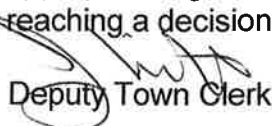




21 March 2013

Sevenoaks
TOWN COUNCIL

You are summoned to attend a meeting of the OPEN SPACES & LEISURE COMMITTEE to be held in the Council Chamber at the address below on Monday 25 March 2013. 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.


Deputy Town Clerk

Committee Members

Cllr S L Arnold
Cllr C L L Baker
Cllr J M Canet
Cllr A Eyre - **Chairman**
Cllr R M C Hogarth

Cllr Mrs M A London
Cllr R J Parry [ex-officio]
Cllr S G Raikes
Vice Chairman - Cllr P E Towell
Cllr Mrs P C Walshe

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.

PUBLIC QUESTION TIME

To enable members of the public to make representation or put questions to the Committee on any matters on this agenda.

A G E N D A

Apologies for absence.

- 1 **REQUESTS FOR DISPENSATIONS**
To consider requests from Members to enable participation in discussion on items on the agenda in which the Member has a Disclosable Pecuniary Interest. [S 31 & 33 Localism Act 2011 refers]
- 2 **DECLARATIONS OF INTEREST**
To receive any declaration of interest from members in respect of items of business included in the agenda for this meeting
- 3 **MINUTES**
To receive and sign the minutes of the meeting of the Open Spaces & Leisure Committee held on 17 December 2012 previously approved at Council on 14 January 2013

Town Council Offices
Bradbourne Vale Road
Sevenoaks, Kent TN13 3QG
Tel: 01732 459953 Fax: 01732 742577

Email: council@sevenoakstown.gov.uk
Website: www.sevenoakstown.gov.uk



- 4 STATEMENT OF ACCOUNTS
To receive and consider the Statement of Accounts from April 2012 to 28 February 2013. (copy attached).
- 5 KNOLE PADDOCK & RALEYS FIELD
To receive and consider a report concerning the condition of the pitches. (copy attached)
- 6 PROPOSED SPORTS STRATEGY
To receive and consider a report concerning the creation of a Sevenoaks Sports Strategy. (copy attached)
- 7 RALEYS CAR PARK
To receive and consider a report on Raleys car parking. (copy attached)
- 8 BAND PRACTICE ROOM/CAFÉ
To received and consider a report relating to the conversion of the Band Practice Room into a café. (copy attached)
- 9 GREATNESS ENVIRONS IMPROVEMENTS
To receive and consider a report relating to improvements for Greatness Environs (copy attached)
- 10 OPEN SPACES & CEMETERY MANAGER'S REPORT
To receive and consider the Open Spaces & Cemetery Manager's report. (copy attached).
- 11 TOWN WARDEN'S REPORT
To receive and consider the Town Warden's report.(copy attached).
- 12 CURRENT MATTERS
To receive and consider current matters (copy attached).
- 13 PRESS RELEASE
To consider any agenda item which would be appropriate for a press release.

Minutes of the meeting of the OPEN SPACES & LEISURE COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 17 December 2012 at 7.00pm

Present:

Committee Members

Cllr S L Arnold **Present**
 Cllr C L L Baker **Present**
 Cllr J M Canet **Present**
 Cllr A Eyre - **Chairman** **Present**
 Cllr R M C Hogarth **Present**

Cllr Mrs M A London **Present**
 Cllr R J Parry [ex-officio] **Present**
 Cllr S G Raikes **Present**
Vice Chairman - Cllr P E Towell **Present arr. 7.02pm**
 Cllr Mrs P C Walshe **Present**

Also present:

Cllr R L Piper

Town Clerk
 Deputy Town Clerk
 Open Spaces Manager

PUBLIC QUESTION TIME

There were no members of the public to make representation or put questions to the Committee

323 REQUESTS FOR DISPENSATIONS

There were no requests from Members to enable participation in discussion on items on the agenda in which the Member has a Disclosable Pecuniary Interest. [S 31 & 33 Localism Act 2011 refers] .

It was AGREED to write to NALC to for update on Dispensations.

324 DECLARATIONS OF INTEREST

There were no declarations of interest from members

325 MINUTES

It was **RESOLVED that** the minutes of the meeting of the Open Spaces & Leisure Committee held on 22 October 2012 previously approved at Council on 3 December 2012 be received and signed

It was **RESOLVED that** a letter be sent to the recently appointed Police Commissioner regarding the lack of police provision at the Remembrance Day Service and requesting that police officers are deployed for next year's service.

326 STATEMENT OF ACCOUNTS

It was **RESOLVED that** the Statement of Accounts from 1 April to 30 November 2012 be received and adopted

The Committee noted that there was a decrease in income from letting of sports pitches. However, it was reported that the cricket squares and facilities were much admired by the Kent Association of Cricket Clubs.

It was **AGREED that** the availability of the pitches be advertised for use by other clubs when not booked by the Sevenoaks Rugby Football Club.

It was **AGREED to** investigate the contribution to water rates made by Cemetery Lodge and report back to the committee.

327 THE DENE FOOTPATH – INSTALLATION OF NEW GAS MAIN

The Committee received and considered a letter date December 2012 from Scotia Gas Networks regarding the installation of a new gas main in the footpath being transferred into STC ownership at The Dene.

It was **RESOLVED that** the District Valuer be contacted to obtain a valuation and that it be established if there would be public access whilst any proposed works were undertaken.

328 OPEN SPACES & CEMETERY MANAGER'S REPORT

The Committee received and considered the Open Spaces & Cemetery Manager's report.

Staff: it was noted that 2 new members of staff have joined the Cemetery team and that training will take place over the next two financial years

Julians Meadow: it was noted that the Open Spaces Department are working together closely with the residents association on the formation of a wildflower meadow.

Ash Die Back: no evidence of Ashe Die Back Chalara Fraxinaea had been found in Town Council's tree stock – Town Council will continue to follow Ministry advice.

Woodland Management: The winter programme for Pontoise Close was noted, together with the path side tree management and path improvement over the whole of Sevenoaks Common and thinning and coppicing in an area close to Windmill Cottage. The Open Spaces Manager is monitoring the progress of growth of trees and the resultant deepening of shade which will eventually result in bigger swathes of open glades as the Common returns naturally to its pre 1987 condition before the Big Storm.

Greatness Recreation Ground: It was noted that there was a rolling programme for repair costs to the skatepark and it was **AGREED** that quotes be obtained from various skatepark specialists. The facility is very well used.

Brittains Common: The Mayor planted the fourth of the seven Fastigate Oak trees in November. It was **AGREED** to re-investigate the cost of a plaque to commemorate the plantings.

Cycle Racks: It was noted that 4 cycle racks will be installed at Greatness Recreation Ground and 2 in Vine Gardens

329 TOWN WARDEN'S REPORT

The Committee received and noted the Town Warden's report

It was **AGREED to**:

- i). Make a further frame to contain the Remembrance Day wreaths at the front of the Vine War Memorial
- ii). To consult the Royal British Legion on the length of time wreath should be in-situ. The wreaths currently remain in place until 23 January each year.

330 CURRENT MATTERS

The Committee received and noted the current matters

It was AGREED to:

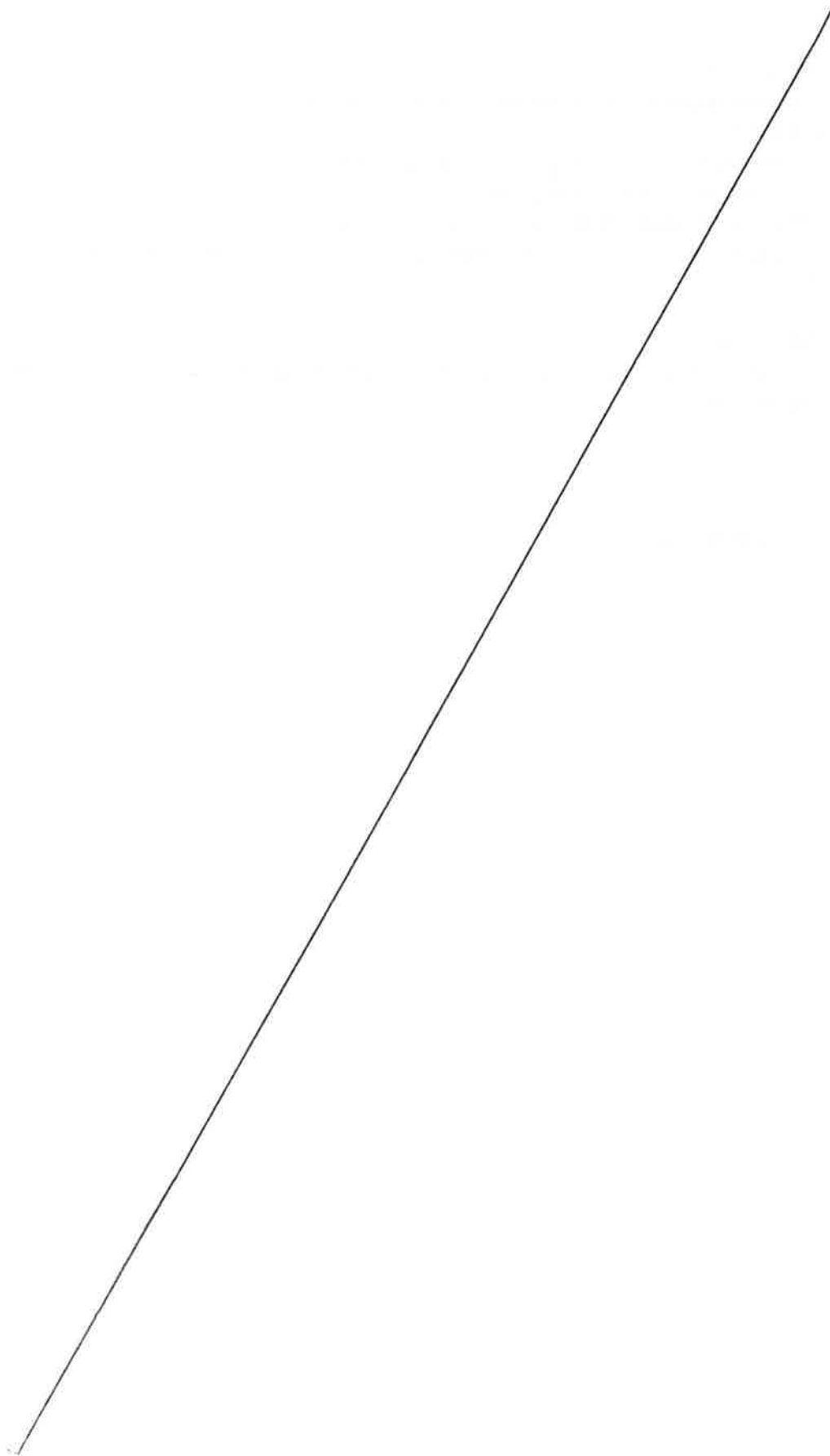
- i). Investigate cemetery security and whether any savings could be made
- ii). Review resolution concerning Millpond
- iii). Valuation of Quakers Hall Allotments to be sought
- iv). Meeting to be arranged in New Year with Quakers Hall Allotment Holders Association

331 PRESS RELEASE

The Committee considered the installation of cycle racks would be appropriate for a press release

The meeting closed at 8.11pm

Chairman



Sevenoaks Town Council
Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2013
Cost Centre Report

		Current Mth	Year to Date			Total Annual	Committed	Funds
		Actual	Actual	Budget	Variance	Budget	Expenditure	Available
21	O/ Spaces & Leisure - General							
4010	Gross Pay	10,211	110,952	127,875	16,923	139,502		28,550
4270	Employers Pension Contribution	320	1,881	3,025	1,144	3,300		1,419
5010	Vine Area General Maintenance	64	887	2,926	2,039	3,193		2,306
5011	Property Maintenance	1,180	10,513	12,968	2,454	13,692		3,178
5013	Graffiti Removal	0	0	2,750	2,750	3,000		3,000
5020	Vine Public Convenience	303	3,634	5,577	1,943	6,084		2,450
5025	Lower St Johns Toilets	309	5,299	8,140	2,841	8,875		3,576
5030	St Nicholas Burial Ground	0	8	155	147	155		147
5040	Footpaths, Bridle Ways, ROW	0	0	187	187	206		206
5050	Seats And Litter Bins	0	0	1,892	1,892	2,067		2,067
5060	Trees Sevenoaks Common	0	0	2,626	2,626	3,151		3,151
5070	Other Woodlands	615	1,000	2,086	1,086	2,503		1,503
5110	Raleys/ K P Pavilion	0	313	2,563	2,250	2,800		2,487
5120	Raleys/KP Pitch & Grnd Mtce.	0	3,987	4,325	338	4,325		338
5310	Miscellaneous Open Spaces	524	1,828	5,205	3,377	5,682		3,854
5316	Skatepark Maintenance	0	2,362	1,529	-833	1,665		-697
5320	Fertilizers	0	266	657	391	876		610
5330	Grass Seed	0	167	300	133	1,751		1,584
5340	Plants	69	1,318	2,395	1,077	2,550		1,232
5410	Repairs & General Maintenance	75	585	473	-112	515		-70
5500	Equipment Hired and New	34	2,145	6,696	4,551	7,313		5,168
5525	Equipment Maintenance	0	3,971	7,788	3,817	8,500		4,529
5550	Vehicle Expenses	560	2,366	2,772	406	3,025		659
5700	Fuel	463	5,727	5,907	180	6,445		718
6000	Rent, Rates & Water	105	2,998	3,017	19	3,150		152
6010	Light Heat & Cleaning	38	1,010	473	-537	515		-495
6101	Telephone	12	135	300	165	300		165
6104	Mobile Telephone	10	133	0	-133	0		-133
6200	Printing & Stationery	0	103	0	-103	0		-103
6240	Computer/ Data Base/WP's	0	0	242	242	258		258
6320	Staff Training	0	12	1,650	1,639	1,800		1,789
6330	Welfare/Hospitality	46	152	308	156	330		178
6620	Legal Expenses	0	351	0	-351	0		-351
6730	Subscriptions	0	167	462	295	505		338
6812	Road Dues	1,197	1,362	2,682	1,320	2,780		1,418
6851	Bus Shelter Maintenance	0	0	143	143	155		155
6900	Sundry Expenses	0	100	55	-45	62		-38
6922	Health & Safety/Legal advice	0	0	500	500	500		500
6931	CCTV Maintenance	0	1,380	1,545	165	1,545		165
6934	Waste Bin Collection-Dog Bins	0	1,131	1,241	110	1,450		319
6935	Waste Bin Disposal-Waste Bins	147	1,609	1,788	179	1,949		340
6952	Protective Clothing	19	902	1,034	132	1,133		231
O/ Spaces - General :- Expenditure		16,303	170,754	226,257	55,503	247,607	0	76,853
1022	Letting & Hire of Facilities	0	12,866	18,898	-6,032	20,612		7,746
1330	Forestry Commission Grants	0	0	736	-736	736		736
1470	Income from Other Departments	0	745	748	-3	816		71
1800	Lady Boswell's School	0	1,938	3,399	-1,461	4,532		2,594
1850	Log Sales	0	720	918	-198	918		198
1870	Vine Club Insurance Contrib.	0	1,000	1,000	0	1,000		0
1990	Sundry Income	0	324	290	34	316		-8
O/ Spaces - General :- Income		0	17,593	25,989	-8,396	28,930	0	11,337
Net Expenditure over Income		16,303	153,161	200,268	47,107	218,677	0	65,516

NOTES ON MAJOR VARIANCES

1022	Letting & Hire of Facilities
1800	Lady Boswell's School
4010	Gross Pay

Reduced this year due to hirers cutting back as their own attendance numbers are down.

Annual contract not renewed.

Savings made earlier in year when resources were stretched to cover staff shortages.

Continued temporary saving is being made whilst modern apprentice is being sought.

Timing differences.

5110,5310,5500,5525	
5316	Skatepark Maintenance
6010	Light Heat & Cleaning
6620	Legal Expenses

Repairs to the skatepark surface were undertaken during the year.

Includes electricity charges for Raleys field not previously included.

Costs are in relation to Lower St Johns Public conveniences.

