

17th July 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 22nd July 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 A Eyre – **Vice Chairman**
Cllr Dr J M Canet – **Chairman**
Cllr K Bonin
Cllr S Camp
Cllr A Clayton
Cllr R Hogarth
Cllr T Morris
Cllr R Piper
Cllr S G Raikes
Cllr E Waite

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.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

Town Clerk

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

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 12th November 2018 (copy attached). Noted that the meeting held on 18th February was inquorate.

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 30th June 2019 (copy attached).

7 FRIENDS OF GREATNESS CEMETERY

To receive a copy of the Terms of Reference for Friends of Greatness Cemetery (report attached)

8 SEVENOAKS IN BLOOM 2019

To receive a copy of the minutes of the In Bloom meeting held on 13th June 2019 (copy attached).

9 MANAGEMENT OF SEVENOAKS TOWN COUNCIL OPEN SPACES – Allocated Town Councillor – (report attached)

10 CURRENT MATTERS

To receive and consider current matters (report attached).

- 11 REQUEST FOR USE OF UPPER HIGH ST GARDENS BY NEIGHBOURHOOD CAFE (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 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

Sevenoaks Town Council

Open Spaces and Leisure Committee 22nd July 2019

Open Spaces and Cemetery Managers Report.

Staff

This spring we recruited two staff to fill vacancies.

Peter Traynor joins us after a long career at Summerhill school, he will principally be involved in the town centre flagship sites, but also assisting with all works.

Lewis Sutton joins with around 5 years previous experience and a desire to learn and gain some qualifications and will be involved in all tasks and sites.

The Vine

On Friday the 5th of July we learnt that we were successful in retaining our Green Flag status for the Vine, as normal the results come with a list of recommendations for future improvements which will be studied carefully. Copy of the judging assessment included. Appendix A

S.E.I.B.

The 5th of July was also the day of Judging for South East in Bloom.

We believe the day went well and have not received any adverse comments from the judges

I would like to thank all those who helped and took part, not only our own staff, and the District Council cleansing team lead by Mick Hood, but also volunteers who came to the working party days at the Stag, Upper High Street Gardens and Cemetery and also the Seroptimists and Sevenoaks Allotment Holders Association. This community involvement is a major reason for our strong entry.

The results and presentation take place in September

Due to ongoing maintenance matters at the Cemetery (see below) the site was withdrawn from S.E.I.B.

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.

Grass management

I believe some councillors will be aware that because of a member of staff at the Cemetery exhibiting symptoms of Vibration White finger we were investigated by the HSE as Vibration White Finger or Hand Arm Vibration Syndrome a notifiable industrial disease.

Since the legislation came into effect, we have sought to reduce exposure by modern equipment with quoted figures on vibration levels which are measured as metres per second i.e. 3.5 m/s

The HSE consider less than 2.5m/s multiplied by an 8 hour working day to be acceptable in preventing any damage, most modern mowers and strimmers produce a figure around 5 m/s but this reduces the amount of time that the equipment can be used safely to around 2 hours before the Action value is met when we must be aware that damage is occurring and 5 hours to the Exposure limit for the day is reached.

The HSE have told us to us their researched list of average values which allows for wear and damage, to equipment using this it was clear that with the staff available an adjustment to the way the site was maintained was necessary.

Rather than ideally cutting all the site twice a month and strimming the edges once a month, those areas with a high number of recent burials would receive this service, whilst

older sections would be cut around the edge and along straight pathways between rows and only be trimmed once towards the end of the season. Appendix B

Even with this regime staff using their trigger time record sheet every day to record their exposure are still exceeding the Action limit most days and regularly getting near to the Exposure limit on other days Appendix C

Much of the grass is cut by tractor as possible to reduce hand mowing. However there is a significant amount of grass to maintain. There have been some adverse comments about the areas not trimmed we have done some hand pulling of weeds from these areas so that we have in effect a meadow but without pernicious species.

If we are to improve public confidence in the site we could consider some changes to the current system.

1 Employ an additional member of staff for the spring/ summer months, In the past we have employed a summer seasonal, this sometimes suits a University age student who can commit to the post in the winter with a clear start date in June.

Likely cost £5000 pa

2 Employ an additional member of staff full time

Cost £22,300 (including employer costs)

3 Purchase more Cordless electrical equipment, we have trialled electric trimmers and they work well, but at present we have not had a success with mowers as they need up to 4 batteries a day to provide continuous use.

