

12th February 2020

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 17th February 2020 at 7pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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



Town Clerk

Committee Members

CLlr Dr J M Canet – **Chairman**
CLlr A Eyre – **Vice Chairman**
CLlr K Bonin
CLlr S Camp
CLlr Granville Baxter
CLlr R Hogarth
CLlr L Michaelides
CLlr T Morris Brown
CLlr R J Parry
CLlr S G Raikes

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

PUBLIC QUESTION TIME

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

- 1 **APOLOGIES FOR ABSENCE**
Apologies for absence.
- 2 **REQUESTS FOR DISPENSATIONS**

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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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 11th November 2019 (copy attached).

5 OPEN SPACES & CEMETERY MANAGER'S REPORT

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

6 STATEMENT OF ACCOUNTS

To receive and consider the Statement of Accounts for 31st December 2019 (copy attached).

7 SEVENOAKS IN BLOOM MINUTES OF MEETING HELD ON 28th January 2020
(copy attached)

8 ALLOTMENT REPORT (report attached)

9. PROPOSED DIVERSION OF PUBLIC FOOTPATH

SU31 (part) and SU28 (part), Sevenoaks PROW/SU31/1539 (report attached)

10. GREATNESS FOOTBALL PAVILION PROPOSALS (report attached)

11. OPEN SPACES & LEISURE COMMITTEE'S ROLLING CAPITAL PROJECT REVIEW (report attached)

12. CURRENT MATTERS (report attached)

13. 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 Monday 11th November 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 (7.30pm) |
| Cllr V Granville- Baxter | Present | Cllr Raikes | Apologies |
| Cllr L Michaelides | Present | Cllr R Parry | Present |
| Cllr T Morris Brown | Present | | |

| Substitutes | For |
|----------------|---------------|
| Cllr R Piper | Cllr S Raikes |
| Cllr T Clayton | Cllr S Camp |

Attendance: 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.

348. APOLOGIES FOR ABSENCE

As noted above.

349. REQUESTS FOR DISPENSATION

There were no requests for dispensations.

350. DECLARATIONS ON INTEREST

There were no declarations of interest.

351. MINUTES OF THE OPEN SPACES AND LEISURE COMMITTEE HELD ON 30th SEPTEMBER 2019

RESOLVED: The minutes of the Open Spaces and Leisure Committee held on 30TH September 2019 were signed as a true record subject to the following amendments: Cllr Clayton substituted for Cllr Camp and Cllr Piper was in attendance.

352. OPEN SPACES & CEMETERY MANAGERS REPORT

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

i) Trees

Actions to previous resolutions regarding trees

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

To progress the ability of members of the public to donate trees the town council would initially provide details in the Town Crier.

Potential dates for a tour of sites for new Councillors were Friday 6th or Monday 9th of December. Councillors were asked to contact the Open Spaces Manager.

Kent County Council had been contacted regarding its tree planting policy in relation to pavements, no response received to date.

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

ii) Greatness Cemetery Mess Room and Workshop

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

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

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

The cost for this was £38,000.

In addition, there would be a need to arrange temporary storage units for the plant and tools, deal with demolition and disposal, new electrical connection to the existing supply and connecting the mains water and cess pit outlet. Additional quotations being sought.

The Town Council wished to recognise the Government and KCC declarations for aiming for Zero Carbon and make its number one priority to integrate the aim within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation. For its new buildings to be as sustainable and

eco-friendly as possible. Existing buildings to be improved to be more sustainable with reduced carbon footprint where practicable.

The Town Council would therefore commission an environmental audit of the proposed building and estimate the size of solar installation to off set the new build rather than merely reduce electricity consumption per annum. Rainwater harvesting was also a possible option although relatively little water was used in the messroom when compared with the whole site (public toilet, watering points, watering flowers).

Options to proceed

1. Continue with quotes for a steel building and arrange an audit of the building to estimate carbon offset needed.
2. Obtain quotes for a wooden building (lower environmental footprint but shorter working life and harder to make secure) arrange a similar audit.

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

RESOLVED: To move forward with installing a new building and to research the pay-back for solar energy and seek advice from solar panel installers and Eco Electricity or similar suppliers.

RECOMMENDATION: To Finance & General Purposes Committee that authorisation be delegated to the Chairman, Vice Chairman and Town Clerk to proceed with the building requesting an additional allocation of £20,000 from Capital Reserve.

Pontoise Recreation Ground

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

The Grant offered was slightly lower at £15,000.00 less 10% from Town Council which would fund the scheme by £2,245.00 in total.

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

Sevenoaks Rugby Football Club

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

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

Previously the club had suggested enlarging the store to double its size which could easily be achieved without visual impact on any nearby resident or loss of playing surface. An architect had drawn up plans for the Council to review.

RESOLVED: To request the District valuer to consider lease rent for additional store area when reviewing recommendation for rent for renewal of lease. Agrees in principle subject to planning and meeting all costs for the project and successful lease negotiation.

Congratulations were passed to the Open Spaces Manager and his team on the excellent condition of the Cemetery, War Memorial and Vine at the time of the remembrance services.

353. STATEMENT OF ACCOUNTS

RESOLVED: To receive and note the accounts for September 2019.

354. DRAFT REVENUE AND CAPITAL PROGRAMME BUDGET FOR 2020-2021

i) Draft Revenue Budget

ii) Capital Rolling Programme

It was noted that funding associated with the capital rolling programme was not within the draft revenue budget and the principle would be reviewed by the Finance & General Purposes Committee.

Jubilee Clock – To research history relating to the clock.

St John's public convenience – To consider upgrading the facilities.

RESOLVED: To recommend draft report to Finance & General Purposes Committee

355. 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 opened. |
| 176 IV (2019) | Burial Land at Greatness | Noted 60 year provision. |
| 176/5 V (2019) | Sevenoaks Common | Mayor to plant tree on 28 th November 2019 |
| 176/5 VI (2019) | Hillingdon Rise Green | Cllrs to canvass public about parking on the grass. |
| 176/5 VII (2019) | Tree Planting | Open Spaces Manager to liaise with Enovert. |
| 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. |

356. PRESS RELEASE

RESOLVED: To distribute a press release relating to the Mayor's tree planting at the Sevenoaks Common.

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

357. CEMETERY LODGE

RESOLVED: Request to purchase additional land was denied.

There being no further business the Chairman closed the meeting at 8.30pm

.....
Chairman

Dated

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OPEN SPACES AND CEMETERY MANAGERS REPORT 17th Feb 2020

Staff

During November our three new staff employed last summer undertook induction training in a range of subjects to include, Fire Extinguisher Training, Understanding COSHH, Manual Handling and Working at Heights.

In January Sam Meaton, John Humphrey and Andrew Monk passed the N.P.O.R.S. (National Plant Operators Register of Skills) Certificate of Competence,

John Humphrey and Sam Meaton also undertook the Certificate of Competence for Tracked Excavators.

This provides us with a wider skill base for grave digging and works in the Cemetery.

Last week Amenity Training Consultancy returned for a one day review and catch up covering the Hand Arm Vibration monitoring that they helped us set up last winter, the day also covered general risk assessment and all other areas we reviewed last winter, all staff attended.

The following day the three inductees Sam Meaton, Peter Traynor and Lewis Sutton undertook an induction course on the safe use and maintenance of Lawn mowers and strimmer's.

