

6th November 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 11th November 2019 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 Dr J M Canet – **Chairman**

Cllr A Eyre – **Vice Chairman**

Cllr K Bonin

Cllr S Camp

Cllr Granville Baxter

Cllr R Hogarth

Cllr L Michaelides

Cllr T Morris Brown

Cllr R J Parry

Cllr S G Raikes

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

PUBLIC QUESTION TIME

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

1 APOLOGIES FOR ABSENCE

Apologies for absence.

2 REQUESTS FOR DISPENSATIONS

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

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 30th September 2019 (copy attached).

5 OPEN SPACES & CEMETERY MANAGER'S REPORT

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

6 STATEMENT OF ACCOUNTS

To receive and consider the Statement of Accounts for 30th September 2019 (copy attached).

7 DRAFT REVENUE AND CAPITAL PROGRAMME BUDGET FOR 2020-2021

- i. To consider the draft revenue budget for 2020-2021 (copy attached)
- ii. To consider the Capital Programme budget (copy attached)

8 ALLOTMENT REPORT (report attached)

9 CURRENT MATTERS

To receive and consider current matters (report attached).

366VI	Vine & Cycle racks	Work would start in the new year once work for the chair storage unit had commenced
223	Renovation of St Nicholas War Memorial	Initial conversations had taken place with St Nicholas Church. Grant pre application form submitted and successful at first round, next round of funding decisions in March 2019.
226	Anti-Litter Campaign	Several litter picking days had taken place and a new recycling bin would be

		Recreational Ground shortly.
319	Proposed outdoor gym at Julian's Meadow.	Installed. Mayor to open officially.
176/5 V	Sevenoaks Common	Mayor to plant tree
176/5 VI	Hillingdon Rise Green	Leaflet drop to be arranged regarding parking on grass.
176/5 VII	Tree Planting	Open Spaces Manager to liaise with tarmac in relation to offer of trees.
176/IV	Greatness Cemetery	Ground water pollution reply from Cemetery Development who undertook the survey of site. Due to Brexit, the EAs technical staff are rewriting policy, that has pushed back the permitting regulations to 2020 based on the last discussion we had with the EA.
178	Friends of Greatness Cemetery	To be launched in autumn 2019.
181	Steps in Millpond Wood	To be refurbished.
182	Upper High St Gardens	Reviewed and agreed insufficient appropriate space for tables. Install additional benches with wider arm rests.

14. PRESS RELEASE

To consider any agenda item which would be appropriate for a press release

To Resolve under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.

15. GREATNESS CEMETERY LODGE

This page left blank intentionally

This page left blank intentionally

Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee held on 30th September 2019
In the Council Chamber commencing at 7.00 p.m.

Committee Members present:

Cllr Dr M Canet (Chairman)	Present	Cllr K Bonin	Present
Cllr A Eyre (Vice Chairman)	Present	Cllr S Camp	Apologies
Cllr N Busvine OBE	Apologies	Cllr R Hogarth	Present
Cllr V Granville- Baxter	Present	Cllr Raikes	Present
Cllr L Michaelides	Present	Cllr R Parry	Apologies
Cllr T Morris Brown	Present		

Substitutes	For
Cllr A Clayton	Cllr R Parry

Attendance: Cllr Walte, (7.30pm) Town Clerk, Open Spaces Manager and Committee Clerk.

Note: The meeting was not recorded.

Public Question Time

There were no members of the public present.

295. APOLOGIES FOR ABSENCE

As noted above.

296. REQUESTS FOR DISPENSATION

There were no requests for dispensations.

297. DECLARATIONS ON INTEREST

There were no declarations of interest.

298. MINUTES OF THE OPEN SPACES AND LEISURE COMMITTEE HELD ON 22nd July 2019

RESOLVED: The minutes of the Open Spaces and Leisure Committee held on 22nd July 2019 were signed as a true record.

Noted the Cllrs had received a letter relating to activities on Sevenoaks Common. The Town Clerk had replied to the letter.

299. OPEN SPACES & CEMETERY MANAGERS REPORT

The report of the Open Spaces and Cemetery Manager was received and discussed, and the following matters noted in particular.

1) Staff

New gardener had been employed for cemetery.

- ii) **Green Flag**
Agreed to publicly thank volunteers and arrange for a photograph to be taken with them.
- iii) **South and South East in Bloom**
Thanks were given to volunteers: Sevenoaks Soroptimists; Sevenoaks Living Landscape Project; Mind; SAHA; Councillors; and members of the general public.
- iv) **Sevenoaks Common and Greensands Project**
Noted that the festival on the 15th September was well attended.
- v) **Trees**
It was hoped that Envoert would be able to provide trees for planting in Autumn 2020. The Open Spaces Manager would contact the Woodland Trust regarding provision of trees.

