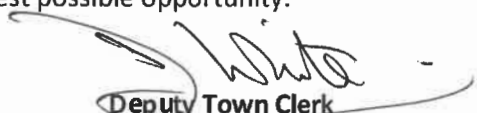


2nd November 2021

You are hereby summoned to attend a meeting of the **OPEN SPACES AND LEISURE COMMITTEE** to be held at the **Bat & Ball Centre**, Crampton's Road, Sevenoaks, TN14 5DN on **Monday 8th November 2021 at 7.00 pm**. 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/vdZxXX1UReA> 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. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Deputy 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 N Busvine, OBE – Chairman	Cllr R Hogarth
Cllr V Granville-Baxter – Vice Chairman	Cllr L Michaelides
Cllr K Bonin	Cllr T Morris Brown
Cllr S Camp	Cllr R Parry
Cllr Dr J M Canet	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 27th September 2021. (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 2021. (copy attached)
7. DRAFT REVENUE AND CAPITAL PROGRAMME BUDGET FOR 2022-2023
 - i. To consider the draft Revenue Budget for 2022/2023 (copy attached)
 - ii. To consider the Capital Programme budget 2022/2023 and Future Property Maintenance Programme (copy attached)
8. DRAFT PROPOSED CHARGES FOR 2022/23
To receive and consider:
 - i. The charges for Sports Facilities (copy attached)
 - ii. The charges and non-charging schedule for the MUGA at Bat & Ball Centre (copy attached)
9. ALLOTMENTS REPORT
To receive and consider the Allotment Manager's report. (report attached)
10. SEVENOAKS ALLOTMENT HOLDERS' ASSOCIATION (SAHA)
To consider questions arising from the SAHA Committee meeting of 20th October 2021. (report attached)
11. SUMMER OUTDOOR PLAY PROVISION
To consider and review Family Fun Days 2021. (report attached)
12. SEVENOAKS LAWN TENNIS CLUB
To consider installing an automatic physical barrier, with keypad code entry, as requested by Sevenoaks Lawn Tennis Club. (report attached)

13. KENT ASSOCIATION OF LOCAL COUNCILS- FIRE HYDRANT INITIATIVE
To consider the Fire Hydrant Initiative proposed by Kent Association of Local Council in conjunction with Kent Fire & Rescue Service. (report attached)
14. GREATNESS RECREATION GROUND MANAGEMENT AND IMPROVEMENT PLAN
To receive and note comments from the consultation held with Stakeholders of Greatness Recreation Ground on Friday 8th October 2021. (report attached)
15. AWARDS 2021
 - i. Green Flag Award (copy attached)
 - ii. RHS Community Awards 2021 (copies attached)
 - iii. Loo of the Year – Platinum Award for Bat & Ball Station platform toilet (copy attached)
16. CURRENT MATTERS
To consider updates on current matters. (report attached)
17. PRESS RELEASE
To consider any agenda item which would be appropriate for a press release

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Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee meeting held on
Monday 27th September 2021 at 7:00pm at Bat & Ball Centre,
Livestreamed on YouTube https://youtu.be/mlB_Gbl_2Bc

Meeting commenced: 19:00

Meeting Concluded: 21:08

Present:

Cllr Nick Busvine, Chairman	Present	Cllr Roderick Hogarth	Present
Cllr Victoria Granville-Baxter, Vice-Chairman	Present	Cllr Lise Michaelides	Apologies
Cllr Keith Bonin	Present	Cllr Tom Morris Brown	Apologies
Cllr Sue Camp	Apologies	Cllr Richard Parry	Present
Cllr Dr Marilyn Canet	Present	Cllr Simon Raikes	Present

Substitute		For
Cllr Tony Clayton	Present	Cllr Lise Michaelides

In attendance: Cllr Andrew Eyre, Town Clerk, Open Spaces & Cemetery Manager and Open Spaces & Leisure Committee Clerk

Representations received from Members of the Public

There were no members of the public present.

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

The Town Clerk declared an interest in one of the contractors submitting a tender for play equipment.

288. Minutes of the Open Spaces & Leisure Committee on 5th July 2021

RESOLVED: that the Minutes of the Open Spaces & Leisure Committee held on 5th July 2021 be received and agreed as a true record.

289. OPEN SPACES & CEMETERY MANAGER'S REPORT

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

i) Staff

It was noted that a cemetery employee who had initially joined as a 'Kick Start' employee on a seasonal contract had been taken on to fill a vacancy at the Cemetery. The employee had also been enrolled on a college course to continue to develop his skills.

ii) Vine Pond

The fishpond is an attractive feature in Vine Gardens and is popular with residents. Problems over recent months caused by a visiting Heron taking most of the adult size Goldfish, had prompted the need to re-evaluate the existing preventative measures and address necessary maintenance and repairs.

The advantages and disadvantages of various solutions and repairs and the associated costs had been explained. The Committee agreed that sealing leaks would be priority as was continuing the use of solar energy to power the pump.

RESOLVED that:

- 1) the pond be drained to allow for leaks to be sealed;
- 2) netting continue to be used to discourage the Herons; and
- 3) a solar pump continue to be used to circulate the water.

iii) 'Wild in Sevenoaks' request to plant trees

Julian's Meadow had been proposed as a potential planting location for the trees to be obtained by 'Wild in Sevenoaks' residents group from the Woodland Trust. The impact on the existing meadow and potential loss of open space had been discussed as drawbacks to this location. Future proposed locations would be subject to local consultation before implementation.

The current management of Sevenoaks Common had been discussed. It was noted that clearing and levelling work is needed prior to any new tree planting taking place.

RESOLVED to:

- 1) thank the 'Wild in Sevenoaks' group for its offer of help;
- 2) consider further a location for the planting of trees as per the 'Wild in Sevenoaks' group's request;
- 3) consult with local Resident Associations about significant tree planting proposals;
- 4) review the opportunity for carrying out more work on Sevenoaks Common; and
- 5) review the matter at the next meeting of the OS&L Committee.

iv) Knole Paddock and Raley's Field – Floodlight Improvement on Pitch 3

The Committee considered three quotes obtained for new floodlights. A proposal that the majority of the project should be funded by Sevenoaks Rugby Football Club was put to the vote and lost.

RESOLVED to:

- 1) Proceed with quote 2 subject to Non-Destructive Testing of the masts;
- 2) Fund the new floodlights from CIL.

v) Bug Hotel at Bat & Ball Centre

It was noted that the Mayor, accompanied by children from Sevenoaks Day Nursery, had opened a new Bug Hotel at Bat & Ball Centre. (see Appendix A)

290. Draft Fees and Charges for Cemetery, Sports Facilities and General Open Spaces

The Committee received and considered proposed draft charges for 2022/23.

i) Cemetery

The Committee discussed and agreed the Town Council's current level of subsidy (2%) for operating and maintaining the land as public open space and as a service to residents.

RESOLVED: to approve and recommend the draft cemetery charges 2022/23 (Appendix B) to the Finance and General Purposes Committee for adoption.

ii) Sports Facilities

Increasing maintenance and energy costs would mean that the charges for Sports Facilities should be reviewed more comprehensively.

RESOLVED to:

- 1) conduct further analysis of fees and charges; and
- 2) review the matter at the next meeting of the OS&L Committee.

iii) General Open Spaces

The Committee noted the increase in allotment fees (Appendix C) as already agreed by the Finance and General Purposes Committee (*Minute 192, F&GP 08.02.2021 refers*).

291. Statement of Accounts

An anomaly on the accounts had been noted on some totals.

RESOLVED that:

- 1) the accounts to 31 August 2021 be received and noted; and
- 2) the Responsible Financial Officer be requested to circulate clarification on the anomaly.

292. Allotments Manager's Report

The Committee considered the Allotments Manager's Report and had requested that additional information be provided regarding bonfires and payment of rent terms.

RESOLVED to:

- 1) note the allotment manager's report; and
- 2) circulate to Councillors the answers to questions relating to bonfires and to the length of time a tenant is given to pay rent after the due date.

293. Play Area Tenders Review

Tenders for the provision of new play equipment at Hillingdon Rise and Julian's Meadow were considered. The Committee indicated a preference for quotes A and E for Hillingdon Rise and quotes A and E for Julian's Meadow as suggested by the officers.

RESOLVED: to give delegated authority to the Open Spaces Manager to proceed with the suggested quotes subject to the addition of a traditional slide and a basket swing on both sites and subject to successful funding applications.

294. Vine Lease

The Committee considered the request from the Sevenoaks Vine Club to amend its Lease of the Vine Pavilion to permit the Club to hire out the Pavilion to external hires.

RESOLVED: that the lease should remain as is.

295. Sevenoaks Station Taxi Flowerbed

Item withdrawn subject to discussions on proposed developments at the station at a future date.

296. Raleys Car Park Permits

The criteria for obtaining a parking permit were reviewed.

RESOLVED to:

- 1) set the annual salary limit at £20,000; and
- 2) increase the current fee to £60 per annum, subject to an annual review.

297. Sevenoaks in Bloom

The Committee noted the following achievements in the 2021 South and South East in Bloom competition:

Sevenoaks Town Centre	Gold Award
Vine Gardens	Gold and category winner
Upper High Street Garden	Gold Award
Sevenoaks Common	Silver Gilt
Bat & Ball Centre	Silver Gilt
Bat & Ball Station	Silver Gilt and category winner
Planting with Purpose	Gold Award
Growing Your Community	Silver Gilt
Southern Water	
Environmental Challenge	Highly Commended

The Committee congratulated Sevenoaks Town Council staff, particularly the Deputy Town Clerk and the Open Spaces Manager, as well as the volunteers who had contributed to the successful awards in this year's competition.

The Town Clerk congratulated the Deputy Town Clerk for the additional desktop entries which had also won awards.

It was noted that entry in the 2022 National Competition would require a town-wide effort including businesses, volunteers and the involvement of officers and Councillors.

RESOLVED to:

- 1) enter the 2022 National Competition; and
- 2) progress with an Action Plan.

298. Current Matters

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

366(vi) 27.11.2017	Vine & Cycle racks	All ten Cycle Planters that were purchased have been installed and filled with plants. Currently at the following locations: • Bat and Ball Centre • London Road, by the Post Office • High Street, by W.H. Smiths • The Vine
176/5 (vi) 22.07.2019	Hillingdon Rise Green	Leaflet drop to be arranged regarding parking on grass. <i>Cllrs to canvas public about parking on the grass.</i>
176/5 (vii) 22.07.2019	Tree Planting	Open Spaces Manager to liaise with Tarmac in relation to offer of trees. The Adopt a Tree scheme closes on 30 September. Currently there are 5 sponsors and 8 trees adopted. Trees to be ordered early October.
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.
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. Trees purchased and to be planted week commencing 29.11.2021.
435 15.02.2021	Cemetery Gates	New gates between cemetery and Greatness Recreation Ground to be installed
438.3 15.02.21	Knole Paddock and Raleys Field	Open Spaces Manager to review options and proposals regarding improvements to infrastructure of sports pitches A third competitive quote to be obtained with works programmed for May 2022.

152 (iii) 05.07.2021	Knole Paddock and Raleys Field Floodlight improvement on Pitch 3	Open Spaces Manager to proceed with quote 2, see minutes above, subject to NDS testing of masts and availability of CIL funding.
152 (iv) 05.07.2021	St Nicholas Church – Quinquennial Report	Open Spaces Manager to obtain quotes from qualified stone masons for works mentioned in the Quinquennial report of 12.03.2021.
154 (iii) 05.07.2021	Allotments – water use across both sites	Allotments Manager to obtain one quote for a trough-based solution for future trail-run at BVA.
156 05.07.2021	Greatness Recreation Ground Management and Improvement Plan	A request for further consultation was received from stakeholders of Greatness Recreation Ground. Meeting scheduled for 09.09.2021 was rescheduled as not all stakeholders could attend. New meeting scheduled at STCF Pavilion on 08.10.2021.

