

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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Cemetery Charges DRAFT 01.04.2022 to 31.03.2023GREATNESS PARK CEMETERYFEES & CHARGES FROM 1 APRIL 2022(All prices are inclusive of VAT)TARIFF CATEGORIES

	Resident (£)		Non-Resident (£)	
EXCLUSIVE RIGHTS OF BURIAL				
In a grave previously used for a limited period burial:				
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.				
In a New Grave (For 75 years):				
Includes Certificate of Grant, entry in Register (all sites)				
Earth (Lawn section) Grave Site A	1050.00	930.00	3150.00	2,790.00
Earth (Lawn section) Grave Site B	666.00	592.00	1998.00	1,776.00
Earth (Lawn section) Grave Site C	449.00	438.00	1347.00	1,314.00
Infants (non-viable foetuses, still born children, and under 5 years)	24.00	23.00	72.00	69.00
<i>Outside spaces are surcharged 25%</i>				
Pre-purchase of Gravemarker	69.00	67.00	69.00	67.00
INTERMENT FEES (Including grave digging)				
Infant's Grave (single depth grave in infant's section)	159.00	155.00	477.00	465.00
Single depth in an adult grave (all ages)	528.00	515.00	1584.00	1,545.00
Double depth in an adult grave (all ages)	710.00	690.00	2130.00	2,070.00
<i>Surcharge for casket burials is double the above fees</i>				
Burials with coffins & caskets outside of normal dimensions	POA		POA	
Interment of cremated remains within a Grave	90.00	88.00	270.00	264.00
OTHER FEES				
Transfer of Exclusive Rights of Burial Grant (per document)	74.00	72.00	74.00	72.00
To search Register of Burials per name (same family)	37.00	36.00	37.00	36.00
Annual Grave Maintenance-Grass Grave	106.00	103.00	106.00	103.00
Annual Grave Maintenance-Full Memorial	148.00	144.00	148.00	144.00
Turfing of old graves (at client's request)	74.00	72.00	74.00	72.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	165.00	160.00	165.00	160.00
Weekend surcharge-cremated remains burial	165.00	160.00	165.00	160.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	60.00	57.00	60.00	57.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)		POA		POA

NOTE:

Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT

A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

NON RESIDENT

Any non parishioner

Cemetery Charges DRAFT 01.04.2022 to 31.03.2023

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2022

(All prices are inclusive of VAT)

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. All invoicing must be settled in full prior to permission being given by the Council for any work to be carried out in the Cemetery.

DRAFT

Cemetery Charges DRAFT 01.04.2022 to 31.03.2023GREATNESS PARK CEMETERYFEES & CHARGES FROM 1 APRIL 2022(All prices are inclusive of VAT)

	Resident (£)		Non-Resident (£)	
CHAPEL SERVICE				
Use of chapel (includes provision of music if required)	170.00	160.00	170.00	160.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)				
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	175.00	170.00	175.00	170.00
Double headstones	350.00	340.00	350.00	340.00
Additional inscriptions after first interment	120.00	118.00	120.00	118.00
Tablets, scrolls, bird baths and books up to 15 inches in height	132.00	129.00	132.00	129.00
To replace a memorial with similar or smaller memorial	47.00	46.00	47.00	46.00
Memorial removal and disposal fee	106.00	103.00	106.00	103.00
Notes to Memorial permits				
1. Kerbstones and border stones are NOT permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased).				
2. Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above.				
3. Memorial prices will rise above inflation to cover additional costs for inspection.				
4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.				
WALL OF REMEMBRANCE				
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	137.00	134.00	137.00	134.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	265.00	258.00	795.00	774.00
Additional inscription to existing plaque	53.00	52.00	53.00	52.00

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Cemetery Charges DRAFT 01.04.2022 to 31.03.2023GREATNESS PARK CEMETERYFEES & CHARGES FROM 1 APRIL 2022(All prices are inclusive of VAT)

	Resident (£)		Non-Resident (£)	
LAWN OF REMEMBRANCE				
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	190.00	185.00	570.00	555.00
Interment of ashes (digging charge)	90.00	88.00	270.00	264.00
BOOK OF REMEMBRANCE				
Memorial Roses (details entered in a Book of Remembrance)	165.00	160.00	165.00	160.00

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General Fees and Charges DRAFT 01.04.2022 to 31.03.2023GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2022CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
Normal size – 253m2 (10 rods equivalent)	£0.18 per m2 wef 29.09.2021 £0.19.8 per m2 wef 01.10.2022
Quakers Hall Allotments:	
Normal size – 253m2 (10 rods equivalent)	£0.18 per m2 wef 29.09.2021 £0.19.8 per m2 wef 01.10.2022
Logs:	
Full Load	£125.00 £128.00
Half Load	£75.00 £77.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2020 for 5 years. Lease expires December 2025)	£3,750.00 Review Sept 2025
Sevenoaks Clarendon LTC (reviewed March 2014 for next 7 years. Main lease expires March 2042)	£412.00 per annum Review March 2021
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025
Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
Pitch 1(Lease expires 27 April 2021)	£1 per annum
Pitch 2 & Pavilion (Lease commenced 1 April 2005 and expires 27 April 2021). Last reviewed 2015	£520 per annum