		195				0		-
Rent Rates & Water	6000	1,393	646	982	1,751	765	1,530	1,561	1,561
QH Allotment Costs	6002	669	682	734	700	353	700	714	714
Health & Safety/ Legal Advice	6922	-	-		300	-	300	306	306
BV Rental Income	1010	(894)	(843)	(936)	(1,141)	(1,059)	(1,059)	(1,111)	(1,111)
QH Rental Income	1047	(3,211)	(6,260)	(6,331)	(6,376)	(7,167)	(7,167)	(7,516)	(7,516)
Insurance claims	1550			(1,465)			0		-
		1,328	(405)	2,818	1,213	(2,349)	1,837	1,934	1,934
% Mvmt on previous budget		59%							59%

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	2020/21 YTD	2020/21	2021/22	2021/22
STREET LIGHTING AND GENERAL Cost Centre 26									
Public Clock Maintenance	6861	314	1,836	1,103	2,908	4,184	13,816	2,966	2,966
Street Lighting	6862	13,208	8,796	40,759	13,414	11,452	13,414	13,682	13,682
In Bloom Costs	6865	13,687	16,789	14,451	14,500	11,678	14,500	14,790	14,790
Street Lighting - recharges	1263/1480	(6,660)	(5,313)	(19,835)	(8,913)	-	(8,913)	(9,091)	(9,091)
In Bloom - Contributions	1990/1266	(3,830)	(2,230)	(650)	(1,200)	(500)	(500)	(1,236)	(1,236)
Capex	B/S								
		16,719	19,878	35,829	20,709	26,814	32,317	21,111	21,111
Movement to/From EMR				(2,800)		(4,128)	(12,999)		
% Mvmt on previous budget								2%	2%

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	2020/21 YTD	2020/21	2021/22	2021/22
OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29									
Gross pay - general	4010	7,994	9,693	8,485	9,092	4,210	8,437	9,157	9,157
Employers Pension Contribution - general	4270	476	496	504	545	252	504	549	549
Vine Area -Gen. Maintenance	5010	4,127	4,804	3,016	3,600	1,719	3,600	4,122	4,122
Vine Kiosk	5014					7	7		-
Vine Public Conveniences	5020	1,376	7,035	8,543	8,500	4,727	8,500	8,670	8,670
Capital refurbishments	5412			21,804		1,188	1,188		-
Rent, rates & water	6000	634	439	174	515	(2)	515	525	525
Light & heat	6010	80	66	377	-	-	0	-	-
Publicity	6460	574	418	329	250	-	0	255	255
Professional Fees Licensing	6635	-	70	70	100	70	70	102	102
Summer concerts	6868	4,067	2,960	2,570	3,200	3,129	3,129	3,264	3,264
Special events	6869					28	28		-
Heath&Satety/Risk Assessments	6922			245		-	0		-
CCTV Maintenance	6931	833	1,124	651	660	572	660	673	673
Other events net income	1208	(1,337)	(1,523)	-	(1,500)	-	0	(1,500)	
Fundraising	1500					(10,749)	0		-
Rental income - Pavilion & Kiosk (was CC39)	1805	(3,090)	(3,090)	(3,090)	(3,090)	-	(3,090)	(3,500)	(3,500)
Vine Club Insurance Contrib. (was CC21)	1870	(340)	(350)	(382)	(400)	(342)	(342)	(352)	(352)
		15,394	22,142	43,296	21,472	4,809	23,206	21,966	23,466
Movement to/ from EMR				(21,804)		(1,000)	(1,000)		
% Mvmt on previous budget								2%	9%

