

29th June 2021

Report to the Open Spaces and Leisure Committee – Monday 5th July 2021 at 7.00pm

Arrangements During COVID 19

Sevenoaks Town Council is endeavouring where possible to continue with its day-to-day activities. There are still public health restrictions until July 19th and formal "Council Meetings" via Zoom are not currently permitted.

Decisions and recommendations will be made via a Working Party of the Council and signed off under delegated powers by the Chief Executive.

Details of the reports being considered by the Working Party will be published in the normal manner and timescale.

Members of the public wishing to address the Working Party should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.

Comments on reports are welcome by email. Please submit your comments **by 12noon on 5th July 2021** to: council@sevenoakstown.gov.uk

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 will be streamed live to YouTube for the public to watch via the following link: https://youtu.be/wk_aKgsiWU0 and 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 of meetings is available online at sevenoakstown.gov.uk or by request.


Town Clerk

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.

Committee Members:

Cllr N Busvine, OBE – Chairman	Cllr R Hogarth
Cllr V Granville-Baxter – Vice Chairman	Cllr L Michaelides
Cllr K Bonin	Cllr T Morris Brown
Cllr S Camp	Cllr R Parry
Cllr Dr J M Canet	Cllr S Raikes

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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



Town Clerk

AGENDA

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

1. CHAIRMAN AND VICE-CHAIRMAN

To note that, at the Annual Council meeting held on 4th May 2021, the following appointments were made:

- a) CHAIRMAN – Cllr Nicholas Busvine, OBE
- b) VICE CHAIRMAN – Cllr Victoria Granville- Baxter

2. APOLOGIES FOR ABSENCE

3. REQUESTS FOR DISPENSATIONS

To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011)

4. DECLARATIONS OF INTEREST

To receive any Declarations of Interest from members in respect of items of business included in the agenda for this meeting.

5. MINUTES

To receive and note the minutes of the meeting of the Open Spaces & Leisure Committee held on Monday 15th February 2021. (copy attached)

6. OPEN SPACES & CEMETERY MANAGER'S REPORT

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

7. STATEMENT OF ACCOUNTS

To receive and consider the Statement of Accounts for May 2021. (copy attached)

8. ALLOTMENTS REPORT

To receive and consider the Allotments Manager's report. (report attached)

9. SEVENOAKS IN BLOOM

To receive and note the minutes of the meeting held on Tuesday 15th June 2021. (minutes attached)

10. GREATNESS RECREATION GROUND MANAGEMENT AND IMPROVEMENT PLAN

To receive and consider the Greatness Recreation Ground Management and Improvement Plan including Five Year Action Plan. (report attached)

11. PLAY AREAS CAPITAL PROGRAMME
To receive and consider the Play Areas Capital Programme. (report attached)
12. ADOPT A TREEE SCHEME (leaflet attached)
13. BEE HOTEL AT THE POUND (report attached)
14. EMPLOYEE VOLUNTEERING IN CONJUNCTION WITH WOODLAND TRUST
(report attached)
15. TREES IN SEVENOAKS – SEVENOAKS RESIDENTS WITH WOODLAND TRUST
(report attached)
16. MANAGEMENT OF SEVENOAKS TOWN COUNCIL OPEN SPACES & ALLOCATION OF COUNCILLORS (report attached)
17. CURRENT MATTERS
To consider updates on current matters. (report attached)
18. PRESS RELEASE
To consider any agenda item which would be appropriate for a press release

This page left blank intentionally

This page left blank intentionally

Sevenoaks Town Council
Minutes of Open Spaces & Leisure Committee held on 15th February 2021
Livestreaming of meeting on YouTube unsuccessful

Meeting commenced: 19:00

Meeting Concluded: 20:30

Present:

Cllr Keith Bonin	Present	Cllr Roderick Hogarth (until 7.30 pm)	Present
Cllr Nick Busvine, OBE	Present	Cllr Lise Michaelides	Present
Cllr Sue Camp	Apologies	Cllr Tom Morris Brown	Present
Cllr Dr Merylyn Canet, Chairman	Present	Cllr Richard Parry	Present
Cllr Andrew Eyre, Vice-Chairman	Present	Cllr Simon Raikes	Present
Cllr Victoria Granville-Baxter	Present		

In attendance: Cllr Tony Clayton, Cllr Mrs Parry (part of meeting), Cllr Robert Piper, Cllr Claire Shea, Town Clerk, Open Spaces & Cemetery Manager and Senior Committee Clerk

Representations received from Members of the Public

The following members of the public attended the Zoom meeting and addressed the Committee on the items shown:

Adam Bowman – Knole Paddock & Raleys Field Sports Pitches (See Minute 438.3 below)

Paul Lansdale – Sevenoaks Town Football Club Pavilion Proposal, Greatness Recreation Ground (See Minute 439 below)

431. Apologies for Absence

Apologies for absence were submitted and received as noted above.

432. Requests for Dispensations

There were no requests for dispensations.

433. Declarations of Interest

There were no declarations of interests.

434. Minutes of the Open Spaces & Leisure Committee on 9th November 2020

RESOLVED: To receive and sign the Minutes of the Open Spaces & Leisure Committee held on 9th November 2020 as a true record.

435. Open Spaces and Cemetery Manager’s Report

The Committee received and noted the report of the Open Spaces and Cemetery Manager, which included an update on:

- Staff working arrangements
- Hedge planting at Brittain’s Common
- Replacement of four dog waste bins
- Tree planting at the Bat & Ball Centre

Sevenoaks Town Council

- Progress with the installation of the new Mess Room at Greatness Cemetery, which would commence the following day.

The Committee considered the proposal to install a new double gate from the Cemetery into Greatness Recreation Ground to provide staff with more suitable access for work vehicles. The gates would remain locked when not in use.

RESOLVED: That the Finance & General Purposes Committee be requested to approve the allocation of £2,000 from CIL funds to the installation of new gates between the Cemetery and Greatness Recreation Ground.

436. Statement of Accounts 1st to 31st January 2021

RESOLVED: To accept the Management Accounts 1st to 31st January 2021.

437. Allotments Report

The Committee received and noted the report of the Allotments Manager.

438. Sports Pitches

438.1 Vine Cricket ground

In September 2020 the Town Council agreed a grant of up to £16,000 towards the work needed to enable high level cricket to be played again on the Vine and to protect the heritage landscape important to the local community. The total project cost £25,000 with the balance being provided by Sevenoaks Cricket Club.

The Committee received a report updating on progress. The intention is to re-open to the public on Wednesday 31st March 2021. Publicity and arrangements relating to this will be subject to public health guidelines at the time. Additional signage will be provided recognising the Deed of Gift of the land for the purposes of cricket and for the Vine to be respected.

RESOLVED: That the report be received and noted,

438.2 Greatness Recreation Ground Football Pitch

The Committee noted the proposal by Sevenoaks Town Football Club to carry out additional maintenance work to one of the football pitches (shown in red on the plan attached to the committee report) at Greatness Recreation Ground.

RESOLVED: That approval be given in principle by Sevenoaks Town Council, as the landowner, for this work to proceed.

438.3 Knole Paddock and Raleys Field

It was noted that Sevenoaks Rugby Football Club (RFC) had raised concerns about the current conditions of the rugby pitches and had also commissioned a report indicating potential improvements and investment plan from the company who carried out previous intensive work five years ago.

Sevenoaks Town Council

It was agreed that the Open Spaces Manager review options and proposals and continue discussions with SRFC. In particular, the sum the Rugby Club would contribute to the remedial works project to be ascertained.

RESOLVED: That the Finance & General Purposes Committee be asked to consider allocating £8,000 from CIL funds to improving the infrastructure of the sports pitches at Knole Paddock and Raleys Field.

438.4 Knole Paddock 3G Pitch

It was noted that the planning appeal submitted by the Town Council in respect of the proposed 3G Pitch at Knole Paddock had been dismissed by the Planning Inspector.

439. Sevenoaks Town Football Club (STFC) Pavilion Proposal, Greatness Recreation Ground

It was noted that Sevenoaks Town Football Club had submitted a planning application for a new pavilion at Greatness Recreation ground. The Town Council had not given a view on that application due to its financial interest.

Letters of representation received from Greatness Residents Association and concerns raised by the Open Spaces Manager were noted.

From the perspective of the owner/landlord and with a view to the management of the Greatness Recreation Ground, the Committee welcomed the proposals subject to further discussion regarding matters of detail raised.

RESOLVED: That authority be delegated to the Town Clerk and the Chairman of the Open Spaces and Leisure Committee to work with Sevenoaks Town Football Club to progress the proposal.

440. Sevenoaks In Bloom

The Committee received an update on the South & South East in Bloom competition 2021 and noted that this year's Britain in Bloom had been cancelled. The Town Council had however registered an interest in taking part in the RHS 2021 Community Digital Awards.

