

18th February 2019

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 18th February 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

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Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee held on 12th November 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	Arrived 7.20	Cllr P E Towell	Present
Cllr J M Canet	Present	Cllr E Waite	Present Arrived 7.35pm
Cllr A Eyre	Present	Cllr Mrs P C Walshe	Apologies Cllr Tony Clayton substitute
Cllr R J Parry, Chairman	Present	Cllr S G Raikes	Present

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

310. Apologies for Absence

As noted above.

311. Requests for Dispensations

There were no requests for dispensations.

312. Declaration of Interests

There were no declarations of interest.

313. Minutes of the Open Spaces & Leisure Committee held on 3rd September 2018

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

314. Open Spaces & Cemetery Manager's report

A report was received and discussed.

CCTV

The report was received and discussed. A further quote from Crossfire had been received.

RESOLVED: To delegate authority to the Town Clerk, Open Spaces Manager & Chairman and Cllr Eyre to resolve the issue of CCTV at Greatness and find the best possible solution to protect the Council's assets.

Greatness Cemetery

The report was received and discussed.

RECOMMENDED:

To the Finance and General Purposes Committee to pay for a one off Environment Agency Groundwater testing at a cost of £5,000 from 18/19 contingency funds to meet legislative requirements.

RESOLVED:

To apply for the relevant Faculty to enable where appropriate the removal of inappropriate items and tidying of plots.

315. South & South East in Bloom

The report was received and discussed.

Gold – Town Centre

Gold – The Vine

Silver Gilt – Upper High Street Gardens

Silver – Greatness Cemetery

Silver – Sevenoaks Common

Congratulations were given to all those involved in the project. It was requested that Rockdale be contacted early in the planning stages for 2019. A round up and plan for 2019 meeting would take place in December with date to be confirmed.

316. Statement of Accounts for September 2018

Report received and noted.

317. Open Spaces & Leisure Budget

The report was received and noted. It was requested that maintenance be carried out to the pathway and steps at Millpond Wood and to allocate necessary funds within the budget.

RESOLVED: To recommend Open Spaces & Leisure Budget to Finance and General Purposes Committee

318. Bouncy Kingdom Children's Event at Greatness Recreation Ground

The report was received and discussed.

RESOLVED:

To allow the event to take place with the following stipulations:

- Sevenoaks Town Council to have final say on marketing design and allocation.
- Sevenoaks Town Council has the right to cancel the event due to adverse weather conditions.

319. Proposed Outdoor Gym at Julian's Meadow Play Area

The report was received and discussed.

RESOLVED:

To apply for grant funding for a new outdoor gym to be installed at Julian's Meadow

320. Friends of Greatness Cemetery

The report was received and discussed.

RESOLVED: For Sevenoaks Town Council to create a Friends of Greatness Cemetery Group and to arrange for Terms of Reference to be produced prior to the first meeting taking place.

321. 9 Week Horticultural Course with West Kent Mind

The report was received and discussed.

RECOMMENDED: To Finance and General Purposes Committee to allocate £4,000 from grant budget to cover one course in 2019.

322. Current Matters

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

Minute number	Subject	Update
236	Warren Clock	Sevenoaks Town Council had taken over the ownership and maintenance of the Warren Clock shortly. Annual maintenance checks on the clock took place on 6 th November along with the Jubilee & Vine Pavilion clock.
366VI	Vine & Cycle racks	Work would start in the new year once work for the chair storage unit had commenced.
372	Vine Pavilion Ramp	Funding received, work commenced on 12 th November
221	Lamp post outside Lloyds Bank	The post along with a second post near the parking meter need to be repainted. Committee Clerk to obtain quotes from F M Conway and seek possible grant funding from KCC Cllr Margaret Crabtree. Town Wardens to clean in the coming weeks.
223	Renovation of St Nicholas War Memorial	Initial conversations had taken place with St Nicholas Church. Grant pre application form submitted, next round of

		funding decisions in March 2019.
226	Anti Litter Campaign	This project is to be discussed at the Youth Council meeting in December. Funding has been applied for. Research is being undertaken regarding costs relating to litter bins with separate sections for different types of litter. KCC to be contacted to enquire about its anti litter campaign and how Sevenoaks Town Council could be involved.

324. Press Release

None proposed.

There being no further business the Chairman closed the meeting at 19.49 p.m.

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Dated

Chairman

Open Spaces & Leisure Committee Meeting
Monday 18th February
Open Spaces & Cemetery Managers Report

Staff:

November & December – 5 staff from the Open Spaces and Cemetery team successfully attended and passed the National Proficiency Test Council Qualification for the safe use of Bench Grinding and Angel Grinding equipment.

Greatness Cemetery:

Ground Water Pollution Assessment – We have now received the results of the trial digging and study of the geology at Greatness Cemetery. The results of the samples extracted and the fact that groundwater was not experienced whilst digging to twice the depth that we usually bury at means that our risk is low despite the fact that the soil is very permeable, the second part of the survey is a desk based flux modelling using the data gathered along with burial numbers and rainfall statistics to consider the rate and distance that potential pollutants will migrate from the site.

The report writers for this work are reasonably confident that when the Environment Agency do introduce a Permitting system later this year, we will be able to continue burying and at a similar rate to what we have done in the past.

It must also be remembered that if there was any problem of pollution at present; South East Water would have contacted us at some time in the recent past.

It has been made clear to us by our surveyor that it is extremely unlikely that the Environment Agency would allow us to extend the Cemetery at any time in the future. The western half of the Cemetery is within a Special Protection Zone level 1 for protection of drinking water supplies and any increase in burials closer to bore holes would not be tolerated.

Hopefully our proactive approach in carrying out a Tier 2 Risk Assessment will mean we are better placed to avoid any service disruption when the Environment Agency introduce permitting.

The Vine:

This Winter the Open Spaces team have been working on three projects:

1. Removal of the compost from the far side of the Cricket Ground.
2. Removal of the Cricket practice net run ups back filing and returfing.
3. Stabilising the eroding soil in the entrance to the Vine Waste, returfing and reseeding and installation of reinforcing mat.

The first two projects are improvements to the site as identified in the Greenflag 5 year program, and all three should provide visible improvement for Greenflag and S.E. in Bloom entries.

9 Week Horticultural Course with West Kent Mind

A recent on site meeting was held with Mind and the North West Kent Countryside Project to establish the scale and scope of works. The small bed at the rear of the Pavilion that had been maintained by the Vine Day Nursery was chosen along with part of the eastern border. The plan is to improve the soil and plant displays of flower and herbaceous plants with a strong emphasis on edible flowers and plants which are a theme for South East in Bloom this year. The nine weeks will be planned to finish before South East in Bloom judging in late June/July. It is anticipated that some voluntary participants will have a strong desire to continue helping possibly joining a Friends of the Vine working group. The project would start on 16th April and run every Tuesday from 11am till 2pm for nine weeks.

