

10th February 2021



You are summoned to attend a virtual meeting of the **OPEN SPACES AND LEISURE COMMITTEE** to be held via Zoom on **Monday 15th February 2021 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/YYXuNOE-qJA> 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 R Hogarth
Cllr A Eyre – Vice Chairman	Cllr L Michaelides
Cllr N Busvine, OBE (ex-officio)	Cllr T Morris Brown
Cllr K Bonin	Cllr S Raikes
Cllr S Camp	Cllr R J Parry
Cllr Granville Baxter	

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

Town Clerk

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 9th November 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 December 2020 (copy attached).
7. ALLOTMENT REPORT
To receive and consider the Allotments Manager's report. (report attached)
8. SPORTS PITCHES (reports attached)
 - i) Vine Cricket Ground
 - ii) Greatness Recreation Ground Football Pitch
 - iii) Knole Paddock Sports Pitches
 - iv) Knole Paddock 3G Pitch
9. SEVENOAKS TOWN FOOTBALL CLUB PAVILION PROPOSAL – GREATNESS RECREATION GROUND (report attached)
10. SEVENOAKS IN BLOOM (report attached)
11. RALEYS CAR PARK PERMITS (report attached)
12. KCC NOTICE OF THE INTENTION TO MAKE AN ORDER TO TEMPORARILY CLOSE PUBLIC FOOTPATHS SU24 AND SU30, SEVENOAKS (report attached for information)
13. CURRENT MATTERS
To consider updates on current matters (report attached)
14. PRESS RELEASE
To consider any agenda item which would be appropriate for a press release

Sevenoaks Town Council
Minutes of Open Spaces & Leisure Committee held on 9th November 2020
Held via Zoom and Livestreamed on YouTube

Meeting commenced: 19:01

Meeting Concluded: 20:07

Present:

Cllr Keith Bonin	Present	Cllr Roderick Hogarth	Present
Cllr Nick Busvine, OBE	Present	Cllr Lise Michaelides	Present
Cllr Sue Camp	Apologies	Cllr Tom Morris Brown	Present
Cllr Dr Marilyn Canet, Chairman	Present	Cllr Richard Parry	Present
Cllr Andrew Eyre, Vice-Chairman	Present	Cllr Simon Raikes	Present
Cllr Victoria Granville-Baxter (from 19:20)	Present		

Substitute	For
Cllr Tony Clayton	Cllr Sue Camp

In attendance: Cllr Robert Piper, Town Clerk, Open Spaces & Cemetery Manager and Senior Committee Clerk

Representations received from Members of the Public

The following member of the public attended the Zoom meeting and addressed the Committee on the item shown:

Adam Bowman – Request for Improvements to Knole Paddock Floodlighting from Sevenoaks Rugby Football Club (SRFC) (See Minute 290 below)

285. Apologies for Absence

Apologies for absence were submitted and received as noted above.

286. Requests for Dispensations

There were no requests for dispensations.

287. Declarations of Interest

There were no declarations of interests.

288. Minutes of the Open Spaces & Leisure Committee on 28th September 2020

RESOLVED: To receive and sign the Minutes of the Open Spaces & Leisure Committee held on 28th September 2020 as a true record.

289. Change to Order of Agenda

RESOLVED: That the order of the agenda be amended to facilitate consideration of the following agenda item for the benefit of the member of public in attendance:
 Agenda Item 10 - Request for Improvements to Knole Paddock Floodlighting from Sevenoaks Rugby Football Club (SRFC).

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

The Committee considered the request from Sevenoaks Rugby Football Club (SRFC) that they improve the floodlighting coverage at Knole Paddock by the installation of 3-4 portable floodlight towers.

Councillors emphasized the need to assess the impact on neighbouring properties and for consideration to be given to the security of the equipment on site. SRFC would be responsible for all planning permissions that may be required.

SRFC was asked to supply the following information to the Town Clerk and Open Spaces and Cemetery Manager:

- Details of noise levels of equipment
- Details of lighting levels of equipment
- Evidence of SRFC consulting with local residents
- SRFC proposals for security and insurance
- Confirmation that any required planning permission was in place

RESOLVED: That the installation of 3-4 portable floodlight towers at Knole Paddock be supported in principle, subject to the Town Clerk and Open Spaces and Cemetery Manager being satisfied that the impact on neighbours would be minimal, security issues had been addressed and relevant planning permission was in place.

291. Open Spaces and Cemetery Manager's Report

The Committee received and noted the report of the Open Spaces and Cemetery Manager. It was disappointing that the planned planting with volunteers at Brittain's Common at the end of November would be unable to take place due to the Lockdown; it would however still be carried out by staff.

Staff were congratulated on the Green Flag and Bees' Needs Awards received. Councillors also thanked the Sorooptimists and Adrian Cheeseman of the Sevenoaks Living Landscape project for their significant contributions to the town.

It was noted that dog waste bins were regularly overflowing, and that dog waste was also being left in litter bins. In addition, some of the bins were in poor condition. Consideration was being given to replacing some of the smaller bins with larger ones.

RESOLVED: That authority be delegated to the Town Clerk and Open Spaces and Cemetery Manager to review the dog waste bin provision and to replace or reallocate bins as required and within budget.

292. Statement of Accounts 1st to 30th September 2020

RESOLVED: To accept the Management Accounts 1st to 30th September 2020.

293. Draft Proposed Charges for 2021/22

The Committee received and considered proposed draft charges for 2021/22.

RESOLVED: To approve and recommend the following draft charges 2021/22 (attached as Appendices A to D) to the Finance and General Purposes Committee for adoption:

- General charges
- Cemetery charges
- Charges for Sports Facilities
- Charges and non-charging schedule for the MUGA at Bat & Ball Centre

294. Draft Revenue and Capital Programme Budget 2021-2022

The Committee received and considered the draft Revenue Budget for 2021/22 and the Rolling Capital Programme budget 2021/22 which had been prepared based on a 2% increase and the assumption of back to normal business next year. The Future Property Maintenance Programme was received and noted.