Sevenoaks Town Council
Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2013

Cost Centre Report

		Current Mth	Year to Date			Total Annual	Committed	Funds
		Actual	Actual	Budget	Variance	Budget	Expenditure	Available
22 O/ Spaces & Leisure - Cemetery								
4010	Gross Pay	4,461	46,267	51,172	4,905	55,827		9,560
4270	Employers Pension Contribution	360	4,487	5,478	991	5,975		1,488
5210	Cemetery Chapel & Office	0	457	132	-325	150		-307
5230	Cemetery Wshop/Messroom Mtce	0	0	132	132	150		150
5340	Plants	0	757	1,243	486	1,360		603
5410	Repairs & General Maintenance	0	504	1,837	1,333	2,000		1,496
5500	Equipment Hired and New	0	625	1,556	931	1,700		1,075
5525	Equipment Maintenance	0	1,231	2,860	1,629	3,119		1,888
5700	Fuel	57	744	739	-5	775		31
6000	Rent, Rates & Water	0	5,173	5,157	-16	5,500		327
6010	Light Heat & Cleaning	134	665	1,617	952	1,761		1,096
6101	Telephone	14	214	340	126	412		198
6104	Mobile Telephone	0	27	0	-27	0		-27
6200	Printing & Stationery	0	9	146	137	160		151
6210	Postage & Courier	0	3	0	-3	0		-3
6240	Computer/ Data Base/WP's	0	239	319	80	350		111
6315	Recruitment Costs	0	285	0	-285	0		-285
6320	Staff Training	703	968	869	-99	950		-18
6330	Welfare/Hospitality	12	75	88	13	100		25
6730	Subscriptions	0	90	93	3	93		3
6802	Trees Plants Turf & Fertilizer	0	166	565	399	565		399
6822	Roads Path & Boundaries	0	55	473	418	515		460
6832	Lawn/Wall of Remembrance	0	211	155	-56	155		-56
6900	Sundry Expenses	0	8	44	36	52		44
6922	Health & Safety/Legal advice	0	0	250	250	250		250
6930	Alarm Maintenance	0	527	887	360	927		400
6932	Cemetery Security	401	3,402	3,685	283	4,017		615
6935	Waste Bin Disposal-Waste Bins	62	812	825	13	906		94
6952	Protective Clothing	0	524	594	70	645		121
O/ Spaces - Cemetery :- Expenditure		6,204	68,525	81,256	12,731	88,414	0	19,889
1011	Cemetery Lodge Water Contr.	29	180	266	-86	266		86
1700	Cemetery Income	8,965	69,343	50,336	19,007	54,912		-14,431
1990	Sundry Income	0	17	0	17	0		-17
O/ Spaces - Cemetery :- Income		8,994	69,540	50,602	18,938	55,178	0	-14,362
Net Expenditure over Income		-2,791	-1,015	30,654	31,669	33,236	0	34,251

NOTES ON MAJOR VARIANCES

4010	Gross Pay	Savings were made earlier in the year due to staff shortages. 2 new full time staff have recently been appointed.
5210	Cemetery Chapel & Office	Repairs to shower incurred this year.
6315	Recruitment Costs	Advertisement of job vacancies.
1700	Cemetery Income	Income has been exceptionally high this year but is not expected to continue at this level for the foreseeable future.

Page No: 8

Sevenoaks Town Council
Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2013

Cost Centre Report

		Current Mth	Year to Date			Total Annual	Committed	Funds
		Actual	Actual	Budget	Variance	Budget	Expenditure	Available
<u>23 O/ Spaces & Leisure- Allotment</u>								
5410	Repairs & General Maintenance	0	0	155	155	155		155
6000	Rent, Rates & Water	0	83	355	272	355		272
	O/ Spaces- Allotment :- Expenditure	0	83	510	427	510	0	427
1010	Rental Income	0	430	510	-80	510		80
	O/ Spaces - Allotment :- Income	0	430	510	-80	510	0	80
	Net Expenditure over Income	0	-347	0	347	0	0	347

Sevenoaks Town Council
Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2013

Cost Centre Report

		Current Mth	Year to Date			Total Annual	Committed	Funds
		Actual	Actual	Budget	Variance	Budget	Expenditure	Available
24 O/Spaces & Leisure - Gym								
4010	Gross Pay	1,631	21,089	23,100	2,011	25,206		4,117
4270	Employers Pension Contribution	52	483	0	-483	0		-483
4600	Gym Instructors-Summer Term	0	6,791	8,379	1,588	8,379		1,588
4604	Gym Instructors-Autumn Term	0	7,718	7,927	209	7,927		209
4608	Gym Instructors-Spring Term	1,886	2,336	4,614	2,278	7,677		5,341
4613	Gym Instructors-Summer Hols	0	541	1,500	959	1,500		959
4617	Gym Instructors-Easter Hols	0	457	500	43	500		43
5410	Repairs & General Maintenance	0	3,474	1,144	-2,330	1,250		-2,224
5500	Equipment Hired and New	1	297	286	-11	310		13
6000	Rent, Rates & Water	0	2,700	2,858	158	2,858		158
6010	Light Heat & Cleaning	1	1,230	2,546	1,316	3,061		1,831
6020	Insurance Cost	-16	68	0	-68	0		-68
6101	Telephone	20	186	250	64	250		64
6200	Printing & Stationery	246	883	1,166	283	1,267		384
6210	Postage & Courier	0	40	0	-40	0		-40
6240	Computer/ Data Base/WP's	0	213	286	73	310		97
6241	Website Costs	20	110	0	-110	0		-110
6281	Furnishings,Furniture/Eqpt	0	623	704	81	773		150
6315	Recruitment Costs	300	300	462	162	500		200
6320	Staff Training	0	0	517	517	567		567
6330	Welfare/Hospitality	0	22	0	-22	0		-22
6340	Staff Uniforms	0	219	275	56	300		81
6460	Publicity	101	2,625	4,231	1,606	4,491		1,866
6560	Badges	0	375	1,068	693	1,164		789
6568	Course Material	0	0	99	99	103		103
6635	Professional Fees Licensing	0	180	180	0	180		0
6871	Gym Equipment	0	558	528	-30	575		17
6872	Gym Equipment-Repairs & Mtce	190	190	308	118	340		150
6900	Sundry Expenses	124	444	517	73	567		123
6922	Health & Safety/Legal advice	0	0	231	231	250		250
O/Spaces - Gym :- Expenditure		4,556	54,152	63,676	9,524	70,305	0	16,153
1022	Letting & Hire of Facilities	1,062	4,985	7,469	-2,484	8,153		3,168
1260	Sale of Badges	3	445	1,298	-853	1,415		970
1262	Sale of leotards	0	25	0	25	0		-25
1264	Sale of Judo Suits (junior)	0	130	0	130	0		-130
1567	Judo Grading	39	323	0	323	0		-323
1600	Gym Courses-Summer Term	5	15,953	17,970	-2,017	17,970		2,017
1604	Gym Courses-Autumn Term	-189	18,663	19,590	-927	19,590		927
1608	Gym Courses-Spring Term	1,535	12,303	15,070	-2,767	15,070		2,767
1613	Gym Courses-Summer Hols	0	910	3,500	-2,590	3,500		2,590
1617	Gym Courses-Easter Hols	0	319	750	-431	750		431
1990	Sundry Income	8	33	44	-11	53		20
O/Spaces - Gym :- Income		2,463	54,089	65,691	-11,602	66,501	0	12,412
Net Expenditure over Income		2,093	63	-2,015	-2,078	3,804	0	3,741

NOTES ON MAJOR VARIANCES

4270	Employers Pension Contribution
4600 &	Gym Instructors-Summer Term
1600	Gym Courses-Summer Term
4604 &	Gym Instructors-Autumn Term
1604	Gym Courses-Autumn Term
1608	Gym Courses-Spring Term

Cost of new members to the pension scheme this year.

Actual results are consistent with prior year. Net contribution is £9,162 compared to the budgeted contribution of £9,591.

Actual net contribution of £10,945 (2011 - £9,168) is much improved compared to prior year due to increase in class numbers.

12 gym classes were cancelled this term due to gym instructor sickness. Credit notes or refunds will be issued next month.

5410	Repairs & General Maintenance
6315	Recruitment Costs

Electrical repairs carried out this year.

New gym instructor being sought.

