

23rd July 2018

You are summoned to attend a meeting of the **OPEN SPACES & LEISURE COMMITTEE** to be held in the Council Chamber at the address below on Monday 23rd July 2018 at 7pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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



Town Clerk

Committee Members

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

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

PUBLIC QUESTION TIME

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

- 1 AGENDA
Apologies for absence

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

Town Clerk

- 2 REQUESTS FOR DISPENSATIONS
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011)
- 3 DECLARATIONS OF INTEREST
To receive any Declaration of Interest from members in respect of items of business included in the agenda for this meeting
- 4 MINUTES
To receive and sign the minutes of the meeting of the Open Spaces & Leisure Committee held on 19th February 2018 (copy attached).
- 5 OPEN SPACES & CEMETERY MANAGER'S REPORT
To receive and consider the Open Spaces & Cemetery Manager's report. (copy attached).
- 6 STATEMENT OF ACCOUNTS
To receive and consider the Statement of Accounts for May (copy attached).
- 7 ALLOTMENTS
To receive an update regarding Bradbourne Vale Road & Quaker's Hall Allotments (report attached).
- 8 SOUTH & SOUTH EAST IN BLOOM
To review the 2018 South & South East In Bloom entry (report attached)
- 9 SUMMER PLAY DATES 2018
To receive an update on Summer Play Dates for 2018 (report attached).
- 10 PARKING ISSUES AT GREATNESS RECREATION GROUND
At the request of Greatness Resident Association to discuss current parking conflicts and issues at Greatness Recreation Ground.
- 11 CURRENT MATTERS
To receive and consider current matters (report attached).
- 12 PRESS RELEASE
To consider any agenda item which would be appropriate for a press release

Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee held on 19th February 2018
In the Council Chamber commencing at 7.00 p.m.

Committee Members present:

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

In Attendance: Town Clerk, Open Spaces Manager and Committee Clerk

485. Apologies for Absence

None received.

486. Requests for Dispensations

There were no requests for dispensations.

487. Declaration of Interests

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

488. Minutes of the Open Spaces & Leisure Committee held on 27th November 2017
RESOLVED: That the Minutes be accepted and signed as a true record.

489. Open Spaces & Cemetery Manager's report

Julian's Meadow – It was noted that works would start at Julian's Meadow to install wooden bollards to the perimeter the first week of March.

Sevenoaks Common – It was noted that Sevenoaks Town Council had not been invited to the volunteer day on Tuesday 27th February. The event with the District Council would be lead by Nicholas Cave and Andrew Wilmore. The Town Council expressed its gratitude to the District Council for their help at The Common.

Vine Gardens – Thanks were given to Reuthe's Nursery for providing plants for the Vine Gardens. The Rhododendrons provided would be a mature slow growing variety with little maintenance needed.

Greatness Cemetery – Revised Terms and Condition document was received and discussed.

RESOLVED:

Adjustment to wording as agreed be adopted with further cover sheet to be added.

To adjust the pre-purchase form as indicated and to adopt.

Knole Paddock, Sevenoaks Rugby Club – It was noted that the Town Council would install additional ground reinforcement to the edge of the pitch, extending existing pathway.

RESOLVED: Sevenoaks Town Council to fund and install ground reinforcement matting to extend the current pathway from the car park entrance gate (as marked on the plan in red) to the Club House.

490. Sevenoaks Common Management Plan

The draft working document was received and discussed.

A national plan to reintroduce Red Squirrels into woodland areas was discussed. Sevenoaks Common was suggested as a possible site for the project.

RESOLVED:

- I. To accept the document as a working document and noted to be reviewed annual.
- II. To research the plan for Red Squirrels further and report back to the next meeting.

491. Statement of Accounts for January 2018

It was noted that the accounts required a final review by the Finance Department.

RESOLVED: To note the report.

492. Allotments

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

493. South East in Bloom

The Committee received and agreed the minutes of the meeting held on 29th January 2018.

494. Contaminated Land at Woodside Road

The Committee received and noted the report.

RECOMMENDED: To request the minutes of the de-brief meeting and once received review the minutes to ascertain if there is any further action to be taken in order to recover some of the costs incurred.

366 VI	Vine & Cycle racks	It was noted that the current cycle racks might be better used in a new location. It is also intended to install some additional cycle racks with site to be agreed.
368	Quaker's Hall Allotments Capital Projects	1. Removal of asbestos 2. Installation of electrical supply 3. Additional water pipes/taps It was noted that external grants were proving difficult as some funders did not consider allotments were 'open to the public'.
369	Greatness Recreation Ground Public Toilet	Planning permission obtained. Construction started on 15 th February.
372	Vine Pavilion Ramp	Awaiting funding application result. Further information had been requested by the funder.
	BT Telephone Box to house defibrillator at the Vine Gardens	Deconstruction work has begun on the telephone box by F M Conway, date for installation at the Vine Gardens to be confirmed.

497. Govia Thameslink Railway

RESOLVED: Cllr Parry to represent the Town Council as the Govia Thameslink Railway Local Forum meeting on 28th February.

498. Press Release

RESOLVED: To issue a press release regarding In Bloom competition and Sevenoaks Common Management Plan

There being no further business the Chairman closed the meeting at 8.15 p.m.

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Dated

Chairman

495. Environmental Park

The Committee received and noted the report.

496. Current Matters

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

Minute number	Subject	Update
122	Mill Pond	Following a request from STC The Drainage Maintenance Team at KCC have stated the following: The silt traps were last cleansed on 12 th January 2018 and these will continue to be cleansed twice annually. The next cleanse will occur around June/July.
127	Kippington Meadow Play Equipment	New play equipment will be installed at Kippington Meadow.
228	Julian's Meadow	Contractors have been instructed to carry out the installation of 75 bollards at Julian's Meadow. Work will commence in March 2018.
233	Summer Play Dates	3 Summer Play Dates will take place during August. 8 th August 2-5pm at the Vine Gardens 15 th August 2-5pm at Greatness Recreation Ground 22 nd August 2-5pm at Pontoise Close Play Area
236	Warren Clock	For the Town Clerk to discuss the proposal with the current owner and to obtain a legal agreement regarding ownership and building owner permission. It was also requested that the Town Clerk investigate the possibility of listing the clock or registering it as a community asset. Currently awaiting communication from family.

Knole Paddock S.R.F.C.



Greatness Cemetery

Guidance notes

Dear Sir/Madam

Thank you for choosing Greatness Cemetery for the final resting place of your loved ones, we hope the Cemetery will provide a serene dignified resting place and attractive place for you to visit.

Attached is a copy of the Full Rules and Regulations for the Cemetery which go into some detail about the service we provide and what is and is not permissible. We would like to draw your attention to section 4.1 Exclusive Right of Burial is for Lawn graves only, this means that only conventional Headstones and tablets of a moderate size may be installed. Apart from an area for flowers and small shrubs and a non-breakable vase no other adornment may be left on the grave.

Where the Town Clerk or their Officers feel that items left are unsuitable or pose a Health and Safety risk we reserve the right to remove them and then dispose of them after 4 weeks if not collected and removed from the Cemetery.

Yours faithfully

Nicholas Cave
Cemetery Manager

GREATNESS PARK CEMETERY, SEAL ROAD, SEVENOAKS
PRE-PURCHASE APPLICATION FORM (Revised February 2018)

1. Marks of Grave Space intended to be occupied:

Site Consecrated
 General No:
 Roman Catholic
 Lawn of Remembrance

2. Is exclusive Rights of Burial required. If so, state to whom Grave Grant should be issued:

Surname: (Mr/Mrs/Miss)

Christian Names

Address

.....

Tel. No:

I have received a copy of the Cemetery Rules & Regulations

3. Signature of applicant

Date.....

Please complete the details required and return to the Town Clerk, Sevenoaks Town Council, Bradbourne Vale Road, Sevenoaks Kent TN13 3QG. On receipt of your application, an invoice will be sent and on payment a Grant of Exclusive Rights of Burial will be issued.

NOTE: A grave marker is required to be placed on the grave space to be pre-purchased with the grave space number clearly marked on the tablet.

Enc. Copy of Rules and Regulations for your consideration

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 Bradbourne Vale Road
 Sevenoaks Kent TN13 3QG

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

**RULES AND REGULATIONS
FOR THE MANAGEMENT
OF
GREATNESS PARK
CEMETERY
SEAL ROAD
SEVENOAKS
KENT
TN14 5AG**

Revised 19th February 2018

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

Town Council Office Hours

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

Greatness Cemetery Rules & Regulations Revised February 2018

Monday – Thursday	8.45am – 5.00pm
Friday	8.45am – 4.30pm

Cemetery Opening Hours	
Monday -Thursday inclusive	7.30am – 3.30pm
Friday	7.30am – 3pm

(Closed on Saturdays, Sundays, Bank Holidays, Good Friday, Christmas Day and on such others days as may be appointed a general holiday or may from time to time be approved by the Council)

Hours of Interment	
Monday – Thursday (inclusive)	9.30am – 3.30pm
Fridays	9.30am – 3pm

(The Town Clerk may give permission if necessary for interments out of these hours, but an out-of-time charge will be levied.)

Postal Address:

Council Offices: Sevenoaks Town Council, Council Offices, Bradbourne Vale Road,
Sevenoaks, Kent, TN13 3QG

Cemetery: Greatness Park Cemetery, Seal Road, Sevenoaks, Kent, TN14 5AA

Telephone:

1. Cemetery (where an answering machine is in operation) – 01732 457 565
2. Council Offices – 01732 459 953

Hours of opening at Greatness Park Cemetery for visitors:

Monday – Friday	8.00am till 8.00pm or sunset whichever is earlier
Saturday & Sunday	9.00am till 8.00pm or sunset Whichever is earlier

Further details, forms and information may be obtained from: Cemetery & Open
Spaces Manager, Greatness Park Cemetery, Seal Road, Sevenoaks, Kent, TN14
5AG. Email osl@sevenoakstown.gov.uk

RULES AND REGULATIONS FOR GREATNESS PARK CEMETERY

1. Interpretation – Throughout these Regulations

“the Council” means Sevenoaks Town Council

“the Cemetery” means the Greatness Park Cemetery situated in Seal Road, Sevenoaks, Kent

“the Town Clerk” means the person for the time being holding office by that designation under the Council,

“the Council Office” means the offices of the Town Council at Bradbourne Vale Road, Sevenoaks, Kent

“the Manager of the Cemetery” means the person for the time being holding office by that designation under the Council, or during his absence, any officer for the Council duly authorised by the Council to act on his behalf.