RESOLVED: To approve and recommend the draft Revenue Budget 2021/22 and the Rolling Capital Programme Budget 2021/22 (attached as Appendices E and F) to the Finance and General Purposes Committee for adoption

295. Allotment Report

The Committee received and noted the report of the Allotments Manager.

296. Current Matters

The updates on current matters were noted as set out below.

Councillors expressed concerns that the audible warning on the Town Warden's electric van was too quiet: Open Spaces Manager to discuss with supplier.

Councillors commented that the town's open spaces had been valued more than ever this year and thanked the Open Spaces Team for their work.

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.
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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. 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. 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. <i>Given the current situation with the pandemic and the second Lockdown, it had not been practicable to arrange the second date.</i>
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. <i>Open Spaces Manager to contact Tarmac to discuss whether trees available this year. Work on leaflet delayed due to competing projects and staff shortage.</i>
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. <i>Significant amount of work completed. New unit to be installed, requiring 4-day build:</i>

		<i>discussing with suppliers whether this will need to happen after Lockdown.</i>
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. Ongoing.</i>
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. <i>Completed.</i>

297. PRESS RELEASE

It was agreed that a press release be issued regarding the Green Flag and Bees' Needs Awards received.

There being no further business the Chairman closed the meeting.

Chairman **Dated**

Open Spaces Manager's Report

Staff

All Open Spaces staff continue to work well in bubbles where necessary and with limited contact or sharing of facilities. It had proved hard to do this with the Cemetery team and so all three regular staff have gone onto flexible furlough, working a week on week off until it is necessary or safe to have everyone in at once. Burials continue at a moderate, predictable pace and so with few horticultural tasks possible, full staffing is not so critical.

Brittains Common

Sadly, as it seemed unlikely that we would come out of lockdown for some time we have planted the hedge ourselves without community involvement. We planted slightly less than the 420 but the remainder have been used to gap up the new hedge at Raleys field.

Dog Waste Bins

Four old worn out bins have been identified for replacement with new large capacity bins; the replacements have been ordered to install in this financial year.

We still receive regular requests from the public for more bins, people are usually directed to us from SDC who consider this a parish function. Any request for additional bins on our land will continue to be bought before committee for discussion / approval.

Tree Planting

Along with the saplings planted at Brittains Common, we have planted 360 yew plants as hedging at the Bat and Ball Centre, along with 10 trees. Although the Yew will not grow to be fully mature trees, they still contribute to CO2 absorption, as well as providing pollution screening.

All of this planting has been registered on the BBC Countryfile/ Woodland Trust virtual map of Tree Planting and forms a sizeable contribution to their target of 750, 000 trees nationally this year.

Greatness Cemetery

The new Mess room has now been completed off site. Delivery and installation were due last week but, unfortunately, the forecast snow prevented getting transportation permission. The work has been rescheduled for tomorrow Tuesday 16th and is predicted to take 3 days.

There will then be some internal work to hang tool racks, shelves etc to be undertaken by the staff.

Open Spaces & Leisure Committee – 15th February 2021

A new gate into Greatness Recreation ground from the Cemetery was previously discussed, initial estimates are for a set of steel lockable gates including installation.

RECOMMENDED: The Open Spaces & Leisure Committee request from the Finance & General Purposes Committee that a sum of £2,000 from CIL funds be allocated to installing new gates at Greatness Cemetery.

Detailed Income & Expenditure by Phased Budget Heading 09/02/2021

Month No: 10

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	0	8,900	8,900	12,729	30,900	18,171	30,900		0	
1316 Raleys Car Park Permits	0	0	0	42	1,750	1,708	1,750		0	
1350 Revenue Grant income	0	0	0	29,591	0	(29,591)	0		0	
1450 Furlough Grant Income	0	0	0	4,995	0	(4,995)	0		0	
1850 Log Sales	0	0	0	606	1,236	630	1,236		0	
1990 Other Income	317	0	(317)	1,189	742	(447)	742		0	
O/ Spaces & Leisure - General :- Income	317	8,900	8,583	49,151	34,628	(14,523)	34,628			0
4010 Gross Pay	14,036	15,952	1,916	143,264	159,520	16,256	191,421		48,157	
4270 Employers Pension Contribution	835	1,050	215	8,456	10,500	2,044	12,597		4,141	
5013 Graffiti Removal	0	167	167	0	835	835	1,000		1,000	
5025 Lower St Johns Toilets	856	875	19	9,989	8,750	(1,239)	10,500		511	
5026 Greatness Rec Convenience	232	250	18	2,177	2,500	323	3,000		823	
5050 Seats And Litter Bins	0	0	0	1,250	2,085	835	2,780		1,530	
5060 Sevenoaks Common	0	0	0	3,052	3,700	648	3,700		648	
5065 Tree Safety Survey	0	0	0	0	2,500	2,500	3,800		3,800	
5070 Other Woodlands	504	825	321	4,062	3,300	(762)	3,300		(762)	
5110 Knole Paddock & Pavilion	0	500	500	3,935	500	(3,435)	1,500		(2,435)	
5120 Knole Paddock Pitch & Grnd Mt	0	500	500	1,194	2,500	1,306	3,500		2,306	
5310 Miscellaneous Open Spaces	1,646	1,300	(346)	38,597	14,500	(24,097)	17,100		(21,497)	
5316 Skatepark Maintenance	0	0	0	620	2,575	1,955	2,575		1,955	

