

7th November 2023

You are hereby summoned to attend a meeting of the **OPEN SPACES AND LEISURE COMMITTEE** to be held at the **Sevenoaks Town Council Chamber**, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Monday 13th November 2023 at 7.00 pm**. 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 will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/cM-lx95wfyQ?feature=share> and 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 of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Committee should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



Town Clerk

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.

Committee Members:

Cllr Dr Merilyn Canet – Chair	Cllr Lionel O'Hara
Cllr Victoria Granville – Vice Chair	Cllr Nick Varley
Cllr Peter Dixon	Cllr Nigel Wightman
Cllr Sally Layne	Cllr Gareth Willis
Cllr Lise Michaelides	

AGENDA

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

1	APOLOGIES FOR ABSENCE To receive and note apologies for absence.	Town Council Offices Bradbourne Vale Road Sevenoaks Kent TN13 3QG
---	--	---

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

2	<u>REQUESTS FOR DISPENSATIONS</u> 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	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in the agenda for this meeting.	—
4	<u>MINUTES</u> To receive and note the minutes of the meeting of the Open Spaces & Leisure Committee held on Monday 18 th September 2023.	Attached
5	<u>OPEN SPACES & CEMETERY MANAGER'S REPORT</u> To receive and consider the Open Spaces & Cemetery Manager's report: • Staff • Tree Health & Safety • Greatness Recreation Ground Skatepark • Rheinbach gardens • Raleys Field & Knole Paddock	Attached
6	<u>FUTURE REQUIREMENTS FOR CIL FUNDING</u> To allocate priority to the items identified.	Attached
7	<u>ALLOTMENTS REPORT</u> To receive and consider the Allotment Officer's Report.	Attached
8	<u>SEVENOAKS IN BLOOM</u> To receive and note the results of Sevenoaks In Bloom 2023	Attached
9	<u>DRAFT REVENUE BUDGET FOR 2024-2025</u> To receive and consider the draft Revenue Budget for 2024/2025	Attached
10	<u>DRAFT PROPOSED CHARGES FOR 2023-2024</u> To consider draft charges and RECOMMEND to the Finance & General Purposes Committee in respect of:	
10.1	• Fees and Charges for Greatness Park Cemetery	Attached
10.2	• Fees and Charges for Sports Facilities	Attached
10.3	• General Fees and Charges	Attached
11	<u>CURRENT MATTERS</u> To consider updates on current matters.	Attached
12	<u>PRESS RELEASE:</u> To consider any agenda item, which would be appropriate for a press release.	—

Sevenoaks Town Council

Minutes of the Open Spaces & Leisure Committee meeting held on 18th September 2023 at 7.00pm in Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:

<https://www.youtube.com/watch?v=GJ8vd204XBk>

Meeting commenced: 19:00

Meeting Concluded: 20:00

Present:

CLlr Dr Marilyn Canet, Chair	Present	CLlr Lionel O'Hara	Present
CLlr Victoria Granville, Vice-Chair	Present	CLlr Nick Varley	Present
CLlr Peter Dixon	Apologies	CLlr Nigel Wightman	Apologies
CLlr Sally Layne	Apologies	CLlr Gareth Willis	Apologies
CLlr Lise Michaelides	Present		

Substitute		For
CLlr Claire Shea	Present	CLlr Gareth Willis

In attendance: Town Clerk and Open Spaces & Cemetery Manager

Representations received from Members of the Public: None

341. Apologies for Absence

Apologies for absence were submitted and received as noted above.

342. Requests for Dispensations

There were no requests for dispensations.

343. Declarations of Interest

There were no declarations of Interest.

344. Minutes of the Open Spaces & Leisure Committee on 10th July 2023

RESOLVED: that the Minutes of the Open Spaces & Leisure Committee meeting held on 10th July 2023 be received and agreed as a true record.

345. Open Spaces & Cemetery Manager's Report

The report of the Open Spaces & Cemetery Manager was received, and the following matters discussed:

345.1 Staff

The Committee welcomed Glenn Blake who had been appointed as Open Spaces Gardener.

345.2 Sevenoaks: Lawn Tennis Club Entry Barrier

The tennis club had submitted a planning application for the entry barrier which will sit in line with the existing bollards and signage which occupy a space of around

Sevenoaks Town Council

1100mm in width; the proposed barrier would be enclosed by a curb to help prevent damage and would occupy a slightly greater width of 1700mm on the solar panel and barrier mechanism side and 1000mm on the other side. It was noted that this could be accommodated with no loss of parking provision by a slight adjustment of parking bay width.

RESOLVED: that the installation of the entry barrier be approved, subject to the width of the adjacent parking spaces not being reduced to less than 2,400mm.

345.3 Knole Paddock & Raleys Fields

The Committee was pleased to note the increased number of cricket matches on site. It was noted that the condition of rugby pitch 1 was good but that pitches 2 and 3 were less than ideal, with pitch 3 likely to be bare of grass by December following its continued use for training by Sevenoaks Rugby Football Club (SRFC). SRFC was aware of this and looking to move mid-week training to another venue in 2024/25.

346.4 Sevenoaks Greensands Commons project

Noted position with the project and that a steering committee had been established with its first meeting on 21st September: a Town Council officer would attend.

346.5 Greatness Recreation Ground Skatepark

Following consideration by the Youth Services Committee (28.06.23) and the Finance & General Purposes Committee (24.07.23), it had been agreed that the Skateboard Park be refurbished, and £40,000 CIL funding was allocated for this purpose. It was only possible to obtain one quotation for the work and the company recommended that the specification be increased to ensure greater longevity and reduce maintenance. At the Extra-ordinary meeting of the Community Infrastructure Committee held on 11th September, it was agreed that the quotation of £54,509 net from Kings Ramps be accepted, and the additional £14,509 be funded from CIL.

An event to launch the re-opening of the Skatepark would be held on 24th October 2023.

346.6 Woodside Road Proposed Project

It was noted that the project was beginning with the planned removal of the five worst affected Ash trees. Contact had been made with an environmental consultant and the District Council Environmental Health team regarding possible contamination of the soil following the exploded war time bombs.

Once we were ready to proceed, a consultation questionnaire would be distributed to local residents.

346.7 Drinking Fountains

Two drinking fountains had been installed at Greatness Recreation Ground (awaiting some parts) and the Vine Café and were already being well used. Signage encouraging the use of lifetime water bottles was to be installed.

Sevenoaks Town Council

347. Statement of Accounts to July 2023

The Committee received and noted the statement of accounts for the following budget headings:

- General
- Greatness Cemetery
- Allotments
- Streetlighting & General
- Vine Grounds

It was noted that In Bloom sponsorship income of £1,000 was still to be received.

RESOLVED: That the statement of accounts to July 2023 be received and noted.

348. Allotment Officer's Report

The Committee received and noted the Allotment Officer's Report. A plot had been offered to Sevenoaks Welcomes Refugees and was being progressed.

349. Sevenoaks In Bloom

Noted that the results and awards ceremony for South East In Bloom was to be held on Friday 29th September 2023.

350. Raleys Field – Football Association Grass Pitch Funding

The Committee noted £12,800 funding obtained from the Football Association to improve and maintain Raleys Field, the funding tapered over a 6-year period.

351. St John's Hill Public Toilets

The Town Council had set aside funds of £24,982 towards the refurbishment of the St John's Hill Public Toilets. Previous quotations had been obtained but it was noted that the specification was to be reviewed to provide the facilities now required, which would require additional funding.

The Committee thanked staff for keeping the toilets open and operational.

RESOLVED:

- 1) To proceed with the refurbishment of St John's Hill Public Toilets to create two unisex accessible toilets;
- 2) To use budget within earmarked reserves; and
- 3) To RECOMMEND to the Finance & General Purposes Committee that an additional £15,000 be allocated from CIL providing an overall budget of £40,000 including contingency.

352. Planting of Trees

At the request of Cllr Wightman, the planting of trees in Sevenoaks town had been added to this agenda to enable the planting of a considerable number of trees in the next four years.

Sevenoaks Town Council

It was noted that the Town Council had planted 1318 trees over the past 4 years. It was also noted that Kent County Council (KCC) had a current project to plant trees on roadside verges in the Bradbourne area.

RESOLVED that:

- 1) KCC be contacted to enquire about planting trees on road verges;
- 2) Permission be sought from KCC to plant trees at the bottom of Seal Hollow Road and the whole of Blackhall Lane with 60 - 80 trees;
- 3) Permission be sought from KCC to plant trees at Hillingdon Avenue;
- 4) Councillors be provided with consultation leaflets to consult with local residents where appropriate;
- 5) The Town Council work through the inventory of all Town Council land (excluding the already fully planted woods) to assess the scope for more tree planting; and
- 6) Consideration be given to extra resources to irrigate the trees each summer for the first three years.

353. Greatness Recreation Ground Survey

The public survey results to date on current use and future improvements at Greatness Recreation Ground were considered. The diverse usage and optimism for the future was noted, and it was encouraging that historic problems had mainly been addressed.

The timeline was dependant on the progress of the new pavilion and final consultation results.

RESOLVED:

- 1) To note the Greatness Recreation Survey results received to date; and
- 2) That the Town Council applies for a Premises Licence for Greatness Recreation Ground.

354. Greatness Cemetery Chapel

Improvements made at Greatness Cemetery Chapel were noted and consideration given to the proposed installation of screens within the Chapel.

RESOLVED: to RECOMMEND to the Finance & General Purposes Committee that £4,000 be allocated from CIL for the installation of two screens to allow the showing of still and video images during a service.

355. Current Matters

The updates on current matters were noted as set out below.