Resolved:

- i) To progress the ability for members of public to donate and enable provision of additional trees.
- ii) The Open Spaces Manager to provide a tour for interested councillors of the Town Council's open spaces.
- iii) To contact Kent County Council to enquire about policy for planting trees in pavements areas.
- iv) Sevenoaks in Bloom to consider planting plans for trees in Sevenoaks.
- vi) **Mount Close Play Area**
Noted the success of the grant bid to Envoert Community Trust to install a sit in train with carriages and ticket office for under 5s, including new railings for whole site and safety surface for train. The grant will fund 90% of the works with remaining 10% to be met by the Town Council.

RECOMMENDATION: To Finance & General Purposes Committee that 10% of £2,023.60 be taken from The Town Council's Capital Reserve.

- vii) **Sports Fees**
The Committee noted the dissimilarity between the cost of rugby and football pitch hire at Knole Paddock and agreed that the higher charge was fair given the additional maintenance costs of the rugby pitch due to its size.

300. STATEMENT OF ACCOUNTS

RESOLVED: To note the statement of accounts to 31st July 2019.

301. PROPOSED CHARGES FOR 2020

The request from Sevenoaks Rugby Club to consider rugby pitch fees was noted, as recorded at Minute 299 (vii) above

RESOLVED:

- i) To agree the general charges as per Appendix A;
- ii) To agree the cemetery charges as per Appendix B; and
- iii) To agree the current and proposed charges for sports pitches as per Appendix C.

302. SUMMER PLAY DATES

RESOLVED: To note the report circulated with the agenda.

303. ALLOTMENT REPORT

RESOLVED: To note the report as circulated with the agenda.

304. LETTER FROM SAHA RELATING TO ELECTRICITY PROVISION AT QUAKER HALL ALLOTMENTS

The Town Council had previously resolved to install electricity via solar panels to the Trading Centre. SAHA had written stating that they no longer required this and would prefer funds to be spent on installation of additional water pipes.

RESOLVED: To invest capital funds in the installation of additional water pipes and water butts as requested by SAHA in their letter.

305. SEVENOAKS IN BLOOM RESULTS 2019

The Committee noted the following achievements in this year's South East In Bloom competition:

Sevenoaks Town Centre	Gold Award
The Vine	Gold Award
Upper High Street Gardens	Silver Gilt
Sevenoaks Common	Silver

RESOLVED:

- i) To enter the 2020 South & South East in Bloom competition and to continue with the edible theme; and
- ii) To congratulate everyone involved in the work in obtaining the awards.

306. VISIT TO KING HENRY'S WALK

RESOLVED: To note the report as circulated with the agenda.

307. CURRENT MATTERS

MINUTE NO.	SUBJECT	UPDATE
366 VI	Vine & Cycle Racks	Cycle planter to be installed.
221 (2018)	Lamp post outside Lloyds Bank	Completed.
223 (2018)	Renovation of St Nicholas War Memorial	Grant received.
226 (2018)	Anti-Litter Campaign	Ongoing.
314 (2018)	Greatness Cemetery Faculty	Received and completed.
319 (2018)	Proposed outdoor gym at Julian's Meadow	Installed. Mayor to open officially.
176 IV (2019)	Burial Land at Greatness	Noted 60 year provision.
176/5 V (2019)	Sevenoaks Common	Mayor to plant tree in November 2019
176/5 VI (2019)	Hillingdon Rise Green	
176/5 VII (2019)	Tree Planting	Open Spaces Manager to liaise with Enover.
178 (2019)	Friends of Greatness Cemetery	To be launched in November 2019
181 (2019)	Steps in Millpond Wood	Open Spaces Manager to put in place plan for work.
182 (2019)	Upper High Street Gardens	Noted insufficient space for tables. Install seat(s) with arms.

308. PRESS RELEASE

RESOLVED: To distribute a press release relating to the Mayor opening the outdoor gym at St Julian's Meadow as part of the Town Council's wellbeing agenda.

There being no further business the Chairman closed the meeting at 8.25pm

.....
Chairman

Dated

Open Spaces Managers Report

Trees

Actions to previous resolutions regarding trees

The Woodland trust grants are only available to Schools and community groups, but it was noted that one of their approved growers is our regular supplier of native tree and hedging stock, being a member of the UK Sourced and Grown group of suppliers to the trust.

To progress the ability of members of the public to donate trees we will initially advertise this in the Town Crier.

Potential dates for a tour of sites for new Councillors Friday 6th or Monday 9th of December

Kent County Council have been contacted regarding tree planting policy in relation to pavements, but we have had no response yet.

The Sevenoaks in Bloom group will be meeting on 2nd of December at 10.00 am and will be discussing tree planting

Greatness Cemetery Mess Room and Workshop

The current messroom workshop building is reaching the end of its life, it is timber in construction and is now uneconomic to repair with decay in most uprights and the roof structure, although it has had several repairs in the last few years particularly after break ins.