Likely cost £2000 pa for two years

4 Adjust the number of areas cut at a reduced amount, As the oldest least visited areas are around the Chapel most people drive around this area as they come into the site

Likely to require additional staff, but difficult to quantify.

5 Respond to individual requests to increase maintenance around a grave or those areas noted to be visited regularly, some regular visitors to a grave in an older section, are disadvantaged, by chance of position.

Once identified these areas could be kept on the higher mowing frequency

Use some of the Town wardens available time to target and deal with these specific requests, at present little of their time is spent using tools producing vibration.

Recommendations Proposal 1 &3 be implemented

Sevenoaks Common

Please see Appendix D

Which is a sketch of the Mayors Charter Oak glade near Letter box lane

It shows details of one existing Oak of poor shape and form to be removed

One of good shape and form to be retain and rededicated and spacings for new oak saplings to be planted by the Mayor for the next 4 years.

National Tree Planting week is w/c 23rd of November this year.

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 cannot 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 now the Gas works are finished, and reminders put on vehicle found to be parking on the grass unnecessarily.

Tree Planting

Each year we try to plant trees to replace those lost or enhance specific areas

We often concentrate on trees that flourish under the main canopy in this silvian town, this always includes a good number of fruiting trees such as apple and Hazel that provide valuable food for humans or wildlife,

This winter we intend to carry out the following.

Sevenoaks Common

Beechmont rd.

An area which previously had several over mature Birch trees close to a neighbours fence, two of the birch fell last year and a further two have been remove on safety grounds this leaves around .05ha which will be planted with Apple, Cherry and Hazel as an understory.

Letter box lane

In 2018 we planted 50 Hazel and hornbeam under a large Veteran Beech tree,

Parking was beginning to take place under the tree causing compaction to the root zone, unfortunately some of the saplings died in the drought last summer despite watering, and so replacements will be planted this autumn.

Greatness Recreation ground

Several years ago, we planted three fruit trees to the West of the play area, the 2 surviving trees are now establishing, but a further 3 could be planted to help provide valuable shade.

St Nicholas Churchyard

We have been contacted by Paul Williams of St Nicholas Church ,who was instrumental in starting the small wildflower meadow area to the immediate South west of the church, the church would like to extend the actions that they take to help wildlife and are considering enlarging the meadow, installing bug boxes and a closed compost bin for garden prunings and kitchen waste.

Initially I intend to meet with them on Friday 26th of July when a judge from Kent Wildlife Trust's, 'wild about gardens' competition will be on site with the hope that they can also offer advice, once the churches ideas have progressed a little further I will report back to this committee.



Green Flag Award 2019

Name of Site: The Vine

Managing Organisation: Sevenoaks Town Council

Desk Assessment Feedback (Management Plan and supporting documentation)

Criteria	Strengths	Recommendations
Presentation	Easy to read, good layout and appropriate use of photographs with historical content	Some context missing. Legends by maps could be clearer. Recommend shouting more about achievements! From the visit, it is clear this site has seen a renaissance in the last 5 years and is now a very popular town park. That should be in the introduction - that Council investment has instigated the change. And there are ongoing commitments to improve, with growing community support – as demonstrated in the 5yr plan.
Health, Safety & Security	Clear narrative on Health and Safety regime. Security issues addressed with reference to anti-social behaviour and dog control	Unclear if fitness classes are licensed. This should be considered to protect site in case of any litigation.
Maintenance of equipment, buildings & landscape	Works programme covered to building structures. In depth narrative to smaller structure works.	

Litter, cleanliness, vandalism	Vandalism reporting system in place detailing working partnership with district community Litter picking is undertaken daily by Town Council Staff. A volunteer litter picker works on a Sunday	It would be interesting to know what happens to the litter once it is collected and what success to encourage recycling in future management plan.
Environmental Management	Clear narrative with reference to pesticides/herbicides, noting all staff are COSHH qualified. Good reference in looking to source locally grown plants and shrubs for bedding Recognise ambitions to source plants peat free where possible. Great eg of collaboration – coffee grounds from café collected and used by allotment users.	Need to identify measure of success with reference to recycling, e.g. percentage terms in how many pots and trays are returned to supplier
Biodiversity, Landscape and Heritage	Tree survey audit as part of Management Plan included. Interesting narrative and use of photos of heritage features	Biodiversity records could be included- recordings of nesting birds Suggest exploring whether interested members of the community could become involved in recording biodiversity across the site. Could keep a record for people to update in the café and/or online? Include a paragraph and photo of the woodland area – it's a great asset for biodiversity but hardly mentioned in the plan (nor were we shown it at the site visit)
Community Involvement	Development of educational visits in partnership with National Trust Good community involvement from the cricket club to the cafe on the Vine and the bandstand concerts Good community involvement from various local groups. Not clear from the plan whether a Friends of group is in place – a flyer at the back of the plan suggests a meeting was held to gauge interest – did this not materialise?	Recommendations from Neighbourhood Plan need to be included in future management plans Continue the good work of encouraging local people to visit the site. Continue to encourage local schools to use the site for outdoor education and play.