441. Raleys Car Park Permits

It was noted that applications had been invited for the 35 permits allocated by the Town Council at its Raleys Car Park for low paid retail workers. Closing date was 6th March 2021.

RESOLVED: that the Chairman of the Open Spaces & Leisure Committee and the Chairman of the Finance & General Purposes Committee review the applications.

442. KCC Notice of Intention to make an order to Temporarily Close Public Footpaths SU24 and SU30

The Committee received and noted the details of the temporary closure of Public Footpaths SU24 and SU30 for planned works.

Sevenoaks Town Council

443. Current Matters

The updates on current matters were noted as set out below.

366VI	Vine & Cycle racks	<i>Cycle Planters to be planted up for spring for Bat & Ball Centre, outside Café on the Vine.</i> <i>Also working with KCC on potential location in the town centre.</i>
226	Anti-Litter Campaign	<i>The national spring clean for 2021 has been moved to 28th May – 13th June.</i> <i>STC will also be supporting the new Clean up the Community group who will be encouraging the public to be involved in litter picking over Easter.</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. To produce a leaflet encouraging the public to sponsor or adopt a tree. <i>Awaiting recruitment of new Committee Clerk.</i>
352 (II) 11.11.2019	Greatness Cemetery Mess Room	Install new building as energy efficient as possible. New building has been ordered and should arrive before Christmas. A new mess room will be of a higher security standard and will have full amenities. <i>Delayed due to Lockdown, due to arrive February 2021.</i>
178	Friends of Greatness Cemetery	The launch has been delayed due to Covid-19. The leaflet is completed and ready to go to print and we hope to launch later this year. <i>Awaiting recruitment of new Committee Clerk.</i>
304 30.09.2019	Quaker Hall Allotments	Install additional water pipes and water butts. <i>Ongoing.</i>
503 17.02.2020	Greatness Football Pavilion Proposal	Presentation to councillors took place 6.7.2020

Sevenoaks Town Council

		<i>Football Club submitted planning application.</i>
96 07.07.2020	St John's Toilets	Refurbishment to be progressed subject to landowners (SDC) permission. SDC granted permission "in principle".
217 (iv) 28.09.2020	Trees	John London and Mayor's oak to be replanted

444. PRESS RELEASE

It was agreed that the following press releases be issued

- The re-opening of the Vine Cricket ground to the public.
- Sevenoaks in Bloom
- Green Flag application
- Support for Sevenoaks Town Football Club pavilion proposal

There being no further business the Chairman closed the meeting.

Chairman **Dated**

This page left blank intentionally

This page left blank intentionally

Open Spaces & Leisure Committee – 5th July 2021

Open Spaces Manager's Report

Knole Paddock and Raley's Field

Drainage of Pitch 1

Following the previous meeting, we commissioned a report by TGMS for Pitch 1. TGMS carried out the drainage survey in 2013, which led to the installation of land drains along the length of the pitch intersected with sand slits across the pitch at surface level to connect the two.

Their recommendation is:

- that we have further work every 7-10 years;
- to keep the surface drainage open by cutting thin trenches across the pitch, back-filled with sand, to further drain the surface down to connect with the land drains;
- and have regular surface dressings of sand to keep the surface open.

Three quotes for this work have been sought, but so far only two have been returned. As the season is progressing quickly, I have discussed timings with the Rugby club. They have indicated that they would not want to lose any weeks of play this Autumn and so could the work be programmed for next May, thereby giving us time to get a third competitive quote.

I believe that the narrow width of trench should mean that there will be no disruption to the Cricket outfield.

Floodlight improvement on Pitch 3

We used the England Rugby Board guidance notes to seek quotes for a suitable upgrade.

Three companies have been approached, but to date no one has returned a quote nor carried out a site visit. A further two companies will be approached if quotes are not received soon.

Condition of Pitches

This spring we had near perfect conditions for preparing and sowing grass seed. With less rugby training happening in April, we managed to close the training pitch earlier than normal and this has resulted in a good covering of new grass. We are preparing to apply weed killer to the badly affected areas. Once done this should lead to a good strong sward of grass as we go into the autumn season.

Open Spaces & Leisure Committee – 5th July 2021

Cricket bookings have improved greatly since 2019 with a new team keen to take advantage of the facility. We have also had an enquiry from the Vine club about possible junior bookings next season as their junior club membership is increasing.

St Nicholas Church - Quinquennial report

We were recently sent a relevant section of the church's quinquennial report (copy included) which shows a number of repairs, mainly to the boundary walls, which are needed and are the Town Council's responsibility.

Recommendation that quotes are sought from suitably qualified stone masons for all works mentioned.

Dog Waste bins

Four new bins were purchased from the revenue budget this Spring. The bins are considerably larger so should lead to less incidence of overflowing and untidy bins. The bin at the Vine Gardens has been replaced first as it was in the worst condition. Replacement of damaged bins will continue.

Sevenoaks Common Greensand Commons Project

Last year, faced with lockdown and dwindling income at the Kent Wildlife Trust, the project initially furloughed two of the three employed staff and then made them redundant. Feeling the resumption of normality was near this Spring, they advertised for replacement staff and now have a new Project Officer working with volunteers and a new Engagement Officer to involve public of all ages to visit the commons and participate in events.

We have met with the new project officer to review works done so far and identify some simple clearance and path maintenance projects to occupy a regular band of volunteers. These volunteers work across all seven sites in the District that the project covers and will be on Sevenoaks Common-at times twice a week-over the next few months. The project has also been in negotiation with the Heritage Lottery fund who are happy for the project to extend by a year to achieve as many of the objectives as possible.

8.1 - 8.8 ALL ABOUT EAST BOUNDARY WALL
ALONG UPPER HIGH STREET

8.31 - 8.35 BOUNDARY WALL ABUTTING RECTORY LANE

8. Boundary Walls, Fences, Pavings, Paths, Trees, Gardens & Notice Boards

- 8.1 Entry into the churchyard from the north-east is via a pair of modern metal gates that are permanently held open. The surrounding wall is Kentish ragstone with a brick detail on the coping and some remnants of Bath stone copings. This is generally in acceptable condition.
- 8.2 The eastern boundary is formed by the low level Kentish ragstone wall with brick topping, heavily sand and cement repaired and pointed on the exterior. There are some small areas of sand and cement repair on the top of the wall that are failing. Sand and cement repairs are never a good substitute for doing the job properly and the local authority's obligations to undertake repairs to the churchyard should be drawn to their attention.
- 8.3 There is one block of Kentish ragstone almost opposite the Chancel that needs to be replaced. The wall doubles in height near the east end of the South Aisle and has been amended by the local authority to accommodate an oak tree and also further to the south, to accommodate another large oak tree. The wall in this location is in serviceable condition but it leans in places and there is some plant growth in the top but nothing is loose. A small amount of work now would save a great deal of work in the future.
- 8.4 There is a large metal signpost near the second opening in the south-east corner of the churchyard. There is a little distortion in the wall but it is stable.
- 8.5 The second set of gates are very fine 19th century wrought iron, permanently left open and it would be nice to get them up and running. The right hand gate is now rocking and loose and it should be secured better before it is stolen.
- 8.6 The short length of walling up to the Chantry is in reasonable condition but a little pointing would be prudent.
- 8.7 The top of the gate piers at the second gate opening are made up of brick and concrete. One of these is coming apart and proper repairs are needed.
- 8.8 There is a great deal of ivy growth on the interior of the wall in this area leading up to the Chantry and some tender loving care is needed if it is to remain stable. The rest of the eastern boundary wall is in satisfactory condition.
- 8.9 The Council have done some work to the crazy paving path running through the southern churchyard in previous years. It is in acceptable condition.

- 8.31 The northern and western churchyard have a substantial Kentish ragstone wall with brick coping detail. The interior of the wall is satisfactory but there will always be small areas of pointing and ivy growth that need attention.
- 8.32 The inspecting architect walked the exterior, down Rectory Lane. There is plant growth in the north elevation opposite the white gate and this should be watched for stability and some pointing would be beneficial but it is generally in reasonable condition.
- 8.33 Further down the lane, a herbaceous border masks part of the wall and the wall has been heavily sand and cement pointed but appears to be stable and no concerns are expressed. There is minor movement in the top, almost opposite the Tower and a little work would be prudent. It is suspected that ivy has got into this.
- 8.34 Opposite the entrance to Six Bells Lane and St Nicholas Drive, modern steps lead up into the churchyard. There is some cracking and movement in the wall to the left side and a little pointing and grouting would be prudent.
- 8.35 There are isolated minor holes in the southern wall onto Rectory Lane but nothing that is a cause for concern. No significant works are anticipated in the foreseeable future.
- 8.36 The car park and areas away from the churchyard do not form part of the inspection.

