

21st September 2021

You are hereby summoned to attend a meeting of the **OPEN SPACES AND LEISURE COMMITTEE** to be held at the **Bat & Ball Centre**, Crampton's Road, Sevenoaks, TN14 5DN on **Monday 27th September 2021 at 7.00 pm**. 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/mlB_Gbl_2Bc 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.

Members of the public wishing to address the Committee 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.



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

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. APOLOGIES FOR ABSENCE

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

2. 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)
3. DECLARATIONS OF INTEREST
To receive any Declarations of Interest from members in respect of items of business included in the agenda for this meeting.
4. MINUTES
To receive and note the minutes of the meeting of the Open Spaces & Leisure Committee held on Monday 5th July 2021. (copy attached)
5. OPEN SPACES & CEMETERY MANAGER'S REPORT
To receive and consider the Open Spaces & Cemetery Manager's report. (report attached)
6. FEES AND CHARGES FOR CEMETERY AND SPORTS FACILITIES AND GENERAL OPEN SPACES (copy attached)
7. STATEMENT OF ACCOUNTS
To receive and consider the Statement of Accounts for August 2021. (copy attached)
8. ALLOTMENTS REPORT
To receive and consider the Allotments Manager's report. (report attached)
9. PLAY AREA TENDERS REVIEW
To consider tenders and receive recommendation for approval. (report attached)
10. VINE LEASE
To consider potential amendments to the lease as requested by Sevenoaks Vine Club. (report attached)
11. SEVENOAKS STATION TAXI FLOWERBED
Agenda item request from Cllr Granville-Baxter. (report attached)
12. RALEY'S CAR PARK REPORT
To review current car parking scheme. (report attached)
13. SEVENOAKS IN BLOOM
(report attached)
14. CURRENT MATTERS
To consider updates on current matters. (report attached)
15. PRESS RELEASE
To consider any agenda item which would be appropriate for a press release

Sevenoaks Town Council
Notes of Open Spaces & Leisure Committee working party*
Held via Zoom on 5th July 2021

Livestreamed and available to view on YouTube: https://www.youtube.com/watch?v=wk_aKgsiWU0

Meeting commenced: 19:00

Meeting Concluded: 20:31

Present:

Cllr Nick Busvine, Chairman	Present	Cllr Roderick Hogarth	Apologies
Cllr Victoria Granville-Baxter, Vice-Chairman	Present	Cllr Lise Michaelides	Apologies
Cllr Keith Bonin	Present	Cllr Tom Morris Brown	Present
Cllr Sue Camp	Absent	Cllr Richard Parry	Present
Cllr Dr Merilyn Canet	Apologies	Cllr Simon Raikes	Present

Substitute		For
Cllr Tony Clayton	Present	Cllr Lise Michaelides

In attendance: Cllr Andrew Eyre, Cllr Robert Piper, Town Clerk, Open Spaces & Cemetery Manager and Open Spaces & Leisure Committee Clerk

Representations received from Members of the Public

There were no members of the public present.

148. Apologies for Absence

Apologies for absence were submitted and received as noted above.

149. Requests for Dispensations

There were no requests for dispensations.

150. Declarations of Interest

There were no declarations of interests.

151. Minutes of the Open Spaces & Leisure Committee on 15th February 2021

RESOLVED: that the Minutes of the Open Spaces & Leisure Committee held on 15th February 2021 be received and agreed as a true record.

152. OPEN SPACES & CEMETERY MANAGER'S REPORT

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

*Delegation of authority under S101 of the Local Government Act 1972 (*Minute 60, Annual Council Meeting 04.05.2021 refers*)

i) Knole Paddock and Raley's Field – Drainage of Pitch 1

Two quotes for the work had been returned but the process of obtaining quotes had been lengthy. So as not to lose play time this Autumn, it had been agreed with Sevenoaks Rugby Football Club (SRFC) that work would be programmed for May 2022. A third competitive quote would be sought if possible.

ii) Knole Paddock and Raley's Field – Floodlight Improvement on Pitch 3

Three companies in the area had been approached but to date no one had returned a quote nor carried out a site visit. It was agreed to approach companies from further afield.

iii) Knole Paddock and Raley's Field – Condition of the Pitches

Less use and the Spring's near perfect conditions for preparing and sowing grass seed had resulted in a good covering of grass. The pitches were heavily used due to the large size of the SRFC membership and maintaining a high standard of grass covering was challenging. The Town Council would continue to maintain a balance to ensure a high-quality area for cricket in addition to rugby and football pitches.

iv) St Nicholas Church – Quinquennial report

The Town Council has a duty to maintain the Churchyard in good order. The recent Quinquennial Report (12.03.2021) had identified a number of small repairs that were needed, mainly to the boundary walls.

RESOLVED: that quotes be sought from qualified stone masons for all the works mentioned in the Quinquennial report.

v) Dog Waste Bins

It was noted that four new bins had been purchased. The new larger bins should prevent overflowing and untidy bins.

vi) Sevenoaks Common Greensand Commons Project

Despite the challenges of lockdown and dwindling income, Kent Wildlife Trust had now resumed this successful scheme. The appointment of a new Project Officer and a new Engagement Officer would help to involve public of all ages to visit the commons and participate in events.

A meeting had taken place with the new Project Officer to review works done and identify simple clearance and path maintenance projects which could be undertaken by volunteers. It was acknowledged that it would take time for the project to resume in earnest.

The Committee welcomed a resumption of this initiative.

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

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

*Delegation of authority under S101 of the Local Government Act 1972 (*Minute 60, Annual Council Meeting 04.05.2021 refers*)

154. Allotments Manager's Report

The report of the Allotments Manager was received and discussed, and the following matters noted.

i) Quaker's Hall Allotments (QHA)

There were two vacant plots (10 rods) and 42 people on the waiting list. Formal inspections had not taken place since the start of the pandemic, but cultivation levels had been monitored and some tenancies had been ended because of non-cultivation.

ii) Bradbourne Vale Allotments (BVA)

There were no vacant plots, and one person is on the waiting list. Cultivation levels had been very high and there had been a quick turnover of several plots resulting in new tenancies.

iii) Water use across both sites

The Committee had discussed water usage on the two allotments sites and had considered the possible causes in the discrepancy of water usage between the two sites. A proposal had been discussed to install a trough-based solution.

RESOLVED: that, subject to grant opportunities, one quote be obtained for a trough-based solution (plastic or metal) and a trial-run be conducted at Bradbourne Vale Allotments.

155. Sevenoaks In Bloom

The minutes of the meeting held on Tuesday 15th June 2021 were received.

It was noted that this year would be more challenging than previous years as we had been unable to hold volunteer days but that every effort would be made to achieve the very best.

It was noted that Sevenoaks District Council had been working with the Town Council especially by tidying and clearing weeds.

The Committee wished to thank everyone involved on their behalf.

156. Greatness Recreation Ground Management and Improvement Plan

The aims of the Management and Improvement Plan were 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 facility and to respond to changing needs.

Sevenoaks Town Council encouraged existing and potential new partner agencies to work with it to incorporate targets into this Plan.

The Committee considered the revised Plan, which had also been circulated for comments to various stakeholders including the Sevenoaks Football Club, the Greatness Residents' Association, and One Step Walking Group. No comments had been received.

*Delegation of authority under S101 of the Local Government Act 1972 (*Minute 60, Annual Council Meeting 04.05.2021 refers*)

The Committee thanked the Town Clerk for the comprehensive and well thought out plan.

RESOLVED: that authority be delegated to the Town Clerk and the Open Spaces Manager to finalise the wording of the Greatness Recreation Ground Management and Improvement Plan and carry out actions within.

157. Play Areas Capital Programme

The Town Council owns and maintains several play areas within the town and pays for repairs, general maintenance, and H&S checks from its annual revenue budget. The Play Areas Capital Programme sets out planned improvements, and invaluable in maintaining an open dialogue with residents.

It was noted that the provision of challenging, safe, and high-quality play equipment for children was as important as the provision of quality gym equipment for teenagers and adults.

RESOLVED: That the following programme of capital investment be agreed in principle, 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	£50,000	2023	£50,000
	2018	£10,000		
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

*Delegation of authority under S101 of the Local Government Act 1972 (*Minute 60, Annual Council Meeting 04.05.2021 refers*)

158. Adopt a Tree Scheme

In response to the nationally declared climate emergency, the Town Council had pledged to encourage a more sustainable approach to both land use and lifestyle changes. The Adopt a Tree Scheme aligns with that pledge and would benefit the local environment by helping to improve air quality and providing homes for wildlife while adding to the beauty of the Town.

It was noted that the Chairman and Vice Chairman had offered to sponsor planting of new apple trees at the Bat and Ball Centre.

The Committee welcomed this initiative.

159. Bee Hotel at The Pound

As part of the Town Council's commitment to biodiversity and the awareness of the threat to bees and other pollinators, the former animal pound in Pound Lane had been made into a wildlife friendly area, with a focal point of a Bee Hotel. It was intended that the area would serve as an educational venue and an information sign would be erected.

It was noted that The Bee Hotel would be officially opened by the Mayor on 12th July at 2.00pm along with children from a local school.

160. Employee Volunteering in conjunction with Woodland Trust

It was noted that the Town Council had been contacted by EmployeeVolunteering.co.uk, an organisation which matches companies and their employees to volunteer opportunities and projects. They were working with the Woodland Trust who it was understood would be supplying trees to support their projects.

It was proposed to plant approximately 150 saplings of Hazel and Hornbeam trees in an area in Sevenoaks Common that is bare and prone to weed re-growth. Once planted, the trees would provide dense cover for small birds and mammals.