299. PRESS RELEASE

RESOLVED: to issue a press release relating to the Mayor opening the Bug Hotel at Bat & Ball Centre accompanied by children from the Sevenoaks Day Nursery.

RESOLVED to:

- 1) issue a press release announcing the results of the 2021 In Bloom competition; and
- 2) announce the Town Council's bid in the 2022 National competition.

There being no further business the Chairman closed the meeting.

Chairman **Dated**

Appendix A

Sevenoaks Town Council Inspires Young Nature Lovers

Driving rain gave way to warm sunshine as children from Sevenoaks Day Nursery joined Mayor Cllr Dr Merilyn Canet open the Bug Hotel at the new Bat & Ball Centre on Monday 27 September.



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**Sevenoaks Town Council
Open Spaces & Leisure Committee – 8th November 2021**

Open Spaces Manager's Report

Knole Paddock and Raleys Field

Our newest but now most regular user of the Raleys Cricket pitch has expressed a wish that practice nets be installed on Raleys field to improve the experience when playing Cricket.

Preliminary investigations show that to purchase a single lane net structure that could be wheeled around to rotate wear of the turf would cost around £1,800. If a more permanent structure with a 3G turf surfacing was selected this would add around £3,000 to the cost. This would be similar to the two- lane practice nets at the Vine which we removed at the Vine club's request around 3 years ago.

The main considerations are:

- Initial cost (possibly with a contribution from the club),
- On-going maintenance costs,
- Potential for vandalism which would increase the maintenance cost and,
- Slight but negligible increase in grass cutting and other maintenance.

Recommendation sought

Sevenoaks Common - Employee volunteering

At a previous meeting, we informed you that an organisation called Employee Volunteering had asked to do some practical work in this area. We managed to match their ambition up to a piece of work that needed doing. Tomorrow, the 9th of November, a group of approximately 30 staff from Lloyds Bank will hopefully plant around 1000 whips (saplings) of Hornbeam and Blackthorn in an area of woodland in Windmill Road close to the boundary of the neighbouring house. We hope this will recreate some level of screening after the Greensand project volunteers removed invasive Rhododendron and Cherry Laurel two years ago.

The trees are being provided by the Woodland trust for free.

Volunteer Gardening

Our request for people to help with gardening in the Town has not gone unnoticed and one volunteer an ex-employee who now works for the Solicitors Thackery Williams has stepped forward to provide regular help at the Stag and more specifically the Plaza suite. The area has recently been weeded and in time some extra planting will be done to fill in the gaps.

It may be that Thackery Williams will be able to help fund this planting.

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 8th November 2021**

The hope is that this will become regular work keeping ahead of the weeds and slowly improving the whole site. We will work closely to support the volunteer with removal of weeds, supply of plants etc as needed.

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

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	2,195	2,893	698	6,363	14,466	8,103	31,827		0	
1316 Raleys Car Park Permits	0	1,803	1,803	1,475	1,803	328	1,803		0	
1850 Log Sales	119	0	(119)	357	0	(357)	1,273		0	
1853 Adopt a Tree income	300	0	(300)	300	0	(300)	0		0	
1990 Other Income	367	64	(303)	1,945	384	(1,561)	764		0	
O/ Spaces & Leisure - General :- Income	2,981	4,760	1,779	10,440	16,653	6,213	35,667			0
4010 Gross Pay	15,067	15,191	124	91,019	91,146	127	182,290		91,271	
4270 Employers Pension Contribution	873	1,014	141	5,308	6,084	776	12,172		6,864	
5010 Vine Area General Maintenance	0	0	0	15	0	(15)	0		(15)	
5013 Graffiti Removal	54	170	116	54	510	456	1,020		966	
5025 Lower St Johns Toilets	4,605	892	(3,713)	9,538	5,352	(4,186)	10,710		1,172	
5026 Greatness Rec Convenience	232	255	23	1,393	1,530	137	3,060		1,667	
5050 Seats And Litter Bins	1,566	709	(857)	2,661	1,418	(1,243)	2,836		175	
5060 Sevenoaks Common	0	0	0	0	3,000	3,000	3,774		3,774	
5065 Tree Safety Survey	0	0	0	308	2,500	2,192	3,876		3,568	
5070 Other Woodlands	0	0	0	3,617	1,684	(1,933)	3,366		(251)	
5110 Knole Paddock & Pavilion	0	400	400	30	1,600	1,570	4,030		4,000	
5120 Knole Paddock Pitch & Grnd Mt	512	0	(512)	936	2,400	1,464	3,570		2,634	
5310 Miscellaneous Open Spaces	86	154	68	1,055	924	(131)	1,842		787	
5311 Security Open Spaces	1,687	1,300	(387)	10,292	7,800	(2,492)	15,600		5,308	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

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
5316 Skatepark Maintenance	0	0	0	300	2,627	2,327	2,627		2,327	
5317 Raleys Car Park	0	510	510	486	510	24	510		24	
5320 Fertilizers	0	0	0	134	300	166	1,224		1,090	
5330 Grass Seed	0	0	0	0	0	0	2,142		2,142	
5340 Plants	232	0	(232)	1,699	1,276	(423)	2,550		851	
5410 Repairs & General Maintenance	42	128	86	746	768	22	1,530		784	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	70	701	631	1,079	4,206	3,127	8,415		7,336	
5525 Equipment Maintenance	122	480	358	1,043	3,840	2,797	8,160		7,117	
5550 Vehicle Expenses	48	1,333	1,285	1,393	7,998	6,605	16,000		14,607	
5700 Fuel	317	527	210	2,427	3,162	735	6,324		3,897	
6000 Rent & Rates	0	0	0	0	612	612	1,224		1,224	
6010 Light Heat & Cleaning	1,144	536	(608)	2,453	1,072	(1,381)	2,142		(311)	
6013 Cleaning	92	0	(92)	92	0	(92)	0		(92)	
6101 Telephone	12	17	5	71	102	31	204		133	
6104 Mobile Telephone	27	17	(10)	192	102	(90)	204		12	
6200 Printing & Stationery	0	0	0	22	0	(22)	0		(22)	
6320 Staff Training	0	765	765	1,885	1,530	(355)	3,060		1,175	1,885
6330 Welfare/Hospitality	26	17	(9)	163	102	(61)	204		41	
6730 Subscriptions	0	0	0	141	204	63	204		63	
6812 Road Dues	0	0	0	0	0	0	1,530		1,530	
6851 Bus Shelter Maintenance	0	15	15	0	90	90	179		179	
6900 Sundry Expenses	0	8	8	16	48	33	102		87	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,581		1,581	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

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
6930 Alarm Maintenance	0	0	0	122	140	19	755		634	
6931 CCTV Maintenance	43	0	(43)	260	0	(260)	1,224		964	
6934 Waste Bin Collection-Dog Bins	655	714	59	1,310	1,428	118	2,856		1,546	
6935 Waste Bin Disposal-Waste Bins	322	359	37	1,953	2,154	201	4,304		2,351	
6952 Protective Clothing	37	123	86	231	738	507	1,479		1,248	
O/ Spaces & Leisure - General :- Indirect Expenditure	27,872	26,335	(1,537)	144,442	158,957	14,515	320,080	0	175,638	1,885
Net Income over Expenditure	(24,892)	(21,575)	3,317	(134,002)	(142,304)	(8,302)	(284,413)			
8001 plus Transfer from EMR	0			1,885						
Movement to/(from) Gen Reserve	(24,892)			(132,117)						
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1700 Cemetery Income	9,813	7,957	(1,856)	42,758	47,742	4,984	95,481		0	
O/ Spaces & Leisure - Cemetery :- Income	9,813	7,957	(1,856)	42,758	47,742	4,984	95,481			0
4010 Gross Pay	5,471	7,180	1,709	38,451	43,080	4,629	86,161		47,710	
4270 Employers Pension Contribution	429	599	170	3,106	3,594	488	7,184		4,078	
5210 Cemetery Chapel & Office	0	105	105	187	105	(82)	210		23	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	346	0	(346)	179		(167)	
5410 Repairs & General Maintenance	9	85	76	603	510	(93)	1,020		417	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	0	272	272	774	1,632	858	3,264		2,490	
5525 Equipment Maintenance	10	212	202	2,133	1,272	(861)	2,550		417	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

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
5700 Fuel	46	60	14	405	360	(45)	714		309	
6000 Rent & Rates	1,008	558	(450)	5,291	3,348	(1,943)	6,701		1,410	
6010 Light Heat & Cleaning	58	105	47	532	630	98	1,265		733	
6013 Cleaning	0	0	0	37	0	(37)	0		(37)	
6101 Telephone	54	64	10	419	384	(35)	765		346	
6104 Mobile Telephone	0	10	10	0	60	60	122		122	
6105 Broadband wi-fi service	40	0	(40)	200	0	(200)	0		(200)	
6200 Printing & Stationery	0	8	8	0	48	48	102		102	
6240 Computer/ Data Base/WP's	30	0	(30)	324	408	84	408		84	
6320 Staff Training	0	510	510	0	1,020	1,020	2,040		2,040	
6330 Welfare/Hospitality	9	14	5	87	84	(3)	173		86	
6500 Goods for Resale	0	17	17	0	102	102	204		204	
6630 Professional Fees	0	0	0	0	102	102	102		102	
6650 Bad debts	0	0	0	4	0	(4)	0		(4)	
6730 Subscriptions	0	0	0	95	0	(95)	102		7	
6802 Trees Plants Turf & Fertilizer	0	765	765	1,086	1,530	444	3,060		1,974	
6822 Roads Path & Boundaries	0	0	0	250	0	(250)	714		464	
6832 Lawn/Wall of Remembrance	39	0	(39)	49	0	(49)	102		53	
6900 Sundry Expenses	0	4	4	0	24	24	51		51	
6922 Health&Safety/Risk Assessments	0	0	0	0	1,136	1,136	2,270		2,270	
6930 Alarm Maintenance	0	0	0	815	816	1	816		1	
6932 Cemetery Security	405	391	(14)	2,428	2,346	(82)	4,692		2,264	
6935 Waste Bin Disposal-Waste Bins	81	104	23	636	624	(12)	1,255		619	
6952 Protective Clothing	45	64	19	266	384	118	765		499	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	7,733	11,127	3,394	58,524	63,599	5,075	128,191	0	69,667	0
Net Income over Expenditure	2,080	(3,170)	(5,250)	(15,766)	(15,857)	(91)	(32,710)			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

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>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	1,221	0	(1,221)	1,255	1,111	(144)	1,111		0	
1047 QH Allotments Income	6,791	0	(6,791)	6,829	7,516	687	7,516		0	
O/ Spaces & Leisure- Allotment :- Income	8,013	0	(8,013)	8,084	8,627	543	8,627			0
4010 Gross Pay	370	541	171	2,315	3,246	931	6,496		4,181	
4270 Employers Pension Contribution	17	22	5	150	132	(18)	260		110	
5410 Repairs & General Maintenance	0	0	0	413	612	199	1,224		811	
6000 Rent & Rates	0	130	130	229	780	551	1,561		1,332	
6002 QH Allotments Costs	0	178	178	2,324	356	(1,968)	714		(1,610)	
6300 Computer Software	124	0	(124)	124	0	(124)	0		(124)	
6922 Health&Safety/Risk Assessments	0	0	0	0	306	306	306		306	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	511	871	360	5,555	5,432	(123)	10,561	0	5,006	0
Net Income over Expenditure	7,502	(871)	(8,373)	2,530	3,195	665	(1,934)			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	(89)	0	89	9,091		0	
1990 Other Income	0	103	103	0	618	618	1,236		0	
1997 In Bloom Income	0	0	0	400	0	(400)	0		0	
Open Spaces-Street Lighting/Ge :- Income	0	103	103	311	618	307	10,327			0
6861 Public Clock Maintenance	(39)	742	781	9	1,484	1,475	2,966		2,957	
6862 Street Lighting	415	1,140	725	6,103	6,840	737	13,682		7,579	