It has previously been resolved to replace this building and £25,000 and £6,000 from Rolling Capital Budget (not reserves) has been allocated from the Town Council's Community Infrastructure Levy funds.

To date one firm quotation has been received from a specialist company to supply and erect a new all steel wood clad building to our specification including all mess room fittings, plumbing and fixtures, all electrics within the building strong steel doors and an adequate roof height which enables all plant to be driven in for storage.

The cost for this was £38,000.

We would then have to arrange temporary storage units for the plant and tools, deal with demolition and disposal, new electrical connection to the existing supply and connecting the mains water and cess pit outlet

A second company for a quote was approached in the summer but this did not result in a firm quote once it was explained that they only supplied set size units, steel framed but with

Open Spaces & Leisure Committee - 11th November 2019

wood panels, it would have been between sizes and the indicated cost would be around £35,000 per unit. I am currently pursuing further quotations

The Town Council is to recognise the Government and KCC declarations for aiming for Zero Carbon and make its number one priority to integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation. For its new buildings to be as sustainable and eco-friendly as possible. Existing buildings to be improved to be more sustainable with reduced carbon footprint where practicable.

We will commission an environmental audit of the proposed building to then be able to estimate the size of solar installation to truly off set the new build rather than merely reduce our electricity consumption per annum. Rainwater harvesting is also a possible option although we use relatively little water in the messroom when compared with the whole site (public toilet, watering points, watering flowers).

Options to proceed

1 Continue with quotes for a steel building, and arrange an audit of the building to estimate carbon offset needed

2 Obtain quotes for a wooden building (lower environmental footprint but shorter working life and harder to make secure) arrange a similar audit

Regardless of either option, the current funds available are insufficient we are likely to need

Demolition and rebuild	£45,000
Audit	£1,000
Solar installation	£16,000
Total	£62,000

Recommendation sought

Pontoise Recreation Ground,

The Town Council were successful in our grant application to the Ibstock Enover trust for £15,745.00 to replace the post and rail fence around the quarry face and replace three areas of safety matting under the older pieces of equipment in the play area.

Open Spaces & Leisure Committee - 11th November 2019

The Grant offered was slightly lower at £15,000.00 less 10% from another source which means that the Town Council will need to fund the scheme by £2,245.00.

Work to replace the safety surface is due to start in November and the fencing by a separate local company; Tyrrells in January.

Sevenoaks Rugby Football Club.

At present the rugby club have a car sized garage attached to the Town Council's Knole paddock workshop building. It was constructed from the same brick as the workshop and was probably constructed soon after the workshop.

It is used to store the scrum machine and tackling pads and other kit. The amount of equipment stored has outgrown the building, the club also want to invest in some temporary portable floodlights to help with mid-week training in the winter, but would want to store these away each week,

Previously they have suggested enlarging the store to double its size which could easily be achieved without visual impact on any nearby resident or loss of playing surface so they have now had an Architect draw up plans and wish to consult with us for approval before submission.(Full set of plans available at the meeting)

Recommendation sought

This page left blank intentionally

This page left blank intentionally

Sevenoaks Town Council
Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
21 O/ Spaces & Leisure - General									
1022 Letting & Hire of Facilities	876	0	(876)	3,310	5,000	1,690	30,000		0
1316 Raleys Car Park Permits	0	0	0	17	0	(17)	1,750		0
1350 Revenue Grant income	0	0	0	1,228	0	(1,228)	0		0
1850 Log Sales	0	0	0	0	0	0	1,200		0
1990 Other Income	19	51	32	24,364	359	(24,005)	720		0
O/ Spaces & Leisure - General :- Income	895	51	(844)	28,918	5,359	(23,559)	33,670		
4010 Gross Pay	16,632	14,174	(2,458)	87,267	85,044	(2,223)	170,090		82,823
4270 Employers Pension Contribution	816	948	132	4,852	5,688	836	11,380		6,528
5013 Graffiti Removal	0	0	0	44	0	(44)	1,000		956
5025 Lower St Johns Toilets	1,497	596	(901)	5,206	3,576	(1,630)	7,152		1,946
5026 Greatness Rec Convenience	420	333	(87)	1,237	1,998	761	4,000		2,763
5050 Seats And Litter Bins	8	425	417	241	1,275	1,034	2,700		2,459
5060 Sevenoaks Common	0	0	0	3,015	3,000	(15)	3,600		585
5065 Tree Safety Survey	0	0	0	2,350	2,500	150	3,700		1,350
5070 Other Woodlands	1,116	0	(1,116)	1,116	1,020	(96)	3,300		2,184
5110 Knole Paddock & Pavilion	0	100	100	421	600	179	2,080		1,659
5120 Knole Paddock Pitch & Grnd Mt	0	700	700	1,010	2,019	1,009	5,000		3,990
5310 Miscellaneous Open Spaces	11,299	1,000	(10,299)	16,746	6,000	(10,746)	21,500		4,754
5316 Skatepark Maintenance	550	0	(550)	602	2,500	1,898	2,500		1,898
5317 Raleys Car Park	0	0	0	486	480	(6)	480		(6)
5320 Fertilizers	0	0	0	0	375	375	1,200		1,200
5330 Grass Seed	100	0	(100)	2,143	2,000	(143)	2,000		(143)

