

Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee held on 4th September 2017
In the Council Chamber commencing at 7.00 p.m.

Committee Members Present:

Cllr S Arnold	Present	Cllr O Schneider	Present
Cllr N Busvine, OBE, Vice Chairman	Present	Cllr P E Towell	Present
Cllr J M Canet	Present	Cllr E Waite	Arrived 7.25pm
Cllr A Eyre	Apologies	Cllr Mrs P C Walshe	Present
Cllr R J Parry, Chairman	Present	Cllr S G Raikes	Present

In Attendance: Town Clerk, Committee Clerk, Cllr Robert Piper and Open Spaces Manager

224. Apologies for Absence

Received from Cllr Eyre and Cllr Chakowa (Mayor).

225. Requests for Dispensations

There had been no requests for Dispensations.

226. Declaration of Interests

Declarations of Interest received from Cllr Canet and Cllr Waite regarding Quakers Hall Allotment.

Declaration of Interest received from Cllr Schneider regarding Greensand Common project.

227. Minutes of the Open Spaces & Leisure Committee held on 26th June 2017

A copy of the minutes from the meeting held on the 26th June 2017 were received and agreed.

RESOLVED: That the minutes be accepted and signed as a true record.

228. Open Spaces & Cemetery Manager's report

A report was received and noted in relation to the following matters:

I. Staff:

The recruitment of the new Town Warden and Deputy Town Warden was noted and discussed.

II. Green Flag Award:

Congratulations were given to the Open Spaces team and Ann White on their hard work resulting in the Green Flag Award for the Vine. It was noted that the Vine had now been nominated for Best UK Park Award with voting open during September via the following link:

III. Redundant Telephone Box:

Adopted by the Town Council to be moved to the Vine to house the defibrillator.

IV. Vine Herbaceous Borders:

Along with new planting arrangements

V. 3G Football Pitch at Greatness Recreation Ground:

Official opening to take place 12.30pm Saturday 9th September 2017

VI. Flashpark:

It was noted that Flashpark was responsible for enforcement of fines relating to Raleys Car Park.

VII. Vine:

It was noted that issues with the placing of the site screens and covers for Cricket would need to be discussed during the negotiations of the new lease.

RESOLVED: To place conditions of siting of screens and covers in the new lease between Sevenoaks Town Council and the Vine Cricket Club

VIII. Traveller Bollards:

RESOLVED: To instruct contractors to carry out the installation of 75 bollards at Julian's Meadow.

IX. Sevenoaks Common, Greensand Common Project:

It was noted that Reutes Nursery had given permission to Kent Wildlife Trust to host a Forest School on their land.

RESOLVED: To allow Kent Wildlife Trust to carry out a Forest School at the Common.

229. Statement of Accounts

RESOLVED: That the Statement of Accounts were received and agreed as a true record with two points to note.

End date should be June not August.

Café on the Vine not to be included for Open Spaces & Leisure.

230. Draft Revenue Estimates 2018/2019 & Rolling Capital Programme

- I. It was noted that the Vine railings painting would be via an external contractor and that the painting of the Beacon at the Vine would also be included in the work project.
- II. A copy of the property maintenance schedule for 2018/2019 was received and noted.
- III. A copy of the general charges with a proposed increase of 3% noted.

- IV. A copy of the charges for the Cemetery with a proposed increase of 3% noted.
- V. A copy of the sports facility charges with a proposed increase of 3% noted.

RECOMMENDED: To impose a 3% increase to charges for general charges, Cemetery charges and Sports facilities (as per Appendix A). Recommendation to be taken to the next Finance and General Purposes Committee meeting.

231. 3G Rugby Pitch at Knole Paddock

A report was received and noted. The Town Council were currently waiting for a report from planning consultants.

232. Greatness Recreation Ground Public Toilets

A report was received and noted.

233. Summer Play Dates

A report was received and noted. An update was received from the Town Clerk and Committee Clerk. Buckhurst play date had been moved into Sencio due to the bad weather. This had been appreciated by parents who attended the event (around 100 people attended).

RESOLVED: For the Town Clerk to research the best options for 2018 based on budget and value for money.

234. Green Flag for the Vine

A report was received and noted. A new planting plan for the Vine was underway with the beds being split into sections. Reutes Nursery had offered to plant up a section and it was noted that Spadeworks were keen to be involved in the plans.

A new Management Plan for each open space's site was currently being worked on with further information to follow at the next meeting.

Congratulations were given to the Open Spaces Team and Ann White for all their hard work with the Green Flag project.

235. Quakers Hall Allotment Site

The following report was received and noted.