	Need to update plan and document and whether this is an aspiration for the future.	Update required to the establishment of the Friends of Vine Gardens Opportunities for the cricket club to engage more now that the park is a popular community asset and recognise the potential of the club house as a further asset, especially given recent Council investment
Marketing & Communication	Examples of posters advertising events and site. Narrative of other ways of promoting site, through usual media channels, covered in depth. A strong aspect of the management plan, events are advertised locally and are effective	Could provide more weblinks in the management plan which would demonstrate the communication channels being used. Also a link to the relevant page(s) on the Council's website would be useful.
Overall management	Action plan as part of continuous assessment Overall a good management plan with scope for improvements	However, the Action Plan is confusing as it also includes work that has been completed. Suggest having two tables – one showing work completed and the other showing work to be achieved over the next 5 years.

Additional comments

Field Assessment Feedback

Criteria	Strengths	Recommendations
A Welcoming Place	Entrances were clean and tidy. Signage in formal Garden area to indicate site. Good access for all abilities. Many school children were at the site at the time of the visit.	Potential of further signage (as that in formal garden area) at the Park Lane entrance Some minor repairs to the barriers around the site needed.
Healthy, Safe and Secure	Despite being a very open area and off the main road the site is well used to negate major security issue (near to residential properties)	
Well Maintained and Clean	Very little in the way of litter on inspection. The buildings and facilities were generally well maintained. Recent works to the cricket pavilion were a good addition – window refurbishment and access ramp.	A few minor repairs required to the thatched storage building at the car park end of the cricket pitch.
Environmental Management	Aware of no peat use where possible in horticulture process. Hoping to upgrade vehicles to electric in the near future.	Should now consider recycling bins or bin stations for visitors to appreciate litter issues. Cannot rely on visitors taking their litter home with them.
Biodiversity Landscape and Heritage	Good presentation of the cricket pavilion, with new disabled ramp access, tea-house and bandstand with no visible defects. Planting regime to aid those with disabilities viewed. Signage to explain historic features. Bandstand is well used and in good condition. The café is a great asset to the park and a key focus for the community. The cricket pitch is central to the park and its history and is well kept and well used.	Habitat survey of woodland area, off Holly Bush Lane recommended. The harbour feature beyond the bridge looks as though it needs some repairs and may need replacing soon.
Community Involvement	Clearly a hub for local community and schools for sports and explore green spaces	Need to change narrative in Management Plan. If no

	Good links with the community through organisations such as MIND and school groups visiting the site. Also successful programme of music events. The café is already embedded in the culture of the local community, which is great to see.	Friends Group is in the pipeline then mention those who volunteer for site Keep up the good work!
Marketing and Communication	Established links with other local attractions to promote site. Marketing and communications tend to focus on putting up local posters – this seems to be working as the park used and its events well attended. Local knowledge of regular activities at the park is growing.	Maybe expand online presence?
Management	Evidence that the attraction is well managed by a small dedicated team who take pride in their work in and around the site and results are clearly visible for all to see	

Additional Comments

Disappointing that, again, no representative from the cricket club was present on the day of our visit to give their aspect to the site, and supporting the Green Flag application ,to perhaps view the inside of the pavilion, if we had so wished.

Continue the good work of promoting the site for the benefit of the local community

NE 7

TRACTOR MOWN

PEDESTRIAN/POTENTIAL RIDE ON

ACCESS PATHS & REDUCED DETAIL

BANKS & GRADIENTS, REAR WHEEL DRIVE ie TORO

PEDESTRIAN MOWERS, FINISH WITH STRIMMER

TREE LINE, NO REGULAR MAINTENANCE



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 Ordnance Survey Data : Crown copyright and database right 2017

STCOPSCOMP020

This form must be completed by staff using vibratory tools and equipment for work, who may be at risk of exposure to vibration as a result.