2. General

i. Telephone Messages –

Any orders or instructions given by telephone will be received at the sole risk of the person giving them and the Council shall not be responsible for any misunderstanding or error which may arise with respect thereto unless they are immediately confirmed in writing and in any manner prescribed by these regulations.

ii. Plan of Cemetery –

A plan of the Cemetery is provided by the Council and may be inspected at the Cemetery without charge.

iii. Register of Burials –

A register of burials will be kept at the Cemetery office where searches may be made and certified extracts obtained during normal office hours upon payment of the appropriate fee.

iv. Calculation of time for notices –

In calculating the time required for any notice or application to the Council or any of its officers under these Regulations, Saturday, Sunday, Good Friday, Christmas Day and Bank Holidays and such other days as may be appointed a general holiday shall be excluded.

v. Chapel –

Burials will not be allowed in the chapel in the Cemetery nor any memorial tablets be placed on the interior walls.

- vi. **Punctuality –**
The time fixed for a funeral shall be the time at which the procession is to arrive at the Cemetery. This time must be strictly observed and in default the Cemetery Manager may at his discretion, allow another funeral to take precedence.
- vii. **Gratuities –**
No employee of the Council is allowed either to take any gratuity or to undertake private work of any kind in connection with the Cemetery either in his own time or during the Council's time.
- viii. **Complaints –**
Any complaints of incivility or inattention should be made to the Town Clerk.
- ix. **Advertisements –**
No advertisement, placard, flag or banner shall be displayed in any part of the Cemetery and no person shall in the Cemetery or its immediate precincts display any business cards, advertisements or literature of any kind or otherwise solicit any order for monumental or other works in connection with any grave.
- x. **Cycles –**
No cycles shall be ridden in the Cemetery.
- xi. **Flowers and Wreaths –**
Flowers and wreaths may be placed upon any grave (including a grave in the Lawn Cemetery) on the day of the interment and left for ten days. All dead flowers and wreaths will be removed at the expiration of that period. All plastic and other artificial flowers, wreaths and greenery will, for the purpose of interpretation in these regulations, be treated as ordinary flowers and disposed of accordingly.
- xii. **Right of Movement –**
The Council reserves to itself, its officers and employees the right of passage over any graves for any purpose connected with the maintenance and management of the Cemetery and to remove any memorial from an adjoining grave to facilitate an interment if this should be necessary. In the event of such action being necessary the cost of such works shall be borne by the person arranging the interment.

3. **Interments**

i. **Notice of Interment –**

All notices of interment shall be delivered to the Cemetery office during office hours or by email/fax only on forms provided for the purpose by the Council. All applications for grave spaces shall be made to the Manager of the Cemetery; all fees must be paid to the Town Council on demand.

ii. **Length of notice of interment –**

The length of notice required for an interment shall be as follows: Notice of interment by way of the form referred to in paragraph 3 (i) in a Vault or Brick Grave already constructed or Lawn Grave already constructed, three clear days shall be given prior to the interment.

The Council may require longer notice to be given if difficulty is being caused by inclement weather, shortage of Cemetery staff, a large number of interments or any other sufficient reason.

This regulation shall not apply to interments required immediately upon the certificate of a Coroner or the Community Physician.

iii. **Hours of interment –**

Except on production of the certificate of a Coroner or Community Physician that immediate burial is necessary on the grounds of public health, interments may take place only between 9.30am and 3.30pm Monday-Thursday (3pm Friday) and will not be allowed on Saturdays, Sundays, Bank Holidays, Good Friday, Christmas Day and on such other days as may be appointed a general holiday. An out-of-time charge will be levied on burials after 3.30pm Monday – Thursday and after 3pm on a Friday.

iv. **Attendance of Clergy –**

The undertaker or other person having charge of any funeral will be responsible for arranging with the incumbent clergyman or minister for him/her to be present to perform any religious service thereat.

v. **Certificate of Death –**

The certificate of the Registrar of Deaths relating to the death of the person to be buried, or in cases where an inquest has been held the certificate of the Coroner or in cases in the interment of cremated remains the certificate of the cremation authority, must be produced to the Manager of the Cemetery before interment takes place.

In cases where the certificate of the Coroner or Registrar of Deaths is not produced the Manager of the Cemetery is authorised to accept a written declaration in the prescribed form by the person arranging the burial that a certificate of the Coroner or Registrar of Deaths has been issued in respect of the deceased and the person so arranging the burial will pay the prescribed fee.

In the event of the certificate being produced to the Registrar within 24 hours of the burial the fee will be refunded. This provision does not apply to the burial of a still-born child.

- vi. Interment of Still-Born Children –
Notices of interment of still-born children must be accompanied by either a certificate from the Registrar of Deaths or an order from the Coroner.

4. Exclusive Right of Burial

i. Grant of Exclusive Right of Burial –

A - On the sale of the exclusive right of burial in a grave space, a Deed of Grant shall be issued to the person by whom or on whose behalf such right is purchased and such person shall be registered by the Council as the owner of the grave. The Deed of Grant should be carefully preserved by the owner of the grave as this will be required when further interments take place or when it is desired to carry out certain works to the grave or any monument erected thereon. The Exclusive Right of Burial which includes the right to place a memorial on the grave (subject to the provisions of the Regulations) shall be granted for a period not exceeding 75 years in the first instance, at the expiration of which, unless the period of the grant is extended, all rights in the grave will revert to the Council and any memorial erected on the grave may be removed.

i. Grant of Exclusive Right of Burial –

B - Cemetery Extension to include plots 5000-5100 and 7026-7285
Paragraph 4 (i) applies excepting that the Exclusive Right of Burial shall be granted for a period not exceeding 50 years in the first instance and that after a period of ten years the Grant of Exclusive Right of Burial in the Cemetery Extension, may, on consideration of a fee, be extended to a further period of 10 years.

If a Grant of Exclusive Right of Burial is no longer required, it may be returned to the Council and the fee paid will be reimbursed, less a deduction for administration provided the grave has not been used for a burial.

- ii. **Devolution of Exclusive Right of Burial –**
After the death of the registered owner of a grave the Probate of the Will and/or letters of administration, when available, should be sent to the Town Clerk, Sevenoaks Town Council with the original Deed of Grant and the appropriate registration fee in order that the grave may be transferred to the Executors or other interested person.
- iii. **Transfer of Exclusive Right of Burial –**
Purchasers of the exclusive right of burial shall not dispose of their exclusive right without the consent of the Council and a transfer of the exclusive right of burial in a grave space will not be deemed valid until such transfer has been registered upon payment of the prescribed fee at the Council Office.
- iv. **Opening of Private Grave or Vault –**
If any interment is to take place in a grave or vault in which the exclusive right of burial has been purchased the Deed of Grant will be produced at the time of giving notice of the interment together with the written consent of the owner or his/her legal representatives, provided always that if the owner is deceased or if the owner's whereabouts are unknown and the person to be interred is directly related to the owner or a person already interred in the grave, the grave space may be opened on the application of any person whom the Council shall consider best entitled on such person making a Statutory Declaration as the circumstances and giving an indemnity to the Council.

Notwithstanding any of the provisions of the paragraph, the body of the registered owner of a grave will be buried therein without production of the Deed of Grant or a form of indemnity, provided that there is room in the grave for such burial.

- v. **Marking of Grave Spaces –**
A person who purchases a grave space not required for immediate interment shall forthwith at his/her own cost, prepare and lay a flat stone in the centre of such grave space not less than 12 inches square with the number of the grave space. In default the Council may itself carry out this work and recover the cost from the owner.

5. Unpurchased Graves (Limited Period Burials)

In an unpurchased grave, further interments may take place after 25 years irrespective of relationship etc. Relatives of deceased persons buried therein acquire no Rights of Ownership or right to place any memorial on the grave.

6. Grave Spaces

i. Excavations of Graves and Vaults –

Every grave shall be dug as nearly as may be in the centre of its grave space. All graves and vaults in the Cemetery are to be excavated by workmen appointed by the Council the cost of such works being included in the fee for the interment.

ii. Removal of Monuments –

If it is necessary in order to open any grave for an interment therein, any monument stone or kerb erected or placed thereon shall be removed at the expense of the owner of the grave or the person giving the order for burial and shall be re-erected or replaced by and at the expense of the owner or person giving the order for the funeral, as soon as practicable after the funeral. The Council reserves the right to execute the work itself at the owner's cost if it is deemed expedient to do so.

iii. Depth of Interments –

Save in the cases of graves or vaults provided for cremated remains only, every grave or vault shall be at least four feet (1,200mm) but not more than eight feet (2,400mm) in depth from the surface, and no coffin, urn or casket shall be buried in any unwallled grave within three feet (915 mm) of the ordinary level of the ground save that where a grave or vault is provided for the interment of cremated remains only it shall be not more than four feet (1,200mm) in depth but that no part of the urn, casket or other receptacle containing such remains shall be less than 1'6" (450mm) below the ordinary level of the ground. A layer of earth six inches (150mm) thick in addition any soil found to be offensive or containing human remains shall be left undisturbed above the previously buried coffin. If in any case it is deemed impracticable to confirm to the foregoing owing to drainage or any other cause, the Council reserves the right to specify the maximum depth to which a grave shall be dug. The depth of every grave shall be recorded in the register of graves.

iv. Surface of Graves, Lawn Cemetery and Lawn of Remembrance –

The surface of every grave in the Lawn Cemetery and the Lawn of Remembrance shall be finished off level with the surrounding area as soon as the earth is considered to have properly settled, and no mounds or kerbs will be allowed in the Cemetery. No person other than duly authorised officers or servants of the Council shall alter the turfed area of the Lawn Cemetery. If it is so wished an area 3'6" from the head of the grave as wide and the grave may be planted with flowering plants, provided that there is room for such planting after a memorial has been erected.