9. Fire Safety

N/A

- 9.1 The Regulatory Reform (Fire Safety) Order, 2005 applies to all churches and church buildings. The Order replaces the Fire Precautions Act and the system of Fire Certificates, also certain requirements under the Health & Safety at Work Act and the Licensing Act. The Order can be found online at www.uk-legislation.hmso.gov.uk/si/si2005/20051541.htm. The Order is supported by several guidance documents, including a useful summary entitled 'A Short Guide to Making your Premises Safe from Fire'. Those responsible for the church premises should study this document, which is available online at <http://www.communities.gov.uk/publications/fire/regulatoryreformfire> and on the Diocesan website.
- 9.2 A key part of the Order places legal duties on a 'Responsible Person', including the preparation of a Fire Safety Risk Assessment for the church. The Responsible Person is someone with an existing role within the church who fits the description in Clause 3 of the Order. Depending upon the particular circumstances and use of the buildings, this might be the PCC, a churchwarden or buildings manager.
- 9.3 At least two water type fire extinguishers should be kept in readily accessible positions in the Church. Additional extinguishers of the appropriate type should be installed in boiler rooms, organ chamber, kitchens and in any areas above ground floor level where activities take place. There are several types of extinguishers and it is essential to place the correct one in the appropriate position. If necessary, advice should be sought from the local Fire Prevention Officer, or from your extinguisher maintenance company.
- 9.4 Fire extinguishers should be maintained annually and it is recommended that the church enters into an appropriate service contract.
- 9.5 St Nicholas' Church is a substantial complex with a large number of fire fighting appliances in most spaces. There is also fire detection throughout the building and emergency lighting. The Parish are very organised and have this tested annually and keep the installation up to date.

Detailed Income & Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

Committee 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
Open Spaces										
<u>21 O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	216	0	(216)	2,807	2,893	86	31,827		0	
1316 Raleys Car Park Permits	83	0	(83)	1,467	0	(1,467)	1,803		0	
1850 Log Sales	0	0	0	0	0	0	1,273		0	
1990 Other Income	0	64	64	306	128	(178)	764		0	
O/ Spaces & Leisure - General :- Income	299	64	(235)	4,580	3,021	(1,559)	35,667			0
4010 Gross Pay	15,211	15,191	(20)	29,665	30,382	717	182,290		152,625	
4270 Employers Pension Contribution	885	1,014	129	1,748	2,028	280	12,172		10,424	
5013 Graffiti Removal	0	170	170	0	170	170	1,020		1,020	
5025 Lower St Johns Toilets	1,649	892	(757)	2,539	1,784	(755)	10,710		8,171	
5026 Greatness Rec Convenience	232	255	23	920	510	(410)	3,060		2,140	
5050 Seats And Litter Bins	0	0	0	1,095	0	(1,095)	2,836		1,741	
5060 Sevenoaks Common	0	0	0	0	0	0	3,774		3,774	
5065 Tree Safety Survey	0	0	0	0	0	0	3,876		3,876	
5070 Other Woodlands	0	0	0	0	842	842	3,366		3,366	
5110 Knole Paddock & Pavilion	0	0	0	0	0	0	4,030		4,030	
5120 Knole Paddock Pitch & Grnd Mt	0	0	0	2,115	0	(2,115)	3,570		1,455	
5310 Miscellaneous Open Spaces	118	154	36	128	308	180	1,842		1,714	
5311 Security Open Spaces	1,743	1,300	(443)	3,431	2,600	(831)	15,600		12,169	
5316 Skatepark Maintenance	300	600	300	300	600	300	2,627		2,327	
5317 Raleys Car Park	0	0	0	0	0	0	510		510	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

Committee 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
5320 Fertilizers	0	300	300	0	300	300	1,224		1,224	
5330 Grass Seed	0	0	0	0	0	0	2,142		2,142	
5340 Plants	133	0	(133)	133	0	(133)	2,550		2,417	
5410 Repairs & General Maintenance	56	128	72	64	256	192	1,530		1,466	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	0	701	701	852	1,402	550	8,415		7,563	
5525 Equipment Maintenance	137	960	823	268	960	692	8,160		7,892	
5550 Vehicle Expenses	23	1,333	1,310	932	2,666	1,734	16,000		15,068	
5700 Fuel	500	527	27	761	1,054	293	6,324		5,563	
6000 Rent & Rates	0	612	612	0	612	612	1,224		1,224	
6010 Light Heat & Cleaning	0	0	0	0	0	0	2,142		2,142	
6101 Telephone	12	17	5	24	34	10	204		180	
6104 Mobile Telephone	0	17	17	38	34	(4)	204		166	
6200 Printing & Stationery	(16)	0	16	0	0	0	0		0	
6320 Staff Training	1,885	0	(1,885)	1,885	0	(1,885)	3,060		1,175	
6330 Welfare/Hospitality	23	17	(6)	23	34	11	204		181	
6730 Subscriptions	0	0	0	0	204	204	204		204	
6812 Road Dues	0	0	0	0	0	0	1,530		1,530	
6851 Bus Shelter Maintenance	0	15	15	0	30	30	179		179	
6900 Sundry Expenses	16	8	(8)	16	16	1	102		87	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,581		1,581	
6930 Alarm Maintenance	0	0	0	0	0	0	755		755	
6931 CCTV Maintenance	43	0	(43)	87	0	(87)	1,224		1,137	
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	2,856		2,856	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

Committee 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
6935 Waste Bin Disposal-Waste Bins	253	359	106	624	718	94	4,304		3,680	
6952 Protective Clothing	0	123	123	68	246	178	1,479		1,411	
O/ Spaces & Leisure - General :- Indirect Expenditure	23,206	24,693	1,487	47,714	47,790	76	320,080	0	272,366	0
Net Income over Expenditure	(22,906)	(24,629)	(1,723)	(43,135)	(44,769)	(1,634)	(284,413)			
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1700 Cemetery Income	1,566	7,957	6,391	18,351	15,914	(2,437)	95,481		0	
O/ Spaces & Leisure - Cemetery :- Income	1,566	7,957	6,391	18,351	15,914	(2,437)	95,481			0
4010 Gross Pay	7,236	7,180	(56)	14,441	14,360	(81)	86,161		71,720	
4270 Employers Pension Contribution	556	599	43	1,112	1,198	86	7,184		6,072	
5210 Cemetery Chapel & Office	0	0	0	4	0	(4)	210		206	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	179		179	
5410 Repairs & General Maintenance	38	85	47	54	170	116	1,020		966	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	0	272	272	702	544	(158)	3,264		2,562	
5525 Equipment Maintenance	663	212	(451)	730	424	(306)	2,550		1,820	
5700 Fuel	111	60	(51)	208	120	(88)	714		506	
6000 Rent & Rates	816	558	(258)	1,630	1,116	(514)	6,701		5,071	
6010 Light Heat & Cleaning	(14)	105	119	337	210	(127)	1,265		928	
6101 Telephone	44	64	20	121	128	7	765		644	
6104 Mobile Telephone	0	10	10	0	20	20	122		122	
6105 Broadband wi-fi service	40	0	(40)	40	0	(40)	0		(40)	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

Committee 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
6200 Printing & Stationery	0	8	8	0	16	16	102		102	
6240 Computer/ Data Base/WP's	30	0	(30)	60	0	(60)	408		348	
6320 Staff Training	0	0	0	0	0	0	2,040		2,040	
6330 Welfare/Hospitality	0	14	14	0	28	28	173		173	
6500 Goods for Resale	0	17	17	0	34	34	204		204	
6630 Professional Fees	0	0	0	0	0	0	102		102	
6650 Bad debts	4	0	(4)	4	0	(4)	0		(4)	
6730 Subscriptions	0	0	0	95	0	(95)	102		7	
6802 Trees Plants Turf & Fertilizer	105	0	(105)	195	0	(195)	3,060		2,865	
6822 Roads Path & Boundaries	67	0	(67)	250	0	(250)	714		464	
6832 Lawn/Wall of Remembrance	10	0	(10)	10	0	(10)	102		92	
6900 Sundry Expenses	0	4	4	0	8	8	51		51	
6922 Health&Safety/Risk Assessments	0	568	568	0	568	568	2,270		2,270	
6930 Alarm Maintenance	590	566	(24)	815	816	1	816		1	
6932 Cemetery Security	405	391	(14)	809	782	(27)	4,692		3,883	
6935 Waste Bin Disposal-Waste Bins	81	104	23	161	208	47	1,255		1,094	
6952 Protective Clothing	78	64	(14)	115	128	13	765		650	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	10,859	10,881	22	21,892	20,878	(1,014)	128,191	0	106,299	0
Net Income over Expenditure	(9,293)	(2,924)	6,369	(3,541)	(4,964)	(1,423)	(32,710)			
<u>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	33	0	(33)	33	0	(33)	1,111		0	
1047 QH Allotments Income	14	0	(14)	35	0	(35)	7,516		0	
O/ Spaces & Leisure- Allotment :- Income	47	0	(47)	68	0	(68)	8,627			0

