

3rd September 2018

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 3rd September at 7pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Town Clerk at the earliest possible opportunity.



Town Clerk

Committee Members

Cllr S Arnold	Cllr O Schneider
Cllr N J Busvine OBE – Vice Chairman	Cllr P E Towell
Cllr J M Canet	Cllr E Waite
Cllr R Hogarth (ex officio)	Cllr P C Walshe
Cllr A Eyre	
Cllr R J Parry - Chairman	
Cllr S G Raikes	

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.

- 1 AGENDA
Apologies for absence

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

Town Clerk

2 REQUESTS FOR DISPENSATIONS

To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011)

3 DECLARATIONS OF INTEREST

To receive any Declaration of Interest from members in respect of items of business included in the agenda for this meeting

4 MINUTES

To receive and sign the minutes of the meeting of the Open Spaces & Leisure Committee held on 23rd July 2018 (copy attached).

5 OPEN SPACES & CEMETERY MANAGER'S REPORT

To receive and consider the Open Spaces & Cemetery Manager's report. (copy attached).

6 STATEMENT OF ACCOUNTS

To receive and consider the Statement of Accounts for June (copy attached).

7 DRAFT REVENUE ESTIMATES 2019/20 & ROLLING CAPITAL PROGRAMME

- i. Open Spaces rolling capital programme for 2018/19 and 2019/20 (copies attached)
- ii. To receive and consider the property maintenance schedule for 2019/2020 (copy attached)
- iii. To receive and consider the general charges (copy attached)
- iv. To receive and consider current and proposed increased charges for services for the Cemetery (copy attached)
- v. To receive and consider current and proposed increased charges for sports facilities (copy attached).

8 SUMMER PLAY DATES 2018

To receive an update on Summer Play Dates for 2018 (report attached).

9 PARKING ISSUES AT GREATNESS RECREATION GROUND

To receive an update report regarding parking issues and proposed solutions at Greatness Recreation Ground

- 10 LITTER CAMPAIGN FOR SEVENOAKS
To discuss a report for Litter Campaign for Sevenoaks (report attached).
- 11 CURRENT MATTERS
To receive and consider current matters (report attached).
- 12 PRESS RELEASE
To consider any agenda item which would be appropriate for a press release

Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee held on 23rd July 2018
In the Council Chamber commencing at 7.00 p.m.

Committee Members present:

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

In Attendance: Town Clerk, Open Spaces Manager, Committee Clerk, Cllr Robert Piper and one member of the Public

167. Apologies for Absence

As noted above.

168. Requests for Dispensations

There were no requests for dispensations.

169. Declaration of Interests

There was one declaration of interest from Cllr Canet as a plot holder at Quaker's Hall Allotments.

170. Minutes of the Open Spaces & Leisure Committee held on 19th February 2018

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

Sevenoaks Common

It was noted that the volunteer day at Sevenoaks Common by Sevenoaks District Council did not take place due to bad weather.

Contaminated land at Woodside Road

Minutes of the de-brief meeting to be circulated to Councillors separately.

171. Open Spaces & Cemetery Manager's report

A report was received and discussed.

The Vine

It was noted that the eye style Heron decoy had been stolen. Staff will monitor the number and size of the goldfish to see if a replacement is needed.

CCTV at Greatness Recreation Ground

It was noted that the current CCTV system was not as advanced as it needed to be and would need upgrading in the near future.

RESOLVED: For the Open Spaces Manager to research different options regarding CCTV at Greatness Recreation Ground and report back to the next meeting for discussion and inclusion in the next budget.

Dog Attacks at Greatness Recreation Ground

It was noted that the court case was ongoing and no further information could be released at this time.

RESOLVED: Cllr Eyre and the Town Clerk to prepare an appropriate statement to be placed on the noticeboard at Greatness Recreation Ground to reassure the public about the safety of the open space.

Upper High Street Gardens

It was noted that several complaints had been received regarding proposals for Otto's to use the area for events.

RESOLVED: The proposals for the use of Upper High Street Gardens by Ottos be put on hold until such time as it can be demonstrated that the public concerns have been addressed.

172. Statement of Accounts for May 2018

RESOLVED: To note the report.

173. Allotments

The Committee received and agreed the management reports for both Quaker Hall Allotments and Bradbourne Vale Road Allotments.

It was noted that the pothole at Quakers Hall had been filled and water butts would be ordered this week for installation within a month.

174. South East in Bloom

A report was received and noted. Thanks were given by the Chairman to the Open Spaces Manager, Deputy Town Clerk and Committee Clerk for their hard work with the project. Thanks were given to all the volunteer groups and schools that were involved with the project and for helping the town to look at its best for judging day and beyond.

It was agreed that the standard of planting was much higher this year compared to last and the Open Spaces team would use additional resources to continue to work to this high standard going forward.

It was suggested that further floral planting be added in the Town during Winter. This would be dependent on funds available.

175. Summer Play Dates

RESOLVED: Report was received and noted.

176. Parking issues at Greatness Recreation Ground

The Town Clerk provided an update. A complaint had been received from a local resident and the Greatness Resident Association regarding the amount of parking at Greatness Recreation Ground by members and spectators of the Football Club.

It was noted that the Football Club had put in place measures to help with parking such as extra marshals and use of parking sites away from the Football Club.

RESOLVED: Open Spaces Manager to investigate using grass areas for parking or potential use of bollards to control parking in the area. A report would be brought to the next meeting.