Kippington Meadow:

A further piece of equipment, a scramble net has been installed alongside the log trail which has proved popular since its installation last spring. Funding for the scramble net was received with thanks from Kent County Councillor Margaret Crabtree.

Edwards Electrical site hoarding/mural:

Sadly the temporary timber hoarding is becoming dilapidated and two panels of the mural broke away at the top hanging dangerously after a night time storm. The complete mural has been removed as carefully as possible and stored for possible reuse in the near future when the hoarding is repaired by the landowner.

Hillingdon Rise Green:

A request has been received by a member of the public concerned with the amount of vehicles parking on the pavement near The Green at Hillingdon. The cars are causing obstruction to other road users and are dangerous for children using the area as they can not see past them when crossing the road. It has been requested that wooden bollards like those used on other areas such as Julian's Meadow be installed to make the site safer for all users. The estimated cost for this work is similar to Julian's Meadow at around £4,000

RECOMMENDATION

That the situation is re-appraised once the current Gas works are finished as this is putting undue pressure on roadside parking at present

Allotments, Quakers Hall & Bradbourne Vale Road:

Quaker's Hall Allotments

Status Report as at 22nd January 2019

There are currently **122.5 rods vacant** (87.5 in October) which are split as follows:

5x 10-rod plots (4 in October)

14x 5-rod plots (15 in October)

1x 2.5 rod plot (1 in October)

The waiting list stands at **one person** (five in October).

Long-term projects in the pipeline include:

- installation of solar electricity into the Trading Centre

Short-term projects include:

- the replacement of the lock on the door on the Trading Centre (paid for by SAHA)
- tree inspection and follow-up maintenance (if required)
- replacement of short length of boundary fence on Kennedy Gardens
- concreting small areas on the pinch points around three shed blocks to make vehicular access easier (project requested by SAHA)

Completed tasks include:

- installation of 'hedgehog' gutter brushes to the gutters under the trees

Bradbourne Vale Road:

Currently we have one ten rod plot available with no waiting list at the present time.

An area in the corner of around 20-30 rods will shortly be cleared and possible re-letting or communal planting area to be considered.

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

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
21 O/ Spaces & Leisure - General									
4010 Gross Pay	12,986	13,500	514	111,267	121,500	10,233	162,000		50,733
4270 Employers Pension Contribution	697	876	179	6,412	7,884	1,472	10,510		4,098
5013 Graffiti Removal	13	0	-13	13	1,000	987	1,500		1,487
5025 Lower St Johns Toilets	3,377	696	-2,681	9,523	6,264	-3,259	8,350		-1,173
5026 Greatness Rec Convenience	594	500	-94	1,730	4,500	2,770	6,000		4,270
5040 Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050 Seats And Litter Bins	0	425	425	2,175	2,600	425	2,600		425
5060 Sevenoaks Common	-700	633	1,333	1,715	2,366	651	3,500		1,785
5065 Tree Safety Survey	0	0	0	0	0	0	3,600		3,600
5070 Other Woodlands	1,540	0	-1,540	1,960	2,320	360	3,200		1,240
5110 Raleys/ K P Pavilion	80	100	20	232	900	668	2,080		1,848
5120 Raleys/KP Pitch & Gmd Mtce.	1,200	0	-1,200	2,210	2,627	417	4,845		2,635
5310 Miscellaneous Open Spaces	7,710	292	-7,418	35,559	20,826	-14,933	21,500		-14,059
5316 Skatepark Maintenance	0	0	0	2,550	2,550	0	2,550		0
5317 Raleys Car Park	38	0	-38	525	480	-45	480		-45
5320 Fertilizers	0	0	0	-254	750	1,004	1,200		1,454
5330 Grass Seed	0	0	0	885	0	-885	1,950		1,065
5340 Plants	0	0	0	1,828	2,225	397	2,700		872
5410 Repairs & General Maintenance	137	125	-12	5,021	1,125	-3,896	1,500		-3,521
5500 Equipment Hired and New	65	712	647	2,182	5,948	3,766	8,000		5,818
5525 Equipment Maintenance	407	460	53	3,492	4,830	1,338	8,000		4,508
5550 Vehicle Expenses	1,836	46	-1,790	4,262	3,264	-998	3,400		-862
5700 Fuel	731	574	-157	4,939	4,278	-661	6,000		1,061

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

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
6000 Rent & Rates	99	150	51	79	1,050	971	1,500		1,421
6010 Light Heat & Cleaning	577	170	-407	1,818	1,530	-288	2,040		222
6013 Cleaning	0	0	0	43	0	-43	0		-43
6101 Telephone	11	17	6	139	153	14	200		61
6104 Mobile Telephone	23	25	2	110	225	115	300		190
6320 Staff Training	632	208	-424	1,485	1,872	388	2,500		1,016
6330 Welfare/Hospitality	0	17	17	98	153	55	200		102
6730 Subscriptions	0	0	0	141	200	59	200		59
6812 Road Dues	0	0	0	145	1,300	1,155	2,000		1,855
6851 Bus Shelter Maintenance	24	14	-10	65	128	63	170		105
6900 Sundry Expenses	0	8	8	3	72	69	100		97
6922 Health&Safety/Risk Assessments	0	300	300	12	1,400	1,388	1,500		1,488
6930 Alarm Maintenance	0	0	0	699	700	1	700		1
6931 CCTV Maintenance	520	0	-520	270	1,200	930	1,200		930
6934 Waste Bin Collection-Dog Bins	637	675	38	2,530	2,700	170	2,700		170
6935 Waste Bin Disposal-Waste Bins	142	335	193	1,656	2,995	1,339	4,000		2,344
6952 Protective Clothing	82	117	35	967	1,050	83	1,400		433
O/ Spaces & Leisure - General :- Expenditure	33,456	20,975	-12,481	208,484	214,764	6,280	286,325	0	77,840
1022 Letting & Hire of Facilities	1,042	0	1,042	22,638	18,350	4,288	20,000		
1316 Raleys Car Park Permits	1,379	805	574	1,384	976	408	1,030		
1350 Revenue Grant income	5,341	0	5,341	5,341	0	5,341	0		
1470 Income from Other Departments	0	0	0	25	0	25	0		
1850 Log Sales	0	0	0	1,327	1,200	127	1,200		
1990 Other Income	20	51	-31	2,120	512	1,608	720		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

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
2012 CIL Income allocation	9,089	0	9,089	9,089	-1,519	10,608	0		
O/ Spaces & Leisure - General :- Income	16,871	856	16,015	41,924	19,519	22,404	22,950		
Net Expenditure over Income	16,585	20,119	3,534	166,561	195,245	28,684	263,375		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