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5340 Plants	329	0	(329)	1,001	1,400	399	2,700		1,699
5410 Repairs & General Maintenance	8	125	117	240	750	510	1,500		1,260
5500 Equipment Hired and New	46	712	666	23,923	3,812	(20,111)	8,000		(15,923)
5525 Equipment Maintenance	25	260	235	1,452	3,950	2,498	8,000		6,548
5550 Vehicle Expenses	0	375	375	2,491	2,250	(241)	4,500		2,009
5700 Fuel	294	580	286	2,393	2,460	67	6,200		3,807
6000 Rent & Rates	212	160	(52)	310	640	330	1,600		1,290
6010 Light Heat & Cleaning	(239)	500	739	562	1,350	788	2,100		1,538
6101 Telephone	12	17	5	87	102	15	200		113
6104 Mobile Telephone	15	25	10	76	150	74	300		224
6320 Staff Training	700	500	(200)	1,653	1,500	(153)	2,500		848
6330 Welfare/Hospitality	20	17	(3)	75	102	27	200		125
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	15	15	0	86	86	170		170
6900 Sundry Expenses	0	8	8	11	48	37	100		89
6922 Health&Safety/Risk Assessments	170	300	130	806	1,000	194	1,500		694
6930 Alarm Maintenance	0	0	0	63	210	148	720		658
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200
6934 Waste Bin Collection-Dog Bins	655	700	45	1,310	1,400	90	2,800		1,490
6935 Waste Bin Disposal-Waste Bins	5	335	330	1,716	2,000	284	4,100		2,384
6952 Protective Clothing	217	116	(101)	1,284	700	(584)	1,400		116
Of Spaces & Leisure - General :- Indirect Expenditure	34,907	23,021	(11,886)	166,190	142,135	(24,055)	293,672	0	127,482
Net Income over Expenditure	(34,012)	(22,970)	11,042	(137,271)	(136,776)	495	(260,002)		

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Grand Totals:- Income	895	51	(844)	28,918	5,359	(23,559)	33,670		
Expenditure	34,907	23,021	(11,886)	166,190	142,135	(24,055)	293,672	0	127,482
Net Income over Expenditure	(34,012)	(22,970)	11,042	(137,271)	(136,776)	495	(260,002)		
Movement to/(from) Gen Reserve	(34,012)			(137,271)					

This page left blank intentionally

This page left blank intentionally

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month 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									
1010 Rental Income	1,000	938	(62)	1,000	938	(62)	938		0
1047 QH Allotments Income	5,642	5,837	196	5,982	5,837	(145)	5,837		0
O/ Spaces & Leisure- Allotment :- Income	6,642	6,775	134	6,982	6,775	(207)	6,775		
4010 Gross Pay	387	625	238	2,215	1,750	(465)	3,500		1,285
4270 Employers Pension Contribution	26	18	(8)	121	108	(13)	210		89
5410 Repairs & General Maintenance	83	0	(83)	288	900	612	1,200		912
6000 Rent & Rates	629	0	(629)	868	720	(148)	1,700		832
6002 QH Allotments Costs	0	0	0	734	0	(734)	0		(734)
6922 Health&Safety/Risk Assessments	0	0	0	0	300	300	300		300
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,126	643	(483)	4,225	3,778	(447)	6,910	0	2,685
Net Income over Expenditure	5,516	6,132	616	2,757	2,997	240	(135)		
Grand Totals:- Income	6,642	6,775	134	6,982	6,775	(207)	6,775		
Expenditure	1,126	643	(483)	4,225	3,778	(447)	6,910	0	2,685
Net Income over Expenditure	5,516	6,132	616	2,757	2,997	240	(135)		
Movement to/(from) Gen Reserve	5,516			2,757					

This page left blank intentionally

This page left blank intentionally

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>26 Open Spaces-Street Lighting/Ge</u>									
1263 Cont'ns to street lighting	8,623	0	(8,623)	8,623	0	(8,623)	7,197		0
1990 Other Income	0	0	0	650	1,260	610	1,260		0
Open Spaces-Street Lighting/Ge :- Income	8,623	0	(8,623)	9,273	1,260	(8,013)	8,457		
6861 Public Clock Maintenance	0	0	0	0	320	320	800		800
6862 Street Lighting	8,945	927	(8,018)	14,677	7,435	(7,242)	13,023		(1,654)
6865 In Bloom Costs	2,718	0	(2,718)	13,388	16,260	2,872	16,260		2,872
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	11,663	927	(10,736)	28,065	24,015	(4,050)	30,083	0	2,018
Net Income over Expenditure	(3,040)	(927)	2,113	(18,792)	(22,755)	(3,963)	(21,626)		
Grand Totals:- Income	8,623	0	(8,623)	9,273	1,260	(8,013)	8,457		
Expenditure	11,663	927	(10,736)	28,065	24,015	(4,050)	30,083	0	2,018
Net Income over Expenditure	(3,040)	(927)	2,113	(18,792)	(22,755)	(3,963)	(21,626)		
Movement to/(from) Gen Reserve	(3,040)			(18,792)					