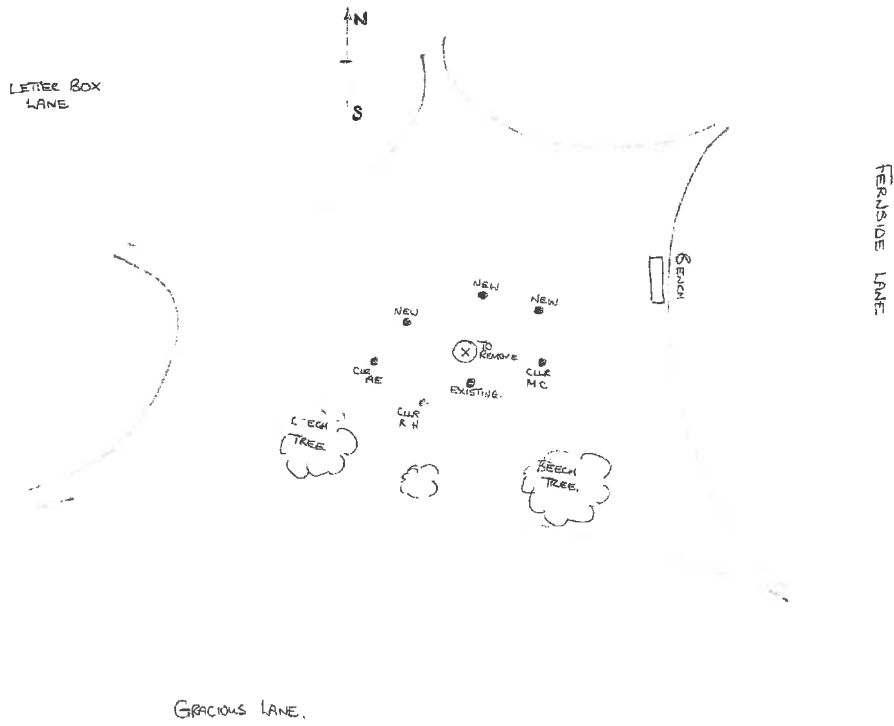
Complete the details under the headings in the table below for each piece of vibratory equipment you use in the day – keep a toll of the number of points you are exposed to during the day, Record the point 100 points are reached and ensure you never exceed 400 exposure points a day.

Record non-use of vibrating equipment to ensure records are kept

At the end of the week, pass the completed form to your supervisor for completion.

Staff Name	Department/Team	Base	Comments / Actions
CEMETERY			
CEMETERY			

Document Reference	Title	Version 1	Version 2	Version 3
STC	TRIGGER TIME RECORD FORM	27-2-19		



OSL Nominal Ledger Review

T:\FINANCE TEAM\Management accounts\2019-20\June '19\June 2019 working papers

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

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
<u>21 O/ Spaces & Leisure - General</u>									
4010 Gross Pay	16,373	14,174	-2,199	40,452	42,522	2,070	170,090		129,638
4270 Employers Pension Contribution	860	948	88	2,327	2,844	517	11,380		9,053
5013 Graffiti Removal	0	0	0	44	0	-44	1,000		956
5025 Lower St Johns Toilets	857	596	-261	2,741	1,788	-953	7,152		4,411
5026 Greatness Rec Convenience	206	333	127	603	999	396	4,000		3,397
5050 Seats And Litter Bins	111	0	-111	111	425	314	2,700		2,589
5060 Sevenoaks Common	0	0	0	0	0	0	3,600		3,600
5065 Tree Safety Survey	0	0	0	0	0	0	3,700		3,700
5070 Other Woodlands	0	760	760	0	760	760	3,300		3,300
5110 Raleys/ K P Pavilion	31	100	69	31	300	269	2,080		2,049
5120 Raleys/KP Pitch & Grnd Mtce.	0	127	127	1,010	1,127	117	5,000		3,990
5310 Miscellaneous Open Spaces	845	1,000	155	2,782	3,000	218	21,500		18,718
5316 Skatepark Maintenance	0	2,500	2,500	0	2,500	2,500	2,500		2,500
5317 Raleys Car Park	486	0	-486	486	0	-486	480		-6
5320 Fertilizers	0	0	0	0	0	0	1,200		1,200
5330 Grass Seed	0	0	0	2,043	2,000	-43	2,000		-43
5340 Plants	652	1,100	448	652	1,300	648	2,700		2,048
5410 Repairs & General Maintenance	161	125	-36	147	375	228	1,500		1,353
5500 Equipment Hired and New	1,485	712	-773	23,682	1,676	-22,006	8,000		-15,682
5525 Equipment Maintenance	87	1,270	1,183	271	2,010	1,739	8,000		7,729
5550 Vehicle Expenses	1,220	375	-845	1,998	1,125	-873	4,500		2,502
5700 Fuel	313	460	147	1,083	1,140	57	6,200		5,117
6000 Rent & Rates	3	160	158	76	160	84	1,600		1,524