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
22 O/ Spaces & Leisure - Cemetery									
4010 Gross Pay	5,112	5,000	-112	46,689	45,000	-1,689	60,000		13,311
4270 Employers Pension Contribution	459	492	33	4,303	4,425	122	5,900		1,597
5210 Cemetery Chapel & Office	0	0	0	1	170	169	170		169
5230 Cemetery Wshop/Messroom Mtce	0	0	0	1,049	85	-964	170		-879
5340 Plants	15	0	-15	15	0	-15	0		-15
5410 Repairs & General Maintenance	0	84	84	465	751	286	1,000		535
5500 Equipment Hired and New	0	0	0	809	1,386	577	2,140		1,331
5525 Equipment Maintenance	161	100	-61	2,463	1,505	-958	2,400		-63
5700 Fuel	82	75	-7	688	675	-13	900		212
6000 Rent & Rates	773	400	-373	4,897	4,095	-802	5,700		803
6010 Light Heat & Cleaning	135	100	-35	444	900	456	1,200		756
6013 Cleaning	133	0	-133	190	0	-190	0		-190
6101 Telephone	41	61	20	390	549	159	730		340
6104 Mobile Telephone	25	4	-21	75	35	-40	40		-35
6200 Printing & Stationery	0	17	17	369	153	-216	200		-169
6240 Computer/ Data Base/WP's	0	0	0	328	380	52	380		52
6320 Staff Training	158	0	-158	236	1,500	1,265	1,500		1,265
6330 Welfare/Hospitality	0	13	13	133	113	-20	150		17
6500 Goods for Resale	0	17	17	0	150	150	200		200
6630 Professional Fees	0	0	0	90	100	10	100		10
6730 Subscriptions	0	0	0	90	100	10	100		10
6802 Trees Plants Turf & Fertilizer	0	0	0	1,021	1,500	479	1,500		479
6822 Roads Path & Boundaries	28	126	98	500	478	-22	550		50

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

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
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900 Sundry Expenses	10	4	-6	88	36	-52	50		-38
6922 Health&Safety/Risk Assessments	0	243	243	0	728	728	970		970
6930 Alarm Maintenance	0	0	0	612	1,150	538	1,150		538
6932 Cemetery Security	740	425	-315	3,300	3,825	525	5,100		1,800
6935 Waste Bin Disposal-Waste Bins	77	100	23	841	900	59	1,200		359
6952 Protective Clothing	0	50	50	211	450	239	600		389
O/ Spaces & Leisure - Cemetery :- Expenditure	7,948	7,311	-637	70,298	71,139	841	94,200	0	23,902
1700 Cemetery Income	2,534	6,166	-3,632	62,575	55,500	7,075	74,000		
O/ Spaces & Leisure - Cemetery :- Income	2,534	6,166	-3,632	62,575	55,500	7,075	74,000		
Net Expenditure over Income	5,414	1,145	-4,269	7,723	15,639	7,916	20,200		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

Cost Centre Report

23 O/ Spaces & Leisure- Allotment		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
4010	Gross Pay	269	210	-59	3,153	2,670	-483	3,300		147
4270	Employers Pension Contribution	0	40	40	0	380	380	500		500
5410	Repairs & General Maintenance	12	0	-12	533	1,350	817	1,590		1,057
5500	Equipment Hired and New	0	0	0	195	0	-195	0		-195
6000	Rent & Rates	0	440	440	407	1,320	913	1,760		1,353
6002	QH Allotments Costs	366	0	-366	1,039	0	-1,039	0		-1,039
6922	Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300
O/ Spaces & Leisure- Allotment :- Expenditure		648	690	42	5,327	6,020	693	7,450	0	2,123
1010	Rental Income	0	0	0	840	880	-40	880		
1047	QH Allotments Income	104	0	104	5,436	3,150	2,286	3,150		
O/ Spaces & Leisure- Allotment :- Income		104	0	104	6,276	4,030	2,246	4,030		
Net Expenditure over Income		544	690	146	-950	1,990	2,940	3,420		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

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
<u>26 Open Spaces-Street Lighting/Ge</u>									
6861 Public Clock Maintenance	598	0	-598	1,103	600	-503	1,000		-103
6862 Street Lighting	-227	917	1,144	6,840	9,936	3,096	12,644		5,804
6865 In Bloom Costs	0	0	0	16,780	16,224	-556	16,224		-556
Open Spaces-Street Lighting/Ge :- Expenditure	372	917	545	24,723	26,760	2,037	29,868	0	5,145
1263 Conf'ns to street lighting	0	0	0	0	0	0	7,197		
1997 In Bloom Income	0	0	0	2,230	1,224	1,006	1,224		
Open Spaces-Street Lighting/Ge :- Income	0	0	0	2,230	1,224	1,006	8,421		
Net Expenditure over Income	372	917	545	22,493	25,536	3,043	21,447		
Open Spaces Expenditure	45,093	33,344	-11,749	333,966	345,027	11,062	452,723	0	118,757
Income	19,509	7,022	12,487	113,005	80,273	32,732	109,401		
Net Expenditure over Income	25,584	26,322	738	220,960	264,754	43,794	343,322		

Detailed Income & Expenditure by Year to Date Budget Heading 31/12/2018

Month No : 9

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
<u>29 O/Spaces & Leisure-Vine Ground</u>									
4010 Gross Pay	1,972	688	-1,284	7,677	6,192	-1,485	8,250		573
4270 Employers Pension Contribution	45	41	-4	375	375	0	500		125
5010 Vine Area General Maintenance	500	283	-217	4,369	2,551	-1,818	3,400		-969
5020 Vine Public Convenience	1,193	1,000	-193	5,168	9,000	3,832	12,000		6,832
5412 Capital Refurbishments	8,500	0	-8,500	8,500	0	-8,500	0		-8,500
6000 Rent & Rates	1,275	59	-1,216	566	526	-40	700		134
6010 Light Heat & Cleaning	60	17	-43	66	51	-15	65		-1
6460 Publicity & Democratic notices	0	0	0	93	250	157	250		157
6635 Professional Fees Licensing	0	0	0	70	100	30	100		30
6868 Summer Concerts	120	0	-120	2,780	3,000	220	3,000		220
6869 Special Events	-120	0	120	0	0	0	0		0
6931 CCTV Maintenance	0	0	0	749	620	-129	620		-129
O/Spaces & Leisure-Vine Ground :- Expenditure	13,545	2,088	-11,457	30,413	22,665	-7,748	28,885	0	-1,528
1208 Food Fair Income	0	0	0	1,573	3,152	-1,580	3,152		
1805 Tea Kiosk Rental & Pavilion	773	795	-23	3,090	3,180	-90	3,180		
1870 Vine Club Insurance Contrib.	0	0	0	350	600	-250	600		
O/Spaces & Leisure-Vine Ground :- Income	773	795	-23	5,013	6,932	-1,919	6,932		
Net Expenditure over Income	12,773	1,293	-11,480	25,401	15,733	-9,668	21,953		
Open Spaces Expenditure	13,545	2,088	-11,457	30,413	22,665	-7,748	28,885	0	-1,528
Income	773	795	-23	5,013	6,932	-1,919	6,932		
Net Expenditure over Income	12,773	1,293	-11,480	25,401	15,733	-9,668	21,953		