NB: updates in green

176/5 (vii) 22.07.2019	Tree Planting	Total number of trees planted in 2022/23 by STC is 34 standard trees and 70 whips/saplings. As part of The Queen's Green Canopy Project, the Mayor planted an Avalon Plum tree at the Bat & Ball Centre in March. Two Sakura cherries have also been
---------------------------	---------------	---

Sevenoaks Town Council

		planted, one in memory of Cllr Waite. Adopt a Tree 2022/23 – 13 trees planted. 2023/24 Adopt a Tree scheme now open.
152 (iv) 05.07.2021	St Nicholas Church – Quinquennial Report	Quotes from qualified stone masons for works mentioned in the Quinquennial report of 12.03.2021 have been obtained and will be reviewed by Officers. Two most competitive have been invited to requote with plan to complete works 2023/24. Work scheduled to commence September 2023.
156 05.07.2021	Greatness Recreation Ground Management and Improvement Plan	Meeting with stakeholders was held on 08.10.2021. It was agreed that a survey would be produced in 2022. The survey will be part of the professional consultant's work required by the Football Foundation to progress the proposed new pavilion. STFC and STC jointly appointed consultant for public consultation in January 2023. Pending update. Public Consultation regarding current use and improvements to Greatness Recreation Ground commenced on 8 August and was due to close on 15 September 2023 but extended for one week to enable residents receiving notification via the Town Crier time to respond.
353 08.11.2021	Kent Association of Local Councils – Fire Hydrant Initiative	Awaiting information from KALC/KFRS with guidance on progressing scheme. Pending information from KFRS. STC liaising with representative from Sevenoaks Fire Station. KFRS advised that an online provision for reporting faulty hydrants is available via KCC website- Report a Fault. Recommend removing this item from future Current Matters report.
522 14.02.2022	Sevenoaks Lawn Tennis Club-parking barrier in Raleys Car Park	Club advised of resolution: RESOLVED: to support the SLTC proposal subject to the following: • SLTC to proceed only if the tennis club meet the full cost, including planning permission; • Should the items become damaged or unused, they be removed from the site completely, including removal of the key pad and kerbed area and the reinstatement of the area to its former condition at SLTC's expense; • That there be no loss of parking spaces to the

Sevenoaks Town Council

		Town Council; and That officers seek reassurance that emergency access provision be taken into account during the planning process. STC is aware that SLTC is ready to submit planning application. Installation of barrier approved. (See Minute 345.2 above)
194.3 (i) 04.07.2022	Knole Paddock, Sevenoaks Rugby Club (SRFC) <i>Additional ambulance access at pitch 1 access point</i>	(i) <u>Additional ambulance access at pitch 1 access point</u> - Ambulance service to be consulted regarding the need for the access, and whether this proposal was of significant benefit - Robust gate design would be required to address risk of unauthorised access to the site - Application to drop kerb would need to be submitted to Sevenoaks District Council - Discussions required with Rugby Club regarding funding of the works - Consideration to be given to impact on car parking RESOLVED: That the Open Spaces Manager be asked to investigate these issues with the Rugby Club and report back to a future meeting. Awaiting information from SRFC regarding Ambulance Service access requirements and funding options. Gate design to be partly dependent on Ambulance Service requirements. KCC advised vehicle crossover application would be required & SDC to be consulted regarding planning permission for dropped kerb. SRFC to investigate points and report back to us before planning permission applied for. No further update or response for 1 year. Recommend removing from Current Matters report.
194.3 (ii) 04.07.2022	Knole Paddock, Sevenoaks Rugby Club (SRFC) <i>Club Signs at top of</i>	(ii) <u>Club Signs advertising home games at top of Plymouth Drive and by access point to the field by pitch 1</u> More detailed proposal required of what is

Sevenoaks Town Council

	<i>Plymouth Drive and by access point to the field by pitch 1</i>	intended, what is the purpose, has the placement on the side of existing building been considered • Advice from Sevenoaks District Council required on whether planning permission needed • Consideration to be given to the range of uses of the land, implications of clearly branding it as Rugby Club, and to putting something up explaining the variety of uses at Raleys Field • Current Public Realm Wayfinding project looking at signage throughout the Town, including sports clubs, to be taken into account • Noted, that Vine Cricket Club do have a provision and that they lease the land. RESOLVED: That the Open Spaces Manager discuss the options with the Rugby Club and obtain detailed proposal for consideration at a future meeting. SRFC would hope to attract more spectators by advertising upcoming matches on roadside signs KCC responsible for road signs - SRFC was advised to consult KCC about signage at top of Plymouth Drive Suggested to SRFC placement of sign on pavilion – SRFC preference is sign by hatched entrance Awaiting more information from SRFC detailing proposed signage No further update or response for 1 year. Recommend removing from Current Matters report.
194.3 (iii) 04.07.2022	Knole Paddock, Sevenoaks Rugby Club (SRFC) <i>Pitch 1 Match Day Sponsorship Boards – request to keep up during season</i>	(iii) <u>Pitch 1 Match Day Sponsorship Boards, request to keep up on pitch barriers during season (September to April)</u> • Planning permission implications to be considered regarding advertising • Concern that it would visually appear to be a barrier and impede passage across public open space RESOLVED: that, in principle, the installation of sponsorship boards be permitted on match days and at other times the Rugby Club is using the pitches,

Sevenoaks Town Council

		subject to clarification of any planning permission required. At all other times the sponsorship boards to be removed. SDC advised that planning permission is required for any sponsorship boards - and retrospective planning application can be submitted for existing signage. As Knole Paddock is within the green belt additional factors need to be considered when making planning application. SRFC explained difficulty in finding volunteers /members to place and remove sponsorship boards between match days. No further update or response for 1 year. Recommend removing from Current Matters report.
194.3 (iv) 04.07.2022	Knole Paddock, Sevenoaks Rugby Club (SRFC) <i>1st XV Match Entrance Charge</i>	(iv) <u>1st XV Match Entrance Charge</u> • Covenant on the land to be checked to see whether this permissible • Details required of how it can practically be achieved without impeding public access to the open space RESOLVED that: 1) the covenant on the land be checked to clarify whether this is permissible 2) the Rugby Club be asked to provide details of how a charging scheme could be introduced whilst also ensuring that the general public still had free access to the public open space SRFC advised that it does not intend to impede public access to the open space and proposed setting up a table in the car park asking for a donation from spectators. They explained that supporters of teams at this level are accustomed to paying a small donation/entrance charge. The covenants are not clear either way. As a principle, charging is not made for entry to public open space. It is recommended that sale of programme is used to generate funds from spectators. No further update or response for 1 year. Recommend removing from Current Matters report.

Sevenoaks Town Council

194.3 (v) 04.07.2022	Knole Paddock, Sevenoaks Rugby Club (SRFC) <i>Additional Point of Sale: outdoor hot food facility</i>	<u>(v) Additional Point of Sale – Outdoor Hot Food Facility</u> • Town Council to consider whether it wants a concession on that site • Green belt land, planning permission would be required • Utilities would need to be installed • Costs of building and managing project to be considered RESOLVED: That the Open Spaces Manager look in more detail at the proposal to consider whether it is a practical proposal that would stand up to planning and other scrutiny A meeting has been held with SRFC and discussion about information needed regarding costs associated with building and maintaining any structure, Health and Safety considerations, and Food Hygiene considerations for an outdoor Point of Sale, for STC to consider at a later date. No further update or response for 1 year. Recommend removing from Current Matters report.
414.2 07.11.2022	Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry house	RESOLVED that: 1) Officers carry out additional preparatory work required; and 2) obtain legal opinion regarding ownership of the boundary wall Legal opinion has been received and a shared ownership agreement has been sent to the owner. Shared ownership agreement being finalised.
582.4 13.02.2023	Vine - Condition of Grass	RESOLVED: 1) To rule out the placement of a path down the middle of the grass; 2) To seed and temporarily fence off an area of the grass to allow it time to recover; and 3) To consider what can be installed in the garden to celebrate the Coronation. King Charles Coronation Roses to be planted in Vine Garden in Autumn. Grass to be renovated again after the Vegan Market taking place on 23.09.2023.

Sevenoaks Town Council

582.5 13.02.2023	Vine - Anti-social behaviour	RESOLVED that Officers: 1) Review additional security arrangements to be taken; 2) Continue and intensify communication with the Police; and 3) Report back at the next Committee meeting. Item was reported to Youth Service Committee. Enhanced CCTV was installed and existing/damaged toilet doors were replaced with more robust/steel doors. SDC consulting on PSPO, may be complicated due to Premises Licences. Consultation closes Sunday 24 September 2023.
582.7 13.02.2023	Vine- Borehole	RESOLVED: 1) Officers to explore and consult fully about: a) SVCC plans to fund a borehole installation; b) Location of related infrastructure; and c) The opinion of local and relevant authorities and agencies. 2) Officers to report back at the next Committee meeting. Pending reply from Environmental Agencies.
206.2 10.07.2023 254.2 F&GP 24.07.2023	Sevenoaks Greensands Common Project	RESOLVED: To recommend to Finance & General Purposes Committee to consider in future budgets to contribute £5,000 p.a. for four years to continue funding the project. Finance & General Purposes Committee RESOLVED: that it be agreed in principle that funding of £5,000 per annum for the Sevenoaks Greensands Common Project be considered as part of the 2024/2025 budget setting process. Steering Committee established (see Minute 346.4 above)
206.5 10.07.2023 255 F&GP 24.07.2023	Skateboard Park at Greatness Recreation Ground	It was noted that the skatepark has regular maintenance but needs fundamental repairs. Finance & General Purposes Committee RESOLVED that: 1) Option 1 set out in the report (replace all existing boards and resurface, retaining and strengthening existing frames) as recommended by the Youth Services Committee be approved; and 2) £40,000 of CIL funding be allocated to this

