

8th February 2022

You are hereby summoned to attend a meeting of the **OPEN SPACES AND LEISURE COMMITTEE** to be held at the **Sevenoaks Town Council Chamber**, Bradbourne Vale Road, Sevenoaks, TN13 3QG on **Monday 14th February 2022 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/YWgRr9mRt2M> 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 8th November 2021 (copy attached).
5. OPEN SPACES & CEMETERY MANAGER'S REPORT
To receive and consider the Open Spaces & Cemetery Manager's report. (report attached).
6. STATEMENT OF ACCOUNTS
To receive and consider the Statement of Accounts for December 2021 (copy attached).
7. ALLOTMENT REPORT
To receive and consider the Allotments Manager's report. (report attached)
8. SEVENOAKS LAWN TENNIS CLUB
To receive and consider Sevenoaks Lawn Tennis Club's proposal for installing a physical barrier at Raley's car park. (report attached)
9. SEVENOAKS IN BLOOM
(minutes attached)
10. CLEAN UP 2022
(report attached)
11. BUS SHELTERS
(report attached)
12. VINE GARDENS PLAY AREA
(report attached)
13. CURRENT MATTERS
To consider updates on current matters (report attached)
14. PRESS RELEASE
To consider any agenda item which would be appropriate for a press release

Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee meeting held on
Monday 8th November 2021 at 7:00pm at Bat & Ball Centre,
Livestreamed on YouTube <https://youtu.be/vdZxXX1UReA>

Meeting commenced: 19:00

Meeting Concluded: 21:05

Present:

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

Substitute		For
Cllr Tony Clayton	Present	Cllr Tom Morris Brown
Cllr Andrew Eyre	Present	Cllr Simon Raikes

In attendance: Town Clerk, Open Spaces & Cemetery Manager, Allotments Manager, and Committee Clerk

Representations received from Members of the Public

Clifford Burt, Secretary Sevenoaks Lawn Tennis Club

340. Change to Order of Agenda

RESOLVED: That the order of the agenda be amended to facilitate consideration of the following agenda items for the benefit of the members of public in attendance:

Agenda Item 12 - Sevenoaks Lawn Tennis Club

Agenda Item 9 - Allotments Report

Agenda Item 10 – Sevenoaks Allotment Holders’ Association (SAHA)

341. Sevenoaks Lawn Tennis Club

The Committee considered a request from Sevenoaks Lawn Tennis Club (SLTC) to explore the possibility of installing an automatic physical barrier, with keypad code entry, to enclose the portion of Raleys car park that is designated as SLTC member parking. The barrier would be paid for and maintained by SLTC and would allow access to Sevenoaks Town Council and emergency services.

RESOLVED: To begin a process of negotiation with SLTC to review the feasibility of installing a barrier and report back to the Committee.

342. Allotments Report

The Committee considered the Allotments Manager's report and replies to questions raised at the meeting of 27th September 2021.

Having considered the explanations pertaining to bonfires, it was agreed to allow rules that were appropriate to each particular site.

343. Sevenoaks Allotment Holders' Association

The Committee considered the questions for the Town Council which had arisen from a recent Sevenoaks Allotment Holders Association (SAHA) Committee meeting and letter dated 27th October 2021 to the Town Clerk.

i) Rent Increases

It was noted that the allotment rents had been set as agreed at the Finance and General Purposes Committee meeting held on 2nd August 2021 (Minute 192).

"RESOLVED that:

- Allotment rents be increased above the rate of inflation with effect from 1st October 2022 to reflect the cost of administering the allotments.
- The setting of the rent be delegated to the Chairman and Vice Chairman of Open Spaces & Leisure Committee and Finance & General Purposes Committee, Town Clerk, and appropriate officers.
- The increase be communicated to the tenants in September along with their renewal letter and invoice."

ii) Infrastructure investments

The Committee noted the concerns raised by SAHA. It emphasised the need to reduce water wastage and asked the Allotments Manager to review water bills and water usage at Quaker's Hall Allotments. The Committee agreed that the trial of the Town Council's proposed improvements to the onsite water supply decided at the OSL meeting of 5th July 2021 (Minute 154) should go ahead.

RESOLVED: to proceed, subject to grant opportunities, with the trial-run of a trough-based solution (plastic or metal) at Bradbourne Vale Allotments.

iii) Play equipment

The Committee noted the request by SAHA that the Town Council reconsider the implementation of Amendment (4.1.1) of the tenancy agreement which no longer permits the erection of play equipment on any allotment plot.

Although strict restrictions exist pertaining to what can be situated on an allotment site, the Town Council had agreed to permit existing play equipment to remain until owner/ tenant quits the allotment at which time erection of new equipment would not be permitted.

It was proposed by Councillor Eyre, seconded by Councillor Hogarth, to not allow and to remove all play equipment on safety grounds.

Four voted in favour and four against. The Chairman offered a casting vote in favour and the motion was carried.

iv) Trading Centre refurbishment

RESOLVED: to undertake the necessary refurbishment work to the Trading Centre.

v) Liaison Meetings

RESOLVED: to resume liaison meetings between the Town Council and SAHA in line with government COVID guidelines.

344. Apologies for Absence

Apologies for absence were submitted and received by Councillor Piper, and as noted above.

345. Requests for Dispensations

There were no requests for dispensations.

346. Declarations of Interest

There were no declarations of interest.

347. Minutes of the Open Spaces & Leisure Committee on 27th September 2021

RESOLVED: that the Minutes of the Open Spaces & Leisure Committee held on 27th September 2021 be received and agreed as a true record.

348. OPEN SPACES & CEMETERY MANAGER'S REPORT

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

i. Knole Paddock and Raleys Field

The Committee considered a request from Orpington Ocelots, a new and regular user of the Raleys cricket pitch, to explore the possibility of installing practice nets at Raleys to be partially funded by the Club.

RESOLVED that: Officers would work with Orpington Ocelots to determine:

- 1) what solution would work best for the Club,
- 2) details of how and when the nets would be used, and
- 3) to what extent external funding would be available for initial set-up costs and for maintenance of the proposed nets.

ii. Sevenoaks Common – Employee Volunteering

The Committee was pleased to note that Employee Volunteering had arranged for a group of approximately 30 volunteers from Lloyds Bank to plant 300 trees in an area of woodland in Sevenoaks Common on 9th November 2021.

iii. **Volunteer Gardening**

The Committee noted and was grateful for the gardening work done at the Stag by a volunteer from the solicitors Thackray Williams. It is hoped that with continued support and regular maintenance the beds at the Stag will be kept to an acceptable standard. The volunteer, Bonnie Tarling, had been incorporated into the Volunteer Reward Scheme as a Stag volunteer.

349. Statement of Accounts

There had been a large increase in costs related to the St John's Toilets which was related to the electricity used by Enterprise Rent-A-Car. The Responsible Financial Officer would ensure that Enterprise be invoiced appropriately for their portion of the bill.