Sevenoaks Town Council		Actual	Actual	Actual	Budget	Actual	Forecast	Budget	Budget at risk
2020/21 Forecasts		2017/18	2018/19	2019/20	2020/21	2020/21 YTD	2020/21	2021/22	2021/22
OPEN SPACES & LEISURE COMMITTEE SUMMARY									
General	21	219,453	257,939	246,151	277,730	126,179	263,103	284,413	297,163
Greatness Cemetery	22	1,575	18,613	41,217	45,105	30,285	44,809	32,710	32,710
Allotments	23	1,328	(405)	2,818	1,213	(2,349)	1,837	1,934	1,934
Street Lighting and General	26	16,719	19,878	33,029	20,709	22,686	19,318	21,111	21,111
Vine Grounds	29	15,394	22,142	21,492	21,472	3,809	23,206	21,966	23,466
		254,469	318,167	344,706	366,229	180,610	352,272	362,133	376,383
% Mvmt on previous budget								-1%	3%
% Mvmt on previous budget - adjusted for Cemetery virement								2%	6%
Notes to Budget:									
Overall movement		2%							
General inflation on costs		2%							
Staff based on planned levels payrise		2%							
Fees & income		3%							
Budget at Risk		Based on no events income; sporting income reduced in line with 2020/21 Forecast							
Essential maintenance added		Cemetery memorial stone safety testing - to be accrued at £1250/ year							
		Vine area additional maintenance £450/ annum							
		Knole paddock/ pavilion additional maintenance £2500/ annum							
Vehicle replacement		New vehicle estimated to need replacement each year at cost of £16000 - to consider adding to budget							
Capital works		Currently RCP can only be funded from CIL/ Grants or reducing reserves.							
		To consider adding to budget annual capital works - £1200 general OSL; £1200 Cemetery							
2020/21 Budget Virements		2020/21 includes one off Cemetery database & set-up costs of £10,323. Covered by budget virement from Contingency							
YTD 2020/21 Actual		Includes actual results up to Sept 2020							

OSL Cttee Rolling Capital Programme 2021 -2022 Recommendations												
Version:	04-Nov-20			Agreed Funding sources				Balance to be funded				Additional Notes
			Capital required	CIL	Grant	RCP	CRR	20-21	21-22	22-23	Future Years	
Capital type	Location	Detail										
Machinery		tractor mounted mower	16,000					-	16,000			Plan to replace 1 vehicle per year. Purchase grave digging jcb if surplus in Cemetery this year
		replace van LS55CKL	16,000					-		16,000		
		replace grave digging jcb	16,000					16,000				
		replace dumper truck	14,000					-			14,000	
Property Maintenance	Greatness Cemetery	chapel gutters and soffit repaint	1,000			1,000		-				
		Cemetery path part repairs & road repairs	25,000	25,000				-				All funds to come from CIL
		chapel restrain woodwork	1,500					-	1,500			Not completed this year, therefore rolled to next year due to weather advised by NC.
		new workshop mess room	45,000	37,351		6,000		1,649				Could be extra costs if considering low carbon as NC advised. Additional 12k of CIL.
		garage roof replace	2,000					-		2,000		Pushed back to 22/23
		gates & railing repaint	2,000					-			2,000	Pushed back to 23/24
		memorial safety testing	5,000					5,000				Capital Requirement for 20/21 - required every 4 years
		mausoleum, stone cleaning	3,000							3,000		Pushed back to 22/23
	Knole Paddock	replace water heaters	5,000					-	5,000			
		external paint & stain	1,718			1,718		-				Not completed this year, therefore rolled to next year
		replace barn doors	2,000	2,000				-				To try complete this year
		car park root damage repair	3,000					-	3,000			Capital Requirement for 21/22
	Vine	car park white lines	1,000					-	1,000			Capital Requirement for 21/22
		pavilion external paint	20,000	13,196				-	6,804			Capital Requirement for 20/21 - ** reallocate unspent CIL
		insulate pitch roof	5,000					-			5,000	Pushed back to 24/25
		cctv replace	6,000					-			6,000	Pushed back to 24/25
		bandstand repaint	7,500					-	7,500			
		café, internal decorate	1,500					-	1,500			
		café external repaint& defibrillator box	13,300					-	13,300			
		paths resurface	15,000					-			15,000	Pushed back to 23/24
		Tea Kiosk repaint	1,500					-	1,500			
		crazy paving, repoint/relay by pond	10,000							10,000		Pushed back to 22/23
	Judds Piece	resurface	2,500					-			2,500	Pushed back to 22/23
	Woodside rd	replace fence	2,000					-	2,000			Capital requirement 21/22
	War Memorial	stone repair repointing	500		-	500		-				Capital Requirement for 20/21, need to confirm costs in order to apply for Grant
	Pontoise Close	perimeter wall, patch pointing	877					-	877			CIL balance - no CIL left for Pontoise
	Kippington Meadow	repaint railings	3,000					-			3,000	Pushed back to 23/24
	St Nicholas Church	repointing front wall	4,000								4,000	Future
		path repairs east	4,000			600				3,400		
	Bethal Rd Cemetery	re-stitch wall	750					-	750			Revised Quotes, therefore additional £250 is required
		rear wall, replace loose coping	750					-	750			Revised Quotes, therefore additional £250 is required
	Hillingdon Rise play area	resurface (part)	8,000					-		8,000		Push back to 22/23 Grant?
		Replace worn equipment	10,000					-		10,000		Push back to 22/23 Grant?
	Julians Meadow	part replace surface	8,000					-	8,000			Capital Requirement for 21/22
	fence to PROW	fence to PROW	1,200			1,200		-				Future requirement, low priority
	Greatness Rec	playground safety surface	8,000					-	8,000			
		CCTV replace	9,000					-	9,000			Revised Quotes, therefore additional £3K is required
		skatelite repairs	3,000			3,000		-				Revised Quotes, therefore additional £3K is required for 21/22
	Upper High St Gardens	side wall 6 bells lane	1,500					-	1,500			Revised Quotes, therefore additional £700 is required
	Public Clocks	Jubilee Clock	12,999	12,999				-				Funded by CIL
	Lower ST Johns Toilets Refurb	refit men stainless equip	10,000	7,519			2,481	-				Discussion in Blue Skies for refit of 3 toilets & recommendations for CIL application
		re-stain external woodwork	1,000			1,000		-				Could be part of general refurb
	Timber Bus Shelters	Replacement	5,500		2,778			2,722				2,778 as a grant from KCC
			335,594	98,065	2,778	15,018	2,481	25,371	87,981	52,400	51,500	
		Total capital work to be funded	217,252									