Hand Arm Vibration Syndrome

The purchase of cordless electric strimmer's blowers and hedge trimmers proved a success staff found them easy to use with significantly reduced vibration as well as noise and fumes.

We trialled one rotary mower powered by battery which although a nice machine to use the battery life at 35-40 minutes proved just too short for any normal work session

We will continue to look for new products with better battery life but at present there seems to be a ceiling on battery run time which is preventing us changing to cordless equipment, but with every machine we replace on the grounds of age or reliability we will be seeking to eliminate petrol and eventually diesel.

Tree Planting

On Friday the 24th of January, councillors and the Chair of the Open Spaces committee Marilyn Canet helped plant three domestic fruiting apple trees at Greatness Recreation ground. They are just in front of the Play area where they will provide some shade and easy accessibility for people to pick the fruit in years to come.

The varieties are Cox's Orange Pippin, Bramley's Seedling and Fiesta which will all cross pollinate each other.

We have just finished the clearing of brush and bramble and planting of young whips of Hazel, Hornbeam, Crab Apple in the area of Sevenoaks common, along Beechmont, close to the junction of Weald Rd, that I had previously reported was paid for as a birthday present to a local resident

In a relatively heavily wooded town, we must look to increase tree numbers and diversity along with value to wildlife and pollinators by developing the tree canopy on many levels, and this is one example of this.

Buckhurst Play Area at the Environment Park

During the construction of the Multi storey car park access to Buckhurst has been difficult But with its completion we have been able to start improving the Buckhurst site again with further clearing around the steps ready for planting and the complete dismantling of the rooting steps and rebuilding.

All steps were removed along with the handrails and new sleepers installed along with timber posts and fencing alongside, the steps have been finished with Hi Viz nosing's and new concrete laid for the treads, this has been an in house project which staff involved have enjoyed undertaking.

Sevenoaks Common Greensands Project

Over the past few Wednesdays and Fridays the volunteer team from the Greensands project lead by Clare Russell, have been gently widening paths and path intersections, and then on the western boundary along Windmill lane where Rhododendron has been invading from neighbouring woodland they have cut it down pulled out roots and burnt the arisings.

So, we thank them for their work achieving a considerable amount in a few days.



Replacement Town Wardens Van

The current vehicle built in 2005 has suffered with higher than average repair costs (clutch and dual mass flywheel last year £1000) and really needs replacement soon.

This is a closed in panel van and there are several Electric vehicles of this style available now the closest in size and of a reasonable price are the Renault Kangoo and Nissan eNV200

My preference is for the Nissan which is larger, below are some advertised figures for purchase versus lease or contract hire.

The Nissan comes with an 8-year warranty on the batteries whereas with the Renault the batteries are leased for a monthly sum based on mileage.

Nissan eNV200

Lease purchase

| | |
|---------|--------|
| Deposit | £1,500 |
|---------|--------|

| | |
|--------------------------------|---------|
| 48 monthly payments of £309.00 | £14,832 |
|--------------------------------|---------|

| | |
|--------------------------------------------|--------|
| Final balloon payment to purchase outright | £7,839 |
|--------------------------------------------|--------|

| | |
|-------------------------|---------|
| Total cost over 4 years | £24,171 |
|-------------------------|---------|

Contract hire based on 10,000m pa this includes all standard maintenance for the 4-year term.

| | |
|-------------------------------------------------------|----------------|
| Deposit | £1,500 |
| 48 Monthly payments of £325.00 | £15,600 |
| No final payment, no vehicle, start the process again | |
| Total | £17,100 |

OR

| | |
|-------------------|---------|
| Purchase outright | |
| New eNV200 | £21,000 |

Other points to consider

If the vehicle is to be handed back ,it will need to be in an as new condition and repairs and respraying may be needed, this could add £1000+ to the cost, although I have heard it is possible to insure against this cost.

If we keep the vehicle or buy outright costs to repair will start to rise from year 6 probably, we have historically kept our vehicles for 10 years or more.

All these costs were obtained from web sites and would need to be substantiated with written quotes.

Recommendation sought

Sevenoaks Town Council
Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | Transfer to/from EMR |
|-----------------------------------------|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|----------------------|
| <u>21</u> O/ Spaces & Leisure - General | | | | | | | | | | |
| 1022 Letting & Hire of Facilities | (282) | 0 | 282 | 24,559 | 20,000 | (4,559) | 30,000 | | 0 | |
| 1316 Raleys Car Park Permits | 1,083 | 1,750 | 667 | 1,100 | 1,750 | 650 | 1,750 | | 0 | |
| 1350 Revenue Grant Income | 0 | 0 | 0 | 1,228 | 0 | (1,228) | 0 | | 0 | |
| 1550 Insurance Claims | 940 | 0 | (940) | 940 | 0 | (940) | 0 | | 0 | |
| 1850 Log Sales | 38 | 0 | (38) | 667 | 1,200 | 533 | 1,200 | | 0 | |
| 1990 Other Income | 824 | 51 | (773) | 27,255 | 512 | (26,743) | 720 | | 0 | |
| | 2,604 | 1,801 | (803) | 55,749 | 23,462 | (32,287) | 33,670 | | | 0 |
| O/ Spaces & Leisure - General :- Income | | | | | | | | | | |
| 4010 Gross Pay | 16,108 | 14,174 | (1,934) | 135,040 | 127,566 | (7,474) | 170,090 | | 35,050 | |
| 4270 Employers Pension Contribution | 844 | 948 | 104 | 7,370 | 8,532 | 1,162 | 11,380 | | 4,010 | |
| 5013 Graffiti Removal | 0 | 0 | 0 | 44 | 500 | 456 | 1,000 | | 956 | |
| 5025 Lower St Johns Toilets | 798 | 596 | (202) | 7,705 | 5,364 | (2,341) | 7,152 | | (553) | |
| 5026 Greatness Rec Convenience | 210 | 333 | 123 | 1,867 | 2,997 | 1,130 | 4,000 | | 2,133 | |
| 5050 Seats And Litter Bins | 719 | 0 | (719) | 1,638 | 1,700 | 62 | 2,700 | | 1,062 | |
| 5060 Sevenoaks Common | 0 | 0 | 0 | 3,031 | 3,600 | 569 | 3,600 | | 569 | |
| 5065 Tree Safety Survey | 0 | 0 | 0 | 2,350 | 2,500 | 150 | 3,700 | | 1,350 | |
| 5070 Other Woodlands | 0 | 0 | 0 | 3,334 | 2,420 | (914) | 3,300 | | (34) | |
| 5110 Knole Paddock & Pavilion | 0 | 100 | 100 | 421 | 900 | 479 | 2,080 | | 1,659 | |
| 5120 Knole Paddock Pitch & Gmd Mt | 357 | 0 | (357) | 1,742 | 2,747 | 1,005 | 5,000 | | 3,258 | |
| 5310 Miscellaneous Open Spaces | 428 | 1,000 | 572 | 33,093 | 9,000 | (24,093) | 21,500 | | (11,593) | |
| 5316 Skatepark Maintenance | 0 | 0 | 0 | 602 | 2,500 | 1,898 | 2,500 | | 1,898 | |
| 5317 Raleys Car Park | 0 | 0 | 0 | 494 | 480 | (14) | 480 | | (14) | |
| 5320 Fertilizers | 0 | 0 | 0 | 615 | 750 | 135 | 1,200 | | 585 | |

Sevensoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Cost Centre Report

Month No: 9

11/02/2020

14:12

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | Transfer to/from EMR |
|------------------------------------------------------------------|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|----------------------|
| 5330 Grass Seed | 0 | 0 | 0 | 2,143 | 2,000 | (143) | 2,000 | | (143) | |
| 5340 Plants | 453 | 0 | (453) | 2,149 | 2,225 | 76 | 2,700 | | 551 | |
| 5410 Repairs & General Maintenance | 39 | 125 | 86 | 310 | 1,125 | 815 | 1,500 | | 1,190 | |
| 5500 Equipment Hired and New | 146 | 712 | 566 | 27,547 | 5,948 | (21,599) | 8,000 | | (19,547) | |
| 5525 Equipment Maintenance | 925 | 460 | (465) | 3,041 | 4,830 | 1,789 | 8,000 | | 4,959 | |
| 5550 Vehicle Expenses | 527 | 375 | (152) | 3,313 | 3,375 | 62 | 4,500 | | 1,187 | |
| 5700 Fuel | 192 | 574 | 382 | 3,363 | 4,378 | 1,015 | 6,200 | | 2,837 | |
| 6000 Rent & Rates | (54) | 160 | 214 | 363 | 1,120 | 757 | 1,600 | | 1,237 | |
| 6010 Light Heat & Cleaning | 0 | 500 | 500 | 1,216 | 1,850 | 634 | 2,100 | | 884 | |
| 6101 Telephone | 12 | 17 | 5 | 130 | 153 | 23 | 200 | | 70 | |
| 6104 Mobile Telephone | 30 | 25 | (5) | 141 | 225 | 84 | 300 | | 159 | |
| 6320 Staff Training | 679 | 0 | (679) | 2,332 | 2,000 | (332) | 2,500 | | 169 | |
| 6330 Welfare/Hospitality | 23 | 17 | (6) | 164 | 153 | (11) | 200 | | 36 | |
| 6730 Subscriptions | 0 | 0 | 0 | 0 | 200 | 200 | 200 | | 200 | |
| 6812 Road Dues | 0 | 0 | 0 | 145 | 1,300 | 1,155 | 2,000 | | 1,855 | |
| 6851 Bus Shelter Maintenance | 0 | 14 | 14 | 0 | 128 | 128 | 170 | | 170 | |
| 6900 Sundry Expenses | 0 | 8 | 8 | 11 | 72 | 61 | 100 | | 89 | |
| 6922 Health&Safety/Risk Assessments | 0 | 300 | 300 | 806 | 1,400 | 594 | 1,500 | | 694 | |
| 6930 Alarm Maintenance | 0 | 0 | 0 | 668 | 720 | 52 | 720 | | 52 | |
| 6931 CCTV Maintenance | 0 | 0 | 0 | 520 | 1,200 | 680 | 1,200 | | 680 | |
| 6934 Waste Bin Collection-Dog Bins | 655 | 700 | 45 | 1,966 | 2,100 | 134 | 2,800 | | 834 | |
| 6935 Waste Bin Disposal-Waste Bins | 107 | 335 | 228 | 2,466 | 3,005 | 539 | 4,100 | | 1,634 | |
| 6952 Protective Clothing | 145 | 117 | (28) | 1,536 | 1,050 | (486) | 1,400 | | (136) | |
| O/ Spaces & Leisure - General :- Indirect Expenditure | 23,344 | 21,590 | (1,754) | 253,674 | 212,113 | (41,561) | 293,672 | 0 | 39,998 | 0 |
| Net Income over Expenditure | (20,740) | (19,789) | 951 | (197,925) | (188,651) | 9,274 | (260,002) | | | |

11/02/2020

14:12

Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---------------------------------------|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|----------------------|
| Grand Totals:- Income | 2,604 | 1,801 | (803) | 55,749 | 23,462 | (32,287) | 33,670 | | | |
| Expenditure | 23,344 | 21,590 | (1,754) | 253,674 | 212,113 | (41,561) | 293,672 | 0 | 39,998 | |
| Net Income over Expenditure | (20,740) | (19,789) | 951 | (197,925) | (188,651) | 9,274 | (260,002) | | | |
| Movement to/(from) Gen Reserve | (20,740) | | | (197,925) | | | | | | |

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11/02/2020
 14:12
 Month No: 9
 Sevenoaks Town Council
 Detailed Income & Expenditure by Phased Budget Heading 31/12/2019
 Cost Centre Report

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | Transfer to/from EMR |
|------------------------------------------|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|----------------------|
| 22 O/ Spaces & Leisure - Cemetery | | | | | | | | | | |
| 1550 Insurance Claims | 414 | 0 | (414) | 3,101 | 0 | (3,101) | 0 | | 0 | |
| 1700 Cemetery Income | 7,165 | 7,500 | 335 | 58,644 | 67,500 | 8,856 | 90,000 | | 0 | |
| | 7,579 | 7,500 | (79) | 61,745 | 67,500 | 5,755 | 90,000 | | | 0 |
| O/ Spaces & Leisure - Cemetery :- Income | | | | | | | | | | |
| 4010 Gross Pay | 7,161 | 5,410 | (1,751) | 54,411 | 48,690 | (5,721) | 64,920 | | 10,509 | |
| 4270 Employers Pension Contribution | 528 | 507 | (21) | 4,350 | 4,563 | 213 | 6,084 | | 1,734 | |
| 5210 Cemetery Chapel & Office | 43 | 0 | (43) | 43 | 200 | 157 | 200 | | 157 | |
| 5230 Cemetery Workshop/Messroom Mice | 0 | 0 | 0 | 187 | 170 | (17) | 170 | | (17) | |
| 5410 Repairs & General Maintenance | 25 | 84 | 59 | 94 | 751 | 657 | 1,000 | | 906 | |
| 5500 Equipment Hired and New | 1,926 | 100 | (1,826) | 3,543 | 1,736 | (1,807) | 2,200 | | (1,343) | |
| 5525 Equipment Maintenance | 68 | 208 | 141 | 3,433 | 1,872 | (1,561) | 2,500 | | (933) | |
| 5700 Fuel | 248 | 79 | (169) | 695 | 711 | 16 | 950 | | 255 | |
| 6000 Rent & Rates | 789 | 490 | (299) | 4,969 | 4,295 | (674) | 5,900 | | 931 | |
| 6010 Light Heat & Cleaning | 184 | 100 | (84) | 743 | 900 | 157 | 1,200 | | 457 | |
| 6101 Telephone | 43 | 62 | 19 | 428 | 558 | 130 | 740 | | 312 | |
| 6104 Mobile Telephone | 0 | 8 | 8 | 58 | 72 | 14 | 100 | | 42 | |
| 6200 Printing & Stationery | 6 | 33 | 27 | 13 | 297 | 285 | 400 | | 388 | |
| 6240 Computer/ Data Base/WP's | 0 | 0 | 0 | 372 | 390 | 19 | 390 | | 19 | |
| 6320 Staff Training | 271 | 0 | (271) | 838 | 1,500 | 663 | 1,500 | | 663 | |
| 6330 Welfare/Hospitality | 12 | 13 | 1 | 140 | 113 | (27) | 150 | | 10 | |
| 6500 Goods for Resale | 90 | 17 | (73) | 245 | 150 | (95) | 200 | | (45) | |
| 6630 Professional Fees | 0 | 0 | 0 | 95 | 100 | 5 | 100 | | 5 | |
| 6730 Subscriptions | 0 | 0 | 0 | 95 | 100 | 5 | 100 | | 5 | |