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

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
6865 In Bloom Costs	2,226	2,175	(51)	11,452	14,790	3,338	14,790		3,338	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	2,602	4,057	1,455	17,564	23,114	5,550	31,438	0	13,874	0
Net Income over Expenditure	(2,602)	(3,954)	(1,352)	(17,254)	(22,496)	(5,242)	(21,111)			
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	500	500	0	1,000	1,000	1,500		0	
1451 Kickstart funding	1,916	0	(1,916)	3,416	0	(3,416)	0		0	
1500 Fundraising	(93)	0	93	0	0	0	0		0	
1805 Tea Kiosk Rental & Pavilion	875	875	0	2,625	2,625	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	352	352	354	352	(2)	352		0	
O/Spaces & Leisure-Vine Ground :- Income	2,698	1,727	(971)	6,396	3,977	(2,419)	5,352			0
4010 Gross Pay	1,961	763	(1,198)	6,764	4,578	(2,186)	9,157		2,393	
4270 Employers Pension Contribution	59	46	(13)	292	276	(16)	549		257	
5010 Vine Area General Maintenance	100	344	244	2,600	2,064	(536)	4,122		1,522	
5020 Vine Public Convenience	1,703	722	(981)	5,277	4,332	(945)	8,670		3,393	
6000 Rent & Rates	0	44	44	144	264	120	525		381	
6460 Publicity & Democratic notices	0	64	64	0	128	128	255		255	
6635 Professional Fees Licensing	0	0	0	0	102	102	102		102	
6868 Summer Concerts	650	1,314	664	3,910	3,264	(646)	3,264		(646)	
6922 Health&Safety/Risk Assessments	0	0	0	36	0	(36)	0		(36)	
6931 CCTV Maintenance	0	0	0	556	673	117	673		117	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	4,473	3,297	(1,176)	19,579	15,681	(3,898)	27,317	0	7,738	0
Net Income over Expenditure	(1,774)	(1,570)	204	(13,183)	(11,704)	1,479	(21,965)			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2021

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	23,505	14,547	(8,958)	67,989	77,617	9,628	155,454			
Expenditure	43,190	45,687	2,497	245,664	266,783	21,119	517,587	0	271,923	
Net Income over Expenditure	(19,685)	(31,140)	84,969	(177,675)	(189,166)	(11,491)	(362,133)			
plus Transfer from EMR	0			1,885						
Movement to/(from) Gen Reserve	(19,685)			(175,790)						
Grand Totals:- Income	23,505	14,547	(8,958)	67,989	77,617	9,628	155,454			
Expenditure	43,190	45,687	2,497	245,664	266,783	21,119	517,587	0	271,923	
Net Income over Expenditure	(19,685)	(31,140)	(11,455)	(177,675)	(189,166)	(11,491)	(362,133)			
plus Transfer from EMR	0			1,885						
Movement to/(from) Gen Reserve	(19,685)			(175,790)						

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Draft Assumptions and points to highlight in OSL Budget

General

YTD Actual is 6 months to Sept 2021

Pay Inflation	Drafted at 2.5%, but under review
Employers NI	Increased by 1.25% from April 2022
Costs & other inflation	Drafted at 3%. August was 3.1%, September 2.9%
OSL Income:	
Allotments	10% as agreed
Cemetery	2.5% + 10% to band A agreed. Budget is based on 3% inflation to forecast
Sports Income	Budget is based on 2.5% increase to pre-covid level

Capital/ rolling maintenance items

Vehicle replacement fund	£22,000 £6K cemetery/ £16K OSL general Based on replacement of all vehicles with 10 year useful life (£12.5K was included in 2021/22 budget)
Capital	£1200 included in OSL general and cemetery for rolling maintenance programme (in 2021/22 budget)
Health & Safety	£1250 included for memorial safety testing every 4 years in cemetery (£5K cost) (In 2021/22 budget)

Fuel Red fuel for cemetery phased out from Jan 2022. Fuel cost increased in budget c £600

Overall budget is £399K which is £37K / 10% increase to 2021/22 budget.

This is mainly due to £7.9K lower cemetery income, £9.5K increase to vehicle replacement fund, & £13K higher pay related (partly due to National Insurance change).

2021/22 Forecast is £374K which is £12K/ 3% increase to 2021/22 budget

This is mainly due to predicted lower cemetery income & lower events on the Vine (Vegan Market being the only forecasted event)

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Agenda item 7(i)

3%

Sevenoaks Town Council		Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget
OSL 2022/ 2023 DRAFT BUDGET		2018/19	2019/20	2020/21	2021/22	2021/22	Next 6 months	2021/22	2022/23
	Ref.	£	£	£	£			£	£
OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21									
Gross Pay	4010	147,537	167,650	173,040	182,290	91,019	91,019	182,038	191,079
Employers Pension Contribution	4270	8,466	9,853	10,234	12,172	5,308	5,308	10,616	12,592
Vine area Gen maintenance	5010					15	(15)	0	
Graffiti and gum removal	5013	13	57	-	1,020	54	813	867	893
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	12,677	10,184	12,597	10,710	9,538	1,172	10,710	11,031
Greatness Rec WCs (rates, cleaning, water, repairs)	5026	2,327	2,751	3,593	3,060	1,393	1,667	3,060	3,152
Seats & Litter Bins (Exc Vine)	5050	2,685	3,663	1,250	2,836	2,661	175	2,836	2,921
Tree Sev Common	5060	2,645	3,031	3,052	3,774		4,340	4,340	4,470
Tree Safety Survey	5065	2,505	2,350	1,542	3,876	308	3,568	3,876	3,992
Woodlands	5070	3,200	6,841	4,125	3,366	3,617		3,617	3,726
Knole Paddock and Pavilion	5110	1,972	2,638	3,983	4,030	30	4,000	4,030	4,151
Knole Paddock Pitch and ground maintenance	5120	2,433	2,070	1,265	3,570	936	2,634	3,570	3,677
Misc. Open Spaces and play areas	5310	62,681	58,499	4,677	1,842	1,055	1,155	2,210	2,277
Security Open Spaces	5311			17,789	15,600	10,292	10,292	20,584	21,202
Play Area maintenance	5312			484				0	-
Skate Park maintenance	5316	2,550	602	2,575	2,627	300	2,327	2,627	2,706
Raleys car park	5317	521	494	531	510	486	24	510	525
Fertilisers	5320	134	615	820	1,224	134	845	979	1,009
Grass Seed	5330	885	2,143	2,052	2,142		2,142	2,142	2,206
Plants	5340	2,165	2,627	1,066	2,550	1,699	851	2,550	2,627
Repairs and general maintenance	5410	5,196	2,834	258	1,530	746	784	1,530	1,576
Capital refurbishments	5412				1,200		1,200	1,200	1,200
Equipment - Hired & New	5500	6,611	6,642	4,343	8,415	1,079	5,653	6,732	6,934
Equipment Maintenance (incl tractor)	5525	7,304	4,650	5,900	8,160	1,043	7,117	8,160	7,564
Vehicle expenses (incl vans)	5550	4,638	46,209	9,740	16,000	1,393	14,607	16,000	3,500
Vehicle replacement fund									16,000
Fuel	5700	6,170	4,492	3,250	6,324	2,427	2,632	5,059	5,211
Rent, Rates & Water	6000	(25)	463	764	1,224		1,000	1,000	1,030
Light Heat and Cleaning	6010	2,385	1,924	3,246	2,142	2,545		2,545	2,621
Telephone	6101	174	176	134	204	71	133	204	210
Mobile Telephone	6104	146	214	419	204	192	12	204	210
Printing & Stationery	6200					22	(22)		-
Staff Training	6320	3,470	2,861	3,000	3,060	1,885	1,175	3,060	3,152
Welfare/hospitality	6330	138	204	186	204	163	41	204	210
Subscriptions and professional fees	6730	282	-	141	204	141	63	204	210
Road Dues - Oakhill Rd/Woodside	6812	1,025	1,025	1,025	1,530		1,046	1,046	1,077
Bus Shelter Maintenance	6851	65	-	5,558	179		179	179	184
Sundry Expenses	6900	3	11	18	102	16	86	102	105
Health & Safety/ Risk Assessments	6922	795	1,911	1,315	1,581		1,581	1,581	1,628
Alarm maintenance	6930	764	668	732	755	122	633	755	778
CCTV Maintenance	6931	270	520	-	1,224	260	260	520	536
Waste collection - Dog bins	6934	3,167	2,621	2,621	2,856	1,310	1,310	2,620	2,699
Waste collection and disposal - Bins	6935	2,783	3,513	2,887	4,304	1,953	1,953	3,906	4,023
Protective clothing	6952	1,705	1,654	1,215	1,479	231	1,248	1,479	1,523
Letting and Hire of Facilities	1022	(33,732)	(23,775)	(11,946)	(31,827)	(6,363)	(23,872)	(30,236)	(33,018)
Raleys car park	1316	(1,468)	(1,525)	(42)	(1,803)	(1,475)		(1,475)	(1,750)
Grant Income	1350	(5,341)	(29,163)	(9,355)	-			-	-
Furlough grant income	1450			(4,995)			-	-	
Income from other depts.	1470	(25)			-		-	-	-
Insurance Claims	1550		(940)		-		-	-	-
Log Sales	1850	(1,549)	(667)	(606)	(1,273)	(357)	(916)	(1,273)	(1,305)
Adopt a Tree	1853					(300)		(300)	
Sundry Income	1990	(2,408)	(7,664)	(1,214)	(764)	(1,945)		(1,945)	(1,099)
		257,939	294,924	263,269	284,413	134,002	150,221	284,223	299,244
Movement to/ From EMR			(48,773)	(2,780)		(1,885)		(1,885)	
% Mvmt on previous budget									5.2%

Sevenoaks Town Council		Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget
OSL 2022/ 2023 DRAFT BUDGET		2018/19	2019/20	2020/21	2021/22	2021/22	Next 6 months	2021/22	2022/23
GREATNESS CEMETERY Cost Centre 22									
Gross Pay - Administration	4010	61,829	75,359	91,047	86,161	38,451	47,710	86,161	90,394
Employers Pension Contribution	4270	5,582	5,909	6,792	7,184	3,106	4,078	7,184	7,292
Cem - Chapel and Office	5210	1	43	232	210	187	23	210	216
Workshop/messroom maintenance	5230	1,057	405	445	179	346		346	356
Repairs & General Maint	5410	1,182	2,690	1,718	1,020	603	417	1,020	1,051
Capital refurbishments	5412				1,200		1,200	1,200	1,200
Equipment - Hired & New	5500	2,007	6,423	2,928	3,264	774	2,490	3,264	3,362
Equipment Maintenance	5525	3,748	4,817	4,590	2,550	2,133	927	3,060	3,152
Vehicle replacement fund							-	0	6,000
Fuel	5700	939	1,000	581	714	405	309	714	1,302
Rent, Rates and Water	6000	6,246	6,487	8,257	6,701	5,291	1,410	6,701	6,902
Light Heat & Cleaning	6010	1,599	1,443	2,785	1,265	569	696	1,265	1,303
Telephone	6101	492	579	806	765	419	346	765	788
Mobile Telephone	6104	100	58	8	122		122	122	126
Broadband wi-fi service	6105			200		200	200	400	412
Printing Postage and Stationery	6200	369	20	105	102		50	50	52
Computer - cemetery database	6240	328	942	3,449	408	324	84	408	420
Training	6320	460	2,000	2,000	2,040		2,244	2,244	2,311
Welfare/hospitality	6330	166	169	203	173	87	86	173	178
Goods for Resale	6500	-	270	8	204		204	204	210
Professional fees	6630	90	95	95	102		102	102	105
Bad debts	6650			44		4		4	
Subscriptions	6730	90	95	95	102	95	7	102	105
Trees, Turf & Fertilisers	6802	1,772	3,096	1,899	3,060	1,086	1,974	3,060	3,152
Roads, Paths and Boundaries	6822	1,595	756	972	714	250	464	714	735
Lawn/ Wall of Remembrance	6832	-	446	306	102	49	53	102	105
Sundry expenses	6900	88	35	9	51		51	51	53
Health & Safety/ Risk Assessment	6922	467	1,311	-	2,270		2,270	2,270	2,338
Alarm Maintenance	6930	719	741	602	816	815	1	816	840
Cemetery security	6932	4,452	4,681	4,684	4,692	2,428	2,428	4,856	5,002
Waste collection and disposal	6935	1,071	1,459	1,490	1,255	636	636	1,272	1,310
Protective Clothing	6952	435	773	885	765	266	499	765	788
Cemetery Income	1700	(78,271)	(77,784)	(76,576)	(95,481)	(42,758)	(43,142)	(85,900)	(87,577)
Furlough grant income	1450			(4,177)				-	
Insurance Claims	1550		(3,101)	(1,458)	-		(0)	(0)	-
Other income	1990			(132)			-	-	
		18,613	41,217	54,892	32,710	15,766	27,938	43,704	53,984
Movement to/ From EMR				-43.5			(204)	(204)	
% Mvmt on previous budget									65%