Sevenoaks Town Council

		project. Additional funding approved for increased specification (See Minute 346.5 above.) Reopening event to be held on 24th October.
208.1 10.07.2023	Allotment Rents	RESOLVED that: 1) allotment rents for Quakers Hall Allotments be increased by no more than 10% i.e., to 23p per square metre, slightly more than the rate of inflation, with effect from 1st October 2024; 2) that allotment rents for Bradbourne Vale Allotments be increased by 0.2p to round up to 22p per square metre, with effect from 1st October 2024. It has been noted that the 23p for QHA should have read 24p as the calculation was 21.8p + 2.2p. As this error has now been minuted as discussed and reported the increase for QHA 2024-25 will actually be 5.5% and not 10%.
210 10.07.2023	Sevenoaks Sports Strategy Review	The timeline for production of the second Sports Strategy is dependent on items raised during the consultation. The first meeting is scheduled to take place 4th October 2023.
213 10.07.2023	Woodside Road Open Space	RESOLVED: 1) Officers to prepare a consultation leaflet to be circulated to local residents by Ward Councillors. 2) To commission an updated Environmental Health report on the land to ensure there is no contamination. 3) To begin implementing a plan of action in the Autumn subject to local support and result of Environmental Health report. Meeting on site with EHO and 3rd party Environmental Consultancy will be agreed to confirm the extent and location of the trench and to look at access, any other local restrictions so that a quotation may be provided for the proposed works below: <i>To attend site with a small mechanical digger, a skip, some heras fencing and an engineer to turn over the soil in the trench that was dug and adjacent near surface soil. The phosphorus of concern if remaining on site will identify itself by reacting with</i>

Sevenoaks Town Council

		<i>air and this can then be placed into the skip to finish reacting whilst the soil is replaced. On completion of this exercise we should then be able to confirm by virtue of having turned the soil over that the issue has been dealt with.</i> Project commenced with planned removal of the five worst affected Ash trees. Contact had been made with an environmental consultant and the District Council Environmental Health team regarding possible contamination of the soil following the exploded war time bombs. Once ready to proceed, a consultation questionnaire to be distributed to local residents. (see Minute 346.6 above)
214 10.07.2023	Mill Pond Wood – steps from Seal Road	RESOLVED: 1) To continue to monitor the use and erosion of the steps. 2) To obtain quotes to install handrails to the existing steps. Quotes being obtained for handrails.
215 10.07.2023	Raleys Car Park Permit Scheme	RESOLVED: to expand the criteria to open applications to independent businesses alongside independent retailers. All permits for 2023/24 have now been awarded.
216 10.07.2023	Wednesday Market at Buckhurst Lane	RESOLVED: 1) To review the current policy for persuading Sevenoaks District Council to move the Wednesday Market from Buckhurst Lane to the High Street (same location as Saturday market) at the Town Council meeting scheduled for 24th July 2023. 2) Officers provide any additional information requested by Councillors for the review at the Town Council. The Town Council had been considering the location of the Wednesday market but had been advised by Sevenoaks District Council today that there was no possibility of relocating to the High Street. It was agreed therefore that opportunities to expand the market in its current location at Buckhurst Lane be pursued. At its Blue-Sky meeting in September the Town Council would be reviewing the town centre, including detailed consideration of the future of the markets.
244 Town Council 24.07.2023		

Sevenoaks Town Council

356. PRESS RELEASE

Press releases to be issued regarding the Skateboard Park refurbishment and the event to be held for the re-opening.

There being no further business the Chair closed the Meeting.

Chair **Dated**

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 13th November 2023**

Open Spaces and Cemetery Manager's Report

Staff

I am pleased to report that Anna Rosinska, the new Allotments Officer, has agreed to take on the post of Open Spaces Committee Clerk with a total of 20 hrs per week spread across both roles.

Unfortunately, we have still not recruited a replacement Open Spaces Supervisor, this post has been vacant now for over 2 years.

Andrew Cotterill and Harrison Beresford from the Cemetery are undertaking a few short online courses with the Institute for Cemetery and Cremation Management covering a range of subjects including Gardens of Remembrance, Cemetery Management and Compliance, Exhumation and Memorial Management this autumn.

Greatness Recreation Ground Skatepark

As many of you will be aware the skateboard ramps were substantially rebuilt during October and were completed to a stage which allowed the grand launch day to go ahead successfully, the number of participants was judged to be more than 200 at some points during the day.

After the event King Ramps continued with the final stages of replacement which included boarding in all ramps with black coated ply sheets. The galvanised sheets at handrail height are backed by plywood which is wearing, we will repaint this soon as weather permits. Two benches are also being sourced to be installed soon.



Sevenoaks Town Council
Open Spaces & Leisure Committee – 13th November 2023



Tree Health and Safety

This past year has seen an increase in dangerous amounts of dead wood and dead/dying trees which have needed to be attended to, although we do have some skilled staff, many of the trees are of a size and complexity that we need to employ tree surgeons to carry out the task. The reasons for the work are complex and could include the effects of drought and Ash die back, but consequently we have spent more on this work than in previous years. As well as revenue budgets we do have a sum of money in contingencies, but this is likely to be fully spent this year.

Rheinbach Gardens

On Tuesday 16th of October, a very small group of local residents spent the morning with Cllr Granville and I planting up the remaining areas of the garden borders with drought tolerant herbaceous plants, shrubs and bulbs, we were blessed with good weather and the morning was very productive. The residents had also wished to repaint the flower bowl but there was insufficient time, it may be that we return to this task when the weather improves.



**Sevenoaks Town Council
Open Spaces & Leisure Committee – 13th November 2023**

Raleys Field & Knole Paddock.

We were recently made aware of and encouraged to apply for a grant from the Football Foundation.

It is called 'Grass Roots' and is aimed at improving football facilities at the lower levels; this involved us carrying out a basic survey of the pitch in its current condition, which then dictated the amount of grant they were willing to offer to us, provided we submitted an application backed by the local league or main users of the facility. We were successful with our application and are entitled to receive a grant of up to £3,200 in the first two years tapering down to £1,600 in years 5-6.

This is to be spent on materials and external labour or the hire of machinery and covers a lot of standard works one might do on a pitch when funds allow. This will allow us to purchase more grass seed or fertiliser as needed, pay for additional aeration by an external contractor, weed kill or apply top dressings of soil or sand.

The Foundation will expect us to continue with the same level of works during the later years when the grant tapers away, but this will be broadly similar to the amounts we already invest in seed, fertiliser etc. They also require us to undertake further surveys of pitch condition to measure the improvement over the years. We are excited to have this opportunity to improve the facility for the two football teams that now play with us.

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 13th November
2023**

Future Requirements for Community Infrastructure Levy (CIL) funding

At the meeting of the Community Infrastructure Committee held on 30th October 2023, Councillors noted the Open Spaces & Leisure Committee current future requirements for CIL funding and requested that this Committee review the list and allocate priority to the items.

The Open Spaces Manager has reviewed the list and recommended the following priorities:

Item	Cost	Priority
Greatness Play Equipment	68,000	1
Raleys car park repair root damage	30,000	1
Vine - crazy paving repairs	10,000	2
Chantry Wall repairs	20,000	2
Greatness CCTV - digital	9,000	2
Chapel repairs	2,000	3
Cemetery Garage Roof Repairs	2,000	3
Knole - replace barn doors	2,000	3
Vine Pavilion roof insulation	5,000	3
Vine - resurfaces some paths	15,000	3
Vine CCTV to digital	6,000	4
Judd's Piece tarmac repairs	2,500	4
Mausoleum Stone Cleaning	3,000	5
Julians Meadow fence	1,200	5
Total	175,500	

1 – High

5 - Low

Recommendation: That the Open Spaces & Leisure Committee current future requirements for CIL funding, together with the priorities allocated, be recommended to the Community Infrastructure Committee for consideration.

Sevenoaks Town Council

Open Spaces & Leisure Committee - 13th November 2023

Allotment Officer's Report

The waiting list for QHA currently stands at 4 (we have welcomed 5 new tenants since September) with 13 vacant plots (4x whole plots, 5 x half plots and 4x quarter plots).

We have had a number of plots returned from tenants, some with multiple plots, and some plots have been available for a longer period due to their state not being up to standard. We will be attempting to manage and improve the state of the available plots in the next months which will hopefully attract more prospective tenants.

The waiting list for BVA is 5 (5 in July), we currently have 2x whole and 1 half vacant plots.

Tenancy Renewals

The tenancy invoices for the period 2023-2024 have been posted to all our tenants, we are currently waiting for all invoices to be paid.

Skip Hire at QHA

We have provided our QHA tenants with a 12 yard skip between the 20th-23rd October to assist tenants with preparing their plots for the winter.

The skip was filled quickly and we are currently liaising with SAHA about providing skips on a more frequent rotational basis.

Project Pipeline

The Open Spaces Manager and his team have been working hard to complete projects from our project list and they have been able to complete 2 high priority projects.

A new gate has been installed on one of the plots at BVA to allow easier access to a water tank and new 'One Way' signs have been installed at QHA for more efficient vehicle movement.

Anna Rosińska
Allotments Officer

06 November 2023

Sevenoaks Town Council
Open Spaces & Leisure Committee – 13th November 2023

South & South East In Bloom Awards 2023

Sevenoaks Town Centre, The Vine and Upper High Street Gardens have been awarded Gold in this year's South & South East in Bloom Awards.

The town centre during the summer was bursting with yellow and purple flowers, both hanging baskets and floral troughs, together with edible plants for residents to help themselves to in The Vine Gardens and other areas of the town.

Rockdale Housing Association and the Incredible Edible team at West Kent Housing had individual and stunning Floral displays.

Special thanks to all the local businesses, organisations and volunteers who helped make the town such a success, including Sevenoaks Soroptimists, Sevenoaks Living Landscapes, Southeastern Trains, the Darent Valley Community Rail Partnership, Sevenoaks District Council and young people at HOUSE in the Basement.