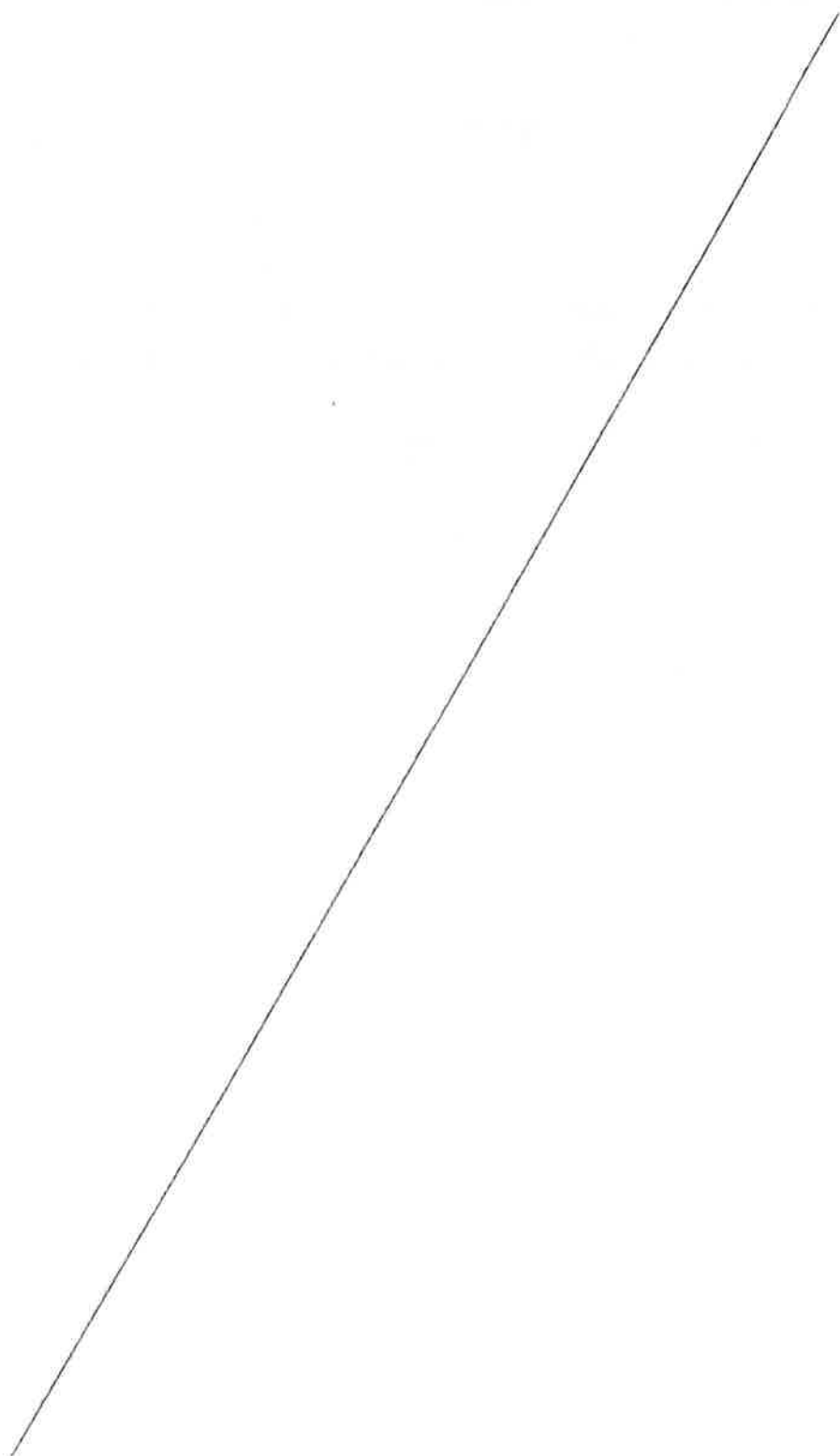
Sevenoaks Town Council
Detailed Income & Expenditure by Year to Date Budget Heading 28/02/2013

Cost Centre Report

	Current Mth	Year to Date			Total Annual	Committed	Funds
	Actual	Actual	Budget	Variance	Budget	Expenditure	Available
<u>26 Open Spaces-Street Lighting/General</u>							
6861 Public Clock Maintenance	0	275	473	198	515		240
6862 Street Lighting	715	3,958	2,052	-1,906	2,436		-1,522
6865 Hanging Baskets	0	6,510	7,008	498	7,008		498
6868 Summer Concerts	0	2,939	3,400	461	3,400		461
Street Lighting/General :- Expenditure	715	13,682	12,933	-749	13,359	0	-323
Net Expenditure over Income	715	13,682	12,933	-749	13,359	0	-323

NOTES ON MAJOR VARIANCES

6862	Street Lighting	Includes income of £3,754 received from residents.
6865	Hanging Baskets	Includes donations of £1,140 received from local traders.



Sevenoaks Town Council

Knole Paddock and Raleys Field – Sports Pitches

Knole Paddock currently has a cricket square and two rugby pitches.

Raleys Field currently has a football pitch and rugby pitch with floodlights.

Due to ongoing pitch maintenance problems the underlying condition of these facilities need to be reviewed.

1. The Cricket Square

The cricket squares are now visibly fenced off, ensuring that this is not mistakenly used for rugby. Since this has been done the ground of the cricket square has visibly improved due to less trampling on them during the winter.

2. Football Pitch

The football pitch does require some new drainage work, however could be maintained to an acceptable condition if Sevenoaks Town Council reversed its decision of permitting the playing of rugby on the football pitch.

3. All Pitches

In the 1980s a considerable sum of money and man resources were invested into the pitches to provide a level field and provide some drainage provision.

For the past few years Sevenoaks Town Council's ground staff (amongst whom there is professionally qualified sports pitch personnel) have tried to maintain and address issues within the Open Spaces and Leisure Committee budget.

This has been done by the following methods – Deep aeration using a hollow core 'Verti drain' machine to 6" depth twice in the last three seasons. Regular spiking with a tractor mounted 'drum type' machine to 8" and light brushing during the winter season. End of season harrowing to level followed by sowing seed at a rate of 100 kg / hectare, summer weed killing. Importing soil / sand mix to fill depressions.

The condition of the rugby pitches in particular pitch 2 has considerably worsened during 2013 for the following reasons:-

- i) The summer of 2012 was one of the wettest on record resulting in the pitches being water saturated at the end of the season and therefore not being able to absorb the normal wetter season's rainfall during autumn and winter. The result being that the water is not being absorbed into the ground but laying on the surface.
- ii) Due to i) above Sevenoaks Town Council has had on several occasions needed to state that the pitches were unplayable. This is not unusual practice and although inconvenient for the fixtures enables the pitches to recover for future use.

Unfortunately the rugby club has not adhered to this and used the pitches resulting in further deterioration. Sevenoaks Town Council does not currently have staff employed for evenings and weekends to oversee the use of the pitches. However Sevenoaks Town Council's grounds staff has felt the need to carry out checks on this.

- iii) The drainage investment into the pitches was over 20 years ago. An independent report has been commissioned from the Sports Turf Research Institute to provide recommendations.

Sevenoaks Town Council is currently seeking independent advice and recommendations on the best method to invest in the infrastructure of the sports pitches and to enable long term maintenance to be carried out by Sevenoaks Town Council's grounds staff.

A full report on the condition of the grounds and drainage system has been commissioned for £1,900 and report is awaited. The survey includes Electro Magnetic induction to detect subsoil features including drains and cables. It is likely that if surface drainage is required it might cost £5,000 per pitch but if a deep drainage system was required an estimate of £10 - £15,000 per pitch would be more realistic.

RECOMMENDATION: The initial survey be undertaken to identify the extent of the work required. The survey would also be useful as evidence for funding applications.

Additional action / information relating to this topic is required

Finance	X	Personnel	X	IT	
H&S	X	Risk Assessment	X	Financial Risk Assessment	
Marketing					

Sevenoaks Town Council

Sevenoaks Sports Strategy

Sevenoaks Town Council is the process of putting in place long term plans for the redevelopment of the Raley's site including the provision of Raleys Gym and the Indoor Cricket School. In considering the replacement of the same or similar facilities it would seem sensible to consider the potential for shared use of facilities with similar facilities.