Detailed Income & Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

Committee 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
4010 Gross Pay	478	541	63	790	1,082	292	6,496		5,706	
4270 Employers Pension Contribution	33	22	(11)	57	44	(13)	260		203	
5410 Repairs & General Maintenance	413	0	(413)	413	306	(107)	1,224		811	
6000 Rent & Rates	58	130	72	116	260	144	1,561		1,445	
6002 QH Allotments Costs	600	0	(600)	600	0	(600)	714		114	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	306		306	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,582	693	(889)	1,976	1,692	(284)	10,561	0	8,585	0
Net Income over Expenditure	(1,535)	(693)	842	(1,908)	(1,692)	216	(1,934)			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	0	0	(0)	9,091		0	
1990 Other Income	0	103	103	0	206	206	1,236		0	
1997 In Bloom Income	400	0	(400)	400	0	(400)	0		0	
Open Spaces-Street Lighting/Ge :- Income	400	103	(297)	400	206	(194)	10,327			0
6861 Public Clock Maintenance	17	0	(17)	17	0	(17)	2,966		2,949	
6862 Street Lighting	1,813	1,140	(673)	1,528	2,280	752	13,682		12,154	
6865 In Bloom Costs	179	435	256	464	870	407	14,790		14,327	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	2,010	1,575	(435)	2,009	3,150	1,141	31,438	0	29,429	0
Net Income over Expenditure	(1,610)	(1,472)	138	(1,609)	(2,944)	(1,335)	(21,111)			

Detailed Income & Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

Committee 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>29</u> O/Spaces & Leisure-Vine Ground										
1208 Other Events Income	0	500	500	0	500	500	1,500		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	875	875	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	352		0	
O/Spaces & Leisure-Vine Ground :- Income	0	500	500	875	1,375	500	5,352			0
4010 Gross Pay	787	763	(24)	1,510	1,526	17	9,157		7,648	
4270 Employers Pension Contribution	47	46	(1)	90	92	2	549		459	
5010 Vine Area General Maintenance	0	344	344	0	688	688	4,122		4,122	
5020 Vine Public Convenience	700	722	22	941	1,444	503	8,670		7,729	
6000 Rent & Rates	0	44	44	144	88	(56)	525		381	
6460 Publicity & Democratic notices	0	0	0	0	0	0	255		255	
6635 Professional Fees Licensing	0	0	0	0	0	0	102		102	
6868 Summer Concerts	0	0	0	0	0	0	3,264		3,264	
6931 CCTV Maintenance	0	0	0	0	0	0	673		673	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	1,534	1,919	385	2,685	3,838	1,153	27,317	0	24,632	0
Net Income over Expenditure	(1,534)	(1,419)	115	(1,810)	(2,463)	(653)	(21,965)			
Open Spaces :- Income	2,312	8,624	6,312	24,273	20,516	(3,757)	155,454			
Expenditure	39,192	39,761	569	76,276	77,348	1,072	517,587	0	441,311	
Movement to/(from) Gen Reserve	(36,879)			(52,003)						

Detailed Income & Expenditure by Phased Budget Heading 31/05/2021

Month No: 2

Committee 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	2,312	8,624	6,312	24,273	20,516	(3,757)	155,454			
Expenditure	39,192	39,761	569	76,276	77,348	1,072	517,587	0	441,311	
Net Income over Expenditure	(36,879)	(31,137)	5,742	(52,003)	(56,832)	(4,829)	(362,133)			
Movement to/(from) Gen Reserve	(36,879)			(52,003)						

This page left blank intentionally

This page left blank intentionally

Open Spaces & Leisure Committee – 5th July 2021

Allotments Manager's Report

A very cold and wet spring has delayed the season by many weeks and tenants are frustrated by the lack of growing action on their plots. Finally, some extreme rain and heat has brought crops on, but everyone says it's a 'weird' year and that normally reliable crops are proving difficult.

Keeping on top of the watering, mowing and weed growth are the biggest challenges that tenants face.

Quaker's Hall Allotments (QHA)

There are two vacant plots (10 rods) and 42 people on the waiting list.

Plot lettings, which paused briefly between the first and second lockdowns, started up again during the third lockdown, once the lettings manager received his first vaccine.

Although formal inspections have not taken place at all since the start of the pandemic, cultivation levels have been monitored and some tenancies have ended because of non-cultivation.

Bradbourne Vale Allotments (BVA)

There are no vacant plots and one person on the waiting list.

Cultivation levels at BVA are very high and there has been a quick turnover of several plots recently resulting in four new tenancies.

Water Use Across Both Sites

For quite a few years now, Sevenoaks Allotment Holders' Association (SAHA) has been thinking about changing the taps and dipping tanks (a mix of loft tanks, butler sinks and bathtubs) at Quaker's Hall Allotments for cattle trough-style dipping tanks, which have a ball-cock and valve. This project has not gone ahead mainly due to the costs involved and their desire to add in more taps to the system, which would be very disruptive.

At BVA, water usage is more than 6.8 times that of QHA (analysis of bills from July 2018 to December 2020) due to the historic use of hosepipes and sprinklers, the control and removal of which has, thus far, failed.

The use of hosepipes on our allotments is not permitted, except to fill up a water butt or other similar container on the plot.

There is also concern over the risk of legionella in pipes left lying in the sun and the environmental impact of water being used in this manner.

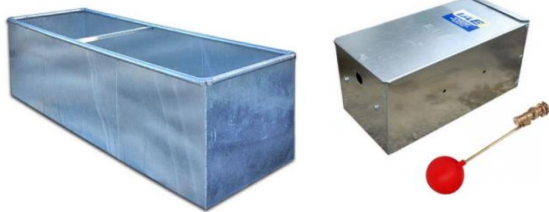
RECOMMENDED: replace all five taps at BVA and ten taps at QHA with cattle trough-style tanks which are placed on low-level concrete blocks. The suggestion is to convert BVA first.

SES Water has an 'Every Drop Counts community fund' <https://seswater.co.uk/your-water/saving-water> with a special fund for allotment sites.

Open Spaces & Leisure Committee – 5th July 2021

Sevenoaks Town Council has made climate change its Number 1 Priority and is therefore encouraging water conservation, not excess usage.

As well as the cost of the troughs, service boxes and concrete blocks, a plumber would need to be hired to adjust the piping and install the equipment.



Trough and service box.

They will need to stand on low concrete blocks.

Each tank would have a cover, which would need to be designed and supplied locally, as they do not exist as standard.

As at 22nd June, McVeigh Parker's price for a 4' tank and service box is £226.35 + £45.27 VAT. **Total: £271.62**

Therefore, the total cost of 15 tanks and service boxes is £4074.30.

The cost of plumbing is still TBA.

There is a general shortage of cattle troughs until September at the earliest, but as this would be a winter project, there is no urgency for supply.

Ruth King
Allotments Manager
22nd June 2021

Open Spaces & Leisure Committee – 5th July 2021

**Minutes
In Bloom Competition 2021**

Tuesday 15 June at 10am virtual meeting on Zoom

Present:

Cllr Canet, Isobel Groves, Cllr Parry, Cllr Mrs Parry, Elliott Waters, Frances Moore, Cllr Eyre, Linda Larter, Ann White, Nicholas Cave, Ruth King and Beatriz Day

Apologies:

Cllr Busvine, Adrian Cheeseman, Cllr Granville-Baxter, Irene Collins, Mary Hogarth, Victoria Coath, Rebecca McDougall and Annette Whitney

1. Minutes of meeting held on 18 May 2021

The minutes were noted and agreed.

2. RHS Community Awards 2021 (formerly Britain in Bloom)

The 3 Themes below were noted.

Nourishing your Community

Planting with Purpose

Cultivating your Community

3. South & South East in Bloom

This year will be more challenging than previous years because of being unable to hold volunteer days. To be considered for Britain in Bloom in 2022, a town must be entered in South & South East in Bloom 2021 so we have entered the competition and will do our very best.

- i. It was noted that the judging of the South and South East in Bloom will take place on 15 July 2021.
- ii. It is hoped to increase the number of volunteers as a result of the Mayor's Green initiative, "Give it a Grow". Cllr Canet commented that individuals are expressing interest and Linda explained that volunteers need to register with the Town Council in order to coordinate and assist volunteers with planting areas etc. Flyers explaining the initiative and giving contact details have been distributed and placed in locations throughout the town.

Open Spaces & Leisure Committee – 5th July 2021

- iii. A new mini-wildlife area is being created in **The Pound**. It is hoped that the area will attract educational interest.
- iv. It was noted that some herbs for The Vine and Bat & Ball had been donated; more would be welcome.

4. Action Plan for 2021 entries

The judging route is being compiled, and progress is updated on the Action Plan. A considerable amount of work is needed to make the town look its best and volunteers are needed to improve and maintain areas in the run-up to judging, particularly in the final week.