- v. **Brickwork of Walled Graves and Vaults –**
The brickwork of the sides and arch of every vault or walled grave shall be at least 225mm (9") thick with ends 75mm(3") thick and sufficient covering stone and no arch shall be visible above ground level. The brickwork shall be of materials, design and workmanship to the satisfaction of the Manager of the Cemetery. The brickwork shall be constructed so that a slab of stone not less than 50mm (2") in thickness may be placed over each coffin whereby it may be interred in an airtight manner as provided in Regulation (vii) below.
- vi. **Surface of Graves –**
The surface of every grave or the balance of the surface of every grave space where an area for flowering plants has been requested shall be turfed over as soon as the earth has properly settled after each interment.
- vii. **Coffins –**
Coffins must be constructed of wood, wicker or other degradable material and may be Lead or Zinc if deemed necessary. Where Religious practice dictates. Shrouds will be considered appropriate.
- viii. **Cremated Remains –**
Cremated remains shall be buried in a proper casket or other container specifically designed for this purpose within the area set aside on the Lawn of Remembrance. No cremated remains shall be strewn on any grave.
- ix. **Removal of Remains –**
No coffin or human remains may be removed after burial except with the licence of the Secretary of State or under a Bishop's faculty as may be appropriate.
- x. **Order of Interment in Grave Spaces –**
Interments in unpurchased graves shall take place in such grave spaces as the Council shall direct from time to time.
- xi. **Selection of Grave Spaces –**
The selection of grave spaces shall be subject to the approval of the Council but the wishes of the applicant will be met as far as practicable.
- xii. **Vaults –**
The mode of re-opening vaults shall be subject to the approval of the Council.

7. Admission of Visitors

- i. **Hours of Opening –**
The Cemetery shall be open every day between the hours specified from time to time on the notice board affixed to the entrance gates. Every person, except officers and servants of the Council, shall leave the Cemetery at the time appointed for the closing thereof.
- ii. **Conduct of Visitors –**
Visitors must keep to the roads and walks in the Cemetery and refrain from touching the monuments, shrubs and flowers. No person shall use improper language or behave in an indecent manner or shout, sing or whistle in a noisy or boisterous manner or otherwise conduct him/herself in an indecorous manner within the Cemetery or climb upon or over any gravestone, headstone, tombstone, monument, palisading, gate, wall, fence or building in or surrounding the Cemetery. No radios nor any musical instrument may be played in the Cemetery grounds (other than may be approved for accompanying a burial service). No person shall interrupt or obstruct the workmen in their duties. No person who is improperly dressed or who is in a state of intoxication shall be admitted within the Cemetery. Any person contravening this regulation shall leave the Cemetery immediately upon request of the Manager of the Cemetery or other responsible officer or employee of the Council or of a police officer in uniform.
- iii. **Dogs and Other Animals –**
Except Assistance Dogs, no dogs or other animals will be allowed to enter the Cemetery, unless the permission of the Manager of the Cemetery has been obtained.

8. Maintenance of Grave Spaces

- i. **Planting of Graves and Disposal of Refuse –**
All plants/shrubs on grave spaces maintained by or on behalf of the owner and other than by the Council are subject to the approval of the Council and must be properly tended; all refuse from the cleaning and planting of grave spaces must be placed immediately in the receptacles in the Cemetery for this purpose.
- ii. **Neglected Grave Spaces –**
All grave spaces will be kept free of weeds by the Council should the owners of the exclusive right of burial therein neglect to attend to them. The cost of this work shall be repaid to the Council and no grave or vault will be re-opened up on which any costs remain unpaid.

The Council reserves the right to remove from any grave space any plants, shrubs, trees, cut flowers or foliage which in the opinion of the Manager of the Cemetery have become unsightly or overgrown or detrimental to any adjoining grave space. For the purpose of this regulation the foregoing shall be deemed to include plastic or any other form of artificial flowers, shrubs or greenery. Mounds in any part of the Cemetery may be levelled and turfed over by the Council if not properly maintained within the terms of the Local Authorities Cemeteries Order 1977.

iii. Upkeep of Grave Spaces –

All grave spaces in which the exclusive right of burial has been sold together with the monument, grave stones and tables must be kept in good repair by the owners. If any repairs are not executed within three months after notice has been given by the Council to the owner or his/her representatives, the Council shall be entitled to take possession of the grave space in questions with any monument, grave stone or tablet thereon, and to cause the same to be repaired or removed as the Council may think fit, within the terms of the Local Authorities Cemeteries Order 1977.

iv. Woodwork and Metal Work –

No person shall place or allow to be placed on or around any grave space any woodwork, metal work, plastic, chippings or loose materials of any description.

v. Glassware or other fragile embellishments –

The Council reserves the right to remove from any grave space any glassware or fragile embellishment which in the opinion of the Council is dangerous, unsightly or a nuisance.

vi. Works to grave –

No person other than the owner, relative, friend or authorised agent may carry out maintenance works to a grave.

9. Monuments

i. Copyright –

All applicants for any form of monument, gravestone, tablet or erection of any kind or a monumental inscription must satisfy themselves that there is no infringement of any copyright and the Council cannot accept responsibility should any such infringement take place notwithstanding the fact that the monument, gravestone, tablet, erection or monumental inscription was approved for erection in the Cemetery.

All monuments shall be erected in accordance with the British Standards 8415 and current Industrial Codes of Practice.

ii. Erection of Monuments –

Monuments may be erected only on grave spaces in which the exclusive right of burial has been purchased. No brickwork or stone shall be used in or upon a grave nor shall any monument, headstone, footstone, kerbstone or other form of memorial or stone of any description or vase or similar ornament be erected, placed, laid upon or over any grave space in which the exclusive right of burial has not been purchased.

iii. Monuments –

Memorial stones may only take the form of a headstone or cross which shall not exceed 900mm (3ft) in height above ground level, 750mm (2ft 6") in width and be less than 75mm (3") or more than 300mm (1ft) in thickness. No kerbstone or any other form of monument or memorial whatsoever will be allowed in the Cemetery, and nothing else may be placed or erected on or over a grave except wreaths or flowers at the time of interment and a vase not exceeding 300mm (1ft) in diameter and 300mm (1ft) in height which may be placed on the garden space of a grave provided there is room for the same in such space. All headstones and crosses will be fixed at the head of the grave on a suitable foundation as required by the Council and to the approval of the Manager of the Cemetery.

iv. Memorial Tables on Lawn of Remembrance –

On graves set aside for the burial of cremated remains only, memorials may take the form of a tablet in (a) Blue Grey Slate, (b) Nabrasina Stone (c) Sicilian Marble or (d) granite in Black or Grey. OTHER STONES WILL NOT BE PERMITTED.

Dimensions of tablet to be placed on the Wall of Remembrance to be 250mm (10") x 150mm (6") x 3cm (1.1/4").

v. Permits for the erection of monuments –

Before any person erects or places any form of monument, gravestone, tablet or erection of any kind, or a monumental inscription on any grave, application must be made for permission to do so on a form supplied by the Council and obtainable at the Cemetery. The application, which must be accompanied by a drawing of the proposed monument, gravestone, tablet or erection to the scale of 1mm to 12mm (1:12) and by a copy of the proposed inscription must be submitted for approval. No form of monument, gravestone, tablet or object whatsoever will be admitted into the Cemetery until a permit has been issued and the prescribed fee paid. Each such permit shall be kept

immediately available for inspection on demand by the Manager of the Cemetery or any other officer or employee of the Council during the course of the work. Every such application shall be signed by the owner of the grave space who must produce the Deed of Grant for the grave to the Town Clerk provided that in the event of it not being possible to obtain the owner's signature the provisions of Rule 4 (iv) shall apply. This regulation shall apply to all persons or companies carrying out memorial work.

- vi. **Power to regulate position of monuments –**
The Council reserves the right to require any monument, gravestone or tablet to be erected in any position on the grave space as it may think fit.
- vii. **Monumental inscriptions –**
All monumental inscriptions on any form of monument, gravestone, tablet or erection of any kind in the Cemetery shall be either of bronze, lead, raised or inset, or incised and painted, or carved in relief.
- viii. **Materials of monuments –**
Monuments, gravestones and tablets shall be made of natural granite, marble or quarried stone (but not of Bath, Caen, Clipsham or soft Sandstone) or of such other material capable of withstanding continuous exposure to the weather as the Council may approve and without prejudice to the foregoing provisions of this regulation the Council may in any event reject monuments, gravestones and tablets made of any materials which in its opinion are unsuitable or incongruous with their surroundings.
- ix. **Construction to be approved by the Manager of the Cemetery –**
All brickwork, foundations for monuments, gravestones or tablets together with all work involved in the re-fixing the same after removal and all other work not performed by the servants of the Council shall be subject to the approval of the Manager of the Cemetery and will comply with British Standards 8415 and current Industry Code of Practice.
- x. **Damage to monuments –**
The Council accepts no liability for any injury or damage whatsoever that may be caused to any form of monument, gravestone, tablet, vase, monumental inscription or other form of memorial in the Cemetery howsoever the same may be caused.
- xi. **Removal of Monuments –**
No monument once erected shall be removed from the Cemetery except by special order from the Manager of the Cemetery.

Any application to remove a memorial shall be signed by the owner and shall be submitted to the Manager of the Cemetery prior to such removal and all necessary work to any monumental erection so removed shall be executed and re-erection or replacement completed without delay and to the complete satisfaction of the Manager of the Cemetery.

- xii. Replacement Monuments –
No additional fee will be charged for the erection of a replacement memorial, provided that this is essentially the same as the original.

10. Work in Cemetery

- i. Hours permitted for work –
No workmen or materials will be admitted to the Cemetery before 8.30am and workmen may not remain after 3.30pm (3pm on Friday). No workmen or materials will be admitted to the Cemetery on Saturdays, Sundays, Bank Holidays, Good Friday, Christmas Day or on such other days as may be appointed a general holiday. Work under a permit issued pursuant to Regulation 8 (v) above may be executed only during the hours specified in this regulation. Masons are to undertake their work in such a manner as to prevent damage to walks, paths, roads and turfed areas and to be responsible for removing all soil or waste materials in a like manner.
- ii. Tools –
Masons must furnish themselves with all materials and tackle required for fixing monuments, gravestones and tablets.
- iii. Hewing and dressing of stone –
No hewing or dressing of stone shall take place in the Cemetery without the permission of the Manager of the Cemetery.

11. Power to Exclude from the Cemetery

Any person not complying with these Regulations may be refused admittance to the Cemetery for such periods as the Council may think fit.

12. Alterations to Regulations

The Council reserves the right to make any alterations in these Regulations from time to time as it thinks fit and to apply them retrospectively where public health and safety are the principle reason.