Future Property Maintenance Programme														
SITE	ITEM	DETAILS OF WORK	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £						
CEMETERY														
Chapel	Internal	Repaint						2000						
	Windows													
	Roof	minor repair	600600											
	Gutters & soffits	Repair & repaint		in house										
	External woodwork	Restain		1,500 CIL										
Garages	External													
	Roof	Repair			2000									
	Doors													
Workshop	Internal													
	External		43,000 CIL & RCP											
Sheds	External	Refix planking/stain Replace Repaint												
Gates & Railings		Repair				2,000								
Roads & Paths	Tarmac	Repair selected paths	25,000 CIL											
Mausoleum		Stone Cleaning			3,000									
	Obelisks	Replace												
Wall of Remembrance														
Shelter	Restain													

SITE	ITEM	DETAILS OF WORK	2020/21 £	Future Property Maintenance Programme											
				2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £							
OPEN SPACES															
Knole Pavilion Dressing Rooms	Internal paint		1 In house												
	Equipment	water heaters		5,000											
	Kitchen refits														
Workshop	Internal paint	In-house													
	External paint/stain	restain and repairs		1,718											
	Roof														
	Gutters	Minor repairs													
	Doors		2000 CIL												
Car Park	Re-tarmac	Root damage repairs		3,000											
	Re mark lines			1,000											
Compound	Fencing														
Vine Pavilion	External paint	Repaint		20,000											
	Slate Roof	Insulate					5000								
	Disabled access	Construct													
	Flat Roof	Replace & Insulate													
	Gutters														
	Windows	Minor repairs included with external paint													
	Re-wiring														
Disabled & Unisex Toilets		Replace both doors													
		Internal fittings													
Vine Bandstand	Paint	Repaint		7,500											
	Roof	Minor repairs													
	Gutters	Minor repairs													
	Paving														
	Cast iron	Repairs													

SITE	ITEM	DETAILS OF WORK	2020/21 £	Future Property Maintenance Programme 2021/22 £										
Vine Café	Internal			1,500										
	External			13,000										
	Roof													
	Gutters													
Defibrillator box Chair Store Paths	repaint			300										
	Re-tarmac	Respray + chippings				15,000								
Railings	Re-paint							2,500						
Post & Rail Fence	Replace	Ongoing In-house												
Tea Kiosk	Internal paint													
	External paint	Repaint		1500										
	Roof													
VINE GARDENS	Gardens	Sensory Bed												
	Pond													
	Crazy paving	relay/repaint			10,000									
	Bridge	Rebuild												
THE POUND	Fence	Replace												
JUDDS PIECE	Path	Re-tarmac + chip				2,500								
	Post & rail fence	replace												
RHEINBACH GARDENS	Boundary wall													
	Block paving													
WAR MEMORIAL		Pointing repairs												
WOODSIDE ROAD	Boundary fence			2,000										
PONTOISE CLOSE	Play equipment													
	Self-closing gate													
	Safety surfaces													
	Railings													
	Re-tarmac													
	Car park - post & rail fence	Partial replacement	in house											
	Metal Gates Betenson rd	Replace												
	Perimeter wall (Shoreham Lane)	Pointing + patch repairs				2,000								
MOUNT CLOSE	Play equipment		completed, grant											
	Self closing gate													
	Safety surfaces													
	Railings													
	Re-tarmac													
	Steps with handrail	Repairs												