Sevenoaks Town Council		Actual	Actual	Actual	Budget	YTD Actual	Forecast	Forecast	Budget
OSL 2022/ 2023 DRAFT BUDGET		2018/19	2019/20	2020/21	2021/22	2021/22	Next 6 months	2021/22	2022/23
ALLOTMENTS Cost Centre 23									
Gross Pay - Administration	4010	4,062	5,177	5,037	6,496	2,315	2,315	4,630	5,232
Employers Pension Contribution	4270	-	254	267	260	150	150	300	209
General Maintenance	5410	1,113	4,403	1,870	1,224	413	811	1,224	1,261
Equipment-Hired & New	5500	195						0	
Rent Rates & Water	6000	646	982	939	1,561	229	732	961	989
QH Allotment Costs	6002	682	734	649	714	2,324		2,324	1,735
Computer Software	6300					124		124	128
Subscriptions	6730			55			55	55	57
Health & Safety/ Legal Advice	6922	-		-	306		275	275	283
BV Rental Income	1010	(843)	(936)	(1,083)	(1,111)	(1,255)	-	(1,255)	(1,381)
QH Rental Income	1047	(6,260)	(6,331)	(7,388)	(7,516)	(6,829)		(6,829)	(7,512)
Insurance claims	1550		(1,465)				-	0	
		(405)	2,818	345	1,934	(2,530)	4,338	1,808	1,001
% Mvmt on previous budget						-48%			
STREET LIGHTING AND GENERAL Cost Centre 26									
Public Clock Maintenance	6861	1,836	1,103	14,090	2,966	9	2,957	2,966	3,055
Street Lighting	6862	8,796	40,759	18,688	13,682	6,103	7,579	13,682	14,092
In Bloom Costs	6865	16,789	14,451	12,180	14,790	11,452	1,859	13,311	13,710
Street Lighting - recharges	1263/1480	(5,313)	(19,835)	(14,206)	(9,091)	89	(9,180)	(9,091)	(9,364)
In Bloom - Contributions	1990/1266	(2,230)	(650)	(500)	(1,236)	(400)		(400)	(412)
		19,878	35,829	30,252	21,111	17,254	3,214	20,468	21,082
Movement to/From EMR						(2,800) (13,666)			
% Mvmt on previous budget						0%			
OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29									
Gross pay - general	4010	9,693	8,485	8,767	9,157	6,764	5,810	12,574	9,223
Employers Pension Contribution - general	4270	496	504	524	549	292	292	584	553
Vine Area -Gen. Maintenance	5010	4,804	3,016	18,234	4,122	2,600	1,934	4,534	4,670
Vine Kiosk	5014			7				-	
Vine Pavillion Maintenance	5015			3,293				-	
Vine Public Conveniences	5020	7,035	8,543	10,019	8,670	5,277	3,393	8,670	8,930
Capital refurbishments	5412		21,804	-				-	
Rent, rates & water	6000	439	174	242	525	144	381	525	541
Light & heat	6010	66	377	-	-		-	-	-
Publicity	6460	418	329	2,291	255		255	255	263
Professional Fees Licensing	6635	70	70	70	102		102	102	105
Bad debts	6650			841				-	-
Summer concerts	6868	2,960	2,570	3,031	3,264	3,910		3,910	3,362
Special events	6869			28				-	-
Sundry	6900			(1,000)				-	-
Heath&Satety/Risk Assessments	6922		245	-		36	-	36	37
CCTV Maintenance	6931	1,124	651	572	673	556	117	673	693
Other events net income	1208	(1,523)	-	-	(1,500)		(400)	(400)	(824)
Kickstart funding	1451					(3,416)		(3,416)	
Fundraising	1500			-			-	-	
Rental income - Pavilion & Kiosk (was CC39)	1805	(3,090)	(3,090)	(3,090)	(3,500)	(2,625)	(875)	(3,501)	(3,500)
Vine Club Insurance Contrib. (was CC21)	1870	(350)	(382)	(342)	(352)	(354)		(354)	(365)
Other Income	1900			(52)				-	
		22,142	43,296	43,435	21,966	13,183	11,009	24,192	23,689
Movement to/ from EMR						(21,804) (16,841)			
% Mvmt on previous budget						8%			
OPEN SPACES & LEISURE COMMITTEE SUMMARY									
General	21	257,939	246,151	260,489	284,413	132,117	150,221	284,223	299,244
Greatness Cemetery	22	18,613	41,217	54,849	32,710	15,766	27,938	43,704	53,984
Allotments	23	(405)	2,818	345	1,934	(2,530)	4,338	1,808	1,001
Street Lighting and General	26	19,878	33,029	16,586	21,111	17,254	3,214	20,468	21,082
Vine Grounds	29	22,142	21,492	26,593	21,966	13,183	11,009	24,192	23,689
		318,167	344,706	358,862	362,134	175,791	196,720	374,395	399,000
% Mvmt on previous budget						10%			

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OSL Cttee 5 year Capital Programme & funding Recommendations																			Agenda item 7 (ii)
Version:	02-Nov-21		Project cost £	Planned work date					Agreed/ (Draft) Funding sources					Balance to be funded					Additional Notes
				21-22	22-23	23-24	24-25	25-26	CIL	Grant	RCP	CRR	Rev Budget	21-22	22-23	23-24	24-25	25-26	
	Location	Detail																	
Vehicle	Greatness Cemetery	JCB Excavator	30,000	30,000									12,500	17,500					Plan to replace 1 vehicle per year. If replacement to E vehicles is accelerated, reserves may be required to fund. Estimated e-vehicle costs used. Total replacement cost of fleet £220K, 10 year useful life, assume £22K revenue budget per year to fund on ongoing basis. Should offset some savings in maintenance & fuel
		Thwaites Dumper GN10 EHH	30,000				30,000						22,000				8,000		
	OSL	Mazda Pickup LS55CKL	23,000		23,000								22,000		1,000				
		Nissan Cabstar GU14XKZ	23,000			23,000							22,000			1,000			
		Kubota Tractor GN64DYM	30,000				30,000										30,000		
		Holland Boomer Tractor EX16VBA	30,000					30,000					22,000					8,000	
		Isuzu grafter/ tipper GK19BYV																	
Property	Greatness Cemetery	Nissan E Van GK20DZO																	In house
		chapel gutters and soffit repaint	1,000	1,000									1,000						
		chapel internal paint	2,000					2,000										2,000	
		chapel restrain woodwork	1,500		1,500				1,500										
		garage roof repair	2,000		2,000										2,000				
		gates & railing repaint	2,000				2,000		2,000										
		memorial safety testing (4 year req)	10,000	5,000				5,000					6,250	3,750					
	Knole Paddock	mausoleum, stone cleaning	3,000		3,000										3,000				£4K in rev budget for Knole pav - use some for water heater
		replace water heaters (pavillion)	5,000	5,000									3,000	2,000					
		external paint & stain (workshop)	1,718		1,718						1,718								
		replace barn doors (workshop)	2,000		2,000				2,000										
		car park root damage repair	3,000	3,000										3,000					
	Vine	car park white lines remark	1,000	1,000										1,000					Legally every 4 years. Not capital. £1250/ year in rev budget
		pavilion external paint/ repair to windows	20,000		20,000				13,196						6,804				
		insulate pitch roof	5,000				5,000										5,000		
		cctv replace	6,000				6,000										6,000		
		bandstand repaint	7,500		7,500										7,500				
		café, internal decorate	1,500		1,500										1,500				
		café external repaint& defibrillator box	13,300		13,300										13,300				
		paths resurface	15,000			15,000										15,000			
		railings repaint	2,500					2,500										2,500	
		Tea Kiosk repaint	1,500		1,500										1,500				
		crazy paving, repoint/relay by pond	10,000		10,000										10,000				
	Judds Piece	resurface	2,500			2,500										2,500			
	Woodside rd	replace fence	2,000	2,000										2,000					
	War Memorial	stone repair repointing	3,000	1,500	1,500					-	500			1,000	1,500				Are we applying for a grant?
	Pontoise Close	perimeter wall, patch pointing	2,000			2,000										2,000			
	Kippington Meadow	repaint railings	3,000			3,000										3,000			
	St Nicholas Church	repointing front wall	4,000		4,000										4,000				Ownership/ responsibility for wall being investigated.
		path repairs east	4,000			4,000					600					3,400			
		Chantry wall repairs	20,000		20,000										20,000				
	Bethal Rd Cemetery	re-stitch wall	750	750										750					
		rear wall, replace loose coping	750	750										750					
	Hillingdon Rise play area	Full refurbishment/ replacement	45,000		45,000					40,500					4,500				
	Julians Meadow	Full refurbishment/ replacement	45,000	45,000						40,500				4,500					
		fence to PROW	1,200		1,200						1,200								
	Greatness Rec	playground safety surface	8,000	8,000										8,000					
		CCTV replace	9,000	9,000										9,000					
		skatelite repairs/ equipment	6,000	3,000	3,000						5,355		645	-	0				
	Upper High St Gardens	side wall 6 bells lane	1,500		1,500										1,500				for CIL application
	Lower St Johns Toilets	Full refit	25,000		25,000				7,519						17,481				
		re-stain external woodwork/ roof	1,000		1,000						1,000								
			466,218	117,000	187,218	49,500	73,000	39,500	26,215	81,000	10,373	-	111,395	53,250	95,585	26,900	49,000	12,500	
								-										-	
		Agreed/ (Draft) funding sourced	228,983																
		Total capital work to be funded	237,235																
NB	CIL unallocated		Oct-20	9,712															
			Apr-21	33,162															
			Oct-21	135,303															
				178,177															

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

SITE	ITEM	DETAILS OF WORK	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £
OPEN SPACES								
Knole Pavilion Dressing Rooms	Internal paint		1 In house					
	Equipment	<i>water heaters</i>		5,000				
	Kitchen refits							
Workshop	Internal paint	<i>In-house</i>						
	External paint/stain	<i>restain and repairs</i>			1,718			
	Roof							
	Gutters	<i>Minor repairs</i>						
	Doors			2,000 CIL				
Car Park	Re-tarmac	<i>Root damage repairs</i>		3,000				
	Re mark lines			1,000				
Compound	Fencing							
Vine Pavilion	External paint	<i>Repaint</i>			20,000			
	Slate Roof	<i>Insulate</i>					5000	
	Disabled access	<i>Construct</i>						
	Flat Roof	<i>Replace & Insulate</i>						
	Gutters							
	Windows	<i>Minor repairs included with external paint</i>						
	Re-wiring							
Disabled & Unisex Toilets		<i>Replace both doors</i>						
		<i>Internal fittings</i>						