This page left blank intentionally

This page left blank intentionally

Sevenoaks Town Council
Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6**Cost Centre Report**

<u>29 O/Spaces & Leisure-Vine Ground</u>										
	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	
1208 Other Events Income	(800)	0	800	0	666	666	2,000		0	
1805 Tea Kiosk Rental & Pavilion	773	795	23	2,318	2,385	68	3,180		0	
1870 Vine Club Insurance Contrib.	0	500	500	382	500	118	500		0	
2012 CIL Income allocation	0	0	0	21,804	0	(21,804)	0		0	
O/Spaces & Leisure-Vine Ground :- Income	(28)	1,295	1,323	24,504	3,551	(20,953)	5,680			
4010 Gross Pay	748	717	(31)	4,169	4,302	133	8,600		4,431	
4270 Employers Pension Contribution	45	43	(2)	226	258	32	520		294	
5010 Vine Area General Maintenance	419	292	(127)	815	1,752	937	3,500		2,685	
5020 Vine Public Convenience	1,259	667	(592)	3,866	4,002	136	8,000		4,134	
5412 Capital Refurbishments	0	0	0	21,804	0	(21,804)	0		(21,804)	
6000 Rent & Rates	33	60	27	44	360	317	720		677	
6010 Light Heat & Cleaning	0	62	62	131	124	(7)	250		119	
6460 Publicity & Democratic notices	0	0	0	0	250	250	250		250	
6635 Professional Fees Licensing	0	0	0	70	0	(70)	100		30	
6868 Summer Concerts	405	1,550	1,145	2,093	3,100	1,007	3,100		1,007	
6931 CCTV Maintenance	95	0	(95)	651	640	(11)	640		(11)	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,004	3,391	387	33,869	14,788	(19,081)	25,680	0	(8,189)	
Net Income over Expenditure	(3,031)	(2,096)	935	(9,365)	(11,237)	(1,872)	(20,000)			

Detailed Income & Expenditure by Phased Budget Heading 30/09/2019

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Grand Totals:- Income	(28)	1,295	1,323	24,504	3,551	(20,953)	5,680		
Expenditure	3,004	3,391	387	33,869	14,788	(19,081)	25,680	0	(8,189)
Net Income over Expenditure	(3,031)	(2,096)	935	(9,365)	(11,237)	(1,872)	(20,000)		
Movement to/(from) Gen Reserve	(3,031)			(9,365)					

Sevenoaks Town Council
2020/21 Forecasts
OPEN SPACES - SPORTS PITCHES, PARKS ETC. Cost Centre 21