13. Regulations to be Condition of Grant

All the foregoing regulations shall be conditions attached to the sale by the Council of the exclusive right of burial in any part of the Cemetery

14. Fees and other charges determined under Section 214 of The Local Government Act 1972

The Town Council will publish from time to time a tariff of fees and charges relating to burials, the interment of ashes, the erection of memorials or right to make an additional inscription on a memorial in the Cemetery.

Notice – By the Local Authorities Cemeteries Order 1977 Sections 18 and 19 (which apply to the Cemetery) it is enacted that:

S18 (1) No persons shall –

- a) Wilfully create any disturbance in a cemetery
- b) Commit any nuisance in a cemetery
- c) Wilfully interfere with any burial taking place in a cemetery
- d) Wilfully interfere with any grave or vault, or tombstone or other memorial, or any flowers or plants or any such matter; or
- e) Play at any game or sport in a cemetery

(2) No person not being an officer or servant of the burial authority or other person so authorised by or on behalf of the burial authority shall enter or remain in a cemetery at any hour when it is closed to the public.

Penalties

S19 Every person who contravenes; -

- a) Any prohibition under article 5 (6);
- b) Article 10 (6);
- c) Article 18;
- d) Part 1 of Schedule 2

Shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction thereof.

Open Spaces & Leisure Committee Meeting
23rd July 2018
Open Spaces & Cemetery Manager's Report
Agenda Item 5

Vine Gardens

We believe that the recent new planting we undertook in the Vine Gardens were well received by the South East in Bloom judges. Hidden soaking hoses were buried into the woodchip mulch in several of the new areas including the Rhododendron bed supplied and sponsored by Reuthe's Nursery. With such a dry Summer it is inevitable that there will be some plant losses but we hope to keep this to a minimum with diligent watering. We are now formulating plans to do partial replanting of the other borders this Winter. Once again improving impoverished soil and mulching heavily to improve moisture retention during the summer. As part of the Commemoration of the WW1 Centenary a woven willow sculpture of a Sopworth Camel Bi plane was commissioned to be made by Sussex Willow sponsored by Spesavers and Sevenoaks Round Table.

The finished sculpture has been installed prior to Armed Forces Day, and has been widely admired by visitors and passers-by. It appears to float in the air suspended on thin metal rods and is decorated with a smoke trail of Knitted Poppies. We also have a Silent Soldier sculpture on the War memorial sponsored by KCC Margaret Crabtree and a Poppy decorated mannequin close to the Vine café which is also drawing attention and favourable comments.

This Spring staff removed the bulk of the Irises in the pond and thinned through other plants. It was noticeable that a Heron has been visiting and taking most of the gold fish, so two different decoys have been installed to prevent this and also a small solar pump and fountain has been installed to assist with aeration. The disturbance to the pond combined with evaporating water levels had caused a bloom of duck weed and blanket weed this has been scooped off regularly, along with an Eco friendly product being applied to control the weed growth, careful inspection of the blanket weed reveals numerous smooth newts, baby fish and fish eggs, these are good indicators of the health of the pond, and provide educational interest to children visiting whilst the cleaning is taking place.

Sevenoaks Common

Greensand Common Heritage Lottery Bid – We recently received news that the Bid has been successful. I am sure that Sevenoaks District Council and Kent Wildlife Trust will be announcing this good news formally soon, but for now we are in the interim stage whilst staff are recruited with the view that the four year project to start this autumn. Once it has started we will have a better idea of the timetable for projects specific to Sevenoaks Common.

Greatness Cemetery

As some people may be aware we hold all of the burial records for Greatness Cemetery since it opened in 1906. We also have the information held on a database supplied by Edge Software who provide us with other software systems. When we set this system up in 1999/2000 we were not able to have the grave plot plans scanned or digitalised to provide the complete package. We have now had all the records scanned including the plans, by a company called Scripti who specialise in this type of work for local authorities.

Scripti work in conjunction with Pear Technologies to link scanned images to the cemetery records software provided by Edge. To achieve this will involve capital spending and also on-going costs for hosting and technical support, it is hoped that a grant can be sought for the initial capital costs.

Greatness Recreation Ground

People will be aware of the recent issues at Greatness. The Animal Welfare Officer at Sevenoaks District Council and subsequently the Community Safety Unit and PCSOs are all involved in monitoring the situation. We are pleased to report that the situation has improved measurably.

Our part in this process has been to provide weekly reports to the Community Safety Unit which we continue to do, we have also been asked to look at our CCTV trained on the skate park as part of the evidence gathering process.

This highlights that the CCTV system is now quite old, servicing costs are rising and picture quality is very poor in comparison to the static system operating on Wi Fi to a telephone line that Sevenoaks Town Football Club have installed.

Consideration should be given to either updating our system or discussing with the Football club the option of assisting them with their costs and possibly expanding the number of cameras.

Pontoise Close

We are currently seeking a custodian to open in the morning and close at night the car park gate, previously for many years this was undertaken by Mr H Garrett for which we were extremely grateful. We are hoping that a local neighbour will be willing to carry this out for a small honorarium.

We had seen an increase in inappropriate behaviour being reported to us and it was necessary to employ the services of a security company to visit the site, but it would be our preference that a local person take on this duty again. Repairs to the gate will also be undertaken.

Upper High Street Gardens

Similarly access at night and inappropriate behaviour have been reported to us recently; traditionally residents have helped with the locking of the gate and again we are asking for help with this to limit misbehaviour. Repairs to the gate will also be undertaken.

Sevenoaks Town Council occasionally permits the use of its open spaces for a variety of events. Ottos Coffee Shop would like to use the Upper High Street Gardens for a limited number of evenings to enable the provision of an outdoor 'Supper Club'. In order to do this Ottos would need to obtain a Temporary Event Notice via the normal licencing procedures at Sevenoaks District Council. In exchange for this occasional use they would provide the following:

- Litter picking of the gardens twice a day during the summer
- ½ day per week staff carrying out gardening duties identified by OSL Manager
- Otto to provide refreshments for 'Friends of Upper High Street Gardens'
- Otto to promote need for volunteers and Friends within the café and on their social media

There have been some strong opposition from residents who live close to the public open space. Residents have been informed that The Town Council considers the Upper High Street Gardens an important public facility and for this reason continues to invest in its upkeep and improvements and in recognition of this has entered the facility into the national In Bloom competition.

The Town Council has also been trying to establish a Friends of Upper High Street Gardens to encourage the local community to be involved in preserving and enhancing this small historic garden set in the middle of Sevenoaks, which is its aim. Unfortunately we have only two local residents and Ottos express an interest in this.

RECOMMENDED: Proposals for use of the Upper High Street Gardens by Otto to be put on hold until such time as it can be demonstrated that the public concerns have been addressed.

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Month No : 2

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>21 O/ Spaces & Leisure - General</u>									
4010 Gross Pay	13,787	13,500	-287	25,180	27,000	1,820	162,000		136,820
4270 Employers Pension Contribution	809	876	67	1,496	1,752	256	10,510		9,014
5013 Graffiti Removal	0	0	0	0	500	500	1,500		1,500
5025 Lower St Johns Toilets	154	696	542	582	1,392	810	8,350		7,768
5026 Greatness Rec Convenience	0	500	500	0	1,000	1,000	6,000		6,000
5030 St Nicholas Burial Ground	0	0	0	69	0	-69	0		-69
5040 Footpaths, Bridle Ways, ROW	0	0	0	0	0	0	150		150
5050 Seats And Litter Bins	762	325	-437	2,118	325	-1,793	2,600		482
5060 Sevenoaks Common	0	0	0	-315	0	315	3,500		3,815
5065 Tree Safety Survey	0	0	0	-3,700	0	3,700	3,600		7,300
5070 Other Woodlands	0	0	0	315	0	-315	3,200		2,885
5110 Raleys/ K P Pavilion	0	100	100	0	200	200	2,080		2,080
5120 Raleys/KP Pitch & Grnd Mtce.	0	0	0	0	0	0	4,845		4,845
5310 Miscellaneous Open Spaces	809	1,792	983	1,048	3,584	2,536	21,500		20,452
5316 Skatepark Maintenance	0	2,550	2,550	0	2,550	2,550	2,550		2,550
5317 Raleys Car Park	0	0	0	0	0	0	480		480
5320 Fertilizers	0	0	0	-500	0	500	1,200		1,700
5330 Grass Seed	0	0	0	786	0	-786	1,950		1,164
5340 Plants	0	200	200	153	200	47	2,700		2,547
5410 Repairs & General Maintenance	12	125	113	105	250	145	1,500		1,395
5500 Equipment Hired and New	684	712	28	-442	964	1,406	8,000		8,442
5525 Equipment Maintenance	1,212	120	-1,092	-959	240	1,199	8,000		8,959
5550 Vehicle Expenses	253	115	-138	748	2,945	2,198	3,400		2,653

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Month No : 2

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
5700 Fuel	180	180	0	701	680	-21	6,000		5,299
6000 Rent, Rates & Water	56	0	-56	-420	0	420	1,500		1,920
6010 Light Heat & Cleaning	76	170	94	240	340	100	2,040		1,800
6101 Telephone	11	17	6	23	34	11	200		177
6104 Mobile Telephone	15	25	10	38	50	12	300		262
6320 Staff Training	0	208	208	0	416	416	2,500		2,500
6330 Welfare/Hospitality	11	17	6	44	34	-10	200		156
6730 Subscriptions	0	0	0	0	150	150	200		200
6812 Road Dues	0	0	0	0	0	0	2,000		2,000
6851 Bus Shelter Maintenance	0	14	14	0	29	29	170		170
6900 Sundry Expenses	0	8	8	0	16	16	100		100
6922 Health&Safety/Risk Assessments	0	50	50	0	100	100	1,500		1,500
6930 Alarm Maintenance	0	0	0	0	0	0	700		700
6931 CCTV Maintenance	0	0	0	-250	0	250	1,200		1,450
6934 Waste Bin Collection-Dog Bins	0	0	0	619	675	56	2,700		2,081
6935 Waste Bin Disposal-Waste Bins	268	650	382	332	650	318	4,000		3,668
6952 Protective Clothing	0	117	117	106	234	129	1,400		1,295
O/ Spaces & Leisure - General :- Expenditure	19,098	23,067	3,969	28,116	46,309	18,193	286,325	0	258,209
1022 Letting & Hire of Facilities	0	5,100	-5,100	2,423	5,100	-2,677	20,000		
1208 Food Fair Income	0	0	0	1,050	0	1,050	0		
1316 Raleys Car Park Permits	10	18	-8	10	63	-53	1,030		
1470 Income from Other Departments	0	0	0	13	0	13	0		
1850 Log Sales	0	0	0	0	0	0	1,200		
1990 Other Income	0	0	0	1,675	155	1,520	720		
O/ Spaces & Leisure - General :- Income	10	5,118	-5,108	5,171	5,318	-147	22,950		
Net Expenditure over Income	19,088	17,949	-1,139	22,946	40,991	18,046	263,375		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Month No : 2