Detailed Income & Expenditure by Phased Budget Heading 09/02/2021

Month No: 10

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	0	0	0	531	500	(31)	500		(31)	
5320 Fertilizers	0	0	0	208	1,200	992	1,200		992	
5330 Grass Seed	0	0	0	104	2,100	1,996	2,100		1,996	
5340 Plants	0	0	0	905	1,875	970	2,500		1,595	
5410 Repairs & General Maintenance	0	125	125	158	1,250	1,092	1,500		1,342	
5500 Equipment Hired and New	90	688	598	3,431	6,880	3,449	8,250		4,819	
5525 Equipment Maintenance	45	941	896	2,545	7,527	4,982	8,000		5,455	
5550 Vehicle Expenses	321	340	19	9,563	3,810	(5,753)	4,500		(5,063)	
5700 Fuel	215	517	302	2,685	5,170	2,485	6,200		3,515	
6000 Rent & Rates	0	75	75	689	1,050	362	1,200		512	
6010 Light Heat & Cleaning	0	0	0	1,446	1,575	129	2,100		654	
6013 Cleaning	0	0	0	762	0	(762)	0		(762)	
6101 Telephone	12	17	5	111	170	59	200		89	
6104 Mobile Telephone	22	17	(5)	213	170	(43)	200		(13)	
6320 Staff Training	0	0	0	0	2,000	2,000	3,000		3,000	
6330 Welfare/Hospitality	0	17	17	156	170	14	200		44	
6730 Subscriptions	0	0	0	236	200	(36)	200		(36)	
6812 Road Dues	0	1,300	1,300	145	1,500	1,355	1,500		1,355	
6851 Bus Shelter Maintenance	0	14	14	5,558	140	(5,418)	175		(5,383)	2,780
6900 Sundry Expenses	0	8	8	15	80	65	100		85	
6922 Health&Safety/Risk Assessments	0	500	500	0	1,400	1,400	1,550		1,550	
6930 Alarm Maintenance	0	0	0	732	740	8	740		8	
6931 CCTV Maintenance	0	0	0	0	1,200	1,200	1,200		1,200	
6934 Waste Bin Collection-Dog Bins	0	0	0	1,966	2,100	134	2,800		834	

Detailed Income & Expenditure by Phased Budget Heading 09/02/2021

Month No: 10

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	237	352	115	2,169	3,520	1,351	4,220		2,051	
6952 Protective Clothing	106	121	15	1,161	1,210	49	1,450		289	
O/ Spaces & Leisure - General :- Indirect Expenditure	19,158	26,451	7,293	252,084	261,302	9,218	312,358	0	60,274	2,780
Net Income over Expenditure	(18,841)	(17,551)	1,290	(202,933)	(226,674)	(23,741)	(277,730)			
8001 plus Transfer from EMR	0			2,780						
Movement to/(from) Gen Reserve	(18,841)			(200,153)						
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1450 Furlough Grant Income	901	0	(901)	901	0	(901)	0		0	
1550 Insurance Claims	0	0	0	1,458	0	(1,458)	0		0	
1700 Cemetery Income	(1,596)	7,725	9,321	64,216	77,250	13,034	92,700		0	
1990 Other Income	0	0	0	132	0	(132)	0		0	
O/ Spaces & Leisure - Cemetery :- Income	(696)	7,725	8,421	66,706	77,250	10,544	92,700			0
4010 Gross Pay	6,982	7,358	376	76,126	80,280	4,154	94,991		18,865	
4270 Employers Pension Contribution	532	619	87	5,648	6,498	850	7,738		2,090	
5210 Cemetery Chapel & Office	0	0	0	220	103	(117)	206		(14)	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	11	175	164	175		164	
5410 Repairs & General Maintenance	0	83	83	1,930	830	(1,100)	1,000		(930)	
5500 Equipment Hired and New	0	267	267	2,002	2,670	668	3,200		1,198	
5525 Equipment Maintenance	0	208	208	4,498	2,080	(2,418)	2,500		(1,998)	
5700 Fuel	34	58	24	491	580	89	700		209	

Detailed Income & Expenditure by Phased Budget Heading 09/02/2021

Month No: 10

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
6000 Rent & Rates	1,516	548	(968)	7,075	5,480	(1,595)	6,570		(505)	
6010 Light Heat & Cleaning	339	103	(236)	919	1,030	111	1,240		321	
6013 Cleaning	64	0	(64)	631	0	(631)	0		(631)	
6101 Telephone	41	62	21	711	620	(91)	750		39	
6104 Mobile Telephone	0	10	10	8	100	92	120		112	
6105 Broadband wi-fi service	40	0	(40)	80	0	(80)	0		(80)	
6200 Printing & Stationery	105	8	(97)	105	80	(25)	100		(5)	
6240 Computer/ Data Base/WP's	0	0	0	3,449	3,715	266	3,715		266	
6320 Staff Training	0	0	0	225	1,500	1,275	2,000		1,775	
6330 Welfare/Hospitality	19	14	(5)	163	140	(23)	170		7	
6500 Goods for Resale	8	17	9	8	170	162	200		192	
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	0	0	207	2,250	2,043	3,000		2,793	
6822 Roads Path & Boundaries	129	0	(129)	129	525	396	700		571	
6832 Lawn/Wall of Remembrance	0	0	0	306	0	(306)	100		(206)	
6900 Sundry Expenses	0	4	4	9	40	32	50		42	
6922 Health&Safety/Risk Assessments	0	0	0	0	750	750	1,000		1,000	
6930 Alarm Maintenance	0	0	0	602	800	198	800		198	
6932 Cemetery Security	437	383	(54)	3,920	3,830	(90)	4,600		680	
6935 Waste Bin Disposal-Waste Bins	81	102	21	958	1,020	62	1,230		272	
6952 Protective Clothing	28	62	34	826	620	(206)	750		(76)	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	10,355	9,906	(449)	111,354	116,086	4,732	137,805	0	26,451	0
Net Income over Expenditure	(11,051)	(2,181)	8,870	(44,648)	(38,836)	5,812	(45,105)			