It was noted that this project was provisionally agreed and that a fuller commitment from Employee Volunteering was awaited.

161. Trees in Sevenoaks – Sevenoaks Residents with Woodland Trust

A small group of residents from Sevenoaks had come together to help the environment and to help reduce some of the most serious challenges of climate change. The group was applying to the Woodland Trust for trees that could be planted in Sevenoaks and had asked for partnership opportunities with the Town Council.

It was suggested that there could be a possible partnership with a Residents Association project.

It was noted that this scheme could run in parallel with the Adopt a Tree initiative under the delegated management of the Town Clerk and the Open Spaces Manager.

*Delegation of authority under S101 of the Local Government Act 1972 (*Minute 60, Annual Council Meeting 04.05.2021 refers*)

162. Management of Sevenoaks Town Council Open Spaces & Allocation of Councillors

The allocation of councillors to open spaces was reviewed. It was noted that councillors were not expected to provide formal reports but were asked to review their assigned open space and to feedback any comments. Councillor Clayton requested that Hillingdon Play Area be added to the list.

It was noted that Cllr Busvine would temporarily work alongside Cllr Waite on the St Nicholas Church site.

RESOLVED: That the following allocation of Councillors to open spaces had been agreed:

SITE	COUNCILLOR
Cemetery	Cllrs Eyre & Camp
Vine (Inc. Fencing)	Cllr Granville Baxter
Upper High St. Gardens	Cllr Michaelides
St. Nicholas Church	Cllr Waite and Cllr Busvine
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
Hillingdon Rise Play Area	Cllr Clayton

*Delegation of authority under S101 of the Local Government Act 1972 (*Minute 60, Annual Council Meeting 04.05.2021 refers*)

163. Current Matters

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

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

*Delegation of authority under S101 of the Local Government Act 1972 (*Minute 60, Annual Council Meeting 04.05.2021 refers*)

164. PRESS RELEASE

No press releases were requested.

There being no further business the Chairman closed the meeting.

Chairman **Dated**

**Delegation of authority under S101 of the Local Government Act 1972 (Minute 60, Annual Council Meeting 04.05.2021 refers)*

Sevenoaks Town Council
Open Spaces & Leisure Committee – 27th September 2021

Open Spaces Managers Report

Staff

Harrison Beresford a recent new addition to our team who joined as a ‘Kick Start’ employee on a seasonal contract has now been taken on full time to fill a vacancy that has occurred at the Cemetery.

Vine pond

Over recent months the Vine pond has been visited by a Heron, who has taken most of the adult size Goldfish. There are still young fish in the pond and numbers will recover, but it’s likely that the heron will revisit.

Around 18 months ago the Town Wardens installed an elaborate system of clear fishing line strung across the surface to try and discourage the heron, but this has not been successful and takes a degree of maintenance to keep it intact. This also makes regular skimming of algae, weed and litter removal very difficult.

We could install a net across the surface, but this again is not straight forward. The shape of the pond, with the bridge across the middle, would mean that two sections would be necessary. Tall plants like Iris’s will need to grow through, and litter removal or skimming would be impractical as with the fishing line system.

The Pond leaks badly in the summer months and requires regular topping up. Also, there is some criticism of the pump and fountain being insufficient. We are currently using a Solar pump and fountain, the mains electric one having failed many years ago, after the power supply was lost. To reinstate the power supply would probably cost several thousand pounds particularly if we had to go to UK power Networks to reinstate the supply from the roadside.

So, a good starting point would be to drain the pond and seal the leak before deciding what if any system of heron protection we should employ. Along with deciding whether to pursue reconnecting the power or continue with the Solar pump and/or install a second one.

Likely cost

Seal leak	£300 + Staff time
Install netting	£100 + Staff time to maintain
Second Solar Pump and Fountain	£100
Reconnect power supply and fit mains pump and fountain	£3,000

Recommendations sought

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 27th September 2021**

‘Wild In Sevenoaks’ request to plant trees

I recently met with an individual from the ‘Wild in Sevenoaks’ group who you will remember came to us looking for a suitable space to plant a significant number of trees to help make a difference with Carbon capture.

I had suggested either Julian’s Meadow or Sevenoaks common, but preference was for Julian’s Meadow.

Currently, we have a small informal wildflower meadow on the western side of the green close to the belt of trees between there and Brittain’s Lane. On close inspection we already have some seedling Oaks and Sweet Chestnut growing in the grass that could be added to as part of the scheme.

The meadow could be retained in part and enlarged to the East by several metres and still not impact on the Futsal pitch or the bench alongside.

The group would apply to the Woodland Trust for a number of suitable trees to fill a space approximately the size of a Tennis Court. They would need our help in defining the location, promoting the project to get residents and public approval, and then irrigating if needed in the first few years.

Approval to progress the project sought

Knole Paddock and Raley’s Field

Floodlight improvement on Pitch 3

Following the last meeting when it was decided that improvements to the existing floodlighting - which was installed and is currently maintained by the club - should be considered before permitting the Rugby club to install mobile diesel-powered floodlights to assist with training midweek. The current system uses Sodium bulbs which are now obsolete and supplies of these and other replacement parts are hard to source.

Three quotes were sought and advice taken from the Society of Lighting.

Quote 1

To provide 1 x 665W LED unit to each of the 5 existing Masts no details on improvement to switch gear or cabling inside each tower.

£13,950

Sevenoaks Town Council
Open Spaces & Leisure Committee – 27th September 2021

Quote 2

To provide 5 x 1,500W LED units one to each Mast

3 x 1,500W LED directional units to help reach furthest corners

5 x Replacement switch gear and cable at base of each tower

£17,500

Quote 3

To provide 5 new Masts and concrete foundations for the same

To fit 9 x 1,500W LED Units distributed to provide maximum light to furthest corners

Dismantle and dispose of existing Masts

£41,639.23

This company were unwilling to fit new lights on to the 35+ year old columns. The new units are heavier than the existing so would impose a bigger loading on the old masts, but each mast currently has 4 lights and the proposal is for no more than 2 per mast.

Non Destructive Structural testing could be carried out before work started to establish if there is excessive corrosion to the masts or mounting bolts.

Further quotes could be sought from the first two companies to obtain a guideline price for new masts.

SDC to be consulted re planning permission before any company is instructed.

Instruction on how to proceed sought

Bug Hotel at Bat & Ball Centre

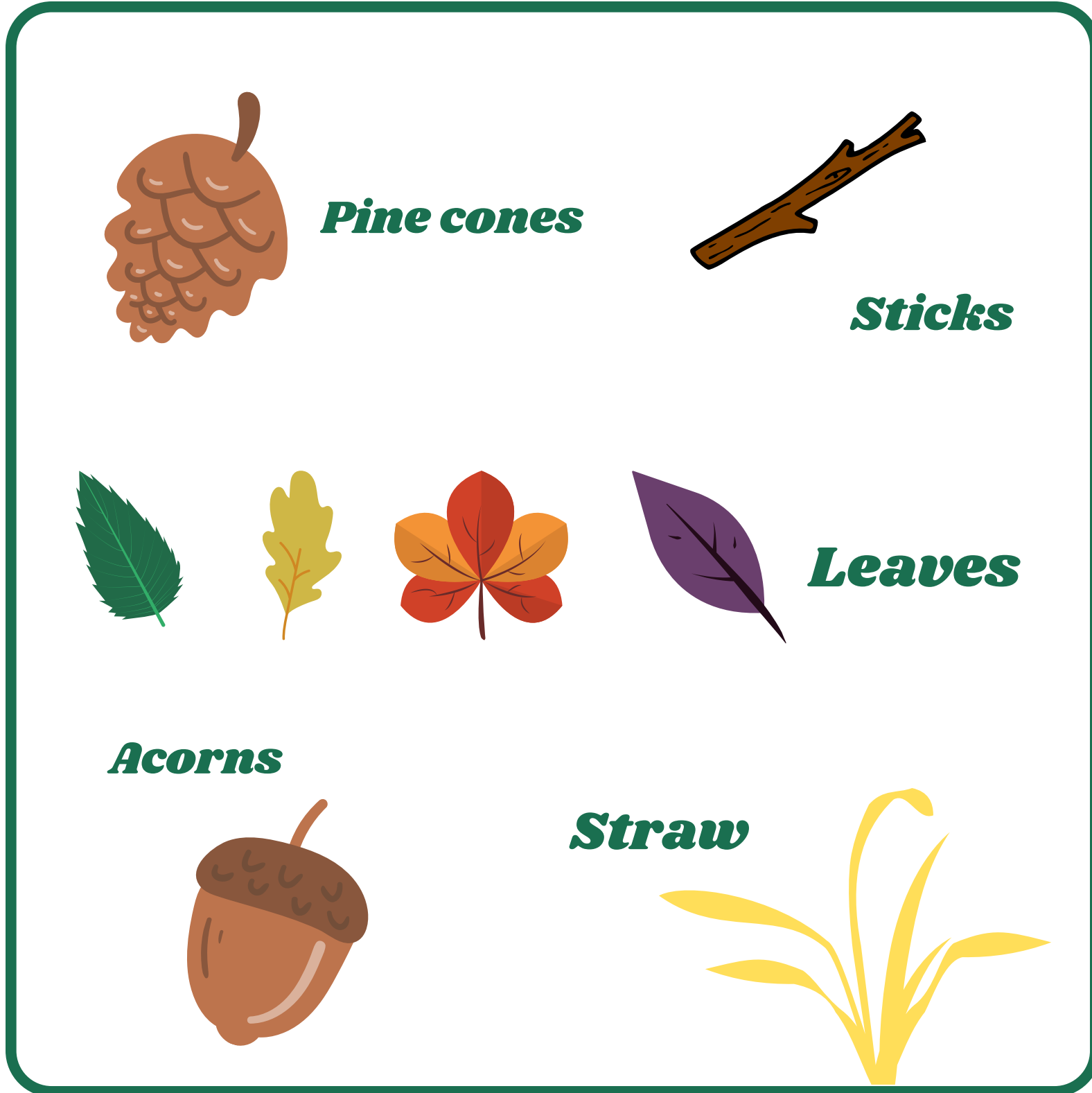
As part of our continued commitment to biodiversity and our awareness of the threat to bees and other pollinators, we have installed a new Bug Hotel at Bat & Ball Centre.

