

2 July 2009

You are summoned to attend a meeting of the OPEN SPACES & LEISURE COMMITTEE to be held in the Council Chamber at the address below at 7.00 pm on Monday, 6 July 2009 to be followed by a meeting of the Town Council. 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.

Proper Officer

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.

AGENDA

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.

2 DECLARATIONS OF INTEREST

To receive any declaration of interest from members in respect of items of business included in the agenda for this meeting

3 MINUTES

To receive, adopt and if correctly entered to sign the minutes of the meeting of the Extra Ordinary Open Spaces & Leisure Committee held on 27 April 2009. (copy previously despatched to members)

- 4 **OPEN SPACES & CEMETERY MANAGER'S REPORT**
To receive and consider the Open Spaces & Cemetery Manager's report. (copy attached)
- 5 **STREET LIGHTING**
To receive and consider a report regarding the above matter. (copy attached)
- 6 **COMMEMORATIVE FLOWER BED**
To receive and consider a letter requesting a commemoration of the Girl Guides 100th Anniversary. (copy attached)
- 7 **TEXTILE BANK INITIATIVE**
To receive and consider a letter from Kent Air Ambulance Trust regarding the above matter. (copy attached)
- 8 **CYCLE RACKS IN SEVENOAKS**
To receive and consider an email from Cllr Clayton. (copy attached)
- 9 **POLLARDING OF LIME TREES**
To receive and consider a letter from a resident regarding the above matter. (copy attached)
- 10 **LADY BOSWELL'S SCHOOL**
To receive and consider a letter and report on the above matter. (copies attached)
- 11 **CURRENT MATTERS**
To receive and note a schedule of current matters. (copy attached)
- 12 **VINE BAND STAND EVENTS**
To receive and consider a report from Linda Larter on the above matter. (copy attached)
- 13 **PRESS RELEASES**
To consider any agenda item which would be appropriate for a press release.

OPEN SPACES & LEISURE COMMITTEE

6 JULY 2009

AGENDA ITEM NO 11

Report On Current Matters

Heading	Action	Status
Sevenoaks Rugby Club	Request to extend pavilion	Waiting to hear from S.R.F.C.
Land Adjacent to Judd's Piece	Investigation into ownership of land.	Identified as Manorial Waste. Pursuing registration.
Greatness Cemetery	Memorial safety work to comply with health and safety legislation	Faculty obtained for testing on Consecrated plots. Testing being carried out.
Graffiti Removal	Targets to be implemented.	Ongoing
Gum removal	Estimate obtained May 2009	Work completed. See open Spaces Manager's Report.
Vine Gardens	Improvements	To be continued Autumn 2009.
Town Warden	Regularly carries out a variety of duties.	Summary of duties carried out to be tabled at meeting.

OPEN SPACES & LEISURE COMMITTEE

6 JULY 2009

AGENDA ITEM NO 4

Open Spaces & Cemetery Manager's Report

1) **Staff** (information only)

Mr Thomas Wellard has joined the Cemetery as a seasonal worker, to assist with the summer workload for a maximum of 16 weeks.

2) **Vine Gardens**

Pond Pump Electrical Supply

We are currently obtaining a quote (site meeting arranged) from EDF Energy for the installation of a meter, and then reconnection of the supply. This is necessary as EDF are unwilling to provide an unmetered supply at this location.

3) **St Nicholas' Churchyard**

Repairs to damaged paving by the West door – our chosen contractors are due to start relaying this section of paving in the next month.

4) **Chewing Gum Removal**

The following heavily fouled areas have recently been cleaned by the same contractor as before:-

- Bank Street
- Dorset Street
- The Shambles and linking paths between
- Pedestrian walkway by Lloyds / Chez Gerard
- Akehurst Lane to its junction with Suffolk Way
- Locks Yard – first 15 metres adjacent to Russell & Bromley
- Redmans Place – first 30 metres to Waitrose boundary

For a total price of £1,400 + VAT

5) **Additional Tasks completed by the Open Spaces Team this Spring**

- Knole Paddock - prepare ground for Rugby Tag Festival
- Knole Paddock - prepare ground for Kwik Cricket Festival
- Stag Community Arts Centre - Prepare then plant additional plants
- Vine Area - Prepare and then plant additional herbaceous plants in West border by Vine.
- Vine Area - Complete painting of railings at Vine.
- Most sites - Weed spray paved areas.
- Sevenoaks Common - Roadstone to path near Windmill Cottage – mow and strim paths and glades
- Judds Piece - Deadwood trees over highway
- Littlewoods - Back fill and seed large depression on lawn.