177. Current Matters

The Committee received and noted a report detailing the following matters:

Minute number	Subject	Update
127	Kippington Meadow Play Equipment	New play equipment was installed with an opening event held on 29 th May. Due to bad weather on the day a further play day will take place on Friday 3 rd August 11am till 1pm
228	Julian's Meadow	Bollards completed using local contractors.
233	Summer Play Dates	3 Summer Play Dates will take place during August. 8 th August 2-5pm at the Vine Gardens 15 th August 2-5pm at Greatness Recreation Ground 22 nd August 2-5pm at Pontoise Close Play Area
236	Warren Clock	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. Currently awaiting communication from family.
366VI	Vine & Cycle racks	It was noted that the current cycle racks might be better used in a new location. It is also intended to install some additional cycle racks with site to be agreed.
368	Quaker's Hall Allotments Capital Projects	As noted in report
369	Greatness Recreation Ground Public Toilet	Toilet had been installed along with a public noticeboard on the side of the Pavilion
372	Vine Pavilion Ramp	Funding received, work to begin after the Cricket Season
	BT Telephone Box to house defibrillator at the Vine Gardens	BT telephone box and defibrillator installed.
489	Knole Paddock Rugby Club	Sevenoaks Town Council staff had started the work and would complete before the season starts.
490	Sevenoaks Common Management Plan	1. Accepted the document as a working document and noted to be reviewed annually. 2. Initial research had been carried out regarding re introduction of Red Squirrels and it was noted that Kent had not been selected as a potential area at the present time.
494	Contaminated land at Woodside Road	Minutes of the de-brief meeting to be circulated to Councillors.
	Pavement Plaque outside Sevenoaks School	Loose plaque had been removed and would be reinstalled shortly.

178. Press Release

RESOLVED: To issue a press release regarding Ribbon of Poppies crossing into Europe by a member of the public (subject to their agreement) taking a knitted poppy to place on the War Grave of their family member.

There being no further business the Chairman closed the meeting at 8.00 p.m.

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Dated

Chairman

Open Spaces & Leisure Committee Meeting
Monday 3rd September
Open Spaces Manager Report

Staff

All staff will be attending a one day in house training course on the correct use of Mowers and Strimmers, correct use of Angle Grinders and Bench Grinders in October and November. Further training is planned for some staff on Play Ground Safety Inspections and Pesticide Application.

Upper High Street Gardens

Although Six Bells Lane descends steeply the retaining wall to the garden does not have any form of fall restraint (fence) on it. The risks of people falling off the wall; 10 feet at the bottom is minimised by a dense layer of shrubs in the garden, but this does mean that pruning is limited and this has some effect on our desire to improve the site for South East in Bloom. The solution suggested is to install a minimal "parkland" type fence (please see attached pictures) similar to the one around Kippington Meadow. With suitable scaffolding this could be installed by Sevenoaks Town Council staff with the shrubs being pruned safely at the same time. Permission would need to be sought from the Conservation Officer. Guideline cost of the project would be £1,400.

Recommendation sought

Town Council Offices

Over the last few years very little time or money has been invested into the horticultural aspects of the Town Council Offices. Now with a decision to stay we plan to enhance the area. Ideas include:

- To prune back the large Oak and Beech trees behind the building to reduce moss on the roof and keep gutters clear.
- Prune the trees behind the Business Hub for similar reasons.
- Replant some of the borders around the building to provide more floral interest.
- Prune and replant around the gateway to enhance the entrance to the site.
- Prune heavily around the rear of the building to allow more light into the rear facing windows.
- Jet wash and reapply sand to the block paving to reveal parking marks.

We will obtain costings for the projects that require external contractors such as Arborists if these projects are considered suitable.

These works to be programmed in over a period of years, working to budgetary constraints.

Greatness CCTV

Currently seeking a quote from Digital Barriers for a similar camera system to the existing which was supplied in 2009 by Stryker, unfortunately Stryker went out of business in the recession and Digital Barriers have picked up the work of supporting the system for the last 5 years, the current Camera works by recording images on to a hard drive, this can then communicate by using a 3G dongle to be dialled by other computers generally from a dedicated Laptop held here in the office, or via a local wi fi connection from the laptop whilst on site.

We have also discussed with Sevenoaks Town Football Club the possibility of extra cameras being added on to their system with a contribution to costs.

The club's system consists of the maximum of 8 Cameras wired to a central hard drive within a cabin in the pitch 1 area, at present there is only room for the existing cameras installed. Two of these face out covering the club entrance and the youth shelter

The Club do want to set up a second similar system in the Pitch 2 brick built pavilion to cover the entrances and this could accommodate cameras to cover the children's play area and possibly the outdoor gym; but both at some distance so image quality would deteriorate. The current system was of a good domestic quality but cost less than £1000 and was installed by the club. It is connected to the Internet which allows real time viewing via a smart phone or computer.

Stag borders

Just prior to S.E.I.B and with the help of volunteers from Sevenoaks Boxing Club and other volunteers the large shrub border at the rear of the Plaza suite was stripped of the existing tired planting and some temporary flower displays were installed, as the late summer season progresses we will thoroughly dig the border over to remove remaining roots before mulching with woodchip to suppress weeds and raise soil fertility, we will plan a display of low growing grasses and similar plants that will not impede access to the walls of the building, we will be working with the Stag management to ensure that an attractive display can be created within their available funds.