Sevenoaks Town Council was approached by long-time resident and owner of local carpentry firm WOODTEC, Terry Connelly who offered to provide a hotel at another Town Council location. The hotel has been installed and filled with initial nesting material.

The Mayor has been invited to officially open the Hotel on 27th September at 10.00am with the help of children from Sevenoaks Day Nursery. After the children fill the hotel with items they have been collecting from home, they will be scattering seed bombs to distribute wildflower seeds around the garden.

Let's build a bug hotel!

Can you find any of these things in your garden?



Mayor Cllr Dr Marilyn Canet would like to invite the children of Sevenoaks Day Nursery to join her in opening the Bug Hotel at the new Bat & Ball Centre.

As part of the national initiatives to encourage wildlife and pollinators we are placing a Bug Hotel at the new Bat & Ball Centre. We invite the children to help us fill the hotel by collecting and bringing in items such as twigs, pine cones, and straw to place inside the bug hotel to encourage wildlife to "move in".

We look forward to seeing the children on Monday 27 September!



Sevenoaks Town Council Inspire Young Nature Lovers

Sevenoaks Town Council
Open Spaces & Leisure Committee – 27th September 2021

Fees and Charges for Cemetery and Sports Facilities and General Open Spaces

Review of current and proposed increased charges for services for the Cemetery

Comparison has been made with the published Cemetery charges for East Grinstead, Gravesham, Tandridge, Tonbridge and Malling, and the privately operated Bluebell Cemetery at Halstead.

Other Cemeteries are charging between 2 and 3 x resident fees for a non-resident we currently charge 3 x.

Interment fees are broadly similar but purchase fees tend to be 15% higher. We are rare in charging depending on closeness to path or topography of the site i.e. banding the fee.

We have the highest additional fee for a casket burial rather than a coffin.

Memorial fees are broadly similar.

Recommend a 2.5 % inflationary rise to all fees but 10% + inflation to the price bands A and B when purchasing. These increases have been displayed in red on a draft copy of charges (attached).

Review of current and proposed increased charges for Sports Facilities

Sports charges are shown with a 5% increase to fees where the dressing rooms are utilised to recognise the ongoing rising cost of maintenance, cleaning and electricity used. Other charges to rise by 2%. These increases have been displayed in red on a draft copy of charges (attached).

Review of current and proposed increased charges for General Open Spaces

The F&GP Committee (2.8.21) noted the report of the Allotment's Manager regarding the proposed increase in allotment rents. It was resolved that Allotment rents be increased above the rate of inflation with effect from 1st October 2022 to reflect the costs of administering the allotments.

Cemetery Charges DRAFT 01.04.2022 to 31.03.2023

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2022

(All prices are inclusive of VAT)

TARIFF CATEGORIES

	Resident (£)		Non-Resident (£)	
EXCLUSIVE RIGHTS OF BURIAL				
In a grave previously used for a limited period burial:				
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.				
In a New Grave (For 75 years):				
Includes Certificate of Grant, entry in Register (all sites)				
Earth (Lawn section) Grave Site A	1050.00	930.00	3150.00	2,790.00
Earth (Lawn section) Grave Site B	666.00	592.00	1998.00	1,776.00
Earth (Lawn section) Grave Site C	449.00	438.00	1347.00	1,314.00
Infants (non-viable foetuses, still born children, and under 5 years)	24.00	23.00	72.00	69.00
<i>Outside spaces are surcharged 25%</i>				
Pre-purchase of Gravemarker	69.00	67.00	69.00	67.00
INTERMENT FEES (Including grave digging)				
Infant's Grave (single depth grave in infant's section)	159.00	155.00	477.00	465.00
Single depth in an adult grave (all ages)	528.00	515.00	1584.00	1,545.00
Double depth in an adult grave (all ages)	710.00	690.00	2130.00	2,070.00
<i>Surcharge for casket burials is double the above fees</i>				
Burials with coffins & caskets outside of normal dimensions	POA		POA	
Interment of cremated remains within a Grave	90.00	88.00	270.00	264.00
OTHER FEES				
Transfer of Exclusive Rights of Burial Grant (per document)	74.00	72.00	74.00	72.00
To search Register of Burials per name (same family)	37.00	36.00	37.00	36.00
Annual Grave Maintenance-Grass Grave	106.00	103.00	106.00	103.00
Annual Grave Maintenance-Full Memorial	148.00	144.00	148.00	144.00
Turfing of old graves (at client's request)	74.00	72.00	74.00	72.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	165.00	160.00	165.00	160.00
Weekend surcharge-cremated remains burial	165.00	160.00	165.00	160.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	60.00	57.00	60.00	57.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)		POA		POA

NOTE:

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

RESIDENT

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

NON RESIDENT

Any non parishioner

Cemetery Charges DRAFT 01.04.2022 to 31.03.2023

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2022

(All prices are inclusive of VAT)

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

DRAFT

Cemetery Charges DRAFT 01.04.2022 to 31.03.2023

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2022

(All prices are inclusive of VAT)

	Resident (£)		Non-Resident (£)	
CHAPEL SERVICE				
Use of chapel (includes provision of music if required)	170.00	160.00	170.00	160.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)				
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	175.00	170.00	175.00	170.00
Double headstones	350.00	340.00	350.00	340.00
Additional inscriptions after first interment	120.00	118.00	120.00	118.00
Tablets, scrolls, bird baths and books up to 15 inches in height	132.00	129.00	132.00	129.00
To replace a memorial with similar or smaller memorial	47.00	46.00	47.00	46.00
Memorial removal and disposal fee	106.00	103.00	106.00	103.00
Notes to Memorial permits				
1. Kerbstones and border stones are NOT permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased).				
2. Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above.				
3. Memorial prices will rise above inflation to cover additional costs for inspection.				
4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.				
WALL OF REMEMBRANCE				
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	137.00	134.00	137.00	134.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	265.00	258.00	795.00	774.00
Additional inscription to existing plaque	53.00	52.00	53.00	52.00

NOTE:

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

RESIDENT

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

NON RESIDENT

Any non parishioner

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

Cemetery Charges DRAFT 01.04.2022 to 31.03.2023

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2022

(All prices are inclusive of VAT)

	Resident (£)		Non-Resident (£)	
LAWN OF REMEMBRANCE				
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	190.00	185.00	570.00	555.00
Interment of ashes (digging charge)	90.00	88.00	270.00	264.00
BOOK OF REMEMBRANCE				
Memorial Roses (details entered in a Book of Remembrance)	165.00	160.00	165.00	160.00

NOTE:

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

RESIDENT

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NON RESIDENT

Any non parishioner

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

Sports Facilities Charges DRAFT 01.04.2022 to 31.03.2023

SPORTS FEES

FEES & CHARGES FROM 1 APRIL 2022

CRICKET (Summer Sport)	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m. (£)			
Pitch hire per game inclusive of use of pavilion facilities						
Weekday games - Adults	Under review due to increased maintenance and energy costs.					
Weekday games - Juniors						
Weekend games - Adults						
Weekend games - Juniors						
Pitch hire per game exclusive of use of pavilion facilities						
Weekday games - Adults	73.00	72.00	63.00	62.00	48.00	47.00
Weekday games - Juniors	48.00	47.00	43.00	42.00	30.00	29.00
Weekend games - Adults	100.00	98.00	79.00	77.00	63.00	62.00
Weekend games - Juniors	68.00	67.00	53.00	52.00	42.00	41.00

SOCCER (Winter Sport)	Per Session (£)	
Pitch hire per game inclusive of use of pavilion facilities		
Weekday games - Adults	Under review due to increased maintenance and energy costs.	
Weekday games - Juniors		
Weekend games - Adults		
Weekend games - Juniors		
Pitch hire per game exclusive of use of pavilion facilities		
Weekday games - Adults	58.00	57.00
Weekday games - Juniors	33.00	32.00
Weekend games - Adults	79.00	77.00
Weekend games - Juniors	39.00	38.00

Rugby (Winter Sport)	Per Session (£)	
Pitch hire per game inclusive of use of pavilion facilities		
Weekday games - Adults	Under review due to increased maintenance and energy costs.	
Weekday games - Juniors		
Weekend games - Adults		
Weekend games - Juniors		
Pitch hire per game exclusive of use of pavilion facilities		
Weekday games - Adults	79.00	77.00
Weekday games - Juniors	47.00	46.00
Weekend games - Adults	100.00	98.00
Weekend games - Juniors	68.00	67.00
Mini Tournaments	152.00	149.00
Junior Training Areas	42.00	41.00
Adult Training per hour	34.00	33.00
Outside Rugby clubs-normal fee plus	34.00	33.00