Sevenoaks Town Council will be taking over the legal management of the Quakers Hall Allotment Site from 1st October 2017 from Sevenoaks Allotment Holders Association Ltd.

During the past few months regular meetings have been held between the two organisations to ensure that there is as smooth as possible transition for allotment tenants within this process.

Agreements have been reached for the ongoing management of the site. The Town Council is grateful to the volunteers who have offered to continue with some aspects of this. In turn the Town Council will be taking on the liabilities from the volunteers. Attached is an overview of this process.

In addition to this the Town Council has sought legal advice to enable the allotment association to continue to operate the Trading Centre on a peppercorn rent. A 3 year lease for this has been prepared.

Mrs Ruth King who is a volunteer with the allotment association has started working for the Town Council on a part time basis to assist with the administration of allotments and to continue the link with allotment holders and the activities on site.

The Town Council has also committed to investing in capital projects on the allotment site.

The normal practice will be followed of applying for external funding for capital projects. The allotment association has also stated that they may be able to contribute towards these.

1. Increase the number of taps to enable plot holders to water their plots more easily. The QH site soil is very sandy and dries out quickly. Regular watering is required to enable crops to survive dry and windy conditions. At present, many members have to carry watering cans considerable distances as current by-laws don't allow the use of hose pipes.
2. Replace existing asbestos roofs on shed blocks. Roofs are decaying and damaged in places allowing rain to enter sheds. This is both inconvenient for storage and a health and safety hazard. STC has indicated previously its willingness to invest capital resources into the site. These necessary improvements would benefit plot holders and would be a better investment of Council funds than spending additional management costs.
3. Provide electricity to the Trading Centre. At present, SAHA rents a generator to provide power to the TC. A regular source of power would be more cost effective and would greatly benefit the events run by the SAHA Committee on behalf of members and the wider community

It is unfortunate that the allotment association reduced the rent from £30 to £20 for allotments for the financial year up to 30th September 2017. Sevenoaks Town Council cannot increase rent back to its original level without providing a year's notice to the allotment tenants.

RECOMMENDED: That Sevenoaks Town Council provides a one year notice to Quakers Hall Allotment tenants that the rent will be increased (restored) from 1st October 2018 to £3.50 per rod.

It should also be noted that current tenants of the Quakers Hall Allotment Site have paid a deposit for security keys to the site. If allotment holders vacate the site they are entitled to their deposit returned. The funds for these are with Sevenoaks Allotment Holders Association Ltd within an earmarked account.

RECOMMENDED: That the funds for the tenant's key deposits be transferred to Sevenoaks Town Council and be placed in an earmarked fund for this purpose.

	Current arrangements	New arrangements
1	SAHA actively promote the allotments	Both STC and SAHA will actively promote the allotments
2	SAHA maintains the database	STC will maintain the database
3	SAHA keeps the list of available plots up-to-date	STC will keep the list of available plots up-to-date
4	SAHA maintains the waiting list	STC maintains the waiting list
5	Prospective tenants contact SAHA via Facebook or the website or turn up ad hoc on site	Prospective tenants contact STC. If contact SAHA via Facebook or the website or turn up ad hoc on site to be referred to STC to process application.
6	SAHA's application form is sent to the prospective tenant by the Database Manager	STC application form is sent to the prospective tenant by STC Administration
7	The application form is checked by SAHA for eligibility	The application form is checked by STC for eligibility
8	SAHA contacts the prospective tenant to arrange to view all available plots	(to be confirmed) SAHA contacts the prospective tenant to arrange to view all available plots
9	SAHA's Lettings Manager prepares the Tenancy Agreement in advance of meeting the prospective tenant, using the information on the application form.	STC administration prepares the Tenancy Agreement in advance of meeting the prospective tenant, using the information on the application form.
10	Once matched with a plot, the new tenant signs the formal Tenancy Agreement (a copy for the tenant and a copy for SAHA), pays the rent and fees, takes an access key and receives a Welcome Pack folder with lots of info in it.	Once matched with a plot, the new tenant signs the formal Tenancy Agreement (a copy for the tenant and a copy for STC), pays the rent and fees, takes an access key and receives a Welcome Pack folder with lots of info in it. Tenants will be encouraged to become a member of SAHA.
11	The Lettings Manager forwards the signed Tenancy Agreement to the Database Manager who adds their details to the database and Outlook	STC will update their database

12	The Database Manager sends out a Welcome Email with the newsletter, Com-Post	SAHA will send a Welcome Email to their new member (subject to them paying for a 10p share)
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236. Warren Clock in Sevenoaks High Street

A report was received at the meeting (copy attached)

RESOLVED: For the Town Clerk to discuss the proposal with the current owner and to obtain a legal agreement regarding ownership and building owner permission. It was also requested that the Town Clerk investigate the possibility of listing the clock or registering it as a community asset.

