

Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee held on 3rd September 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	Apologies	Cllr P E Towell	Present
Cllr J M Canet	Present	Cllr E Waite	Present Arrived 7.25pm
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, Committee Clerk and Cllr Robert Piper

217. Apologies for Absence

As noted above.

218. Requests for Dispensations

There were no requests for dispensations.

219. Declaration of Interests

There were no declarations of interest.

220. Minutes of the Open Spaces & Leisure Committee held on 23rd July 2018

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

The Vine

It was noted that fish numbers in the pond had slowly increased.

221. Open Spaces & Cemetery Manager's report

A report was received and discussed.

Upper High Street Gardens

The report was received and discussed.

RESOLVED: To install new black metal railings to the retaining wall before the In Bloom entry for 2019.

CCTV at Greatness Recreation Ground

It was noted that costings for a further CCTV at Greatness were still to be obtained.

RESOLVED: For the Open Spaces Manager to continue to research different options regarding CCTV at Greatness Recreation Ground and report back to the next meeting for approval.

Vine Waste

The report was received and discussed.

RESOLVED: Open Spaces team to install additional logs to the edge of the Vine Waste and to carry out recommended repairs.

In Bloom Competition

It was noted that the competition increased the Open Spaces staff's workload. This year two extra part time staff were employed to cover the Vine area. A review of the 2018 entry and plans for 2019 would be discussed in the new year. Results for 2018 would be announced at the awards ceremony on Friday 14th September.

Lamppost outside Lloyds Bank

The condition of the lamppost was discussed.

RESOLVED:

Committee Clerk to ascertain who owns the lamppost and request that it be repainted as soon as possible.

222. Statement of Accounts for June 2018

RESOLVED: To note the report.

5025 – St John's Public Toilets - The increased cost was due to repair, decorating and deep clean.

Letting and Hire Income – incorrect phasing by Finance Department.

Street Lighting – request income from Finance Department for the last quarter.

223. Draft Revenue Estimates 2019/2020 & Rolling Capital Programme

Open Spaces Rolling Capital Programme:

RESOLVED:

To agree the recommended Rolling Capital Programme as attached.

War Memorial in St Nicholas Churchyard:

The condition of the historic War Memorial was discussed.

RESOLVED:

It was requested that the Committee Clerk and Open Spaces Manager research cost for renovation of the current War Memorial plinth.

Property Maintenance Schedule 2019/2020

The report was received and agreed

General Charges, Cemetery Charges & Sports Facilities Charges

Reports received and agreed

Resolved:

To agree and implement proposed increases as per attached.

224. Summer Play Dates

The report was received and noted.

225. Parking Issues at Greatness Recreation Ground

The report was received and discussed.

RESOLVED:

Continue to let the Football Club allocate parking on the grass.

Install new ground surface and white lines to allow further 20 parking spaces to the inner car park.

Not to install bollards along the Mill Lane pavement at this point.

226. Anti Litter Campaign for Sevenoaks

The report was received and discussed.

RESOLVED:

To devise an anti-litter campaign for Sevenoaks lead by the Mayor involving local secondary schools and the Sevenoaks Youth Council.

Ideas suggested were: 45 second video campaign, posters and assemblies in participating schools.

To contact Kent County Council to see what their current campaigns in the area include.

227. Current Matters

The Committee received and noted a report detailing the following 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 a further

		play day took take place on Friday 3 rd August 11am till 1pm
233	Summer Play Dates	3 Summer Play Dates took take place during August. 8th August 2-5pm at the Vine Gardens 15th August 2-5pm at Greatness Recreation Ground 22nd 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 once the project to extend the chair store area was underway.
372	Vine Pavilion Ramp	Funding received, work to begin after the Cricket Season
489	Knole Paddock Rugby Club new pathway	Sevenoaks Town Council staff had started the work and would complete before the season starts.
490	Sevenoaks Common Management Plan	1. Accepted the document as a working document and noted to be reviewed annually.
	Pavement Plaque outside Sevenoaks School	Now reinstalled

228. Press Release

RESOLVED: To issue a press release regarding the anti-litter campaign

There being no further business the Chairman closed the meeting at 8.22 p.m.

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Dated

Chairman

Rolling Capital Program 19/20

	18-19	19-20	20-21	21-22
Machinery				
Replace tractor mounted flail (1991) Achieved from 17/18 £2,300	6,000			
Replace large Tractor Mounted Mower (2008)		11,000		
Replace Van GL05XVU	20,000	12,000		
Replace Van GL55YAD			12,000	
Replace Van LS55CKL			16,000	
Replace Grave digging excavator JCB (2006)				14,000
Replace Dumper Truck 2010				

Property Maintenance

Greatness Cemetery				
Chapel Gutters and soffits repaint		1,000 (Partial RCP 27))		
Cemetery Additional path repairs section 9/10	4,000	1,500 (CIL)		
Chapel re stain existing woodwork		25,000		
New Workshop mess room complex				
Garage roof replace	2,000 (5410)		2,000	
Gates & Railings, Repaint			5,000	
Memorial Safety Testing			8,000	
Road repairs				4,000
Mausoleum, Stone cleaning	5,000 (RCP 88+ CIL)	8,000	3,000	