Sports Facilities Charges DRAFT 01.04.2022 to 31.03.2023

SPORTS FEES

FEES & CHARGES FROM 1 APRIL 2022

	Per Session (£)	
Other Uses: Use of Pavilion for Social Purposes		
including showers (minimum charge 2 hours)		
Per hour - Adults	Under review due to increased maintenance and energy costs.	
Per hour - Juniors		
excluding showers (minimum charge 2 hours)		
Per hour - Adults	24.00	23.00
Per hour - Juniors	19.00	18.00
Daily rates (7 hours)		
For Sevenoaks organisations	124.00	118.00
For non-Sevenoaks organisations	151.00	144.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	425.00	417.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	225.00	221.00
Junior Sports Meetings (7 hours)		
Restricted Area	115.00	113.00
One field and Pavilion	215.00	211.00
One field	178.00	175.00
Athletics Track by arrangement		

General Fees and Charges DRAFT 01.04.2022 to 31.03.2023

GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2022

CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
<ul style="list-style-type: none">Normal size – 253m² (10 rods equivalent)	£0.18 per m ² wef 29.09.2021 £0.19.8 per m ² wef 01.10.2022
Quakers Hall Allotments:	
<ul style="list-style-type: none">Normal size – 253m² (10 rods equivalent)	£0.18 per m ² wef 29.09.2021 £0.19.8 per m ² wef 01.10.2022
Logs:	
<ul style="list-style-type: none">Full Load	£125.00 £128.00
<ul style="list-style-type: none">Half Load	£75.00 £77.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2020 for 5 years. Lease expires December 2025)	£3,750.00 Review Sept 2025
Sevenoaks Clarendon LTC (reviewed March 2014 for next 7 years. Main lease expires March 2042)	£412.00 per annum Review March 2021
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025
Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
<ul style="list-style-type: none">Pitch 1(Lease expires 27 April 2021)	£1 per annum
<ul style="list-style-type: none">Pitch 2 & Pavilion (Lease commenced 1 April 2005 and expires 27 April 2021). Last reviewed 2015	£520 per annum

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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	548	2,893	2,345	2,907	11,573	8,666	31,827		0	
1316 Raleys Car Park Permits	(25)	0	25	1,475	0	(1,475)	1,803		0	
1850 Log Sales	238	0	(238)	238	0	(238)	1,273		0	
1990 Other Income	329	64	(265)	1,578	320	(1,258)	764		0	
O/ Spaces & Leisure - General :- Income	1,090	2,957	1,867	6,198	11,893	5,695	35,667			0
4010 Gross Pay	15,124	15,191	67	75,951	75,955	4	182,290		106,339	
4270 Employers Pension Contribution	898	1,014	116	4,435	5,070	635	12,172		7,737	
5010 Vine Area General Maintenance	0	0	0	15	0	(15)	0		(15)	
5013 Graffiti Removal	0	0	0	0	340	340	1,020		1,020	
5025 Lower St Johns Toilets	1,607	892	(715)	4,932	4,460	(472)	10,710		5,778	
5026 Greatness Rec Convenience	9	255	246	1,161	1,275	114	3,060		1,899	
5050 Seats And Litter Bins	0	0	0	1,095	709	(386)	2,836		1,741	
5060 Sevenoaks Common	0	0	0	0	3,000	3,000	3,774		3,774	
5065 Tree Safety Survey	308	2,500	2,192	308	2,500	2,192	3,876		3,568	
5070 Other Woodlands	2,820	0	(2,820)	3,617	1,684	(1,933)	3,366		(251)	
5110 Knole Paddock & Pavilion	0	400	400	30	1,200	1,170	4,030		4,000	
5120 Knole Paddock Pitch & Grnd Mt	0	0	0	424	2,400	1,976	3,570		3,146	
5310 Miscellaneous Open Spaces	0	154	154	969	770	(199)	1,842		873	
5311 Security Open Spaces	1,743	1,300	(443)	8,605	6,500	(2,105)	15,600		6,995	
5316 Skatepark Maintenance	0	1,027	1,027	300	2,627	2,327	2,627		2,327	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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
5317 Raleys Car Park	0	0	0	486	0	(486)	510		24	
5320 Fertilizers	0	0	0	134	300	166	1,224		1,090	
5330 Grass Seed	0	0	0	0	0	0	2,142		2,142	
5340 Plants	0	0	0	1,467	1,276	(191)	2,550		1,083	
5410 Repairs & General Maintenance	78	128	50	704	640	(64)	1,530		826	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	62	701	639	1,009	3,505	2,496	8,415		7,406	
5525 Equipment Maintenance	72	480	408	922	3,360	2,438	8,160		7,238	
5550 Vehicle Expenses	3	1,333	1,330	1,345	6,665	5,320	16,000		14,655	
5700 Fuel	699	527	(172)	2,110	2,635	525	6,324		4,214	
6000 Rent & Rates	0	0	0	0	612	612	1,224		1,224	
6010 Light Heat & Cleaning	0	0	0	1,309	536	(773)	2,142		833	
6101 Telephone	12	17	5	59	85	26	204		145	
6104 Mobile Telephone	27	17	(10)	165	85	(80)	204		39	
6200 Printing & Stationery	3	0	(3)	22	0	(22)	0		(22)	
6320 Staff Training	0	0	0	1,885	765	(1,120)	3,060		1,175	1,885
6330 Welfare/Hospitality	22	17	(5)	137	85	(52)	204		67	
6730 Subscriptions	0	0	0	141	204	63	204		63	
6812 Road Dues	0	0	0	0	0	0	1,530		1,530	
6851 Bus Shelter Maintenance	0	15	15	0	75	75	179		179	
6900 Sundry Expenses	0	8	8	16	40	25	102		87	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,581		1,581	
6930 Alarm Maintenance	122	0	(122)	122	140	19	755		634	
6931 CCTV Maintenance	43	0	(43)	217	0	(217)	1,224		1,007	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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
6934 Waste Bin Collection-Dog Bins	0	0	0	655	714	59	2,856		2,201	
6935 Waste Bin Disposal-Waste Bins	492	359	(133)	1,631	1,795	164	4,304		2,673	
6952 Protective Clothing	0	123	123	194	615	421	1,479		1,285	
O/ Spaces & Leisure - General :- Indirect Expenditure	24,145	26,458	2,313	116,570	132,622	16,052	320,080	0	203,510	1,885
Net Income over Expenditure	(23,055)	(23,501)	(446)	(110,371)	(120,729)	(10,358)	(284,413)			
8001 plus Transfer from EMR	0			1,885						
Movement to/(from) Gen Reserve	(23,055)			(108,486)						
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1700 Cemetery Income	6,057	7,957	1,900	32,945	39,785	6,840	95,481		0	
O/ Spaces & Leisure - Cemetery :- Income	6,057	7,957	1,900	32,945	39,785	6,840	95,481			0
4010 Gross Pay	5,445	7,180	1,735	32,981	35,900	2,919	86,161		53,180	
4270 Employers Pension Contribution	499	599	100	2,677	2,995	318	7,184		4,507	
5210 Cemetery Chapel & Office	0	0	0	187	0	(187)	210		23	
5230 Cemetery Wshop/Messroom Mtce	175	0	(175)	346	0	(346)	179		(167)	
5410 Repairs & General Maintenance	13	85	72	594	425	(169)	1,020		426	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	0	272	272	774	1,360	586	3,264		2,490	
5525 Equipment Maintenance	56	212	156	2,123	1,060	(1,063)	2,550		427	
5700 Fuel	86	60	(26)	359	300	(59)	714		355	
6000 Rent & Rates	816	558	(258)	4,283	2,790	(1,493)	6,701		2,418	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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
6010 Light Heat & Cleaning	67	105	38	473	525	52	1,265		792	
6013 Cleaning	37	0	(37)	37	0	(37)	0		(37)	
6101 Telephone	44	64	20	364	320	(44)	765		401	
6104 Mobile Telephone	0	10	10	0	50	50	122		122	
6105 Broadband wi-fi service	40	0	(40)	160	0	(160)	0		(160)	
6200 Printing & Stationery	0	8	8	0	40	40	102		102	
6240 Computer/ Data Base/WP's	175	408	233	294	408	114	408		114	
6320 Staff Training	0	0	0	0	510	510	2,040		2,040	
6330 Welfare/Hospitality	35	14	(21)	79	70	(9)	173		94	
6500 Goods for Resale	0	17	17	0	85	85	204		204	
6630 Professional Fees	0	0	0	0	102	102	102		102	
6650 Bad debts	0	0	0	4	0	(4)	0		(4)	
6730 Subscriptions	0	0	0	95	0	(95)	102		7	
6802 Trees Plants Turf & Fertilizer	0	0	0	1,086	765	(321)	3,060		1,974	
6822 Roads Path & Boundaries	0	0	0	250	0	(250)	714		464	
6832 Lawn/Wall of Remembrance	0	0	0	10	0	(10)	102		92	
6900 Sundry Expenses	0	4	4	0	20	20	51		51	
6922 Health&Safety/Risk Assessments	0	568	568	0	1,136	1,136	2,270		2,270	
6930 Alarm Maintenance	0	0	0	815	816	1	816		1	
6932 Cemetery Security	405	391	(14)	2,023	1,955	(68)	4,692		2,669	
6935 Waste Bin Disposal-Waste Bins	81	104	23	555	520	(35)	1,255		700	
6952 Protective Clothing	0	64	64	221	320	99	765		544	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	7,973	10,723	2,750	50,791	52,472	1,681	128,191	0	77,400	0
Net Income over Expenditure	(1,915)	(2,766)	(851)	(17,846)	(12,687)	5,159	(32,710)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	0	1,111	1,111	33	1,111	1,078	1,111		0	
1047 QH Allotments Income	0	7,516	7,516	38	7,516	7,478	7,516		0	
O/ Spaces & Leisure- Allotment :- Income	0	8,627	8,627	71	8,627	8,556	8,627			0
4010 Gross Pay	416	541	125	1,944	2,705	761	6,496		4,552	
4270 Employers Pension Contribution	19	22	3	133	110	(23)	260		127	
5410 Repairs & General Maintenance	0	0	0	413	612	199	1,224		811	
6000 Rent & Rates	0	130	130	229	650	421	1,561		1,332	
6002 QH Allotments Costs	0	0	0	2,324	178	(2,146)	714		(1,610)	
6922 Health&Safety/Risk Assessments	0	0	0	0	306	306	306		306	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	435	693	258	5,044	4,561	(483)	10,561	0	5,517	0
Net Income over Expenditure	(435)	7,934	8,369	(4,972)	4,066	9,038	(1,934)			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	(89)	0	89	9,091		0	
1990 Other Income	0	103	103	0	515	515	1,236		0	
1997 In Bloom Income	0	0	0	400	0	(400)	0		0	
Open Spaces-Street Lighting/Ge :- Income	0	103	103	311	515	204	10,327			0
6861 Public Clock Maintenance	30	0	(30)	48	742	694	2,966		2,918	
6862 Street Lighting	415	1,140	725	5,688	5,700	12	13,682		7,994	
6865 In Bloom Costs	2,704	4,350	1,646	9,226	12,615	3,389	14,790		5,564	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	3,150	5,490	2,340	14,962	19,057	4,095	31,438	0	16,476	0
Net Income over Expenditure	(3,150)	(5,387)	(2,237)	(14,652)	(18,542)	(3,890)	(21,111)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	0	0	0	500	500	1,500		0	
1451 Kickstart funding	1,500	0	(1,500)	1,500	0	(1,500)	0		0	
1500 Fundraising	93	0	(93)	93	0	(93)	0		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	1,750	1,750	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	354	0	(354)	352		0	
O/Spaces & Leisure-Vine Ground :- Income	1,593	0	(1,593)	3,697	2,250	(1,447)	5,352			0
4010 Gross Pay	1,839	763	(1,076)	4,803	3,815	(988)	9,157		4,354	
4270 Employers Pension Contribution	55	46	(9)	233	230	(3)	549		316	
5010 Vine Area General Maintenance	32	344	312	2,500	1,720	(780)	4,122		1,622	
5020 Vine Public Convenience	1,937	722	(1,215)	3,575	3,610	35	8,670		5,095	
6000 Rent & Rates	0	44	44	144	220	76	525		381	
6460 Publicity & Democratic notices	0	0	0	0	64	64	255		255	
6635 Professional Fees Licensing	0	0	0	0	102	102	102		102	
6868 Summer Concerts	1,929	1,250	(679)	3,260	1,950	(1,310)	3,264		4	
6922 Health&Safety/Risk Assessments	36	0	(36)	36	0	(36)	0		(36)	
6931 CCTV Maintenance	556	673	117	556	673	117	673		117	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	6,385	3,842	(2,543)	15,106	12,384	(2,722)	27,317	0	12,211	0
Net Income over Expenditure	(4,792)	(3,842)	950	(11,409)	(10,134)	1,275	(21,965)			
Open Spaces :- Income	8,740	19,644	10,904	43,222	63,070	19,848	155,454			
Expenditure	42,087	47,206	5,119	202,473	221,096	18,623	517,587	0	315,114	
Net Income over Expenditure	(33,347)	(27,562)	107,113	(159,251)	(158,026)	1,225	(362,133)			
plus Transfer from EMR	0			1,885						
Movement to/(from) Gen Reserve	(33,347)			(157,366)						