The Vine Waste

In the last few years the erosion of soil in the entrance area of the Vine waste has been getting worse, repairs to the area were put on hold until the outcome of the Buckhurst 2 temporary parking issue was resolved, but in the interim more soil has eroded into the road during heavy rain.

It is planned that we infill the deep depression with fresh soil, lay turf for rapid establishment and install a new grass mat to provide grip and prevent further damage.

To do this it will be necessary to close the car park for a minimum of 4 weeks after Remembrance Sunday and then have extremely limited parking during the whole of the winter until a strong layer of grass has developed.

Estimated cost of £ 2,000 to be met from existing budget



Estate Railings & Gates



Estate fencing has a classic style that everyone associates with country parks and rural estates. It's been around for years. Originally it was made from flat bar, which is prone to bending and can also be heavy.

We have improved on the traditional fence and created an economical modern, tubular version that is stronger, lighter and virtually maintenance free. Like all Jacksons steel fencing it is galvanised and has a 25 year service life guarantee.

Metal Estate Railing Fencing

Panel 2m wide overall x 1.2m high above finished ground level. End posts / uprights 50 x 25mm RHS (end posts are drilled with 3 holes for bolting to the next panel)

Ref

079800 ○

Estate Railing Gates

Manufactured from the same high quality materials and with all the same benefits as the Estate Railings, this elegant gate is ideal for use with railings or in the place of any metal field gate. The graceful crook with the diagonal strengthening brace adds an attractive feature.

Estate Gates

Galvanised as standard powder coating available as an option - please ask.

Ref

- 1.2m wide 079400BM ○
- 3.0m wide 079500BM ○
- 3.6m wide 079600BM ○



Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Month No : 3

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
23 O/ Spaces & Leisure- Allotment									
4010 Gross Pay	327	210	-117	1,346	630	-716	3,300		1,954
4270 Employers Pension Contribution	0	40	40	0	120	120	500		500
5410 Repairs & General Maintenance	16	0	-16	2,378	0	-2,378	1,590		-788
6000 Rent, Rates & Water	390	440	50	-110	440	550	1,760		1,870
6922 Health&Safety/Risk Assessments	0	300	300	0	300	300	300		300
O/ Spaces & Leisure- Allotment :- Expenditure	733	990	257	3,613	1,490	-2,123	7,450	0	3,837
1010 Rental Income	0	0	0	0	0	0	880		
1047 QH Allotments Income	20	0	20	228	0	228	3,150		
O/ Spaces & Leisure- Allotment :- Income	20	0	20	228	0	228	4,030		
Net Expenditure over Income	713	990	277	3,385	1,490	-1,895	3,420		
Open Spaces Expenditure	733	990	257	3,613	1,490	-2,123	7,450	0	3,837
Income	20	0	20	228	0	228	4,030		
Net Expenditure over Income	713	990	277	3,385	1,490	-1,895	3,420		

Month No : 3

22 O/ Spaces & Leisure - Cemetery

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Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Month No : 3

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6900 Sundry Expenses	20	4	-16	20	12	-8	50		30
6922 Health&Safety/Risk Assessments	0	242	242	0	242	242	970		970
6930 Alarm Maintenance	35	850	816	612	850	238	1,150		538
6932 Cemetery Security	740	425	-315	1,110	1,275	165	5,100		3,990
6935 Waste Bin Disposal-Waste Bins	229	100	-129	344	300	-44	1,200		857
6952 Protective Clothing	27	50	23	27	150	123	600		573
O/ Spaces & Leisure - Cemetery :- Expenditure	10,646	9,486	-1,160	24,990	23,358	-1,632	94,200	0	69,210
1700 Cemetery Income	5,710	6,166	-456	19,798	18,500	1,298	74,000		
O/ Spaces & Leisure - Cemetery :- Income	5,710	6,166	-456	19,798	18,500	1,298	74,000		
Net Expenditure over Income	4,937	3,320	-1,617	5,192	4,858	-334	20,200		
Open Spaces Expenditure	10,646	9,486	-1,160	24,990	23,358	-1,632	94,200	0	69,210
Income	5,710	6,166	-456	19,798	18,500	1,298	74,000		
Net Expenditure over Income	4,937	3,320	-1,617	5,192	4,858	-334	20,200		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Month No : 3

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
21 O/ Spaces & Leisure - General									
4010 Gross Pay	13,256	13,500	244	38,436	40,500	2,064	162,000		123,564
4270 Employers Pension Contribution	769	876	107	2,265	2,628	362	10,510		8,245
5013 Graffiti Removal	0	0	0	0	500	500	1,500		1,500
5025 Lower St Johns Toilets	2,882	696	-2,186	3,465	2,088	-1,377	8,350		4,885
5026 Greatness Rec Convenience	271	500	229	271	1,500	1,229	6,000		5,729
5030 St Nicholas Burial Ground	0	0	0	69	0	-69	0		-69
5040 Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050 Seats And Litter Bins	0	0	0	2,118	325	-1,793	2,600		482
5060 Sevenoaks Common	0	0	0	-315	0	315	3,500		3,815
5065 Tree Safety Survey	0	0	0	-3,700	0	3,700	3,600		7,300
5070 Other Woodlands	0	710	710	315	710	395	3,200		2,885
5110 Raleys/ K P Pavilion	0	100	100	0	300	300	2,080		2,080
5120 Raleys/KP Pitch & Grnd Mtce.	0	117	117	0	117	117	4,845		4,845
5310 Miscellaneous Open Spaces	1,290	1,792	502	2,338	5,376	3,038	21,500		19,162
5316 Skatepark Maintenance	42	0	-42	42	2,550	2,508	2,550		2,508
5317 Raleys Car Park	480	0	-480	480	0	-480	480		0
5320 Fertilizers	5	0	-5	-495	0	495	1,200		1,695
5330 Grass Seed	0	0	0	786	0	-786	1,950		1,164
5340 Plants	814	1,100	286	967	1,300	333	2,700		1,733
5410 Repairs & General Maintenance	68	125	57	174	375	201	1,500		1,326
5500 Equipment Hired and New	1,069	712	-357	627	1,676	1,049	8,000		7,373
5525 Equipment Maintenance	1,447	1,270	-177	489	1,510	1,021	8,000		7,511
5550 Vehicle Expenses	2,974	46	-2,928	3,722	2,991	-731	3,400		-322