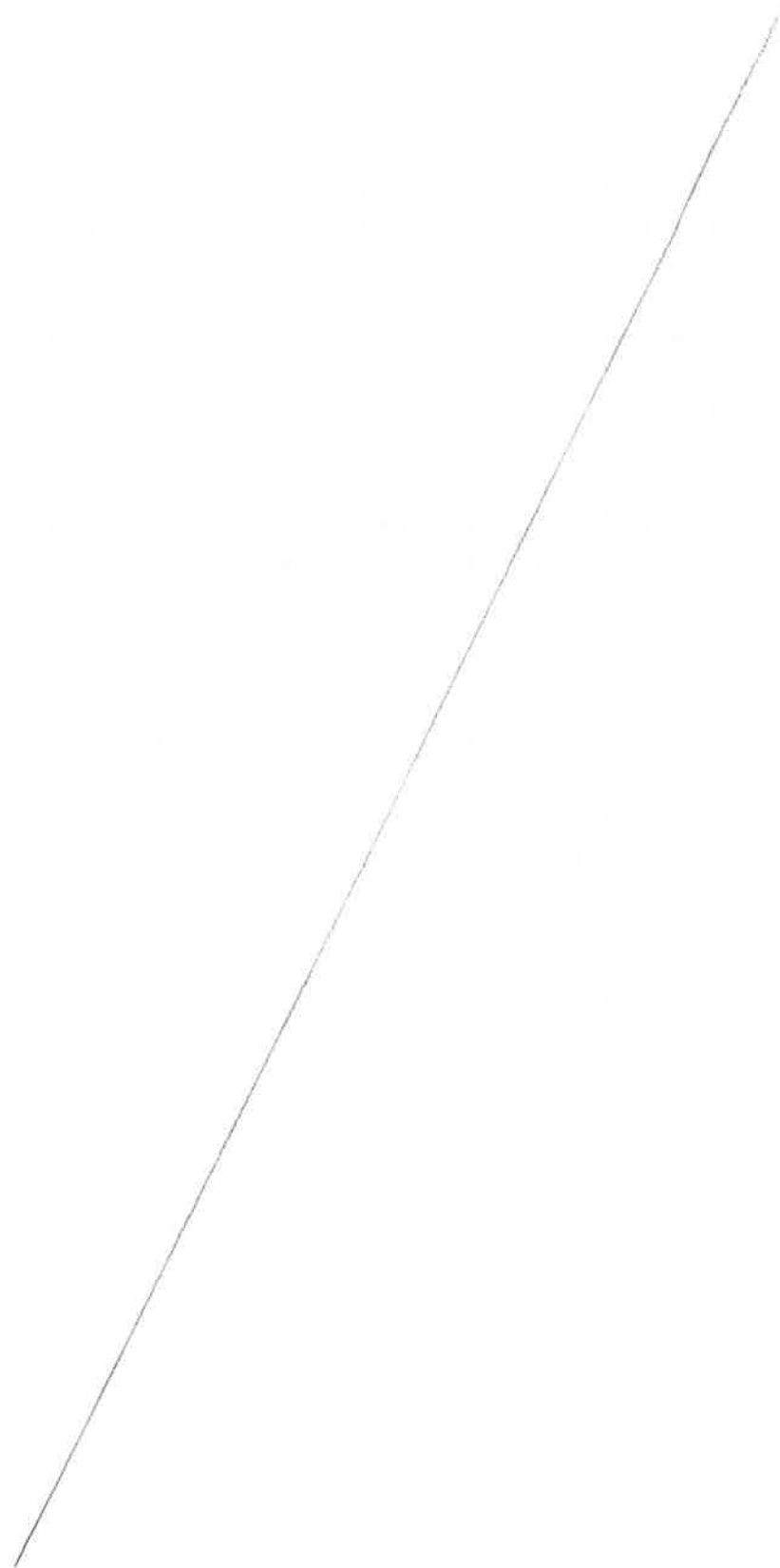
In recent months Sevenoaks Town Council has also been approached by some sports clubs within the town who are also undertaking a long term review of their facilities and aims and ambitions for the future.

For the reasons above it is being recommended that a meeting is arranged for all interested sports clubs and sports organisations to discuss and produce a Sevenoaks Sports Strategy. Land allocation and the potential for shared usage of facilities will be researched.

RECOMMENDED: Sevenoaks Town Council hosts a meeting of sports clubs and sporting organisations (including Sencio and Sports Council) to commence the creation of a Sevenoaks Sports Strategy. Meeting to be held 7.00 p.m. Thursday 25th April 2013.

The Town Clerk has also arranged for a short presentation from Kent Sport's Business Development Manager in relation to funding opportunities.

Finance		Personnel		IT	
H&S		Risk Assessment		Financial Risk Assessment	
Marketing	X	Insurance			



Sevenoaks Town Council

Raleys Car Park

Raleys Car Park has 123 spaces [inclusive of 2 disabled bays], this was reduced from 131 due to the extension of the Rugby Club building.

The problems surrounding the car parking provision at Raleys Car Park were discussed at the newly developed Raleys User Group's first meeting held on 24th January 2013 (see notes attached).

The suggestions raised have since been considered by Sevenoaks Town Councillors and officers in discussion with the Chairman of Open Spaces & Leisure Committee and the Chairman of the Finance Committee.

Please also note that since the meeting the following request from Lady Boswell School has been received for 21 spaces. Numbers below could be adapted if the Committee agrees to this in principle.

Kent County Council has requested that Lady Boswells Primary School expands their premises to accommodate more children and building works are likely to commence in May.

Whilst works are taking place the car park at the school will be used to accommodate builders' supplies etc. and therefore the staff will be unable to park on site.

In the circumstances I have been asked to approach you to see whether it would be possible for staff at the school to park in the car park (not in the section reserved for gym users) for the duration of the building work? The restrictions are such that cars cannot park prior to 8.30am, however many staff arrive between 8.00 and 8.15am - therefore would it be acceptable for staff to park in the car park and earlier than 8.30am?

The following is **RECOMMENDED**:-

For a trial period of six months the car park is divided into the following allocations:-

	Number of new spaces allocated	Permitted parking	Normal Usage
i)	25	Segregated section for Sevenoaks Lawn Tennis Club only (SLTC to operate its own permit system)	7 days per week
ii)	3	Currently used as recycling area. Remove recycling area – redesignate as 15 minute waiting zone.[Nearest alternative recycling facilities in Buckhurst car park]	
iii)	2	Disabled bays – to remain as current	
iv)	35 (Monday – Friday)	Town Workers to have annual registration specific permits (available via STC Offices)	Monday to Friday, free car parking available in town on Saturdays at SDC

v)	5	Raleys Gym Staff as previous (includes caretaker)	7 days per week Caretaker early morning
vi)	9	Barnies	Monday to Friday
vii)	8	Rugby Club	

Note: All permits to be vehicle specific

Additional action / information relating to this topic is required

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

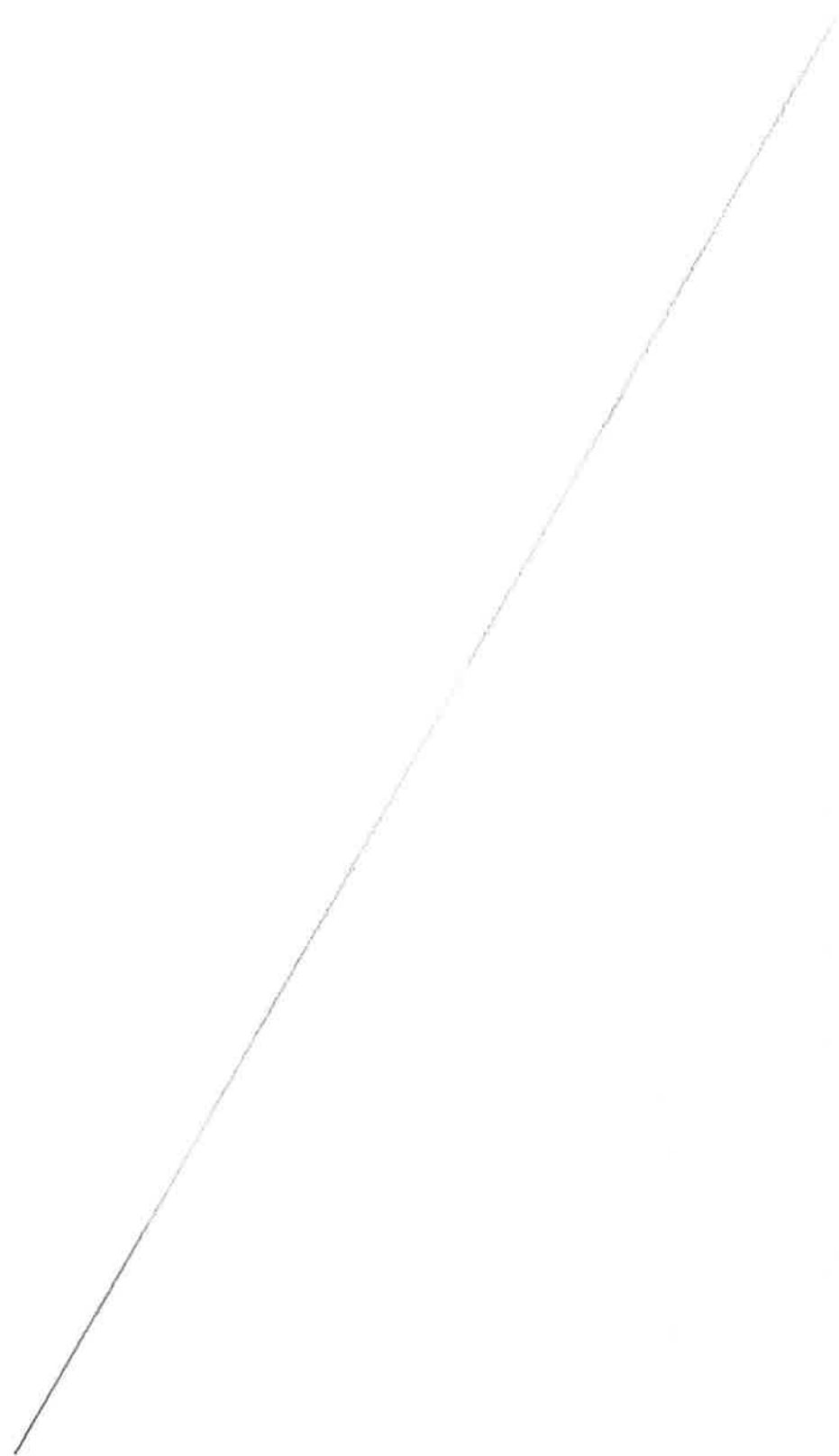
Raleys User Group – Meeting No 1
 24 January 2013 @ 7.00pm
 Sevenoaks Town Council Offices