237. Current Matters

The report regarding Current Matters was received.

Minute number	Subject	Update
121	New site for Mayoral planting of additional cluster of new Seven Oaks	A site at Sevenoaks Common had now been decided on.
122	Attempted break in at the Football Club. Open Spaces Manager to check CCTV	CCTV checked and reported findings to football club and police. Since reporting the incident the police have identified the culprits and arrests have been made.
122	Repainting of railings and lampposts in the town	A quote has been obtained from F M Conway, funding being sought from KCC Members Grant.
122	Mill Pond	The Town Council did not feel it in their best interest to take over the responsibility of the site due to health and safety matters. It was noted that the Mill Pond was once again silted up which posed a danger to the public.
126	Greatness Recreation Ground – 101 system issues	A response had been received by the Kent Police and Crimes Commissioner stating that they are working to reduce the waiting times and a plan for an

		online reporting system were being considered. It was noted that STC could report crimes via an online reporting system currently.
127	Greatness Recreation Ground	Universal keyed lock installed
127	Kippington Meadow Play Equipment	To progress with plans for installation of play equipment

RESOLVED: That the Current Matter report be received and agreed as a true record.

- I. The Committee Clerk to write to KCC & SDC regarding the silt problem at Mill Pond (copying in Cllr Canet & Cllr Dickins).
- II. That the conservation Officer be contacted to establish whether white streetlights and street furniture could be painted black or Knole blue.

238. Press Release

RESOLVED: To issue a Press Release regarding the Warren Clock in the High Street

There being no further business the Chairman closed the meeting at 8.20 p.m.

Chairman

Dated

Recommendation - increase of 3%

GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2018

ALLOTMENTS AND LOGS:

Allotments	-	£3.00 per rod (wef 29-09-17) £3.50 per rod (wef 29.09.18)
(Normal size - 10 rods)		
Logs – Full load	-	£103.00 inc VAT (wef 01.04.17) £106
Half load	-	£ 60.00 inc VAT (wef 01.04.17) £62

Grounds Rents / Leases

Sevenoaks Rugby Football Club	-	£3,750 (wef 2012 for 7 years) (Lease expires December 2019)
Sevenoaks Clarendon LTC	-	£412 per annum (wef 3.2014 for 7 years) (Lease expires March 2042)
Red Cross – Leaving September 2017 -	£50 per quarter	(Lease expired Dec 2000)
Vine Cricket Pavilion & Tea Kiosk	-	£3,090 p.a. (wef dec 2013) <i>RPI, not compounded</i> 5 year reviews (Lease expires 23.9.28)
Vine Cricket Ground	-	New licence Sept 2003 - One peppercorn p.a.
Sevenoaks Allotment Holders Association (Quakers Hall) (End 30.09.17 Trading Centre on a 3 year peppercorn lease)	-	£90 per annum (March in advance) 50 year lease 1966 (Expires 29 July 2016)

Sevenoaks Town Junior Football Club

Pitch 1	-	£1.00 p.a. (expires 27.4.2021)
Pitch 2 & Pavilion	-	£520 p.a. (wef. 1.4.2005) Review 2015 (Lease expires 27.4.2021)

Recommendation of 3% increase

SEVENOAKS TOWN COUNCIL

GREATNESS PARK CEMETERY

TARIFF OF FEES

EFFECTIVE FROM 1 APRIL 2018

TARIFF CATEGORIES

The Fees shown below apply to all persons except Sevenoaks town residents, who 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

NB 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.

A TO PURCHASE 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.

B TO PURCHASE EXCLUSIVE RIGHTS IN A NEW GRAVE
including Certificate of Grant; entry in Register (all sites)

	<u>FULL FEE</u> £	<u>RESIDENT'S FEE</u> £
An earth grave - 75 years		
SITE A	1962.00 2021	654.00 674
SITE B	1560.00 1607	520.00 536
SITE C	1140.00 1174	380.00 392
INFANTS	48.00 50	16.00 17

Outside spaces are surcharged 25%

Gravemarker for Pre Purchase (inc. VAT)	52.00 54	52.00 54
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C INTERMENT FEE TO INCLUDE GRAVE DIGGING

	<u>FULL FEE</u> £	<u>RESIDENT'S FEE</u> £
Infant's Grave (single depth grave in infant's section	402.00 414	134.00 138
Single Depth	1374.00 1415	458.00 472
Double Depth	1792.00 1846	597.00 615
Casket – Double above fees		
Interment of ashes within a grave	216.00 223	72.00 74