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay	4010	137,425	147,537	170,090	87,267	177,411	191,421
Employers Pension Contribution	4270	7,663	8,466	11,380	4,852	9,908	12,209
Graffiti and gum removal	5013	1,469	13	1,000	44	706	1,000
Lr St Johns WCs (rates, cleaning, water, repairs)	5025	5,588	12,677	7,152	5,206	9,902	10,500
Greatness Rec WCs (rates, cleaning, water, repairs)	5026		2,327	4,000	1,237	2,501	3,000
Seats & Litter Bins (Exc Vine)	5050	4,043	2,685	2,700	241	569	2,780
Tree Sev Common	5060	2,737	2,645	3,600	3,015	3,736	3,700
Tree Safety Survey	5065	4,150	2,505	3,700	2,350	2,350	3,800
Woodlands	5070	4,284	3,200	3,300	1,116	3,500	3,300
Knole Paddock and Pavilion	5110	264	1,972	2,080	421	1,010	1,500
Knole Paddock Pitch and ground maintenance	5120	5,396	2,433	5,000	1,010	2,424	3,500
Misc. Open Spaces and play areas	5310	60,464	62,681	20,000	16,746	33,492	20,600
Greensands Common	5310		-	1,500		0	1,500
Skate Park maintenance	5316	2,089	2,550	2,500	602	625	2,575
Raleys car park	5317	506	521	480	486	486	500
Fertilisers	5320	1,389	134	1,200		1,200	1,200
Grass Seed	5330	1,095	885	2,000	2,143	2,143	2,100
Plants	5340	3,089	2,165	2,700	1,001	2,013	2,500
Repairs and general maintenance	5410	1,498	5,196	1,500	240	1,007	1,500
Equipment - Hired & New	5500	6,857	6,611	8,000	23,923	28,055	8,250
Equipment Maintenance (incl tractor)	5525	8,448	7,304	8,000	1,452	7,500	8,000
Vehicle expenses (incl vans)	5550	2,681	4,638	4,500	2,491	4,500	4,500
Fuel	5700	5,500	6,170	6,200	2,393	6,000	6,200
Rent, Rates & Water	6000	1,250	(25)	1,600	310	1,000	1,200
Light Heat and Cleaning	6010	2,240	2,385	2,100	562	1,920	2,100
Telephone	6101	206	174	200	87	180	200
Mobile Telephone	6104	154	146	300	76	146	200
Staff Training	6320	2,078	3,470	2,500	1,653	2,500	3,000
Welfare/hospitality	6330	114	138	200	75	134	200
Subscriptions and professional fees	6730	141	282	200		0	200
Road Dues - Oakhill Rd/Woodside	6812	1,447	1,025	2,000	-	1,500	1,500
Bus Shelter Maintenance	6851	317	65	170		0	175
Sundry Expenses	6900	107	3	100	11	26	100
Health & Safety/ Risk Assessments	6922	664	795	1,500	806	1,526	1,550
Alarm maintenance	6930	812	764	720	63	701	740
CCTV Maintenance	6931	770	270	1,200		800	1,200
Waste collection - Dog bins	6934	2,457	3,167	2,800	1,310	2,620	2,800
Waste collection and disposal - Bins	6935	4,631	2,783	4,100	1,716	4,106	4,220
Protective clothing	6952	1,331	1,705	1,400	1,284	2,000	1,450
Letting and Hire of Facilities	1022	(30,694)	(33,732)	(30,000)	(3,310)	(30,000)	(30,900)
Raleys car park	1316	(1,823)	(1,468)	(1,750)	(17)	(1,791)	(1,750)
Grant Income	1350	(28,933)	(5,341)	-	(1,228)	(45,073)	-
Income from other depts.	1470		(25)	-		0	-
Insurance Claims	1550	(3,011)		-		0	-
Log Sales	1850	(832)	(1,549)	(1,200)		(1,000)	(1,236)
Sundry Income	1990	(608)	(2,408)	(720)	(24,364)	(25,083)	(742)
		219,453	257,939	260,002	137,270	217,250	282,342

Sevenoaks Town Council
2020/21 Forecasts
GREATNESS CEMETERY Cost Centre 22

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay - Administration	4010	60,706	61,829	64,920	33,200	76,833	88,291
Employers Pension Contribution	4270	5,234	5,582	6,084	2,784	5,881	7,111
Cem - Chapel and Office	5210	292	1	200	-	0	206
Workshop/messroom maintenance	5230	131	1,057	170	187	250	175
Repairs & General Maint	5410	1,809	1,182	1,000	57	750	1,000
Equipment - Hired & New	5500	2,044	2,007	2,200	1,617	2,550	3,200
Equipment Maintenance	5525	2,340	3,748	2,500	2,103	3,000	2,500
Fuel	5700	796	939	950	284	588	700
Rent, Rates and Water	6000	4,585	6,246	5,900	3,169	6,403	6,570
Light Heat & Cleaning	6010	845	1,599	1,200	441	1,200	1,240
Telephone	6101	733	492	740	302	619	750
Mobile Telephone	6104	83	100	100	58	120	120
Printing Postage and Stationery	6200	9	369	400	-	0	100
Computer - cemetery database	6240	1,248	328	390	-	372	400
Training	6320	870	460	1,500	318	1,300	2,000
Welfare/hospitality	6330	145	166	150	98	160	170
Goods for Resale	6500	-	-	200	155	200	200
Professional fees	6630	-	90	100	95	190	100
Subscriptions	6730	68	90	100	95	190	100
Trees, Turf & Fertilisers	6802	2,623	1,772	3,000	1,057	1,620	3,000
Roads, Paths and Boundaries	6822	1,126	1,595	600	373	895	700
Lawn/ Wall of Remembrance	6832	147	-	100	-	0	100
Sundry expenses	6900	203	88	50	9	22	50
Health & Safety/ Risk Assessment	6922	-	467	970	1,101	1,101	1,000
Alarm Maintenance	6930	573	719	1,150	581	800	800
Cemetery security	6932	4,659	4,452	5,250	2,211	4,422	4,600
Waste collection and disposal	6935	1,122	1,071	1,200	850	1,374	1,230
Protective Clothing	6952	282	435	600	288	500	750
Cemetery Income	1700	(91,098)	(78,271)	(90,000)	(36,305)	(81,000)	(92,700)
Insurance Claims	1550	-	-	-	-	0	-
		1,575	18,613	11,724	15,128	30,340	34,462
% Mvmt on previous budget				-42%			194%