Sevenoaks Town Council

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Month No : 3

Cost Centre Report

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5700 Fuel	960	460	-500	1,661	1,140	-521	6,000		4,339
6000 Rent, Rates & Water	99	150	51	-321	150	471	1,500		1,821
6010 Light Heat & Cleaning	806	170	-636	1,046	510	-536	2,040		994
6101 Telephone	12	17	5	35	51	16	200		165
6104 Mobile Telephone	15	25	10	52	75	23	300		248
6320 Staff Training	0	208	208	0	624	624	2,500		2,500
6330 Welfare/Hospitality	0	17	17	44	51	7	200		156
6730 Subscriptions	141	0	-141	141	150	9	200		59
6812 Road Dues	0	0	0	0	0	0	2,000		2,000
6851 Bus Shelter Maintenance	41	14	-27	41	43	2	170		129
6900 Sundry Expenses	0	8	8	0	24	24	100		100
6922 Health&Safety/Risk Assessments	0	500	500	0	600	600	1,500		1,500
6930 Alarm Maintenance	99	0	-99	99	0	-99	700		602
6931 CCTV Maintenance	0	0	0	-250	0	250	1,200		1,450
6934 Waste Bin Collection-Dog Bins	637	0	-637	1,256	675	-581	2,700		1,444
6935 Waste Bin Disposal-Waste Bins	332	335	3	664	985	321	4,000		3,336
6952 Protective Clothing	385	117	-268	490	351	-139	1,400		910
O/ Spaces & Leisure - General :- Expenditure	28,893	23,565	-5,328	57,009	69,874	12,865	286,325	0	229,316
1022 Letting & Hire of Facilities	0	1,650	-1,650	2,423	6,750	-4,327	20,000		
1208 Food Fair Income	0	0	0	1,050	0	1,050	0		
1316 Raleys Car Park Permits	0	18	-18	10	81	-71	1,030		
1470 Income from Other Departments	0	0	0	13	0	13	0		
1850 Log Sales	0	0	0	0	0	0	1,200		
1990 Other Income	15	51	-36	1,690	206	1,484	720		
O/ Spaces & Leisure - General :- Income	15	1,719	-1,704	5,186	7,037	-1,851	22,950		
Net Expenditure over Income	28,878	21,846	-7,032	51,824	62,837	11,014	263,375		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Cost Centre Report

Month No : 3

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Open Spaces Expenditure	28,893	23,565	-5,328	57,009	69,874	12,865	286,325	0	229,316
Income	15	1,719	-1,704	5,186	7,037	-1,851	22,950		
Net Expenditure over Income	28,878	21,846	-7,032	51,824	62,837	11,014	263,375		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Month No : 3

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>26 Open Spaces-Street Lighting/Ge</u>									
6861 Public Clock Maintenance	-17	0	17	0	200	200	1,000		1,000
6862 Street Lighting	371	917	546	2,506	4,434	1,928	12,644		10,138
6865 In Bloom Costs	4,910	4,056	-854	5,912	4,056	-1,856	16,224		10,312
Open Spaces-Street Lighting/Ge :- Expenditure	<u>5,264</u>	<u>4,973</u>	<u>-291</u>	<u>8,418</u>	<u>8,690</u>	<u>272</u>	<u>29,868</u>	<u>0</u>	<u>21,450</u>
1263 Cont'ns to street lighting	0	0	0	0	0	0	7,197		
1997 In Bloom Income	0	124	-124	1,130	1,224	-94	1,224		
Open Spaces-Street Lighting/Ge :- Income	<u>0</u>	<u>124</u>	<u>-124</u>	<u>1,130</u>	<u>1,224</u>	<u>-94</u>	<u>8,421</u>		
Net Expenditure over Income	<u>5,264</u>	<u>4,849</u>	<u>-415</u>	<u>7,288</u>	<u>7,466</u>	<u>178</u>	<u>21,447</u>		
Open Spaces Expenditure	5,264	4,973	-291	8,418	8,690	272	29,868	0	21,450
Income	0	124	-124	1,130	1,224	-94	8,421		
Net Expenditure over Income	<u>5,264</u>	<u>4,849</u>	<u>-415</u>	<u>7,288</u>	<u>7,466</u>	<u>178</u>	<u>21,447</u>		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2018