SITE	ITEM	DETAILS OF WORK	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £
Vine Bandstand	Paint	Repaint			7,500			
	Roof	Minor repairs						
	Gutters	Minor repairs						
	Paving							
	Cast iron	Repairs						
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			1,500			
	Roof							
VINE GARDENS	Gardens	Sensory Bed						
	Pond							
	Crazy paving	relay/repoint			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				

SITE	ITEM	DETAILS OF WORK	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £
PONTOISE CLOSE	Play equipment							
	Self-closing gate							
	Safety surfaces							
	Railings							
	Re-tarmac							
	Car park - post & rail fence	<i>Partial replacement</i>	in house					
	Metal Gates Betenson rd	<i>Replace</i>						
	Perimeter wall (Shoreham Lane)	<i>Pointing + patch repairs</i>				2,000		
MOUNT CLOSE	Play equipment		completed, grant					
	Self closing gate							
	Safety surfaces							
	Railings							
	Re-tarmac							
	Steps with handrail	<i>Repairs</i>						
	Steps	<i>Top up surfacing</i>						
MIDDLEINGS WOOD	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							

SITE	ITEM	DETAILS OF WORK	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £
ST NICHOLAS' CHURCH	Walls	Repointing			4000			
	Walls							
	Paving	Repairs to East/ main				4,000		
		Repairs by south door						
	Memorials							
BRADBOURNE VALE ROAD ALLOTMENTS	Boundary fence	replace						
	Gates							
BETHEL ROAD CEMETERY	Retaining wall + steps + gate	Wall repair, & copping		1,500				
HILLINGDON RISE	Boundary fence							
	Play Equipment				10,000 Grant?			
	Safety surfaces				8,000 Grant?			
LITTLEWOOD	Fence adjacent no.75	Replace						
JULIAN'S MEADOW RECREATION AREA	Play equipment							
	Safety surfaces			8.000 grant?				
	Playground fence							
	Bollards							
	Fence to PROW				1,200			
	Path to woods							

SITE	ITEM	DETAILS OF WORK	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £
GREATNESS RECREATION GROUND	Boundary fence - wooden	<i>Replacement to Metal</i>						
	Boundary fence - metal							
	Gate - metal	<i>Repair</i>						
	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 barrier							
	Skatepark Equipment		3000	3000	3,000			

SITE	ITEM	DETAILS OF WORK	2020/21 £	2021/22 £	2022/23 £	2023/24 £	2024/25 £	2025/26 £
	Skatepark Fence	<i>Replace</i>						
Town Centre Planters	Timber at Bus Station		New					
	Timber at Station		New					
	Cycle Rack planters		New					
UPPER HIGH STREET GARDENS	Paving							
	Front Wall							
	Side Wall to 6 Bells				1,500			
	Railings							
	Shelter repairs							
TOWN COUNCIL OFFICES	Retaining Wall	<i>Remedial works at rear of Chamber</i>						
Lower St Johns Toilets	Doors				10,000refit			
	Internal fittings							
	External woodwork				1,000			
	Roof							
Brittains Common	Bollards							
	Footpath							
KEY								
If money has been allocated this will be shown, if not funds needed								

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SEVENOAKS TOWN COUNCIL

SPORTS FEES

DRAFT FEES & CHARGES FROM 1 APRIL 2022

Sports charges have been reviewed and compared with several neighbouring authorities including London Borough of Croydon, London Borough of Bromley and Swanley TC.

It was also noted that we were inconsistent in our additional charge for the use of the dressing rooms, so this has been brought into line, with small reductions to encourage junior sports.

Generally, a 3% inflationary rise has been applied.

	All Day		Afternoon		Evening	
	(£)		from 1.30 p.m.		from 5.30 p.m	
	(£)		(£)		(£)	
CRICKET (Summer Sport)						
Pitch hire per game inclusive of use of pavilion facilities						
Weekday games - Adults	105	105.00	95	90.00	81	75.00
Weekday games - Juniors	63	70.00	57	60.00	44	50.00
Weekend games - Adults	131	125.00	110	110.00	95	85.00
Weekend games - Juniors	83	80.00	67	65.00	56	55.00
Pitch hire per game exclusive of use of pavilion facilities						
Weekday games - Adults	72	70.00	62	60.00	48	46.00
Weekday games - Juniors	48	46.00	42	41.00	29	28.00
Weekend games - Adults	98	95.00	77	75.00	62	60.00
Weekend games - Juniors	67	65.00	52	50.00	41	40.00
SOCCER (Winter Sport)						
Pitch hire per game inclusive of use of pavilion facilities						
Weekday games - Adults			90	80.00		
Weekday games - Juniors			47	45.00		
Weekend games - Adults			108	100.00		
Weekend games - Juniors			53	55.00		
Pitch hire per game exclusive of use of pavilion facilities						
Weekday games - Adults			57	55.00		
Weekday games - Juniors			32	31.00		
Weekend games - Adults			77	75.00		
Weekend games - Juniors			38	37.00		
RUGBY (Winter Sport)						
Pitch hire per game inclusive of use of pavilion facilities						
Weekday games - Adults			110	110.00		
Weekday games - Juniors			61	65.00		
Weekend games - Adults			131	135.00		
Weekend games - Juniors			82	85.00		
Pitch hire per game exclusive of use of pavilion facilities						
Weekday games - Adults			77	75.00		
Weekday games - Juniors			46	45.00		

SEVENOAKS TOWN COUNCIL
SPORTS FEES

DRAFT FEES & CHARGES FROM 1 APRIL 2022

Weekend games - Adults		98	95.00	
Weekend games - Juniors		67	65.00	
Mini Tournaments		150	145.00	
Junior Training Areas		41	40.00	
Adult Mens Training per hour		33	32.00	
Delete this line Ladies Training per hour		28	27.00	
Delete this line Outside Rugby clubs-normal fee plus		33	32.00	
A discount of 10% will apply to all fees for an advance booking of 10 or more games				
	All Day	Afternoon from	Evening	
	(£)	1.30 p.m.	from 5.30 p.m	
		(£)	(£)	
Other Uses: Use of Pavilion for Social Purposes				
including showers (minimum charge 2 hours)				
Per hour - Adults		33	32.00	
Per hour - Juniors		15	22.00	
excluding showers (minimum charge 2 hours)				
Per hour - Adults		23	22.00	
Per hour - Juniors		12	17.00	
Daily rates (7 hours)				
For Sevenoaks organisations		118	115.00	
For non-Sevenoaks organisations		144	140.00	
Fetes, Sports Meetings etc (one field plus pavilion) whole day		417	405.00	
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only		221	215.00	
Junior Sports Meetings (7 hours)				
Restricted Area		113	110.00	
One field and Pavilion		190	205.00	
One field		175	170.00	
Athletics Track by arrangement				

Proposed Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2022/2023

	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	£5.15 £5	Per hour Including VAT
Non- Commercial Adult	£10.30 £10	Per hour Including VAT
Commercial	£25.75 £25	Per hour Including VAT
Team Sports Adults	£25.75 £25	Per hour Including VAT
Team Sports Juniors / Sports Parties	£20.60 £20	Per hour Including VAT

Proposed Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2022/2023

- 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
Open Spaces & Leisure Committee – 8th November 2021**

Allotments Manager's Report

Invoices for the renewal of tenancies went out on schedule in early September. As previously reported, there was a significant change in the method of charging for plots, from rods to square metres, which was explained to tenants in both 2020 and 2021.

The feed-back from this change has been minimal, with just two tenants (out of 220) raising a query.

As expected at this time of year, some tenants have decided not to renew their tenancies, but we still have more people on the waiting list than there are vacant plots. The volunteer lettings manager from the allotment association, who kindly arranges the show-rounds on behalf of the council, is diligently working through the list in an effort to get as many people working on plots as soon as possible. At the time of writing, there are 21 plots and 34 on the waiting list.

Inspections will take place towards the end of November. We will be looking for significant signs of cultivation and preparation for the winter. Non-cultivation may result in eviction.

At the last OSL meeting, some queries were raised. Herewith the Allotment Manager's responses:

1. Please provide details of the different regulations relating to bonfires on the two sites.

BVA

From the Tenancy Agreement:

6.2 Bonfires

Bonfires are a last resort for disposing of waste generated on a plot. Bonfires are permitted for the burning of dry or diseased plants, perennial weeds, stalks and prunings. Ensure the fire is completely extinguished before leaving the plot: bonfires must never be left unattended.

Bonfires are not permitted at any time for manufactured materials such as plastics and rubber. These give off toxic fumes when burned and should be disposed of only at the local civic amenity site.

Tenants should always take into consideration local householders before lighting a bonfire. Smoke from a bonfire could result in action under the Environment Protection Act of 1990 and Tenants who light a fire within 50ft (15.24m) of the centre of a highway may be guilty of an offence under the Highways Act 1980.

The Council reserves the right to prohibit bonfires on a specific plot or group of plots.

QHA

Exactly the same as BVR but with the addition of the following paragraph:

Bonfires are not permitted between 10am and 4pm on Saturdays, Sundays or Bank Holidays. No bonfires are allowed from 1 July to 31 August inclusive except for contract and site improvement works.

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 8th November 2021**

2. It was also queried why the bonfire regulations were different and was explained that one site is surrounded by residential properties and the other isn't.

This is correct and, as far as I am aware, is the only reason why.

3. What are the changes in relation to times for tenants to pay rent?

We have amended the time from 28 days to 40 days as we realised that we had the incorrect length of time in the Tenancy Agreement. Allotment law states 40 days.

4. Why are allotment tenants effectively given credit?

This will only happen when invoices are issued and then the tenant either surrenders their plot or perhaps reduces the amount of space that they have, and we have to reverse the debit.

Water Use Across Both Sites

There has been no further progress with the contractor who is trying to source suitable water troughs and will also quote for the installation.

Winter Clearance Project

As well as the large patch of land at BVA (the equivalent of about two large plots) which is derelict, there is also a corner of QHA which has just been released back to STC. The Open Spaces Manager has added the removal of an old building and other associated rubbish to the list of jobs for the OS Team to do in the winter.

Ruth King
Allotments Manager
26th October 2021

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 8th November 2021**

Sevenoaks Allotment Holders' Association

Questions for the Town Council arising from a recent Sevenoaks Allotment Holders' Association (SAHA) Committee meeting and letter dated 27th October 2021 to the Town Clerk.

Rent increases

Fees for plot rentals have risen by 9 percent for 2021-22 and a further increase of 10 percent is proposed for the following year. In addition, some tenants have been subject to a further rent increase due to the recalculation of plot dimensions to metric sizes.

Whilst SAHA understands that the increases are intended to bring the Quaker's Hall site into line with "other local allotments sites", SAHA would like to understand the criteria used to determine the increase and to know if the Town Council proposes to increase fees at a similar rate in the future?

STC Officer note: Cllrs wanted to reflect costs of administration of allotments with the aim to make them cost neutral.

Infrastructure investments

In consultation with Sevenoaks Town Council, SAHA has been exploring proposals to improve the onsite water supply to tenants. The current proposal put forth by the Town Council, which will reduce costs and save water, would be detrimental to many plot holders who would be forced to carry water a considerable distance from the proposed tanks to their plots.

SAHA asks that the Town Council reconsiders this proposal so as not to disadvantage some plot holders.

- *STC Officer Note: Councillors considered this matter at length and were concerned about including additional mains water supply and encouraging additional hoses to be used and therefore changed to provision of water tanks which it was thought SAHA were happy with originally.*
- *STC Officer Note: STC previously wanted to install mains electric to the Trading Centre however SAHA stated no longer needed.*

Play equipment

For many families, the provision of 'play equipment' is essential to allow them to work on their plots while young children are kept occupied. SAHA asks the Town Council to re-consider the implementation of amendment (4.1.1) of the tenancy agreement which no longer permits the erection of play equipment on any allotment plot.

- *STC Officer Note: The Town Clerk having been responsible for allotments for over 30 years, never known allotments to permit play equipment to be installed and it was a surprise that this had happened during SAHA time. It came to light when we had complaints about young people accessing the allotment site and using it. STC also took advice on this from the National Allotment Society.*

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 8th November 2021**

Trading Centre refurbishment

The building that houses the Trading Centre is in need of refurbishment. If the Town Council would agree to the necessary refurbishment work to be carried out to a high standard, SAHA would be willing to contribute to the cost.