OSL December 2018 Year to Date Variance analysis

Note: Negative numbers (shown in red and brackets) in all columns except the variance column denote income
Negative numbers in the variance column (shown in red and brackets) denote adverse variances

Cost Centre	Actual costs	Budget costs	Variance	Annual budget costs	Explanation of YTD variances
	£	£	£	£	
Open Spaces & Leisure Committee					
General	166,561	195,245	28,684	263,375	Favourable variance on Salaries & Pensions to date (£10,233 & £1,472). Lower St Johns Toilets have an adverse variance of £3,259 due to required works required on locks and the hot water heater. Underspend on Greatness Rec Conveniences (£2,770) due to lower than expected cleaning costs. Adverse variance on Misc. Open Spaces due to 2 replacement Bus Shelters. Positive variance on Letting & Hire of Facilities due to extra bookings of pitches for the Winter Season. Positive variance in Other Income to offset 2 Memorial Benches in Seats & Litter Bins.
Cemetery	7,723	15,639	7,916	20,200	Overspend on Gross Pay due to higher than expected volume of Out of Hours Funerals, resulting in more additional overtime. More than budgeted Cemetery Income to date (£7,075) due to Out of Area applications.
Allotments	(950)	1,990	2,940	3,420	Positive Variance in QH Allotments Income (£2,286) due to actual occupancy at over 90% (& £3.50 per rod) compared to budget at 80% (& £2 per rod)
Street lighting/ general	22,493	25,536	3,043	21,447	Streetlighting costs are less than budget to date (£3,096). Invoices are sent at year end, therefore income will be received before the financial year end.
Vine Grounds	25,401	15,733	(9,668)	21,953	Favourable variance for the Vine Public Convenience due to the cleaning starting mid-April and being less than budgeted. Adverse expenditure in Vine Area General Maintenance due to Anti-Slip work done on the bridge. Food Fair Income is below budget due to less Food Fairs being run throughout the year. Large portion of adverse variance due to Access Ramp/Windows works on Pavilion. A grant is due to offset this work at a later date.
Total	221,228	254,143	32,915	330,395	

Summary by Committee:

Open spaces & Leisure	221,228	254,143	32,915	330,395
Total	221,228	254,143	32,915	

OSL Nominal Ledger Review

[illegible]

SEVENOAKS TOWN COUNCIL
TERMS OF REFERENCE

Sevenoaks Town Council
Friends of Greatness Cemetery

1. Name

The Organisation will be called the 'Sevenoaks Town Council Friends of Greatness Cemetery (referred to as The Friends of Greatness Cemetery or FOGC).

2. Aim

The aim of the Friends of Greatness Cemetery is to promote the Cemetery as a place of quiet reflection and to enhance the aesthetics and information provided at the Cemetery site.

3. Objectives

- A. Improve signage and information boards
- B. Improve planting areas around the grounds and Chapel.
- C. Promote the Cemetery to a wider audience.
- D. Encourage integration with other community/business projects e.g. Sevenoaks In Bloom, Historical Talks, Nature Trails and Talks
- E. Protect and inform re Historical/Conservation importance.
- F. Provide information to the public.
- G. Provide further information regarding War Graves and Mausoleum via leaflets and talks and volunteering days

It must be noted that some of these activities require a Faculty from the Diocese and must not be undertaken without this in place.

4 Membership

- 4.1 Members to be welcomed from a wide range of different sectors to reflect the diverse aspirations of people in the town.

4.2 Governance.

Members who are appointed by organisations should be clear that they act to represent their own organisation and in doing so should obtain from their organisation the necessary consent or ratification for any commitment or decision to which they are party on behalf of.

Members may also be known as an 'Individual Member' when they are not representing an organisation.

The Executive Board will consist of membership from:

- Sevenoaks Town Council
- Local Residents Associations
- Members of the public
- Local Historians

SEVENOAKS TOWN COUNCIL TERMS OF REFERENCE

The Friends of Greatness Cemetery will ensure that it remains a fully representative body;

The Friends of Greatness Cemetery will seek to ensure the full participation of the community wherever possible and seek to inform the community of the progress of its work`;

- 4.3 The Friends of Greatness Cemetery will comply with the Sevenoaks Town Council Equal Opportunities statement and Health & Safety policies.
- 4.4 The Friends of Greatness Cemetery will operate in an environment which is fully accountable and transparent;
- 4.5 Any alterations to the terms of reference must be agreed by Sevenoaks Town Council.

5.0 Meetings and Decision Making

- 5.1 Sevenoaks Town Council Committee Clerk, in consultation with the Chairman of the Friends of Greatness Cemetery, will timetable at least 4 full Friends of Greatness Cemetery meetings at regular intervals throughout the financial year.

- 5.2 Additional meetings may be called by 5 or more members indicating to the Chairman that a meeting is needed.

- 5.3 Agenda items for such a meeting should be agreed in consultation with the Chairman and notice given to the Clerk at least 10 days in advance.

- 5.4 Decisions will be made by consensus of those present on a majority vote

- 5.5 It is recognised that many members of the Friends of Greatness Cemetery will have a personal interest in promoting the best interests of the business of the partnership and that conflicts of interest are therefore difficult to identify. However partners should declare a personal interest that might represent a conflict with the best interests of the Friends of Greatness Cemetery.

6 Administration

- 6.1 Sevenoaks Town Council will undertake the administrative functions necessary for the co-ordination of the Friends of Greatness Cemetery.