SITE	ITEM	DETAILS OF WORK	2020/21 £	Future Property Maintenance Programme 2021/22 £										
MIDDLEINGS WOOD	Steps	<i>Top up surfacing</i>												
	Path													
MILLPOND WOOD & THE MILLPOND	Post & rail fence	<i>Replace along Seal rd</i>												
	5 Bar Gates	<i>Replace</i>												
	Millpond If Transferred													
KIPPINGTON MEADOW	Railings*	<i>repaint</i>				3,000								
	Re-tarmac													
ST NICHOLAS' CHURCH	Walls	<i>Repointing</i>					4000							
	Walls													
	Paving	<i>Repairs to East/ main</i>			4,000									
		<i>Repairs by south door</i>												
	Memorials													
BRADBOURNE VALE ROAD ALLOTMENTS	Boundary fence	<i>replace</i>												
	Gates													
BETHEL ROAD CEMETERY	Retaining wall + steps + gate	<i>Wall repair, & copping</i>		1,500										
HILLINGDON RISE	Boundary fence													
	Play Equipment				10,000 Grant?									
	Safety surfaces				8,000 Grant?									
LITTLEWOOD	Fence adjacent no.75	<i>Replace</i>												
JULIAN'S MEADOW RECREATION AREA	Play equipment													
	Safety surfaces				8.000 grant?									
	Playground fence													
	Bollards													
	Fence to PROW					1,200								
	Path to woods													
GREATNESS RECREATION GROUND	Boundary fence - wooden	<i>Replacement to Metal</i>												
	Boundary fence - metal													

Gate - metal	<i>Repair</i>		Future Property Maintenance Programme										
Inner car park	<i>Roadstone</i>	STFC completed											
Outer car Park	<i>Re-tarmac</i>												
Height Barrier	<i>repaired</i>												
Playground & fence	<i>Replace</i>												
Safety surfaces	<i>Replace</i>		8,000 grant?										
CCTV			9,000										
Height Bbarrier													
Skatepark Equipment		3000	3000	3,000									

SITE	Skatepark fence	DETAILS OF WORK	2020/21 £	uture Property Maintenance Programme									
				2021/22 £									
TOWN CENTRE PLANTERS	ITEM	Replace											
UPPER HIGH STREET GARDENS	Timber - at bus												
	Paving												
	Front wall												
	Side wall to six bells			1,500									
	Railings	Roof repairs											
TOWN COUNCIL OFFICES	Shelter	Remedial works at rear of Chamber											
Lower St Johns Toilets	Retaining wall			10,000 refit									
	Internal fittings	Restain		1,000									
	External woodwork												
	Roof												
Brittains Common	Doors												
	Bollards												
KEY be shown, if not funds needed	Footpath												

This page has been left blank intentionally

This page has been left blank intentionally

Open Spaces & Leisure Committee – 9th November 2020

Allotments Report

Status Report as at 3rd November 2020

Inspections will be carried out in the autumn to ensure that tenants are preparing plots for the winter. These will only happen once all the annual invoices are settled, or the tenants have decided that they are not going to renew.

Some invoices for renewal of tenancies have not been paid and these have now been chased up. It is hoped that there will be very few non-payers and therefore not many more plots will be returned to us.

Quaker's Hall Allotments

There are currently NO vacant plots. There are 30 people on the waiting list, with three more in the pipeline who have yet to return their application forms. Three existing tenants are requesting more space, but we will endeavour to fix up the people on the waiting list first.

Bradbourne Vale Allotments

There are currently NO vacant plots. There is 1 person on the waiting list.