Month No : 3

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>29 O/Spaces & Leisure-Vine Ground</u>									
4010 Gross Pay	1,004	688	-316	2,370	2,064	-306	8,250		5,880
4270 Employers Pension Contribution	41	41	0	123	125	2	500		377
5010 Vine Area General Maintenance	361	283	-78	1,376	850	-526	3,400		2,024
5014 Vine Kiosk	90	0	-90	90	0	-90	0		-90
5020 Vine Public Convenience	813	1,000	187	833	3,000	2,167	12,000		11,167
6000 Rent, Rates & Water	193	59	-134	193	176	-17	700		507
6010 Light Heat & Cleaning	60	17	-43	60	17	-43	65		5
6460 Publicity & Democratic notices	0	250	250	0	250	250	250		250
6635 Professional Fees Licensing	0	0	0	0	0	0	100		100
6868 Summer Concerts	0	0	0	0	0	0	3,000		3,000
6931 CCTV Maintenance	0	0	0	193	0	-193	620		428
O/Spaces & Leisure-Vine Ground :- Expenditure	2,563	2,338	-225	5,237	6,482	1,245	28,885	0	23,648
1208 Food Fair Income	0	1,050	-1,050	725	1,050	-325	3,152		
1805 Tea Kiosk Rental & Pavilion	773	0	773	1,545	795	750	3,180		
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	600		
O/Spaces & Leisure-Vine Ground :- Income	773	1,050	-278	2,270	1,845	425	6,932		
Net Expenditure over Income	1,790	1,288	-502	2,967	4,637	1,670	21,953		
Open Spaces Expenditure	2,563	2,338	-225	5,237	6,482	1,245	28,885	0	23,648
Income	773	1,050	-278	2,270	1,845	425	6,932		
Net Expenditure over Income	1,790	1,288	-502	2,967	4,637	1,670	21,953		

Rolling Capital Program 19/20

	18-19	19-20	20-21	21-22
Machinery				
Replace tractor mounted flail (1991) Achieved from 17/18 £2,300	6,000			
Replace large Tractor Mounted Mower (2008)		11,000		
Replace Van GL05XVU	20,000			
Replace Van GL55YAD		12,000		
Replace Van LS55CKL			12,000	
Replace Grave digging excavator JCB (2006)			16,000	
Replace Dumper Truck 2010				14,000
Property Maintenance				
Greatness Cemetery				
Chapel Gutters and soffits repaint		1,000 (Partial RCP 27))		
Cemetery Additional path repairs section 9/10	4,000	1,500 (CIL)		
Chapel re stain existing woodwork		25,000		
New Workshop mess room complex				
Garage roof replace	2,000 (5410)			
Gates & Railings, Repaint			2,000	
Memorial Safety Testing			5,000	
Road repairs			8,000	4,000
Mausoleum, Stone cleaning	5,000 (RCP 88+ CIL)	8,000	3,000	

O/S				
Knole Paddock,				
Replace water heaters	5,000			
External paint & stain	1,718 (RCP 47)			
Replace barn doors	2,000 (RCP 117+CIL)			
Car Park root damage repair				3,000
“ remark white lines				1,000
Vine				
Pavilion external paint		20,000		
Insulate pitched roof				4,000
CCTV replace				5,000
Bandstand, repaint		5,000		
Café, internal redecorate				2,000
Café, external repaint		13,000		
Defibrillator, repaint		300		
Paths resurface				15,000
Vine Gardens Paint railings ½ completed in house June 18,	2000 (CIL)			
Tea kiosk, repaint		1,000		
Crazy paving, repaint		10,000		
Judds Piece, resurface				2,500
War Memorial				
stone repair repointing	500			
Pontoise close				
Replace safety surface under slide & frame	6,000			
Post and rail fence partial replacement	500			
Quarry face fence	2,500			
Metal Gates Betenson ave			2,000 (CIL)	
Perimeter wall, patch pointing			2,000	

Mount Close					
Additional play item	grant possible		10,000		
Kippington Meadow, repaint railings				3,000	
St Nicholas Church,					2,000
Repointing front wall					
Path repairs by south door		2,500 (RCP 68)	3,000		
Path repairs West				4,000	
Path repairs East					
Bethel Rd Cemetery					
Re-stitch crack in front wall		500 (CIL)	500		
Rear wall, replace loose copings					
Hillingdon Rise play area	partial replace safety surfaces			8,000	
Littlewood Replace rotten fence adj No75		4000 (CIL)			
Julians meadow					
Partial replacement of safety surface				8,000	
Fence to Public right of way partial replacement			1,200		
Greatness Rec					
Car park low fence replace to full height		4,600 (Grant)	1,000 (RCP 78)		
Inner car park resurface				6,000	
Playground safety surfaces, partial replacement					
CCTV Replace		9,000 (RCP)	3,000	3,000	3,000
Skatelite partial replacement					

Upper High St Gdns

Side wall to six bells lane, patch repointing

Railings, repaint

Shelter, repaint & Stain

1,000

800

500

Lower St Johns toilets

Replace water heater

Refit men's stainless eqp and tiles

Re-stain external woodwork

1,200

1,000 (RCP 123)

5,000

Timber Bus Shelters, Replace x 2 £4,000 Grant available

12,000

Future Property Maintenance Programme

SITE	ITEM	DETAILS OF WORK	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £	2022/23 £
CEMETERY									
Chapel	Internal	Repaint						2000	
	Windows								
	Roof	minor repair			350				
		Repair & repaint				1,000			
	Gutters & soffits								1,800
	External woodwork	Restain			1,500				
	External	Repair panels			850				
	Roof	Repair				2,000			
	Doors								
	Internal								
Garages	External	New Building				25,000			
Workshop Sheds	External	Refix planking/stain							
		Replace Repaint					2,000		
Gates & Railings		Repair							
							5,000		
Memorial Safety Testing									
Roads & Paths	Tarmac	Repair selected paths			5,000	8,000	8000	4000	
Mausoleum		works/window					3000		
	Obelisks	Replace							
Wall of Remembrance	Coping repair				500				
Shelter	Restain				300				