PRESENT:

Organisation	Representative
Sevenoaks LTC	Clifford Burt
	David Bishop
Raleys Gym	Serena Philpott
	James Turner
Lady Boswells Primary School	Clare Whittaker
Sevenoaks Rugby FC	Alan Crane
	Howard Pearl
Knole Paddock RA	Julie Courtney
	Henry Pound
Children's Workshop	Guy McLaughlin
Sevenoaks Town Council	Cllr Andrew Eyre
	Cllr Robert Piper
	Linda Larter
	Nicholas Cave
	Ann White
	Cllr Merrill London
	Cllr Roderick Hogarth
	Cllr Graham Clack
	Cllr Richard Parry

1	Cllr Eyre in the Chair Introductions Request for practical solutions for car parking problems at Raleys car park	
2	• Main congestion times during weekdays 8.30/9.00am [school, children's workshop] 12.00 noon [Raleys, children's workshop] 3.00/3.30pm [school, children's workshop, Raleys] • Reasons same arrival/departure times and free town worker parking • Parking problems at weekends Sundays – [tennis and rugby] RECOMMENDATIONS 1. Police informed & crime number obtained for illegal parking on public highway 2. PCSO requested to monitor traffic and parking 3. Attend PCSO surgery held in library 4. Area between entrance to car park and rugby clubhouse parking restriction to be extended to no parking before 09.30hrs 5. Opening hours of Upper Gate of Lady Boswell's on Sundays to be extended beyond 11.00am to encourage more parking in Buckhurst car park 6. Re-siting of recycle bins to allow 5 min drop off spaces 7. Extend car park into Town Council depot 8. Extend car park by Town Council pavilion/workshop 9. Review Town Council social policy on parking for town centre workers 10. To liaise with SDC concerning town centre parking 11. Review layout of car park by tennis club to improve vehicle congestion 12. Mini roundabout at end of Plymouth Drive 13. Lady Boswell's to introduce walking bus, park and stride 14. School to contact Knole Estate regarding possible entrance to school from Environmental Park	

3	Matters for future discussion • Raleys Gym Proposals • Plymouth Drive flooding issues and poor road surface as part of planning issues for school • Knole paddock steep bank to kissing gates – investigation into cost for creating steps [NB Knole Estate to be contacted prior to any work with regard to frequency of kissing gates being unlocked to permit access to Knole Park	
4	Date of next meeting 11 April @ 7.00pm at Town Council Offices	



Sevenoaks Town Council

Band Practice Room on the Vine / Café facility

One of the recommendations from Sevenoaks Town Council's Blue Skies Meeting held during 2012 was to convert the Band Practice Room into a café.

It is thought that the provision of a public café on the Vine would be broadly welcomed particularly in conjunction with bands playing in the Bandstand.

The Band Practice Room is within a conservation area. Discussions have taken place with the conservation officer regarding the feasibility of this idea and she has no problems in principle subject to normal planning applications being sought.

The building is currently rented out as storage to an independent trader at a monthly rent of £78. The trader used to have a shop in town but now deals on line.

The facility does not currently have drainage or kitchen facilities. It is also likely that a door would need to be created to what is currently the rear of the facility. Sevenoaks Town Council would have two options to progress this idea. It could put the capital work out to tender to have the building refurbished and then charge a suitable rent. Alternatively it could agree to the new café operator carrying out the work at its own expense and charge a nominal rent for the usage.

The Vine Pavilion Committee has stated that they would be keen to operate the facility as a public café using the option of carrying out the work itself. The café would be complementary to the member's facility within the pavilion. The Vine Pavilion Committee believes it could also help to raise funds for the refurbishment of the pavilion.

RECOMMENDATION: Sevenoaks Town Council pursue the option of enabling the Vine Pavilion Committee to refurbish the Band Practice Room and operate as a public café on a peppercorn rent, subject to all planning and appropriate legislation being met.

Additional action / information relating to this topic is required

Finance	X	Personnel		IT	
H&S	X	Risk Assessment	X	Financial Risk Assessment	
Marketing	X	Insurance			

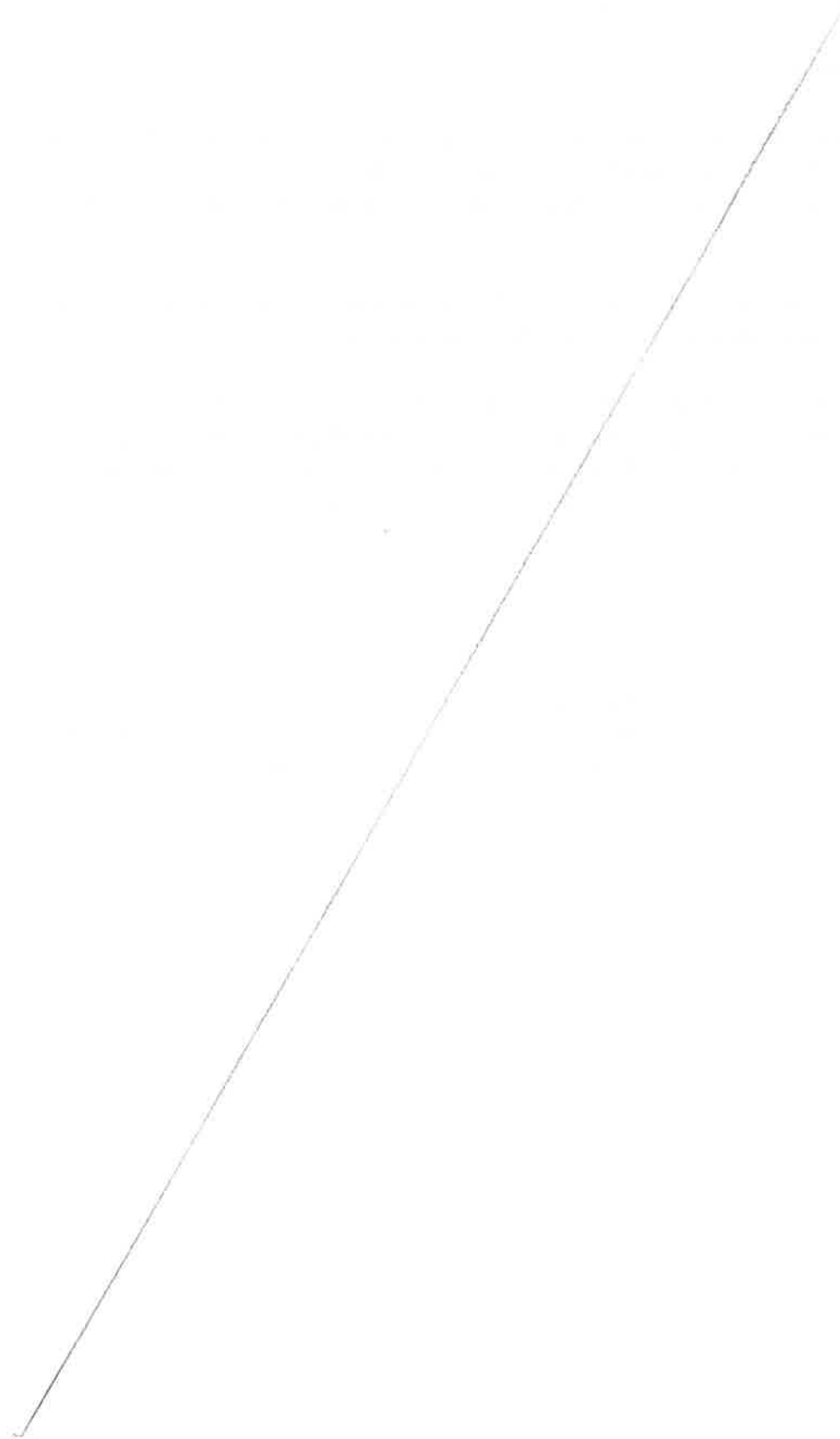
Sevenoaks Town Council**Greatness Environs Improvement**

Sevenoaks Town Council created several years ago a Greatness Recreation Ground Strategy. Greatness Residents Association have been discussing for some time additional improvements to the local area and hope to work with Sevenoaks Town Council to achieve these.