RESOLVED that:

- 1) the accounts to 30 September 2021 be received and noted; and
- 2) going forward, the Responsible Financial Officer be requested to provide a variance report to accompany the Committee's Accounts.

350. Draft Revenue and Capital Programme Budget for 2022-2023

The Committee received and considered the draft Revenue Budget for 2022-2023, the Rolling Capital Programme budget 2022-2023, and the Responsible Finance Officer's comments:

Draft Assumptions and points to highlight in OSL Budget

General

YTD Actual is 6 months to Sept 2021

Pay Inflation Drafted at 2.5%, but under review

Employers NI Increased by 1.25% from April 2022

Costs & other inflation Drafted at 3%. August was 3.1%, September 2.9%

OSL Income:

Allotments 10% as agreed

Cemetery 2.5% + 10% to band A agreed.

Budget is based on 3% inflation to forecast

Sports Income Budget is based on 2.5% increase to pre-covid level

Capital/ rolling maintenance items

Vehicle

replacement fund £22,000 £6K cemetery/ £16K OSL general

Based on replacement of all vehicles with 10 year useful life

(£12.5K was included in 2021/22 budget)

Capital	£1200 included in OSL general and cemetery for rolling maintenance programme (in 2021/22 budget)
Health & Safety	£1250 included for memorial safety testing every 4 years in cemetery (£5K cost) (In 2021/22 budget)

Red fuel for cemetery phased out from Jan 2022. Fuel cost increased in budget c £600

Overall budget is £399K which is £37K / 10% increase to 2021/22 budget.

This is mainly due to £7.9K lower cemetery income, £9.5K increase to vehicle replacement fund, & £13K higher pay related (partly due to National Insurance change).

2021/22 Forecast is £374K which is £12K/ 3% increase to 2021/22 budget

This is mainly due to predicted lower cemetery income & lower events on the Vine (Vegan Market being the only forecasted event)

RESOLVED:

- 1) to approve and recommend the draft Revenue Budget 2022/23 and the Rolling Capital Programme Budget 2022/23 (attached as Appendices A and B) to the Finance and General Purposes Committee for adoption, and
- 2) to receive and note the Future Property Maintenance Programme.

351. Draft Proposed Charges for Sports Facilities and MUGA at Bat & Ball 2022-2023

The Committee received and considered proposed draft charges for 2022-2023. It was noted that a significant increase in charges could result in pricing Town Council Sports Facilities out of the market.

RESOLVED: to approve and recommend the draft Sports Facilities charges 2022-2023 (Appendix C) and MUGA charges 2022-2023 (Appendix D) to the Finance and General Purposes Committee for adoption.

352. Summer Outdoor Play Provision

The Committee noted the Town Council's provision and the District Council's provision on Town Council locations, highlighting that the best attended event was the Family Fun Day held at Greatness Recreation Ground which the Town Council and the District Council sponsored jointly.

The Committee thanked the officers for their hard work to achieve the excellent outcome.

353. Kent Association of Local Councils – Fire Hydrant Initiative

The Committee considered the initiative sponsored by Kent Association of Local Councils and Kent Fire & Rescue (KFRS) aimed at monitoring and reporting fire hydrant defects to KFRS.

RESOLVED: to request a map from KFRS showing the location of fire hydrants in Sevenoaks Town to better determine the resources needed carry out the scheme.

354. Greatness Recreation Ground Management and Improvement Plan

The Committee noted and received comments from the consultation held with Stakeholders on Friday 8th October 2021. It was noted that this was a useful exercise in terms of community engagement out of which the Greatness Recreation Ground Management Plan was validated. Some ongoing operational matters were also identified.

The Committee wished to record their gratitude for the opportunity to have this meeting and congratulated the Town Clerk for a robust Management Plan.

355. Awards 2021

The Committee noted the following achievements for 2021:

Green Flag Award

RHS Community Awards-Sevenoaks in Bloom

Sevenoaks in Bloom

Cultivating Your Community Achievement Award

Sevenoaks in Bloom

Nourishing Your Community Achievement Award

Sevenoaks in Bloom

Planting with Purpose Achievement Award

Bat & Ball Station -

Loo of the Year Award Platinum

The Committee congratulated all those involved for the fantastic work.

356. Current Matters

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

The Committee congratulated the Committee Clerk for successfully obtaining two grants totalling £80,000 towards play area improvements.

176/5 (vi) 22.07.2019	Hillingdon Rise Green	Leaflet drop to be arranged regarding parking on grass. <i>Cllrs 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. So far, there has not been a reply from the new management team at Tarmac. The Adopt a Tree scheme closed on 30 September. Currently there are 8 sponsors and 20 trees adopted. Trees to be planted in Dec-Jan.
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". Site meetings are taking place to obtain quotations.
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 proceed with quote 2, see minutes above, subject to NDS testing of masts and availability of CIL funding. Pending date of site visit.
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.

		Pending quote from contractor who is trying to source suitable water troughs. Letter received from SAHA regarding the project.
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 rescheduled as not all stakeholders could attend. New meeting scheduled at STCF Pavilion on 08.10.2021. Meeting with stakeholders held on 08.10.2021, notes attached at Agenda Item 14.
289 (ii) 27.09.2021	Vine Pond	Pond to be drained and leaks sealed; continue to use netting and solar pump.
289 (iii) 27.09.2021	Wild in Sevenoaks tree planting	Consider further a place for the planting of trees.
290 (ii) 27.09.2021	Draft Fees and Charges for Sports Facilities	Conduct further analysis of fees and charges.
293 27.09.2021	Play Areas Tender Review	Application for funding to Enover Community Trust was successful. A grant of £40,000 was awarded for the Hillingdon Rise play area project and a further £40,000 for Julian's Meadow. Waiting for suppliers to provide revised plans/quotes incorporating recommendations from 27.09.2021 OSL meeting.
297 27.09.2021	Sevenoaks In Bloom 2022	Progress with an Action Plan for National Level entry. Ongoing updates to be provided as appropriate. Colour scheme to be purple and yellow in line with Queens Jubilee.

357. PRESS RELEASE

To issue Press Releases in relation to:

- a) Employee Volunteering day with Lloyds Bank staff at Sevenoaks Common,
- b) volunteer work being done in the Stag flowerbeds and gardens,
- c) the awarding of grants to Sevenoaks Town Council towards the play area improvements (subject to liaising with funder), and
- d) recent awards.

358. DEFRA Consultation relating to cemeteries

The Committee considered the DEFRA consultation to amend the Environmental Permitting (England and Wales) 2016 Regulations which will affect all existing cemeteries and possibly reduce the remaining burial capacity of cemeteries.

RESOLVED: to respond robustly to the consultation document and proposal indicating as follows:

The proposal that a grave plot must not be less than 5m² does not appear to have been justified on practical and technical grounds and would materially reduce the capacity to carry out burials at a time when cemetery space is increasingly under pressure and the government has declined to introduce legislation permitting wide-scale reuse of burial land.