SITE	ITEM	DETAILS OF WORK	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £
OPEN SPACES								
Knole Pavilion Dressing Rooms	Internal paint Equipment	Water Heaters				5,000		
	Kitchen refits	Raleys side			400			
	Internal paint	In-house restain and repairs				1,718		2,000
Workshop	External paint/stain							
	Roof							
	Gutters	Minor repairs		300				
Car Park	Doors	New Barn Type			2,000			
	Re-tarmac	Roof damage repairs					3000	
Compound	Re mark lines						1,000	
	Fencing							
	External paint	Repaint	53,376			20,000		
Vine Pavilion	Slate Roof	Insulate					4,000	
	Disabled access	Construct						
	Flat Roof	Replace & Insulate	51,000					
	Gutters							
	Windows	Minor repairs included with external paint	as above					
	CCTV	Replace					5,000	
Disabled & Unisex Toilets	Re-wiring							
		Replace both doors	Grant Re Fit					
		Internal fittings						
Vine Bandstand	Paint	Repaint					5,000	
	Roof	Minor repairs						
	Gutters	Minor repairs						
	Paving							
	Cast iron	Repairs						

SITE	ITEM	DETAILS OF WORK	2016/17 £	2017/18 £	2018/19 £	2019/20 £	2020/21 £	2021/22 £
Vine Café	Internal							
	External					13,000		2,000
	Roof							
	Gutters						300	
Defibrillator box Chair Store Paths	Re-tarmac							
		Respray + chippings partially in house						15,000
Railings	Re-paint				300	2,000		
Post & Rail Fence	Replace	Ongoing In-house						
Tea Kiosk	Internal paint	Repaint					1,000	
	External paint							
VINE GARDENS	Roof							
	Gardens	Sensory Bed						
	Pond							
	Crazy paving Bridge	Re point Rebuild	15,126				10,000	
THE POUND JUDDS PIECE	Fence	Replace						
	Path	Re-tarmac + chip replace						2,500
RHEINBACH GARDENS	Post & rail fence							
	Boundary wall							
	Block paving	Pointing repairs				500		
WAR MEMORIAL								
WOODSIDE ROAD PONTOISE CLOSE	Boundary fence							2,000
	Play equipment							
	Self-closing gate							
	Safety surfaces	Under slide & climbing frame				6,000		
	Railings							
	Re-tarmac							
	Car park - post & rail fence	Partial replacement			500			
	Quarry face, post and rail	in house partial 17/18		500		2,500		
	Metal Gates	Replace			2,000			
	Belenson rd							
	Perimeter wall (Shoreham Lane)	Pointing + patch repairs					2,000	
MOUNT CLOSE	Play equipment	Additional item grant?				10,000		
	Self closing gate							
	Safety surfaces							
	Railings							
	Re-tarmac							
	Steps with handrail	Repairs						

SITE	ITEM	DETAILS OF WORK	2016/17	2017/18	2018/19 £	2019/20 £	2020/21 £	2021/22 £
MIDDLEINGS WOOD	Steps	Top up surfacing						
	Path							
MILLPOND WOOD & THE MILLPOND	Post & rail fence	Replace along Seal rd	2,500					
	5 Bar Gates	Replace		1,500				
	Millpond If Transferred							
KIPPINGTON MEADOW	Railings*	repaint					3,000	
	Re-tarmac							
ST NICHOLAS' CHURCH	Walls	Repointing						2,000
	Walls							
	Paving	Repairs to West Path				3,000		
		Repairs to East path						4,000
		Repairs by south door			2,500			
	Memorials							
BRADBOURNE VALE ROAD ALLOTMENTS	Boundary fence	replace						
	Gates							
BETHEL ROAD CEMETERY	Retaining wall + steps + gate	restitch crack in wall			500			
	Rear Wall	Replace loose copings				500		
HILLINGDON RISE	Boundary fence							
	Play Equipment							
	Safety surfaces	Partial					8,000	
LITTLEWOOD	Fence adjacent no.75	Replace			4,000			
JULIAN'S MEADOW RECREATION AREA	Play equipment							
	Safety surfaces	Partial					8,000	
	Playground fence							
	Bollards							
	Fence to PROW	Partial				1,200		
GREATNESS RECREATION GROUND	Path to woods							
	Car park fence-low	Replacement to full height	Grant tbc		4,600			

Car park fence metal			Future Property Maintenance Programme			
Gate - metal	Repair		Grant 300			
Inner car park	Roadstone			1000		
Outer car Park	Re-tarmac					
Height Barrier	repaired					
Playground & fence	Replace	Self closing gate	550			
Safety surfaces	Replace	Partial			6,000	
CCTV	Replace			6,000		
Height Bbarrier						
Skatepark Equipment	Skatelite replacement		11,500	9,000	3,000	3,000
Skatepark fence						

SEVENOAKS TOWN COUNCIL

GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2019

CHARGES CATEGORIES

Proposed Changes

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
Normal size – 10 rods	£3.00 per rod wef 29-09-17
	£3.50 per rod wef 29-09-18 4.00 wef 29.09.2019
Quakers Hall Allotments:	
Normal size – 10 rods	£2.00 per rod wef 29-09-17
	£3.50 per rod wef 29-09-18 4.00 wef 29.09.2019
Logs:	
Full Load	£110.00 115.00
Half Load	£65.00 70.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2012 for 7 years. Lease expires December 2019)	£3,750.00
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)	£3,090 per annum Review 2018/2019
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