Detailed Income & Expenditure by Phased Budget Heading 09/02/2021

Month No: 10

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>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	0	0	0	1,083	1,141	58	1,141		0	
1047 QH Allotments Income	14	0	(14)	7,344	6,376	(968)	6,376		0	
O/ Spaces & Leisure- Allotment :- Income	14	0	(14)	8,427	7,517	(910)	7,517			0
4010 Gross Pay	360	383	23	4,540	3,830	(710)	4,595		55	
4270 Employers Pension Contribution	25	15	(10)	223	150	(73)	184		(39)	
5410 Repairs & General Maintenance	121	300	179	1,752	1,200	(552)	1,200		(552)	
6000 Rent & Rates	0	146	146	765	1,460	695	1,751		986	
6002 QH Allotments Costs	0	0	0	397	525	128	700		303	
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	506	844	338	7,677	7,465	(212)	8,730	0	1,053	0
Net Income over Expenditure	(492)	(844)	(352)	750	52	(698)	(1,213)			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	2,787	0	(2,787)	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	3,287	1,200	(2,087)	10,113			0
6861 Public Clock Maintenance	0	0	0	14,045	2,181	(11,864)	2,908		(11,137)	12,999
6862 Street Lighting	1,883	1,118	(765)	16,993	11,180	(5,813)	13,414		(3,579)	
6865 In Bloom Costs	15	0	(15)	12,180	14,500	2,320	14,500		2,320	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	1,898	1,118	(780)	43,219	27,861	(15,358)	30,822	0	(12,397)	12,999
Net Income over Expenditure	(1,898)	(1,118)	780	(39,932)	(26,661)	13,271	(20,709)			
8001 plus Transfer from EMR	0			12,999						

Detailed Income & Expenditure by Phased Budget Heading 09/02/2021

Month No: 10

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
Movement to/(from) Gen Reserve	(1,898)			(26,932)						
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	0	0	0	1,500	1,500	1,500		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	2,318	3,090	773	3,090		0	
1870 Vine Club Insurance Contrib.	0	0	0	342	400	58	400		0	
O/Spaces & Leisure-Vine Ground :- Income	0	0	0	2,660	4,990	2,331	4,990			0
4010 Gross Pay	754	758	4	7,177	7,580	403	9,092		1,915	
4270 Employers Pension Contribution	45	45	(0)	430	450	20	545		115	
5010 Vine Area General Maintenance	52	300	248	17,881	3,000	(14,881)	3,600		(14,281)	16,000
5014 Vine Kiosk	0	0	0	7	0	(7)	0		(7)	
5015 Vine Pavilion maintenance	0	0	0	3,293	0	(3,293)	0		(3,293)	
5020 Vine Public Convenience	696	708	12	8,187	7,080	(1,107)	8,500		313	
6000 Rent & Rates	0	43	43	203	430	227	515		312	
6460 Publicity & Democratic notices	0	0	0	0	186	186	250		250	
6635 Professional Fees Licensing	0	0	0	70	100	30	100		30	
6868 Summer Concerts	0	0	0	3,031	3,200	169	3,200		169	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	1,547	1,854	307	40,879	22,686	(18,193)	26,462	0	(14,417)	17,000
Net Income over Expenditure	(1,547)	(1,854)	(307)	(38,219)	(17,696)	20,523	(21,472)			
8001 plus Transfer from EMR	0			17,000						
Movement to/(from) Gen Reserve	(1,547)			(21,219)						

Detailed Income & Expenditure by Phased Budget Heading 09/02/2021

Month No: 10

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	(365)	16,625	16,990	130,231	125,585	(4,646)	149,948			
Expenditure	33,464	40,173	6,709	455,212	435,400	(19,812)	516,177	0	60,965	
Net Income over Expenditure	(33,829)	(23,548)	13,008	(324,981)	(309,815)	15,166	(366,229)			
plus Transfer from EMR	0			32,779						
Movement to/(from) Gen Reserve	(33,829)			(292,202)						
Grand Totals:- Income	(365)	16,625	16,990	130,231	125,585	(4,646)	149,948			
Expenditure	33,464	40,173	6,709	455,212	435,400	(19,812)	516,177	0	60,965	
Net Income over Expenditure	(33,829)	(23,548)	10,281	(324,981)	(309,815)	15,166	(366,229)			
plus Transfer from EMR	0			32,779						
Movement to/(from) Gen Reserve	(33,829)			(292,202)						

Allotments Report

Status Report as at 2nd February 2021

All invoices for renewal of tenancies were eventually settled with a small number of plots being given up – a lot fewer than usual – which means that the waiting list remains long.

The inspections planned for last autumn did not take place officially, though the allotments manager does keep an eye on things in general.

Tenants continue to say how very grateful they are to be allowed to visit their plots during this third lockdown. Winter work continues apace in preparation for early spring sowings.

Quaker's Hall Allotments

There are currently six vacant plots and 39 people on the waiting list, with one more in the pipeline who has yet to return their application form. Three existing tenants are requesting more space, but we will endeavour to fix up the people on the waiting list first.

We are not signing new tenancies during this lockdown but hope to get the remaining six plots rented out as soon as we are permitted to move around more freely.



Quaker's Hall Allotments looking north-west towards the North Downs 30/1/21

Bradbourne Vale Allotments

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



Bradbourne Vale Allotments looking south-west 2/2/21

Ruth King
Allotments Manager

**Sevenoaks Town Council
Open Spaces & Leisure Committee - 15th February 2021**

Vine Cricket Ground

At Sevenoaks Town Council's Finance & General Purposes Committee held on 14th September 2020 Town Councillors considered the request from Sevenoaks Cricket Club for urgent financial assistance to improve the Vine Cricket Ground, approximately 1.4 hectares and one of the oldest in the country.

Prior to the meeting the cricket club had circulated comprehensive information relating to the condition of the Outfield on the Vine including soil sample reports, ECB Report and recommendations for improvement and ongoing maintenance.

The condition of the cricket Outfield had become a considerable problem in 2020 due to several factors coming together, drought, buildup of thatch, PH balances and intense use of public during COVID-19. The public use of disposable BBQs, riding of bikes, football studs and beer tops embedded in the grass had collectively made the outfield classified as unsuitable to enable premier league cricket to be played on the grounds.

Sevenoaks Town Council agreed a grant of up to £16,000 towards the work needed to enable high level cricket to be played again and protection of the heritage landscape important to the local community. The total project cost £25,000 with the balance being provided by Sevenoaks Cricket Club.

The work involved fencing off the area until Spring 2021, applying treatment, rotavating to a depth of 150mm, reseeding, applying fertilizer and further treatments, regular watering, secondary level of seeding. In the coming weeks there will be another application of fertiliser and then when the weather warms another overseed just to boost the sward density further still.