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Cost Centre Report

Month No: 9

11/02/2020

14:12

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | Transfer to/from EMR |
|--------------------------------------------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|-------------------------|
| 6802 Trees Plants Turf & Fertilizer | 537 | 675 | 138 | 3,061 | 3,000 | (61) | 3,000 | | (61) | |
| 6822 Roads Path & Boundaries | 0 | 126 | 126 | 673 | 526 | (147) | 600 | | (73) | |
| 6832 Lawn/Wall of Remembrance | 0 | 0 | 0 | 0 | 0 | 0 | 100 | | 100 | |
| 6900 Sundry Expenses | 0 | 4 | 4 | 35 | 36 | 1 | 50 | | 15 | |
| 6922 Health&Safety/Risk Assessments | 0 | 0 | 0 | 1,101 | 970 | (131) | 970 | | (131) | |
| 6930 Alarm Maintenance | 0 | 0 | 0 | 581 | 1,150 | 569 | 1,150 | | 569 | |
| 6932 Cemetery Security | 381 | 438 | 57 | 3,311 | 3,942 | 631 | 5,250 | | 1,939 | |
| 6935 Waste Bin Disposal-Waste Bins | 79 | 100 | 21 | 1,125 | 900 | (225) | 1,200 | | 75 | |
| 6952 Protective Clothing | 21 | 50 | 29 | 707 | 450 | (257) | 600 | | (107) | |
| O/ Spaces & Leisure - Cemetery :- Indirect Expenditure | 12,410 | 8,504 | (3,906) | 85,348 | 78,142 | (7,206) | 101,724 | 0 | 16,376 | 0 |
| Net Income over Expenditure | (4,831) | (1,004) | 3,827 | (23,603) | (10,642) | 12,961 | (11,724) | | | |
| Grand Totals:- Income | 7,579 | 7,500 | (79) | 61,745 | 67,500 | 5,755 | 90,000 | | | |
| Expenditure | 12,410 | 8,504 | (3,906) | 85,348 | 78,142 | (7,206) | 101,724 | 0 | 16,376 | |
| Net Income over Expenditure | (4,831) | (1,004) | 3,827 | (23,603) | (10,642) | 12,961 | (11,724) | | | |
| Movement to/(from) Gen Reserve | (4,831) | | | (23,603) | | | | | | |

11/02/2020

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Sevenoaks Town Council

Page 1

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | Transfer to/from EMR |
|--------------------------------------------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|-------------------------|
| <u>23 O/ Spaces & Leisure- Allotment</u> | | | | | | | | | | |
| 1010 Rental Income | 12 | 0 | (12) | 885 | 938 | 53 | 938 | | 0 | |
| 1047 QH Allotments Income | 18 | 0 | (18) | 5,696 | 5,837 | 141 | 5,837 | | 0 | 165 |
| 1550 Insurance Claims | 1,465 | 0 | (1,465) | 1,465 | 0 | (1,465) | 0 | | 0 | |
| | <u>1,495</u> | <u>0</u> | <u>(1,495)</u> | <u>8,046</u> | <u>6,775</u> | <u>(1,271)</u> | <u>6,775</u> | | | <u>165</u> |
| O/ Spaces & Leisure- Allotment :- Income | | | | | | | | | | |
| 4010 Gross Pay | 366 | 225 | (141) | 3,700 | 2,825 | (875) | 3,500 | | (200) | |
| 4270 Employers Pension Contribution | 15 | 18 | 3 | 188 | 162 | (26) | 210 | | 22 | |
| 5410 Repairs & General Maintenance | 0 | 0 | 0 | 2,928 | 1,150 | (1,778) | 1,200 | | (1,728) | |
| 6000 Rent & Rates | 0 | 240 | 240 | 868 | 1,200 | 332 | 1,700 | | 832 | |
| 6002 QH Allotments Costs | 0 | 0 | 0 | 734 | 0 | (734) | 0 | | (734) | |
| 6922 Health&Safety/Risk Assessments | 0 | 0 | 0 | 0 | 300 | 300 | 300 | | 300 | |
| O/ Spaces & Leisure- Allotment :- Indirect Expenditure | <u>380</u> | <u>483</u> | <u>103</u> | <u>8,418</u> | <u>5,637</u> | <u>(2,781)</u> | <u>6,910</u> | <u>0</u> | <u>(1,508)</u> | <u>0</u> |
| Net Income over Expenditure | <u>1,114</u> | <u>(483)</u> | <u>(1,597)</u> | <u>(372)</u> | <u>1,138</u> | <u>1,510</u> | <u>(135)</u> | | | |
| Grand Totals:- Income | 1,495 | 0 | (1,495) | 8,046 | 6,775 | (1,271) | 6,775 | | | |
| Expenditure | 380 | 483 | 103 | 8,418 | 5,637 | (2,781) | 6,910 | 0 | (1,508) | |
| Net Income over Expenditure | <u>1,114</u> | <u>(483)</u> | <u>(1,597)</u> | <u>(372)</u> | <u>1,138</u> | <u>1,510</u> | <u>(135)</u> | | | |
| Movement to/(from) Gen Reserve | <u>1,114</u> | | | <u>(372)</u> | | | | | | |

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Sevenoaks Town Council

Page 1

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Month No: 9

Cost Centre Report

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | Transfer to/from EMR |
|--------------------------------------------------------|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|----------------------|
| <u>26</u> Open Spaces-Street Lighting/Ge | | | | | | | | | | |
| 1263 Cont'ns to street lighting | 0 | 0 | 0 | 8,623 | 0 | (8,623) | 7,197 | | 0 | |
| 1990 Other Income | 0 | 0 | 0 | 650 | 1,260 | 610 | 1,260 | | 0 | |
| Open Spaces-Street Lighting/Ge :- Income | <u>0</u> | <u>0</u> | <u>0</u> | <u>9,273</u> | <u>1,260</u> | <u>(8,013)</u> | <u>8,457</u> | | | <u>0</u> |
| 6861 Public Clock Maintenance | 0 | 0 | 0 | 992 | 800 | (192) | 800 | | (192) | |
| 6862 Street Lighting | 12,553 | 927 | (11,626) | 30,361 | 10,216 | (20,145) | 13,023 | | (17,338) | |
| 6865 In Bloom Costs | 0 | 0 | 0 | 14,243 | 16,260 | 2,017 | 16,260 | | 2,017 | |
| Open Spaces-Street Lighting/Ge :- Indirect Expenditure | <u>12,553</u> | <u>927</u> | <u>(11,626)</u> | <u>45,595</u> | <u>27,276</u> | <u>(18,319)</u> | <u>30,083</u> | <u>0</u> | <u>(15,512)</u> | <u>0</u> |
| Net Income over Expenditure | <u>(12,553)</u> | <u>(927)</u> | <u>11,626</u> | <u>(36,322)</u> | <u>(26,016)</u> | <u>10,306</u> | <u>(21,626)</u> | | | |
| Grand Totals:- Income | 0 | 0 | 0 | 9,273 | 1,260 | (8,013) | 8,457 | | | |
| Expenditure | 12,553 | 927 | (11,626) | 45,595 | 27,276 | (18,319) | 30,083 | 0 | (15,512) | |
| Net Income over Expenditure | <u>(12,553)</u> | <u>(927)</u> | <u>11,626</u> | <u>(36,322)</u> | <u>(26,016)</u> | <u>10,306</u> | <u>(21,626)</u> | | | |
| Movement to/(from) Gen Reserve | <u>(12,553)</u> | | | <u>(36,322)</u> | | | | | | |