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
Open Spaces Expenditure	19,098	23,067	3,969	28,116	46,309	18,193	286,325	0	258,209
Income	10	5,118	-5,108	5,171	5,318	-147	22,950		
Net Expenditure over Income	19,088	17,949	-1,139	22,946	40,991	18,046	263,375		

Cost Centre Report

		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>22 O/ Spaces & Leisure - Cemetery</u>										
4010	Gross Pay	5,432	5,000	-432	10,561	10,000	-561	60,000		49,439
4270	Employers Pension Contribution	484	492	8	918	984	66	5,900		4,982
5210	Cemetery Chapel & Office	0	0	0	0	0	0	170		170
5230	Cemetery Wshop/Messroom Mtce	0	0	0	34	0	-34	170		136
5340	Plants	24	0	-24	24	0	-24	0		-24
5410	Repairs & General Maintenance	5	83	78	5	167	162	1,000		995
5500	Equipment Hired and New	0	0	0	-70	136	206	2,140		2,210
5525	Equipment Maintenance	-1,187	0	1,187	4	0	-4	2,400		2,396
5700	Fuel	44	75	31	171	150	-21	900		729
6000	Rent, Rates & Water	450	0	-450	899	555	-344	5,700		4,801
6010	Light Heat & Cleaning	0	100	100	0	200	200	1,200		1,200
6101	Telephone	42	61	19	86	122	36	730		644
6104	Mobile Telephone	17	4	-13	17	7	-10	40		23
6200	Printing & Stationery	0	17	17	318	34	-284	200		-118
6240	Computer/ Data Base/WP's	800	0	-800	0	0	0	380		380
6320	Staff Training	0	0	0	0	0	0	1,500		1,500
6330	Welfare/Hospitality	0	12	12	15	25	10	150		135
6500	Goods for Resale	0	17	17	0	34	34	200		200
6630	Professional Fees	0	0	0	90	0	-90	100		10
6730	Subscriptions	0	0	0	90	100	10	100		10
6802	Trees Plants Turf & Fertilizer	0	0	0	0	200	200	1,500		1,500
6822	Roads Path & Boundaries	121	0	-121	121	0	-121	550		429
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100

Sevenoaks Town Council

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Cost Centre Report

Month No : 2

	Current Mth Actual	Current Mth Budget	Current Mth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
6900 Sundry Expenses	0	4	4	0	8	8	50		50
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	970		970
6930 Alarm Maintenance	577	0	-577	577	0	-577	1,150		573
6932 Cemetery Security	0	425	425	370	850	480	5,100		4,730
6935 Waste Bin Disposal-Waste Bins	115	100	-15	115	200	85	1,200		1,085
6952 Protective Clothing	0	50	50	0	100	100	600		600
O/ Spaces & Leisure - Cemetery :- Expenditure	6,923	6,440	-483	14,344	13,872	-472	94,200	0	79,856
1700 Cemetery Income	8,505	6,167	2,338	14,088	12,334	1,754	74,000		
O/ Spaces & Leisure - Cemetery :- Income	8,505	6,167	2,338	14,088	12,334	1,754	74,000		
Net Expenditure over Income	-1,582	273	1,855	256	1,538	1,282	20,200		
Open Spaces Expenditure	6,923	6,440	-483	14,344	13,872	-472	94,200	0	79,856
Income	8,505	6,167	2,338	14,088	12,334	1,754	74,000		
Net Expenditure over Income	-1,582	273	1,855	256	1,538	1,282	20,200		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Month No : 2

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>23 O/ Spaces & Leisure- Allotment</u>									
4010 Gross Pay	477	210	-267	1,018	420	-598	3,300		2,282
4270 Employers Pension Contribution	0	40	40	0	80	80	500		500
5410 Repairs & General Maintenance	145	0	-145	2,362	0	-2,362	1,590		-772
6000 Rent, Rates & Water	0	0	0	-500	0	500	1,760		2,260
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	300		300
O/ Spaces & Leisure- Allotment :- Expenditure	622	250	-372	2,880	500	-2,380	7,450	0	4,570
1010 Rental Income	0	0	0	0	0	0	880		
1047 QH Allotments Income	113	0	113	208	0	208	3,150		
O/ Spaces & Leisure- Allotment :- Income	113	0	113	208	0	208	4,030		
Net Expenditure over Income	509	250	-259	2,672	500	-2,172	3,420		
Open Spaces Expenditure	622	250	-372	2,880	500	-2,380	7,450	0	4,570
Income	113	0	113	208	0	208	4,030		
Net Expenditure over Income	509	250	-259	2,672	500	-2,172	3,420		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Cost Centre Report

Month No : 2

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>26 Open Spaces-Street Lighting/Ge</u>									
6861 Public Clock Maintenance	0	0	0	17	200	183	1,000		983
6862 Street Lighting	1,797	917	-880	2,135	3,517	1,382	12,644		10,509
6865 In Bloom Costs	623	0	-623	1,002	0	-1,002	16,224		15,222
Open Spaces-Street Lighting/Ge :- Expenditure	<u>2,419</u>	<u>917</u>	<u>-1,502</u>	<u>3,154</u>	<u>3,717</u>	<u>563</u>	<u>29,868</u>	<u>0</u>	<u>26,714</u>
1263 Cont'n's to street lighting	0	0	0	0	0	0	7,197		
1997 In Bloom Income	700	700	0	1,130	1,100	30	1,224		
Open Spaces-Street Lighting/Ge :- Income	<u>700</u>	<u>700</u>	<u>0</u>	<u>1,130</u>	<u>1,100</u>	<u>30</u>	<u>8,421</u>		
Net Expenditure over Income	<u>1,719</u>	<u>217</u>	<u>-1,502</u>	<u>2,024</u>	<u>2,617</u>	<u>593</u>	<u>21,447</u>		
Open Spaces Expenditure	<u>2,419</u>	<u>917</u>	<u>-1,502</u>	<u>3,154</u>	<u>3,717</u>	<u>563</u>	<u>29,868</u>	<u>0</u>	<u>26,714</u>
Income	<u>700</u>	<u>700</u>	<u>0</u>	<u>1,130</u>	<u>1,100</u>	<u>30</u>	<u>8,421</u>		
Net Expenditure over Income	<u>1,719</u>	<u>217</u>	<u>-1,502</u>	<u>2,024</u>	<u>2,617</u>	<u>593</u>	<u>21,447</u>		

Sevenoaks Town Council

Detailed Income & Expenditure by Year to Date Budget Heading 31/05/2018

Month No : 2

Cost Centre Report

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
<u>29 O/Spaces & Leisure-Vine Ground</u>									
4010 Gross Pay	604	688	84	1,366	1,376	10	8,250		6,884
4270 Employers Pension Contribution	39	42	3	82	84	2	500		418
5010 Vine Area General Maintenance	265	284	20	1,015	567	-448	3,400		2,385
5020 Vine Public Convenience	0	1,000	1,000	20	2,000	1,980	12,000		11,980
6000 Rent, Rates & Water	0	58	58	0	117	117	700		700
6010 Light Heat & Cleaning	0	0	0	0	0	0	65		65
6460 Publicity & Democratic notices	0	0	0	0	0	0	250		250
6635 Professional Fees Licensing	0	0	0	0	0	0	100		100
6868 Summer Concerts	0	0	0	0	0	0	3,000		3,000
6931 CCTV Maintenance	193	0	-193	193	0	-193	620		428
O/Spaces & Leisure-Vine Ground :- Expenditure	1,100	2,072	972	2,675	4,144	1,469	28,885	0	26,210
1208 Food Fair Income	725	0	725	725	0	725	3,152		
1805 Tea Kiosk Rental & Pavilion	0	0	0	773	0	773	3,180		
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	600		
O/Spaces & Leisure-Vine Ground :- Income	725	0	725	1,498	0	1,498	6,932		
Net Expenditure over Income	375	2,072	1,697	1,177	4,144	2,967	21,953		
Open Spaces Expenditure	1,100	2,072	972	2,675	4,144	1,469	28,885	0	26,210
Income	725	0	725	1,498	0	1,498	6,932		
Net Expenditure over Income	375	2,072	1,697	1,177	4,144	2,967	21,953		

Open Spaces & Leisure Committee Meeting
23rd July 2018
Agenda Item 7

Bradbourne Vale Road Allotments

Currently all available plots at the allotments are let. There is a large section of the allotments (around 25-30 rods) that is in need of cultivation before it can be let as three plots. Work on this will be done by our open spaces team during the Autumn/Winter season.

Currently there is no waiting list for Bradbourne Vale Road Allotments.

Quaker's Hall Allotments

Status Report as at 6th July 2018

The database is showing an occupancy of **95.9%** (96.3% in January).

There are currently **65 rods vacant** (55 in January) which are split as follows:

3x 10-rod plots (2 in January)

7x 5-rod plots (7 in January)

The waiting list stands at **four people** (four in January). These people will shortly be allocated plots once paperwork has been completed.

Plot inspections took place on Tuesday 17th April (postponed from 27th March due to the weather). Re-inspections were on 29th May and there was a marked improvement in the quality and quantity of work carried out. Six tenancies were terminated on 19th June due to non-cultivation.

A **Working Party** took place on Sunday 29th April and various Councillors and tenants helped out. We cleaned out more than 30 sheds, skipped a great deal of rubbish and laid a lot of tools aside for recycling. A few derelict plots were trimmed for re-letting.

Invoices for the new year, which starts 1st October, will be sent out in early September. STC will spend a morning at the site on Sunday 30th September collecting rents. This date coincides with SAHA's last Brew & Bacon Butty event of the season.

Long-term projects in the pipeline include:

- installation of electricity into the Trading Centre (either cabled or solar)

Short-term projects include:

- installation of water tanks to collect rain water off the new shed block roofs
- the filling of a pot hole in the car park
- the replacement of the door on the Trading Centre

Completed tasks include:

- the removal and replacement of all the asbestos shed block roofs
- gutters and down-pipes installation
- the collation of all the main gate signs onto one sign
- two new noticeboards for the main gate and Kennedy Gardens gate

Open Spaces & Leisure Committee Meeting
23rd July 2018
Agenda Item 8

South & South East in Bloom Awards

Sevenoaks Town Council entered several areas of the Town into the South & South East in Bloom Awards for 2018. Awards will be announced on Friday 14th September at the South & South East In Bloom Awards lunch.