The intention is to re-open to the public on Wednesday 31st March 2021. Publicity and arrangements relating to this will be subject to public health guidelines at the time.

Additional signage will be provided recognising the Deed of Gift of the land for the purposes of cricket and for the Vine to be respected.

Please see below photographs relating to the progress of the project.



STFC are currently seeking permission in principle from Sevenoaks Town Council as the landowner for this to proceed.



**Sevenoaks Town Council
Open Spaces & Leisure Committee - 15th February 2021**

Knole Paddock & Raleys Field Sports Pitches

Sevenoaks Town Council directly manages the sports pitches at Knole Paddock and Raleys Field. The sports pitches are used for Cricket, Football and Rugby and in normal circumstances are used throughout the year at different times by different sports.

The sports pitches are maintained in the expected manner with appropriate feed and fertilizers. It is also not unusual for sports pitches from time to time to need more intensive treatment which can be required due to extreme weather conditions – drought or waterlogged or intensive use. Intensive work was last carried out to one of these pitches five years ago.

The continuous use throughout the year makes it difficult to carry out intensive work to the pitches without disruption to one of the sports played.

In addition, the following is noted:

- Since March 2020 STC Grounds Staff have had to work under extraordinary pressure to maintain public open spaces which have been very heavily used and had to prioritise workload.
- There has been little income obtained from sports pitches.
- STC has invested in moving Pitch 3 the training pitch, 12m south and installing 4 new goal post sockets and digging out the old ones to assist with floodlight coverage.
- There were exceptional weather conditions during 2020, a very long dry period followed by considerable prolonged rain periods.

The Sevenoaks Rugby Football Club (SRFC) have written to the Town Council raising concerns about the current conditions of the rugby pitches. SRFC have also commissioned a report indicating potential improvements and investment plan from the company who did the intensive work five years ago.

The Open Spaces Manager Mr Cave will review the proposals from the company regarding other ideas he has and initiate a programme of works to be put in place in the hope that normality for rugby can return for the 2021 winter season. As previously mentioned, whenever the works are carried out this causes disruption to users of the public open spaces / sports pitches.

RECOMMENDED: The Open Spaces & Leisure Committee request from the Finance & General Purposes Committee a sum of £8,000 from CIL funds be allocated to improving the infrastructure of the sports pitches at Knole Paddock and Raleys Field.

**Sevenoaks Town Council
Open Spaces & Leisure Committee - 15th February 2021**

Knole Paddock 3G Pitch

Following a lengthy consultation process with sports club in Sevenoaks, a Sports Strategy was created which included the recommendation for a 3G Pitch at Knole Paddock. This would be used primarily for rugby. The Sports Strategy is an element of the Neighbourhood Development Plan.

The 3G Pitch at Knole Paddock would be a capital project and then income generating for Sevenoaks Town Council. The Town Council would rent out the space to interested sports groups. The Sevenoaks Rugby Football Club have expressed a considerable interest in this and have worked with the Town Council to progress the planning application.

The planning decision process was very slow and then turned down the application. The planning application is now at an appeal. The planning inspector is due to visit the site the week commencing 8th February 2021.

**Sevenoaks Town Council
Open Spaces & Leisure Committee 15th February 2021**

Sevenoaks Town Football Club (STFC) Pavilion Proposal – Greatness Recreation Ground

In relation to the STFC new pavilion proposal Sevenoaks Town Council has the following:
STC Priorities:

No.	Project	Details	Proposed target timescale	£	Update/Comments
7	Greatness Football Pavilion	Review under proposals for improvements to Greatness area	Unknown	£1,500,000	Football Club submitting planning application for new pavilion and seeking funding. Consultation needed with football club(s) and residents. STFC prefer this ambitions scheme and are submitting scheme for pre-planning advice to have separate building to replace current portacabins, current pavilion adjacent to pitch 2 refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility. Would release current pavilion building, adjacent to pitch 2 for alternative use. Planning application due to be submitted. STC agreed current pavilion to be retained by STC as Community Hub. Project considered at OSL meeting 6th July 2020. New public toilets installed. CIL Funding allocated towards this facility. 3G Official launch Saturday 9th September 2018.

In 2008 the Town Council adopted a Greatness Recreation Ground Management and Improvement Plan. At the time, the primary focus was to address the considerable anti-social behavior that the Recreation Ground was at the time subjected to. It is fair to say that the Plan could be due to be reviewed.

**Sevenoaks Town Council
Open Spaces & Leisure Committee 15th February 2021**

The STFC Planning Application was processed via its normal route and forwarded to Sevenoaks Town Council for consultation, however the Town Council received legal advice that it should not provide a recommendation as it had a financial interest.

Please see images later in this report from the planning application.

