

28<sup>th</sup> June 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 4<sup>th</sup> July 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/e5NCKMilB1> 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](https://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 – <b>Chairman</b>	Cllr R Hogarth
Cllr V Granville-Baxter – <b>Vice Chairman</b>	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](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](https://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 14<sup>th</sup> February 2022 (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 May 2022 (copy attached)
7. ALLOTMENT REPORT  
To receive and consider the Allotments Manager's report (report attached)
8. QUAKERS HALL ALLOTMENTS - PLAY EQUIPMENT  
Request to review Council decision by Councillors Busvine, Granville-Baxter, Raikes, and Bonin as per Standing Order 7
9. RALEYS CAR PARKING – PERMIT CRITERIA  
(report attached)
10. SECURE PARKING FOR E-BIKES  
(report attached)
11. SEVENOAKS IN BLOOM  
To receive and note the minutes of the meeting held on Tuesday 14<sup>th</sup> June 2022 (minutes attached)
12. DOG BEHAVIOUR - GREATNESS RECREATION GROUND  
(report attached)
13. CYCLE FRIENDLY ACCREDITATIONS
  - Café on the Vine
  - Bat & Ball Station Café
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**  
**Minutes of the Open Spaces & Leisure Committee meeting held on**  
**Monday 14<sup>th</sup> February 2022 at 7:00pm at Town Council Chambers,**  
**Available to view on YouTube <https://youtu.be/YWgRr9mRt2M>**

Meeting commenced: 19:00

Meeting Concluded: 20.30

**Present:**

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

\*Members attending via Zoom took part in the discussion but were not permitted to vote on matters under consideration, legally they do not constitute as being “present” at the meeting.

**In attendance:** Town Clerk, Open Spaces & Cemetery Manager, Allotments Manager (remote attendance), and Committee Clerk

**Representations received from Members of the Public**

Atul Samant and Divya Kumar Vijay, representatives from Orpington Ocelots Cricket Club, gave a presentation outlining their proposal for a two-lane practice net permanent structure with grass run-up carpet to be located in the lower northern end of Raleys Field. (See Minute 519 (i) below).

**514. Apologies for Absence**

Apologies for absence were submitted and received as noted above.

**515. Requests for Dispensations**

There were no requests for dispensations.

**516. Declarations of Interest**

There were no declarations of interest.

**517. Minutes of the Open Spaces & Leisure Committee on 8<sup>th</sup> November 2021**

**RESOLVED:** that the Minutes of the Open Spaces & Leisure Committee held on 8<sup>th</sup> November 2021 be received and agreed as a true record.

**518. Change to Order of Agenda**

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

Agenda Item 5 (iv) - Knole Paddock and Raleys Field

## **519. Open Spaces & Cemetery Manager's Report**

The report of the Open Spaces and Cemetery Manager was received and the following matters were discussed:

### **(i) Knole Paddock and Raleys Field**

Consideration had been given at the Open Spaces and Leisure Committee (*Minute 348 (i), OS&L 08.11.2021 refers*) to a request from Orpington Ocelots Cricket Club to explore the possibility of installing practice nets at Raleys, to be partially funded by the Club. At that meeting, the request was supported in principle and officers were asked to 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.

Further consideration had been given to the presentation by Orpington Ocelots (OOC) in response to the above points.

The Committee noted that Sevenoaks Rugby Football Club (SRFC) had been informed of the OOC proposal and that comments had not yet been received from SRFC.

It was considered that this is a complex proposal requiring additional information including timescale for planning permission.

**RESOLVED:** that officers investigate planning requirements as a matter of urgency.

### **(ii) Staff**

It was noted that there is one new Kickstart employee who was working in Vine Gardens.

### **(iii) Vine Gardens**

The Committee noted that most of the pergola structure had been replaced. It noted that work had begun to clean and repair the leak in the pond with all fish and aquatic life having been temporarily housed off-site.

### **(iv) Vine Cricket Field**

It was noted that permission had been granted by the Conservation Officer to install removable bollards in a row just outside the Pavilion to prevent unauthorised vehicles driving onto the field edge. The SVCC would be asked to contribute to the cost of the installation.

### **(v) First Pitch Drainage**

The Committee noted that additional quotes for the works had been advertised via the government tendering site 'Contract Finder' and that suppliers had been responding to the advertisement.

**(vi) Volunteer Gardening at the Stag**

The Committee noted and was grateful for the donation made by local business Thackray Williams for the purchase of plants which have now been received and will be planted shortly.

**(vii) Adopt a Tree**

The Committee noted the conclusion of the 2021 Adopt a Tree initiative which resulted in the planting of 21 standard trees at 10 different sites with an additional 390 whips (saplings) at a further 3 sites.

**520. Statement of Accounts**

The Committee thanked the officers for the Variance Analysis which accompanied the Accounts.

**RESOLVED:** that the accounts to 31 December 2021 be received and noted.

**521. Allotments Manager's Report**

The Committee noted the Allotments Manager's report.

**(i) Inspections**

The standard of plot maintenance remained high although approximately 12 plots were graded 'red' or 'amber' and were being monitored.