07.12.2018

Sevenoaks In Bloom Minutes

18th January 2019

Present:

Ann White – Deputy Town Clerk, Sevenoaks Town Council
Ben Day – Chargehand, Sevenoaks Town Council
Linda Larter – Town Clerk, Sevenoaks Town Council
Bonnie Tarling – Committee Clerk, Sevenoaks Town Council
Ruth King – Sevenoaks Town Council
Nicholas Cave – Open Spaces & Cemetery Manager, Sevenoaks Town Council
Cllr Robert Piper – Sevenoaks Town Council
Cllr Maxine Chakowa – Sevenoaks Town Council
Annette Whitney – Rockdale Housing
Anita Cleugh – Rockdale Housing
Clare Sender – New Beacon School
Isobel Groves – Sevenoaks Soroptimist
Penelope Robbins – Sevenoaks Soroptimist
Mary Hogarth – Sevenoaks Soroptimist

Apologies:

Cllr Richard Parry – Sevenoaks Town Council (Chairman)
Cllr Marilyn Canet – Sevenoaks Town Council
Neil Jackson – Coolings
Jill Roberts – West Kent Mind

1. Welcome and introductions

In the absence of the Chairman Linda Larter chaired the meeting.

2. Review of 2018

It was noted that we had received the following awards and thanks were given to all involved in the project.

The Vine – Gold
Town Centre – Gold
Upper High Street Gardens – Silver Gilt
Greatness Cemetery – Silver
Sevenoaks Common - Silver

3. Action Plan for 2019 entry

The Action Plan was discussed and projects were decided on (new action plan attached with timeline).

It was noted that the colour scheme for 2019 would be Red, White and Blue with a theme of edible gardens and sensory planting.

4. Comments and suggestions

The hanging basket donation letters would be sent to businesses as previous years.

The In Bloom competition and request for volunteers would be advertised on the community screens at the mainline station, Bat & Ball Station and Stag, in the STP weekly newsletter and in the Town Crier.

Possible visit to King Henry's Walk Garden in Islington for ideas and inspiration

<http://www.khwgarden.org.uk/about-the-garden/>

5. Dates for future meeting

The next working party group meeting would take place on Friday 15th March, 10am at the Town Council Chamber.



Sevenoaks Town Council – South East in Bloom Action Plan 2019

Theme for 2019 entry:

Colour scheme – Red, White and Blue

Edible and sensory gardens with areas of fruit, vegetables, edible flowers and plants for medicinal purposes

Stag Bed – Periodic table sign for gold in edible yellow/gold flowers and thyme surround

Town Centre:

Ref	Score	Pot. Score	Areas of Achievement Judges' Comments	Areas for Development Judges' Comments	Recommended action to improve score	Est. Cost	Time line	By whom
A. Horticultural Achievement	88	100	The judges were pleased to see the input from the volunteers from the Sevenoaks Living Landscape team and the work they have carried out to the pockets of land that would otherwise have been possibly left transforming the town with several colourful displays. The judges were impressed with the bus terminus and Adrian Chapman work is commendable at the bus and train station. The regeneration of the herbaceous border in the Vine has added colour,	The flower beds had a lot of weeds in them particularly the display at The Vines, The judges suggest that the beds and borders on the route should be checked for weeds prior to the judging and also to dead head any flower heads	Soroptimists to continue to work on Sensory Bed and further planting around the pond area. West Kent Mind Project for 9 weeks will work on bed near Pavilion and Seal Hollow Road side. Install Wild Bee Boxes Community litter picking days to be arranged Encourage people to join Friends of The Vine Group			

Sevenoaks Town Council – South East in Bloom Action Plan 2019

			impact and interest, hopefully continued restoration work will be carried out, evaluating on what plants worked well and what needs changing The gardens at Rochdale Housing Association were stunning particularly the sub tropical beds and borders, which makes a very enjoyable place for residents to live . It was also pleasing to see some of the residents are also actively involved undertaking some of the planting and maintenance.	On morning of judging working party group to help with last minute pruning and dead heading. Rockdale will continue to help the entry and will work on projects with their Gardening Group around edible gardens and sensory planting.				
B Environmental Responsibility	Score 42	Pot. Score 50	Areas of Achievement Judge's comments The judges noted that Sevenoaks was very clean and tidy with minimal evidence of graffiti , weeds or detritus or litter throughout the tour. The judges noted the very pleasant Six Bells Lane and the improved standards of maintenance with minimal weeds present which was highlighted in last years	Areas for Development Judge's comments Continue to encourage businesses to harvest rainwater and assist with the watering the nearby floral displays Investigate whether The National Probation Services payback team would be able to assist with litter picking,	Recommended action to improve score Vinyls/community art projects to take place at Edwards Electrical site and Tesco site	Est. Cost	Time line	By whom

Sevenoaks Town Council – South East in Bloom Action Plan 2019

			report. The new WW1 seats that have been installed at various locations work particularly well and was a popular addition. The judges were impressed with the vinyl hoarding display to brighten up the derelict building site with a sponsored colourful display as well as promoting the South and South East in bloom competition	painting of the railings surrounding the Vine Park, and other tasks that would further improve and enhance the Town with offenders giving back to the community				
C Community Involvement	Score 40	Pot. Score 50	Areas of Achievement Judge's comments The judges commend the local school and brownie on the painted poppy rocks to mark the names listed on the Vine war memorial., and the new memorial seats at various locations throughout the town The judges were pleased to see the work undertaken by the volunteers throughout the tour, and were also pleased to meet the children from	Areas for Development Judge's comments Continue to work on initiatives to further encourage shops and businesses that currently don't take part in the bloom campaign to get involved. Finally, as a general comment other judges may not have been so lenient as the tour ran over time . The tour needs	Recommended action to improve score Donation letter will go out to businesses in April/May Floral window display competition around themes for businesses to encourage involvement in the project.	Est. Cost	Time line	By whom

Sevenoaks Town Council – South East in Bloom Action Plan 2019

			the Little Vine Nursery school and the flowers and vegetables they had produced.	to be better time managed in the future.			
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Upper High Street Gardens:

Ref	Score	Pot. Score	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By whom
A – Making Way for People	13	15	The Upper Gardens are situated at the top old end of Sevenoaks High Street and is approached via a gate with a new notice board and sign indicating the opening hours to the ground. The ground was judged at Lunch time and appeared to be well used and appreciated by nearby office workers enjoying this peaceful and well maintained ground. It was noted that the grounds were well served with seats all in a good clean condition. The new WW1 commemorative seat was noted creating an additional feature. The ground	Continue to build Friends Group Community Litter Pick days to be confirmed			

Sevenoaks Town Council – South East in Bloom Action Plan 2019

				appeared to be accessible for all users in the top part of the gardens with the lower part of the ground approached by steps and the paths were in a good condition. The gardens were very clean with no dog fouling, litter or any obvious signs of graffiti. The grass areas were very well maintained as well as the beds and borders in this ground. The staff should be commended for the well maintained standards of maintenance that have been achieved by the team. The judges were impressed with the quality of the Girl Guide Centenary Rose bed which has started to establish, it was pleasing to see the newly planted varieties looked very healthy and disease free in these beds. It was pleasing to note that last years comments from the judges were taken on board with regards to the Prunus
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Sevenoaks Town Council – South East in Bloom Action Plan 2019