A typical plot at Sevenoaks Greatness Cemetery is 8' x 4' and equates to 2.4m x 1.2m. In order to comply with the new proposals, Sevenoaks Greatness Cemetery would need to miss alternate plots and/or replan whole sections.

In addition, there is no consideration for burials of children and infants within the proposal, which would traditionally have a smaller grave size.

The alteration of grave sites will seriously reduce the number of years of burials at Sevenoaks Greatness Cemetery.

There being no further business the Chairman closed the meeting.

Chairman **Dated**

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**Sevenoaks Town Council
Open Spaces & Leisure Committee – 14th February 2022**

Open Spaces Manager's Report

Staff

We currently have new Kickstart employee working with the Open Spaces team.

Vine Gardens

I am sure you are all aware that the Open Spaces team have been working to replace most of the Pergola structure in the last few weeks. This work has been led by Ben Day, as the supervisor having a good level of carpentry skill. We have been careful to retain as many of the climbing plants as possible removing some to storage and working around others. Our initial preparations showed a lot of the uprights to be in reasonable condition but digging down further showed many to be taper thin at the base and so more timber was ordered to do a more thorough job.

Whilst the area has been protected by safety fence, the Town Wardens have started to tackle the pond removing excess plant growth and draining down to look for the leak in the base which causes so much water loss in the summer. The fish and other aquatic life have been rehoused temporarily in a tank stored off site.

Vine Cricket Field

We have discussed with and got permission from the Conservation Officer to install a row of removable bollards outside the Pavilion just onto the grass to prevent unauthorised vehicles from driving onto the field edge. This season in particular we have suffered from regular damage to the grass undoing the good work that was done when the field was resown.

The new bollards will be of steel construction with a ball top detail, finished in white to match the pavilion and locked with a padlock.

Knole Paddock and Raleys Field

Orpington Ocelots have contacted 3 companies qualified in the installation of Cricket practice net. They have all been out to site and either Ben Day, our chargehand, or myself have been at all three meetings. Our initial thoughts of putting the nets down the western side of the football pitch close to the boundary was dismissed as it is likely to result in heavy shade, moss, and leaves, and possibly tree root disturbance of the levels.

A new area at the lower northern end of the football pitch was decided as the best option, but this is partially on one of the informal training areas that the SRFC use for juniors on Sundays. It is not in clear sight of any housing, the nearest being on the Knole entrance road approximately 150m away.

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 14th February 2022**

The Ocelots wanted a two-lane permanent structure with grass run-up carpet, so this increases its price and footprint. All three companies had broadly similar ideas on construction although not all companies fully explained the necessary maintenance, some of which could be done by the user or by ourselves. The life span of the matting is likely to be more than 12 years.

One company had installed the practice nets at the Leonard Avenue Cricket ground in Otford which belonged to Vine Cricket Club around 6 years ago. These could possibly be visited, with permission, for a visual comparison.

The club were also considering fencing around the whole area to exclude unofficial users. If not initially possibly at a later date.

The main considerations remain:

- 1- Initial cost -The possibility of a grant is being explored once a full costing is received.
- 2- On-going maintenance costs - Likely to be limited to a new set of nets every few years plus the purchase of a small hand roller. Some additional strimming might be necessary each month.
- 3- Impact on SFRC - One age group of juniors currently use this area on a Sunday morning. Only half of the space would still be available.
- 4- Fencing – would fencing, to exclude other groups, meet with the council's ideals.
- 5- Proposal is likely to need planning approval.

Proposed location of practice nets indicated below, with red line.



**Sevenoaks Town Council
Open Spaces & Leisure Committee – 14th February 2022**

Training Pitch Drainage

Last year, approval was given, and funds earmarked for the installations of new slit trenches to help improve the drainage on Pitch 1 for SRFC. At that time, we had only managed to obtain two quotes for the work and after discussing the matter with the club, they wished to delay until May this year rather than carryout the work in September and possibly disrupt their season.

Because of the value of the work, it has now been advertised on 'Contract Finder' . We also asked the companies who provided initial quotes to refresh them. Unfortunately, the company providing the most competitive quote has ceased this type of work and sold their equipment to the second company that quoted, thereby reducing the opportunity for comparative quotes. The second company who quoted have revised their quote for this year raising the price due to increased cost of materials, sand, and gravel.

Recommendation To obtain three competitive quotes and proceed with the works in May/ June subject to quotes matching the funds available.

Volunteer gardening at the Stag

We have good news in that Thackray Williams have agreed to fund plants to the sum of £200. The plants have been delivered and planting will take place shortly.

We have chosen two varieties of Lavender and some more Thyme to complement the existing planting.

Adopt a Tree

The Adopt a tree scheme has been a success. Three trees remain to be planted otherwise all have gone in, and sponsors will receive a certificate with photograph of their tree.

In total we have planted 21 standard trees at 10 sites and 390 whips (saplings) at a further 3 sites. We already have some late applicants waiting now for next season.



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Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

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										
21 O/ Spaces & Leisure - General										
1022 Letting & Hire of Facilities	3,935	2,893	(1,042)	18,505	23,145	4,640	31,827		0	
1316 Raleys Car Park Permits	0	0	0	1,475	1,803	328	1,803		0	
1350 Revenue Grant income	0	0	0	1,820	0	(1,820)	0		0	
1850 Log Sales	119	273	154	812	1,273	461	1,273		0	
1853 Adopt a Tree income	1,600	0	(1,600)	2,000	0	(2,000)	0		0	
1990 Other Income	66	64	(2)	3,931	576	(3,355)	764		0	
O/ Spaces & Leisure - General :- Income	5,720	3,230	(2,490)	28,544	26,797	(1,747)	35,667			0
4010 Gross Pay	15,291	15,191	(100)	135,015	136,719	1,704	182,290		47,275	
4270 Employers Pension Contribution	895	1,014	119	7,907	9,126	1,219	12,172		4,265	
5013 Graffiti Removal	0	0	0	450	680	230	1,020		570	
5025 Lower St Johns Toilets	696	892	196	11,343	8,028	(3,315)	10,710		(633)	
5026 Greatness Rec Convenience	232	255	23	2,089	2,295	206	3,060		971	
5031 St Nicholas War Memorial	0	0	0	3,825	0	(3,825)	0		(3,825)	
5050 Seats And Litter Bins	0	709	709	2,661	2,127	(534)	2,836		175	
5060 Sevenoaks Common	0	0	0	640	3,774	3,134	3,774		3,134	
5065 Tree Safety Survey	0	0	0	308	2,500	2,192	3,876		3,568	
5070 Other Woodlands	0	0	0	5,172	2,526	(2,646)	3,366		(1,806)	
5110 Knole Paddock & Pavilion	0	400	400	30	2,800	2,770	4,030		4,000	
5120 Knole Paddock Pitch & Grnd Mt	0	0	0	2,325	2,400	75	3,570		1,245	
5310 Miscellaneous Open Spaces	48	154	106	2,270	1,386	(884)	1,842		(428)	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