Weeds are always an issue. Nicholas Cave has treated various sites (including the Shambles, The Stag, Six Bells Lane and others) and the weeds will be ready for sweeping in approximately 10 days.

Action: Nicholas Cave to liaise with SDC to see what can be jointly achieved

Action: Posters to be put up asking residents / people to help

Action: STC to give letter to businesses/premises explaining that they are on the judging route and asking for support (see attached)

The committee went through the judging route:

- a) The Vine – a lot of work needs to be done, but issues are addressed in the Action Plan which will be constantly updated. Linda commented that we need as many volunteers as possible and thanked the Soroptimists for their tremendous help at The Vine.
- b) The Pound – the wildflowers on the site are looking attractive. A noticeboard and bee hotel are to be installed.
- c) Adrian's bed at the Bus Station – the committee looked at pictures of the bed and thanked Adrian for the work he is doing. The plants are attractive, but the wooden planter is weathered and needs improvement. Nicholas Cave advised that the planter can be treated and painted with the plants in situ.

Open Spaces & Leisure Committee – 5th July 2021

It was noted that GO COACH have donated £300 for planting at the Bus Station.

- d) Rockdale – Annette was not present, but it was reported that everything is on track.
- e) Upper High Street Gardens – the beds are coming along nicely but the weeds in Six Bells Lane are always a problem. It would be ideal if residents of the Lane or a Friends Group could help maintain the Lane. It was agreed to let Otto's know about judging date.
- f) St Nicholas' Churchyard – There was a wildlife count at the churchyard last weekend where there was long grass and wildflowers. A beautiful bug hotel has been installed. Cllr Canet explained that St Nicholas' has joined with other churches encouraging eco-friendly churchyards. Cllr Parry wondered if we should put up a temporary sign explaining the reasons for leaving part of the area covered in long grass.

ACTION: Nicholas Cave to liaise with the church to agree best date for cutting grass in advance of the judging.

- g) West Kent Housing – This year has been different as the office is empty and Frances is doing everything on her own. Marigolds, tomatoes, and herbs have been planted now and everything is looking good despite the hot weather.
- h) The garden at Granville Road tended by Living Landscapes – no update
- i) Bat & Ball Centre will be judged on desktop.
- j) Greatness Cemetery and Sevenoaks Common will be judged in the afternoon as separate entries.

A timetable with the judging times will be distributed once the times are decided. Linda Larter explained that it would be ideal if volunteers can be present at the judging to explain their initiatives to the judges. It is important to show that we are working as a community.

Open Spaces & Leisure Committee – 5th July 2021

5. Sevenoaks Mainline Station – external planting area

The report produced for the improvement of the bed in the car park turning circle is ambitious. Unfortunately, there is not enough time to complete the work before the competition. For the time being, Elliott Waters and Nicholas Cave have discussed which plants are of value, three of them, and should be kept. Elliott advised that Southeastern staff will weed the bed, keep the station tidy and ensure that the Station looks nice for judging day. This includes “dealing with” graffiti.

Cllr Parry asked about a small triangle area by the car park towards Kippington which is full of weeds. Elliott Waters confirmed that the land is not Railway property therefore they are unable to cut it back.

6. Dates for future meetings

5 July 2021 at 2.00pm

Meeting concluded at 10.40am

**SEVENOAKS IN BLOOM
JUDGING DAY
is 15TH JULY 2021**

PLEASE NOTE YOUR PREMISES ARE ON THE JUDGING ROUTE

For several years Sevenoaks has entered the South & South East in Bloom competition and with the support of local volunteers, local businesses has done well in obtaining Gold awards.

We have entered again this year, even though it feels more of a challenge after the last year.

The theme for 2021 is colours of red, yellow, and orange and edible plants.

This note has been dropped off to you as your premises are on the route taken by the judges. We would appreciate anything you could do to enhance the route alongside the 2021 theme and help Sevenoaks community achieve Gold again.

Thank you for taking time to read this note. If you require any further information, please email osl@sevenoakstown.gov.uk

Linda Larter MBE
Chief Executive / Town Clerk

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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

This page left blank intentionally

This page left blank intentionally

Open Spaces & Leisure Committee – 5th July 2021

Sevenoaks Town Council
Greatness Recreation Ground – Management & Improvement Plan 2021

SEVENOAKS TOWN COUNCIL



**Greatness Recreation Ground
Management & Improvement Plan
Adopted September 2008
Reviewed March 2021**

Sevenoaks Town Council
Town Council Offices
Bradbourne Vale Road
Sevenoaks, Kent TN13 3QG
Tel: 01732 459953
Email: council@sevenoakstown.gov.uk



Open Spaces & Leisure Committee – 5th July 2021

	Page No
1. Introduction	3
2. The Roles of Parks	4
3. Greatness Recreation Ground – Fundamental Purpose	5
4. Greatness Recreation Ground – Facilities	5
5. Declaration of Aims	5
6. Sevenoaks Town Council Open Spaces Services	6
• Strategic Policy	
• Mission Statement	
• Vision	
7. Greatness Recreation Ground Plan	6
8. Aims for Achievement in five years	7
9. Greatness Recreation Ground History	8
10. The Future	8
11. Nature Conservation and Promotion	9
12. Environmental Policy Statement	9
• Sevenoaks Town Council’s No 1 Priority – Climate Change / Carbon Neutral	
• Horticultural Peat	
• Pesticides / Herbicides	
• Water Management	
• Soil Conservation	
• Energy Conservation	
13. Wildlife Initiatives	10
14. Tree Management and Conservation	10
15. Car Parking	10
16. Security Matters	10
17. Management Statement	11
18. Conclusion	11
19. Map of Site	12
Appendix	
Five Year Action Plan	

1. Introduction

This document was created by Sevenoaks Town Council in 2008 and although most of the actions and more have been carried out, it has not been formally reviewed since that date. The Management & Improvement Plan provides a comprehensive framework for all management and development within Greatness Recreation Ground. It is an organic document, which will develop further with input, not only from the Town Council, but also stakeholders and users of the facility.

The Aims of this Management & Improvement Plan are to assist those responsible for conserving, managing and improving Greatness Recreation Ground and to do so in a consistent, sustainable and – where possible – an environmentally sensitive way, with the intention of encouraging more people to enjoy this local facility and to respond to changing needs.

Copies of the document are available from the Town Council Offices and on the Town Council's website at: www.sevenoakstown.gov.uk.

Sevenoaks Town Council wishes to encourage existing and potential new partner agencies to work with it to incorporate targets into this Plan. We also encourage suggestions from the wider community, from park users to local residents and community groups, to have an input into Greatness Recreation Ground's management and improvement.

2. The Role of Parks

There are estimated to be more than 27,000 parks and green spaces across the UK (Urban Parks Forum, 2001). These spaces are diverse, ranging from principal parks with many facilities and amenities, to small neighbourhood or pocket parks.

Parks encourage physical exercise and wellbeing, whether through organised sports or through informal activity such as walking, running or playing. The OPENspace Research Centre at the University of Edinburgh noted that the health benefits linked to urban green space include:

- Improved social functioning.
- Improved functioning of the immune system.
- Reduced exposure to air pollution.
- Optimised exposure to sunlight and improved sleep.
- Improved mental health and cognitive function.
- Reduced cardiovascular morbidity.
- Reduced prevalence of type 2 diabetes.

The Parks Alliance provides the following information: for every £1 spent on parks in England an estimated £7 in additional value is generated for the health and wellbeing of local people and the local environment. Parks have never mattered more to local people. They connect people to the natural world, providing places for people to enjoy the outdoors, exercise their pets, keep fit and meet their neighbours.

Open Spaces & Leisure Committee – 5th July 2021**3. Greatness Recreation Ground – Fundamental Purpose**

- i) Social cohesion – to be free, accessible, inclusive and to provide an important urban ‘social space’ for the community.
- ii) To provide meaning and significance by use so contributing to people’s quality of life. To provide a location that enables recreational activity, general opportunities for sociability or – alternatively – peace and solitude to escape from everyday life.
- iii) Environmental benefits – to have a high amenity value by providing a contrast to the urban environment.
- iv) To provide positive psychological effects, even for those not consciously appreciative.
- v) An ecological benefit in the value of an urban park in removing toxins in the air.
- vi) Health and wellbeing – to provide an attractive environment, an antidote to the stresses of modern living, can contribute to a sense of wellbeing and improved mental health.
- vii) Educational benefits – can provide an educational resource for a wide range of subjects, including acting as a catalyst to educate visitors about the nature of the countryside as a sustainable resource. Can provide outdoor education / activity programmes, which are used as tools suitable for addressing issues such as juvenile delinquency.
- viii) A safe environment for everyone to meet, exercise, socialise and for the young to play together.