Sevenoaks Town Council
2020/21 Forecasts
ALLOTMENTS Cost Centre 23

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross Pay - Administration	4010	2,390	4,062	3,500	2,215	4,430	4,595
Employers Pension Contribution	4270	-	-	210	121	210	184
General Maintenance	5410	981	1,113	1,200	288	884	1,200
Equipment-Hired & New	5500		195	-		0	700
Rent Rates & Water	6000	1,393	646	1,700	868	1,700	1,751
QH Allotment Costs	6002	669	682		734	762	
Health & Safety/ Legal Advice	6922	-	-	300	-	-	300
BV Rental Income	1010	(894)	(843)	(938)	(1,000)	(1,000)	(1,141)
QH Rental Income	1047	(3,211)	(6,260)	(5,837)	(5,982)	(5,982)	(6,376)
Capital Expenditure	B/S						
		1,328	(405)	135	(2,756)	2,346	1,213
% Mvmt on previous budget				-96%			801%

Sevenoaks Town Council
2020/21 Forecasts

STREET LIGHTING AND GENERAL Cost Centre 26

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Public Clock Maintenance	6861	314	1,836	800		827	2,908
Street Lighting	6862	13,208	8,796	13,023	14,677	20,691	13,414
In Bloom Costs	6865	13,687	16,789	16,260	13,388	14,038	16,000
Street Lighting - recharges	1263/1480	(6,660)	(5,313)	(7,197)	(8,623)	(15,820)	(8,913)
In Bloom - Contributions	1990/1266	(3,830)	(2,230)	(1,260)	(650)	(650)	(1,200)
Capex	B/S						
		16,719	19,878	21,626	18,792	19,086	22,209
% Mvmt on previous budget				1%			3%

Sevenoaks Town Council

2020/21 Forecasts

OPEN SPACES & LEISURE -VINE GROUNDS Cost Centre 29

	Ref.	Actual 2017/18	Actual 2018/19	Budget 2019/20	Actual 2019/20 YTD	Forecast 2019/20	Budget 2020/21
		£	£	£	£	£	£
Gross pay - general	4010	7,994	9,693	8,600	4,169	8,695	9,092
Employers Pension Contribution - general	4270	476	496	520	226	452	545
Vine Area -Gen. Maintenance	5010	4,127	4,804	3,500	815	1,630	3,600
Vine Public Conveniences	5020	1,376	7,035	8,000	3,866	7,732	8,500
Rent, rates & water	6000	634	439	720	44	88	515
Light & heat	6010	80	66	250	131	262	-
Publicity	6460	574	418	250	-	0	250
Professional Fees Licensing	6635	-	70	100	70	140	100
Summer concerts	6868	4,067	2,960	3,100	2,093	3,100	3,200
CCTV Maintenance	6931	833	1,124	640	651	1,302	660
Other events net income	1208	(1,337)	(1,523)	(2,000)	-	-	(1,500)
Rental income - Pavilion & Kiosk (was CC39)	1805	(3,090)	(3,090)	(3,180)	(2,318)	(3,090)	(3,090)
Vine Club Insurance Contrib. (was CC21)	1870	(340)	(350)	(500)	(382)	(764)	(400)
						0	
		15,394	22,142	20,000	9,365	19,547	21,472
% Mvmt on previous budget				-9%			7%

This page left blank intentionally

This page left blank intentionally

OSL Cttee Rolling Capital Programme 2020-2021 Recommendations											
Version:	01-Nov-19										
	19-20				20-21				21-22	Additional Notes	
	Capital required	CIL	Grant	RCP	Balance	Capital required	CIL	Grant	RCP		
Machinery											
Replace tractor flail					-						
tractor mounted mower	11,000	-	-		11,000	16,000				16,000	Revised Quotes, therefore additional £5k is required
replace van GLOXVU					-						Purchased as per 18/19 approval from Reserves of £20k
replace van GL55YAD	12,000	-	-		12,000	15,000				15,000	Revised Quotes, therefore additional £3k is required
replace van LS55CKL						16,000				16,000	Capital Requirement for 20/21
replace grave digging job											Capital Requirement for 21/22
replace dumper truck										14,000	
Property Maintenance											
Greatness Cemetery											
chapel gutters and soffit repaint	1,000	-	-	1,000	-	1,000			1,000	-	Not completed this year, therefore rolled to next year
Cemetery path part repairs & road repairs	9,000				9,000	54,000				54,000	Revised Quotes for £120k, split into two years. 5k of CIL and 4k of Rolling Capital cost this year. was offset by cost this year.
chapel restrain woodwork	1,500	1,500	-		-	1,500	1,500			-	Not completed this year, therefore rolled to next year due to weather advised by NC.
new workshop mess room	25,000	25,000	-		-	45,000	27,000		6,000	12,000	Additional £20k is required but there could be additional costs required if considering low carbon as NC advised. Additional 12k of CIL.
garage roof replace						2,000					Capital Requirement for 20/21
gates & railing repaint						2,500					Capital Requirement for 20/21
memorial safety testing						5,000					Capital Requirement for 20/21
mausoleum, stone cleaning						3,000					Capital Requirement for 20/21
Open Spaces											
Knole Paddock											
replace water heaters	5,000	-	-		5,000	5,000					Capital Requirement for 20/21
external paint & stain	1,718	-	-	1,855	-	1,718			1,718	-	Not completed this year, therefore rolled to next year
replace barn doors	2,000	2,000	-		-					-	To try complete this year
car park root damage repair										-	Capital Requirement for 21/22
car park white lines										-	Capital Requirement for 21/22
Vine										-	