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Sevensoaks Town Council
Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Cost Centre Report

Month No: 9

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | Transfer to/from EMR |
|--------------------------------------------------------|----------------------|----------------------|------------------------|---------------------|---------------------|-----------------------|---------------------|-----------------------|-----------------|----------------------|
| <u>29</u> O/Spaces & Leisure-Vine Ground | | | | | | | | | | |
| 1208 Other Events Income | 0 | 0 | 0 | 0 | 2,000 | 2,000 | 2,000 | | 0 | |
| 1805 Tea Kiosk Rental & Pavilion | 0 | 795 | 795 | 2,318 | 3,180 | 863 | 3,180 | | 0 | |
| 1870 Vine Club Insurance Contrib. | 0 | 0 | 0 | 382 | 500 | 118 | 500 | | 0 | |
| 2012 CIL income allocation | 0 | 0 | 0 | 21,804 | 0 | (21,804) | 0 | | 0 | |
| | 0 | 795 | 795 | 24,504 | 5,680 | (18,824) | 5,680 | | | 0 |
| O/Spaces & Leisure-Vine Ground :- Income | | | | | | | | | | |
| 4010 Gross Pay | 794 | 717 | (77) | 6,279 | 6,453 | 174 | 8,600 | | 2,321 | |
| 4270 Employers Pension Contribution | 47 | 43 | (4) | 352 | 387 | 35 | 520 | | 168 | |
| 5010 Vine Area General Maintenance | 0 | 292 | 292 | 888 | 2,628 | 1,740 | 3,500 | | 2,612 | |
| 5020 Vine Public Convenience | 630 | 667 | 37 | 6,757 | 6,003 | (754) | 8,000 | | 1,243 | |
| 5412 Capital Refurbishments | 0 | 0 | 0 | 21,804 | 0 | (21,804) | 0 | | (21,804) | |
| 6000 Rent & Rates | 9 | 60 | 51 | 98 | 540 | 442 | 720 | | 622 | |
| 6010 Light Heat & Cleaning | 0 | 62 | 62 | 131 | 186 | 55 | 250 | | 119 | |
| 6460 Publicity & Democratic notices | 0 | 0 | 0 | 0 | 250 | 250 | 250 | | 250 | |
| 6635 Professional Fees Licensing | 0 | 0 | 0 | 70 | 100 | 30 | 100 | | 30 | |
| 6868 Summer Concerts | 27 | 0 | (27) | 2,320 | 3,100 | 780 | 3,100 | | 780 | |
| 6869 Special Events | (27) | 0 | 27 | 0 | 0 | 0 | 0 | | 0 | |
| 6931 CCTV Maintenance | 0 | 0 | 0 | 651 | 640 | (11) | 640 | | (11) | |
| | 1,480 | 1,841 | 361 | 39,350 | 20,287 | (19,063) | 25,680 | 0 | (13,670) | 0 |
| O/Spaces & Leisure-Vine Ground :- Indirect Expenditure | | | | | | | | | | |
| Net income over Expenditure | (1,480) | (1,046) | 434 | (14,846) | (14,607) | 239 | (20,000) | | | |

Detailed Income & Expenditure by Phased Budget Heading 31/12/2019

Cost Centre Report

Month No: 9

| | Current Month Actual | Current Month Budget | Current Month Variance | Year To Date Actual | Year To Date Budget | Year To Date Variance | Total Annual Budget | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---------------------------------------|-------------------------|-------------------------|---------------------------|------------------------|------------------------|--------------------------|------------------------|--------------------------|--------------------|-------------------------|
| Grand Totals:- Income | 0 | 795 | 795 | 24,504 | 5,680 | (18,824) | 5,680 | | | |
| Expenditure | 1,480 | 1,841 | 361 | 39,350 | 20,287 | (19,063) | 25,680 | 0 | (13,670) | |
| Net Income over Expenditure | (1,480) | (1,046) | 434 | (14,846) | (14,607) | 239 | (20,000) | | | |
| Movement to/(from) Gen Reserve | (1,480) | | | (14,846) | | | | | | |

Sevenoaks Town Council

Minutes of the Sevenoaks In Bloom Meeting held on Tuesday 28th January 2020

Present:

Cllr Dr Marilyn Canet (Chairman), Sevenoaks Town Council
Cllr Andrew Eyre – Sevenoaks Town Council/ Sevenoaks District Council
Linda Larter – Town Clerk, Sevenoaks Town Council
Stephanie Harrison – Committee Clerk, Sevenoaks Town Council
Adrian Cheeseman – Sevenoaks Living Landscape Project
Ann White – Deputy Town Clerk, Sevenoaks Town Council
Nicholas Cave – Open Spaces Manager, Sevenoaks Town Council
Mary Hogarth – Sevenoaks Soroptimists
Isobel Groves – Sevenoaks Soroptimists
Rebecca McDougall – West Kent Housing
Frances Moore – West Kent Housing
Ruth King – Allotments Manager, Sevenoaks Town Council

1. Apologies for absence

Cllr Richard Parry – Sevenoaks Town Council
Alice Courtney – Resident
Clare Sender – New Beacon School
Annette Whitney – Rockdale Housing
Cllr Robert Piper – Sevenoaks Town Council/Sevenoaks District Council

2. Minutes of meeting held on 2nd December 2019

The minutes of the meeting held on 2nd December 2019 were received and agreed.

3. Trees

- The walk held in December to find suitable places to plant trees identified some possible locations for consideration, although landowners will need to be consulted for permission to plant in certain areas.
- Special occasion and memorial trees have been suggested, with a preference for fruit and nut trees, as they will provide a cycle of education as the tree grows from a sapling to providing a crop.
- Two walls in town, either side of Pembroke Road were highlighted as places to consider for green walls, together with the side of The Stag.
- A permanent Fir has been suggested for Blighs, which could be used as a Christmas Tree.
- West Kent Housing is planting a 'Stepover' apple tree outside their headquarters and will investigate further plants and trees on their land within the town.
- Potted trees for The Shambles.

Sevenoaks Town Council**Minutes of the Sevenoaks In Bloom Meeting held on Tuesday 28th January 2020**

- Three apple trees were recently planted at Greatness Recreational Ground by Cllr Canet and fellow Councillors.
- Sevenoaks Town Council to prepare a 'Sponsor a Tree' leaflet.

4. Britain in Bloom 2020

This year Sevenoaks Town Council has invited to take part in the Britain in Bloom competition. It was noted that two judging days, one for South East in Bloom and one for Britain in Bloom, will take place during the months of July and August.