Detailed Income & Expenditure by Phased Budget Heading 31/08/2021

Month No: 5

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	8,740	19,644	10,904	43,222	63,070	19,848	155,454			
Expenditure	42,087	47,206	5,119	202,473	221,096	18,623	517,587	0	315,114	
Net Income over Expenditure	(33,347)	(27,562)	5,785	(159,251)	(158,026)	1,225	(362,133)			
plus Transfer from EMR	0			1,885						
Movement to/(from) Gen Reserve	(33,347)			(157,366)						

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 27th September 2021**

Report to the Open Spaces & Leisure Committee, 27th September 2021

As the season draws to a close, tenants are harvesting their final soft fruit, apples, pears and plums, and their winter squashes and pumpkins are ripening well. It's been a mixed year for crops with some spectacular failures (blighted tomatoes) and some great successes (a good year for sweetcorn, winter squashes and pumpkins).

Invoices for the renewal of tenancies have gone out along with some paperwork explaining a few updated sections in the Tenancy Agreements. (Each site has a slightly different Agreement.)

This is the first time that rents have been charged by the square metre and not by rods, a system which was explained to the tenants in great detail when it was introduced in September 2020.

This is the time of year when tenants decide whether or not to keep their plots, so there is a steady flow of returns; but as we have a waiting list in excess of 40, the lettings manager at Quaker's Hall Allotments is continuing to show people around and get them signed up. The Allotment Manager does the show-rounds at Bradbourne Vale Allotments.

Prospective tenants continue to be surprised that they are not offered plots which have been cleared of all debris and weeds and ploughed to a fine tilth. TV gardening programmes really do have a lot to answer for!

Inspections will take place this autumn to make sure that tenants are coping with winter preparation and the longer-term preparation for spring plantings. Non-cultivation may result in eviction.

Quaker's Hall Allotments (QHA)

The site continues to be fully let, except for the churn of plots, which is normal. The Allotments Manager is confident that all plots will be rented to those on the waiting list.

A few changes have been made to the Tenancy Agreement, which come into force on 1st October 2021. Changes include:

- Setting a time limit for the return of keys when a tenant leaves.
- Introduction of a formal Co-Worker Agreement.
- Reminding tenants of the need to know where their children are at all times.
- Clarification of the Council's right to retain the key deposit if a plot is not cleared before a tenant leaves.
- A change to the rules about when bonfires are allowed.
- Clarification on the use of chemicals.
- Clarification of the 42 Day Notice to Quit Enforcement Process.
- An increase in the length of time a tenant has to pay their rent after the due date.
- The process following the death of a tenant.

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 27th September 2021**

Bradbourne Vale Allotments (BVA)

The site is fully let, and plots rarely become available.

Changes were also made to the Tenancy Agreement for BVA, as above (except for the rule about bonfires) and the entire Agreement was sent to every tenant.

Water Use Across Both Sites

The Allotments Manager met with a contractor in early July, who walked around both sites and has agreed to quote for the supply of 15 tanks plus the associated plumbing. The contractor is still trying to establish whether he can get hold of the tanks as there is a global shortage of zinc. He thinks that plastic tanks may be more readily available and better for our sites.

Winter Clearance Project

There is a large patch of land at BVA (the equivalent of about two large plots) which is derelict, and there is a great deal of rubbish hidden in the undergrowth, including metal, plastic and asbestos. We hope to raise a working party in the winter months to clear this area.

Ruth King
Allotments Manager
14th September 2021

Sevenoaks Town Council
Open Spaces & Leisure Committee – 27th September 2021

Consider recommendations for the provision of new equipment to existing play areas

Hillingdon Rise Play Area and Julian’s Meadow Play Area

Following feedback from local Councillors, suppliers were invited to submit tenders for to provide new and upgraded equipment to both Hillingdon Rise and Julian’s Meadows play areas. Of the seven suppliers approached, five provided quotations in line with the Sevenoaks Town Council Capital Investment to Play Areas Programme. Tender evaluation sheets are attached.

Funding for both play areas has been sought from Enover Community Trust and a decision is expected by 26th October 2021. The proposed improvements are subject to being successful with external grant applications and CIL income.

RECOMMENDATION: Subject to funding application being successful, to proceed with quotation A for Hillingdon Rise and quotation A for Julian’s Meadow.

2021 Julian's Meadow – Tenders Evaluation Sheet

	A	B	C	D	E
	<i>Addition to existing piece of equipment</i>	<i>Addition to existing piece of equipment</i>	<i>Addition to existing piece of equipment</i>	Replace existing and add new units	<i>Addition to existing piece of equipment</i>
Age Range	6-14	5-12	+5	3-10 (multi play) 6-14 (tangle twist)	Junior to adult (including existing multi play + new items)
Play features	11	6	12	16	
Capacity	26	13	10	20	10
Existing equipment	<i>Leave existing multi play – nothing done to it</i> <i>Add climbing frame 6-14 age</i> <i>Re-surface/skim over existing with wet pour</i>	<i>No re-furbish of existing multi play</i> <i>Wet pour over existing surface</i>	<i>Re-paint existing swings and provide new seats and chains</i> <i>Wet pour over existing surface</i>	Replace existing multi play and refurbish swings Remove old surface and Install new safamulch	No re-furbish of existing multi play but replace swing set with new Install new surface
Inclusive elements / features	<i>none</i>	<i>none</i>	<i>none</i>	Spinning DISH 4 seat see-saw	Basket Swing Rock n Bowl spinning
Amount (exc VAT)	£36,240	£40,793	£37,604	£49,844	£44,658 (initial) £44,990 (amended)
	A	B	C	D	E

2021 Julian's Meadow – Tenders Evaluation Sheet

Value for money within budget		No new swing, seats or painting	Does not cater for 9+ age group	Most costly but a lot of equipment	Good Lots of items Fence included
Environmental Benefits	Stainless steel / aluminium	Some steel and galvanising	Only powder-coated steel		All steel, some galvanised
Widest Age range	6-14	5-12	5+	3-10 6-14	4-15
Maintenance				Is the timber Robinia?	
Potential for vandalism	Several panels	Close board Fence weak	Panels and roofs in plastic	Lots of plastic panels No fence	Little or no plastic
Additional works on top of tender (access etc)	Excavated soil to be spread on site. Removal cost more. No work to swings? No Fence.	No excavated soil – extra £338		Waste away – quoted for	No mention of charges for waste

ALL COMPANIES ONLY MAKE GOOD WITH SEED AND SOIL – TURF WOULD BE EXTRA.