All sites include VAT

D MISCELLANEOUS FEES

	<u>All Categories</u> £
Transfer of Exclusive Rights of Burial Grant	57.00 59
To search Register of Burials per name same family	21.00 inc VAT 22
Annual Grave Maintenance - Grass Grave	87.00 inc. VAT 90
Annual Grave Maintenance Full Memorial	128.00 inc. VAT
132	
Out-of-time burials (dependent upon availability & man-hours involved) Minimum	128.00 132
Use of Cemetery Chapel (includes music if required)	134.00 138
Turfing of old graves (at client's request)	57.00 59
Headstone removal prior to re-opening	43.00 inc. VAT 44
Headstone replacement prior to re-opening	74.00 inc. VAT 76
(These prices refer to standard sized memorials only, other sizes - prices on request)	

E FOR THE RIGHT TO ERECT MEMORIALS ETC. (Excluding Wall of Remembrance)

	<u>All Categories</u> £
All memorials on new graves must be placed at the head of the grave.	
(a) Headstones to include books, tablets, figures, crosses and stone vases up to the max height of 3 ft	144.00 148
Double fees to apply to double headstones	288.00 297
(b) Tablets, scrolls, bird baths and books up to 15 inches in height	103.00 106
(c) Additional inscriptions after the first or a second or subsequent occasion with a time period between	103.00 106
(d) To replace a memorial with similar or smaller memorial	31.00 32

NOTE Kerbstones and border stones are **NOT** permitted on grave sites:
 (i) for which exclusive burial rights were purchased on or after 1.11.80
 (ii) in Lawn Areas (whenever exclusive burial rights were purchased).

NOTE 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.

NOTE Memorial prices will rise above inflation to cover additional costs for inspection.

NOTE All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.

F 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

All Categories 113.00 **116**

NOTE Where there has been no interment of cremated remains, but the fixing of a memorial plaque is required the cost of fixing shall be:

Residents 225.00 **695**
Non-residents 675.00 **39**

Additional inscription to existing plaque

All Categories 38.00

G LAWN OF REMEMBRANCE

FULL FEE

£

RESIDENT'S FEE

£

Exclusive Rights for 75 years of one

495.00 **510**

165.00 **170**

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)

Interment of ashes (digging charge)

216.00 **222**

72.00 **74**

Note - The size of the caskets bearing
cremated remains for interment must be
limited to maximum dimensions of
25.4 cm x 20.3 cm x 12.7 cm

Memorial Roses (details entered in a Book of Remembrance)

Standard Rose

All Categories 140 inc. VAT **144**

Recommendation of 3% increase

SEVENOAKS TOWN COUNCIL
CURRENT SPORTS FEES FROM 1 APRIL 2018

Notes: charging period should align with the sport season. Winter season from September to April of the following year) and therefore billing at applicable annual rate extends to 30 April. Summer season runs from April to September.

	<u>All Day</u> £	<u>Afternoon</u> From 1.30pm £	<u>Evening</u> from 5.30pm £
CRICKET (Summer Sport)			
<u>Pitch hire per game inclusive of use of pavilion facilities</u>			
Weekday games - Adults	90.00 £93	78.00 £80	62.00 £64
Weekday games - Juniors	59.00 £61	53.00 £55	42.00 £43
Weekend games - Adults	107.00 £110	95.00 £98	73.00 £75
Weekend games - Juniors	70.00 £72	59.00 £61	49.00 £51
<u>Pitch hire per game exclusive of Pavilion facilities</u>			
Weekday games - Adults	59.00 £61	46.00 £47	40.00 £41
Weekday games - Juniors	40.00 £41	32.00 £33	24.00 £25
Weekend games - Adults	84.00 £87	62.00 £64	47.00 £48
Weekend games - Juniors	53.00 £55	41.00 £42	32.00 £33
<u>SOCCER (Winter Sport)</u>			
<u>Pitch hire per game inclusive of use of Pavilion facilities</u>			
Weekday games - Adults		67.00 £69	
Weekday games - Juniors		37.00 £38	
Weekend games - Adults		85.00 £88	
Weekend games - Juniors		49.00 £51	
<u>Pitch hire, per game exclusive of use of Pavilion facilities</u>			
Weekday games - Adults		41.00 £42	
Weekday games - Juniors		22.00 £23	
Weekend games - Adults		61.00 £63	
Weekend games - Juniors		34.00 £35	