SEVENOAKS TOWN COUNCIL
GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2019
(All prices are inclusive of VAT)

TARIFF CATEGORIES

Proposed changes

	Non Resident (£)	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	2025.00 2090.00	675.00 695.00
Earth (Lawn section) Grave Site B	1620.00 1675.00	540.00 560.00
Earth (Lawn section) Grave Site C	1200.00 1240.00	400.00 415.00
Infants (non-viable foetuses, still born children, and under 5 years)	60.00 65.00	20.00 21.00
<i>Outside spaces are surcharged 25%</i>		
Pre-purchase of Gravemarker	55.00 60.00	55.00 60.00
INTERMENT FEES (Including grave digging)		
Infant's Grave (single depth grave in infant's section)	420.00 435.00	140.00 145.00
Single depth in an adult grave (all ages)	1425.00 1470.00	475.00 490.00
Double depth in an adult grave (all ages)	1860.00 1920.00	620.00 640.00
<i>Surcharge for casket burials up to two depths (or for caskets with outside of normal dimensions) is double the above fees</i>		
Burials with caskets outside of normal dimensions	POA	POA
Interment of cremated remains in coffin for full burial	225.00 235.00	75.00 80.00
OTHER FEES		
Transfer of Exclusive Rights of Burial Grant (per document)	60.00 65.00	60.00 65.00
To search Register of Burials per name (same family)	25.00 30.00	25.00 30.00
Annual Grave Maintenance-Grass Grave	90.00 95.00	90.00 95.00
Annual Grave Maintenance-Full Memorial	130.00 135.00	130.00 135.00
Turfing of old graves (at client's request)	60.00 65.00	60.00 65.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	135.00 150.00	135.00 150.00
Weekend surcharge-cremated remains burial	135.00 150.00	135.00 150.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	45.00 50.00	45.00 50.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	75.00 80.00	75.00 80.00

SEVENOAKS TOWN COUNCIL
GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2019

(All prices are inclusive of VAT)

	Non Resident (£)	Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required)	140.00 145.00	140.00 145.00
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.	150.00 155.00	150.00 155.00
Double headstones	300.00 310.00	300.00 310.00
Additional inscriptions after first interment	105.00 110.00	105.00 110.00
Tablets, scrolls, bird baths and books up to 15 inches in height	105.00 110.00	105.00 110.00
To replace a memorial with similar or smaller memorial	35.00 40.00	35.00 40.00
Memorial removal and disposal fee	90.00 95.00	90.00 95.00
Notes to Memorial permits		
- Kerbstones and border stones are NOT permitted on grave sites: - for which exclusive burial rights were purchased on or after 1.11.80 - in Lawn Areas (whenever exclusive burial rights were purchased). - 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. - Memorial prices will rise above inflation to cover additional costs for inspection. - 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	120.00 125.00	120.00 125.00
Where there has been no internment of cremated remains but the fixing of a memorial plaque is required	690.00 715.00	230.00 240.00
Additional inscription to existing plaque	40.00 45.00	40.00 45.00

SEVENOAKS TOWN COUNCIL
GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2019
(All prices are inclusive of VAT)

	Non Resident (£)	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)	510.00 530.00	170.00 175.00
Internment of ashes (digging charge)	225.00 235.00	75.00 80.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	145.00 150.00	145.00 150.00

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

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.

SEVENOAKS TOWN COUNCIL

SPORTS FEES

FEES & CHARGES FROM 1 APRIL 2019

Proposed Changes

	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m. (£)
CRICKET (Summer Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults	95.00 100.00	80.00 85.00	65.00 70.00
Weekday games - Juniors	60.00 65.00	55.00 57.00	45.00 47.00
Weekend games - Adults	110.00 120.00	100.00 105.00	75.00 80.00
Weekend games - Juniors	72.00 75.00	60.00 62.00	50.00 52.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	60.00 65.00	50.00 55.00	40.00 45.00
Weekday games - Juniors	40.00 45.00	35.00 40.00	25.00 27.00
Weekend games - Adults	85.00 90.00	65.00 70.00	50.00 55.00
Weekend games - Juniors	55.00 60.00	45.00 47.00	35.00 37.00
SOCCER (Winter Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults		70.00 75.00	
Weekday games - Juniors		40.00 42.00	
Weekend games - Adults		90.00 95.00	
Weekend games - Juniors		50.00 52.00	
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults		45.00 50.00	
Weekday games - Juniors		25.00 30.00	
Weekend games - Adults		65.00 70.00	
Weekend games - Juniors		35.00 36.00	
RUGBY (Winter Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults		100.00 105.00	
Weekday games - Juniors		55.00 60.00	
Weekend games - Adults		125.00 130.00	
Weekend games - Juniors		75.00 80.00	
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults		65.00 70.00	
Weekday games - Juniors		40.00 42.00	
Weekend games - Adults		85.00 90.00	
Weekend games - Juniors		58.00 60.00	
Mini Tournaments		135.00 140.00	
Junior Training Areas		35.00 37.00	
Mens Training per hour		30.00 31.00	
Ladies Training per hour		25.00 26.00	
Outside Rugby clubs-normal fee plus		30.00 31.00	