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
5311 Security Open Spaces	1,743	1,300	(443)	15,466	11,700	(3,766)	15,600		134	
5316 Skatepark Maintenance	0	0	0	550	2,627	2,077	2,627		2,077	
5317 Raleys Car Park	0	0	0	486	510	24	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	165	638	473	3,933	1,914	(2,019)	2,550		(1,383)	
5410 Repairs & General Maintenance	119	128	9	1,421	1,152	(269)	1,530		109	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	102	701	599	1,556	6,309	4,753	8,415		6,859	
5525 Equipment Maintenance	204	960	756	1,313	6,720	5,407	8,160		6,847	
5550 Vehicle Expenses	257	1,333	1,076	1,650	11,997	10,347	16,000		14,350	
5700 Fuel	91	527	436	3,513	4,743	1,230	6,324		2,811	
6000 Rent & Rates	(62)	0	62	(62)	1,224	1,286	1,224		1,286	
6010 Light Heat & Cleaning	0	536	536	3,118	1,608	(1,510)	2,142		(976)	
6013 Cleaning	129	0	(129)	129	0	(129)	0		(129)	
6101 Telephone	12	17	5	106	153	47	204		98	
6104 Mobile Telephone	0	17	17	245	153	(92)	204		(41)	
6200 Printing & Stationery	0	0	0	22	0	(22)	0		(22)	
6320 Staff Training	0	765	765	1,885	2,295	410	3,060		1,175	1,885
6330 Welfare/Hospitality	19	17	(2)	213	153	(60)	204		(9)	
6730 Subscriptions	0	0	0	141	204	63	204		63	
6812 Road Dues	0	230	230	0	230	230	1,530		1,530	
6851 Bus Shelter Maintenance	0	15	15	0	135	135	179		179	
6900 Sundry Expenses	0	8	8	16	72	57	102		87	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

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
6922 Health&Safety/Risk Assessments	0	0	0	490	0	(490)	1,581		1,091	
6930 Alarm Maintenance	0	0	0	736	755	19	755		19	
6931 CCTV Maintenance	43	0	(43)	390	1,224	834	1,224		834	
6934 Waste Bin Collection-Dog Bins	0	714	714	1,310	2,142	832	2,856		1,546	
6935 Waste Bin Disposal-Waste Bins	484	359	(125)	2,941	3,231	290	4,304		1,363	
6952 Protective Clothing	84	123	39	479	1,107	628	1,479		1,000	
O/ Spaces & Leisure - General :- Indirect Expenditure	20,553	27,003	6,450	216,213	237,019	20,806	320,080	0	103,867	1,885
Net Income over Expenditure	(14,833)	(23,773)	(8,940)	(187,669)	(210,222)	(22,553)	(284,413)			
8001 plus Transfer from EMR	0			1,885						
Movement to/(from) Gen Reserve	(14,833)			(185,784)						
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1700 Cemetery Income	10,507	7,957	(2,550)	57,952	71,613	13,661	95,481		0	
O/ Spaces & Leisure - Cemetery :- Income	10,507	7,957	(2,550)	57,952	71,613	13,661	95,481			0
4010 Gross Pay	7,316	7,180	(136)	57,868	64,620	6,752	86,161		28,293	
4270 Employers Pension Contribution	501	599	98	4,462	5,391	929	7,184		2,722	
5210 Cemetery Chapel & Office	0	0	0	366	105	(261)	210		(156)	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	346	0	(346)	179		(167)	
5410 Repairs & General Maintenance	20	85	65	795	765	(30)	1,020		225	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	224	272	48	1,190	2,448	1,258	3,264		2,074	

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

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
5525 Equipment Maintenance	180	212	32	2,809	1,908	(901)	2,550		(259)	
5700 Fuel	44	60	16	526	540	14	714		188	
6000 Rent & Rates	816	558	(258)	7,984	5,022	(2,962)	6,701		(1,283)	
6010 Light Heat & Cleaning	185	105	(80)	1,033	945	(88)	1,265		232	
6101 Telephone	44	64	20	549	576	27	765		216	
6104 Mobile Telephone	0	10	10	0	90	90	122		122	
6105 Broadband wi-fi service	40	0	(40)	319	0	(319)	0		(319)	
6200 Printing & Stationery	0	8	8	0	72	72	102		102	
6240 Computer/ Data Base/WP's	188	0	(188)	572	408	(164)	408		(164)	
6320 Staff Training	0	510	510	0	1,530	1,530	2,040		2,040	
6330 Welfare/Hospitality	0	14	14	118	126	8	173		55	
6500 Goods for Resale	0	17	17	0	153	153	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	765	765	1,460	2,295	835	3,060		1,600	
6822 Roads Path & Boundaries	0	0	0	250	0	(250)	714		464	
6832 Lawn/Wall of Remembrance	0	0	0	49	0	(49)	102		53	
6900 Sundry Expenses	0	4	4	0	36	36	51		51	
6922 Health&Safety/Risk Assessments	0	0	0	836	1,704	868	2,270		1,434	
6930 Alarm Maintenance	0	0	0	815	816	1	816		1	
6932 Cemetery Security	405	391	(14)	3,642	3,519	(123)	4,692		1,050	
6935 Waste Bin Disposal-Waste Bins	161	104	(57)	938	936	(2)	1,255		317	
6952 Protective Clothing	0	64	64	387	576	189	765		378	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	10,124	11,022	898	87,414	94,683	7,269	128,191	0	40,777	0
Net Income over Expenditure	383	(3,065)	(3,448)	(29,461)	(23,070)	6,391	(32,710)			

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

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	0	0	1,255	1,111	(144)	1,111		0	
1047 QH Allotments Income	95	0	(95)	6,954	7,516	562	7,516		0	
O/ Spaces & Leisure- Allotment :- Income	95	0	(95)	8,208	8,627	419	8,627			0
4010 Gross Pay	488	541	53	3,747	4,869	1,122	6,496		2,749	
4270 Employers Pension Contribution	20	22	2	217	198	(19)	260		43	
5410 Repairs & General Maintenance	0	0	0	432	918	486	1,224		792	
6000 Rent & Rates	(583)	130	713	(353)	1,170	1,523	1,561		1,914	
6002 QH Allotments Costs	9	178	169	2,868	534	(2,334)	714		(2,154)	
6300 Computer Software	0	0	0	124	0	(124)	0		(124)	
6922 Health&Safety/Risk Assessments	0	0	0	0	306	306	306		306	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	(66)	871	937	7,036	7,995	959	10,561	0	3,525	0
Net Income over Expenditure	160	(871)	(1,031)	1,173	632	(541)	(1,934)			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	(89)	0	89	9,091		0	
1997 In Bloom Income	0	0	0	400	1,236	836	1,236		0	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	311	1,236	925	10,327			0
6861 Public Clock Maintenance	0	742	742	461	2,226	1,765	2,966		2,505	
6862 Street Lighting	1,528	1,140	(388)	9,859	10,260	401	13,682		3,823	
6865 In Bloom Costs	0	0	0	11,452	14,790	3,338	14,790		3,338	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	1,528	1,882	354	21,773	27,276	5,503	31,438	0	9,665	0
Net Income over Expenditure	(1,528)	(1,882)	(354)	(21,462)	(26,040)	(4,578)	(21,111)			