	<u>All Day</u> £	<u>Afternoon</u> From 1.30pm £	<u>Evening</u> from 5.30pm £
<u>RUGBY (Winter Sport)</u>			
<u>Pitch hire per game inclusive of use of Pavilion facilities</u>			
Weekday games - Adults		94.00 £97	
Weekday games - Juniors		52.00 £54	
Weekend games - Adults		120.00 £124	
Weekend games - Juniors		73.00 £75	
<u>Pitch hire per game exclusive of use of Pavilion facilities</u>			
Weekday games - Adults		61.00 £63	
Weekday games - Juniors		35.00 £36	
Weekend games - Adults		82.00 £85	
Weekend games - Juniors		56.00 £58	
Mini tournaments		134.00 £138	
Junior Training Areas		34.00 £35	
Mens Training per hour		27.00 £28	
Ladies Training per hour		23.00 £24	
Outside Rugby Clubs Normal Fee plus		29.00 £30	
<u>Other uses: Use of Pavilion for Social Purposes including Showers (minimum charge 2 hours)</u>			
Per hour Adults		28.00 £29	
Per hour - Juniors		17.00 £18	
<u>excluding showers (minimum charge 2 hours)</u>			
Per hour - Adults		17.00 £18	
Per hour - Juniors		13.00 £14	
Use of either pavilion per day by Sevenoaks Organisations (7 hours)		87.00 £90	
Use of either pavilion per day by non-Sevenoaks Organisations (7 hours)		108.00 £111	
Fetes, Sports Meetings etc (one field plus Pavilion - whole day)		367.00 £378	
As above - afternoon and evening only		198.00 £204	
Junior Sports meetings (inc Schools) Restricted Area one Field and Pavilion		93.00 £96	
One field		185.00 £191	
		154.00 £159	
Athletics Track by arrangement			

All fees subject to VAT other than block bookings of 10 or more games which are paid for in advance

Sevenoaks Town Council

Open Spaces & Leisure Committee 4th September 2017

Warren Clock in Sevenoaks High Street

Agenda Item 13

Local historian Bob Ogley has provided the following information to Sevenoaks Town Council.

Sue Struthers, the owner of the projecting clock in the High Street died a few weeks ago and her son Andrew Struthers is concerned about the future of the clock. This is what she wrote some years ago, suggesting the clock should be given to "Sevenoaks Council".

The clock was erected by my grandfather Henry Elliot Warren approximately 80-100 years ago (she wrote in 1984). He built the premises at 84 High Street, living in the top two storeys and used the shop for a jewellery and clock business. The clock had the name of Warren printed on the face and was always known locally as "Warren's clock".

My father, Leslie, worked with his wife Marjorie Alice in the business and subsequently acquired the property. By then my father was using 82 High Street for an optician's business within archway joining the two buildings on the ground floor.

In 1929 he gave up the jewellery business and sold the property. The movement of the clock was transferred to the basement of 82 High Street and by a series of rods and pulleys the clock was maintained in good usage.

Subsequently Brewers, the owners of 84 High Street, repainted the clock and the name of Warren was removed.

In 1983 the clock stopped and after much discussion John Smith of Derby rebuilt the drum and facing and replaced it in position with an electrical movement inside and autostart. The total cost involved was approximately £3,500 of which Brewers paid £450, Leslie Warren £500 and I (Sue Struthers) paid the balance.

I had intended to remove the clock rather than incur such heavy expenditure but there was such a public outcry at the proposed removal that I felt obliged to change my mind. I also felt very sentimental about the clock. The auto start is placed on the first floor offices of 82 High Street occupied by Mr Scotchford of Knole Insurance Ltd and I undertook to pay £6 per annum for the electricity used each January 1st if called upon to do so (Never called on, she adds).

The clock goes with the property known as 82 High Street though it is not mentioned in any deeds. My family are responsible for its upkeep. I would suggest in future it is given to Sevenoaks Council.

In Sept 1993 John Smith and Sons fitted a new auto restart unit fully guaranteed for 10 years. The unit is entirely automatic and all power cuts will be self-connected. The unit also carries out summer/winter alterations automatically. No maintenance is required except the battery should be replaced every five years. First replacement was Sept 1998.

Signed Esme Struthers March 1984 (revised February 1993). Esme (known as Sue) died in August 2017.

Sevenoaks District Council had been approached about the clock however declined to be involved.

Sevenoaks Town Council currently maintains the public Jubilee Clock. An annual budget is set for £250. For this and is anticipated a similar budget would be required for the Warren Clock.

Additional action / information relating to this topic is required

Finance	X	Personnel		IT	
H&S	X	Risk Assessment		Financial Risk Assessment	
Marketing		Insurance	X	News Release	X
STC Priority					