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

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
6010 Light Heat & Cleaning	827	175	-652	724	525	-199	2,100		1,376
6101 Telephone	20	17	-3	44	51	7	200		156
6104 Mobile Telephone	0	25	25	29	75	46	300		271
6320 Staff Training	0	0	0	953	1,000	48	2,500		1,548
6330 Welfare/Hospitality	24	17	-7	41	51	10	200		159
6730 Subscriptions	0	0	0	0	150	150	200		200
6812 Road Dues	0	0	0	0	0	0	2,000		2,000
6851 Bus Shelter Maintenance	0	14	14	0	43	43	170		170
6900 Sundry Expenses	0	8	8	11	24	13	100		89
6922 Health&Safety/Risk Assessments	0	500	500	636	600	-36	1,500		864
6930 Alarm Maintenance	63	0	-63	63	0	-63	720		658
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200
6934 Waste Bin Collection-Dog Bins	655	700	45	655	700	45	2,800		2,145
6935 Waste Bin Disposal-Waste Bins	216	335	119	949	995	46	4,100		3,151
6952 Protective Clothing	55	117	62	636	351	-285	1,400		764
O/ Spaces & Leisure - General :- Expenditure	25,549	26,648	1,099	85,280	70,616	-14,664	293,672	0	208,392
1022 Letting & Hire of Facilities	0	0	0	2,301	5,000	-2,699	30,000		
1316 Raleys Car Park Permits	0	0	0	8	0	8	1,750		
1350 Revenue Grant income	0	0	0	1,228	0	1,228	0		
1850 Log Sales	0	0	0	0	0	0	1,200		
1990 Other Income	292	51	241	24,345	206	24,139	720		
O/ Spaces & Leisure - General :- Income	292	51	241	27,883	5,206	22,677	33,670		
Net Expenditure over Income	25,257	26,597	1,340	57,397	65,410	8,013	260,002		
Open Spaces Expenditure	25,549	26,648	1,099	85,280	70,616	-14,664	293,672	0	208,392
Income	292	51	241	27,883	5,206	22,677	33,670		
Net Expenditure over Income	25,257	26,597	1,340	57,397	65,410	8,013	260,002		

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

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
<u>22 O/ Spaces & Leisure - Cemetery</u>									
4010 Gross Pay	5,379	5,410	31	15,962	16,230	268	64,920		48,958
4270 Employers Pension Contribution	466	507	41	1,372	1,521	149	6,084		4,712
5210 Cemetery Chapel & Office	0	0	0	0	0	0	200		200
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	170		170
5410 Repairs & General Maintenance	0	83	83	43	250	207	1,000		957
5500 Equipment Hired and New	0	100	100	700	736	36	2,200		1,500
5525 Equipment Maintenance	1,722	208	-1,514	1,993	624	-1,369	2,500		507
5700 Fuel	52	79	27	110	237	127	950		840
6000 Rent & Rates	639	450	-189	1,651	1,555	-96	5,900		4,249
6010 Light Heat & Cleaning	50	100	50	240	300	60	1,200		960
6101 Telephone	61	62	1	175	186	11	740		565
6104 Mobile Telephone	8	8	0	25	24	-1	100		75
6200 Printing & Stationery	0	33	33	0	99	99	400		400
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	390		390
6320 Staff Training	0	0	0	318	500	183	1,500		1,183
6330 Welfare/Hospitality	0	13	13	46	38	-8	150		104
6500 Goods for Resale	0	17	17	0	51	51	200		200
6630 Professional Fees	0	0	0	190	100	-90	100		-90
6730 Subscriptions	0	0	0	0	100	100	100		100
6802 Trees Plants Turf & Fertilizer	353	800	447	597	1,100	503	3,000		2,403
6822 Roads Path & Boundaries	60	0	-60	373	300	-73	600		227
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100
6900 Sundry Expenses	9	4	-5	9	12	4	50		42