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

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	500	500	540	1,500	960	1,500		0	
1451 Kickstart funding	0	0	0	2,933	0	(2,933)	0		0	
1805 Tea Kiosk Rental & Pavilion	875	875	0	3,500	3,500	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	354	352	(2)	352		0	
O/Spaces & Leisure-Vine Ground :- Income	875	1,375	500	7,327	5,352	(1,975)	5,352			0
4010 Gross Pay	1,089	763	(326)	10,005	6,867	(3,138)	9,157		(848)	
4270 Employers Pension Contribution	63	46	(17)	479	414	(65)	549		70	
5010 Vine Area General Maintenance	0	344	344	4,800	3,096	(1,704)	4,122		(678)	
5020 Vine Public Convenience	696	722	26	7,731	6,498	(1,233)	8,670		939	
5410 Repairs & General Maintenance	0	0	0	143	0	(143)	0		(143)	
6000 Rent & Rates	0	44	44	337	396	59	525		188	
6460 Publicity & Democratic notices	30	64	34	234	192	(42)	255		21	
6635 Professional Fees Licensing	0	0	0	0	102	102	102		102	
6868 Summer Concerts	0	0	0	3,910	3,264	(646)	3,264		(646)	
6922 Health&Safety/Risk Assessments	0	0	0	281	0	(281)	0		(281)	
6931 CCTV Maintenance	0	0	0	556	673	117	673		117	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	1,878	1,983	105	28,475	21,502	(6,973)	27,317	0	(1,158)	0
Net Income over Expenditure	(1,003)	(608)	395	(21,148)	(16,150)	4,998	(21,965)			
Open Spaces :- Income	17,197	12,562	(4,635)	102,342	113,625	11,283	155,454			
Expenditure	34,017	42,761	8,744	360,911	388,475	27,564	517,587	0	156,676	
Net Income over Expenditure	(16,821)	(30,199)	44,368	(258,569)	(274,850)	(16,281)	(362,133)			
plus Transfer from EMR	0			1,885						
Movement to/(from) Gen Reserve	(16,821)			(256,684)						

Detailed Income & Expenditure by Phased Budget Heading 31/12/2021

Month No: 9

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	17,197	12,562	(4,635)	102,342	113,625	11,283	155,454			
Expenditure	34,017	42,761	8,744	360,911	388,475	27,564	517,587	0	156,676	
Net Income over Expenditure	(16,821)	(30,199)	(13,378)	(258,569)	(274,850)	(16,281)	(362,133)			
plus Transfer from EMR	0			1,885						
Movement to/(from) Gen Reserve	(16,821)			(256,684)						

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**Sevenoaks Town Council
Open Spaces & Leisure Committee – 14th February 2022**

Allotments Manager's Report

Following the change of measurements from rods to square metres, which essentially went without a hitch, a tenant at QHA subsequently queried whether the paths, which run along the left and right sides of the plots, should be included in the overall plot measurement.

After consultation with the National Allotment Society, it was agreed that the path should not be included, so a quick re-measuring exercise is now underway. This isn't taking as long as the original exercise as it's only the width of the plot which has changed and not the length.

Credits will be calculated and applied to the renewal invoices in September. If a tenant would like their refund before then, we will deal with them on a case-by-case basis. All tenants have been notified of this change and – so far – no one has asked for a refund.

The waiting list stands at 18 (34 in October) with seven plots (21 in October) still to be allocated.

Inspections

Inspections took place, as planned, in November 2021. These were the first inspections since 2019 and the standard of plot maintenance remains high. The few plots graded 'red' and 'amber' received letters and are being monitored. No evictions took place, mainly because it is unfair to evict immediately after rents have been collected, and at a time when plots are being rested over winter. New tenants, ie. those who took on a plot in the previous six months, were not inspected.

The next round of inspections is in late April, when non-cultivation will result in a Notice to Clean and ultimately in eviction.

Winter Clearance Project

In January, one of the Open Spaces team, the Open Spaces Manager and the Allotments Manager had a very productive morning at QHA clearing a derelict plot which had two ancient sheds and a huge amount of wood, metal, plastic and buried carpet. On a second plot, they cleared out an abandoned greenhouse and took a great deal of waste – including tyres – back to the yard. One of the tenants has recycled all the metal and wood so the skip was filled with everything else.

The plot was immediately rented.

The large plot clearance at BVA is outstanding.

Water Use Across Both Sites

The Council has sourced five 400 litre water tanks for installation at BVA. They cost £213.60 (inc VAT) each.



A local plumber has agreed to install the tanks for about £100 per tank. Each tank will need a base of two large concrete slabs and a bed of sand. We therefore expect the entire installation to cost less than £2,000.

Work should be completed before the end of March, when the water is usually turned back on in time for the growing season.

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Finally, one of our newest tenants sent this message to the Allotments Manager within days of starting work on her plot at QHA. *"... it's just lovely. I started digging on Sunday afternoon and it made me so happy. It's spurring me on to work harder this week so I can finish on Friday lunchtime and get down to the allotment again. I can't wait to get planting."*

Ruth King
Allotments Manager
1st February 2022



**Sevenoaks Town Council
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Sevenoaks Lawn Tennis Club – Parking at Raleys Car Park

Further to consideration at the OSL meeting of 8th November 2021 (*Minute 341*) it was resolved to begin a process of negotiation with Sevenoaks Lawn Tennis Club (SLTC) to review the feasibility of installing a barrier.

For consideration, SLTC have provided a proposal detailing the supply and installation of equipment needed for the barrier.

The proposed barrier will be operated from the outside of the car park by a keypad, mounted on a post approximately 2.8 metres from the barrier and standing at the correct height for a car. This will be within a raised kerbed area to protect against damage. The barrier will close automatically after the vehicle has passed through and / or after a pre-set time period (this is user adjustable)

An infra-red safety beam system will be utilised underneath the barrier arm to protect vehicles and pedestrians, if the beam is broken whilst the barrier arm is raised the arm will stay up until the beam is unblocked, if the beam is broken whilst the barrier arm is lowering the barrier will stop and reverse.

An Induction loop will be provided on the inside of the site to raise the barrier automatically when a vehicle approaches.

Advantages of the SLTC proposal

- Solar powered system mounted within a sleek enclosure and including safety photocells
- Safety feature / beam
- Paid for by SLTC

Disadvantages of the SLTC proposal

- STC will lose one parking space

See attached Appendices for equipment and installation details.