The Committee had requested an update on the condition of the 12 plots at the next Committee meeting.

**(ii) Water Use Across Both Sites**

The Committee considered comments from several BVA tenants in response to the Town Council's decision to replace all five taps with dipping tanks which have automatic fillers.

The Committee had supported the approach taken by the Allotments Manager and had endorsed the Officers' replies to allotment holders' concerns.

**522. Sevenoaks Lawn Tennis Club – Parking at Raleys Car Park**

Consideration had been given at the previous Open Spaces and Leisure Committee (*Minute 341, OS&L 08.11.2021 refers*) and officers had begun a process of negotiation with Sevenoaks Lawn Tennis Club (SLTC) to review the feasibility of installing a barrier in Raleys Car Park.

The Committee considered the proposal submitted by the SLTC.

**RESOLVED:** to support the SLTC proposal subject to the following:

- SLTC to proceed only if the tennis club meet the full cost, including planning permission;
- Should the items become damaged or unused, they be removed from the site completely, including removal of the key pad and kerbed area and the reinstatement of the area to its former condition at SLTC's expense;
- That there be no loss of parking spaces to the Town Council; and
- That officers seek reassurance that emergency access provision be taken into account during the planning process.

**523. Sevenoaks in Bloom**

The Minutes of the meeting held on 2<sup>nd</sup> February 2022 were received.

It was noted that the purple and gold colour scheme and Crowns theme coordinates with HM The Queen Platinum Jubilee Commemorations also happening this year. Sevenoaks Town is competing against six other finalists and a coordinated effort between residents, businesses and volunteers would be important to the Town's success.

The Committee commented on the importance of the environment to people's well-being.

**524. Clean Up Sevenoaks 2022**

It was noted that 19<sup>th</sup> and 20<sup>th</sup> March are the dates for the 2022 campaign. It was noted that 100 litter pickers had been purchased and would be donated to the campaign with funds being received from the Welcome Back Fund.

**525. Bus Shelter – Location Suggestions**

The Committee discussed locations for bus shelters to be suggested to Sevenoaks District Council.

**RESOLVED:**

- 1) To submit suggestions for a bus shelter:
  - a. opposite Linden House in Mount Harry Road, or
  - b. on Bus Route 5, along Greatness Lane.
- 2) To seek suggestions for additional locations from GoCoach.

**526. Vine Gardens Play Area**

**RESOLVED:**

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

**527. Current Matters**

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

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.  Total number of trees planted in 2021 by STC is 21 standard trees and 390 whips/saplings.  See Minute 519 (vii) above.
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	See Minute 519 (v) above.
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	Quotes from qualified stone masons for works mentioned in the Quinquennial report of 12.03.2021 have been obtained and will be reviewed by Officers.
154 (iii) 05.07.2021	Allotments – water use across both sites	See Minute 521 (ii) above.
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.
289 (ii) 27.09.2021	Vine Pond	See Minute 519 (iii) above.
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	Noted that Sevenoaks is a finalist in the Britain in Bloom 2022 competition.
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.

**528. PRESS RELEASE**

It was agreed that a press release be issued to announce that Sevenoaks is a finalist in the Britain in Bloom 2022 competition.

**Chairman** ..... **Dated** .....



**Sevenoaks Town Council  
Open Spaces & Leisure Committee – 4<sup>th</sup> July 2022**

## **Open Spaces Manager's Report**

### **Staff**

Sadly the Open Spaces Chargehand Mr Ben Day has decided to leave us in early July after 8 years; the process of recruitment has started. All other staff remain focused on the approaching In Bloom judging days.

### **Knole Paddock**

Additional drainage works on pitch 1: Bourne's started work on Wednesday 15<sup>th</sup> but have struggled with compacted dry soil slowing the machinery and a sand supply problem, but it should be completed by the time of this meeting.

### **Vine Waste**

Turner's Landscapes were employed to remove the damaged ground mesh on the entry track into the Vine Waste, replacing it with a plastic grid system infilled with fine stone chippings. Once the weather is more suitable, we will sow seed around the perimeter of the works and across the grid to try to obtain a good cover of grass going into the winter.

### **Julian's Meadow Play Area**

Wicksteed Leisure have completed the improvements to the play area at Julian's Meadow.

The site has been enlarged to accommodate a large climbing frame for the 12+ age group along with replacement swings and a trail of smaller items for the younger age groups.



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**Hillingdon Rise Play Area**

Likewise, the Hillingdon Rise site has been completed with 2 pieces of Outdoor Gym equipment, a table tennis table, a replacement set of swings and a larger replacement tower unit complete with slides, pole, net etc

Both sites will have official openings in the next few weeks before the summer holidays which we hope the Mayor will be able to attend.



**Greensand Commons Project Update**

The project update report provided by Andy Willmore, Sevenoaks Greensand Commons Project Manager, is attached as Appendix A.