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

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
6922 Health&Safety/Risk Assessments	0	0	0	250	250	0	970		720
6930 Alarm Maintenance	138	0	-138	719	850	131	1,150		431
6932 Cemetery Security	740	438	-302	1,121	1,314	193	5,250		4,129
6935 Waste Bin Disposal-Waste Bins	155	100	-55	462	300	-162	1,200		738
6952 Protective Clothing	0	50	50	0	150	150	600		600
O/ Spaces & Leisure - Cemetery :- Expenditure	9,832	8,462	-1,370	26,356	26,827	471	101,724	0	75,368
1700 Cemetery Income	6,845	7,500	-655	20,439	22,500	-2,061	90,000		
O/ Spaces & Leisure - Cemetery :- Income	6,845	7,500	-655	20,439	22,500	-2,061	90,000		
Net Expenditure over Income	2,987	962	-2,025	5,918	4,327	-1,591	11,724		
Open Spaces Expenditure	9,832	8,462	-1,370	26,356	26,827	471	101,724	0	75,368
Income	6,845	7,500	-655	20,439	22,500	-2,061	90,000		
Net Expenditure over Income	2,987	962	-2,025	5,918	4,327	-1,591	11,724		

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

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	491	225	-266	1,300	675	-625	3,500		2,200
4270 Employers Pension Contribution	33	18	-15	67	54	-13	210		143
5410 Repairs & General Maintenance	0	0	0	130	150	20	1,200		1,070
6000 Rent & Rates	0	240	240	239	480	241	1,700		1,461
6002 QH Allotments Costs	0	0	0	61	0	-61	0		-61
6922 Health&Safety/Risk Assessments	0	300	300	0	300	300	300		300
O/ Spaces & Leisure- Allotment :- Expenditure	524	783	259	1,797	1,659	-138	6,910	0	5,113
1010 Rental Income.	0	0	0	0	0	0	938		
1047 QH Allotments Income	4	0	4	336	0	336	5,837		
O/ Spaces & Leisure- Allotment :- Income	4	0	4	336	0	336	6,775		
Net Expenditure over Income	519	783	264	1,460	1,659	199	135		
Open Spaces Expenditure	524	783	259	1,797	1,659	-138	6,910	0	5,113
Income	4	0	4	336	0	336	6,775		
Net Expenditure over Income	519	783	264	1,460	1,659	199	135		

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

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
26 Open Spaces-Street Lighting/Ge									
6861 Public Clock Maintenance	0	0	0	0	160	160	800		800
6862 Street Lighting	1,347	927	-420	4,792	4,654	-138	13,023		8,231
6865 In Bloom Costs	3,095	3,068	-27	4,231	4,068	-163	16,260		12,029
Open Spaces-Street Lighting/Ge :- Expenditure	4,442	3,995	-447	9,022	8,882	-140	30,083	0	21,061
1263 Conf'ns to street lighting	0	0	0	0	0	0	7,197		
1990 Other Income	200	460	-260	650	1,260	-610	1,260		
Open Spaces-Street Lighting/Ge :- Income	200	460	-260	650	1,260	-610	8,457		
Net Expenditure over Income	4,242	3,535	-707	8,372	7,622	-750	21,626		
Open Spaces Expenditure	4,442	3,995	-447	9,022	8,882	-140	30,083	0	21,061
Income	200	460	-260	650	1,260	-610	8,457		
Net Expenditure over Income	4,242	3,535	-707	8,372	7,622	-750	21,626		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 30/06/2019

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
<u>29 O/Spaces & Leisure-Vine Ground</u>									
4010 Gross Pay	1,020	717	-303	2,401	2,151	-250	8,600		6,199
4270 Employers Pension Contribution	45	43	-2	128	129	1	520		392
5010 Vine Area General Maintenance	35	292	257	278	876	598	3,500		3,222
5020 Vine Public Convenience	617	667	50	1,881	2,001	120	8,000		6,119
5412 Capital Refurbishments	21,804	0	-21,804	21,804	0	-21,804	0		-21,804
6000 Rent & Rates	-43	60	103	-4	180	184	720		724
6010 Light Heat & Cleaning	0	62	62	0	62	62	250		250
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	148	0	-148	3,100		2,953
6931 CCTV Maintenance	0	0	0	0	0	0	640		640
O/Spaces & Leisure-Vine Ground :- Expenditure	23,477	2,091	-21,386	26,635	5,649	-20,986	25,680	0	-955
1208 Other Events Income	0	666	-666	800	666	134	2,000		
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	500		
2012 CIL income allocation	21,804	0	21,804	21,804	0	21,804	0		
O/Spaces & Leisure-Vine Ground :- Income	22,577	666	21,911	24,149	1,461	22,688	5,680		
Net Expenditure over Income	901	1,425	524	2,486	4,188	1,702	20,000		
Open Spaces Expenditure	23,477	2,091	-21,386	26,635	5,649	-20,986	25,680	0	-955
Income	22,577	666	21,911	24,149	1,461	22,688	5,680		
Net Expenditure over Income	901	1,425	524	2,486	4,188	1,702	20,000		