OSL Cttee Rolling Capital Programme 2020 -2021 Recommendations											
Version:	01-Nov-19										
		19-20				20-21				21-22	Additional Notes
		Capital required	CIL	Grant	RCP	Balance	Capital required	CIL	Grant	RCP	
pavilion external paint							20,000				Capital Requirement for 20/21
insulate pitch roof											Capital Requirement for 21/22
cctv replace											Capital Requirement for 21/22
bandstand repaint							7,500				Capital Requirement for 20/21
café, internal decorate											Capital Requirement for 20/21
café external repaint& defibrillator box											Capital Requirement for 20/21
paths resurface							13,300				Capital Requirement for 20/21
vine gardens railing painting		2,000	2,000	-						15,000	Capital Requirement for 21/22
Tea Kiosk repaint							1,500				Completed in House
crazy paving, repaint/relay by pond							10,000				Capital Requirement for 20/21
											Capital Requirement for 20/21
Judds Piece, resurface										2,500	Capital Requirement for 21/22
War Memorial											
stone repair repointing		500	-	-	500	-	500		-	500	Capital Requirement for 20/21, need to confirm costs in order to apply for Grant
Pontoise Close											
replace safety surface		6,000	-	6,000		-					To try and complete this year
repair to fencing		500	-	500		-	500		500		Capital Requirement for 20/21
quarry face fence		2,500	-	2,500		-					
metal gates (Betenson Ave)						-					
perimeter wall, patch pointing							-	877			CIL balance
Mount Close											
additional play item		10,000	-	10,000		-					To try and complete this year

OSL Cttee Rolling Capital Programme 2020 -2021 Recommendations											
Version:	01-Nov-19										
		19-20				20-21				21-22	Additional Notes
		Capital required	CIL	Grant	RCP	Balance	Capital required	CIL	Grant	RCP	
Kippington Meadow repaint railings											
St Nicholas Church repointing front wall											
path repairs south door						-					
path repairs west		3,000	-	-	3,000	-					
path repairs east											
Bethal Rd Cemetery re-stitch wall							750				
rear wall, replace loose coping		500	-	-	500	-	750				
Hillingdon Rise play area surface (part)										8,000	Capital Requirement for 21/22
Littlewood rep. rotten fence						-					
Julians Meadow part replace surface											
fence to PROW		1,200	-	-	1,200	-	1,200			1,200	Capital Requirement for 20/21
Greatness Rec car park low fence											
inner car park surface		1,000	-	-	1,000	-	1,000		1,000		Capital Requirement for 20/21
playground safety surface											
CCTV replace		6,000	-	-		6,000	9,000				Revised Quotes, therefore additional £3K is required
skateite repairs		3,000	3,000	-		-				6,000	Revised Quotes, therefore additional £3K is required for 21/22

Quaker's Hall Allotments

Status Report as at 6th November 2019

There are currently **180 rods vacant** (72.5 in August).

This increase is expected at this time of year as rents are due on 1st October, so this is the time when people give up their plots.

The waiting list stands at **6** (12 in August) and they are being matched up with plots as quickly as possible.

STC will be working with Sevenoaks Allotment Holders' Association (SAHA) on the installation of new taps and tanks on site. This is a project requested by SAHA.

Maintenance programme

On-going, long-term maintenance includes:

- Strimming/brush cutting derelict plots
- Felling dead and self-sown trees
- Replacement of short length of boundary fence on Kennedy Gardens
- Replacement of lock on the door on Trading Centre (paid for by SAHA)
- Clearing blocked drain from main gate to soakaway just inside main gate
- Installation of 5mph signs and replacement of 'keep right' signs with 'keep left'

Bradbourne Vale Allotments

There are currently **10 rods vacant** (zero in August).

There is **one** person on the waiting list.

Maintenance programme

On-going maintenance includes:

- Strimming car park
- Felling trees which have breached the site boundary
- Clearance of three derelict plots (long-term project)

Recent tasks completed

- Dangerously leaning trees on the boundary of the site and Bradbourne Vale Road have been felled
- A length of fence on the rear boundary with the wildlife reserve has been replaced

Ruth King
Allotments Manager