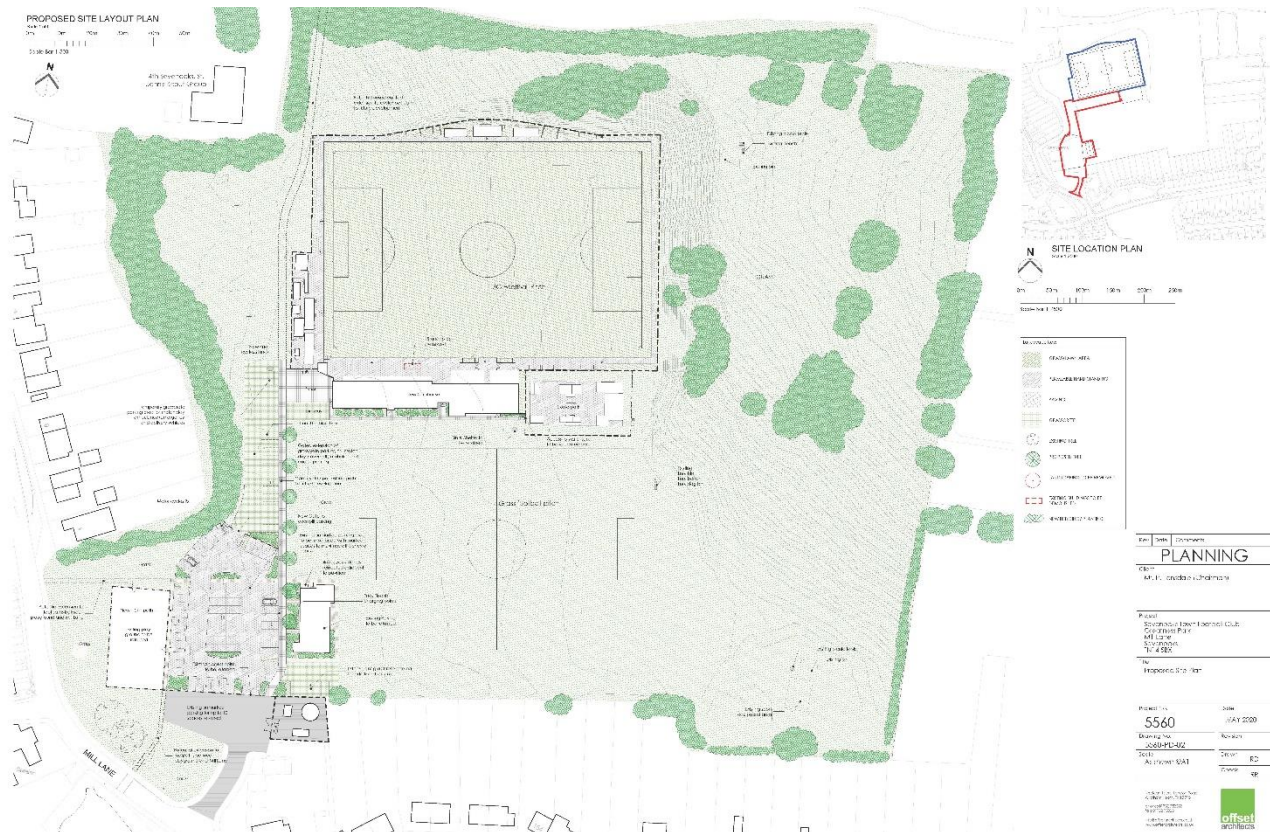
Greatness Resident Associations have forwarded letters of representation to Town Councillors with the following three main points:

1. Support for the Football Club pavilion
2. A request for Councillors to include a clause to ensure parking is not placed in the busiest pedestrian area of the park. (suggestion in current play equipment area)
3. A request to sit down with the GRA and Football Club, look at the park holistically and agree a safe solution.

Open Spaces Manager has viewed the planning application and representations from Greatness Resident Associations and has the following principal concerns:

1. The loss of around .15 ha of grass land to grasscrete parking, along with 1 bench. A mature tree on the end of the planned Piazza exists on some plans but not others – need to ensure retained.
2. The new proposed building is so close to the skatepark that the current main entrance has been moved to the SW corner, currently in the NW corner. This will also mean 2 bins; 1 bench and the youth shelter will need to be relocated.
3. The current skateboard park CCTV which is beyond serviceable life could be incorporated into the new building's CCTV with the club's cooperation.
4. The GRA comments do not suggest any alternative location for a play area. Their proposals would cost approx. £150k.

Sevenoaks Town Council
Open Spaces & Leisure Committee 15th February 2021



Sevenoaks Town Council
Open Spaces & Leisure Committee 15th February 2021



Committee Members views are sought on the proposal from the perspective as landlord and owners and management of the Greatness Recreation Ground.

**Sevenoaks Town Council
Open Spaces Committee – 15th February 2021**

In Bloom 2021 Report

South & South East in Bloom

At the present time it is envisaged that the South & South East in Bloom competition will proceed with judges visiting the sites entered by towns and parishes.

Sevenoaks Town Council has registered the following sites:

Town Centre
The Vine
Upper High Street Gardens
Greatness Cemetery
Sevenoaks Common

The Council has also entered additional new categories in 2021 which will be desktop judged

Bat & Ball Station
Bat & Ball Centre

Britain in Bloom Competition 2021

This year's Britain in Bloom has been cancelled, however the RHS is running the RHS 2021 Community Digital Awards and the Council is able to enter up to three categories which will be desktop judged:

Nourishing Your Community
Planting with Purpose
Nature Friendly Gardening
Green Solutions
Cultivating your Community

The Council has registered its interest in taking part in the competition and is awaiting details of the various categories before finalising which ones would be most appropriate to enter.

Green Flag 2021

The Council's 2021 entry for The Vine to be judged for Green Flag 2021 has to be submitted by 15 February.

Floral Colour and Theme for Sevenoaks 2021

Once again, golds and yellows will be the principal tones with an edible theme. The edibles proved very popular last year and help build links with diverse part of the community

**Sevenoaks Town Council
Open Spaces & Leisure Committee 15th February 2021**

Raleys Car Park Permits

Sevenoaks Town Council has a long-standing commitment to allocating 35 permits at its Raleys Car Park to low paid retail workers. Please see criteria below for obtaining a car park permit.

Criteria for Raleys Car Park Permit

1. Applicant must be a Sevenoaks Town worker from an independent retail premises, on lower salary
2. Application form must be co-signed by employer confirming salary
3. Permits are car registration specific
4. Permit will be valid from 01.04.2021 to 31.03.2022
5. Parking is permitted Monday to Friday only
6. Cost of permit is £50 per annum

Completed application forms accompanied by a cheque for £50 made payable to Sevenoaks Town Council must be returned by post.

Envelopes should be marked APPLICATION FOR RALEYS PARKING PERMIT

In normal circumstances the application process for renewal commences in November each year for the new permit to start in January.

Due to the pandemic, the departure of the Open Spaces Committee Clerk and the recognition that many retail workers had been not using their permits due to Lockdowns, it was agreed to extend last year's permits up to 31st March 2021.

The permits will now run in line with the financial year.

The application process is now open with a closing date of 6th March 2021.