Result details and judges' comments below:-

	Location	Category	Award
1	Sevenoaks Town Centre	Town Centre	Gold
2	Vine Gardens	Park	Gold
3	Upper High Street Gardens	Small Park	Gold
7	HOUSE in the Basement	It's Your Neighbourhood	Thriving

 Urban Marking Sheet	Name of Entry: Sevenoaks Town Council - Sevenoaks in Bloom 2023									
	Judges: Nick Hagon									
	Date of Assessment: 30/06/2023									
Category: Category: BID, Town Centre or City Centre / Urban Community (Indicate appropriate category)										
MAXIMUM OF 10 POINTS PER SUB SECTION									Total Marks in Sections A. B & C	Medal Level in Sections A. B & C
A Horticulture 40%	A1	8	A2	9	A3	9	A4	8		
B Environment 30%	B1	9	B2	9	B3	8				
C Community 30%	C1	9	C2	8	C3	8				
Total Score out of 100: 85			Overall Medal Awarded: Gold							
Medal Guide: Gold, Excellent 85-100 Points; Silver Gilt, Very Good 75-84 Points; Silver, Good 60-74 Points; Bronze, Satisfactory 50-59 Points. 49 Points and below – no medal awarded.										

Introduction and Overall Impression:

An excellent presentation after a warm welcome, providing a brief yet comprehensive description of Sevenoaks Town Council objectives and achievements. Presented with a portfolio, documenting all aspects of the town centre activities, comprehensive and informative, a delight to read. The tour was conducted in a timely manner, giving descriptive explanations of each location visited and welcomed questions from the judge, with a detailed response. The tour was exceptional, meeting a wide range of passionate, knowledgeable and sincere people, wishing to make a difference. With each person there was a definite show of pride to be part of Sevenoaks in Bloom. It was unfortunate we did not have time to get to the bus station, but going by the high standards of the team, the outcome would be consistent.

Judges Feedback Section A – Horticulture:

Efforts all round were evident, visiting Rockdale was impressive, every corner were vegetables and flowers growing in every conceivable location. Even the odd tropical plant was added to the display, a welcome treat to see, including a pineapple. The meeting of residents enjoying the comfort of their gardens, during their morning cuppa, emphasises the importance for elderly people entering their final years, appreciating their surroundings. The management of The Vine and Upper High Street gardens were consistent with the town's floral displays, railway station and I believe the bus station. Areas were clean, tidy and a safe place for visitors to reflect on, maintained by passionate people. The judge had noticed horticultural practices have been generally followed, the choice of planting was satisfactory, particularly at the railway station, right plant, right place. The planters outside the Stag theatre were filled with sustainable planting using a mixture of perennials, shrubs and grasses, providing a consistent display for long periods. The judge also thought the edible theme seen in baskets, planters and open landscape, was an excellent choice, unique theme and seem to be well received. A remarkable achievement, encouraging passers-by to pick a sample, eat as they walk by or just take note of the recipe attached, simultaneously promoting the efforts of Sevenoaks in Bloom and the Town Council. Customers approaching or leaving Sevenoaks train station are welcomed with colourful pleasing displays and well thought out landscaping, softening the harshness of a car park. Excellent choice of plants, but there were some problems with a few, the Rudbeckia was showing stress possibly due to the shallow soil at one end. The judge suggested replacing with Asphodeline lutea as an alternative and keeps with the colour scheme. Despite the work completed on the cricket pitch, the judge thought the grass sward was patchy near the pavilion and to consider applying for agronomy services, of which there are several specialists that may be able to help. It could be compaction, drainage, or just general maintenance. Overall, everyone should be proud of their achievements to date and certainly has transformed the town into a place to visit and live.

Judges Feedback Section B – Environment:

As part of the Town Council environmental credentials, the council's Neighbourhood Development Plan adopted their action plan, recognising their responsibility to preserve and enhance its character with emphasis to its local and natural environment. It was also recognised by the judge to see the beginnings of businesses getting involved, It was pleasing to see the living wall on the side and a planted roof of Marks and Spencer store, they too have also use sustainable green techniques to comply with Sevenoaks Town Council to be green and environmentally friendly. Perhaps the town council as part of the in Bloom to engage with the business section or to introduce a competition for the most colourful outdoor display or maybe a window display, often happens at the Chelsea flower show on route to the show. However there has been no mention of green waste resulting from the gardens, cricket ground and floral displays given the amount generated annually and to be reused as a mulching product for the Vine and Upper High Street gardens. There is a certain emphasis by the town council to promote business, using floral displays, ensure routes in and out of Sevenoaks, whether by train, bus and car conveys a message of what their intent is and to attract more commerce, customers and visitors. The infrastructure is sound and maintained, the judge recognised lampposts, bollards, railings, beacon lighting and street names have all been recently painted by volunteers and the town council. It gives a sense of civic pride and identity, a message to the local community Unfortunately there were a few signs that stood out belonging to Kent County Council. The judge was also pleased to see a bandstand and be part of luncheon sitting in an amazing bandstand, when so many are disappearing in the UK or left to fall apart. Contact Paul Rabbits, a passionate advocate for public parks and the Victorian and Edwardian bandstand. He will be pleased to see one reinstated. The in-Bloom committee there are a fine mixture of people with inside knowledge and it is used extensively to make the town attractive for business and visitors. Promoting Sevenoaks for business and to live, advertising has been wide as far as London, on the underground and main line stations. The in bloom has contributed to increase tourism, pride in heritage, revitalizing less popular parts of to town with an increase sense of community and raised awareness.

Judges Feedback Section C – Community:

Many groups listed in the portfolio of which several individuals were present on the day have made significant contribution to the town's appearance. The In Bloom campaign has brought together both business and local community to take ownership of their town, with the help of the Town Council. However, it was disappointing, despite the youth council and the House in the basement, we did not see any of the younger community, involved with any ongoing projects. I was also disappointed time was not given to viewing any local school projects. With the emphasis on our environment, I believe we need to obtain the support of young people, take them on board, as it is their world we are living in today. To encourage them to take responsibility, provide the tools and knowledge they need to take on the challenge that awaits them. Perhaps the council can consider introducing an apprenticeship scheme as part of their environment plan, develop plans, how the council can engage with younger folk. However, I was pleased to see the young man, helping with the presentation and to see some of his wonderful work producing attractive posters, promoting the In Bloom theme and volunteering. But we cannot take away the huge impact the current volunteers have on the town and it is a credit to them making such a difference. As judge I was privileged to be taken round, meeting so many wonderful people, of all ages to make Sevenoaks a wonderful place to work, visit and live.



South & South East in Bloom Small Park/Park/Large Park of the Year Award 2023

Sevenoaks Town Council - The Vine Sevenoaks

SECTION A – Making Way for People		Max Points	Actual Points
Access for all- Fit for purpose, appropriateness and practicality of accesses and path network.		15	13
Signage and visitor information		15	12
SECTION B– Design		Max Points	Actual Points
Appearance and practicality of layout		20	17
SECTION C– Welfare of Park Users		Max Points	Actual Points
Staff/voluntary presence *		10	9
Control of dog fouling		10	9
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)		Max Points	Actual Points
Maintenance of facilities *		25	23
SECTION E – Maintenance (Quality of horticultural and sports turf maintenance)		Max Points	Actual Points
Judges should ascertain if there is evidence of concern, checks and solutions for Armillaria, Ash Die Back, Phytophthora, Box Blight etc.			
Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas especially tree health.		25	21
SECTION F –Maintenance of hard landscape features		Max Points	Actual Points
Paths, benches, bins, play areas and artificial surfaces		10	9
Control of litter, graffiti & vandalism		10	9
SECTION G– Environmental sustainability (Management of natural resources)		Max Points	Actual Points
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *		20	18
SECTION H–Conservation		Max Points	Actual Points

SECTION I – Community Involvement

Max Points	Actual Points
------------	---------------

Volunteering & promotion of the park as a community resource

20

17

Maximum Points Available	200
Total Points Awarded	174
Award Nomination	Gold

Assessors General Comments & Award Justification

Areas of Achievement A beautiful ornamental garden, with the backdrop of a Grade II listed building and pergola, covered by an established Wisteria. There are wide, clean and tidy paths which is flanked on one side by planting, taking you on a journey through the park. The area compliments surrounding historic features such as the Vine Pavilion, cricket ground, fishpond, community cafe and a wonderful bandstand, recently renovated, all in excellent condition and well-liked by the community. The gardens were the result of an overall review a few years ago with help from sponsorship and donation from Reuthes Nursery. The overall management of the area is excellent with planting schemes consisting of raised beds adorned with a selection of ground cover, mounds and trailing plants offering a wide variety of colour and interest of which many are drought tolerant, an excellent choice. The journey continues with further raised beds with similar choice of plants and ends by a red telephone box. The gardens have a rustic feel with bridge, pergola, traditional seating, and a decent size fishpond, recently repointed, with carp and attracts plenty of water wildlife and members of the public. There are two semi-circular beds with accompanying containers planted with petunias and marigolds in the colours of the King Charles Coronation using Phormium and castor oil plants as dots with the backdrop of the pergola, a wisteria of magnitude and rambling roses. The Soroptimists are a very active group of volunteers supporting the management of the site and organised events such as a community planting and clean-up days, a very worthwhile group who make a big difference.

Areas for Development Consider, brightening the pond and rustic bridge by introducing more water lilies, adding to the current plants and shallow marginal plants to give a little height. Continue the use of netting to keep out Herons and may be an issue and could hamper the plants establishment. As pointed out previously add more plants to fill the gaps in the borders using similar plants associated with dry gardens. Have a look at the Beth Chatto Gardens web site, a wealth of information to help to choose the right plant for the right place. The red phone box, is an excellent addition, however, try to make it part of the garden rather than on its own and with the sign to its right, attached to the fencing, does look out of place and perhaps should be located further in the gardens. As there is already a rose climber, add another to hide the wooden screen, with the right colour will blend in with the telephone box. Add a clematis to extend summer colour and plant at the foot of the roses, such as a Salvia, taking the eye away from the cricket screen. So too, does the dead tree in the border, spoiling the view, turning the eye away from the planting. Also add late summer bulbs to fill the gaps in the raised borders, Crocus sativus and Cyclamen hederifolium and for summer colour try, Zauschneria or Californian Fuchsia to extend colour and interest. The two semi-circular beds using traditional bedding provides an important splash of colour to the surrounding paving. However, think about using a mixture of summer flowering perennials or sub shrubs with traditional bedding. Example lavenders with pink and white Cosmos? If chosen carefully, the perennials or shrubs used can be incorporated into the borders after the summer display. Always encourage more volunteers to join the group to help with the management of the grounds, you can never have too many. An enjoyable visit and with the company of such lovely group of ladies, the gardens are a pleasure to walk through. Easy to access, just a brief walk from the shops and nearby housing. Continue the good work and I am delighted to award The Vine Gardens Gold.