Some indicative proposals have been provided by a business person who is also a member of the Greatness Residents Association, please see attached.

RECOMMENDED: A working party consisting of the following representatives be created to work through the attached proposals in consultation with the local community and report back to Sevenoaks Town Council – Members of Sevenoaks Town Council, Members of Greatness Residents Association, Sevenoaks Football Club and Scouts.

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



Feasibility Funding Sources:

GREATNESS ENVIRONS IMPROVEMENTS



the facility
architects + consultants

Claire Price

The Facility
55 Leroy Street
London
SE1 4SN

t. 0207 740 3214

f. 0207 740 3259

e. claire@the-facility.co.uk

w. www.the-facility.co.uk

Draft for discussion - 08/03/2013

Introduction

This documents looks at Greatness in Sevenoaks and access points to Greatness, along Seal Road including Greatness Recreation Ground towards the site of the planned Grammar School in Wilderness. It is to be read in conjunction with the previous TFA Greatness Recreation Park Outline Feasibility Study dated 17.4.12. The objectives of this document are to suggest ways of funding a range of improvements to the locale – from smaller-scale interventions such as improved signage & WCs, through to larger-scale potential building expansion works to accommodate new community facilities.

1) The Forecourt to the One-Stop Shop & Mankelows

Challenges

- Cars parked on tarmac pavement used by pedestrians
- Cracked and broken tarmac
- Badly worn grass verge is unsightly
- Vertical signs inhibit pedestrian flow
- Bins are of different designs



Solutions

Attractive design raised planters

Attractive design raised planters could replace the worn grass. This would prevent cars parking on the pavement. - Planters could be planted up by Greatness Resident Association volunteers.



Illuminated Planters

Consider planting a couple of trees into the landscape or within planters. Rope lights within live branches will give the area character at night. Bins could match the design of the planters.



New Pavement

New tarmac or stone resin pavement



New Wayfinder Signage

New wayfinder signage could 'Welcome' pedestrians and car passengers to 'Historic Greatness'. This could incorporate a strong lighting design that marks a threshold crossing at night.



Repeater Street Signage

New repeater street signs could incorporate local visitor attractions such as - GRG; football club; playground; BMX track; picnic area; WC; station etc whilst embedding Greatness firmly within Severnroaks Town via the map view. Quality materials should be used.



II) Greatness Recreation Ground Environs



Challenges (Short Term)

- No public WC
- Lack of awareness what leisure facilities are provided at Greatness Recreation Ground
- No cafe

Challenges (Long-Term)

- No-where for visitors, spectators or dog-walkers to buy refreshments on a regular basis
- Football pavilion is unsightly and suffers vandalism
- Football pavilion is often shut to visitors



Branding Signage

Poor conservation methods result in the reduction of poor soil structure. A secondary route via mill lane has emerged through convenience of for local residents as the grass has deteriorated down into a soil trail.



Mains Toilets

External durable mains Toilets, available for use for people involved with outdoor activities, mainly football and for spectators.



New Seating

The park needs to be welcoming, safe and secure. Additional seating will allow people to stay for longer periods within the park.



Car Parking

The football pavilion is isolated against the car park. It looks uninviting to the public by its poor aesthetic appearance and therefore uninviting for the public. Green Paving an attractive solution for parking

II) Additional Ideas for Greatness Recreation Ground Environs

4

Play Facilities

Improve and extend play facilities. With the installation of the new skateboard park in April 2008, the visitor numbers have increased. A new playground will encourage inclusive play and exercise with items of equipment suitable for all children including wheelchair users.



Sheltered/Canopy Structure

5

A sheltered space or canopy can become adaptable either for viewing purposes or to be used as a bandstand during the summer. It can become a focal point on the ground if situated at the top of the embankment.



Secure and safe parking

The ground needs to have safe and secure access. There needs to be a sufficient amount of parking space especially at weekends when the ground is at it's busiest due to the Home matches of the Sevensoaks Town Football Teams. Boundaries and parking outlines need to be determined.



Natural Stepping

The secondary entrance via Mill Lane, needs to become more welcoming as it's clear that it's regularly used by residents by the worn landscape. A natural stepping can be run along the grain of the slope using natural/reclaimed materials.



Foliage/Natural Landscaping

New tree and wild flower species will make areas of the ground more attractive as well as encourage new wildlife into the site including the support of rare bee species which is rapidly declining.



Nature Conservation/Sustainability

It is key that the ground is managed in a manner that maximised their wildlife value whilst complementing its open space recreation objectives. Improving the soil condition through composting dead branches and trimmed foliage across the site will replenish parts of the landscape.



III) Bat and Ball Crossroads Interchange

Challenges

- Vehicles dominate the area
- Crossings are confusing and hard for pedestrians to use safely
- Buildings on the corners are all different design, heights and ages, which adds to a lack of character for the area

Solutions

Planters

Consider 'greening-up' the barriers with green paving and planters.



Artwork

Install a strong piece of public art that acts as a focal point and anchor for the transport interchange.



Pedestrian Squares

Prioritise people over cars.



New Wayfinder Signage

New wayfinder signage could be adopted here also to distinguish each arm of the crossroads, Engraved stone/ terracotta paving, traditional wayfinders.



Short-term Funding objectives:

Awards for All

Awards for All England is a simple small grants scheme making awards of between £300 and £10,000. The programme aims to help improve local communities and the lives of people most in need.

Projects need to meet one or more of the following outcomes:

- People have better chances in life - with better access to training and development to improve their life skills
- Stronger communities - with more active citizens working together to tackle their problems
- Improved rural and urban environments - which communities are better able to access and enjoy
- Healthier and more active people and communities

Eligibility criteria are as follows:

- You are a not-for-profit group (including social enterprises), or you are a parish or town council, school or health body
- You have a bank account that requires at least two unrelated people to sign each cheque or withdrawal
- You have a governing body with at least three unrelated members
- You can spend the grant within one year

The Philips Fund

- The Philips Fund (through Kent Community Foundation - Awards of £2000.

North West Kent Countryside Partnership

- North West Kent Countryside Partnership. For work planned

in the borough of Sevenoaks (Kent). Monies of up to £1500 are available for on a matched funding basis

South East Water Community Chest Fund

- Awards of £2500

B & O You can do it Award Scheme

- Website: www.diy.com/awards - Tools and equipment up to £10,000

The Sport England Small Grants Programme

- The Sport England Small Grants Programme. Awards of between £300 and £10,000 to not-for-profit organisations to help more young people (aged 14+) and adults take and keep a sporting habit for life. Eligibility criteria:
 - Will your project involve a recognised sport? Is your organisation formally constituted on a not-for-profit basis? Do you need between £300 and £10,000 for a new project? Will your project be completed within 12 months? Will it help Sport England deliver its strategic outcomes?

Sport England's Protecting Playing Fields (PPF)

- Sport England's Protecting Playing Fields (PPF)
- Investing £10 million of National Lottery funding in community sports projects over three years from 2011-2014. PPF focuses on protecting and improving playing fields and developing community sport. The programme is being delivered via five funding rounds with around £2 million being awarded to projects in each round. Projects are likely to involve the construction of new natural turf pitches or improvement of existing ones that need leveling or drainage works.



- Confirmed dates for funding rounds are:

Round 5 opens on 10 June 2013 and close on 05 August 2013.

Community Builders Fund

Community Builders aims to make sustainable investments in community enterprises to build their long term financial viability and increase their ability to deliver significant social impact in their communities. The Fund supports exemplar projects which are unique in their offering to local communities, and help long-term regeneration. They must be innovative, enterprising and ambitious. The Community Builders Fund is managed by The Social Investment Business. Community Builders is primarily a loan fund and investments will have a minimum 80% loan element. They charge an interest rate of 5% on the loan.