4. Greatness Recreation Ground – Facilities

At the point of review in 2021 Greatness Recreation Ground had the following facilities:

- i) Play area
- ii) Skateboard park
- iii) Futsal goals
- iv) Open air gym equipment
- v) Two football pitches (one enclosed)
- vi) Sports pavilion

5. Declaration of Aims

- i) Continue to improve leisure facilities and recreational space within Greatness Recreation Ground.
- ii) Continue to improve security to provide a safe environment for the local residents and users of the park.
- iii) Promote the facilities of Greatness Recreation Ground through public events.
- iv) Work together with residents, local authorities, voluntary and other organisations.
- v) Encourage new users and activities in the park.
- vi) Improve the landscaping and car parking of the park.

Open Spaces & Leisure Committee – 5th July 2021

- vii) Explore and obtain funding for achieving these aims.
- viii) Continue to support those providing exercise, both formal e.g. Sevenoaks Town Football Club and local walking groups, or those using free outdoor gym equipment.
- ix) Create and support Friends of Greatness Recreation Ground (to include a diversity of membership).

6. Sevenoaks Town Council – Open Spaces Services

Strategic Policy

The Town Council aims to provide a strategic approach to the management, development and promotion of recreational and statutory facilities in a sustainable way. Within the service, the key objectives that relate to Greatness Recreation Ground are to provide a facility that meets the needs of both the local community and across Sevenoaks Town, encourages involvement, promotes a healthy lifestyle and provides a safe, clean and sustainable environment.

Mission Statement

“Sevenoaks Town Council together with local stakeholders will ensure that the outdoor environment is valued, nurtured and enhanced for the benefit and enjoyment of all, now and for the future.”

Vision

To maintain a high performance, multi-skilled team (including volunteers) that will strive to develop the full potential of green space within the remit of Sevenoaks Town Council through effective partnership and joint working; to achieve the aims and key tasks within agreed principles and values and in particular to:

- Contribute to the economic, social and environmental wellbeing, improvement and development of Sevenoaks town.
- Improve the quality of life for the people of Sevenoaks in accordance with their needs.
- Make the recreation ground more attractive to visitors.
- Promote inward investment, development and heritage conservation.
- Promote biodiversity through sustainable habitat and species management practices.
- Promote community activities on the recreation ground (not including fun fairs).
- Promote and develop a Friends Group.

7. Greatness Recreation Ground – Ownership and Management

Greatness Recreation Ground is solely owned and operated by Sevenoaks Town Council.

Two football pitches and the area for the football pavilion is leased to Sevenoaks Town Football Club who manage these facilities.

Open Spaces & Leisure Committee – 5th July 2021**8. Aims for Achievement in Five Years – 2021 - 2026**

The vision for Greatness Recreation Ground's 5-year Management & Improvement Plan is to increase the enjoyment for all sections of the community visiting Greatness Recreation Ground. This will be achieved by improving leisure, play and customer services facilities and by renovating areas of horticultural interest.

The vision can be split into the following objectives:

- i) Continue to create a safe, secure and welcoming park and facilities.
- ii) Continue to maintain customer service facilities, bins, benches and good paths etc.
- iii) Develop a planting scheme for high quality / fully stocked shrubs / wildflower area.
- iv) Continue to provide and review signage and on-site interpretation (where necessary) to improve the quality of experience for visitors.
- v) Maintain and further improve play facilities.
- vi) Increase community involvement by liaison with local stakeholders; consider community planting days and other events and the creation of a Friends Group.
- vii) Seek funding to achieve the above.
- viii) Continue to support community groups using the recreation ground e.g. Sevenoaks Town Football Club.
- ix) If the football club proceeds with plans to build a new pavilion, to retain the current pavilion for community use.

9. History of Greatness Recreation Ground

Greatness is an area in the north-east of the town. It was owned by Lord Greatness until the 1920s, when it was given to the local council. Greatness Recreation Ground is situated within this area, adjacent to Greatness Cemetery.

Greatness Recreation Ground is also home to Sevenoaks Football Club, founded in 1883, who currently play in the Premier Division of the Kent County Football League.

In 2007, Sevenoaks District Council transferred the ownership of Greatness Recreation Ground to Sevenoaks Town Council.

Since acquiring the park, the Town Council has provided tangible improvements in the form of the following:

- Installation of £50,000 play area and fencing
- Installation of £100,000 skateboard park
- Outdoor gym equipment
- Futsal goalposts
- Public toilet
- New fencing
- New seats, including youth shelter
- Regular grass cutting
- Regular litter picking
- Marked reduction of anti-social behaviour
- Increased usage of open space for correct purpose

10. The Future

Sevenoaks Town Council continues to invest in Greatness Recreation Ground both in regular maintenance and ongoing capital infrastructure. Details for the next five years are included at the end of this document.

In addition, the Town Council continues to encourage ongoing community involvement with the recreation ground by supporting formal organisations such as Sevenoaks Town Football Club with its ambitious plans; encouraging community activities and the proposed creation of a Friends Group.

During the Sevenoaks Neighbourhood Development Plan process a Northern Sevenoaks Masterplan was created, which provides aims to improve green corridors between public open spaces, both new and present.

Open Spaces & Leisure Committee – 5th July 2021**11. Nature Conservation and Promotion**

Sevenoaks Town Council continues to be committed to realising the potential for open space to be utilised as wildlife resources. The Town Council will bear in mind the following principles in relation to this:

- To coordinate and take action to make sure that all sectors of the Sevenoaks community are committed to improving, valuing and protecting our habitats and wildlife, to provide a well-balanced and sustainable environment, which contributes to a good quality of life for present and future generations.
- The Town Council will – where possible – aim to reduce chemical, energy and water use by good management practices.
- The Town Council will encourage the management of open spaces in a manner which maximises their wildlife value, whilst complementing its open space recreation and amenity objectives on Town Council-owned land. This should be done in co-operation with the local community, which will also be encouraged to keep disturbance of wildlife to a minimum.

12. Environmental Policy Statement

The following policy statement explains how Greatness Recreation Ground management is being developed in accordance with sustainable work practices.

- **Sevenoaks Town Council's No 1 Priority – Climate Change / Carbon Neutral**

Practical aspects for parks including:

- planting of more trees (in 2020 it planted 790);
- promotion of the Refill Scheme;
- Sevenoaks Plastic Free Pledge;
- installation of water fountains where possible;
- initiatives to reduce litter and encourage recycling;
- installation of cycle racks; and
- providing green links to open spaces.

- **Horticultural Peat**

Every effort will be made not to use horticultural peat within the park.

- **Pesticides / Herbicides**

To maintain the park with the minimum use of any chemicals to control weeds or pests. All paths, shrub beds and borders to be maintained by hand.

- **Water Management**

Where appropriate, watering to take place at various times of day to ensure minimum water evaporation, and to consider options for rain harvesting.

Open Spaces & Leisure Committee – 5th July 2021

- **Soil Conservation**

Poor soil conservation methods result in the reduction of soil fertility and poor soil structure. In turn, this leads to plants having reduced flowering vigour and increased propensity to disease. Buying in compost to remedy such a situation would be costly and damaging to the environment.

To prevent this situation arising, the aim is for the Town Council to produce or obtain compost bays from its partners. Where possible, all compostable material produced on site is either to be shredded and put directly onto shrub beds or put into the compost bays. The resulting compost will then be used in shrub and flower beds. This organic matter will rot down and improve and maintain soil structure, aid moisture retention and provide a habitat for micro fauna.

- **Energy Conservation**

Working towards composting on site would provide a sustainable end use, removing the need for transporting materials via road and therefore reducing pollution and the need to use landfill sites.

13. **Wildlife Initiatives**

The Town Council intends to develop a Friends Group, which will be encouraged to assist with the development of a planting scheme, as well as initiatives such as the installation of bird, bat and insect nesting boxes in the park to provide additional habitats.

14. **Tree Management and Conservation**

Greatness Recreation Ground contains some mature trees. A stock condition will be incorporated into this Management & Improvement Plan. The results of this will be used to provide a tree management strategy, which will include a succession planting programme to provide sustainability over the generations. Any trees which are dead, dying or dangerous will be felled and reused within the park as park furniture, used as habitat piles and deadwood habitats for decomposers or composted on site and replaced with suitable trees.

15. **Car Parking**

As the park increases in vitality and attracts more visitors the pressure on available car parking space will also increase.

There are also additional pressures on car parking in the area from the well-attended Hope Church and Sevenoaks Town Football Club.

Initiatives will be of primary importance to encourage alternative uses of transport than the car: walking, cycling (installation of cycle racks) and public transport.

16. **Security Matters**

Sevenoaks Town Council will continue to work with Police Community Support Officers, Community Safety Unit, Kenward Trust and other organisations to increase security for the users of Greatness Recreation Ground.

It is inherently difficult to provide CCTV at recreation grounds. The Town Council and the football club have provided CCTV cameras and are looking to improve the provision longer term.