Results

Level	Description	Points
-------	-------------	--------

Certificate	0 - 77
Bronze	78 - 108
Silver	109 - 138
Silver-Gilt	139 - 169
Gold	170 - 200



South & South East in Bloom Small Park/Park/Large Park of the Year Award 2023

Sevenoaks Town Council - Upper High Street Gardens

SECTION A – Making Way for People		Max Points	Actual Points
Access for all- Fit for purpose, appropriateness and practicality of accesses and path network.		15	14
Signage and visitor information		15	13
SECTION B– Design		Max Points	Actual Points
Appearance and practicality of layout		20	19
SECTION C– Welfare of Park Users		Max Points	Actual Points
Staff/voluntary presence *		10	9
Control of dog fouling		10	9
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)		Max Points	Actual Points
Maintenance of facilities *		25	22
SECTION E – Maintenance (Quality of horticultural and sports turf maintenance)		Max Points	Actual Points
Judges should ascertain if there is evidence of concern, checks and solutions for Armillaria, Ash Die Back, Phytophthora, Box Blight etc.			
Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas especially tree health.		25	22
SECTION F –Maintenance of hard landscape features		Max Points	Actual Points
Paths, benches, bins, play areas and artificial surfaces		10	9
Control of litter, graffiti & vandalism		10	9
SECTION G– Environmental sustainability (Management of natural resources)		Max Points	Actual Points
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *		20	17
SECTION H–Conservation		Max Points	Actual Points

SECTION I – Community Involvement

Max Points	Actual Points
------------	---------------

Volunteering & promotion of the park as a community resource

20

12

Maximum Points Available	200
Total Points Awarded	172
Award Nomination	Gold

Assessors General Comments & Award Justification

Areas of Achievement This pocket size garden provides the ideal retreat for the local community, shop customers and local workers. A memorial tablet informs the visitor of its history, bequeathed by a lady living opposite the garden in 1949. Maintained by on site gardeners of Sevenoaks Town Council, the garden is divided into two delightful areas with steps leading down to a lower area consisting of trees, shrubs, perennials and a lawn, supported by a ragstone retaining wall with connecting steps. The upper garden is formally laid out in a central circular design with roses. There is a small brick and timber shelter containing a bench and the far end of the garden with a water butt stationed collecting rainwater. The trees and shrubs provide structure, screening, shelter and breaks up buildings beyond the garden. In the shadier areas, there is a good choice of plants used such as ferns and Sarcococca. There is an annual planting scheme which compliments the edible theme used throughout the town and delightful roses in the formal area. There is an informative board providing opening and closing times of the garden and posted public information notices. There are several well maintained benches in the garden, the area is clean, no graffiti, vandalism, dog fouling, the paths are managed to a good condition with very little vegetation. Areas for Development Despite the gardens being neat and tidy on the day, unfortunately, the gardens were short of colour, plenty of green, very little colour, other than roses and the annual planting scheme. The landscape particularly in the lower garden, has become somewhat dense, as if the shrubs are crowding in making the park smaller and darker. Also, many of the shrubs look like they have been pruned into rounded shapes to keep them within their bounds, reducing fewer flowers. Introduce a three-year management plan to improve the garden by introducing a rejuvenation programme, this will introduce more light into the garden, smaller plants will flower more profusely and easier to control. The programme will also create larger gaps among the shrubs, allowing perennials and spring bulbs to fill adding more colour. There are also several conifers in the garden, I understand they are evergreen and provide good colour in the winter. I suggest removing those at the front and keep others at the rear to keep the screen. There are several trees that would improve sight lines and allow light to the ground below by lifting the lower boughs. As many are Cherry trees, these should be done in the growing season, otherwise pruned in winter may introduce Bacterial Canker. Arrange for the pruning's to be shredded and to reintroduce back onto the ground for mulching, once any extra planting has been completed. For additional colour, consider planting clematis viticella, there are different colours varieties, easy to maintain and will ramble through the shrubs to provide summer colour and interest. Introduce a friends group to assist Sevenoaks Town Council gardeners with maintaining the gardens and with any future improvements, provide a presence and perhaps help to introduce small pocket events in the garden, outdoor plays, small concession, music etc and proceeds can go towards the garden. Keep the public informed of this programme by introducing a plan of your actions with a detailed account, have practical demonstrations to show people how to carry out such a programme. But can be a daunting task and suggest carrying out this task one step at a time. Overall, a wonderful small garden, well maintained, a retreat for many and with some work could be more colourful, good for pollinators and add interest for the people of Sevenoaks. Therefore South and South East in Bloom are delighted to award Upper High Street Gardens Gold

Results

Level	Description	Points
-------	-------------	--------

Certificate	0 - 77
Bronze	78 - 108
Silver	109 - 138
Silver-Gilt	139 - 169
Gold	170 - 200

South & South East in Bloom - Its Your Neighbourhood 2023

HOUSE in the Basement

Section A - Community Participation (40% or 40 points)

The group is working towards things such as:

Being inclusive of local people

Local ownership and direction

Making a difference to local people

Involving local people with planning, decision-making, communication & implementation

Representative of the local community

Getting support (e.g. from local council, grant aid, sponsorship, in-kind aid etc.)

Planning for the future

Working in partnership with other organisations (i.e. police, community support officers, environmental groups etc.

Total Points Assessed (Out of 40)

35

Section B - Environmental Responsibility (30% or 30 points)

The group is engaged in environmental activities such as:

Conservation (e.g. resources, heritage, wildlife, built environment)

Composting

Recycling

Creating, maintaining or improving green space

Sharing knowledge and skills

The group is engaged in addressing environmental issues such as:

Fly-tipping

Fly-posting

Litter

Graffiti

Dog fouling

Total Points Assessed (Out of 30)

20

SECTION C - Gardening Achievement (30% or 30 points)

The group is employing good gardening practices appropriate to the area, such as:

good plant choice

Good maintenance, presentation and management

Creativity

Innovation

Overcoming site difficulties

Enhancing the area through gardening

Total Points Assessed (Out of 30)

23

GRAND TOTAL POINTS ASSESSED

78

LEVEL ACHIEVED

Thriving (4)

Areas of Achievement

Areas of Achievement An intriguing name given to such an excellent cause, to include the young people of this world, so often forgotten. I hope those attending appreciate the reasons why Sevenoaks Town Council involve the young people of Sevenoaks. Being successful in obtaining a considerable grant from Cory Environment Trust, the money was put towards the conversion of the theatre basement to create a youth facility. Since 2012, many have used the youth café for various purposes and numbers have been consistent showing how successful this project has been. The Youth Council have also been involved with Christmas, Halloween and open mic events over the years. The project has also hosted several events and activities over time, providing experiences such as learning skills, building confidence and knowledge over a wide spectrum. It encourages young people to keep off the streets and spend time in a safe environment. Located in the centre of the town attached to the Stag theatre provides a welcome place to meet up. The entrance to the cafe is decked with self-watering barrier troughs fitted to the top of well-maintained, clean and recently painted black railings, planted with bold, striking colours for passers-by. This access is a well-used public path, leading towards the rear of the Stag Theatre car park. The area is clean, tidy and weed free, clear of graffiti and no dog fouling.

Areas for Development

Areas for Development I would have liked to have met with several youths using the facility and to be able to ask questions about projects they may have been involved in, their thoughts about in Bloom, how they can help with the in-Bloom project and encouragement they can give to get others involved. I believe it would good to encourage youth people to help with planting, working in one of the gardens or perhaps choose a project they could work on. As previously reported to help and connect the young to planted areas in the car park and also the planters at the front of the theatre. The wall opposite the entrance to the youth club is bland and bare, compared to the planted colourful troughs and black painted railings. I assume the wall is not owned by Sevenoaks Town Council, but it would complement the current display, or maybe a mural to supplement the area, illustrating the history of the town, with the help from young people. A wonderful project that can go from strength to strength, congratulations and well done.

Results		
Level	Description	Points
	Establishing (1)	0 - 35
	Improving (2)	36 - 52
	Advancing (3)	53 - 68
	Thriving (4)	69 - 85
	Outstanding (5)	86 - 100

Sevenoaks Town Council
Annual Budget - By Centre (Actual YTD Month 6)