6) **Greatness Skatepark CCTV**

Mounting of Equipment on Football Club Floodlight Towers

The Town Football Club's regular electrical contractors have declined to quote, so Edwards Electrical are at present formalising a quote for the supply of cabling from the Ticket Booth to the two columns. Open Spaces staff will be responsible for excavating and back-filling the trench to keep the total cost to a minimum.

7) **Greatness Skatepark**

At present the Skatepark is being well used with few complaints or disorder. Graffiti when found is removed or painted out

8) **Sevenoaks Common**

Woodland Information Boards

The text of the boards has been designed and approved and an order placed.

9) **Town Warden's Report – April to June 2009**

Graffiti

One main attack to report at skate Board Park, using spray can. All cleaned off skate board ramps and painted out on back boards. Three other small amounts, two occurrences at London Road J/W Brittain's Lane. 4 Lamp posts, 2 Road signs, one litter bin and at telephone Junction Box, all cleared. Lastly small amount of felt pen scrawlings on play equipment in Hillingdon Rise, again all cleared.

Vine Gardens

Complete painting of outside railings & Gates. Replace toilet roll holder in public toilet, re-secure 3 drainpipes on cricket pavilion. Clean & repair chairs for forthcoming Music Festival.

Help plant out Heather & Fern Beds also new shrubs and trees. Help with cleaning and replanting bedding around pond. Put up trellis work for climbers round pergolas.

View CCTV on a broken window on cricket pavilion. Found to have been caused accidentally by youths playing football on grass outside.

Rheinbach Gardens

Erect post and finger sign. Refurbish wooden bench seat. Clear and tidy site in readiness from visits from Rheinbach.

Raleys Gym

Replace leaking guttering at front entrance. Put up signs recommended by Health & Safety advisors.

Town Offices

Re-paint parking bay areas, assemble book cases and fit to office wall.

Stag Theatre

Help move office equipment & furniture to stag for Mrs Larter.

Put up display bunnies at Stag and Brittain's Lane.

Help plant all new plants and water. Sweep out basement area at side of theatre and re-paint wall.

Other Tasks

Continue to clear litter from all Town Council controlled sites including Millpond Woods.

Complete weekly play ground equipment safety checks.

Continue to walk town centre environment.

Help at cemetery with watering plants.

Guy Yea
Town Warden

Nicholas Cave
Open Spaces & Cemetery Manager

OPEN SPACES & LEISURE COMMITTEE

6 JULY 2009

AGENDA ITEM NO 9

Open Spaces Manager's Report – Pollarding of Limes at Julians Meadow adjacent to Clenches Farm Lane

This row of 4 Lime trees lie at the rear of the woodland at Julians Meadow close to the footpath as it leads through to Clenches Farm Lane. They are large mature specimens that have previously been heavily pollarded at a height of 13 metres (40 feet) and have now regrown to around 18 metres (60 feet).

The closest one is around 1 metre from the boundary of the Town Council's property and 5 metres from the property adjacent. We have made enquiries with the District Council and received the tabled reply.

The cost of pollarding the Limes is likely to be between £1,000 / £1,500. A similar situation occurred at this site last year and the neighbouring owner paid for the works to be carried out on two Limes on our land at a cost of £550. The Owners of Copperfields have been asked to pay the costs of this cosmetic work to our trees, but are unwilling to pay.

The Town Council has many situations where large mature trees overhang or shade neighbouring gardens and we would need to considerably increase the departmental budget for tree works if we were to respond to every request to prune or pollard on the grounds of shade.

If we were to prune the Lime trees it may be preferable to fell and allow regrowth, developing a well balanced standard tree rather than a pollard stump at 13 metres (40 feet), which will need far more regular attention.