Officers' preference: 1) **A** 2) **E** 3) **D**

2021 Hillingdon Rise –Evaluation Sheet

	A	B	C	D	E
Age Range	4 – 12	5 – 12	5 – 12	4 – 14	5 – 12
Play features	10	10	12	13	11
Capacity (children)	20	40 (according to Playdale 40 children can be playing around the multiplay- they do not give a number for how many on it!)	10	25	14
Gym	Table Tennis Skier Cross Rider	Table Tennis Triceps Dip Pull Up Buddy	Table Tennis Health Walker Pull down/Pull combi	Leg Press + Rower Elliptical + Skier	Table Tennis Cycle Skier
Existing equipment – one set of swings by junior multiplay	Replace both sets of swings sets	Remove and replace existing seats and chains	Rub-down+ re-paint both sets of swings	Rub-down+ re-paint existing swings, and toddler multiplay	Rub-down+re-paint existing toddler swings
Swings and multiplay for toddlers	No rub-down or painting of existing multiplay	No re-painting of existing	No rub down and repaint of existing toddler multi play	New swing seats and chains	Existing multi play?
Inclusive elements / features	Table tennis	none	none	none	Ramp Slide Basket swing
Amount Less (VAT)	£32,562	£36,183	£54,483	£44,720	£44,722

2021 Hillingdon Rise –Evaluation Sheet

	A	B	C	D	E
Value for money within budget Officer Comments	Good Table tennis	More challenge Better value	Not as good as others	Fair but table tennis not stable	Good
Environmental Benefits Officer Comments	Stainless steel, aluminium, galvanised, 30 yr guarantee	Some stainless steel 25 yr guarantee	No stainless nor galvanised steel	No mention of stainless steel Some galvanised items	No mention of warranties
Widest Age range Officer Comments	4-12	5-12	5-12	4-14	5-12
Maintenance Officer Comments	No details	No details	No details	No details	No details
Potential for vandalism Officer Comments	Table Tennis well designed Limited Opportunity	Table Tennis flimsy	limited	Not many plastic panels	Some plastic panels
Additional works on top of tender (access etc) Officer Comments	Includes temporary access road Post inspection not included New supplier to STC	Possible access and reinstatement charges Query new surface on top of old	No details Fencing?	No details Swing barriers?	No details

Officers' preference: 1) A 2) E 3) B

Sevenoaks Town Council
Open Spaces & Leisure Committee – 27th September 2021

Request to review Lease for Vine Pavilion

The Chairman of Vine Pavilion Club has written on behalf of its Trustees to request that Sevenoaks Town Council considers amending its Lease for the Vine Pavilion to enable additional external hires to be permitted.

The current lease is 25 years and started in September 2003. Annual rent is £3,500.

The Lease currently has the following restrictions:

Not to:

- *Underlet whole of part of the Property*
- *Assign part of the Property*
- *Charge the Property or part only*
- *Part with possession of the Property or any part of it*
- *Permit another to occupy the Property or any part of it*
- *Share occupation of the Property or any part of it*
- *Hold the property or any part of it on trust for another*

Save that the Trustees shall be permitted to let the whole or part of the Property to a children's nursery or playgroup during school terms.

The request is to amend to:

In this regard we would propose the following additional wording is added to section 7.1. The line that currently states 'Save that the Trustees shall be permitted to let the whole or part of the Property to a children's nursery or playgroup during school terms' should be omitted in full and replaced with:

'Save that the Trustees shall be allowed to hire the premises to third parties to with a view to (a) generating income for the Vine Club or (b) providing events for the intended benefit of the Sevenoaks Hockey Club, Sevenoaks Cricket Club or the wider community of Sevenoaks or (c) promoting the premises as a venue for the purposes of attracting hirers for (a) or (b) (together, "the Events") PROVIDED THAT in all cases the Vine Club shall be responsible for the premises during the Events and shall use all reasonable endeavours to prevent any breaches of the terms of this Lease, and that any such arrangements shall be interpreted as being within the definition of "Permitted Use".'

Whilst dealing with this, as I think you know, when the pavilion is open during hockey or cricket fixtures, for many years we have been serving alcoholic drinks from the bar to any member of the

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 27th September 2021**

community who pops in. Whilst arguably they are "guests", within the meaning of paragraph 16.1, we would like to take this opportunity to clarify this as well. This can readily be achieved by adding "*and members of the public*", after the words "*and guests*".

I will be grateful if these amendments can be made and please feel free to contact me if there are any comments.

Officers have provided the following as background information to the request.

Pros

1. The amended lease would provide an additional revenue stream for the Vine Pavilion Club (Hockey and Cricket club).
2. Hockey and cricket are popular sports, and the clubs are well-thought of in the community. This could raise their profile and profile of the sports within the community.

Cons

1. The Vine is within a designated conservation area. With its setting on top of the hill and with far reaching views to the North Downs, it is a truly unique location in Sevenoaks. It should benefit from special protection in recognition of its historic character and unique setting. "*Promoting the premises as a venue for the purpose of attracting hirers*" reduces this very special place to a venue for hire with the Club acting as hiring agents.
2. By allowing one of the Town Council's Lease the exclusive rights to hire out the unique location, it would show preference to them above other similar Leases. The request from the club is to effectively to do what they like, when they like, which does not match up to the lease STC has with the rugby club for example which has restrictive clauses contained therein which help protect the local residents from 'nuisance' (in the legal sense). Before agreeing to the request consideration should be given to consultation with neighbouring residents of the Vine.
3. The request states that "*the Vine Club shall be responsible for the premises during the Events*". However, the recent last-minute notice by the Club of the Hockey Festival, created problems and disruption for use of the Vine Gardens for a public event and accompanying problems including litter and damage to the Café on the Vine and unauthorised use of the Vine Gardens.
4. If the Club hired the Vine as a 'venue' and had control over the hiring, it would restrict STC's ability to protect the area and would restrict STC's ability to provide events for the wider community. It would also require additional resources from STC due to the need to liaise with the Club to ensure that they are behaving in a responsible manner.

RECOMMENDATION: The Open Spaces & Leisure Committee to consider whether or not to agree to request for a change to the Lease.

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 27th September 2021**

Sevenoaks Station Taxi Flowerbed

Enhancing the gateways/arrival points into Sevenoaks town and creating a more welcoming impression is a key objective of the Neighbourhood Plan. As a main arrival point, the taxi /carpark at Sevenoaks Station would benefit from improvements. Some short-term work was completed in time for the In Bloom 2021 competition. Further long-term improvements, to both the flowerbed and the traffic island, have been discussed but would need funding to achieve the desired outcome (report attached).

SEVENOAKS STATION - SEVENOAKS IN BLOOM

Report on meeting at Sevenoaks Station 3 June 2021

Eliot Waters—SE Station Manager (EW)

Nicholas Cave—STC Open Spaces Manager (NC)

CLlr Victoria Granville-Baxter (VGB)

A. Discussion on planting of bed in car park turning circle

EW, NC & VGB agreed that weeding and replanting would not offer a sustainable long-term solution. Various ideas were discussed; the principle agreement being that the area need to be built up with a retaining wall of some sort which will allow for planting on the level. This will have the advantage of

1. Retaining soil so that planting can be properly organised
2. Preventing pedestrians from walking through the area
3. Affording an edge where people waiting for taxis and pick-ups can perch temporarily
4. Making the basis for a modern statement for Sevenoaks Station—the gateway into Sevenoaks.

Further to this, we discussed materials and planting. NC suggested vertically installed railway sleepers which might be readily available. This works with the heritage of the railway.

VGB made suggestions for the planting/installation, see pictures page 2. These are concept ideas only, but the consensus was that low maintenance is key, so the Pencil Pine version was best liked.

ACTION: NC and VGB to survey the site so that costing can be arrived at.

B. Improvements to traffic island

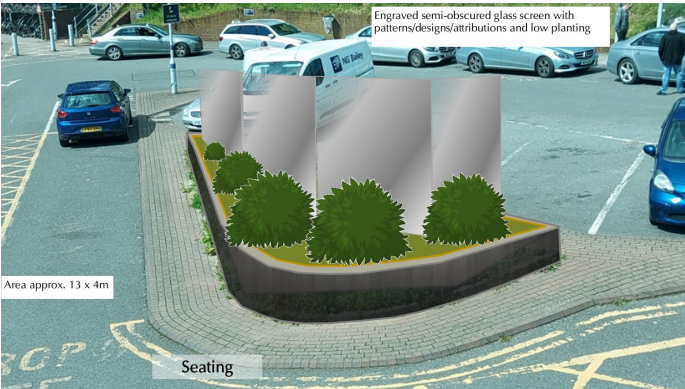
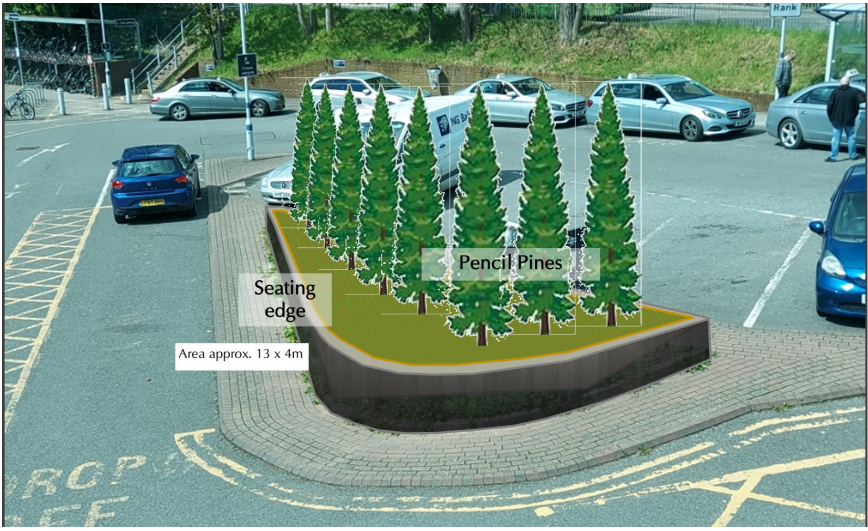
NC indicated that 4x 1m2 planters will be available shortly, and we discussed where best to locate them, avoiding service covers and considering pedestrian flow. Agreed to place them in a row alongside the roadside railings.