STC Officer Note: Yes, STC should repair this. We have not seen the quote obtained by SAHA.

Liaison Meetings

SAHA is grateful for the support of Ruth King and looks forward to working with her in the year ahead. Now that restrictions on meetings have been lifted, SAHA hopes to be able to restore the meetings between the Association, Ruth King, and the Open Spaces Manager.

- *STC Officer Note: It has been agreed that these would restart. In the past the Town Clerk has also attended.*

Sevenoaks Town Council
Open Spaces & Leisure Committee – 8th November 2021

Summer Outdoor Play Provision

This year's summer play activities were provided as follows:

1) Family Fun Day – Greatness Recreation Ground – 17th August 2021

Commissioned by Sevenoaks District Council (SDC), delivered by Play Place.
 Please see attached evaluation report from SDC.

The fun and games, sports, and arts and craft activities were provided by Play Place.
 Sevenoaks Town Council funded additional activities in the form of a magician and African Drumming.

2) Alice in Wonderland



Sevenoaks Town Council commissioned three performances of Alice in Wonderland (from Kick in the Head Productions who had provided the Wind in the Willows Shows in 2020).

Performances were held at: Vine Gardens, Pontoise Play Area, and Greatness Recreation Ground.



Pontoise

Sevenoaks District Council

Fun Days 2021



Play Place was pleased to deliver the summer programme this year, which involved providing 20 fun family days for Sevenoaks District Council and three extra family fun days for Westerham and Edenbridge, making 26 sessions delivered over the summer holidays.

Due to the government tiers before the summer period, the planning for the summer was completed later than it would have typically been in previous years. Play Place worked with Kelly to get the dates of activities for the summer, which went out as soon as the announcement from the Prime Minister was made. Kelly promoted the summer activities, and risk assessments were completed within a very short time scale before the summer activities started.

Activities provided

The summer activities included a range of arts and crafts; painting, sticking, mask making and clay modelling. A selection of board games; Jenga, connect four (both table and giant floor sized) guess who, dominoes and cards. Sports equipment included; Badminton sets, parachute games, floor darts, limbo, skipping ropes, tug of war rope, hula hoops, sports race kits, footballs, rugby ball and Basketball. The summer activities this year also included a bouncy castle on days which was not wet or windy. Play Place was able to buy extra equipment for the fun days from funding Sevenoaks District council managed to secure, which enabled us to offer extended sports activities throughout the summer.



Most of the fun days were outside within lovely open spaces provided by the parish councils, apart from one which used a beautiful community hall venue. Throughout the summer, we had a mixture of warm sunny days, overcast, and rainy days. The weather didn't stop families from attending and surprisingly didn't significantly impact numbers attending. However, the Play place team continued with many activities for young people and their families throughout wet days, with families keeping dry under gazeboes.

Some Parish councils had pre-booked additional extras through Play Place such as; face painting, magic person and games and African drumming, which gave families different activities to partake in throughout the summer. Many families had commented that the additional activities are a lovely idea for young people to get involved in various activities, giving families a variety that had attended more than one session throughout the summer. We had many families that had followed the team around to different sites throughout the summer, with families making a day of it, bringing packed lunches with them, and making the most of being outdoors. Additionally, West Kent extra completed numerous days alongside Play Place, delivering different activities such as; popcorn, inflatable darts, and face painting. Some parish councils opted to get further activities such as circus skills or dancing sessions independently.

Additional support

This year had been great to have the additional support of the Sevenoaks ambassadors throughout all of the sessions, who supported talking to families, giving them fliers for all family fun days, supporting activities and the completion of registration documents. The PCSO's spent time meeting and talking to families throughout some sessions, enabling PCSO's to create relationships with people within their local community.

Chairman of Sevenoaks District Council, Cllr Diana Esler visited and talked to children and their parents during the Sevenoaks summer sessions, gaining feedback from parents bringing to light the need for refreshments to be delivered within the sessions. Within some sessions, parish councils had opted to offer refreshments for families, which had been well received. But in some locations, refreshments hadn't been provided, so the Councillor requested refreshments for families, which was provided.

The overall attendance of the summer has been excellent, with 3,248 children and parents attending sessions.

Venue	Date	Number of young people attended	Number of Adults attended	Total	Weather
Seal	26 th July	87	53	140	Hot and Sunny
Swanley Park	27 th July	78	48	126	Hot and Sunny
Dunton Green	28 th July	60	39	99	Sunny with rain
Westerham	29 th July	21	13	34	Sunny
Edenbridge	29 th July	105	65	170	Sunny
Eynsford	30 th July	59	31	90	Raining
West Kingsdown	2 nd August	73	43	116	Sunny with rain
New Ash Green	3 rd August	125	72	197	Sunny
Knockholt	4 th August	56	37	93	Sunny
Hextable	5 th August	130	76	206	Sunny
Westerham	5 th August	42	28	70	Sunny
Edenbridge	5 th August	85	65	150	Sunny
Chevening	6 th August	60	33	93	Overcast/wet and windy
Four Elms	9 th August	13	5	18	Overcast/ wet
Hartley	10 th August	125	67	192	Sunny
Halstead	11 th August	122	73	195	Sunny
Crockenhill	12 th August	116	63	179	Sunny
Westerham	12 th August	39	20	59	Overcast/rain
Edenbridge	12 th August	57	35	92	Overcast
Leigh	13 th August	79	47	126	Sunny
Fawkham	16 th August	32	16	48	Inside village hall
Greatness	17 th August	184	93	277	Overcast/sunny
Horton Kirby	18 th August	91	60	151	sunny
Westerham	19 th August	88	55	143	Overcast
Edenbridge	19 th August	73	37	110	Overcast
Chiddingstone	20 th August	45	29	74	Sunny
Total		2,045	1,203	3,248	



Comments received

Venue	What was good about today	What could we do better, and what other activities would you like to do
Seal	"It was lovely to see the children playing together and having the chance to be children."	"it was great to have a bouncy castle. It would be lovely to have this next year."
Swanley Park	"it has been an amazing day. All of the children have enjoyed all of the activities which have given them something to do."	"it would have been lovely to have known this was taking place so we could bring a packed lunch. We just came to visit the park."
Dunton Green	" Being a nanny, this event has given the children something to do throughout the holidays."	
Westerham	"I am a grandparent who has brought my grandchildren to today's session. I just wanted to say thank you for putting this on." "it has been a great day, we have brought packed lunch with us, but it has also been lovely that we can get hot drinks from the social club that is open."	

Venue	What was good about today	What could we do better, and what other activities would you like to do
Edenbridge	"Today has been amazing. My children have really enjoyed the bouncy castle and seeing the animals." "Self defence talk for children was fantastic. My child listened and joined in"	Somewhere to get refreshments onsite
Eynsford	"even though it was raining, it was lovely to get the children out. They really enjoyed having their face painted."	
West Kingsdown	"lovely event" "my children really enjoyed the arts and crafts."	
New Ash Green	"great day, the children had so many activities to choose from."	
Knockholt	"A lovely sunny day when they were able to get the van onto the park."	Within this site we struggled to find someone who had the keys to open the gate to allow us access. The point of contact on the list did not answer.
Hextable	"my children really enjoyed today. It was lovely seeing children playing with their friends." "I really enjoyed playing tug of war with my friends."	
Chevening	"was a lovely day. My children enjoyed the magic man."	
Four Elms	"My child really enjoyed painting and sticking activities."	The park site was locked, which we had to wait for a caretaker to gain entry.

Hartley	“amazing day for the children. They really enjoyed max party games.”	
Halstead	“ It was a lovely day with lots of activities to choose from.”	
Leigh	“ A beautiful day with lots for the family to do”	
Fawkham		
Greatness	“Thank you for putting on a lovely day. The kids enjoyed it”	The location would have been better next to the skate park, I also had problems with parking as the gate was shut at first.
Horton Kirby	“A lovely event. We would have loved to have done more of them.” “I brought my grandson along as they were packing up as I didn’t know it was on. The team were lovely and kept the bouncy castle up for my grandson to have a bounce.”	It would have been lovely to have refreshments on site.
Chiddingstone	“We loved clay modelling today. We made a giraffe.”	

Learning for this next years summer fun activities.

Throughout the summer delivery, Flyers were given out to families allowing them to attend additional fun days. There had been some comments from families to the ambassadors explaining that they were not aware of the events taking place. We believe this was due to getting the flyers out later than expected.

Some parish councils had opted to offer refreshments which all of the families had well received. The Councillor, throughout the summer, had noted that families could be provided water as some didn’t have any, especially on hotter days. Play Place responded to the councillors requests by ordering bottles of water to give out to children and parents throughout the last two weeks of the summer fun days. For next year it may be something that would need to be thought about by each parish council, as the added complexities of ordering in water and loading extra items onto the van had been difficult. However, the comments about refreshments had been



positive for parish councils who had offered refreshments throughout the summer and felt that if all Parish councils could offer something like this for next year.

Further thought for next year could be for all parish councils to consider who will be opening locked gates for their summer event and adding their contact details on the booking process for summer fun days.

We found some parish councils this year spoke to families who had attended the events and used the day to consult with families about their area and what they would like to see in the future. Families enjoyed talking to parish clerks and felt closer to their local community.

Last thoughts

The summer had been a fantastic time for families and children. Giving the children the opportunity to be outdoors and mix with friends was invaluable. Enjoyment from all had been consistent comments across every site, and families felt lucky and supported by their local community. It had allowed many to be outdoors and have conversations, and parents could enjoy talking to other parents and, for some, felt not so isolated. The Play Place team also enjoyed delivering every event and travelling around Sevenoaks. We will look forward to doing the same next year.

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 8th November 2021**

Sevenoaks Lawn Tennis Club – Parking at Raleys Car Park

The Lawn Tennis club have, as condition of their planning from 1985 SE/85/01533 for the construction of club house and six courts, the requirement to have a set number of parking spaces available to them. This came to light around 10 years ago when parking was becoming increasingly difficult at Raleys. At the time, we introduced the 'Flashpark' system to try to contain the problem.

At this time, the far end of the car park close to the club had signage and bollards installed to indicate that parking was for club members only. Since then, this has worked to some effect and parking transgressors can and have been fined via the 'Flashpark' scheme.

The main problem times are when Rugby is being played which can result in a large number of vehicles arriving at the same time all desperate to park and not miss the game or training.

The Tennis Club have written to us to discuss installing a keyed or keypad barrier system across the entrance to the tennis club area of car park.

The advantage of having the barrier is better control or prevention of unauthorised parking.

To be considered:

- who will pay for this installation,
- the ongoing maintenance of the system,
- access for 6+ Sevenoaks Town Council vehicles that regularly access the storage compound at the end of the car park, and
- whether any parking spaces will be lost by installing the barrier and keypad.

Recommendation sought

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**Sevenoaks Town Council
Open Spaces & Leisure Committee – 8th November 2021**

Kent Association of Local Councils – Fire Hydrant Initiative

Kent Association of Local Councils (KALC) has been working with Kent Fire & Rescue Service (KFRS) over the last 8 years on the fire hydrant initiative project, which is aimed at helping to increase community resilience within local communities. Many councils have already signed up to the initiative and are monitoring and reporting any fire hydrant defects and water provision issues in their local area to KFRS.

KALC would encourage member councils to sign up to the initiative. Inspections can be undertaken by anyone within the local community and requires only visual inspections and reporting of issues to KFRS so that may determine next steps to rectify the defect.

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Background

The fire hydrants used by fire and rescue services to supply water for firefighting are called statutory fire hydrants (as opposed to private fire hydrants found on private water mains). They are owned, installed and maintained by Kent's five water companies.

Fire hydrants access covers are mainly found in pavements and roads, but can also be found in nearby public spaces, such as grass verges.