Increase % for Pay/Fees/Charges
7.00%

Increase % for Allotments Charges
10.00%

Last Year		Current Year		Next Year
Budget	Actual	Agreed	Actual YTD	Budgetted

21	O/ Spaces & Leisure - General						
1022	Letting & Hire of Facilities	33,179.00	25,255.00	28,250.00	8,635.00	30,228.00	add 7%
1030	Electricity recharge	-	2,551.00	3,861.00	927.00	4,132.00	add 7%
1316	Raleys Car Park Permits	1,750.00	1,638.00	1,672.00	1,741.00	1,672.00	
1350	Revenue Grant income	-	-	-	5,000.00	-	
1550	Insurance Claims	-	9,422.00	-	326.00	-	
1850	Log Sales	1,305.00	541.00	754.00	-	754.00	
1853	Adopt a Tree income	-	917.00	-	124.00	100.00	
1990	Other Income	1,099.00	19,166.00	262.00	443.00	270.00	
2002	Capital Grants	-	-	-	5,486.00	-	
	Total Income	37,333.00	59,490.00	34,799.00	22,682.00	37,156.00	
4010	Gross Pay	189,608.00	148,561.00	185,959.00	76,864.00	198,977.00	add 7%
4011	Mileage	-	724.00	-	569.00	-	
4012	Expenses	-	74.00	-	60.00	-	
4270	Employers Pension Contribution	12,498.00	9,415.00	14,196.00	5,036.00	15,190.00	add 7%
5013	Graffiti Removal	893.00	1,250.00	1,357.00	602.00	1,357.00	
5025	Lower St Johns Toilets	11,031.00	12,689.00	15,935.00	8,130.00	14,000.00	
5026	Greatness Rec Convenience	3,152.00	2,819.00	3,100.00	1,528.00	3,100.00	
5030	St Nicholas Burial Ground	-	-	-	523.00	100.00	
5050	Seats And Litter Bins	2,921.00	4,308.00	2,289.00	2,124.00	2,300.00	
5060	Sevenoaks Common	4,470.00	7,200.00	4,694.00	-	5,000.00	
5065	Tree Safety Survey	3,992.00	-	-	3,783.00	4,000.00	
5070	Other Woodlands	3,726.00	5,922.00	3,912.00	5,389.00	4,000.00	
5110	Knole Paddock & Pavilion	4,151.00	239.00	3,304.00	5,141.00	3,500.00	current year had new boiler
5120	Knole Paddock Pitch & Grnd Mt	3,677.00	1,952.00	2,280.00	1,922.00	2,500.00	
5130	Knole Paddock Storage Compound	-	-	-	34.00	-	business rates?
5310	Miscellaneous Open Spaces	2,277.00	15,400.00	4,890.00	56,981.00	5,200.00	Skateboard park project move to CIL
5311	Security Open Spaces	21,202.00	22,579.00	24,927.00	12,781.00	25,000.00	
5316	Skatepark Maintenance	2,706.00	927.00	2,052.00	2,450.00	2,000.00	
5317	Raleys Car Park	525.00	991.00	422.00	486.00	422.00	enforcement scheme
5320	Fertilizers	1,009.00	738.00	294.00	339.00	1,500.00	approx£600 per pitch
5330	Grass Seed	2,206.00	4,621.00	2,000.00	789.00	2,500.00	scheduled for March 2024
5340	Plants	2,627.00	3,464.00	2,758.00	812.00	3,000.00	
5410	Repairs & General Maintenance	1,576.00	15,954.00	1,745.00	920.00	1,800.00	
5412	Capital Refurbishments	1,200.00	-	1,200.00	-	-	
5500	Equipment Hired and New	6,934.00	4,889.00	7,676.00	14,521.00	-	
5525	Equipment Maintenance	7,564.00	4,582.00	8,374.00	2,265.00	8,000.00	
5550	Vehicle Expenses	19,500.00	22,544.00	21,371.00	1,258.00	21,500.00	
5700	Fuel	5,211.00	5,233.00	5,877.00	2,939.00	5,900.00	
6010	Light Heat & Cleaning	2,621.00	3,948.00	8,053.00	-	8,500.00	
6013	Cleaning	-	-	-	184.00	600.00	
6014	Water	1,030.00	406.00	935.00	447.00	1,000.00	
6101	Telephone	210.00	231.00	145.00	60.00	145.00	
6104	Mobile Telephone	210.00	505.00	322.00	102.00	340.00	
6105	Broadband wi-fi service	-	153.00	-	150.00	300.00	
6200	Printing & Stationery	-	-	-	16.00	-	
6210	Postage & Courier	-	3.00	-	-	-	
6320	Staff Training	3,152.00	580.00	3,000.00	140.00	3,000.00	
6330	Welfare/Hospitality	210.00	273.00	392.00	398.00	425.00	

6460	Publicity & Democratic notices	-	-	618.00	-	-
6635	Professional Fees Licensing	-	-	189.00	295.00	300.00
6730	Subscriptions	145.00	164.00	172.00	164.00	180.00
6812	Road Dues	1,077.00	1,510.00	1,076.00	-	1,100.00
6851	Bus Shelter Maintenance	184.00	-	-	-	200.00
6900	Sundry Expenses	105.00	45.00	88.00	-	80.00
6922	Health&Safety/Risk Assessments	1,628.00	412.00	1,685.00	449.00	1,700.00
6930	Alarm Maintenance	778.00	899.00	817.00	-	880.00
6931	CCTV Maintenance	536.00	520.00	562.00	-	600.00
6934	Waste Bin Collection-Dog Bins	2,699.00	2,621.00	2,620.00	1,310.00	3,000.00
6935	Waste Bin Disposal-Waste Bins	4,023.00	2,345.00	2,718.00	1,605.00	2,700.00
6952	Protective Clothing	1,523.00	1,132.00	1,484.00	488.00	1,575.00
	Overhead Expenditure	334,787.00	312,822.00	345,488.00	214,837.00	357,471.00
	21 Net Income over Expenditure	- 297,454.00	- 253,332.00	- 310,689.00	- 192,155.00	- 320,315.00
8001	plus Transfer from EMR	-	1,731.00	-	1,823.00	-
8002	less Transfer to EMR	-	1,875.00	-	-	-
	Movement to/(from) Gen Reserve	- 297,454.00	- 253,476.00	- 310,689.00	- 190,332.00	- 320,315.00

Greatness

22 O/ Spaces & Leisure - Cemetery						
1550	Insurance Claims	-	1,641.00	-	-	-
1700	Cemetery Income	87,577.00	73,225.00	75,214.00	31,081.00	80,479.00
	Total Income	87,577.00	74,866.00	75,214.00	31,081.00	80,479.00
4010	Gross Pay	91,885.00	80,694.00	93,114.00	44,937.00	99,632.00
4011	Mileage	-	8.00	-	26.00	-
4012	Expenses	-	26.00	-	13.00	-
4270	Employers Pension Contribution	7,412.00	5,836.00	7,747.00	4,029.00	8,290.00
5210	Cemetery Chapel & Office	216.00	430.00	65.00	483.00	100.00
5230	Cemetery Wshop/Messroom Mtce	356.00	1,133.00	701.00	497.00	700.00
5410	Repairs & General Maintenance	1,051.00	940.00	1,147.00	1,190.00	1,200.00
5412	Capital Refurbishments	1,200.00	-	1,328.00	-	-
5500	Equipment Hired and New	3,362.00	1,407.00	3,722.00	500.00	4,000.00
5525	Equipment Maintenance	9,152.00	1,633.00	9,489.00	172.00	9,000.00
5700	Fuel	1,302.00	1,205.00	1,166.00	556.00	1,200.00
6000	Rent & Rates	8,733.00	8,733.00	10,499.00	5,283.00	10,500.00
6010	Light Heat & Cleaning	1,303.00	3,668.00	4,287.00	3,908.00	2,100.00
6013	Cleaning	-	-	-	280.00	1,000.00
6014	Water	489.00	1,049.00	1,058.00	231.00	1,100.00
6101	Telephone	788.00	568.00	580.00	406.00	800.00
6104	Mobile Telephone	126.00	8.00	16.00	-	25.00
6105	Broadband wi-fi service	412.00	120.00	123.00	60.00	150.00
6240	Computer/ Data Base/WP's	420.00	566.00	666.00	244.00	670.00
6320	Staff Training	2,101.00	799.00	1,500.00	140.00	1,500.00
6330	Welfare/Hospitality	178.00	172.00	222.00	248.00	230.00
6500	Goods for Resale	210.00	325.00	125.00	-	125.00
6720	Books and Periodicals	-	49.00	51.00	-	50.00
6730	Subscriptions	98.00	190.00	200.00	-	200.00
6802	Trees Plants Turf & Fertilizer	3,152.00	2,101.00	3,309.00	570.00	3,000.00
6822	Roads Path & Boundaries	735.00	93.00	814.00	442.00	850.00
6832	Lawn/Wall of Remembrance	105.00	58.00	116.00	33.00	120.00
6922	Health&Safety/Risk Assessments	2,338.00	39.00	1,489.00	139.00	1,500.00
6930	Alarm Maintenance	840.00	682.00	883.00	1,423.00	1,500.00
6932	Cemetery Security	5,002.00	5,444.00	5,882.00	3,015.00	6,000.00
6935	Waste Bin Disposal-Waste Bins	1,310.00	1,200.00	1,272.00	636.00	1,300.00
6952	Protective Clothing	788.00	398.00	644.00	244.00	700.00

add 7%

add 7%

add 7%

tbc

cleaning being separated

7611	Contingency provision	-	-	- 16,104.00	-	-	funds need to net off income & exp
	Overhead Expenditure	145,274.00	119,907.00	136,111.00	69,708.00	157,542.00	
	22 Net Income over Expenditure	- 57,697.00	- 45,041.00	- 60,897.00	- 38,627.00	- 77,063.00	
8001	plus Transfer from EMR	-	- 9,499.00	-	-	-	
	Movement to/(from) Gen Reserve	- 57,697.00	- 54,540.00	- 60,897.00	- 38,627.00	- 77,063.00	

23 O/ Spaces & Leisure- Allotment							
1010	Rental Income	1,381.00	1,282.00	1,417.00	1,256.00	1,559.00	add 10%
1047	QH Allotments Income	7,512.00	6,989.00	7,907.00	7,791.00	8,698.00	add 10%
	Total Income	8,893.00	8,271.00	9,324.00	9,047.00	10,257.00	
4010	Gross Pay	5,313.00	3,484.00	3,202.00	2,971.00	3,427.00	add 7%
4270	Employers Pension Contribution	213.00	158.00	128.00	88.00	137.00	add 7%
5410	Repairs & General Maintenance	1,261.00	2,978.00	1,355.00	464.00	-	padlocks
6002	QH Allotments Costs	1,735.00	10,496.00	3,649.00	1,651.00	-	This is 5410
6014	Water	989.00	2,252.00	880.00	204.00	950.00	
6300	Computer Software	128.00	13.00	13.00	14.00	20.00	
6730	Subscriptions	57.00	-	58.00	-	60.00	
6922	Health&Safety/Risk Assessments	283.00	-	68.00	-	70.00	
	Overhead Expenditure	9,979.00	19,381.00	9,353.00	4,984.00	4,664.00	
	23 Net Income over Expenditure	- 1,086.00	- 11,110.00	- 29.00	4,063.00	5,593.00	
8001	plus Transfer from EMR	-	4,115.00	-	-	-	
	Movement to/(from) Gen Reserve	- 1,086.00	- 6,995.00	- 29.00	4,063.00	5,593.00	