The following sites were entered with more information attached in the brochure.

The Vine
Town Centre
Upper High Street Gardens
Greatness Cemetery
Sevenoaks Common

The working party group will meet to review the 2018 entry and plans for 2019 after the awards ceremony on 14th September.



Sevenoaks Town Council

South & South East in Bloom

Entry 2018



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Photograph courtesy of: Sevenoaks Chronicle

During the night of 15/16 October 1987 The King Edward Oaks VII planted in 1902 were devastated by the Great Storm. One oak tree, fondly known as The King Oak, remained standing.

In December 1988 a second planting of seven oak trees was made by local school children after the initial replacement saplings had been vandalised.

Plaque unveiled by Councillor Maxine Chakawa, Mayor of Sevenoaks October 2017

Introduction

Sevenoaks is situated in the County of Kent in the South of England with a population of 18,500.

It is an ancient market town, that grew up where historic roads from North Kent and London crossed the greensand ridge, overlooking the Kentish Weald surrounded by Green Belt.

Due to its proximity to London, the majority of people commute to London to work, however, Sevenoaks has a very active community ethos and sense of place.

A large part of Sevenoaks Town Centre is pedestrianised, with lots of individual specialist shops. There is a vibrant café culture and the Stag Community Arts Centre with its busy schedule of events in both the theatre and cinema boosts the night-time economy.

It is believed that the original seven oaks from which the town derived its name stood near the church of the southern side of the town. Indeed, the motto for Sevenoaks is 'Floreat Septum Quercus' [may the Sevenoaks Oaks Flourish].

This also forms part of the Sevenoaks Town Council crest.

Sevenoaks made the world headlines in 1987 when six of the seven oaks which had been planted in 1902 to celebrate the coronation of King Edward VII were blown over in the 'hurricane' in October of that year. The King Oak, now 115 years old, is the only survivor.

In 2017, 30 years after the Great Storm a plaque was unveiled by the Mayor to commemorate this momentous event.





The Town Centre Entry

For many years Sevenoaks Town Council has commissioned floral hanging baskets to adorn the town centre. Local residents and visitors have commented on how attractive these make the town centre. In 2014, 2015, 2016 and 2017 the town centre was entered into the South East in Bloom competition and won a Silver Gilt.

This year Sevenoaks Town Council, with the support of local businesses and

the community, has decided to enter the competition again and the floral display colour scheme for 2018 is red in commemoration of the centenary of the end of WW1. Sevenoaks is committed to marking the anniversary and is taking part in the national scheme 'Ribbon of Poppies'.

Poppy seeds have been sown in strategic locations around the town by school children, Councillors and volunteers.



In 2017 the Town Council, with the help of significant sponsorship from local businesses, was able to commission 20ft long floral display vinyl panels to brighten up building site hoardings in the town centre. The vinyls have the South & South East in Bloom logo to advertise the Council's entry into the competition.

History of Town Centre

Sevenoaks was originally a small cluster of houses around the Manor of Knole where there may have been habitation since Saxon times. Knole House is one of the most important reasons for the town's establishment.

The Shambles in the heart of the town developed as a market and accommodation for labourers on the Knole estate and by 1687 the structure of Sevenoaks High Street and market place were well established and helped to increase the prosperity of the growing town.



Trees and Natural Features

Trees and hedges contrast with built form at the southern end of the High Street with some fine mature trees defining spaces to the front of buildings. Trees also form a significant backdrop to historic development and can be seen in views out towards Kippington and Knole.

Trees and open space contribute strongly to the special character of Sevenoaks. The District Council requires that any new trees should be native species that will add to the quality and local distinctiveness of the area.

Architectural Description

A large proportion of the town centre is in the Sevenoaks High Street Conservation Area and contains buildings from six centuries with a wealth and variety of architectural detail.

The basic spatial structure of the 17th Century town still remains today with a series of alleys and footways leading to small courtyards and gardens. This is clearly seen in the areas around the Upper High Street, St Nicholas Church and the Shambles.





Sevenoaks School

Sevenoaks School was founded in the fourteenth century by William Sevenoke, Mayor of London. Today there are 1,000 students and the grounds extend to 110 acres. The gardens are looked after by the Head of Grounds and Gardens and 4 Gardeners. There are several established herbaceous borders surrounding formal lawns. Several of the flower beds were designed by landscape and garden designer Jo Thompson, who has just been awarded her fourth gold at the Chelsea Flower Show.

The biology department has planted a wildflower meadow and are looking to expand the flora in the meadow and will be planting wild flowers in the paddock.

Knole House

Knole House is an English Country house in the civil parish of Sevenoaks in West Kent. Knole House is situated within 1,000 acre park and is one of England's largest

houses. The surrounding deer park has also survived with little having changed in the 400 years since 1600 although its formerly dense woodland has not fully recovered from the loss of over 70% of its trees in the Great Storm of 1987.

St Nicholas Church

The closed churchyard is maintained by Sevenoaks Town Council who cut the grass and keep the area tidy. The attractiveness of the graveyard is augmented by herbaceous borders tended by a volunteer from the church community.

A wildflower meadow area was established in the churchyard by the church community in 2012. Meadow flowers include: Yellow Rattle, Ox-Eye Daisy, Common Spotted Orchid, Devil's Bit Scabious, Wild Daffodil, Common or Black Knapweed, Meadow Saxifrage, Meadow Crane's Bill, Field Garlic, Cowslip, Star of Bethlehem, Great Burnet and Betony.





Six Bells Lane

A picturesque area off the High Street, Six Bells Lane is a footpath leading steeply downhill past a series of white painted and weather boarded cottages. Several of the cottages have exquisite cottage gardens visually enhancing this quiet backwater.



Upper High St. Gardens

This small public garden maintained by the Town Council provides a quiet spot away from the High Street with several benches for repose. An access ramp was installed with the financial assistance of the District Council in 1996 ensuring equal access for all. Shrubs and bushes have been planted in conjunction with local charities and organisations to commemorate various centenaries.



The Upper High Street Gardens date from 1949 when the garden, a site which was owned by Miss Constant who lived in the 'Old House' on the opposite side of the road, was given by her to Sevenoaks as a tribute to her parents. The keys were handed over by two great-grandchildren of Mr & Mrs Constant. A memorial tablet is set in the northern boundary wall.

This year a volunteer group has been formed to encourage the local community to be involved

in preserving and enhancing this small historic garden.

A near-by café has also become involved in the maintenance of the gardens, including gardening, regular litterpicks, promotion of the volunteer group and in return will use the garden on a Friday evening for their paella evenings making even greater use of this special space.

A new bench has been installed this year in commemoration of the end of WW1

The Shambles, Dorset Street & Bank Street

Linking London Road and High Street are a series of narrow lanes, partially closed to traffic, with an intimate atmosphere and a smaller scale than the two main roads. This is an important area within the commercial part of the town and includes picturesque streets and paths with some interesting details and the type of specialist retail outlets, arts and craft shops, galleries and restaurants that encourage shoppers to linger.

The Town Council has worked in conjunction with the District Council, and the café owners to enhance this area and encourage great use of this intimate public space.

The planters are provided by the Town Council and the café owners, which has resulted in an historic area of

the town being brought back to life.

Dorset Street and Bank Street, particularly in the area around the Old Market House, have a special small scale character, as does Well Court and the link to the Shambles. The pedestrian priority of these streets has contributed significantly to their economic use and vibrancy. A new restaurant in Well Court has established a garden enhancing this space.

Sevenoaks Bus Station

Flowerbed was renovated by Adrian Cheeseman a few years ago. It was "double dug" adding manure supplied by Bradbourne Riding Centre and peat free compost, topped with a bark mulch to retain moisture as there is no facility to water the plants.

It is planted with wildlife friendly bulbs and perennial shrubs to provide a source of nectar and pollen from February till October – no pesticides are used to protect the wildlife. Adrian has since added a wildlife friendly pond and bug hotel.

The planters in the bus station area beside Boots, beside the phone box and at the eastern end of the bus shelter have been planted by Adrian with funding from Go Coach. These too are filled with peat free compost and wildlife friendly plants. This year Adrian has also taken over maintenance of a

further flowerbed providing even more colour for passers-by and extra food for the pollinators.

The Sevenoaks Living Landscape Project, a local organisation to which Adrian Cheeseman belongs is enhancing other areas in the town thereby encouraging more wildlife to the town. The Sevenoaks Living Landscape Project is a Kent Wildlife Trust initiative to encourage the people of Seven-oaks, whether schools, businesses, community groups, local authorities or individuals to support our struggling wildlife.

Bligh's Meadow

The Bligh's Meadow area is the main pedestrian shopping area of the town with major chains, cafes and independent shops. This year the owners of the area are investing in extra hanging baskets and encouraging many of their shops to have red window displays in support of In Bloom and Ribbon of Poppies.

Lime Tree Walk

Lime Tree Walk, to the north west of London Road, includes an interesting terrace of artisan's houses designed by Sir Thomas Jackson in 1878. What makes Lime Tree walk of great social significance is the fact that it was intended for working men and has a distinctive character of its own.





The Vine Gardens, Cricket Ground and Surrounds

The Vine cricket ground, which is one of the oldest in existence, was given to the town by the 3rd Duke of Dorset in about 1778. He was at this time the owner of Knole, and the town's main landowner. The first fully reported match between Kent and Sussex took place here in 1734.



The pavilion was erected in 1850 and the bandstand in 1894. The adjoining band practice room is also from the turn of the century.

The Vine gardens have a rustic feel with a timber bridge and pergola that supports a magnificent wisteria. The low timber fence to the cricket pitch and the traditional park seating are in keeping with the spaciousness of the area.



The fish pond has been allowed to establish its own oxygen level and is a wildlife habitat for larvae and small amphibians, as well as the carp.

The gardens are maintained by the Town Council and considerable thought is given to suitable plants for the gardens. Included in the planting are sensory plants. The children's nursery has adopted a small bed for planting this year.



During 2017/18 there has been an overhaul of the gardens with new planting in

several of the beds producing a revitalised visual display. This has been achieved through sponsorship and donation of plants by Reuthes Nursery and the assistance of a volunteer working with Open Spaces Staff.