Currently the KFRS water services department inspects all statutory fire hydrants within Kent and Medway using a rolling four yearly programme. There are currently over 27,000 statutory fire hydrants within Kent. This number is steadily increasing on a monthly basis due to new infrastructure being built throughout the county.

KFRS has been working in partnership with KALC to help increase community resilience within local parish and town councils (PTC) and one of the initiatives put in place is for local residents to help monitor and report fire hydrant defects and water provision issues within their local area, ensuring issues are resolved in a timely manner. The fire hydrant initiative project has been in place for nearly ten years and KFRS is looking at getting as many PTCs involved as possible. Local councils should contact their insurers to let them know that they are looking to be involved in the project.

Introduction

KFRS will continue to inspect fire hydrants throughout Kent and Medway mainly on a rolling four yearly programme which for some hydrants is actually less due to the perceived risk they might support. Therefore the inspections we are asking local PTCs to undertake are in addition to the ongoing work KFRS undertakes.

- The inspections can be undertaken by anyone within the local council or community.
- The inspections are to be visual inspections only and no risks should be taken at any time.
- All issues reported to KFRS will be rectified based on the severity of the defect.

We are simply asking that.... If you see a defect **PLEASE REPORT IT!**

Reporting process

Problems with a fire hydrant can be reported in several ways:

Direct to KFRS Water Services team:

Email: water.services@kent.fireuk.org
By phone: 01622 692 121 - Extension 2391
In writing: Water Services team, Kent Fire and Rescue Service Headquarters, The Godlands, Straw Mill Hill, Tovil, Maidstone, ME15 6XB
Kent County Council online reporting tool: Report online to Kent County Council
Smartphone app: Country Eye

Out-of-hours reporting (including emergency issues)

If the problem appears to be dangerous or is a serious leak noticed outside office hours, please report directly to your local water company:

Affinity Water South East : 0800 376 5325
South East Water : 0333 000 0365
Southern Water : 0333 000 0365
SES Water : 01737 772000
Thames Water : 0800 714 614

Problems that can be reported by PTCs include:

Missing, damaged or covered fire hydrant marker plates

Missing or damaged hydrant marker plates can usually be fixed by KFRS.

Hydrant marker plates are rectangular yellow signs, with a large black H and a pair of numbers, usually attached to a wall, lamp post or a short concrete post. The two numbers on the plate show the size of the water main and the approximate distance of the hydrant from the plate.

In some areas, thermal H markings are burnt into the roadway, as shown below. These are predominantly used in rural areas where marker plates are at higher risk of being covered over by roadside vegetation or damaged.



As well as marker plates, all hydrants are also shown on the digital maps available in fire engines, so that the nearest one can be found whilst firefighters are on their way to an incident. This also means that even if marker plates are missing or broken, the fire service will still be able to find them, and once reported they will be repaired in due course.

If the marker plate is covered by overgrown grass or plants, residents can help by cutting back any plants or bushes that are covering the hydrant indicator post.

Dangerous, missing or cracked hydrant covers and frames

When a fire hydrant cover is missing or cracked, it can expose the hydrant to the elements, which can cause it to freeze and/or silt up. This can stop it working when firefighters need it.



Leaks from fire hydrants

Most leaks are below ground and not visible, but even leaks on the surface are often not reported due to people assuming someone else will have already reported a problem. Leaks affect water flow and pressure from a fire hydrant, making it less effective if firefighters need to use it. Please report any leaks as soon as they are discovered.

Leaks from water supply pipes or mains

Leaks from water supply pipes or mains are the responsibility of the water company but can affect the availability of water from a fire hydrant. The sooner leaks are reported to the water company, the sooner they can fix the problem.



Illegal use of fire hydrants

Many problems with fire hydrants are caused by illegal use. It is illegal to use a fire hydrant to obtain water for purposes other than firefighting "unless authorised by the Water Authority or another person to whom the hydrant belongs" (Fire and Rescue Services Act 2004, section 42, subsection 6).

The public can inform the local water companies or KFRS when they suspect illegal use. Key pieces of information such as the registration number and any company names on a vehicle, along with the date, time and location of the activity are very helpful, but please avoid confrontation with suspected offenders.

Parking on or preventing access to a fire hydrant

It is an offence to be parked over or to prevent access to a fire hydrant when it is required for firefighting (source: Fire and Rescue Services Act 2004, section 42, subsection 7). If cars are seen to be continually parking over fire hydrants this should be reported to the Water Services Team at Kent Fire and Rescue Service.

Drivers should be considerate when parking near a fire hydrant marker post and the local council could ask friends, relatives and neighbours to be aware, as this could save time in an emergency.

Parking too close to fire hydrants can cause us real problems



When you choose where to park, please help your local firefighters by leaving access to hydrants clear. Hydrants provide an important source of water for putting out fires so we need them to be easy to reach in an emergency.

www.kent.fire-uk.org/hydrants

201808-030



Kent Fire &
Rescue Service

Alternative emergency water supplies

As well as fire hydrants, KFRS can use open water sources at incidents, including ponds and swimming pools. Please suggest these sources - if they are on private land owned or occupied by an individual or company - to the water services team, giving key information including the location and capacity if known. *KFRS is already aware of all public water sources such as rivers.*

In the event of a fire, KFRS will use every available water source to tackle it. After the incident, any water that has been used from for instance a private swimming pool or pond will be replenished free of charge by the local water company, in liaison with the fire service.

New Development sites

To ensure we capture all development sites within Kent and Medway, PTCs are encouraged to report any new developments within their area to the KFRS water services team so they can ensure all fire safety aspects of the new infrastructure are in place. Parish and town council fire hydrant maps

Due to their essential role in firefighting operations, the network of fire hydrants across Kent and Medway meet the UK government's definition of 'critical national infrastructure'. This definition is set out below:

'Those critical elements of infrastructure (namely assets, facilities, systems, networks or processes and the essential workers that operate and facilitate them), the loss or compromise of which could result in:

- a) Major detrimental impact on the availability, integrity or delivery of essential services – including those services whose integrity, if compromised, could result in significant loss of life or casualties – taking into account significant economic or social impacts; and/or
- b) Significant impact on national security, national defence, or the functioning of the state.'

<https://www.cpni.gov.uk/critical-national-infrastructure>

Consequently, we will not provide specific technical details about the network of fire hydrants across Kent and Medway as to do so would increase vulnerability to targets and or malicious attacks.

Maps identifying the locations of the fire hydrants within your parish or town are available through KALC or the local water company. Please note that due to data protection, these maps are not to be displayed on public domain websites.

Free home safety advice and services

KFRS offers free '[safe and well](#)' home visits. To request a visit:

- Call **0800 923 7000**
- Email home@kent.fire-uk.org

KFRS would like to thank KALC, local councils and their communities for their support and assistance with this initiative.

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**Sevenoaks Town Council
Greatness Recreation Ground Management Plan
Discussion with Stakeholders
8th October 2021**

In attendance:

Cllr Nick Busvine, OSL Chairman
Cllr Victoria Granville-Baxter
Cllr Dr Marilyn Canet
Cllr Richard Parry
Cllr Claire Shea
Linda Larter, Town Clerk
OSL Clerk

Paul Lansdale - STFC
Keith Hilson - GRA
Karen Hilson – GRA
Adam Northcroft – Hope Church
Jo Brookbank – Scouts
Steve Kelley - Scouts

Apologies:

Cllr Keith Bonin
Cllr Tony Clayton
Nicholas Cave, OSL Manager

1. Walk around the recreation ground

The following points were noted:

- Public toilet door needs repainting
- Notice board – hard to read
- Weeds / overgrown grass around entrance fencing
- Playground is well used and well loved – due for upgrade in 2022
- Add a slide
- Skatepark is very popular, a fantastic asset
- Skatepark plywood in poor condition needs upgrading and painting (GRA now happy for young people to paint in vibrant colours – will talk to our youth partners regarding this)
- Dangerous aluminium section coming off the skateboard equipment *
- Offensive graffiti on table near gym equipment
- Top area bench overlooking football pitch needs replacing
- Also 2 new picnic tables (similar to Vine Gardens)
- Can bin be moved out of view of bench please
- Consider some trees / hedging to prevent view of football pitch
- Base of outdoor gym, grass growing through matting
- There was also a problem with a sign

*note addressed following day

**Sevenoaks Town Council
Greatness Recreation Ground Management Plan
Discussion with Stakeholders
8th October 2021**

2. Greatness Recreation Ground Management Plan 2008 (2021 Review) and Action Plan

- The Chairman welcomed everyone to the meeting saying it was great to talk to people who care about the area. It was very helpful for Sevenoaks Town Council to get a sense for what residents and local users of the open space are thinking.
- The Town Clerk introduced the Greatness Recreation Ground Management Plan and highlighted the 5-year action plan, stating that it had previously been circulated requesting comments from which the Greatness Residents' Association requested the meeting.
- Maintenance issues highlighted during the walk around the ground were noted.
- Greatness Residents' Association welcomed a management plan for the recreation ground, in principle, but did not think that the previous management plan (2008) had fulfilled expectations – citing in particular a consultation proposal to increase housing around the ground. The Greatness Residents' Association would also have liked the new plan (2021) to include an evaluation and review. It was noted that the plan included review at five-year intervals.
- It was explained that the Town Council is open to ideas and comments and that it is hoped that Councillors keep abreast of residents' concerns and help maintain open communication between the Town Council and residents.
- It was agreed that all parties had suffered during discussions in previous years and that it would not be helpful to bring the past into current discussions.
- It was noted that overall there were no additional comments about the content of the Management Plan.

3. Water drainage – Football pitches at Greatness Park - (4th Sevenoaks Scout Group)

- STFC recently paid £400 for repairs to the drainpipes. These works have just been completed.
- It was agreed to monitor the situation and assess the success of the work.

4. Parking – (Greatness Residents' Association)

- Hope Church expressed the need to address parking as a priority. To alleviate the situation and to provide safe parking for its members, Hope Church had reached an agreement with Trinity School which gave Hope Church access to the car park on Sundays. Church members are expected to walk from Trinity School to Hope Church as the church does not have sufficient funds to arrange a shuttle service. It was noted that the Greatness Recreation Ground car park was for users of the public open space and not nearby facilities.
- Greatness Residents' Association expressed disappointment at a perceived lack of strategy for parking. It was suggested that by moving the play area from its current location, more parking could be created.
- Car Parking in the Town Centre could be a solution though it would need a proper park and ride scheme to be effective.
- The possibility of adding car parking spaces adjacent to the play area would be considered. However, the limited scope to add new spaces would be unlikely to address the overall parking problems identified by residents.
- Sevenoaks Town Football Club explained that some 'free time' is given between training sessions to alleviate traffic congestion. It was confirmed that the recently approved development plans reconfigure parking but that the overall parking area will not increase.

**Sevenoaks Town Council
Greatness Recreation Ground Management Plan
Discussion with Stakeholders
8th October 2021**

5. Use of recreation ground by multiple users – (Greatness Residents' Association)

- Councillors agreed that the plans for upgrading the play area was a good opportunity for collaboration and that they would like to come together with residents to get the right equipment for the play area. It was noted that a survey would take place in early 2022.
- The community is served well by the football club. The skatepark is very popular and is a fantastic asset. The well-used play area is due for planned improvement in 2022.
- Greatness Residents' Association proposed moving the play area to a different location within the ground to create more parking. Could a new play area be modelled after Bedgebury where pieces of play equipment are situated around the park. Safety and security issues were cited as reasons why the Bedgebury concept would not work at Greatness. Also mentioned was the need to maintain a play area that caters to younger ages and allows for supervision at all times.
- Councillors explained that the existing pavilion has the potential to continue to serve the community after the new pavilion is built as there is a long list of organisations which are in need of space.

6. Friends of Greatness Recreation Ground Group - (4th Sevenoaks Scout Group)

- Scouts expressed interest in helping with wildlife. Would love to be involved with tasks such as pond clearing.
- It was agreed to establish a 'friends of Greatness' to provide a forum and allow people to come together for a common goal.