O/S				
Knole Paddock,				
Replace water heaters	5,000			
External paint & stain	1,718 (RCP 47)			
Replace barn doors	2,000 (RCP 117+CIL)			3,000
Car Park root damage repair				1,000
" remark white lines				
Vine				
Pavilion external paint		20,000		
Insulate pitched roof				4,000
CCTV replace				5,000
Bandstand, repaint		5,000		
Café, internal redecorate				2,000
Café, external repaint		13,000		
Defibrillator, repaint		300		
Paths resurface				15,000
Vine Gardens Paint railings ½ completed in house June 18,	2000 (CIL)			
Tea kiosk, repaint		1,000		
Crazy paving, repaint		10,000		
Judds Piece, resurface				2,500
War Memorial stone repair repointing	500			
Pontoise close				
Replace safety surface under slide & frame	6,000			
Post and rail fence partial replacement	500			
Quarry face fence	2,500			
Metal Gates Betenson ave			2,000 (CIL)	
Perimeter wall, patch pointing			2,000	

Mount Close				
Additional play item	grant possible		10,000	
Kippington Meadow, repaint railings			3,000	
St Nicholas Church,				2,000
Repointing front wall				
Path repairs by south door		2,500 (RCP 68)	3,000	
Path repairs West			4,000	
Path repairs East				
Bethel Rd Cemetery				
Re-stitch crack in front wall		500 (CIL)	500	
Rear wall, replace loose copings				
Hillingdon Rise play area	partial replace safety surfaces		8,000	
Littlewood	Replace rotten fence adj No75	4000 (CIL)		
Julians meadow				
Partial replacement of safety surface			8,000	
Fence to Public right of way	partial replacement		1,200	
Greatness Rec				
Car park low fence	replace to full height	4,600 (Grant)	1,000 (RCP 78)	
Inner car park	resurface		6,000	
Playground safety surfaces,	partial replacement		3,000	
CCTV Replace		9,000 (RCP)		3,000
Skatelite	partial replacement			

Upper High St Gdins

Side wall to six bells lane, patch repointing

Railings, repaint

Shelter, repaint & Stain

1,000

800

500

Lower St Johns toilets

Replace water heater

Refit men's stainless eqp and tiles

Re-stain external woodwork

1,200

1,000 (RCP 123)

5,000

Timber Bus Shelters, Replace x 2 £4,000 Grant available

8,000

SEVENOAKS TOWN COUNCIL
GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2019
(All prices are inclusive of VAT)

TARIFF CATEGORIES

Proposed changes

	Non Resident (£)	Resident (£)
EXCLUSIVE RIGHTS OF BURIAL		
In a grave previously used for a limited period burial:		
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.		
In a New Grave (For 75 years):		
Includes Certificate of Grant, entry in Register (all sites)		
Earth (Lawn section) Grave Site A	2025.00 2090.00	675.00 695.00
Earth (Lawn section) Grave Site B	1620.00 1675.00	540.00 560.00
Earth (Lawn section) Grave Site C	1200.00 1240.00	400.00 415.00
Infants (non-viable foetuses, still born children, and under 5 years)	60.00 65.00	20.00 21.00
<i>Outside spaces are surcharged 25%</i>		
Pre-purchase of Gravemarker	55.00 60.00	55.00 60.00
INTERMENT FEES (Including grave digging)		
Infant's Grave (single depth grave in infant's section)	420.00 435.00	140.00 145.00
Single depth in an adult grave (all ages)	1425.00 1470.00	475.00 490.00
Double depth in an adult grave (all ages)	1860.00 1920.00	620.00 640.00
<i>Surcharge for casket burials is double the above fees</i>		
Burials with coffins & caskets outside of normal dimensions	POA	POA
Interment of cremated remains within a Grave	225.00 235.00	75.00 80.00
OTHER FEES		
Transfer of Exclusive Rights of Burial Grant (per document)	60.00 65.00	60.00 65.00
To search Register of Burials per name (same family)	25.00 30.00	25.00 30.00
Annual Grave Maintenance-Grass Grave	90.00 95.00	90.00 95.00
Annual Grave Maintenance-Full Memorial	130.00 135.00	130.00 135.00
Turfing of old graves (at client's request)	60.00 65.00	60.00 65.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	135.00 150.00	135.00 150.00
Weekend surcharge-cremated remains burial	135.00 150.00	135.00 150.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	45.00 50.00	45.00 50.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	75.00 80.00	75.00 80.00

SEVENOAKS TOWN COUNCIL
GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2019

(All prices are inclusive of VAT)