Criteria from the judges was for fun events on judging day. The following suggestions were made:

- Volunteer Guard of Honour
- Soup Competition on Vine
- Gardening Implements made from Flowers
- Nosegay & Herb Lapels for Judges
- Decorate Vine Café
- Doves to adorn Vine Railings (see attached)
- Community Involvement for VE Day

5. Action Plan (see attached updated action plan)

- To consider planting two trees at Sevenoaks Station. It was also suggested organising a clear-up day, especially as judges may arrive by train. To speak with the Sevenoaks Rail Travellers Association for help with this. This could be in conjunction with the Keep Britain Tidy initiative used during the lead-up to In Bloom.
- Walking Tours of Sevenoaks
- To consider installation of more combined water and planter butts.
- To contact shop and business owners to ask for help in keeping areas in front of their premises clear of weeds and moss.
- Update notice boards on events and volunteers.
- Volunteers to collate the hours they work, as well as documenting their work with photographs and video.
- Evidence of business involvement is important, so asking for sponsorship of cycle planters would demonstrate this.
- To get a group of volunteers to clear the area between The Stag and Rockdale, in conjunction with a plan of planting from Nicholas, Open Spaces Manager.
- Open Spaces Manager suggested using volunteers to propagate Physallis seeds (Chinese Lanterns), which will be planted out as part of the edible section of this year's plan.

Sevenoaks Town Council

Minutes of the Sevenoaks In Bloom Meeting held on Tuesday 28th January 2020

- Adrian Cheeseman has planted Crab-apple and will install wall baskets, which will be planted with trailing tomatoes and Cosmos to attract pollinators at the bus station.
- Cllr Canet to investigate how improvements can be made to the Tesco site and talk to Sevenoaks District Council.
- Quaker Hall Allotments may enter 'It's your Neighbourhood'. Link to RHS website; [It's Your Neighbourhood](#) and to In Bloom; [In Bloom](#)

- Installation of cycle planters with support from businesses.
- Clean-up days to be organised.
- Encourage more groups to take part in 'It's Your Neighbourhood'. (See attached)
- Encourage and promote participation in VE Day Dove decoration.

6. Dates of Future Meetings:

- 2pm on the 3rd March 2020

The meeting closed at 11.20am

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Allotments Report for OSL

Status Report as at 4th February 2020

Bi-annual plot inspections will be carried out week commencing 13th April across both sites.

Quaker's Hall Allotments

There are currently 190 rods vacant (180 in November) but there is a steady stream of new interest and turnover.

The waiting list stands at 9 (6 in November) and they are being matched up with plots as quickly as possible.

Long-term projects

The allotments manager is working on a project to measure every single plot on the site in order to standardise the sizes. This has come about because, over the last century or so, boundaries have wandered to the extent that no two plots are the same size. Research in the south-east has shown that allotments are not being measured in the old-fashioned 'rods' anymore but are being converted to square metres. This seems to be a much fairer system, especially on a site as old as Quaker's Hall. It is anticipated that this project will take another 12-18 months to complete.

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

There are a couple of plots side-by-side, near the top of the hill, which could be suitable for a community orchard. The plots have not been worked for many years and will require a lot of effort to bring them back into use.

Maintenance programme

On-going, long-term maintenance includes:

- Strimming/brush cutting derelict plots
- Felling dead and self-sown trees
- Clearing blocked drain from main gate to soakaway just inside main gate
- Installation of 5mph signs and replacement of 'keep right' signs with 'keep left'

Recent task completed

- Swift removal of a tree which fell in the wind

Bradbourne Vale Allotments

There are currently no vacant plots (10 rods in November).

There is one person on the waiting list.

Long-term project

There is a derelict corner of the site, the equivalent of three plots, which could be brought back into use as a community orchard. The area requires a huge effort to bring it back – a combination of non-cultivation, rubbish dumping, brambles and self-sown trees will take a lot of sorting out.

Maintenance programme

On-going maintenance includes:

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

Recent tasks completed

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

Local site comparison

We recently asked other local allotment sites what their current status is and received these replies:

OTFORD

“The Otford Allotment Association is in the position of having a waiting list for allotments. Over the 12 years I have been responsible for the letting of plots the norm is to have all plots let but a waiting list is a bonus.

“I understand there is a feeling of insecurity at the Quakers Hall site, whereas we have enjoyed great support from our parish council. When I gardened in Quakers Hall the Kennedy Gardens development helped itself to a few plots to make way for the houses. May be that is still a concern I don't know.”

RIVERHEAD

“Riverhead Parish Council has 3 vacancies out of about 40 plot holders (several have more than one plot). This has held pretty steady for the last couple of years.”

SEAL

“I am pleased to advise that our site is currently full with no immediate availability.

Seal Village Allotments has about 70 plots.

CHIPSTEAD

“At the moment in Chipstead we have 5 vacant plots, approximately 6% of the allotment gardens.

Last year in the Spring I managed to fill all of our plots - but unfortunately due to health issues, age and people leaving the area we find ourselves with some vacant plots again.

“I feel confident that I will fill these vacant plots again as the weather improves. We have divided and therefore reduced the size of some of the plots - I think this has helped us to attract people to take a plot.”

Ruth King
Allotments Manager

RE: PUBLIC FOOTPATHS SU31 (PART AND SU28 (PART) – PROPOSED DIVERSION

To consider whether to support the proposed diversion of the above footpaths as detailed in the email below received from the Public Rights of Way Officer at Kent County Council

RECOMMENDATION

Members views are sought

From: PROW & Access Service Kent County Council

Sent: 10 December 2019 15:01

Subject: Proposed diversion of Public Footpaths SU31 (part) and SU28 (part), Sevenoaks
PROW/SU31/1539

Dear Consultee,

Highways Act 1980 – Section 119

Kent County Council

Proposed diversion of Public Footpaths SU31 (part) and SU28 (part) Sevenoaks

I enclose an extract from the Definitive Map of Public Rights of Way (Network Copy) showing Public Footpaths SU31 and SU28 at Sevenoaks and a larger scale map (1:2500) showing the proposed diversion.

The application to divert part of Public Footpaths SU31 and SU28 has been made by the landowners, Knole Park Golf Club. Their main reasons are to significantly reduce the health and safety risk associated with walkers using a path that passes within a few metres of the 13th green. This is because the golf shot to the 13th green is uphill, and so walkers cannot be seen by golfers.

The length of Public Footpath SU31 and SU28 to be diverted are shown by solid black lines between points A-C and B-C. The proposed new routes are shown by bold black dashes between points A-B-Z-C. The proposed routes will have a width of 2 metres.