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

SEVENOAKS TOWN COUNCIL
SPORTS FEES

FEES & CHARGES FROM 1 APRIL 2019

Proposed Changes

	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m (£)
Other Uses: Use of Pavilion for Social Purposes			
including showers (minimum charge 2 hours)			
Per hour - Adults		30.00 31.00	
Per hour - Juniors		20.00 21.00	
excluding showers (minimum charge 2 hours)			
Per hour - Adults		20.00 21.00	
Per hour - Juniors		15.00 16.00	
Daily rates (7 hours)			
For Sevenoaks organisations		90.00 110.00	
For non-Sevenoaks organisations		115.00 135.00	
Fetes, Sports Meetings etc (one field plus pavilion) whole day		380.00 395.00	
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only		200.00 210.00	
Junior Sports Meetings (7 hours)			
Restricted Area		100.00 105.00	
One field and Pavilion		195.00 200.00	
One field		160.00 165.00	
Athletics Track by arrangement			

Open Spaces & Leisure Committee Meeting
Monday 3rd September
Agenda Item 8

Summer Play Provision 2018

Sevenoaks Town Council arranged this year's Summer Play Provision in conjunction with Play Place and Imago. Leaflets were distributed electronically, hard copies in the tourist information stands and infopod stands, emails sent to schools. A banner was placed at each location three weeks before the event date. The events were advertised on Sevenoaks Women's Forum website, My Sevenoaks Community, STC & STP websites, twitter, Facebook and by email distribution.

The Vine – The event was well attend with over 60 families attending and included craft activities, games, bouncy caste and Magic Show.



Greatness Recreation Ground – The event was well attended with over 100 families attending. The event included crafts, games, bouncy castle and cookie decorating. The event was also attended by West Kent and Imago (Sevenoaks District Council).



Pontoise Play Area – This was the first year that we have held a play date at Pontoise. The event was very well attended with over 50 families attending. The event included crafts, games, bouncy castle and magic show.



Item	Price
Core Activity	£1446.63
Magician	£320.00
Printing	£88.00
Toilet Hire	£75.00
Total	£1929.63

STC Budget = £2,000

Open Spaces & Leisure Committee

Meeting 3rd September 2018

Agenda Item 9

Parking Issues at Greatness Recreation Ground

Greatness Recreation ground has two parking areas; one outside of the height barrier and Gate (marked A on plan) which can hold around 10 cars and the larger inner car park (B) beyond the height barrier which holds around 50-60 cars, neither car park is marked with lines and so capacity is difficult to estimate and based on casual observation.

When the football club expect a capacity crowd marshals are deployed to help ensure efficient parking with no wasted space. At present if both Car parks are full the football club will then supervise parking on the grass to the left of the path between the car park and the No 1 pitch, (C) this provides an additional 40 spaces.

It is inevitable that with the club success vehicle numbers will at peak times exceed the car parking capacity causing inconvenience to local residents particularly if these peak times coincide with Town Church services, and there have been incidents of people parking on the grass along the edge of Mill lane. (D)

Potential solutions

Place bollards along the Mill lane pavement edge to the grass to prevent curb jumping, at present the area does not lend itself to illegal camping because of the relatively small narrow area of level ground. Likely cost £2,500.

To enlarge the external car park by removing a strip of grass around 2m x 20m to the front of the site (E) and marking out parking bays, this would increase parking by 7 spaces but likely to cost £10,000+

The inner car park needs a reapplication of road stone to make level, we already have £1,000 allocated in the rolling capital program and in discussion with the club they would be willing to contribute the same amount, this would allow the purchase of 'Redgrar' rather than road stone to resurface completely with a self binding fine surface that would except a semi-permanent white line applied by groundsman's white line marker that might last a year before reapplication. Total cost to STC £1,100, likely increase in parking spaces 20.

Continue to let the Football club allocate parking on the grass with a greater area being used than at present, there is no erosion from this activity so far and the club already renovate Pitch 2 and surrounding areas that require work each year without hesitation at their own cost.

Recommendation sought



Open Spaces & Leisure Committee
Agenda Item 10
Litter Campaign in Sevenoaks

We have received request from members of the public to start a litter campaign in Sevenoaks to encourage people to take their litter home with them or place in bins in our open spaces and parks.

RECOMMENDATION

To run a competition with the Mayor for school children to design a poster to be used in the campaign.

Open Spaces & Leisure Committee
3rd September 2018
Current Matters

Minute number	Subject	Update
127	Kippington Meadow Play Equipment	New play equipment was installed with an opening event held on 29 th May. Due to bad weather on the day a further play day took place on Friday 3 rd August 11am till 1pm
233	Summer Play Dates	3 Summer Play Dates took place during August. 8 th August 2-5pm at the Vine Gardens 15 th August 2-5pm at Greatness Recreation Ground 22 nd August 2-5pm at Pontoise Close Play Area
236	Warren Clock	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. Currently awaiting communication from family.
366VI	Vine & Cycle racks	It was noted that the current cycle racks might be better used in a new location. It is also intended to install some additional cycle racks with site to be agreed once the project to extend the chair store area was underway.
372	Vine Pavilion Ramp	Funding received, work to begin after the Cricket Season
489	Knole Paddock Rugby Club new pathway	Sevenoaks Town Council staff had started the work and would complete before the season starts.
490	Sevenoaks Common Management Plan	1. Accepted the document as a working document

		and noted to be reviewed annually.
	Pavement Plaque outside Sevenoaks School	Repaired awaiting installation