Special WW1 features have been introduced into the gardens this year including a celebration archway, a willow bi-plane and a seated 'Tommy'.

The Sopwith Camel is a bespoke Sculpture by Dominic Parrette of Sussex Willow. Dom is committed to the sustainable use of local woodlands, producing beautiful, functional products using traditional techniques. Sevenoaks Round Table has generously donated towards the creation of the willow bi-plane.

The far reaching views from this spot to the North Downs are framed by a variety of mature trees. Additional bird and bat boxes have been installed during the year and we have our first visitors!

The former dilapidated Band Practice Room has been converted to a community café and is attracting more people to enjoy the gardens.

In May 2018 a two day Food Festival was held in Vine Gardens with over 20 retailers selling local and international foods. This event proved extremely popular and brought



thousands of people to the town accordingly the Food Festival has been included in this year's calendar of events for Vine Gardens.

In 2018 a traditional red telephone box has been relocated to The Vine to house a defibrillator for community use.

The bandstand was refurbished with the help of grant aid which is now being used on Thursday evenings as well as Sunday afternoons for concerts.

The Vine War Memorial

An Annual Remembrance Day Service and Parade is organised at the Vine War Memorial and is attended by more than 500 people.

In 2018 poppy seed was planted in the grass at either end of the War Memorial in memory of those fallen in WW1. A silhouette of the Unknown Soldier is also being placed by the Memorial this year.

An information leaflet and book has been produced about the War Memorial.

Buckhurst Lane Play Area

A large investment was made by the Town Council in 2016 in the renovation of part of the Environmental Park to create a new children's play area including woodland planting of rhododendrons, camellias and magnolias. A 'fairy door' woodland trail has also been created to encourage discovery of the surrounding flora and fauna and bird and bug boxes installed to encourage more wildlife to the area.

Hidden Gardens

In the town centre there are several hidden gem gardens which can be accessed by the public and add tremendously to the atmosphere of the town.

The garden to the rear of Neals Yard is an oasis of tranquillity, whilst the restaurant garden at Well Court gives diners a quiet setting in the middle of the urban environment.





Street Furniture

Most of the High Street has traditional style lamps and standards. Railings and traditional fencing is regularly maintained by the relevant local authority.

In 2017 additional floral displays were added to the busy junction of the High Street and Pembroke Road/ Suffolk Way and this year flower troughs are being displayed along the railings at the parade of shops in Tubbs Hill radiating the overall colour and brightening up the town.

In 2015 the Town Council commissioned a design for 2 bespoke benches depicting 'seven oaks' which were installed outside the main Post Office and provide a welcome spot to rest and admire the flowering tower.



Cattle troughs

Once a common sight, Sevenoaks is fortunate in having several water troughs in the town provided by the Metropolitan Drinking Fountain and Cattle Trough Association. Founded in 1859 it provided clean

drinking water in public places in London, but soon extended to include animals and also outside the capital. With the decline in horse drawn vehicles, these historic landmarks are now used for floral displays.

The Drinking Fountain Junction London Road/ High Street

The fountain erected in 1882 was the spot where Sennockians always sang in the New Year. In 1925 a Sevenoaks resident, Bill Carter fashioned the unusual structure on the fountain at the junction of the High Street and London Road which in summer is adorned with hanging baskets.

Graffiti

The Town Council and District Council remove graffiti from buildings at the earliest opportunity and the Town Warden regularly monitors and reports any incidents of vandalism to the appropriate authority and works closely with the PCSOs to ensure that there is no negative impact on the local environment.





Paving Treatments

Particularly unusual and distinctive features of the Sevenoaks streetscape are the small areas of historic paving that survive. The historic, archaeological and aesthetic importance of much of this paving should be valued for its contribution to the character of the area.

The Town Council arranges for chewing gum clearance of the town centre pavements.

The Animal Welfare Officer at Sevenoaks District Council monitors the town centre to ensure that dog fouling does not become an issue.

Pride and Identity

Sevenoaks, as a market town is a quintessential part of the traditional image of rural England and a vital part of the English rural economy.

The Town Council, in conjunction with other local authorities, businesses and the community are striving to ensure Sevenoaks continues to be an attractive place to visit, with an interesting built environment and a sense of civic pride and identity.



Sevenoaks Town Council is working with the local community to create a Neighbourhood Plan for Sevenoaks. A questionnaire was sent to all residents of the town asking for the opinions and comments on all aspects of the town, particularly with regard to its character and how this should be preserved and enhanced over the next 10 to 20 years. The preservation and conservation of the town's open spaces and verdant environment is an important topic point.

Four years ago Marks & Spencers opened a new store in the town, which comprises one of the largest developments in the town centre for the last 20 years. However, despite the size of the development Marks & Spencers is using a range of traditional materials to reflect the character of Sevenoaks, sustainable techniques, solar panels, a green sedum planted roof and living wall and rainwater harvesting. These green features will provide additional insulation and improved energy efficiency.

Additional plants have been added to the green wall adding more colour and interest.



Heritage Trail

A Sevenoaks Millennium Walk with brass plaques set into the paving takes people through the town highlighting famous personages associated with the town.

1. H G Wells 1866-1946
2. Diana Princess of Wales 1961-1997
3. Emily Jackson 1840-1916
4. William Pett 1709-1786
5. Lady Margaret Boswell died 1692
6. Sir Thomas Jackson 1835-1924
7. W H Davies 1871-1940
8. Archbishop Thomas Bourchier 1404-1486
9. John Donne 1571-1631
10. Charles Dickens 1812-1870
11. William Lambarde 1536-1601
12. Jack Cade died 1450
13. William Sevenoke
14. Vita Sackville-West 1892-1962
15. Jane Austen 1775-1817

Environment

Both the Town Council and the suppliers of the hanging baskets which adorn the town centre have environment policies

to ensure the protection of diminishing resources – Please see Appendix A

Positive Actions taken by Town Council

- Re-use and re-cycling of pots
- Use of peat free compost
- In house production of wood chip for use as mulch

Schools Project

In 2018 local schools and Brownies have been adding colour to the town in an innovative manner. They have produced 226 'painted poppy rocks' to mark the names listed on The Vine War Memorial. These have been hidden around the town and when found are brought to The Vine to be displayed.

Community and Business Support

Sevenoaks Town Council's entry in South & South East in Bloom is being supported by

- **Sevenoaks Chronicle**
- **Local Businesses**
Local Businesses have been encouraged to:
 - i) Provide floral displays

- ii) Ensure their premises are clean, litter and graffiti free
- iii) Provide ideas for themes for future years entries into S&SE in Bloom
- iv) Red Window displays
- v) Assist with sponsorship
- vi) Businesses have donated towards the floral displays
- Coolings Garden Centre has donated ceramic poppies to decorate the town and has assisted with distribution of information about this year's 'In Bloom'.

- **Go Coach**

The local bus and coach company Go Coach has assisted in the tidying and litter picking of the bus station as well as sponsoring floral displays to enhance the area

- **Sevenoaks District Council**

- i) Endorsing the scheme and providing assistance in partnership
- ii) Street cleaning and refuse collection
- iii) Hanging baskets outside Sevenoaks District Council Offices
- iv) Renovating flower bed at Suffolk Way/Pembroke Road junction

- **Kent County Council**

Kent County Council is responsible for roads and rights of way throughout the town and have been contacted to ask for their assistance with overgrown hedges and weed control

- **Sevenoaks Town Partnership**

The Sevenoaks Town Partnership is an energetic team led by Chairman

- Cllr Stephen Arnold, who are committed to combining resources and developing innovative and achievable projects to boost the Town's footfall and local economy. The Executive Board consists of representatives from Sevenoaks Town Council, Sencio, Chamber of Commerce, Sevenoaks Chronicle, Bligh's, Knole and most importantly retailers and local businesses.

One of the most important recent contributions to the Town's economy is the introduction of a Vintage Bus which operates during the holiday periods ferrying visitors from the train stations to visitor attractions around the town on a 'hop-on/hop off' basis calling at The Vine and Knole amongst other stops

- **Stag Community Art Centre**

Town Centre facility – attracts up to 20,000 people per month

Hanging baskets at front of venue and troughs of flowers along the walkway leading to the public car park to the rear of the building

The red poppy carpet bedding planting installed by the Town Council is in commemoration of the end of WW1 using Dwarf Thyme, Red Alternanthera, Green Alternanthera and Black Ophiopogon grass.

- **House in the Basement Youth Café**

Young people at the Youth Café have created a poppy covered mannequin representing a WW1 soldier. In addition, herbs and salad plants

continue to be grown in the vicinity to be used for cooking in the youth café.

- **Schools**

Sevenoaks School became part of the Sevenoaks entry three years ago and continues to support the town's entry as part of the judging route.

St Thomas's Primary School is also participating this year. In addition to gardening at the school, the children have also planted sunflowers at a local care home.

The New Beacon School is installing a 'Ribbon of Poppies' at the school as well as taking part in the rock painting.



The New Beacon School early stages of installation of Ribbon of Poppies

- **Churches**

The Town Council looks after the Closed Churchyard at St Nicholas and has encouraged the development of the wildflower meadow by volunteers at the church.

- **Housing Association**

Rockdale Housing Association is participating. These are large gardens in the centre of the urban area for the benefit of residents and visitors. Apart from the well-tended gardens, the gardeners help elderly residents with their own floral displays. Sustainability and biodiversity play a large part in the maintenance of these grounds

Community Support

- Adrian Cheeseman, a volunteer with The Sevenoaks Living Landscape Project, has been an active promoter of Sevenoaks in Bloom for several years and apart from the flower beds he tends all year round at the bus station, he has made up hanging baskets filled with peat free compost for Buckhurst House Dental Practice and Go Coach.

A regular volunteer litter picks the Vine on Sundays, whose help and enthusiasm is invaluable in keeping the area looking attractive to visitors. He has donated in excess of 46 volunteer hours this year so far.

- **Volunteer Days**

Two volunteer days have been arranged again this year in June to help tidy, weed and trim areas in the town. Six members of Soroptimist International have pledged their support to the working party at The Vine.

Last year volunteers came from several local businesses to assist, together with members of the

community and councillors equalling 20 hours of volunteering.

- **Sevenoaks Living Landscape Project**

The Sevenoaks Living Landscape Project, together with other volunteers have helped transform revitalise neglected areas of the town.