26 Open Spaces-Street Lighting/Ge							
1480	Streetlighting income	9,364.00	14,827.00	11,255.00	-	-	
1990	Other Income	412.00	-	200.00	-	200.00	
1997	In Bloom Income	-	200.00	-	1,000.00	-	
	Total Income	9,776.00	15,027.00	11,455.00	1,000.00	200.00	
6861	Public Clock Maintenance	3,055.00	573.00	142.00	56.00	200.00	
6862	Street Lighting	14,092.00	23,361.00	16,939.00	13,409.00	-	
6865	In Bloom Costs	13,710.00	16,434.00	14,000.00	14,066.00	14,000.00	
	Overhead Expenditure	30,857.00	40,368.00	31,081.00	27,531.00	14,200.00	
	26 Net Income over Expenditure	- 21,081.00	- 25,341.00	- 19,626.00	- 26,531.00	- 14,000.00	
8001	plus Transfer from EMR	-	- 2,482.00	-	- 638.00	-	
	Movement to/(from) Gen Reserve	- 21,081.00	- 27,823.00	- 19,626.00	- 27,169.00	- 14,000.00	

29 O/Spaces & Leisure-Vine Ground							
1208	Other Events Income	824.00	1,340.00	1,407.00	1,000.00	1,500.00	
1451	Kickstart funding	2,823.00	1,985.00	-	-	-	
1805	Tea Kiosk Rental & Pavilion	3,500.00	3,500.00	3,500.00	2,625.00	3,500.00	
1870	Vine Club Insurance Contrib.	365.00	367.00	367.00	440.00	367.00	
1990	Other Income	-	1,000.00	-	-	-	
	Total Income	7,512.00	8,192.00	5,274.00	4,065.00	5,367.00	
4010	Gross Pay	12,703.00	19,532.00	20,932.00	11,725.00	22,398.00	add 7%
4270	Employers Pension Contribution	613.00	708.00	1,256.00	417.00	1,344.00	add 7%
5010	Vine Area General Maintenance	4,670.00	10,925.00	2,515.00	3,504.00	2,500.00	
5015	Vine Pavilion maintenance	-	205.00	133.00	972.00	200.00	
5020	Vine Public Convenience	8,930.00	9,768.00	12,000.00	9,587.00	12,000.00	

5410	Repairs & General Maintenance	-	890.00	782.00	32.00	800.00	
5500	Equipment Hired and New	-	3,412.00	2,006.00	1,823.00	-	bottle filler purchase
6014	Water	541.00	337.00	423.00	26.00	500.00	
6635	Professional Fees Licensing	105.00	200.00	210.00	70.00	210.00	
6868	Summer Concerts	3,362.00	3,770.00	3,549.00	2,985.00	3,600.00	
6869	Special Events	-	332.00	139.00	1,310.00	140.00	
6922	Health&Safety/Risk Assessments	37.00	170.00	-	1,050.00	1,100.00	
6931	CCTV Maintenance	693.00	695.00	730.00	2,580.00	730.00	
6935	Waste Bin Disposal-Waste Bins	-	915.00	868.00	337.00	960.00	
	Overhead Expenditure	31,917.00	52,287.00	45,605.00	36,418.00	46,482.00	
	29 Net Income over Expenditure	- 24,405.00	- 44,095.00	- 40,331.00	- 32,353.00	- 41,115.00	
8001	plus Transfer from EMR	-	1,610.00	-	6,323.00	-	
	Movement to/(from) Gen Reserve	- 24,405.00	- 42,485.00	- 40,331.00	- 26,030.00	- 41,115.00	

Cemetery Charges DRAFT 01.04.2024 to 31.03.2025

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2024

(All prices are inclusive of VAT)

TARIFF CATEGORIES

	Resident (£)	Non-Resident (£)
EXCLUSIVE RIGHTS OF BURIAL		
In a grave previously used for a limited period burial:		
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.		
In a New Grave (For 75 years):		
Includes Certificate of Grant, entry in Register (all sites)		
Earth (Lawn section) Grave Site A	1155.00 1236.00	3465.00 3708.00
Earth (Lawn section) Grave Site B	699.00 748.00	2097.00 2244.00
Earth (Lawn section) Grave Site C	449.00 480.00	1347.00 1440.00
Infants (non-viable fetuses, still born children, and under 5 years)	24.00 25.00	72.00 75.00
<i>Outside spaces are surcharged 25%</i>		
Pre-purchase of Gravemarker	80.00 85.00	80.00 85.00
INTERMENT FEES (Including grave digging)		
Infant's Grave (single depth grave in infant's section)	159.00 170.00	477.00 510.00
Single depth in an adult grave (all ages)	555.00 594.00	1665.00 1782.00
Double depth in an adult grave (all ages)	746.00 798.00	2238.00 2394.00
<i>Surcharge for casket burials is double the above fees</i>		
Burials with coffins & caskets outside of normal dimensions	POA	POA
Interment of cremated remains within a Grave	95.00 102.00	285.00 306.00
OTHER FEES		
Transfer of Exclusive Rights of Burial Grant (per document)	78.00 83.00	78.00 83.00
To search Register of Burials per name (same family)	39.00 42.00	39.00 42.00
Annual Grave Maintenance-Grass Grave	112.00 120.00	112.00 120.00
Annual Grave Maintenance-Full Memorial	156.00 167.00	156.00 167.00
Turfing of old graves (at client's request)	82.00 88.00	82.00 88.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	175.00 187.00	175.00 187.00
Weekend surcharge-cremated remains burial	175.00 187.00	175.00 187.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	63.00 67.00	63.00 67.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA	POA

NOTE: Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT

A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years.

NON-RESIDENT

Any non-parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.

Cemetery Charges DRAFT 01.04.2024 to 31.03.2025

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2024

(All prices are inclusive of VAT)

	Resident (£)	Non-Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required)	187.00 200.00	187.00 200.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	193.00 206.00	193.00 206.00
Double headstones	386.00 412.00	386.00 412.00
Additional inscriptions after first interment	132.00 141.00	132.00 141.00
Tablets, scrolls, bird baths and books up to 15 inches in height	146.00 156.00	146.00 156.00
To replace a memorial with similar or smaller memorial	52.00 58.00	52.00 58.00
Memorial removal and disposal fee	117.00 125.00	117.00 125.00
Notes to Memorial permits		
1. Kerbstones and border stones are NOT permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased). 2. Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above. 3. Memorial prices will rise above inflation to cover additional costs for inspection. 4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.		
WALL OF REMEMBRANCE		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	144.00 154.00	144.00 154.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	279.00 299.00	837.00 897.00
Additional inscription to existing plaque	56.00 60.00	56.00 60.00
LAWN OF REMEMBRANCE		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	200.00 214.00	600.00 642.00
Interment of ashes (digging charge)	95.00 102.00	285.00 306.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	174.00 186.00	174.00 186.00

NOTE: Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

NON-RESIDENT Any non-parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.

Sports Facilities Charges Draft 01.04.2024 to 31.03.2025

SPORTS FEES

FEES & CHARGES FROM 01 April 2024

CRICKET (Summer Sport)	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m (£)
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults	116.00 123.00	105.00 112.00	88.00 93.00
Weekday games - Juniors	69.00 74.00	64.00 69.00	50.00 54.00
Weekend games - Adults	148.00 158.00	121.00 129.00	105.00 112.00
Weekend games - Juniors	91.00 98.00	71.00 80.00	62.00 67.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	78.00 83.00	67.00 72.00	50.00 53.00
Weekday games - Juniors	51.00 54.00	46.00 49.00	32.00 34.00
Weekend games - Adults	110.00 118.00	83.00 89.00	67.00 72.00
Weekend games - Juniors	73.00 78.00	56.00 60.00	44.00 47.00

SOCCER (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	99.00 105.00
Weekday games - Juniors	53.00 57.00
Weekend games - Adults	121.00 129.00
Weekend games - Juniors	59.00 64.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	61.00 65.00
Weekday games - Juniors	35.00 37.00
Weekend games - Adults	83.00 89.00
Weekend games - Juniors	41.00 44.00
Rugby (Winter Sport)	Per Session (£)
Pitch hire per game inclusive of use of pavilion facilities	
Weekday games - Adults	121.00 129.00
Weekday games - Juniors	69.00 74.00
Weekend games - Adults	143.00 152.00
Weekend games - Juniors	91.00 98.00
Pitch hire per game exclusive of use of pavilion facilities	
Weekday games - Adults	83.00 89.00
Weekday games - Juniors	51.00 54.00
Weekend games - Adults	105.00 112.00
Weekend games - Juniors	73.00 78.00
Mini Tournaments	160.00 171.00
Junior Training Areas	45.00 48.00
Adult Training per hour	36.00 38.00
Outside Rugby clubs-normal fee plus	36.00 38.00

All fees subject to VAT other than block bookings of 10 or more games which are paid in advance & meeting additional requirements, please enquire

Sports Facilities Charges Draft 01.04.2024 to 31.03.2025

SPORTS FEES

FEES & CHARGES FROM 01 April 2024

	Per Session (£)
Other Uses: Use of Pavilion for Social Purposes	
including showers (minimum charge 2 hours)	
Per hour - Adults	38.00 40.00
Per hour - Juniors	18.00 20.00
excluding showers (minimum charge 2 hours)	
Per hour - Adults	25.00 26.00
Per hour - Juniors	13.00 13.00
Daily rates (Up to 7 hours)	
For Sevenoaks organisations	131.00 140.00
For non-Sevenoaks organisations	159.00 170.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	447.00 470.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	237.00 254.00
Junior Sports Meetings (Up to 7 hours)	
Restricted Area	121.00 130.00
One field and Pavilion	203.00 217.00
One field	187.00 200.00
Athletics Track by arrangement	