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:

- Chairman – Chairman/Vice Chairman of Open Spaces & Leisure Committee
- Sevenoaks Town Council
- Local Residents Associations
- Members of the public

SEVENOAKS TOWN COUNCIL TERMS OF REFERENCE

- Local Historians

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

4.4

policies.

The Friends of Greatness Cemetery will operate in an environment which is fully accountable and transparent;

4.5

5.0 Any alterations to the terms of reference must be agreed by Sevenoaks Town Council.

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

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

5.4 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.

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

6 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.

6.1 Administration

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

Sevenoaks In Bloom Minutes

13th June 2019

Present:

Cllr Dr Marilyn Canet (Chairman), Sevenoaks Town Council
Cllr Richard Parry, Sevenoaks Town Council
Linda Larter – Town Clerk, Sevenoaks Town Council
Bonnie Tarling – Committee Clerk, Sevenoaks Town Council
Adrian Cheeseman – Sevenoaks Living Landscape Project
Annette Whitney – Rockdale Housing
Isobel Groves – Sevenoaks Soroptimist
Mary Hogarth – Sevenoaks Soroptimist
Steph Harrison – Sevenoaks Community
Clare Sender – New Beacon School
Ann White – Sevenoaks Town Council
Nicholas Cave – Sevenoaks Town Council
Adrian Cheeseman – Sevenoaks Living Landscape Project
Alice Stone – member of the public
Cllr Irene Collins – Sevenoaks District Council

Apologies:

Neil Jackson – Coolings
Cllr Andrew Eyre – Sevenoaks Town Council/Stag

1. Copy of minutes of meeting held on 9th May 2019

A copy of the minutes were received and agreed.

2. Trees

It was noted that Sevenoaks Town Council had been offered a variety of trees from Enover Trust (Tarmac) for planting in various sites around the Town. It was agreed that Nicholas Cave, Open Spaces & Cemetery Manager would contact Enover to ascertain what variety of trees were on offer and how many to then provide a plan for where these new trees can be located within Sevenoaks Town Council land.

Nicholas Cave and Alice Stone to meet to discuss future plans for 'Adopt a Tree' project. Plans for the project including planting of trees between Travis Perkins and Community Centre would be discussed after 5th July judging.

3. Judging Day 5th July Route and timings

The route was discussed by the Committee.

It was noted that a new Open Spaces Team member had been employed and would be based at the Vine three days per week.

Vinyls, Edwards Electrical Site – It was noted that the previous vinyls would not be re-installed due to timings and cost. Plans for a painted mural were discussed and Steph Harrison, Alice Stone and Clare Sender would discuss plans and inform Sevenoaks Town Council of any progress made.

It was agreed that the route would be walked fully 2/3 weeks before judging to ensure that any issues are addressed in time.

Edible plants – Sevenoaks Town Council staff to research 'Pick Me – Eat Me' labels for the planters around town to encourage public to try what has been grown.

It was agreed that the Chairman, Cllr Dr Marilyn Canet would contact Sevenoaks District Council regarding 'Grot Spot' areas and Six Bells Lane.

The working party for Tuesday 18th would also concentrate of the weeds at the Post Office site.

4. Clean Up Days

The following Clean Up Days were noted.

Tuesday 18th June 10-1 at the Stag (please meet at the Plaza)

Tuesday 25th June 10-1 at the Upper High Street Gardens

5. Committee Clerk

Those present noted that it was Bonnie's last meeting and thanked her for all her contribution to date.

Sevenoaks Town Council
Open Spaces & Leisure Committee 22nd July 2019

Management of Sevenoaks Town Council Open Spaces – Allocated Town Councillors

Two years ago, Sevenoaks Town Council undertook a comprehensive review of how it managed its public open spaces and updated Management Plans for each site.

It was agreed that in addition to the Management Plan a Councillor would be nominated for each site to review and provide additional feedback.

