

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

Committee Members present:

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

Substitutes	For
Cllr A Clayton	Cllr R Parry

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

Note: The meeting was not recorded.

Public Question Time

There were no members of the public present.

295. APOLOGIES FOR ABSENCE

As noted above.

296. REQUESTS FOR DISPENSATION

There were no requests for dispensations.

297. DECLARATIONS ON INTEREST

There were no declarations of interest.

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

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

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

299. OPEN SPACES & CEMETERY MANAGERS REPORT

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

i) Staff

New gardener had been employed for cemetery.

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

Resolved:

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

RECOMMENDATION: To Finance & General Purposes Committee that 10% of £2,023.60 be taken from The Town Council's Capital Reserve.
- vii) **Sports Fees**
The Committee noted the dissimilarity between the cost of rugby and football pitch hire at Knole Paddock and agreed that the higher charge was fair given the additional maintenance costs of the rugby pitch due to its size.

300. STATEMENT OF ACCOUNTS

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

301. PROPOSED CHARGES FOR 2020

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

RESOLVED:

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

302. SUMMER PLAY DATES

RESOLVED: To note the report circulated with the agenda.

303. ALLOTMENT REPORT

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

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

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

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

305. SEVENOAKS IN BLOOM RESULTS 2019

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

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

RESOLVED:

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

306. VISIT TO KING HENRY'S WALK

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

307. CURRENT MATTERS

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

308. PRESS RELEASE

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

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

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Chairman

Dated

GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2020CHARGES GENERAL CATEGORIES

Proposed Changes

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
Normal size – 10 rods	£4.00 per rod wef 29-09-19
	£4.15 per rod wef 29.09.2020
Quakers Hall Allotments:	
Normal size – 10 rods	£4.00 per rod wef 29-09-19
(key deposit)	£4.15 per rod wef 29-09-2020
	£20.00
Logs:	
Full Load	£ 120.00 115.00
Half Load	£ 75.00 70.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2012 for 7 years. Lease expires December 2019)	£3,750.00 Review December 2019
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
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
GREATNESS PARK CEMETERY

Appendix B

FEES & CHARGES FROM 1 APRIL 2020

(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	2145.00	2090.00	715.00	695.00
Earth (Lawn section) Grave Site B	1725.00	1675.00	575.00	560.00
Earth (Lawn section) Grave Site C	1275.00	1240.00	425.00	415.00
Infants (non-viable foetuses, still born children, and under 5 years)	66.00	65.00	22.00	21.00
<i>Outside spaces are surcharged 25%</i>				
Pre-purchase of Gravemarker	62.00	60.00	62.00	60.00
INTERMENT FEES (Including grave digging)				
Infant's Grave (single depth grave in infant's section)	450.00	435.00	150.00	145.00
Single depth in an adult grave (all ages)	1500.00	1470.00	500.00	490.00
Double depth in an adult grave (all ages)	2010.00	1920.00	670.00	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	240.00	235.00	85.00	80.00
OTHER FEES				
Transfer of Exclusive Rights of Burial Grant (per document)	67.00	65.00	67.00	65.00
To search Register of Burials per name (same family)	31.00	30.00	31.00	30.00
Annual Grave Maintenance-Grass Grave	100.00	95.00	100.00	95.00
Annual Grave Maintenance-Full Memorial	140.00	135.00	140.00	135.00
Turfing of old graves (at client's request)	67.00	65.00	67.00	65.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	155.00	150.00	155.00	150.00
Weekend surcharge-cremated remains burial	155.00	150.00	155.00	150.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	55.00	50.00	55.00	50.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA	80.00	POA	80.00

SEVENOAKS TOWN COUNCIL
GREATNESS PARK CEMETERY

Appendix B

FEES & CHARGES FROM 1 APRIL 2020
(All prices are inclusive of VAT)

	Non Resident (£)	Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required)	155.00 145.00	155.00 145.00
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.	165.00 155.00	165.00 155.00
Double headstones	330.00 310.00	330.00 310.00
Additional inscriptions after first interment	115.00 110.00	115.00 110.00
Tablets, scrolls, bird baths and books up to 15 inches in height	125.00 110.00	125.00 110.00
To replace a memorial with similar or smaller memorial	45.00 40.00	45.00 40.00
Memorial removal and disposal fee	100.00 95.00	100.00 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	130.00 125.00	130.00 125.00
Where there has been no internment of cremated remains but the fixing of a memorial plaque is required	750.00 715.00	250.00 240.00
Additional inscription to existing plaque	50.00 45.00	50.00 45.00

SEVENOAKS TOWN COUNCIL
GREATNESS PARK CEMETERY

Appendix B

FEES & CHARGES FROM 1 APRIL 2020
(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)	540.00 530.00	180.00 175.00
Internment of ashes (digging charge)	255.00 235.00	85.00 80.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	155.00 150.00	155.00 150.00

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

SPORTS FEES

Appendix C

FEES & CHARGES FROM 1 APRIL 2020

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	103.00 100.00	88.00 85.00	72.00 70.00
Weekday games - Juniors	67.00 65.00	59.00 57.00	48.00 47.00
Weekend games - Adults	125.00 120.00	110.00 105.00	82.00 80.00
Weekend games - Juniors	77.00 75.00	64.00 62.00	53.00 52.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	68.00 65.00	58.00 55.00	46.00 45.00
Weekday games - Juniors	46.00 45.00	41.00 40.00	28.00 27.00
Weekend games - Adults	93.00 90.00	72.00 70.00	57.00 55.00
Weekend games - Juniors	62.00 60.00	48.00 47.00	38.00 37.00
SOCCER (Winter Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults		78.00 75.00	
Weekday games - Juniors		43.00 42.00	
Weekend games - Adults		98.00 95.00	
Weekend games - Juniors		54.00 52.00	
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults		52.00 50.00	
Weekday games - Juniors		31.00 30.00	
Weekend games - Adults		72.00 70.00	
Weekend games - Juniors		37.00 36.00	
RUGBY (Winter Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults		108.00 105.00	
Weekday games - Juniors		62.00 60.00	
Weekend games - Adults		134.00 130.00	
Weekend games - Juniors		82.00 80.00	
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults		72.00 70.00	
Weekday games - Juniors		43.00 42.00	
Weekend games - Adults		93.00 90.00	
Weekend games - Juniors		62.00 60.00	
Mini Tournaments		145.00 140.00	
Junior Training Areas		38.00 37.00	
Mens Training per hour		32.00 31.00	
Ladies Training per hour		27.00 26.00	
Outside Rugby clubs-normal fee plus		32.00 31.00	

SEVENOAKS TOWN COUNCIL

SPORTS FEES

Appendix C

FEES & CHARGES FROM 1 APRIL 2020

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		32.00 31.00	
Per hour - Juniors		22.00 21.00	
excluding showers (minimum charge 2 hours)			
Per hour - Adults		22.00 21.00	
Per hour - Juniors		17.00 16.00	
Daily rates (7 hours)			
For Sevenoaks organisations		113.00 110.00	
For non-Sevenoaks organisations		140.00 135.00	
Fetes, Sports Meetings etc (one field plus pavilion) whole day		405.00 395.00	
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only		215.00 210.00	
Junior Sports Meetings (7 hours)			
Restricted Area		110.00 105.00	
One field and Pavilion		205.00 200.00	
One field		170.00 165.00	
Athletics Track by arrangement			