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2023

CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
Normal size – 253m2 (10 rods equivalent)	£0.22 per m2 wef 29.09.2024 (£55.66 per 253m2 plot)
Quakers Hall Allotments:	
Normal size – 253m2 (10 rods equivalent)	£0.23 per m2 wef 29.09.2024 (£58.19 per 253m2 plot)
Logs:	
- Full Load - Half Load	£135.00 £144.00 £85.00 £91.00
RALEY'S CAR PARK	
Annual car park pass (limited number available to applicants who meet specified requirements)	£63.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2020 for 5 years. Lease expires December 2025)	£3,750.00 Review Sept 2025
Sevenoaks Clarendon LTC (reviewed February 2022. Next review due March 2028. Main lease expires March 2042)	£473 per annum Review March 2028
The Sevenoaks Vine Club	
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025
Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town FC Ltd:	
Pitch 1(Lease expires 17 May 2043)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
Pitch 2 Tenancy at Will commenced July 2013	£520 per annum
Pavilion Tenancy at Will commenced July 2013	£1 per annum

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 13th November 2023**

CURRENT MATTERS

NB: updates in green

152 (iv) 05.07.21	St Nicholas Church – Quinquennial Report	Quotes from qualified stone masons for works mentioned in the Quinquennial report of 12.03.2021 have been obtained and will be reviewed by Officers. Two most competitive have been invited to requote with plan to complete works 2023/24. Work completed satisfactorily October 2023.
156 05.07.21	Greatness Recreation Ground Management and Improvement Plan	Meeting with stakeholders was held on 08.10.2021. It was agreed that a survey would be produced in 2022. The survey will be part of the professional consultant's work required by the Football Foundation to progress the proposed new pavilion. STFC and STC jointly appointed consultant for public consultation in January 2023. Pending update. Public Consultation regarding current use and improvements to Greatness Recreation Ground commenced on 8 August and was due to close on 15 September 2023 but extended for one week to enable residents receiving notification via the Town Crier time to respond.
353.3 18.09.23	Greatness Recreation Ground Survey	RESOLVED: 1) To note the Greatness Recreation Survey results received to be circulated at a future meeting. 2) That the Town Council applies for a Premises Licence for Greatness Recreation Ground.
522 14.02.22	Sevenoaks Lawn Tennis Club-parking barrier in Raleys Car Park	RESOLVED: to support the SLTC proposal subject to the following: • SLTC to proceed only if the tennis club meet the full cost, including planning permission; • Should the items become damaged or unused, they be removed from the site completely, including removal of the key pad and kerbed area and the reinstatement of the area to its former condition at SLTC's expense; • That there be no loss of parking spaces to the Town Council; and

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 13th November 2023**

345.2 18.09.23		That officers seek reassurance that emergency access provision be taken into account during the planning process. STC is aware that SLTC is ready to submit planning application. RESOLVED: that the installation of the entry barrier be approved, subject to the width of the adjacent parking spaces not being reduced to less than 2,400mm. Work due to start late November.
414.2 07.11.22	Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry house	RESOLVED that: 1) Officers carry out additional preparatory work required; and 2) obtain legal opinion regarding ownership of the boundary wall Legal opinion has been received and a shared ownership agreement has been sent to the owner. Shared ownership agreement being finalised.
582.4 13.02.23	Vine - Condition of Grass	RESOLVED: 1) To rule out the placement of a path down the middle of the grass; 2) To seed and temporarily fence off an area of the grass to allow it time to recover; and 3) To consider what can be installed in the garden to celebrate the Coronation. King Charles Coronation Roses to be planted in Vine Garden in Autumn. Grass to be renovated again after the Vegan Market taking place on 23.09.2023. Roses to be planted November.

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 13th November 2023**

582.5 13.02.23	Vine - Anti-social behaviour	RESOLVED that Officers: 1) Review additional security arrangements to be taken; 2) Continue and intensify communication with the Police; and 3) Report back at the next Committee meeting. Item was reported to Youth Service Committee. Enhanced CCTV was installed and existing/damaged toilet doors were replaced with more robust/steel doors. SDC consulting on PSPO, may be complicated due to Premises Licences. Consultation closes Sunday 24 September 2023. Results reported to Youth Services Committee 08.11.23
582.7 13.02.23	Vine- Borehole	RESOLVED: 1) Officers to explore and consult fully about: a) SVCC plans to fund a borehole installation; b) Location of related infrastructure; and c) The opinion of local and relevant authorities and agencies. 2) Officers to report back at the next Committee meeting. Pending reply from Environmental Agencies.
206.2 10.07.23 254.2 F&GP 24.07.23 346.4 19.09.23	Sevenoaks Greensands Common Project	RESOLVED: To recommend to Finance & General Purposes Committee to consider in future budgets to contribute £5,000 p.a. for four years to continue funding the project. Finance & General Purposes Committee RESOLVED: that it be agreed in principle that funding of £5,000 per annum for the Sevenoaks Greensands Common Project be considered as part of the 2024/2025 budget setting process. Noted position with the project and that a steering committee had been established with its first meeting on 21st September: a Town Council officer would attend. Agreement on funding still to be finalised.

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 13th November 2023**

206.5 10.07.23	Skateboard Park at Greatness Recreation Ground	It was noted that the skatepark has regular maintenance but needs fundamental repairs.
255 F&GP 24.07.23		Finance & General Purposes Committee RESOLVED that: 1) Option 1 set out in the report (replace all existing boards and resurface, retaining and strengthening existing frames) as recommended by the Youth Services Committee be approved; and 2) £40,000 of CIL funding be allocated to this project.
346.5 18.09.23		It had only been possible to obtain one quotation for the work and the company recommended that the specification be increased to ensure greater longevity and reduce maintenance. At the Extra-ordinary meeting of the Community Infrastructure Committee held on 11 th September, it was agreed that the quotation of £54,509 net from Kings Ramps be accepted, and the additional £14,509 be funded from CIL. Work completed October. A successful event to launch the re-opening of the Skatepark was held on 24th October 2023.
210 10.07.23	Sevenoaks Sports Strategy Review	The timeline for production of the second Sports Strategy is dependent on items raised during the consultation. The first meeting took place 4 th October 2023. Next meeting to be held once responses from a planned questionnaire are available. However, waiting on SDC who are doing their own audit to avoid question replication.
213 10.07.23	Woodside Road Open Space	RESOLVED: 1) Officers to prepare a consultation leaflet to be circulated to local residents by Ward Councillors. 2) To commission an updated Environmental Health report on the land to ensure there is no contamination. 3) To begin implementing a plan of action in the Autumn subject to local support and result of Environmental Health report.

Sevenoaks Town Council
Open Spaces & Leisure Committee – 13th November 2023

346.6 18.09.23		Meeting on site with EHO and 3rd party Environmental Consultancy will be agreed to confirm the extent and location of the trench and to look at access, any other local restrictions so that a quotation may be provided for the proposed works below: <i>To attend site with a small mechanical digger, a skip, some heras fencing and an engineer to turn over the soil in the trench that was dug and adjacent near surface soil. The phosphorus of concern if remaining on site will identify itself by reacting with air and this can then be placed into the skip to finish reacting whilst the soil is replaced. On completion of this exercise we should then be able to confirm by virtue of having turned the soil over that the issue has been dealt with.</i> Project commenced with planned removal of the five worst affected Ash trees. Contact had been made with an environmental consultant and the District Council Environmental Health team regarding possible contamination of the soil following the exploded war time bombs. Once ready to proceed, a consultation questionnaire to be distributed to local residents. RESOLVED: That local residents be consulted on the proposals for the Woodside Road Open Space, with the results being reported back to [F&GP] Committee.
390 F&GP 24.07.23		
214 10.07.23	Mill Pond Wood – steps from Seal Road	RESOLVED: 1) To continue to monitor the use and erosion of the steps. 2) To obtain quotes to install handrails to the existing steps. Quotes being obtained for handrails.
346.7 18.09.2023	Drinking Fountains	Signage encouraging the use of lifetime water bottles to be installed by drinking fountains at Vine Café & Greatness Recreation Ground.
351 18.09.23	St John's Hill Public Toilets	RESOLVED: 1) To proceed with the refurbishment of St John's Hill Public Toilets to create two unisex accessible toilets; 2) To use budget within earmarked reserves; and 3) To RECOMMEND to the Finance & General Purposes Committee that an additional £15,000

Sevenoaks Town Council
Open Spaces & Leisure Committee – 13th November 2023

388.1 F&GP 02.10.23		be allocated from CIL providing an overall budget of £40,000 including contingency. It was agreed that the Planning Committee be asked to consider registering the toilets as an asset of community value. RESOLVED: 1) To proceed with the refurbishment of St John's Hill Public Toilets to create two unisex accessible toilets. 2) To use budget within Earmarked Reserves. 3) To allocate an additional £15,000 from Community Infrastructure Levy providing an overall budget of £40,000 including contingency. Revised specification drawn up and sent to contractors who had submitted bids on previous specification.
352 18.09.23	Planting of Trees	It was noted that the Town Council had planted 1318 trees over the past 4 years. RESOLVED that: 1) KCC be contacted to enquire about planting trees on road verges; 2) Permission be sought from KCC to plant trees at the bottom of Seal Hollow Road and the whole of Blackhall Lane with 60 - 80 trees; 3) Permission be sought from KCC to plant trees at Hillingdon Avenue; 4) Councillors be provided with consultation leaflets to consult with local residents where appropriate; 5) The Town Council work through the inventory of all Town Council land (excluding the already fully planted woods) to assess the scope for more tree planting; and 6) Consideration be given to extra resources to irrigate the trees each summer for the first three years.
388.2 F&GP 02.10.23	Greatness Cemetery Chapel	RESOLVED: That £4,000 be allocated from Community Infrastructure Levy for the installation of two screens at Greatness Cemetery Chapel to allow the showing of still and video images during a service.