With a new Open Spaces & Leisure Committee membership, Councillors are asked if they wish to continue with the process and consider new allocation of Councillors.

Site	Previous Councillor	New Councillor
Cemetery	Cllr Andrew Eyre	
Vine (including fencing)	Cllr Stephen Arnold	
Upper High St Gardens	Cllr Robert Piper	
St Nicholas Church	Cllr Robert Piper	
Kippington Meadow	Cllr Richard Parry	
Sevenoaks Common	Cllr Richard Parry	
Knole Paddock	Cllr Simon Raikes	
Greatness Recreation Ground	Cllr Roderick Hogarth	
Allotments	Not allocated.	

Sevenoaks Town Council
Open Spaces & Leisure Committee 22nd July 2019

Current Matters

Minute Number	Subject	Update
366 vi	Vine Cycle Racks	Need to be relocated adjacent to Café on the Vine to enable easier usage.
372	Vine Pavilion new ramp and restoration of sash windows.	Works completed. Ongoing maintenance to exterior of building on rolling programme.
221	Lamp post outside Lloyds Bank	Repainted with funding from Cllr M Crabtree.
223	Renovation of St Nicholas War Memorial	Subject to grant funding. Passed through first round.
226	Anti-Litter Campaign	Contact had been made with SDC regarding commercial collection of recycled waste. STC preparing an Action Plan for the campaign (copy attached). It was also 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 Faculty	A Faculty was applied for during January and now received.
319	Proposed Outdoor Gym at Julian's Meadow.	Grant application successful. Equipment to be installed soon.
321	9-week Horticultural Course with West Kent Mind	The course took place at the Vine during the summer of 2019.

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

Sevenoaks Town Council

Open Spaces & Leisure Committee 22nd July 2019

Upper High St Gardens – Use by Otto

Councillors will recall that Otto previously requested use of the Upper High Street Gardens for a monthly evening event. There was considerable objection from residents in relation to this plan.

Otto has now revised its request for the following:

Otto Request:

Having been a resident in Sevenoaks with my family for twelve years I have regularly stopped off at the gardens, more recently on the way to walking my son to Solefield school. What I have noticed even before my association with Otto's is that a fair percentage of park users are Otto's customers. Customers take their purchases to the park; some ask to have delivered there. People are attempting to balance salad boxes on their knees, while feeding their children. When Otto asked them if they could pass on their thoughts concerning the potential placing of tables in the park, they immediately volunteered that "it would be ideal". Wanting to understand their perspective on potential concerns of noise for immediate neighbours, they raised a point that, although simple, "what noise would be audible over the sounds of the traffic"? In considering what noise may come from 8 people sitting in the upper part of the garden, in Otto's opinion any noise from people talking would be more than drowned out by vehicle noise.

The other factor that is of concern for the Otto's operation is that they try to recycle as much of the output of the business. This is a core principle of the businesses and a detail that is promoted to and respected by their customers. When looking at the bin in the gardens it is quite often full of Otto's takeaway containers - simply put, if Otto are able to arrange minor table settings in the garden Otto would also place two discrete temporary bins enabling them to manage and deal with the waste in an appropriate way.

The proposal is to

- Trial four small tables, of not bigger than 900mm by 900mm. (design to be agreed with Sevenoaks Town Council).
- 10.00 a.m. – 4.00 p.m. (with all evidence of tables and chairs being removed offsite outside these times).
- Litter pick before these times
- Employ a local gardener to maintain the garden during the summer if it would help in the financial weigh up of allowing access to the space.
- Unlocking of gate each morning.
- Trial period of three months.

If there were to be a trial period, Otto would be keen to demonstrate how well this service could fit within the quiet nature of the garden. It is Otto's fundamental understanding that our current clients who use the garden are attracted to the relative tranquillity - Otto are naturally keen maintain this.

Otto state it is probably no surprise, considering the various businesses that have tried to operate from the site that every last bit of turnover is vital to a small business of this nature. It is for this reason and the detail above that Otto respectfully ask if Sevenoaks Town Council would look kindly on granting us the opportunity to demonstrate the responsibility they will show to the space and the local community in allowing a trial of the proposal.

It should also be noted that the Upper High Street Garden does not currently have a Premises Licence and would be unlikely to be successful in obtaining this. There is also the problem of the grounds being considered by Planning as an A3 use if tables are specifically for Otto's rather than tables and chairs for general public, which happen to be used by Otto customers.

Additional action / information relating to this topic is required

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