				Autumnalis located near the rose garden which was dying when judged last year which has been replaced with the recommended Amelanchier lamarckii The new tree will create both spring and autumn colour and interest. The judges recommend that consideration should be given to replace the other adjacent prunus which are also showing signs of disease and recommend that this should be removed and planted with a new Amelanchier of a similar size and height in the autumn This will then create a balanced pair of specimen trees which would enhance and improve the ground further and when established will create further impact colour and interest for all to enjoy. The gardens are maintained by the Town Council Staff and the judges were pleased to hear that the gardens now have			
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Sevenoaks Town Council – South East in Bloom Action Plan 2019

			volunteers to assist with the watering of the trees and litter picking perhaps the volunteers could be encouraged to get more involved in other aspects of maintenance in this small park.						
Signage and visitor information	Score 12	Pot Score 15	Judge's Comments	Recommended action to improve score	Est Cost	Time line	By whom		
B – Design Appearance and practicality of layout	Score 16	Pot Score 20	Judge's Comments	Recommended action to improve score	Est Cost	Time line	By whom		
C – Welfare of Park Users Staff/Voluntary presence	Score 14	Pot Score 20	Judge's Comments	Recommended action to improve score Continue to build Friends Group School project with New Beacon and/or Sevenoaks School	Est Cost	Time line	By whom		
D – Facilities Maintenance of facilities	Score 16	Pot Score 25	Judge's Comments	Recommended action to improve score	Est Cost	Time line	By whom		
E – Maintenance (Quality of horticultural and sports	Score 16	Pot Score 25	Judge's Comments	Recommended action to improve score Install water butt at shelter to harvest rain water	Est Cost	Time line	By whom		

Sevenoaks Town Council – South East in Bloom Action Plan 2019

turf maintenance) Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas									
F – Maintenance of hard landscape features Paths, benches, bins, play areas and artificial surfaces	Score 7	Pot Score 10	Judge's Comments	Recommended action to improve score	Est Cost	Time line	By whom		
F – control of litter, graffiti & vandalism	Score 9	Pot Score 10	Judge's Comments	Recommended action to improve score	Est Cost	Time line	By whom		
G – Environmental sustainability Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat	Score 14	Pot Score 20	Judge's Comments	Recommended action to improve score	Est Cost	Time line	By whom		

Sevenoaks Town Council – South East in Bloom Action Plan 2019

H – Conservation Management of natural features, wildlife and flora	Score 13	Pot Score 20	Judge's Comments	Recommended action to improve score Install Wild Bee Shelters/bird boxes and bug houses	Est Cost	Time line	By whom
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The Vine

Ref	Score	Pot. Score	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By whom
A – Making Way for People	13	15	Sevenoaks Vine is a popular and well used park for both residents and visitors to enjoy. The ground contains a well maintained cricket ground, a very pleasant formal park area consisting of herbaceous borders, annual bedding displays. This year a willow Sopwith Camel sculpture to commemorate the centenary of the end of WW1 has been incorporated in the herbaceous border. The community have also hand				

Sevenoaks Town Council – South East in Bloom Action Plan 2019

				knitted poppies which have decorated the railings and gates surrounding the ground as well as a dedicated area for 226 poppy stones that have been left around various open spaces around Sevenoaks to mark the number of fallen listed on the war memorial The ground is used for a number of planned events including themed markets, and regular summer concerts in the bandstand. The café appeared to be a very popular facility. With a small play area for toddler children outside and adjacent is a disused telephone box which has been relocated into the grounds with the provision of a defibrillator for public use Previously mentioned last years report and again the judges would like to see a notice board installed in the park to				
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Sevenoaks Town Council – South East in Bloom Action Plan 2019

				promote the events and activities organised within the park. Also a small area could be left available for the cricket club to update the public on the organised cricket matches, and club details . It was pleasing to meet the enthusiastic children from “The Little Vine” nursery school who were on hand to show the judges their small vegetable and flower garden, which was pleasing to see The judges were pleased to see that the first phase of replanting of the herbaceous border has commenced and that the second phase will commence in the Autumn. Despite the very dry conditions the plants have already creating colour and impact and look forward to the continued future phased improvements. Throughout the tour it was noted that the ground was very clean and tidy with no litter or dog fouling.
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Sevenoaks Town Council – South East in Bloom Action Plan 2019

Signage and visitor information	Score 13	Pot Score 15	Judge's Comments	Recommended action to improve score Continue to ensure the noticeboards are up to date with leaflets of events and information	Est. Cost	Time line	By whom
B – Design Appearance and practicality of layout	Score 17	Pot Score 20	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By whom
C – Welfare of Park Users Staff/Voluntary presence	Score 8	Pot Score 10	Judge's Comments	Recommended action to improve score Soroptimists to continue to enhance sensory bed and surrounding areas near the pond. West Kent Mind project to focus on bed near the Pavilion and Seal Hollow Road side	Est. Cost	Time line	By whom
C – control of dog fouling	Score 9	Pot Score 10	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By whom
D – Facilities Maintenance of facilities	Score 23	Pot Score 25	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By whom
E – Maintenance (Quality of horticultural and sports	Score 20	Pot Score 25	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By whom

Sevenoaks Town Council – South East in Bloom Action Plan 2019

turf maintenance) Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas									
F – Maintenance of hard landscape features Paths, benches, bins, play areas and artificial surfaces	Score 9	Pot Score 10	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By whom		
F – control of litter, graffiti & vandalism	Score 9	Pot Score 10	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By whom		
G – Environmental sustainability Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat	Score 18	Pot Score 20	Judge's Comments	Recommended action to improve score Use of new cardboard and mulch programme within new planting scheme	Est. Cost	Time line	By whom		

Sevenoaks Town Council – South East in Bloom Action Plan 2019

Ref	Score	Pot. Score	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By whom
H – Conservation Management of natural features, wildlife and flora	12	20		Install Wild Bee Shelters and further bird/bug houses			

Greatness Cemetery:

Ref	Score	Pot. Score	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By whom
A – General Site Assessment			Greatness Cemetery was opened in 1906. The cemetery was extended in 2003. The main access gate is just off the A25 and the lodge house just inside the grounds has been recently sold. The judges were informed that there are plans to realign the entrance gate in the future now the lodge has sold. In view of this sale the judges felt that some of the monies generated from the sale should be invested to improve and				