VGB suggested pavement art and planting of a mature pine in the centre (with seasonal Christmas lights) but this was seen as overambitious at the moment. See picture page 2

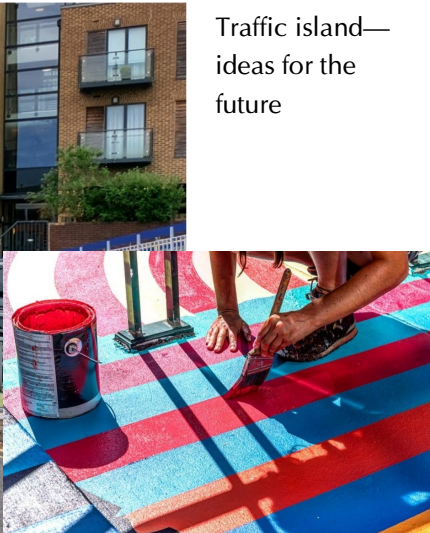
ACTION: NC to implement when planters become available.

CONCEPT DRAWINGS ONLY

Installation of retaining wall to level planting area - vertical railway sleepers suggested. Tall plants—Pencil Pines are ideal, with low ground cover: suggest evergreen Euphorbia Robbiae or similar for insect life.



Alternative planting ideas: Amelanchier, Sorbus, fruit trees (all lovely but higher maintenance) and etched toughened glass with low planting



Traffic island—ideas for the future

Sevenoaks Town Council
Open Spaces & Leisure Committee - 27th September 2021

Raleys Car Park Permits

In 2013 Sevenoaks Town Council introduced a parking scheme at Raleys Car Park, which included allocating 35 permits to low paid retail workers.

The criteria for obtaining a Raleys Car Park permit are:

1. Applicant must be a Sevenoaks Town worker from an independent retail premises, on lower salary
2. Application form must be co-signed by employer confirming salary
3. Permits are car registration specific
4. Permit will be valid for one year
5. Parking is permitted Monday to Friday only
6. Cost of permit is £50 per annum

The permits used to run from 1st January each year, but following an extension granted due to the pandemic, they now run from 1st April, in line with the financial year.

Applications will therefore be invited in February 2022 and will be reviewed by the Chairmen of Open Spaces & Leisure and Finance & General Purposes Committees.

Matters for Consideration

During consideration of the applications earlier this year by the Chairmen of Open Spaces & Leisure and Finance & General Purposes Committees, an annual salary level of approximately £20,000 was considered appropriate. One application at a salary of £26,000 was rejected.

It was also noted that four of the applicants were employed by Marks & Spencers and did not therefore meet the criteria of independent retail premises. Given the difficult circumstances of the pandemic and the fact that permits had been issued to Marks and Spencer staff in previous years, the applications were agreed. It was suggested however that the Car Park Scheme be submitted to this Committee for review.

Parking Permit Fee

The fee of £50 (96p per week) per year for parking at Raleys Car Park, Monday to Friday, was introduced in 2013.

Other charges in the town for all day parking are:

Town Car Park	All day	£5.50
	Weekly cashless ticket	£25
	Annual Season Ticket	£990
	Resident season ticket -	£300 (1 st car) £600 (2 nd car)
Plymouth Drive (on street parking)	£5 per day	

Sevenoaks Town Council
Open Spaces & Leisure Committee - 27th September 2021

Other car parks in town have maximum stay of 4 hours and are £1 per hour (except Bligh's which is £2 per hour)	
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The Committee is asked to consider:

- 1) whether the "lower salary" criteria should be defined in the published scheme
- 2) whether the criteria of "independent retail" premises be retained, and if so, applied more rigorously, and
- 3) Whether the annual fee should be increased

Sevenoaks Town Council
 Open Spaces & Leisure Committee – 27th September 2021

South & South East in Bloom Awards 2021

Sevenoaks Results and criteria

	Location	Category	Award
1	Sevenoaks Town Centre (judge visit) Criteria shown on attached results sheet	Town Centre	Gold
2	Vine Gardens (judge visit) Criteria shown on attached results sheet	Park	Gold and category winner
3	Upper High Street Gardens (judge visit) Criteria shown on attached results sheet	Small Park	Gold
4	Sevenoaks Common (judge visit) Criteria shown on attached results sheet	Conservation Area	Silver Gilt
5	Bat & Ball Centre (desktop entry) Shops Fronts and Workplaces - premises where people work or customers visit which can be seen by passers-by	Business	Silver Gilt
6	Bat & Ball Station (desktop entry) Shops Fronts and Workplaces - premises where people work or customers visit which can be seen by passers-by	Business	Silver Gilt and category Winner
7	Planting with Purpose (desktop entry)	Special entry award	Gold

Sevenoaks Town Council
 Open Spaces & Leisure Committee – 27th September 2021

<p>The Planting with A Purpose Special Award: Plants play an important role in solving everyday problems and improving all of our lives, such as dealing with issues like noise and air pollution, heatwaves, and flooding, as well as climate change. This category focuses on how groups are using plants and gardens in creative ways to address specific challenges in their communities</p>		
<p>8 Growing Your Community (desktop entry) The Growing Your Community Special Award: Community gardening can strengthen communities and help build links between diverse groups of people. This category focuses on how groups are sharing and enjoying gardening as a tool to enable more people to enjoy the benefits of gardening & growing.</p>	<p>Special entry award</p>	<p>Silver Gilt</p>
<p>9 Southern Water Environmental Challenge (desktop entry) Wetter winters and hotter summers put a tremendous strain on the environment and we would like to know what your group or community is doing to respond to this locally. This year's Environmental Challenge sponsored by Southern Water seeks to find the groups/communities that contribute in caring for our fragile environment and support a reduction in scarce resources such as water.</p> <p>1. How is your entry reducing the impact of climate change under the following headings? a. Reducing the need for irrigation systems, daily and or weekly watering; b. Plantings that take account of climate change – beds/borders that are planted with drought tolerant plants. c. Any new designs that incorporate gravel gardens or similar. d. Efforts to reduce water loss, such as mulches and the incorporation of organic material to hold water for longer periods.</p>	<p>Special entry award</p>	

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 27th September 2021**

<ul style="list-style-type: none"> e. Recent (within the last three years) plantings that helps to reduce air pollution. f. Any action that reduces or negates the need for watering grass during dry periods. <p>2. Other environmental actions.</p> <ul style="list-style-type: none"> a. Efforts to reduce the use of single-use plastics and other unsustainable materials. b. Actions to Recycle, Reduce and Reuse. c. Home or group composting schemes. d. Creation of mini meadows to encourage and support invertebrates, especially pollinators. e. Any other initiatives that support and or protect our fragile wildlife, flora and fauna. 		
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Name of Entry: Sevenoaks Town Council - Sevenoaks Town Centre

Judges: Peter Holman

Urban Marking Sheet

Date of Assessment: 15/07/2021

Category: BID, Town Centre or City Centre / Urban Community (Indicate appropriate category)

MAXIMUM OF 10 POINTS PER SUB SECTION

						Total Marks in Sections A, B & C	Medal Level in Sections A, B & C				
A Horticulture 40%	A1	9	A2	9	A3	8	A4	8			
B Environment 30%	B1	9	B2	9	B3	9					
C Community 30%	C1	9	C2	9	C3	9					
Total Score out of 100:	88						Overall Medal Awarded:	Gold			

Medal Guide: Gold, Excellent 85-100 Points; Silver Gilt, Very Good 75-84 Points; Silver, Good 60-74 Points; Bronze, Satisfactory 50-59 Points. 49 Points and below – no medal awarded.

Introduction and Overall Impression:

A good and honest presentation at the start of the tour was a good start and set the scene for the remainder of the visit. Note: It is advised that in future as the Council Offices are some distance for the Town Centre and the actual entry consideration should be given to providing the presentation in the Town itself, at the Vine in the Cricket Club. This will overcome the problem especially in Britain in Bloom that a presentation should be immediately followed by the tour. However, a very well planned and executed tour which covered all the main judging criteria.