Ruth King
Allotments Manager

This page has been left blank intentionally

This page has been left blank intentionally

Open Spaces & Leisure Committee 9th November 2020

Request for Improvements to Knole Paddock Floodlighting from Sevenoaks Rugby Football Club (SRFC)

SRFC are requesting consideration of the following:

Actively looking to significantly improve the flood light coverage for the training pitch (pitch 3) at the Paddock. It is worth noting that at present the fixed floodlights currently only provide suitable light for one side / half a rugby pitch at the very best and has a real impact on the quality of training that can be provided for members. The club are grateful for STC moving the pitch towards the hedge/pitch 2 end, which has certainly helped in our objective of improving this.

SRFC's plan, pending your approval is to purchase 3-4 portable floodlight towers that will enable the whole training pitch (pitch 3) to have effective flood light coverage, as well as giving us the flexibility to light up the grid areas either side of the cricket square to help manage and reduce the pitch 3 usage during the winter months.

The plan, more detail...

-During September till April, we would look to place & leave the 3-4x portable floodlights in specific positions around the pitch as shown in the attached diagram (Green circles = new portable floodlights)

-These would be left on the pitches at SRFC own risk, and we will be locking the wheels and looking to cover the machine accordingly (we have been advised this is possible by the supplier).

-These portable floodlights from our understanding require no planning permission as they are portable and are raised only for the session itself, once the session is completed the lights will return to its normal state.

-Sharing a link to a video which shows the product itself and a demo of how we would set them up before and after each session:

<https://www.youtube.com/watch?v=dbFlcoSexy4&feature=youtu.be>

-During May till August, we would look to move the portable floodlights to a convenient position for the council, which I would recommend being right up against the hedge next to Pitch 2. Ensuring they are completely out of the way for the summer sports season.

Please see following image, Red are existing lights, Green are those proposed.



Sevenoaks Town Council
Open Spaces & Leisure Committee 09.11.2020

CURRENT MATTERS

366VI	Vine & Cycle racks	Work would start in the new year once work for the chair storage unit had commenced. Cycle planter to be installed. Cycle planters have arrived and are being prepared to use regarding the town's recovery plan. Awaiting news on Buckhurst market. To be used at Bat & Ball Centre and The Vine and other locations to be agreed.
226	Anti-Litter Campaign	Several litter picking days had taken place and a new recycling bin would be installed at Greatness Recreational Ground shortly. <i>Ongoing.</i> Due to the Covid-19 outbreak litter picking was cancelled. However, many locals are tackling the ongoing problem with litter. <i>Two litter pick days have been organised for the 23rd September around Sevenoaks Town and the 25th September starting at Sevenoaks Station working through to Upper High St Gardens.</i> Councillor's and volunteers spent the 23rd September cleaning the town centre. The scheduled clean on the 25th was cancelled due to adverse weather conditions, however a new date will be set in October to replace the cancelled day.
176/5 VI	Hillingdon Rise Green	Leaflet drop to be arranged regarding parking on grass. <i>Cllr's to canvas public about parking on the grass.</i>
176/5 VII	Tree Planting	Open Spaces Manager to liaise with tarmac in relation to offer of trees. <i>To produce a leaflet encouraging the public to sponsor or adopt a tree.</i> Ongoing.
352 (II) 11.11.2019	Greatness Cemetery Mess Room	Install new building as energy efficient as possible. <i>New building has been ordered and should arrive before Christmas.</i>

Sevenoaks Town Council
Open Spaces & Leisure Committee 09.11.2020

		A new mess room will be of a higher security standard and will have full amenities.
178	Friends of Greatness Cemetery	To be launched in autumn 2019. <i>Launch in February 2020.</i> The launch has been delayed due to Covid-19. The leaflet is completed and ready to go to print and we hope to launch later this year. <i>To launch early 2021.</i> Ongoing.
304 30.09.2019	Quaker Hall Allotments	Install additional water pipes and water butts. <i>Ongoing.</i>
503 17.02.2020	Greatness Football Pavilion Proposal	Arrange for presentation to councillors. Took place 6.7.2020 <i>Ongoing.</i>
96 07.07.2020	St John's Toilets	Refurbishment to be progressed subject to landowners (SDC) permission. SDC granted permission "in principle".
217 (iv) 28.09.2020	Trees	John London and Mayor's oak to be replanted
222 28.09.2020	Bus Shelter Tonbridge Road	KCC grant of £2,778 received. Bus shelter due for delivery and installation on the 5th November.