Sevenoaks Town Council – South East in Bloom Action Plan 2019

					enhance the grounds of the cemetery. The Ground has two members of staff and the judges commend the work they have achieved, both were very passionate and dedicated in their work. The buildings including the chapel and mausoleum are well maintained. Parking is permitted on the access roads The judges suggest consideration should be given in the future for the creation of a small car park for visitors which would overall improve the appearance to the ground. On the route in from the main entrance there is a small collection of prunus trees that appear to be diseased and dying. The judges suggested that these trees need to be removed and this would then create an opportunity to plant with new trees. The judges suggest that this could be self financing with a				
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				relatively small outlay for marketing replacement trees could be purchased as donated memorial trees to add colour and interest to further enhance the ground , if successful this could be extended to other areas within the grounds. The judges were pleased to note that a tree trail is planned to be introduced in 2019. The grass and around the graves was maintained adequately, the judges felt that some of the areas left with wildflowers could be further extended to create wild flower meadows. Areas that could be developed could include some of the open areas and also to incorporate a larger area where the common spotted orchids have been found. The judges suggest that The Kent Wildlife Trust maybe worth contacting to provide advice, guidance and support on creating these				
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Sevenoaks Town Council – South East in Bloom Action Plan 2019

					features, volunteers and local schools may also be encouraged in helping in developing this project within the grounds. It was noted that last years report highlighted the need for rejuvenation of the shrub beds around the chapel, the judges felt that this needs to be given high priority and as mentioned earlier some of the funds from the sale of the lodge house could be used to improve and enhance these beds and border. The shrub bed with the old chapel bell needs to have new planting to regenerate creating impact and interest with the old chapel bell forming a central feature in this bed. The use of low level shrubs and perhaps incorporating herbaceous perennials should be considered to add colour and interest. The judges were impressed with the colourful annual flower bedding				
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Sevenoaks Town Council – South East in Bloom Action Plan 2019

				displays which were maintained to a high standard. It was good to see the good use of the permanent planting of the standard ilex's in these beds creating height and year-round colour to the annual beds. The grounds staff confirmed that they have their own recycling area where they recycle soil, and green waste compost for re-use around the ground which is pleasing to note. Last year the judges recommend that this area would benefit with some suitable screen planting to screen this area off. The judges re affirm this as it looks unsightly and needs to be considered to further enhance the grounds. Results Level Description Points Certificate 0					
Design, layout and accessibility	Score 5	Pot Score 10	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By Whom		

Sevenoaks Town Council – South East in Bloom Action Plan 2019

Signage and visitor information	Score 4	Pot Score 10	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By Whom
Infrastructure - conditions of building, roads, paths, provision for parking, availability of facilities	Score 6	Pot Score 10	Judge's Comments	Recommended action to improve score A grant application will be made for resurfacing of road and paths	Est. Cost	Time line	By Whom
B – Horticulture Overall appearance of the site – including general maintenance, cleanliness, trees, shrubs, grass, perennial and seasonal flowers	Score 15	Pot Score 25	Judge's Comments	Recommended action to improve score New planting scheme planned for beds near the Chapel & bell	Est. Cost	Time line	By Whom
Horticultural practice – design & layout, presentation, cultivation and maintenance, quality of plants	Score 14	Pot Score 25	Judge's Comments	Recommended action to improve score Updated planting areas and installation of additional wild flower meadows	Est. Cost	Time line	By Whom

Sevenoaks Town Council – South East in Bloom Action Plan 2019

Horticultural management – evidence of a sustainable development including new plantings	Score 15	Pot Score 25	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By Whom
C – The Environment & Conservation Nature Conservation Areas – including meadows, woodlands, hedges, areas to encourage and support wildlife	Score 9	Pot Score 15	Judge's Comments	Recommended action to improve score Additional wild flower meadows Installation of bird and bat boxes	Est. Cost	Time line	By Whom
Management of natural & scarce resources (water & peat), actions to reduce pesticides	Score 9	Pot Score 15	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By Whom
Recycling – provision of facilities to encourage recycling, including green wastes	Score 11	Pot Score 15	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By Whom

Sevenoaks Town Council – South East in Bloom Action Plan 2019

D – Pride of Place Local environmental quality – management of litter, graffiti, fly-tipping etc	Score 13	Pot Score 15	Judge's Comments	Recommended action to improve score	Est. Cost	Time line	By Whom
Pride of Place – management and maintenance of street furniture, signage, art in landscape and hard landscaping	Score 11	Pot Score 15	Judge's Comments	Recommended action to improve score Grant application will be made for new signage	Est. Cost	Time line	By Whom
E – Public Relations & Customer Care Marketing, brochures, leaflets and public information	Score 10	Pot Score 20	Judge's Comments	Recommended action to improve score Friends of Greatness Cemetery Group will be created. Talks, guided walks and leaflets will be commissioned	Est. Cost	Time line	By Whom

Sevenoaks Common:

A – Making Way for people		Sevenoaks Common lies south of Sevenoaks on the Greensand ridge which was purchased by Sevenoaks District Council between 1939 and 1961. Following the great storm of 1987 the forestry commission assisted with the selection of trees to replant. In 1995 Esusu created a management plan. There was evidence that there has been a gradual thinning of the trees on the tour. The judges were pleased to hear of the Heritage Lottery Funding to help reinstated this valued open space for the local community working in partnership with the Kent Wildlife Trust. The paths were all wide and easily accessible, the vegetation is cut back twice a year. The footpaths were well used by			
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Sevenoaks Town Council – South East in Bloom Action Plan 2019

				the public and the judges suggest that better directional signage would be advisable to assist visitors unfamiliar with the Common. Noted was signage for horse riders using the Bridle ways was present. The judges would like to see a increase in the amount of the volunteers and friends of the common. The local Residents Association may also like to get involved in the Greensands project. Consider creating a annual calendar of events including more organised walks, talks on subjects relating to the common such as Bats, Birds, Bees and wildlife, the appointed Botanist may also be able to provide some further useful information. It was pleasing to hear that there was a Forest Skill Day which proved to be a very popular. Continue to explore the opportunities to work				
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Sevenoaks Town Council – South East in Bloom Action Plan 2019

			with The Kent Wildlife Trust to create and encourage more Forest Schools activities. The local residents association could also be encouraged to become more active creating a greater sense of ownership invigorating interest in the Greensand commons. There are many entrances onto the common from various roads and the main entrance points have entrance signs giving details and where you are within the common. The bridleways have clear signage for horse riders. The judges would have liked to see more directional signs.				
Access for all	Score 16	Pot Score 20	Judge's comments	Recommended action to improve score	Est Cost	Time Line	By whom
Signage and visitor information	Score 12	Pot Score 20	Judge's comments	Recommended action to improve score Apply for grant funding for further directional signage for walkers	Est Cost	Time Line	By whom
B – Welfare of Park Users	Score 0	Pot Score 10	Judge's comments	Recommended action to improve score	Est Cost	Time Line	By whom