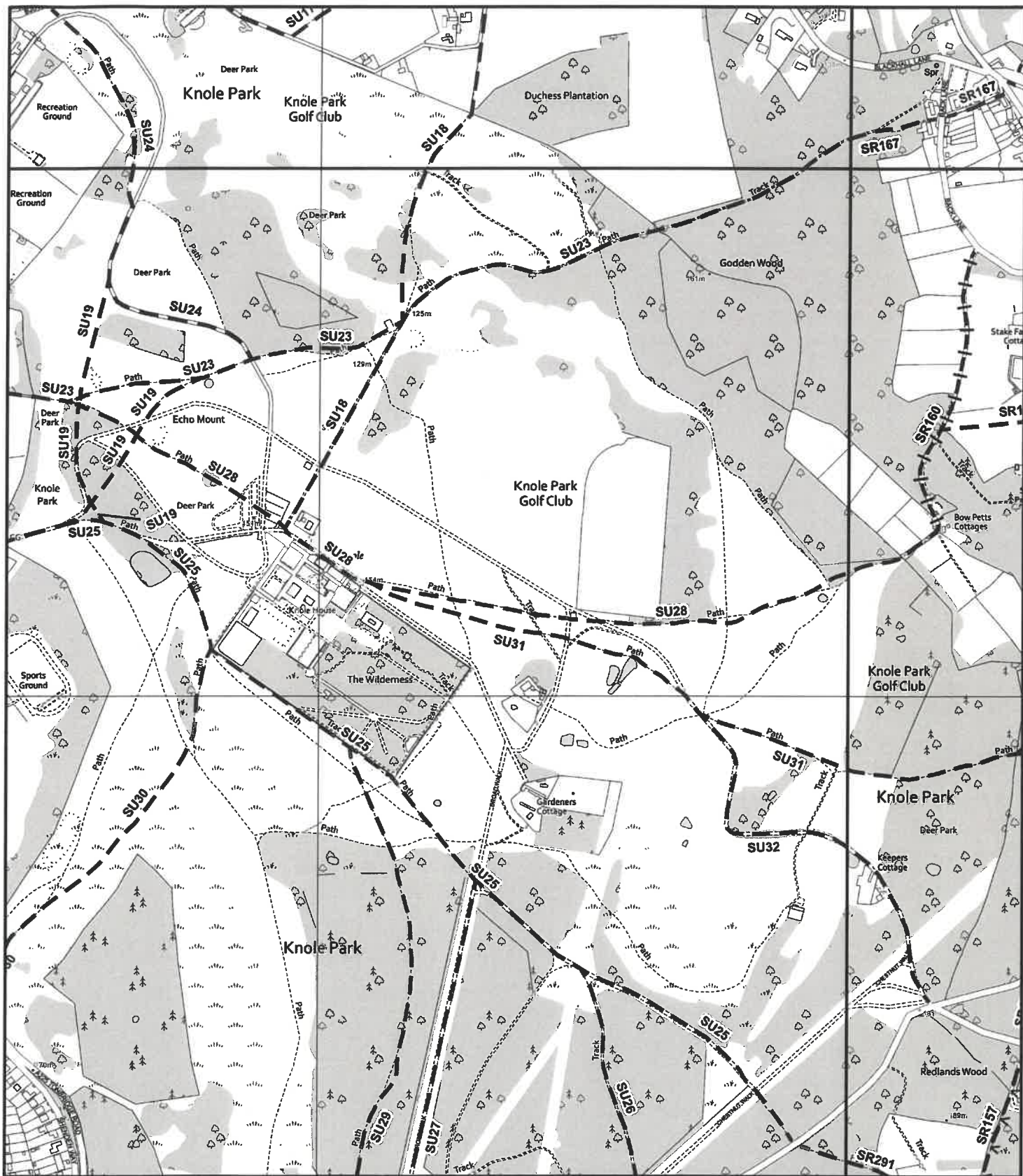
I recommend that you visit the site to view the proposed route and consider the benefits to the landowner and the public, and the affect it may have on enjoyment and convenience. Please contact Mr Neil Statham of the Knole Park Golf Club on 01732 452150 to arrange access.

I should be pleased to receive your views on this proposal – using the form provided – before 8th January 2020.

Emma Peters | Definitive Map Officer | PROW & Access Service | Countryside & Community Development | Growth, Environment & Transport | Kent County Council | Invicta House, Maidstone, ME14 1XX | tel: 03000 416122| www.kent.gov.uk

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- Footpath
- Bridleway
- Restricted Byway
- Byway Open to All Traffic
- Point path number or status changes
- Boundary of area covered by 1:2500 scale Network Map
- Area covered by 1:2500 scale Network Map

**EXTRACT OF THE WORKING COPY OF THE
DEFINITIVE MAP OF PUBLIC RIGHTS OF WAY
FOR THE COUNTY OF KENT**

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Produced by the KCC Public Rights of Way and Access Service

Created by:

EP

Checked by:

EP

Issue Date:

06/12/2019

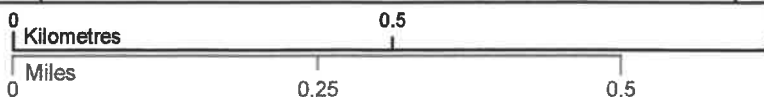
Reference:

PROW/SU31/1539

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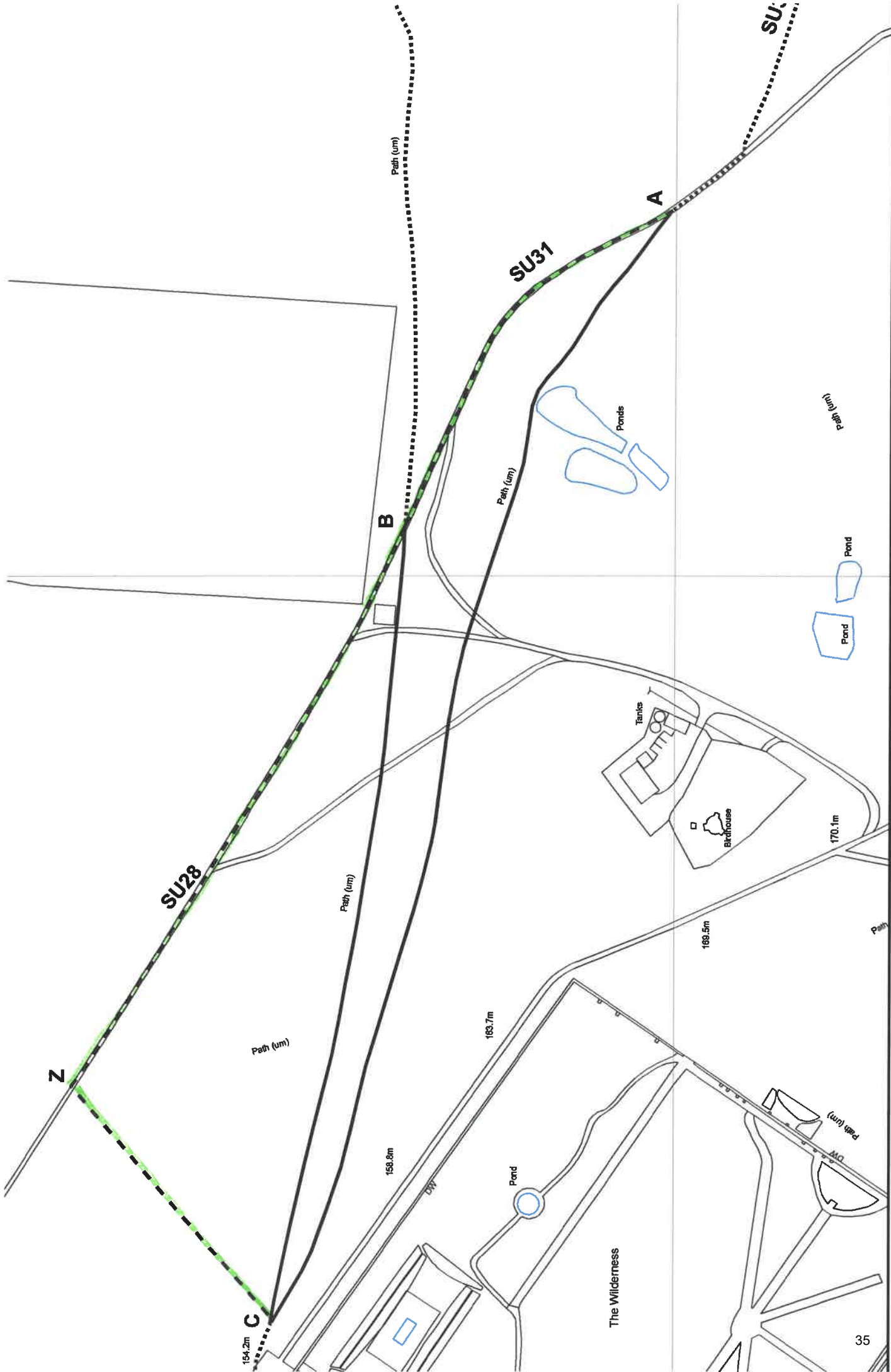