With respect to the Town Council's specific question about emergency access, you will see from the diagram that the barrier is unusually short and only blocks part of the opening. This allows pedestrian access and NHS ambulance wheeled stretcher access. However, it is noteworthy that on every one of the few occasions in the past 20 years that an ambulance has had to attend the tennis club, the injury has occurred on court and the ambulance always gains access via the private road part of Plymouth Drive adjacent to the courts. Needless to say, anyone inside the club house or car park who has called the emergency services, will have needed to know the passcode for the barrier before they had gained access to the car park.

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 14th February 2022**

Recommendation sought.

The officers' opinion is that the project proceed only if the tennis club meet the full cost, including any application for planning permission.

In addition, that should the item become damaged or unused it is removed from the site completely including removal of the keypad and kerbed area. Reinstating the area to its former condition.

Solar Powered TAU Luxe Barrier



The **Auto Mate Systems Ltd Solar Powered TAU Luxe barrier** is a cost effective and environmentally friendly way of managing the traffic and vehicles to a designated area of your site. Available with a barrier boom length of up to 6 metres, the barrier houses a low voltage DC motor and will still work throughout the night, even during the winter months, due to its generously specified battery power backup system.

As with all our barriers, the **Solar Powered TAU Luxe barrier** will be installed with all the relevant safety features and can come with optional safety photo cells for increased protection. The solar panels can also run the ancillary devices such as barrier timers and the proximity access control system, along with safety devices including induction loops and safety edges.

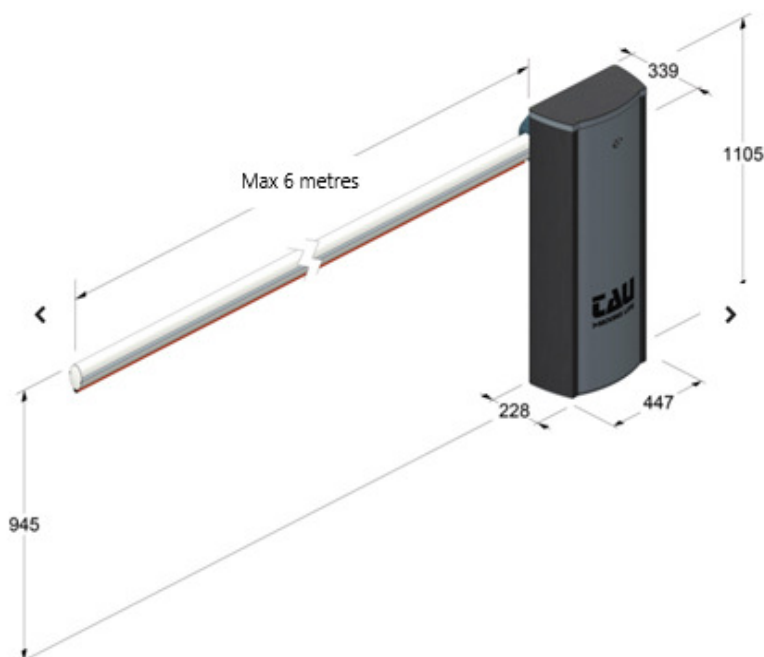
The solar powered barrier system requires no trenches digging for Mains Electricity supply cabling, so can offer significant savings over a Mains Powered unit where Access to an Electrical supply is difficult, other benefits of this system include no energy running costs and no unexpected bills from high usage periods. As with all **Auto Mate Systems Ltd barriers**, there are a number of different types of access control to choose from.

Installation locations for this type of barrier vary hugely, due to the fact that they do not require a mains power supply. Locations include secluded and remote countryside car parks in the Highlands of Scotland, roads in remote forest locations and businesses that struggle to locate a mains power supply in a location near to where the barrier would be installed.



TAU Luxe Barrier Technical Specification

Voltage	12v DC $\pm 10\%$
Absorbed power (Motor Running)	3.2A
Max Torque	210Nm
Reduction ratio	1/512
Protection level	IP 44
Work cycle	Up to 200 operations per day
Operating temperature	- 20 / +55 degrees Celsius
Min Boom length	3 metres
Max Boom length	6 metres
Min Opening Time	9 seconds
Weight	70 Kg

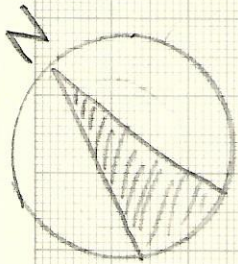


For more information about our solar powered barriers, please contact us on:

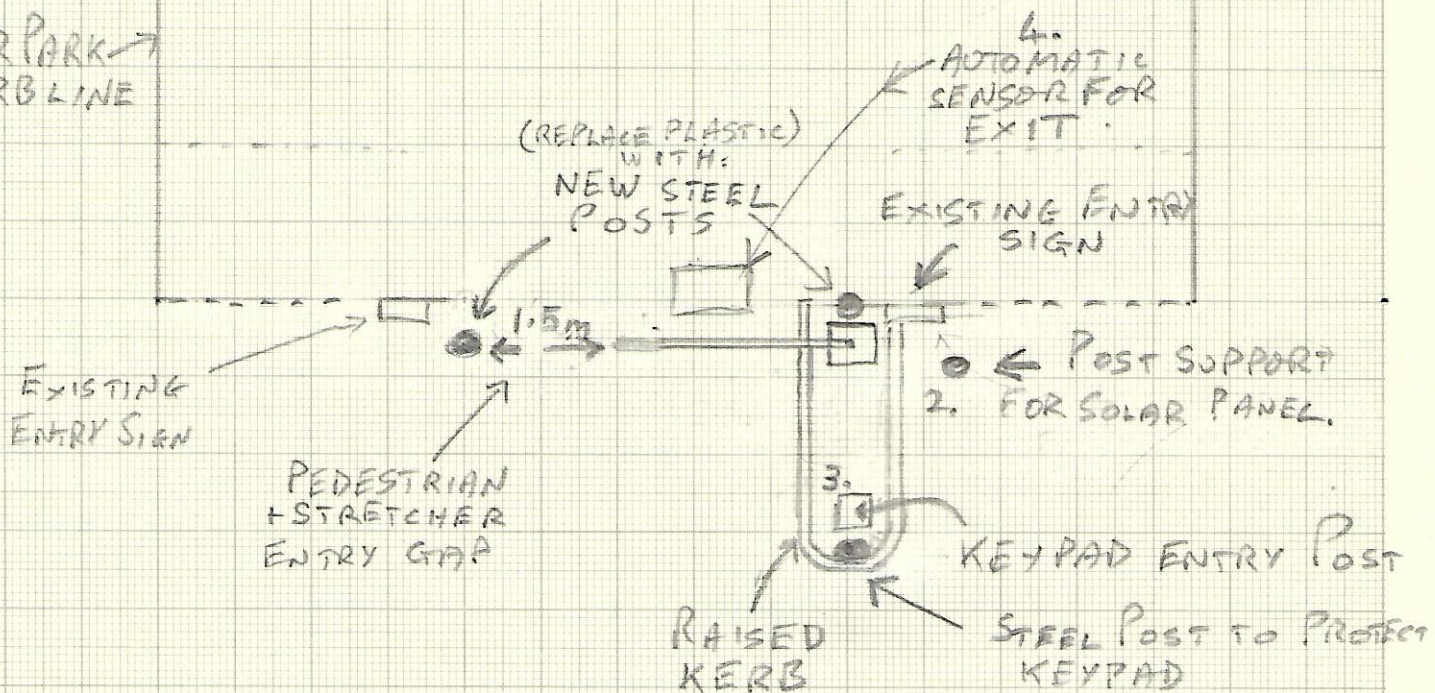
0800 169 8688 or sales@automatesystems.co.uk