Judges Feedback Section A – Horticulture:

Good examples of horticulture at many sites along the route, most notable being West Kent Housing, Rockdale Gardens (and absolute gem and Annette should be congratulated for the levels of high horticulture here). The incredible edible's theme was imaginative and very much on point. The Upper Gardens were as good as I have seen for many years and the gardens team are to be congratulated. It is suggested that the walk along the alleyway behind the church should be avoided in future and a visit to the churchyard may well be more valuable in terms of scores. The Bus station beds as organised by Adrain Cheesman are again a very fine feature and the colour scheme this year was bright and cheerful, with incredible edibles too. The corner bed created by Living Landscapes provided much-needed horticulture in the lower town. The Pound bed was an interesting project but as there is no connecting corridor it is difficult to see this being of benefit in the long term for Bees or other invertebrates. He Toure ended at the Cricket Club and the Vine. The Cricket Ground outfield has recently received an upgrade and reseeded which has taken remarkably well, and the area is now almost weed-free and completely level, should be a few more boundaries to be seen here. The Vine with its border planting raised beds and control pond with the bridge is a fine garden with considerable voluntary support here. Care should be taken not to let volunteers get carried away with their ideas as it is essential not to lose the essential site heritage.

Judges Feedback Section B – Environment:

There is an important level of regard for the town from the local population and an enthusiastic sense of place. Street furniture, hard landscaping is all in good order and the entire area visited was clean, litter and graffiti free. Dog fouling is well controlled. The built environment is in good order with the Cricket Club and Bandstand being excellent examples. Shops and premises are also well maintained with no voids.

Judges Feedback Section C – Community:

Many of the towns groups and individual take part in ensuring the standard are high and support the effort by volunteering. On the day I met the Soroptimists who had created a small planted area at the Vine. Others lend their support by creating and maintaining front gardens and shop fronts. So far funding has been secured to keep the town as a major town destination. Sevenoaks continues to deliver Bloom at an elevated level, and it is hoped that this will continue for the foreseeable future.



South & South East in Bloom Small Park/Park/Large Park of the Year Award 2021

Sevenoaks Town Council - The Vine

SECTION A – Making Way for People	Max Points	Actual Points
Access for all	15	14
Signage and visitor information	15	14
SECTION B– Design	Max Points	Actual Points
Appearance and practicality of layout	20	18
SECTION C– Welfare of Park Users	Max Points	Actual Points
Staff/voluntary presence *	10	8
Control of dog fouling	10	9
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)	Max Points	Actual Points
Maintenance of facilities *	25	23
SECTION E – Maintenance (Quality of horticultural and sports turf maintenance)	Max Points	Actual Points
Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas	25	23
SECTION F –Maintenance of hard landscape features	Max Points	Actual Points
Paths, benches, bins, play areas and artificial surfaces	10	0
Control of litter, graffiti & vandalism	10	9
SECTION G– Environmental sustainability (Management of natural resources)	Max Points	Actual Points
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *	20	17
SECTION H–Conservation	Max Points	Actual Points
Management of natural features, wildlife and flora *	20	0

SECTION I – Community Involvement

Max Points	Actual Points
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Volunteering & promotion of the park as a community resource	20	18
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Maximum Points Available	200
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Total Points Awarded	180
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Award Nomination	Gold
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Assessors General Comments & Award Justification

A major site close to the town centre comprising a Cricket Club and ground and an ornamental area. The onsite cafe and the availability of toilets is a great addition. The site is used for events that are hosted in the classic Victorian style bandstand. The ornamental area comprises beds around the perimeter including several raised bed areas, a small selection of trees can also be seen. The centre of the Vine boasts a small pond with an ornamental bridge popular with young visitors. Volunteers provide a service here and in particular, the Sevenoaks branch of the Soroptimist International tends several areas and have contributed to its design and planting layout. A very good site. The Cricket outfield has recently been completely renovated and now provides a first-class outfield free of weeds and completely level. The central Cricket square is old and said to be one of the oldest in the country which is confirmed by the sloped access created by decades of top dressing. This is a very popular local spot which has been enhanced in recent years with good planting. Noticeboards are up to date and tell of the work to improve the site in recent times. One note of caution here, while it is good to see volunteers working on the site and creating small areas specific to their organisation there is a risk that the plantings will lack cohesion and unity of design and given all that has been achieved in recent times this should not be lost.

Results

Level	Description	Points
	Certificate	0 - 77
	Bronze	78 - 108
	Silver	109 - 138
	Silver-Gilt	139 - 169
	Gold	170 - 200

South & South East in Bloom Small Park/Park/Large Park of the Year Award 2021

Sevenoaks Town Council - Upper High Street Gardens

SECTION A – Making Way for People	Max Points	Actual Points
Access for all	15	13
Signage and visitor information	15	14
SECTION B– Design	Max Points	Actual Points
Appearance and practicality of layout	20	18
SECTION C– Welfare of Park Users	Max Points	Actual Points
Staff/voluntary presence *	10	9
Control of dog fouling	10	9
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)	Max Points	Actual Points
Maintenance of facilities *	25	0
SECTION E – Maintenance (Quality of horticultural and sports turf maintenance)	Max Points	Actual Points
Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas	25	23
SECTION F –Maintenance of hard landscape features	Max Points	Actual Points
Paths, benches, bins, play areas and artificial surfaces	10	9
Control of litter, graffiti & vandalism	10	9
SECTION G– Environmental sustainability (Management of natural resources)	Max Points	Actual Points
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *	20	18
SECTION H–Conservation	Max Points	Actual Points
Management of natural features, wildlife and flora *	20	0

SECTION I – Community Involvement	Max Points	Actual Points
Volunteering & promotion of the park as a community resource	20	15

Maximum Points Available	200
Total Points Awarded	176
Award Nomination	Gold

Assessors General Comments & Award Justification

A well-maintained pocket park with horticultural features including season planting, sustainable planting roses, shrubs, and trees. The attention to detail here on the day of judging was excellent. The maintenance was crisp with grass edges clean and precise, buds were weed free and the range of plants in this small space was good. The on-site gardener was eloquent in his support for the work and that of the Grounds team. Difficult to recommend any improvement other than to prevent the tree stock from creating too much shade and causing issues with dryness. It would be good to see the mulch extended and to be a little thicker to be truly effective 50-100 mill is the right depth. Do avoid the wood chip/bark material to be used on the Roses, instead use different organic material with an inbuilt food source such as FYM.



Results		
Level	Description	Points
	Certificate	0 - 77
	Bronze	78 - 108
	Silver	109 - 138
	Silver-Gilt	139 - 169
	Gold	170 - 200



South & South East in Bloom Small Conservation/ Conservation/Large Conservation Area Award 2021

Sevenoaks Town Council - Sevenoaks Common

SECTION A – Making Way for People	Max Points	Actual Points
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Access for all	20	12
Signage and visitor information	20	15

SECTION B– Welfare of Users	Max Points	Actual Points
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Safety of all users	20	12
Control anti-social behaviour including control of litter, dog fouling, graffiti & fly tipping	20	18

SECTION C – Facilities	Max Points	Actual Points
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Range & Quality of facilities *	25	0
Maintenance of facilities , to include fences, paths and parking areas	10	7
Benches, litterbins & dog bins	10	6

SECTION D –Conservation	Max Points	Actual Points
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Creation, development and protection of flora & fauna	20	15
Woodlands, hedgerows and meadows	10	8
Ponds, lakes & streams - natural or artificial *	10	0

SECTION E– Community Participation	Max Points	Actual Points
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Involvement of local people , volunteers, friends or user groups	25	21
Opportunities for education and learning	10	8

Maximum Points Available	200
Total Points Awarded	147
Award Nomination	Silver-Gilt

Assessors General Comments & Award Justification

A common but not in the traditional sense. Here is a woodland with a path network. The site has a wide range of species, and the central open glade has a good range of woodland grass species. An area has been set aside for the local schools and acts as a forest school and therefore the site has educational value. Access for some may be difficult

as the site lays wet in places and access by those who are chair bound might be difficult. Local volunteers have supported the site and there are plans for improvement to the site in the coming year. Like all areas it has suffered from the pandemic and a shortage of groups to work on the site. However, a site with considerable opportunities for the future and a widening of the existing glade or the provision of additional glades would encourage a greater number of woodland or woodland fringe species to visit or become local to the site. The site is not well known but as it's a considerable asset it would be worth considering the addition of marketing material and in the form of threefold and one for each season showing what is available to see and learn.

Results

Level	Description	Points
	Certificate	0 - 77
	Bronze	78 - 108
	Silver	109 - 138
	Silver-Gilt	139 - 169
	Gold	170 - 200

Sevenoaks Town Council
Open Spaces & Leisure Committee – 27th September 2021

CURRENT 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 • The Vine
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	The scheme closes on 30 September. Currently there are 5 sponsors and 8 trees adopted. Trees to be ordered early October.
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.
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. Trees purchased and to be planted week commencing 29.11.2021.
435 15.02.2021	Cemetery Gates	New gates between cemetery and Greatness Recreation Ground to be installed
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 A third competitive quote to be obtained with works programmed for May 2022.
152 (iii) 05.07.2021	Knole Paddock and Raleys Field Floodlight improvement on Pitch 3	Open Spaces Manager to obtain three quotes for the proposed improvements. Three quotations have been obtained and funding is being sought.
152 (iv) 05.07.2021	St Nicholas Church – Quinquennial Report	Open Spaces Manager to obtain quotes from qualified stone masons for works mentioned in the Quinquennial report of 12.03.2021.
154 (iii) 05.07.2021	Allotments – water use across both sites	Allotments Manager to obtain one quote for a trough-based solution for future trail-run at BVA.
156 05.07.2021	Greatness Recreation Ground Management and Improvement Plan	A request for further consultation was received from stakeholders of Greatness Recreation Ground. Meeting scheduled for 09.09.2021 was

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 27th September 2021**

		rescheduled as not all stakeholders could attend. New meeting scheduled at STCF Pavilion on 08.10.2021.
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