It is requested that the following Councillors review the applications:

- Chairman of Open Spaces & Leisure Committee
- Chairman of the Finance & General Purposes Committee.

Sevenoaks Town Council
Open Spaces & Leisure Committee - 15th February 2021

KCC Notice of the intention to make an Order to temporarily close Public Footpaths SU24 and SU30, Sevenoaks

Road Traffic Regulation Act 1984 Section 14(1), As Amended By The Road Traffic (Temporary Restrictions) Act 1991

Kent County Council intends to make an Order the effect of which is to temporarily close Public Footpaths SU24 and SU30 from the 01 March 2021.

Public Footpath SU24 is closed at NGR 5346 5492 for approximately 30 metres, where the footpath leaves the tarmac track.

Public Footpath SU30 is closed in several sections starting at its junctions with the A225 Tonbridge Road to where the footpath forks at NGR 5341 5353.

The paths will be closed for a maximum of six months, although it is expected that the closure may be extended.

The path is closed because works are planned on it.

The alternative route will be signed for the duration of the closure.

Recommendation: The Committee is asked to note the KCC Order to temporarily close Public Footpaths SU24 and SU30, Sevenoaks

Notice of the intention to make an Order to
temporarily close Public Footpaths SU24 & SU30
in the Town of Sevenoaks

In The District of Sevenoaks

Kent County Council

(Public Footpaths SU24 & SU30)
(Prohibition Of Traffic) Temporary Order 2021

Road Traffic Regulation Act 1984, Section 14(1), As Amended
By The Road Traffic (Temporary Restrictions) Act 1991

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at its junctions with the A225 Tonbridge Road to where the
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The paths will be closed for a maximum of six months, although it is
expected that the closure may be extended.

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For detailed enquiries please contact Mrs N Biddall
Contact Centre no. 03000 417171

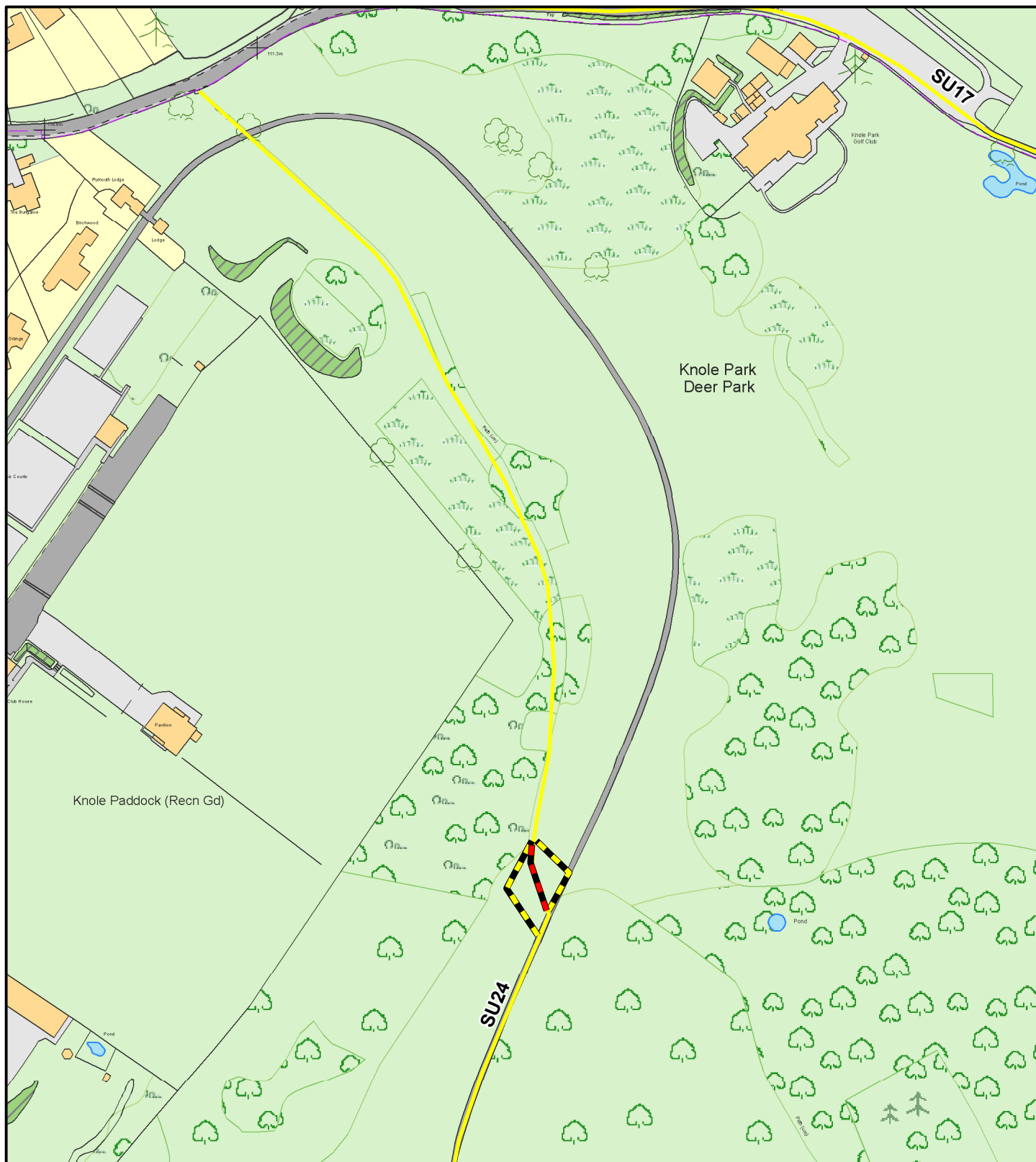
Or for further details on temporary closures on the Rights of Way Network
see: www.kent.gov.uk/prowclosures

Public Rights of Way and Access Service
Kent County Council
Invicta House
County Hall
Maidstone
Kent ME14 1XX



Dated 05 February 2021

***This document is available in alternative formats and can be
explained in a range of languages***



Key

- Public Footpath
- — Sections of footpath temporarily closed
- - - Alternative route

Temporary closure of Public Footpath SU24

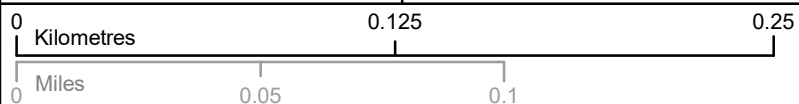
Produced by the KCC Public Rights of Way and Access Service

Please note: this map extract is not a legal record of the alignment or existence of a public right of way. No measurements should be taken from it.