	Non Resident (£)	Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required)	140.00 145.00	140.00 145.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	150.00 155.00	150.00 155.00
Double headstones	300.00 310.00	300.00 310.00
Additional inscriptions after first interment	105.00 110.00	105.00 110.00
Tablets, scrolls, bird baths and books up to 15 inches in height	105.00 110.00	105.00 110.00
To replace a memorial with similar or smaller memorial	35.00 40.00	35.00 40.00
Memorial removal and disposal fee	90.00 95.00	90.00 95.00
Notes to Memorial permits		
- Kerbstones and border stones are NOT permitted on grave sites: - for which exclusive burial rights were purchased on or after 1.11.80 - in Lawn Areas (whenever exclusive burial rights were purchased). - Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above. - Memorial prices will rise above inflation to cover additional costs for inspection. - All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.		
WALL OF REMEMBRANCE		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	120.00 125.00	120.00 125.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	690.00 715.00	230.00 240.00
Additional inscription to existing plaque	40.00 45.00	40.00 45.00

SEVENOAKS TOWN COUNCIL
GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2019
(All prices are inclusive of VAT)

	Non Resident (£)	Resident (£)
LAWN OF REMEMBRANCE		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	510.00 530.00	170.00 175.00
Internment of ashes (digging charge)	225.00 235.00	75.00 80.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	145.00 150.00	145.00 150.00

NOTE:

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

RESIDENT

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

NON RESIDENT

Any non parishioner

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

SEVENOAKS TOWN COUNCIL

GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2019

CHARGES CATEGORIES

Proposed Changes

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
Normal size – 10 rods	£3.00 per rod wef 29-09-17
	£3.50 per rod wef 29-09-18 4.00 wef 29.09.2019
Quakers Hall Allotments:	
Normal size – 10 rods	£2.00 per rod wef 29-09-17
	£3.50 per rod wef 29-09-18 4.00 wef 29.09.2019
Logs:	
Full Load	£110.00 115.00
Half Load	£65.00 70.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2012 for 7 years. Lease expires December 2019)	£3,750.00
Sevenoaks Clarendon LTC (reviewed March 2014 for next 7 years. Main lease expires March 2042)	£412.00 per annum Review March 2021
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5 year reviews. Lease expires 23 September 2028)	£3,090 per annum Review 2018/2019
Vine Cricket Ground (licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
Pitch 1(Lease expires 27 April 2021)	£1 per annum
Pitch 2 & Pavilion (Lease commenced 1 April 2005 and expires 27 April 2021). Last reviewed 2015	£520 per annum

SEVENOAKS TOWN COUNCIL

SPORTS FEES

FEES & CHARGES FROM 1 APRIL 2019

Proposed Changes

	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m. (£)
CRICKET (Summer Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults	95.00 100.00	80.00 85.00	65.00 70.00
Weekday games - Juniors	60.00 65.00	55.00 57.00	45.00 47.00
Weekend games - Adults	110.00 120.00	100.00 105.00	75.00 80.00
Weekend games - Juniors	72.00 75.00	60.00 62.00	50.00 52.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	60.00 65.00	50.00 55.00	40.00 45.00
Weekday games - Juniors	40.00 45.00	35.00 40.00	25.00 27.00
Weekend games - Adults	85.00 90.00	65.00 70.00	50.00 55.00
Weekend games - Juniors	55.00 60.00	45.00 47.00	35.00 37.00
SOCCER (Winter Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults		70.00 75.00	
Weekday games - Juniors		40.00 42.00	
Weekend games - Adults		90.00 95.00	
Weekend games - Juniors		50.00 52.00	
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults		45.00 50.00	
Weekday games - Juniors		25.00 30.00	
Weekend games - Adults		65.00 70.00	
Weekend games - Juniors		35.00 36.00	
RUGBY (Winter Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults		100.00 105.00	
Weekday games - Juniors		55.00 60.00	
Weekend games - Adults		125.00 130.00	
Weekend games - Juniors		75.00 80.00	
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults		65.00 70.00	
Weekday games - Juniors		40.00 42.00	
Weekend games - Adults		85.00 90.00	
Weekend games - Juniors		58.00 60.00	
Mini Tournaments		135.00 140.00	
Junior Training Areas		35.00 37.00	
Mens Training per hour		30.00 31.00	
Ladies Training per hour		25.00 26.00	
Outside Rugby clubs-normal fee plus		30.00 31.00	

All fees subject to VAT other than block bookings of 10 or more games which are paid in advance

SEVENOAKS TOWN COUNCIL

SPORTS FEES

FEES & CHARGES FROM 1 APRIL 2019

Proposed Changes

	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m (£)
Other Uses: Use of Pavilion for Social Purposes			
including showers (minimum charge 2 hours)			
Per hour - Adults		30.00 31.00	
Per hour - Juniors		20.00 21.00	
excluding showers (minimum charge 2 hours)			
Per hour - Adults		20.00 21.00	
Per hour - Juniors		15.00 16.00	
Daily rates (7 hours)			
For Sevenoaks organisations		90.00 110.00	
For non-Sevenoaks organisations		115.00 135.00	
Fetes, Sports Meetings etc (one field plus pavilion) whole day		380.00 395.00	
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only		200.00 210.00	
Junior Sports Meetings (7 hours)			
Restricted Area		100.00 105.00	
One field and Pavilion		195.00 200.00	
One field		160.00 165.00	
Athletics Track by arrangement			