Sevenoaks Town Council – South East in Bloom Action Plan 2019

Staff/Voluntary presence				Encourage local Residents Association to become a Friends Group Volunteer litter picking dates to be confirmed. Linked works with Greensand Common Project			This project is lined to the Greensand Common Project. Tasks this year are: • Path clearing • Signage • Events – dates to be confirmed
Control anti-social behaviour	Score 7	Pot Score 10	Judge's comments	Recommended action to improve score	Est Cost	Time Line	By whom
C – Facilities (appropriate provision and appearance of facilities) Quality & Maintenance of facilities, ie car parking, children's play area, fitness equipment, toilets, etc	Score 0	Pot Score 20	Judge's comments	Recommended action to improve score Apply for grant funding for a children's totem pole trail to encourage younger visitors to the site	Est Cost	Time Line	By whom
D – Maintenance (including control of litter, graffiti & vandalism) Horticultural/formal features	Score 0	Pot Score 15	Judge's comments	Recommended action to improve score	Est Cost	Time Line	By whom

Sevenoaks Town Council – South East in Bloom Action Plan 2019

Woodlands and hedgerows	Score 10	Pot Score 15	Judge's comments	Recommended action to improve score	Est Cost	Time Line	By whom
Ponds & lakes	Score 0	Pot Score 15	Judge's comments	Recommended action to improve score	Est Cost	Time Line	By whom
Sporting and recreational facilities	Score 0	Pot Score 15	Judge's comments	Recommended action to improve score In the past a Forest Skills day has taken place – possibly another to take place via the Greensand Common Project	Est Cost	Time Line	By whom
E – Maintenance of hard landscape features Paths, benches, bins, hides & shelters	Score 5	Pot Score 10	Judge's comments	Recommended action to improve score Install further bird/bat/hedgehog houses	Est Cost	Time Line	By whom
F – Environmental Responsibility Control of litter & graffiti and actions to control fly tipping and unwanted egress	Score 16	Pot Score 25	Judge's comments	Recommended action to improve score	Est Cost	Time Line	By whom
G – Conservation	Score 18	Pot Score	Judge's comments	Recommended action to improve score	Est Cost	Time Line	By whom

Management & maintenance of wildlife and flora	25					
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Additional Ideas:

- School's competition – Planted wellington boots
- Community Art Projects – Tesco or Edward Electrical Site – dependent on owners permission
- Create events on day of judging – St Nicholas Church to host flower show, music on the bandstand, Rockdale to hosting flower arranging class/demo
- Formal planting ideas needed for the rear of the Stag

Open Spaces & Leisure Committee
18th February 2019
Current Matters

Minute number	Subject	Update
236	Warren Clock	Repairs to the clock at the Vine Pavilion building took place during January 2019. The clock was reinstated on 5 th February.
366VI	Vine & Cycle racks	Work would start in the new year once work for the chair storage unit had commenced.
372	Vine Pavilion Ramp and restoration of Sash Windows	Works started due for completion at end of January however the finish date was now delayed due to adverse weather conditions and will now finish in February.
221	Lamp post outside Lloyds Bank	A quote had been received from F M Conway during January. A Grant application would be submitted to KCC Cllr Margaret Crabtree in April/May. 5 posts will be painted in total (2 by Lloyds Bank, 1 next to Halifax, 1 outside Natwest and 1 near the Red House)
223	Renovation of St Nicholas War Memorial	Initial conversations had taken place with St Nicholas Church. Grant pre application form submitted and successful at first round, next round of funding decisions in March 2019.
226	Anti Litter Campaign	Contact had been made with Sevenoaks District Council regarding commercial collection of recycled waste. STC were preparing an Action Plan for the campaign (copy attached). It was noted that SDC only collect paper and card on a commercial level. Further research was being undertaken to see how plastic, glass and can recycling could be collected and disposed of on a commercial basis.

314	Greatness Cemetery – Environment Agency Groundwater Testing	Testing was carried out at the Cemetery in January 2019. A report had now been received as detailed in Open Spaces & Cemetery Manager's report
314	Greatness Cemetery Faculty	A Faculty was applied for during January and currently awaiting feedback on the application.
319	Proposed outdoor gym at Julian's Meadow	Quotes for new equipment had been received, grant applications would be made in February with hope of a decision by April.
321	9 Week Horticultural Course with West Kent Mind	Initial talks had taken place with start date of 16 th April.

Sevenoaks Anti-Litter Campaign Action Plan

No	Action	Comment	Cost	By Whom
1	Removal of recycling waste from litter bins via Sevenoaks District Council	Sevenoaks District Council will only remove card & paper on a commercial level. Currently in conversation regarding hosting plastic and glass recycling point at Knole Paddock and if we could recycle our waste there as well as the public	TBC – could be issue with noise near the new houses and issues with access at busy parking times	Open Spaces Manager and Committee Clerk
2	Removal of recycling waste via private company such as Veolia	Talk to Veolia for quote to take away glass and plastic waste	Glass 240 bin every 2 weeks £7 + VAT Mixed Plastic 240 bin every 2 weeks £10 + VAT	Committee Clerk
3	New recycling litter bins	Quotes obtained for new recycling litter bins to be installed (places to be agreed)	Glasdon Nexus City 140 Mixed bin - £435.99 Broxap Derby Standard 120 - £299 Tammy the trash train recycling bin - £105	Committee Clerk
4	Anti-Litter campaign posters and logos	Posters to be displayed at all STC owned parks, on STC noticeboards and social media	Kall Kwik design cost (logo) tbc Artwork design by STC staff to liaise with Youth Councillors	Committee Clerk

5	App/mobile friendly website	Youth Council to design app for Anti-Litter campaign	Can be linked to current Youth Council/STC website	Youth Council
6	Organise clear up days at different locations around the town	Dates during Keep Britain Tidy campaign dates. Volunteers to be recruited.	Friday 22nd March 10am till 1pm – Bradbourne Vale Road Thursday 28th March 10am till 1pm – Rear of Tesco and Library Area Thursday 4th April 10am till 1pm – Greatness Recreation Ground Saturday 6th April 10am till 1pm Stag and walkway to Rockdale Wednesday 10th April 12 noon till 3pm Upper High Street Gardens and Six Bells Lane	Committee Clerk

7	Encourage school children to become Litter Heroes	If children are unable to make organised dates encourage them to create their own events with their friends that can be advertised on our website and via the app	Prepare stickers/certificates to be send from the Mayor as a "thank you" eg. The Town thanks you...	Committee Clerk to contact schools
8	Funding for projects	Look for grant funding https://www.naturesave.co.uk/naturesave-trust/funding-guidelines/ https://www.naturesave.co.uk/naturesave-trust/		Committee Clerk