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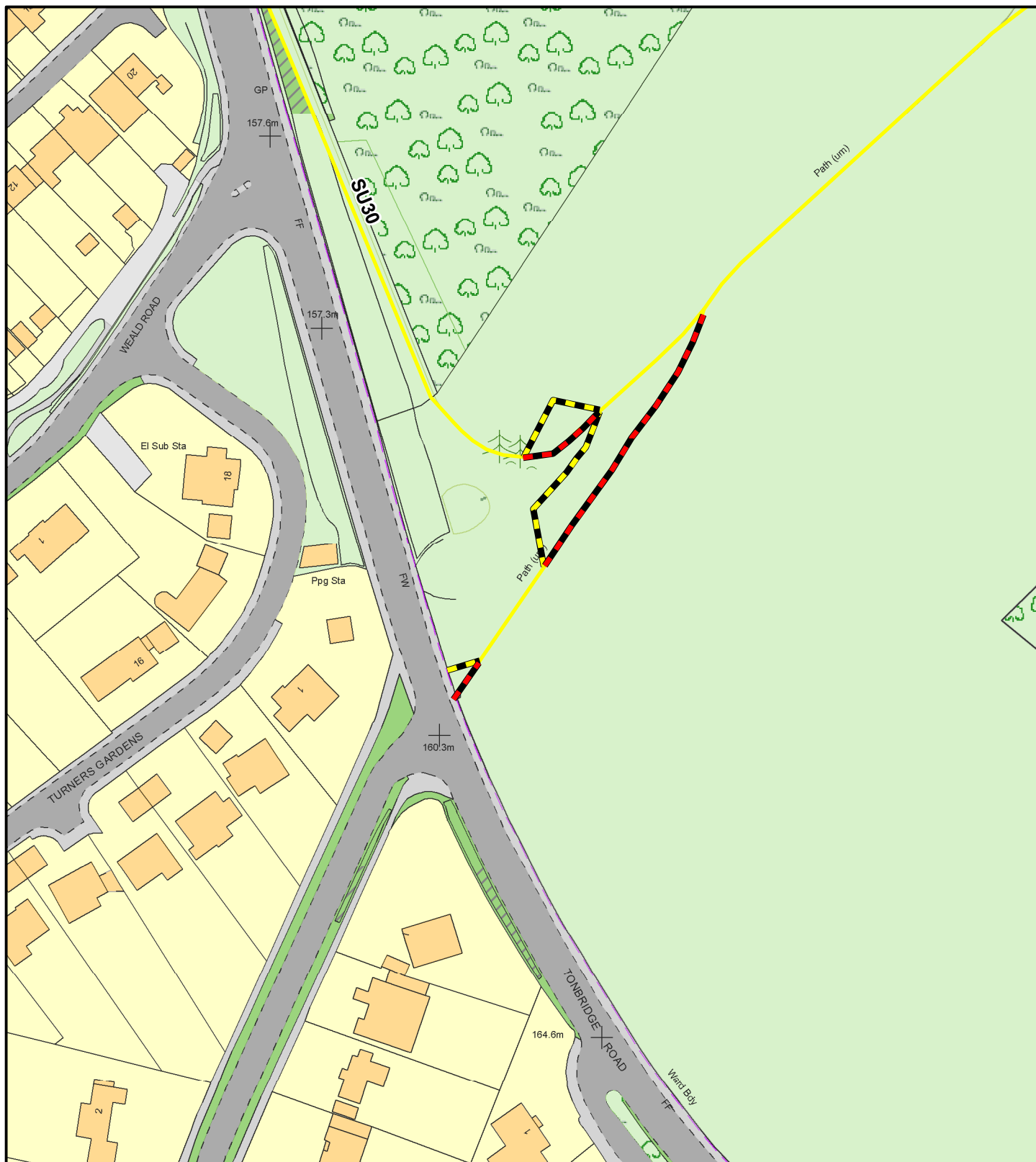


1:2,500



Created by:	NJB	Issue Date:	30/11/2020
Checked by:		Reference:	SU24.93537





Key

- Public Footpath
- - - Sections of footpath temporarily closed
- - - Alternative route

Temporary closure of Public Footpath SU30

Produced by the KCC Public Rights of Way and Access Service

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Created by:	NJB	Issue Date:	30/11/2020
Checked by:		Reference:	SU30.93537



1:1,250

Sevenoaks Town Council
Open Spaces & Leisure Committee – 15th February 2021

CURRENT MATTERS

366VI	Vine & Cycle racks	<i>Cycle Planters to be planted up for spring for Bat & Ball Centre, outside Café on the Vine.</i> <i>Also working with KCC on potential location in the town centre.</i>
226	Anti-Litter Campaign	<i>The national spring clean for 2021 has been moved to 28th May – 13th June.</i> <i>STC will also be supporting the new Clean up the Community group who will be encouraging the public to be involved in litter picking over Easter.</i>
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. To produce a leaflet encouraging the public to sponsor or adopt a tree. <i>Awaiting recruitment of new Committee Clerk.</i>
352 (II) 11.11.2019	Greatness Cemetery Mess Room	Install new building as energy efficient as possible. New building has been ordered and should arrive before Christmas. A new mess room will be of a higher security standard and will have full amenities. <i>Delayed due to Lockdown, due to arrive February 2021.</i>
178	Friends of Greatness Cemetery	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>Awaiting recruitment of new Committee Clerk.</i>

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 15th February 2021**

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	Presentation to councillors took place 6.7.2020 <i>Football Club submitted planning application.</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