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**KENTCOUNTY COUNCIL – PROW AND ACCESS SERVICE
DIVERSIONS AND EXTINGUISHMENTS OF PUBLIC RIGHTS OF WAY**

(Please insert your name and address)

Proposal to divert part of SU31 and SU28 (Public Footpaths) at Sevenoaks (our ref: PROW/SU31/1539)

This consultation expires on 8th January 2020

I should be grateful if you would kindly complete the following and return it to me as soon as possible:

I agree the proposed diversion is in the landowner's interest
 I do not agree because

I agree the proposed diversion is not substantially less convenient to the public
 I do not agree because

I agree that the proposed diversion would not negatively impact upon public enjoyment of the route
 I do not agree because

I agree that the new point of termination will not be substantially less convenient to the public
 I do not agree because

**PLEASE RETURN TO:
Emma Peters
PROW and Access Service
Kent County Council
Invicta House
County Hall
Maidstone
Kent ME14 1XX**

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Sevenoaks Town Council

Open Spaces & Leisure Committee 17th February 2020

Sevenoaks Town Football Club proposal for new pavilion

During the consultation for the NDP Sports Strategy the provision of a new pavilion for the Sevenoaks Town Football Club was proposed and included within the strategy. Sevenoaks Town Council also includes the following within its priorities:

Football Club submitting planning application for new pavilion and seeking funding. Consultation needed with football club(s) and residents. GRA prefer this ambitions scheme and are submitting scheme for pre-planning advice to have separate building to replace current portacabins, current pavilion adjacent to pitch 2 refurbished to accommodate public toilets, café and community space for hire. Consideration to be given to joint management of facility.

Would release current pavilion building, adjacent to pitch 2 for alternative use.

The Football Club have received positive Pre-Planning Advice from Sevenoaks District Council and are now moving forward with a full Planning Application.

Sevenoaks Town Council are requested for its agreement to the proposal as landowner and landlord.

The Town Council have already agreed that should the current pavilion become available it would be repurposed as a community facility.

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Rolling Capital Projects for 2020 - 2021 financial year

Open Spaces & Leisure Committee

| <u>Ref</u> | <u>Name of Project</u> | <u>Priority</u> | <u>Cost</u> | <u>STC</u> | <u>CIL</u> | <u>Notes</u> |
|------------|-------------------------|-----------------|-------------|------------|------------|---------------------------------------------------------------------------------------|
| | <u>Cemetery</u> | | | | | |
| 1 | Cemetery gutters | Medium | 1,000 | | | |
| 2 | Cemetery paths | High | 54,000 | | | allocate CIL funding? |
| 3 | Chapel restrain | Medium | 1,500 | 1,500 | | Check CIL Records |
| 4 | Mess Room | High | 45,000 | 45,000 | | funds prev. allocated from CIL and reserves |
| 5 | garage roof replace | low | 2,000 | | | is leaking |
| 6 | gates & railing repaint | medium | 2,500 | | | |
| 7 | memorial safety testing | High | 5,000 | | | statutory requirement, should be revenue - rec. include £2,000 p.a. in future budgets |
| | <u>Knole Paddock</u> | | | | | |
| 8 | replace water heaters | High | 5,000 | | | |
| 9 | external paint & stain | medium | 1,800 | | | will provide env. Improve |
| | <u>Vine Pavilion</u> | | | | | |
| 10 | paint external | medium | 20,000 | | | |
| 11 | bandstand repaint | medium | 7,500 | | | |
| 12 | Vine café ext. paint | medium | 13,300 | | | |
| 13 | Tea kiosk paint | medium | 1,500 | | | STC caretaker to paint? |
| 14 | crazy paving | medium | 10,000 | | | |
| | <u>War Memorial</u> | | | | | |
| 15 | stone repair repointing | medium | 500 | | | planning permission required |
| | <u>Pontoise Close</u> | | | | | |
| 16 | repair to fencing | medium | 500 | | | OSL staff |

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| | | | | | |
|----|--------------------------------------------|--------|---------------|--|----------------------------|
| | <u>Bethel Road Cemetery</u> | | | | |
| 17 | re stitch wall | medium | 750 | | |
| 18 | rear wall, loose coping | medium | 750 | | |
| 19 | <u>Public Rights of Way</u> fence | low | 1,200 | | |
| 20 | <u>Greatness Rec. Ground</u> CCTV | high | 9,000 | | |
| 21 | <u>Public Clocks</u> Jubilee Clock | high | 11,000 | | not working, potential H&S |
| 22 | <u>Public Toilets</u> St John's Toilets | medium | 40,000 | | CIL allocation? |
| 23 | <u>Vehicles</u> tractor mounted mower | medium | 16,000 | | |
| 24 | replace van GL55YAD | high | 15,000 | | cost to lease electric? |
| 25 | replace grace digger JCB | medium | 16,000 | | |
| | | | <u>280800</u> | | |

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CURRENT MATTERS

| | | |
|-----------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 366VI | Vine & Cycle racks | Work would start in the new year once work for the chair storage unit had commenced. <i>Cycle planter to be installed.</i> |
| 223 | Renovation of St Nicholas War Memorial | Grant from War Memorials Trust agreed. St Nicholas Church is applying for permission from the Diocese for the work to be carried out. Permission should be received in February 2020. Contractor will then undertake refurbishment of the inscriptions in accordance with the method statement. |
| 226 | Anti-Litter Campaign | Several litter picking days had taken place and a new recycling bin would be installed at Greatness Recreational Ground shortly. <i>Ongoing.</i> |
| 319 | Proposed outdoor gym at Julian's Meadow. | Installed. Mayor to open officially. <i>Installed. Mayor opened.</i> |
| 176/5 V | Sevenoaks Common | Mayor to plant tree <i>Tree planted by Mayor.</i> |
| 176/5 VI | Hillingdon Rise Green | Leaflet drop to be arranged regarding parking on grass. <i>Cllr's to canvas public about parking on the grass.</i> |
| 176/5 VII | Tree Planting | Open Spaces Manager to liaise with tarmac in relation to offer of trees. |

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|---------------------|-------------------------------|--------------------------------------------------------------------------------|
| | | <i>To produce a leaflet encouraging the public to sponsor or adopt a tree.</i> |
| 352 (II) 11.11.2019 | Greatness Cemetery Mess Room | <i>Install new building as energy efficient as possible.</i> |
| 178 | Friends of Greatness Cemetery | To be launched in autumn 2019. <i>Launch in February 2020.</i> |
| 181 | Steps in Millpond Wood | To be refurbished. <i>Completed.</i> |
| 352 11.11.2019 | Pontoise Recreation ground | Work completed. Grant to be claimed. |
| 304 30.09.2019 | Quaker Hall Allotments | Install additional water pipes and water butts. |