They have weeded and replanted a small area by the main train station which was very overgrown. Assistance and bee friendly plants have been donated by Himalayan Gardens for this much appreciated project. A local restaurant, the Raj Bari, has also helped the group by permitting them access to a tap nearby to be able to water new plants.



The total number of volunteer hours given is incalculable and of invaluable benefit to the wellbeing of the town.

- **Support from Residents**

Residents are also showing their support for In Bloom with colourful floral displays. Some have ensured

their window trough colours match the town's In Bloom colour theme.

As part of In Bloom and the commemoration of the end of WW1 local knitting groups, Care Homes, Churches, residents associations, schools and individuals have donated hundreds of red knitted poppies which are being displayed in The Vine Gardens.

One Fellowship knitted one hundred and two poppies in remembrance of a war baby born in 2016 and a grandmother introduced her granddaughter to knitting through the creation of a knitted poppy.



- **In Bloom Committee**

The Town Council is very grateful to the In Bloom Committee comprising of local businesses and volunteers, without whose support our entry would be much diminished. The committee members have already given their time to meet on 4 occasions to steer this year's project to new goals equalling 40 volunteer hours.

SEVENOAKS TOWN COUNCIL

ENVIRONMENTAL POLICY

The Town Council aims to run its business and its premises in such a way that it embraces, to the best possible effect, all relevant environmental matters to the benefit of the Town Council and local present and future residents.

The Environment

The key adverse environmental impacts affecting the Town Council are:-

To reduce the effect of these adverse impacts, the Town Council will aim to embrace the following objectives:-

- Minimise material consumption and consider the lifecycle impact of any purchases
- Reduce waste and re-use material wherever possible
- Embrace re-cycling opportunities for re-used waste;
- Improve the quality of its working environment;
- Minimise Co2 emissions produced by Town Council activities;
- Minimise energy use and emissions to air;
- Encourage suppliers to raise their environmental performances
- Encourage staff to use public transport or car-sharing schemes
- Utilize fuel efficient vehicles wherever possible

Energy Management

The Town Council is committed to responsible energy management and will, where possible, promote energy efficiency throughout its operation by the following actions:

- Increase awareness of energy efficiency amongst employees;
- Recommend energy conservation technology where applicable (including insulation, low energy light bulbs, low water use toilets);
- Monitor heating controls;
- Encourage staff to close windows and external doors when heating is on.

- Encourage staff to turn off unnecessary lights
- Encourage staff to switch off computers, VDUs, printers and photocopiers when not in use.

Recycling and Conservation

- Recycled paper should be used wherever possible in the following products – letterheads, folders, compliment slips, business cards, photocopy paper, printed paper, envelopes and toilet rolls.

In addition, waste paper should be minimized by the following:

- Avoiding purchase of rough paper / notebooks by keeping an identified stack of unwanted paper printed on one side only
- Where appropriate, re-using paper already printed on one side, both by individuals and in photocopiers, fax machines and PC printers and maintaining a ready supply of such material.
- Where possible compost waste vegetation

Water Conservation

- Where possible have water meters installed
- Where possible conserve water on Allotments, Cemetery and other open spaces
- Where possible we will utilize water butts fed by building down pipes as a non-drinking water source

Cleaning Materials

- Cleaning fluids, polishes and glues, etc, to come from eco-friendly manufacturers where possible
- Use of solvents, harmful to the environment, to be avoided.

Office Equipment

Generally new equipment will be chosen from eco-friendly standards in materials, manufacturers in use and for disposal.

Local Sourcing

Where possible, the Town Council will seek to minimise environmental damage caused through transportation of goods by sourcing materials locally, including food. This also has the positive effect of supporting the local economy.

APPENDIX B

To: Sevenoaks Business Supporters

Sevenoaks 2018 Summer floral decorations

This year Sevenoaks Town Council wishes to plant Sevenoaks red to commemorate the 100th Anniversary of the end of WW1. Sevenoaks in Bloom will participate in the national scheme to create a ribbon of red flowers throughout the town.

Sevenoaks Town Council would like to ask for your assistance to achieve the most out-standing visual floral display in remembrance of the millions of lives lost in conflict. Sev-enoaks is not able to produce the Blood Swept Lands and Seas of Red displays created by Paul Cummins and Tom Piper, but as a town we can pull out all the stops to have as many floral displays as possible.

In addition to the hanging baskets, and flowering troughs, poppies will be planted at strategic locations around the town by the Royal British Legion, Scouts, Guides, Cadets and other organisations who wish to take part.

Individuals will also be asked to knit red poppies which will be used to adorn the railings on The Vine (for a pattern please email osl@sevenoakstown.gov.uk).

The Town Council has earmarked £15,000 towards the floral displays and hanging baskets and would welcome business donations, large or small, to help make this commemoration the most successful and colourful as possible.

If your company is not in a position to help financially, may we ask you to support the scheme by planting any window boxes, troughs, planters your business can provide and also to share the #RibbonofPoppiesSevenoaks through social media to attract as many supporters as possible to take part. The Town Council also welcomes further ideas – please email osl@sevenoakstown.gov.uk

Finally, may we say thank you to all of you who have contributed towards the cost of the summer hanging baskets over the years – your support makes all the difference to the visual attractiveness of Sevenoaks and the financial viability of continuing with this provision.

Yours sincerely



Linda Larter MBE
Chief Executive/Town Clerk
Please see response form overleaf

Please Return to Bonnie Tarling, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG Tel: 01732 459953 email: osl@sevenoakstown.gov.uk

CJS Plants – Environment Policy

CJS Plants exists to enhance the environment with its plant displays and hanging baskets, the plants naturally reducing the carbon dioxide in the atmosphere. However, the directors of the company are aware that the end product in itself is not enough and have sought to improve the environmental impact of the processes involved in achieving that end product. To this end, the company are committed to minimising the impact of its activities on the environment by the following –

We only source our young plants in the United Kingdom and have increased our use of drought tolerant plants, such as geraniums in our planting schemes.

Measures have been taken to reduce water usage in the Nursery with the introduction of ebb and flow style system thus removing the inefficient overhead spray lines.

We recycle all plastic pots and trays in the Nursery and provide separate recycling facilities for all cardboard and paper materials.

CJS Plants try to use as little fossil fuel derived heat as possible in the Nursery. The benefits of this means our carbon footprint is reduced and our displays are hardier and can tolerate better non nursery conditions.

The location of the Nursery in the London Borough of Greenwich means we can reduce our carbon footprint by reducing travelling times. We also seek to minimise toxic emissions through the selection and use of our fleet of vehicles.

We use up to 30% wood bark in the compost mix thus minimising peat usage. We also actively compost our own green waste and are exploring the possibility of incorporating this into our existing compost mix.

The use of re-usable coir liners which are from sustainable source

The company strives to reduce the amount of water wastage by watering displays, wherever possible, during the night or when the day temperatures are lower to ensure the minimum of evaporation. All watering staff are instructed and trained to take great care in watering the baskets so that as much water as possible ends up in the displays

**2018 Sevenoaks in Bloom entry
made possible through the
participation of the following
companies**

- Warners Solicitors
- Go Coach
- Francis Jones Jewellers
- Savills
- L Patmore Ltd
- Atkinson Brignall Dentist
- County Perry
- Sevenoaks Business Centre
- Paydens Ltd
- Sevenoaks Round Table
- SpecSavers
- Stag Community Arts Centre
- Reuthes Nursery
- Otto's Coffeehouse & Kitchen
- Coolings Nursery

With special thanks to all organisations and individuals for their involvement in Sevenoaks in Bloom this year



Sevenoaks Town Council, Council Offices,
Bradbourne Vale Road, Sevenoaks TN13 3QG
www.sevenoakstown.gov.uk
email: council@sevenoakstown.gov.uk

Open Spaces & Leisure Committee Meeting
23rd July 2018
Agenda Item 9

Summer Play Dates

This year Sevenoaks Town Council along with Play Place and Imago will host the following free Summer Play Dates for the public.

Wednesday 8th August 2-5pm at the Vine Gardens.

Wednesday 15th August 2-5pm at Greatness Recreation Ground (Imago help at this event only).

Wednesday 22nd August 2-5pm at Pontoise Play Area.

All events include outdoor games, bouncy castle and crafts. A Magic Show will take place at the Vine Gardens and Pontoise Play Area.

Open Spaces & Leisure Committee
23rd July 2018

Current Matters

Minute number	Subject	Update
127	Kippington Meadow Play Equipment	New play equipment was installed with an opening event held on 29 th May. Due to bad weather on the day another play day will take place on Friday 3 rd August 11am till 1pm
228	Julian's Meadow	Completed using local contractors.
233	Summer Play Dates	3 Summer Play Dates will take place during August. 8 th August 2-5pm at the Vine Gardens 15 th August 2-5pm at Greatness Recreation Ground 22 nd August 2-5pm at Pontoise Close Play Area
236	Warren Clock	For the Town Clerk to discuss the proposal with the current owner and to obtain a legal agreement regarding ownership and building owner permission. It was also requested that the Town Clerk investigate the possibility of listing the clock or registering it as a community asset. Currently awaiting communication from family.
366VI	Vine & Cycle racks	It was noted that the current cycle racks might be better used in a new location. It is also intended to install some additional cycle racks with site to be agreed.
368	Quaker's Hall Allotments Capital Projects	1. Removal of asbestos - completed

		2. Installation of electrical supply 3. Additional water butts to be installed
369	Greatness Recreation Ground Public Toilet	Toilets had now been installed along with a public noticeboard on the side of the Pavilion
372	Vine Pavilion Ramp	Funding received, work to begin after the Cricket Season
	BT Telephone Box to house defibrillator at the Vine Gardens	BT telephone box and defibrillator now installed.
489	Knole Paddock Rugby Club	Sevenoaks Town Council to install ground reinforcement matting to extend current pathway from car park entrance gate to the Club House
490	Sevenoaks Common Management Plan	1. To accept the document as a working document and noted to be reviewed annually. 2. To research the plan for Red Squirrels further and report back to the next meeting. It is noted that there is little research regarding this project. More information would be brought to a future meeting.
494	Contaminated land at Woodside Road	To request the minutes of the de-brief meeting and once received review the minutes to ascertain if there is any further action to be taken in order to recover some of the costs incurred.
	Pavement Plaque outside Sevenoaks School	Request received to help re-instate a loose pavement plaque outside Sevenoaks School