Open Spaces & Leisure Committee – 5th July 2021

The essence of the ‘eyes on the street’ approach to planning and design is to increase the opportunities for informal surveillance and reduce the number of isolated places where crime can take place unseen. This practice has been put in place both for the children’s play area and car park.

Since Sevenoaks Town Council took over the recreation ground in 2007 it has seen a decrease in anti-social behaviour.

17. Management Statement

The day-to-day management of Greatness Recreation Ground will continue to be carried out by full time Sevenoaks Town Council open spaces staff. The play areas will continue to be inspected regularly by open spaces staff and independently twice a year.

The football pitches and pavilion are managed under a lease by the Sevenoaks Town Football Club.

18. Conclusion

Sevenoaks Town Council believes that the active involvement of the community, allied to the enthusiastic and accomplished work of the open spaces staff, with the full support of Sevenoaks Town Council, will deliver improvements to the Greatness Recreation Ground every year.

The most critical aspect of the Greatness Recreation Ground Management & Improvement Plan is to ensure that a methodology exists that will enable all stakeholders involved in the development of the park to assess the effectiveness of the management and the extent of the progress made. A 5-year action plan is attached to this document.

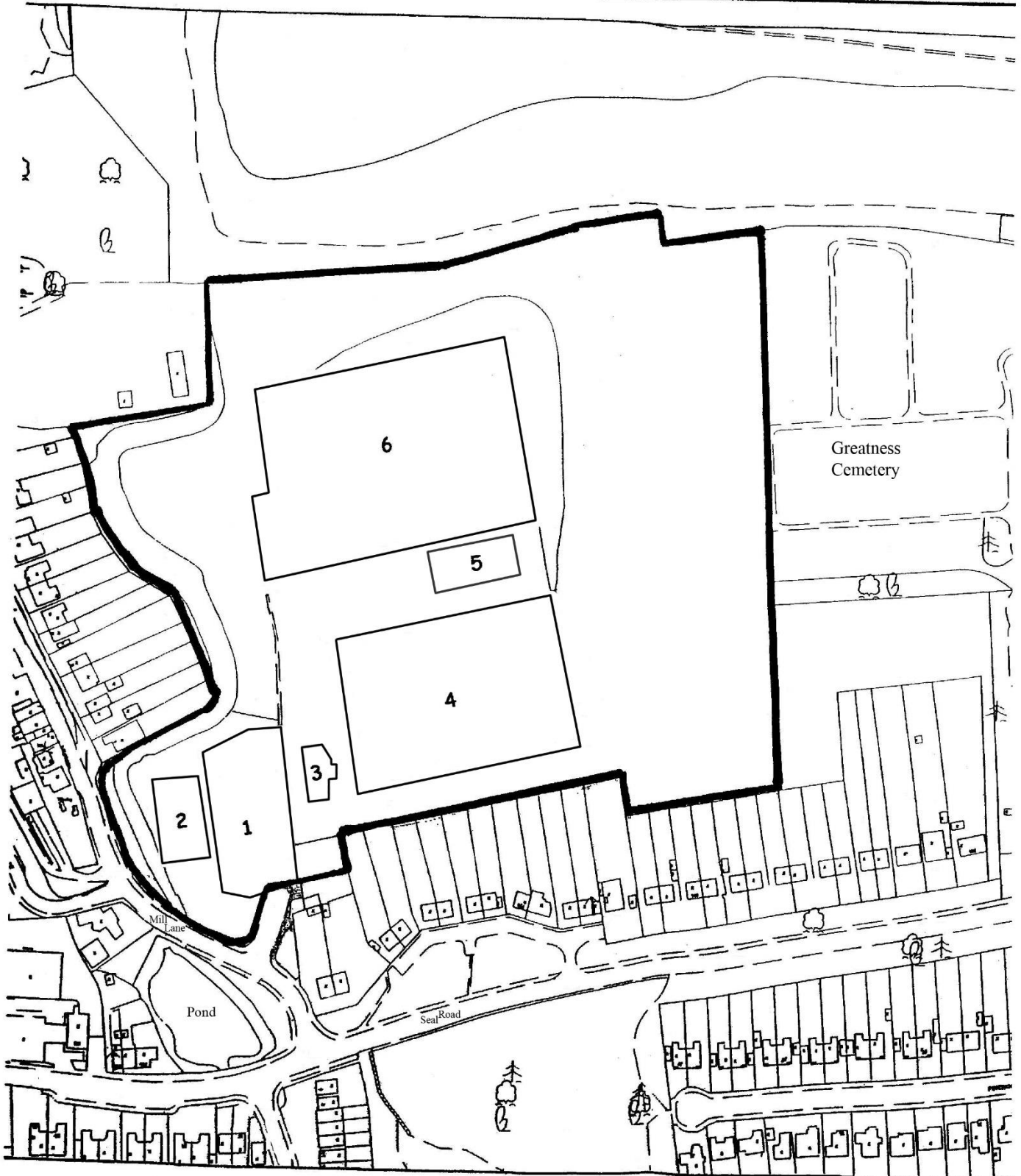
Sevenoaks Town Council intends to ensure continuous improvement, development and assessment of the management of Greatness Recreation Ground. This will enable those organisations involved in the management and development of the park to ensure that it is safe, pleasant and a sustainable green space now and for the future.



Greatness Recreation Ground

KEY

- 1 - Car Park
- 2 - Children's Play Area
- 3 - Pavilion
- 4 - Football Pitch No. 2
- 5 - Skateboard Park
- 6 - Football Pitch No. 1



Open Spaces & Leisure Committee – 5th July 2021

Greatness Recreation Ground Management Plan

Ref	Activity – subject to availability of funds	£	2021	2022	2023	2024	2025
1	Creation of Friends Group		X				
2	Develop a planting scheme including shrubs, trees and wildlife area	tbc	X				
3	Start to action planting scheme			X			
4	Installation of drinking fountain	£1,500	X				
5	Subject to Sevenoaks Town Football Club Pavilion receiving planning permission – repurpose current pavilion for community use	tbc			X		
6	Application for Green Flag Status				X		
7	Upgrade play area	£50,000		X			
8	Installation of cycle racks	tbc	X				
9	Review and install updated signage	tbc	X				
10	Install connecting gate to Greatness Cemetery for maintenance purposes	£2,000	X				
11	Provision of Public Art	tbc			X		
12	Continue to work on strategic plans (NDP / Northern Masterplan) to enable linking of green spaces, including to Tarmac site development if and when it happens		X	X	X	X	X
13	Survey of users			X			X
14	Review Action Plan						X
	Grounds Maintenance						
1	Regular maintenance of play area	?	X	X	X	X	X
2	Twice per year independent inspection of play area	?	X	X	X	X	X
3	Emptying of litter bins and collecting litter	?	X	X	X	X	X
4	Emptying of dog bins	?	X	X	X	X	X
5	Maintenance of seats, notice board etc.	?	X	X	X	X	X
6	Maintenance of skateboard park	?	X	X	X	X	X
7	Maintenance of outdoor gym equipment	?	X	X	X	X	X
8	Daily cleaning and general maintenance of public toilet	?	X	X	X	X	X
9	Hold minimum of one Community Activity Day, normally during school holidays	?	X	X	X	X	X
10	Maintain trees, border shrubs	?	X	X	X	X	X
11	Grass cutting – to carry out a minimum of 12 cuts per year	?	X	X	X	X	X

This page left blank intentionally

This page left blank intentionally

Open Spaces & Leisure Committee – 5th July 2021

Sevenoaks Town Council
Schedule of Capital Investment to Play Areas
(Subject to availability of funds)

Sevenoaks Town Council owns and maintains several play areas within the town. Greatness Recreation Ground, Hillingdon Recreation Ground and Julian's Meadow were inherited from SDC in 2008.

The Town Council pays for repairs, general maintenance, H&S checks from its annual revenue budget. Capital investment for new and upgraded equipment is subject to being successful with external grants, capital income and in recent years CIL income.

Below is a precis of play areas and investment by the Town Council.

It is **RECOMMENDED** that a programme of capital investment is agreed, subject to availability of funds.

Play Area	Last Capital Investment	Expenditure	Target Date	Proposed Budget
Hillingdon Rise Rec. Ground	2008	£35,000	2021	£50,000
Julian's Meadow	2008	£35,000	2022	£50,000
Greatness Rec. Ground	2008 2018	£50,000 £10,000	2023	£50,000
Buckhurst Play Area	2016	£100,000	2024	£50,000
Vine Play Area	2016	£10,000	2021	£10,000
Kippington Meadow	2018	£3,000	2025	£5,000
Pontoise	2019	£10,000	2026	£30,000
Mount Close	2020	£20,000	2027	£30,000
		£273,000		£275,000

Hillingdon Rise Recreation Ground 2021 proposals include the following:

- 1 new piece of multi-functional play equipment
- Refurbish current equipment.
- New play surface
- 2 football goals
- External table tennis
- 2 pieces of outdoor gym

Suppliers will be asked to provide visuals of proposals which can be used for consulting with local residents about preferences.