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Green Flag Award Mystery Shop Assessment

Name of Site	The Vine, Sevenoaks, Kent		Managing organisation	Sevenoaks District Council
Weather Conditions	Fair and dry			
Date of assessment	9 th September 2021		Time (from – to)	2021
Result: (✓)	Is the site of Green Flag Award Standard? Green Amber Red			
Grading		Comments and Recommendations		
Please mark each section as Green, Amber or Red If there is no evidence or the section is not applicable mark as NG (not graded) and provide an explanation		Comments should be provided to support each grading *Please include photographs to support your grading where applicable **Please refer to Raising the Standard manual if necessary		
A Welcoming Place				
1. Is the site welcoming?	NG	G	A	R
		✓		
2. Is the site easy to find?	NG	G	A	R
		✓		
3. Is signage in good condition?	NG	G	A	R
			✓	
4. Is the site accessible to all users?	NG	G	A	R
		✓		
Healthy, Safe and Secure				
5. Are facilities on site in good and safe condition?	NG	G	A	R
			✓	
6. Did you feel safe during the visit?	NG	G	A	R
		✓		
7. Are dogs being controlled and the site free of dog fouling?	NG	G	A	R
		✓		
Well Maintained and Clean				
8. Is litter, waste and recycling managed?	NG	G	A	R
		✓		
9. Is there a good standard of horticulture maintenance?	NG	G	A	R
		✓		

10. Is there a good standard of arboriculture maintenance?	NG	G	A	R	Yes
		✓			
11. Are buildings and infrastructure such as walls, paths, steps and structures in good condition?	NG	G	A	R	The paths within the site are showing signs of general wear and tear and would benefit from being re-surfaces in due course. Some further thought on the children's play area should be undertaken as it shows signs of significant wear and tear. The back of house for the café could be improved as the timber fencing was in poor condition with many loose panels and the green bins don't appear to have a permeant location so were strewn around this area. This area is visible from a main path.
			✓		
12. Is equipment used by the public and staff in good condition?	NG	G	A	R	Yes. The cricket pitch was fenced off to protect it from any damage.
		✓			
Environmental Management					
13. Is there evidence that the site is managed to have a positive impact on the environment?	NG	G	A	R	The planting appeared to be of a good mixture of evergreen and herbaceous with some being pollen friendly.
		✓			
Landscape and Heritage					
14. Are heritage and/or landscape features in good condition?	NG	G	A	R	The bandstand appears in good condition as does the café building.
		✓			
Community Involvement					
15. Is there evidence of community involvement and engagement?	NG	G	A	R	The notice boards are well stocked with local information. There are serval campaigns being run by SDC which are advertised within the site. The cricket ground generates advertising from numerous local companies. Planters from 'In bloom' are available. However, they are currently being used to block access around the bandstand.
		✓			
16. Is user feedback positive?	NG	G	A	R	Whilst there is no obvious user feedback, the site was being well used by many demographics which demonstrates it is a valued local park.
		✓			
Marketing and Communication					
17. Is there evidence of marketing and promotion, including events? e.g. notice boards, in buildings, website & social media.	NG	G	A	R	There are serval campaigns being run by SDC which are advertised within the site. The cricket ground generates advertising from numerous local companies.
		✓			
18. Is the correct year flag flying and certificate on display?	NG	G	A	R	The correct flag was flying.
		✓			
Overall Result (✓)	Is the site of Green Flag Award Standard? Green  Amber  Red 				
Additional comments: The Park appears in overall good condition and is well used. A successful local park for the community					

Insert photographic evidence below and on subsequent pages



RHS Community Awards

Feedback 2021

Name of entry: Sevenoaks in Bloom
Category: Nourishing Your Community
Overall: Achievement Award

Feedback
Project Accomplishments
It is great that you have set out with the clear objective to involve more members of the community, become more inclusive and add a range of edible plants to your displays. We liked the seed swap as a good way of encouraging more local people to grow food and the use of the Victorian herb garden has clearly encouraged a particular segment of the community to become more involved. Your work behind the edible planting has been supported by various groups and is well received. We particularly liked the idea of the herbs being used both as a sensory and edible plant as it is often forgotten that these plants can be consumed when we are thinking about their scent and how that can be enjoyed.
Achieving Impact
It sounds as though the project is being well maintained and that there is a good interest in the community to continue the initiative. We particularly liked the consideration taken to include people with impaired vision by using herbs in the planting. The idea of allowing people to just pick produce from the roadside is great and really encourages people to think more about growing their own vegetables whilst also raising awareness of your work. The herb garden idea is very informative and educational and it is clear that many people are interested in this aspect of the project, impacting on their learning and understanding.

Sustainable Legacy

There are many aspects of your project which should be shared with other groups to inspire ideas and replicate in other areas. The seed swapping boxes is a great idea which should generate long term interest in your activity. The Victorian herb garden is also excellent as it introduces people to other uses of plants, for medicinal as well as culinary purposes and gives an historic framework to the project. Other good takeaways that could be highlighted include: using vegetables for colour in planting schemes, thinking about the heritage of plants and informing the community with interpretation panels and encouraging passers-by to take vegetables with fun signage (pick me).



RHS Community Awards

Feedback 2021

Name of entry: Sevenoaks in Bloom
Category: Cultivating Your Community
Overall: Achievement Award

Feedback
Project Accomplishments
Your approach to bringing the community together through gardening and the Give it a Grow campaign is truly inspired and it is brilliant that you have had the strong support of the mayor for your work too. It was particularly enlightening to learn about how you engaged school children with sustainable gardening and tackling climate change issues.
Achieving Impact
The variety of projects and partners, whether that is delivering projects in allotments or working with Sevenoaks Incredible Edibles clearly show that you have taken the initiative to be as inclusive as possible, encouraging a wide range of people into volunteering, which is great to see.
Sustainable Legacy
We really liked how your Give it a Grow campaign has led to more groups and volunteers in the community joining in. It is also clearly beneficial to those taking part as they are able to make new friends and improve their skills and wellbeing in the process. Your long term aims to plant more trees and shrubs as pollution screening will provide a sustainable legacy to your project for years to come and should be commended.



RHS Community Awards

Feedback 2021

Name of entry: Sevenoaks in Bloom
Category: Planting with Purpose
Overall: Achievement Award

Feedback
Project Accomplishments
It was good that your project had a focus on the clear need to improve the areas around the new building and transform a derelict space. It is particularly great how the volunteers were empowered to come up with the theme and then implement the planting scheme to reflect the local industry.
Achieving Impact
The results of your work have transformed your local area with a range of planting linked with the black planters. We particularly liked the care taken to include signage that has combined with the planting to provide a very pleasant environment around the new buildings.
Sustainable Legacy
The use of plants linked with the history of the location could be used to inspire other community groups and we would recommend you look to showcase this aspect of your project so that other groups may benefit from learning about your work and experiences.

**Sevenoaks Town Council
Open Spaces Committee – 8th November 2021**

The public toilet on the platform at Bat & Ball Station has won a Loo of the Year Award – please see details below. There is an award ceremony in January.

Thank you for your entry in the 2021 Loo of the Year Awards. All inspections and judging are now complete, and the Award grade achieved is below: – well done!

Entry Name: Seven Oaks Town Council
Overall Grade Awarded: Platinum

About Loo of the Year Awards

The Awards have a simple objective, namely, to encourage the highest possible standards in all ‘away from home’ washrooms. Everyone has a shared responsibility to make this happen – washroom providers, managers, washroom providers, contractors, staff, visitors and customers – all washroom users.

The Awards are owned and run independently and since their introduction in 1987 the annual Loo of the Year Awards competition has strived to focus the spotlight on recognising and rewarding the very best washrooms throughout the UK and Ireland. It is considered the ‘washroom standard’ and a Loo of the Year Award is an established benchmark of washroom provision and compliance to national standards.

Any type of ‘away from home’ (not residential) washroom can be [nominated](#) and or [entered in the Awards](#) in any of the sixty-one separate entry categories covering fifteen market sectors listed on the Entry Form. Entries are accepted from anywhere in England, Scotland, Wales, Northern Ireland, Republic of Ireland, Isle of Man, and the Channel Islands.

Anyone can nominate - staff, customers, visitors, managers, owners or contractors. Entries need to be authorised by owners or managers to guarantee payment of relevant entry fees which cover the inspection visit(s) etc.

Each entry is fully assessed against established judging criteria, covering both male and female facilities, as well as any baby changing, accessible, Changing Places, Space to Change or Hygiene Room facilities. All entries will receive a grading; Bronze, Silver, Gold, Platinum, or Diamond following an unannounced visit by a fully trained and authorised Loo of the Year Awards Inspector

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Sevenoaks Town Council
Open Spaces & Leisure Committee – 8th November 2021

Current Matters

176/5 (vi) 22.07.2019	Hillingdon Rise Green	Leaflet drop to be arranged regarding parking on grass. <i>Cllrs to canvas public about parking on the grass.</i>
176/5 (vii) 22.07.2019	Tree Planting	Open Spaces Manager to liaise with Tarmac in relation to offer of trees. So far, there has not been a reply from the new management team at Tarmac. The Adopt a Tree scheme closed on 30 September. Currently there are 8 sponsors and 20 trees adopted. Trees to be planted in Dec-Jan.
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.
96 07.07.2020	St John's Toilets	Refurbishment to be progressed subject to landowners (SDC) permission. SDC granted permission "in principle". Site meetings are taking place to obtain quotations.
217 (iv) 28.09.2020	Trees	John London and Mayor's oak to be replanted. Trees purchased and to be planted week commencing 29.11.2021.
435 15.02.2021	Cemetery Gates	New gates between cemetery and Greatness Recreation Ground to be installed
438.3 15.02.21	Knole Paddock and Raleys Field	Open Spaces Manager to review options and proposals regarding improvements to infrastructure of sports pitches A third competitive quote to be obtained with works programmed for May 2022.
152 (iii) 05.07.2021	Knole Paddock and Raleys Field Floodlight improvement on Pitch 3	Open Spaces Manager to proceed with quote 2, see minutes above, subject to NDS testing of masts and availability of CIL funding. Pending date of site visit.
152 (iv) 05.07.2021	St Nicholas Church – Quinquennial Report	Open Spaces Manager to obtain quotes from qualified stone masons for works mentioned in the Quinquennial report of 12.03.2021.
154 (iii) 05.07.2021	Allotments – water use across both sites	Allotments Manager to obtain one quote for a trough-based solution for future trail-run at BVA. Pending quote from contractor who is trying to source suitable water troughs.

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		Letter received from SAHA regarding the project.
156 05.07.2021	Greatness Recreation Ground Management and Improvement Plan	A request for further consultation was received from stakeholders of Greatness Recreation Ground. Meeting scheduled for 09.09.2021 was rescheduled as not all stakeholders could attend. New meeting scheduled at STCF Pavilion on 08.10.2021. Meeting with stakeholders held on 08.10.2021, notes attached at Agenda Item 14.
289 (ii) 27.09.2021	Vine Pond	Pond to be drained and leaks sealed; continue to use netting and solar pump.
289 (iii) 27.09.2021	Wild in Sevenoaks tree planting	Consider further a place for the planting of trees.
290 (ii) 27.09.2021	Draft Fees and Charges for Sports Facilities	Conduct further analysis of fees and charges.
293 27.09.2021	Play Areas Tender Review	Application for funding to Enover Community Trust was successful. A grant of £40,000 was awarded for the Hillingdon Rise play area project and a further £40,000 for Julian's Meadow. Waiting for suppliers to provide revised plans/quotes incorporating recommendations from 27.09.2021 OSL meeting.
297 27.09.2021	Sevenoaks In Bloom 2022	Progress with an Action Plan for National Level entry. Ongoing updates to be provided as appropriate. Colour scheme to be purple and yellow in line with Queens Jubilee.