Information from Sevenoaks District Council indicates that in the past the householder has paid. One option would be to fell and regrow from the stumps. Again, with the householder bearing the costs.

RECOMMENDATION

Members' instructions are requested.

OPEN SPACES & LEISURE COMMITTEE

6 JULY 2009

AGENDA ITEM NO 10

Report – Lady Boswell School

Proposed building works

We have received a letter from the school requesting permission to use the Raleys car park for staff parking for the duration of the building works.

After discussion, they have asked for permission for 15 vehicles to be parked each day, identified by a permit.

On no account would contractors' commercial vehicles be allowed to use the car park.

RECOMMENDATION

Members' instructions are requested.

OPEN SPACES & LEISURE COMMITTEE

6 JULY 2009

AGENDA ITEM NO 8

Report – Cycle Racks in Sevenoaks

Proposed Location

At the Town Fair on Saturday, Mr Tony Clayton spoke to Mr Peter Kaufmann-Kent and asked him whether he could find some space for cycle racks in Blighs if the Town Council or Sustrans would fund the racks.

Mr Kaufmann-Kent agreed. As a motorcycle enthusiast, he has already made space for motorbikes near Café Rouge. Part of the motorbike space is too narrow to take proper motorcycles, but would do very well indeed for push bikes. He agreed to brief the Blighs site manager, Clive Andrews, to be ready for a call from the Town Council to make initial contact.

The Town Clerk has information on where to apply for grant funding for racks, so this should not exceed budget.

RECOMMENDATION

Members' instructions are requested.

OPEN SPACES & LEISURE COMMITTEE

6 JULY 2009

AGENDA ITEM NO 5

Report – Street Lighting

Attached is a list of unadopted streets with lighting which are the responsibility of Sevenoaks Town Council.

The Town Council has obtained quotations for the maintenance of street lights as the contractor, EDF ceased to offer this service in April 2009.

Ringway	£3874.50
Changing of lamps, control gear (inc timer), fuses and minor electrical works painting and cleaning extra	

Southern Electric	£3300.23
Bulk change of lamps and cleaning units Painting extra	

Direct Services	£2521.49
Bulk lamps change and clean Includes painting of metal columns (38)	

The street lighting budget for 2009/10 is £6,000 and the spend to January 2009 is £5000 [this includes repairs]

RECOMMENDATION

Members instructions are requested

OPEN SPACES & LEISURE COMMITTEE

6 JULY 2009

AGENDA ITEM NO 7

Kent Air Ambulance Textile Bank Initiative

If sited at Raleys car park with the existing Sevenoaks District Council's recycling centre, which currently consists of 1 x clear, 1 x brown, 2 x green glass and a newspaper bank occupying 2 ½ car parking spaces, no additional space would be lost.

RECOMMENDATION

Members instructions are requested

OPEN SPACES AND LEISURE COMMITTEE

6 JULY 2009.

AGENDA ITEM NO 12

Vine Stand events

1. Summer festival

The following events were arranged and paid for by the Town Council as part of the Summer Festival.

20 June 2009	Sevenoaks & Tonbridge Concert Band
21 June 2009	Bacchus Wind Band
27 June 2009	Second Wind Concert Band
28 June 2009	Wadhurst Brass Band
5 July 2009	Eynsford Concert Band

2. August Bank Holiday Entertainment

The Town Council has requested that for the first time, entertainment is provided on the Band Stand for the August Bank Holiday Weekend.

Officers are experiencing two problems with progressing the project. Firstly, the Summer Festival event has cost more than previous years with an expenditure of £1,450 from an overall budget of £2000. Secondly, bands contacted are not available for that weekend.

Recommended:

- a) Alternative entertainment be considered ie magic show.
- b) £1,000 be vied from grant budget for Band Stand Events.

3. The Bandstand Marathon – 27th September 2009

Sevenoaks District Council have asked Sevenoaks Town Council to participate in this national event. Details are attached. The cost of the event would be £400. 50% payable by Sevenoaks District Council and 50% payable by Sevenoaks Town Council.

RECOMMENDATION

Members instructions are requested