This page left blank intentionally

This page left blank intentionally

Adopt a Tree IN SEVENOAKS

A unique gift to celebrate a special birthday or anniversary or to remember a loved one.



WHY ADOPT A TREE?

- Trees benefit the local environment
- Help improve air quality
- Provide homes for wildlife
- Food for insects
- Are visually attractive

WHERE CAN THE TREES BE PLANTED?

- Bat & Ball Centre
- Britains Common
- The Green Hillingdon Rise
- Judds Piece
- Littlewood
- Raleys Field & Knole Paddock
- Sevenoaks Common
- Vine Cricket Ground & Garden
- White Hart Beeches
- Woodside Road Open Space
- Greatness Park Cemetery
- Greatness Recreation Ground
- Hillingdon Play Area
- Julians Meadow
- Mount Close Open Space
- Pontoise Close Open Space
- Allotment Sites

These areas vary in size and many of the trees to be planted would be understory trees and hedgerow bushes, but all of them would be extremely beneficial to the local environment.

CAN I PLANT THE TREE MYSELF?

If your tree is going to be planted in a Town Council park or open space, then you can come along and help with the planting.

If your tree is going to be on a roadside verge, unfortunately you will not be able to help as safety guidelines must be followed when working on a public highway.

THE COST

Your tree can be planted at one of our parks and following the planting, you will receive a certificate with a picture of the newly planted tree and a plan showing its location. If you would like to be in the photo, this can be arranged. Individual plaques are not provided, but if you would like to provide your own, we can attach it to the stake.

Standard tree - £100 (10/12cm bare root wrapped tree)

This price includes purchase of the tree, digging a hole for its roots, adding compost, installing an irrigation pipe, backfilling, mulching and staking.

THE CHOICE OF TREE

It is important that the right tree is chosen for the right location to enhance its chance of flourishing. Native species will be chosen for the most part with an emphasis on fruit and nut trees. You are encouraged to water and nurture your tree and watch it grow over the years.

PLANTING

The best months for planting trees are December and January.

So that we can plant new trees during this time, our deadline for applications is 30th September. This gives us enough time to order the trees, agree and mark the final locations and organise planting.

Once the tree is planted Sevenoaks Town Council will be responsible for maintaining the tree. Please be aware that we cannot guarantee the lifetime of the tree, and we will be unable to replace any trees, which do not establish themselves.

If the tree is near your home, you can increase its chances of survival by giving it water during periods of drought and hot weather.

TREE ADOPTION INTEREST FORM

Please complete the form below:

- Name:
- Address:
.....
.....
.....
.....
- Email:
- Tel:
- Preferred Location:
.....

council@sevenoakstown.gov.uk

Sevenoaks Town Council

Town Council Offices, Bradbourne Vale Rd,

Sevenoaks TN13 3QG



Open Spaces & Leisure Committee – 5th July 2021

Bee Hotel at The Pound

As part of our commitment to Bio-diversity and our awareness of the threat to bees and other pollinators, we have decided to make the former animal pound in Pound Lane a wildlife friendly area, with a focal point of a Bee Hotel.

At present, the Pound is a plain area of grass approximately 10m x 3m in size situated between housing and gardens and opposite close to the Old Vine Pub/ Restaurant. The space is too small for any normal recreational use.

It did for many years have a sign explaining its historical use and a replacement sign has now been ordered for delivery by the end of this month.

The Deputy Clerk approached the 'Men in Sheds' project at Greatness who were delighted to make a Bee hotel for us using surplus timber that has a roof tray which will host a Sedum living roof. The hotel will soon be installed and then filled with suitable nesting materials for solitary bees to lay eggs such as straw, bamboo, hollow lengths of wood and air bricks.

The Mayor has been invited to officially open the Hotel on the 12th of July at 2.00pm with the help of school children from St John's Primary School. The children will be scattering seed bombs to distribute wildflower seed around the site.

In the Autumn, it is intended that we plant some wildflower bulbs to further enhance the site, after this time the grass will then just be cut once in the year in the autumn as would have been done to a hay meadow in years gone by.

This page left blank intentionally

This page left blank intentionally

Open Spaces & Leisure Committee – 5th July 2021

Employee Volunteering in conjunction with the Woodland Trust

We have been approached by EMPLOYEEVOLUNTEERING.CO.UK who have been looking for tree planting opportunities in the Sevenoaks area. They are working with the Woodland Trust who we understand will be supplying trees to support their projects.

We do have an area of Sevenoaks Common along Windmill Rd which was cleared of invasive Rhododendron and Cherry Laurel by the Greensand project team shortly before lockdown in Feb/March 2020.

We have worked to weed kill regrowth of those species, but the area is otherwise bare and unlikely to support much plant life because of dense shade. The rear of the area abuts a private garden so it would be desirable to provide some planting of understory trees to thicken the boundary. The proposal would be to plant around 150 seedlings of Hazel and Hornbeam trees, as both can be coppiced to provide dense cover for small birds and mammals, whilst still retaining some of the cleared site to see if an herb layer can develop under the dense canopy.

We have provisionally agreed this project and are awaiting a fuller reply and commitment from Employee Volunteering.

Open Spaces & Leisure Committee – 5th July 2021

Trees in Sevenoaks – Sevenoaks Residents with Woodland Trust

A volunteer group made up of Sevenoaks Residents is applying to the Woodland Trust for trees which could be planted on plots of land belonging to the Sevenoaks Town Council.

This Sevenoaks Residents group is looking for tennis-court-sized plots and would welcome information on any possible sites.

Their shared belief is that, given the scale of the climate challenge - and the associated loss of wildlife - all of us - individuals, councils at all levels, parishes, schools, local businesses - must be taking new, concerted action to help reduce the most serious impacts to our environment.

This page left blank intentionally

This page left blank intentionally

Open Spaces & Leisure Committee – 5th July 2021**Management of Sevenoaks Town Council Open Spaces & Allocation of Councillors**

Three years ago, the Town Council undertook a comprehensive review of how it has managed its open spaces and produced updated management plans for each site.

It was agreed that in addition to the management plan a Councillor would be nominated for each site to review and provide additional feedback.

The following allocation was agreed at the meeting of the Open Spaces & Leisure Committee on 6th July 2020.

Councillors are asked to review the list and advise of any amendments.

SITE	COUNCILLOR
Cemetery	Cllrs Eyre & Camp
Vine (Inc. Fencing)	Cllr Granville Baxter
Upper High St. Gardens	Cllr Michaelides
St. Nicholas Church	Cllr Waite
Kippington Meadow	Cllr Richard Parry
Sevenoaks Common	Cllr Richard Parry
Knole Paddock	Cllr Raikes
Greatness Rec. Grounds	Cllr Dr Canet
Allotments	Cllr Morris Brown
Pointoise/Mount Close	Cllr Shea
Millpond Wood	Cllr Camp

This page left blank intentionally

This page left blank intentionally

Open Spaces & Leisure Committee – 5th July 2021CURRENT MATTERS

366(vi) 27.11.2017	Vine & Cycle racks	All ten Cycle Planters that were purchased have been installed and filled with plants. Currently at the following locations: <ul style="list-style-type: none"> • Bat and Ball Centre • London Road, by the Post Office • High Street, by W.H. Smiths • Parklet in Buckhurst 1 car park temporarily (move to Business Hub/STC Offices)
176/5 (vi) 22.07.2019	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) 22.07.2019	Tree Planting	Open Spaces Manager to liaise with tarmac in relation to offer of trees. New 'Adopt a Tree' brochure produced and distributed.
178	Friends of Greatness Cemetery	The launch has been delayed due to Covid-19. The leaflet is completed and ready to go to print and we hope to launch later this year.
503 17.02.2020	Greatness Football Pavilion Proposal	Presentation to councillors took place 6.7.2020 <i>Football Club submitted planning application.</i>
96 07.07.2020	St John's Toilets	Refurbishment to be progressed subject to landowners (SDC) permission. SDC granted permission "in principle".
217 (iv) 28.09.2020	Trees	John London and Mayor's oak to be replanted
435 15.02.2021	Cemetery Gates	New gates between cemetery and Greatness Recreation Ground to be installed
438.1 15.02.2021	Vine Cricket Ground	Additional signage to be installed, recognising Deed of Gift of land for cricket, and requesting that Vine be respected - <i>COMPLETED</i>
438.3 15.02.21	Knole Paddock and Raleys Field	Open Spaces Manager to review options and proposals regarding improvements to infrastructure of sports pitches
439 15.02.2021	Sevenoaks Town Football Club (STFC) New Pavilion Proposal	Authority delegated to Town Clerk and Chairman of Open Spaces & Leisure Committee to work with STFC to progress proposal for new pavilion