CLUB HOUSE
ENTRY
2.4m

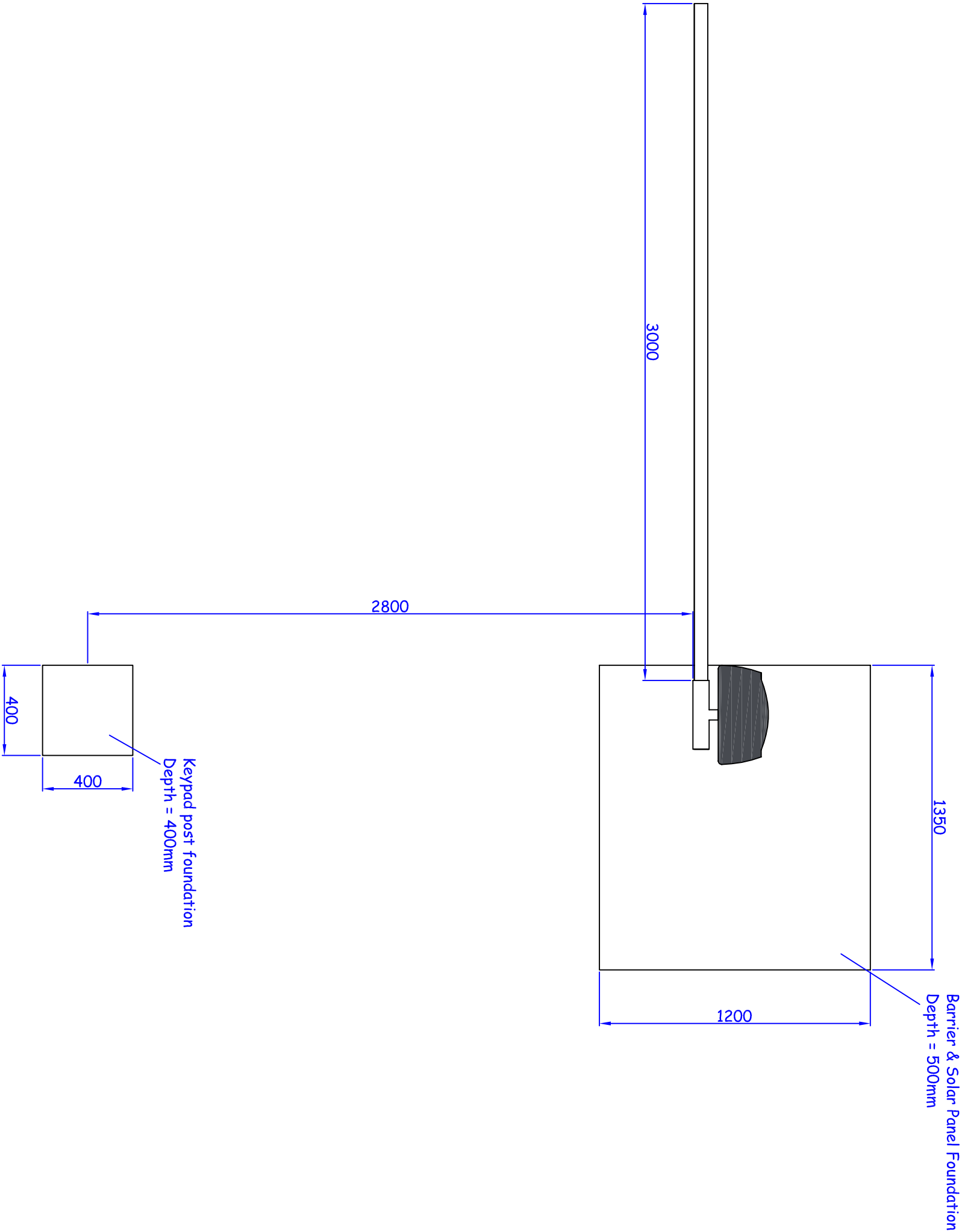
1 cm \equiv 1m.



CAR PARK
KERB LINE



- 2) SOLAR POWER PANEL ON SUPPORT POST
- 3) KEYPAD HAS ADMINISTRATOR CODE FOR PERMANENTLY OPEN
- 4) AUTOMATIC OPEN TO EXIT CAR PARK.



Automatic Barriers, Gates & Turnstiles
Phone 08450 77 77 78 Fax: 0870 75 54 600

Solar Powered barrier
Rough Layout / Foundations
Sevenoaks Tennis Club

Ref:Sevenoaks Tennis club
Drawn: PE
Date: 06.01.22

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**Sevenoaks Town Council
Open Spaces & Leisure Committee – 14th February 2022**

Minutes of Meeting In Bloom Competition 2022

Wednesday 2 February at 2.00pm in Sevenoaks Town Council Chamber

Present: Cllr Busvine (Chairman), Cllr Canet (Mayor), Cllr Parry, Cllr Mrs Parry, Cllr Eyre, Adrian Cheeseman, Annette Whitney, Isobel Groves, Frances Moore, Rebecca McDougall, Elliott Waters, Linda Larter, Ann White, Beatriz Day and Ruth King

Apologies: Cllr Granville-Baxter, Irene Collins, Penny Robbins and Nicholas Cave

1. Welcome and Introductions

The Chairman welcomed everyone and introductions were made

2. South & South East in Bloom Results & Judges Comments 2021

The Committee went through the comments made by the judges last year and it was agreed that feedback be requested regarding the reasoning for 0 marking for some of the criteria so improvements could be made in this year's entry.

It was noted that there was a public realm survey being undertaken by the Town Team in relation to the appearance of the town including signage, street furniture, and buildings. This incorporates working with Sevenoaks District Council and Kent County Council.

3. In Bloom Theme & Colour 2022 and links to Queen's Platinum Jubilee celebrations

The Committee noted that Sevenoaks Town Centre has been included as a finalist in the Britain in Bloom 2022 competition.