- Community Builders offers a menu of financial products and business support:
 - Feasibility: grants to help organisations develop viable sustainable projects including support and grants for business development
 - Investment: capital and revenue (loan) Investments to help organisations implement projects designed to make them sustainable community enterprises.
 - Support: expert support provided free of charge to all our investees to help them grow their businesses.

Funders associated with mitigating landfill damage to their local environment (dependant on location in the UK) include:

- Biffaward: www.biffaward.org - up to £50,000
- SITA Trust: www.sitatrust.org.uk/apply/natureCoryIbstock - up to £75,000.

Long-term Funding objectives:

Football Foundation - Build the Game

The Build the Game scheme provides grants for small facility projects. Assessment within 12 weeks. All projects must demonstrate they can support the growth and retention of grassroots football. The maximum grant available is £100,000 and there is no limit to the total cost of a project this could contribute towards. Applicants must demonstrate a financial need for grant aid and contribute all of their own available money to the project. Financial contributions from other funding organisations are also expected. All applicants must receive advice and support from their County Football Association before applying, or they will be returned.

Sport England – Inspired Facilities Fund opens March 2013

To cover multi-sport unisex changing rooms, clubhouse and pitches. Can help to refurbish or upgrade an existing sports facility; or convert an existing building into a venue suitable for sport and accessible to the whole community. Will invest in most types of improvement or refurbishment work that will help to develop sport in the local area.

To qualify for a grant you will need to:

- Show how your project will keep and/ ideally, attract more people to sport.
- Demonstrate that it is needed and wanted by the local community.
- Explain how it will cover its running costs and remain open for sporting use for years to come.

In particular, they are looking for projects or organisations across the country that:

- Have not previously received an individual sports Lottery

grant worth £10,000 or more

- Offer local opportunities to people who do not currently play sport, or are the only public sports facility in the local community

Improvements are grouped into five areas:

- Building modernisation
- Outdoor sports lighting
- Outdoor sports surfaces
- Community club buildings
- Sports equipment

SE The Reaching Communities Fund (from BLF)

SE The Reaching Communities Fund (from BLF) has two strands: Revenue and small capital – funding from £10,000 to £500,000 for revenue projects and/or smaller capital projects up to £50,000. Buildings – funding of between £100,000 and £500,000 for large capital projects.

The programme is part of the Fund's demand led strand, which encourages voluntary and community organisations to identify their own local ideas and solutions for the Big Lottery Fund to provide financial support towards.

Every project must:

- Respond to need - this is a problem, issue or situation where something needs to change to make things better for a person, group of people or environment.
- Involve the people who will benefit from the project in planning and running the project.
- Achieve one or more of the following four outcomes:
- People having better chances in life, with better access to training and development to improve their life skills.
- Stronger communities, with more active citizens working

together to tackle their problems.

- Improved rural and urban environments, which communities are better able to access and enjoy.
- Healthier and more active people and communities.
- Eligible groups can apply at any time.

Comic Relief - Sport for Change Fund

- The aim of this programme is to fund organisations who use sport to make a positive change within the lives of individuals and communities. This may be where sport is addressing social issues such as crime related problems, exclusion of older people, and young people at risk. A maximum grant size of £100,000 is available. An initial 'Letter of Interest' must be submitted first.

Reference:

- KCC Good Design manual and KCC Vision Strategy 2012
- TfL Legible London
- ColC Streetscene Manual 2011

Sevenoaks Town Council

OPEN SPACES MANAGERS REPORT

STAFF

Andrew Cotterill, the Cemetery Chargehand, has recently attended and passed the Institute of Cemetery and Cremation Management, Cemetery Operatives Training course, which covers plotting out, moving memorials and grave digging with a range of different equipment to a recognised level of professionalism, and Health and Safety.

The Town Warden, Guy Yea, will formally change his duties to overseeing the Market on Saturdays, arrangements are being put in place for O/S staff to provide cover for his litter picking duties on Saturdays for the foreseeable future.

CYCLE RACKS

Sevenoaks District Council recently provided the funding for the Installation of cycle racks at two of our Open spaces

We now have a two bike rack by the Vine Band Practice Room, on the far side from the Bandstand. At Greatness recreation ground we have a four bike rack close to the brick pavilion at the back of the inner car park.

WOODLAND MANAGEMENT

The next two weeks will see us finish this winter's projects

Pontoise Close Woodland adjacent to Shoreham lane

Here an area of False Acacia has been coppiced to encourage regeneration of native species such as Oak, Beech and Hazel; many trees growing on the wall and close to the road and telephone line are being removed to prevent damage in the future.

Sevenoaks Common

At several points the path network is being improved by widening rides and paths and creating open areas particularly at junctions, trees are being thinned to encourage strong growth from the long term species such as Oak.

TOWN CENTRE

Last year Adrian Cheesman of Victor Hire took over a raised planter at the bottom end of the Bus Station, formerly maintained by the District Council the bed was very tired and weedy, with the help of the Open Spaces team the bed was stripped and dug, before being planted by Mr Cheesman, the result is a credit to him, and a vast improvement on what was there before. Keen to continue the good work he has just taken over the three wooden

planters within the Bus Station, one has been refurbished by the Open spaces team in the work shop over the winter. The other two will be sanded and stained by Mr Cheesman.

We have one remaining half round planter 6' wide 3' deep that we refurbished after it was damaged and removed from the Bus Station, it would be unwise to return it to the same place and so suggestions are sought for an alternative placement in the town centre subject to permission.

The Town warden has undertaken a partial replanting of all the remaining planters in the Town Centre, such as the Shambles and Dorset street and will be restraining and renovating the planters as the weather improves.

Sevenoaks Town Council

TOWN WARDEN'S REPORT

Town Centre:

- Helped out with the Christmas lights switch on, as well as planting the tree at Brittain's Common.
- Helped with refurbishing plant area at the bus station.
- Replanted lead containers at the Shambles, and containers in Pembroke Road.
- Removed litter from Tesco's alleyway and Pembroke Road car park.
- Tidied up around the bus station.

Vine:

- Helped Andrew with planting and weeding of main beds.
- Continue to keep on top of litter and bins.
- Replaced broken light bulbs on the band practice room and washed down paint work.

Tourist Information Centre:

- Helped clear office and take stock back to main office.
- Removed signs from the walls of the Stag.
- Removed signs from o/s Post Office, main doors & the Vine.

Cemetery:

- Replaced broken water tap.
- Refitted draws on the mapping chest.
- Put up notice board in the main room.
- Put up lead letters on Grave Refurbishment.

Other repairs carried out:

- Fixed broken draws of the desk in the Finance Office.
- Fitted and fixed two doors at the Lower St Johns toilets.

Woodland Work:

- Helped Mr Cave at Pontoise Close with coppicing trees.
- Removed ivy off inner wall so that repairs can be made.

- Cleared up fallen trees with Mr Cave.
- Helped Mr Cave clear and cut back pathways on Sevenoaks Common.

Electrical Testing P.A.T:

- Completed electrical testing at all sites, including House in the Basement.

Playground Safety Checks:

- Continue to monitor all playground sites once a week, as well as keeping records of funding.

Graffiti:

- Removed a small amount from the Skate Park and the bins at Kippington Meadow.

CCTV Vine:

- Continued with weekly monitoring of equipment and the viewing of any incidents that have taken place, to see if there are any worthwhile images available for the police.

OPEN SPACES & LEISURE COMMITTEE

25 March 2013

AGENDA ITEM 12 **Report on Current Matters**

Heading	Action	Status
Littlewood	Repair of dog bin and reseeded of grass	Gas contractor contacted regarding reseeded. Will contact again in growing season if not germinated. Dog bin post straightened in-house
Millpond	Refurbishment has been completed	Transfer proposals to STC from SDC not agreed. Outstanding health and safety and finance issues
Quakers Hall Allotments	Request from Allotment Holders Association for meeting	Meeting held with Allotment Holders Association
The Dene	i. Transfer of land ii. Installation of gas main	Completed Instructing District Valuer. Waiting to hear from gas company with details of test holes to establish whether footpath suitable for installation of gas main
Vine Bandstand	Refurbishment	A grant received has been received towards the project
Sevenoaks in Bloom	Coolings Garden Centre/Sevenoaks Chronicle entering 'neighbourhood communities' with emphasise on ' <i>growing your own</i> '	STC to distribute information to local schools and residents associations

FINAL