4. Action Plan for 2022 entries

It was noted that this year's action plan incorporates:

- Colour scheme Purple & Gold
- Theme to link with Queen's Platinum Jubilee eg crowns
- Continue edible gardening theme – veg, fruit herbs and flowers

**Sevenoaks Town Council
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- Encourage tree planting
- Increase recycling
- Install water fountains
- Increase sustainability
- continue graffiti management
- Increase weed removal from pavements, paths and thoroughways in town centre
- Support and promote litter and tidy-up days
- Promote and encourage street furniture and public realm maintenance
- Enhance signage
- Encourage volunteers and community initiatives
- Promote partnership working with other organisations and SDC/KCC
- Increase publicity and promotion
- Seek sponsorship and donations
- Promote Environment and Sustainability

The Mayor offered to promote the action plan in schools

The Committee agreed that publicity and promotion would be important to get people involved in this special year for Sevenoaks

5. Comments and suggestions

a) Rockdale

Annette working on a purple theme and would be interested in incorporating a 'crown' within the planting. Rockdale House has a new garden with raised planters and would like this garden to be included in judging. She is working with Oakley Nurse School and promoting plants attractive to bees.

b) West Kent Housing

Frances and Rebecca are including edibles and pollinators in their display and investigating the possibility of including an insect house. They would also be interested in including crown theme.

**Sevenoaks Town Council
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c) Sevenoaks Living Landscape

Adrian explained that the bed by the bus station was planted with insect friendly planting which included drought resistant plants. He said that semi-circular planter would include edibles.

The garden at Junction Granville Road/London Road adjacent to Sevenoaks Railway Station is planted with perennial plants including lavender and rosemary and yellow flowering plants. The planting is insect friendly.

d) Sevenoaks Soroptimists

Isobel emphasised how important community involvement is for mental health and gaining points with the judges.

She suggested that Sevenoaks Climate Action Network might be interested in being involved.

e) South Eastern Trains

Elliot is aware that judges may arrive by train and that the station is one of the first locations they would see in Sevenoaks. The station will have floral displays on platforms, and flowering troughs on ramp entrance to station. There are three planters provided by Sevenoaks Town Council on the traffic island outside station. No long term planting had been agreed for bed in car park, however the bed is kept weeded and tidy.

f) The Stag Community Arts Centre

The gardens at the rear of the Stag are planted with grasses and a volunteer helps with the beds. The railings along the path to London Road have been painted. The path from car park to Rockdale Road is overgrown and it was agreed to contact Down to Earth. Annette to make contact.

Keeping weeds and moss under control is a big problem. Using diluted vinegar was discussed and Annette had been told of a product called 'Moss Terminator' which was meant to be environmentally friendly.

g) Other Comments and suggestions

Signage for plants was discussed. Annette mentioned that judges had commented favourably on the list of plants displayed at Rockdale.

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It was agreed to investigate how QR codes could be used for this purpose. Ruth to investigate.

The poor state of hoardings around vacant building sites was discussed and Linda agreed to contact Sevenoaks District Council to see how their appearance could be improved.

It was agreed to approach banks/building societies for sponsorship and volunteers. Cllr Parry to provide details for NatWest.

Discussion took place about sourcing purple herbaceous plants and submitting suggestions.

Informative

Coblands are promoting pollinating, drought friendly, purple herbaceous flowers
<https://www.coblansgardencentre.co.uk/pages/bring-a-buzz-to-your-garden>

6. Dates for future meetings

Dates of future meetings:

10.03.2022

05.04.2022

05.05.2022

14.06.2022

05.07.2022

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 14th February 2022**

Clean Up Sevenoaks 2022

In 2021 Sevenoaks Town Council supported 'Clean Up Sevenoaks' who organised an Equinox Spring Clean on the weekend of 20/21 March 2021. As a result of the event, over 10 tonnes of litter was cleared across the district. The Town Council provided 100 litter-pickers for volunteers in Sevenoaks to use. Scouts, schools, and residents were encouraged to take part in their family bubbles, or as socially distanced individuals.

After the terrific community response, Clean Up 2022, is planned for the weekend of 19th and 20th March 2022 and the Town Council have been approached for continued support by providing litter pickers once again.

Councillors are being informed that litter pickers have been purchased and that monies will come from the Welcome Back Fund.

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**Sevenoaks Town Council
Open Spaces & Leisure Committee – 14th February 2021**

Bus Shelter – Location Suggestions

Clear Channel, the contractor that owns and manages bus shelters across the district, has advised that as part of its bus shelter contract with Sevenoaks District Council (SDC), the district is owed 2 x 2 bay non-ad shelters.

SDC has asked Town and Parish Councils to suggest locations for consideration.

Recommendation Councillors are invited to suggest locations to be submitted to SDC for consideration.

Sevenoaks Town Council
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Vine Gardens Play Area

On 5th July 2021 at OSL the following was Resolved:

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 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

Five quotes were obtained for replacing the safety surface at the Vine Play with the aim of having the work done in Spring 2022.

It was previously agreed that the budget for capital costs for play equipment which is not able to have grant income would be taken from CIL

Recommendation

- i) to proceed with the improvements to the Vine Play Area Safety Surface at a cost of £4,478.
- ii) Recommend to Community Infrastructure Committee to that the budget is taken from CIL as previously agreed.

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Current Matters

176/5 (vi) 22.07.2019	Hillingdon Rise Green	Leaflet drop to be arranged regarding parking on grass. <i>Cllrs 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. So far, there has not been a reply from the new management team at Tarmac. Most trees for the Adopt a Tree scheme have been planted; three remain to be planted in Judd's Piece. Certificates are being issued to all sponsors. Total number of trees planted in 2021 by STC is 21 standard trees and 340 whips/saplings.
178 22.07.2019	Friends of Greatness Cemetery	After delays in the launch due to Covid-19, leaflet is being updated in preparation for 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". Two quotations have been obtained with additional quotations being sought.
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	The value of this work is such that it necessitates using the Government 'Contract Finder' service. Closing date is 28.02.22. There have been three expressions of interest so far. Work which is being programmed for May 2022.
152 (iii) 05.07.2021	Raleys Field Floodlight improvement on Pitch 3	Further to site visit by the supplier and confirmation of quote, the proposal is with Sevenoaks District Council for planning advice.
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	See allotments manager's report for update.
156 05.07.2021	Greatness Recreation Ground Management and Improvement Plan	Meeting with stakeholders was held on 08.10.2021. It was agreed that a survey would be produced in 2022.

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289 (ii) 27.09.2021	Vine Pond	Pond to be drained and leaks sealed; continue to use netting and solar pump.
289 (iii) 27.09.2021	Wild in Sevenoaks tree planting	Consider further a place for the planting of trees. It was agreed to plant up an area of 'Littlewood', planned for November 2022.
293 27.09.2021	Play Areas Tender Review	Contracts awarded and work expected to commence early to mid-May 2022.
297 27.09.2021	Sevenoaks In Bloom 2022	See attached report.
353 08.11.2021	Kent Association of Local Councils – Fire Hydrant Initiative	Maps have been received from KFRS showing the location of fire hydrants in Sevenoaks Town. Awaiting information from KALC/KFRS with guidance on progressing scheme.