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**Letter Box Lane - Track serving No 2, 4, 6 crossing Sevenoaks Common**

Several months ago, we were approached initially by the owner of No 4 Letter Box Lane for clarification over ownership of the track which leads off Letter Box Lane to allow vehicular access to the three properties. The resident and the other owners had assumed that KCC maintained the track and were concerned about its condition and floodwater. Once KCC Highways had confirmed that it was not their responsibility but had agreed to cut gaps into the verge on Letter Box Lane to encourage heavy rainwater into the woodland rather than down the track, the property owners asked us about repair.

The track is around 60m long and between 4 and 6 m wide, it consists of a rolled tarmac surface but in places this is eroded back to roadstone or broken away completely at the edges.

It is not designed for HGV traffic with a bend at one point, and it can be seen that on the inside edge there is severe erosion caused by heavy traffic. This would be limited to the weekly refuse vehicles, except No 2 and 4 have both been substantially rebuilt in the last few years with numerous HGV making deliveries.

We decided to carry out a Land Registry search to look at property holders' responsibilities.

We obtained all three title deeds and it can be seen that No 6 Title deed K344482 A3 has a requirement to contribute towards the cost of maintaining the track, although it does not specify the proportion of contribution.

No 4 Title deed K119866 does not make reference to the track only shared drainage.

No 2 Title deed K53084 A2 refers to a previous conveyance in 1960 and a counterpart lease filed in 1955 so these additional documents were obtained and show a clear responsibility to contribute to the cost of maintenance by 1/3.

Our own title deed for the Common does not include a list of restrictions or responsibilities only a map clearly showing the track within our boundary.

Two companies have been approached for quotations, the first being a full repair and resurface, the second the cost to patch as required.

The first company who replied declined to provide a price for patching and the sum for full repair was £24,300 + vat, we await the second quote.

**Recommendation: That the Committee Chair, Chief Executive and Open Spaces Manager start negotiations with the three householders about reaching a reasonable contribution that the house holders of No2 and 6 should make towards the cost of repair.**

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Open Spaces & Leisure Committee – 4<sup>th</sup> July 2022**

**Knole Paddock Sevenoaks Rugby Club**

You may be aware that the Club have had a measure of success in recent seasons with promotion again this summer; because of this they have several items they would like approval for or at last to open a discussion to see what can be done to help them grow as a Club, their requests are set out below along with some photographs of the proposed locations:

- 1) **Ambulance Access**, we needed an ambulance on Saturday due to a neck injury, we reviewed our process after the match and we are concerned that if a player was to need an ambulance Lady Boswell end of pitch 1 during the months of November-March, the ambulance would struggle to drive down/around the pitch due to the conditions.

We would look to adapt the barriers so that we could have the ability to open up to allow an ambulance to drive straight onto the pitch.

I have attached a photo, would STC consider extending this access gate to allow an ambulance access for example?





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- 2) **Club Sign**, would the Council allow us to create and install a club sign please? Allowing us to advertise the next home games to the public. If allowed, would you allow us to have a sign at the top of Plymouth Drive and by the access point to the field by pitch one, where we are also requesting ambulance access?

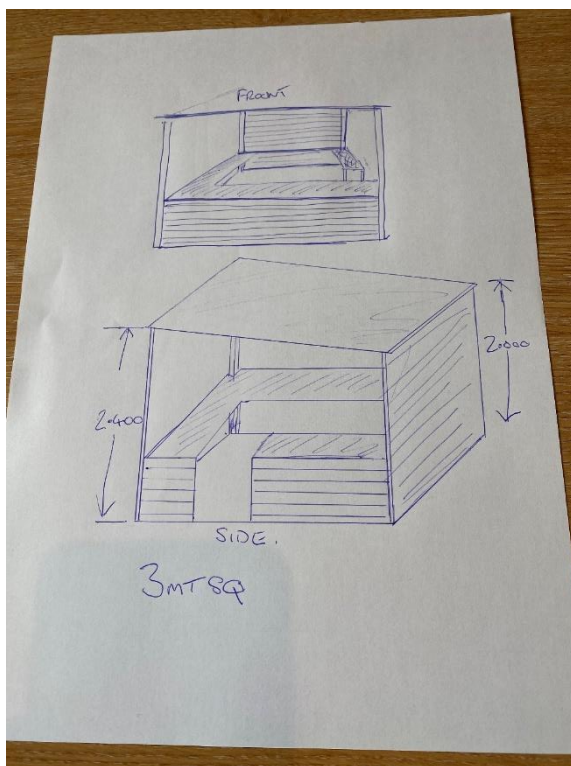


- 3) **Pitch 1 Match Day Sponsorship boards** - please can we during the season (September to April) keep our sponsorship boards out and connected to our pitch barriers at all times, rather than putting them up / taking them down every home 1st XV game? This would

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certainly massively help us and our relationships with our sponsors as they would get great exposure to all sections of our Club. Out of season we will of course take the barriers and sponsorship boards down.

- 4) **1st XV Match Entrance Charge** - are we able to charge supporters to watch the game?
- 5) **Additional Point of Sale** - we would like to improve the supporter and member experience on a Saturday & Sunday, by providing another point of sale to serve food (BBQ/hot food for example). Would we be able to create and build an outdoor facility (in keeping with the balcony/storage cupboard) next to the storage cupboard by pitch 1? I have attached a photo of the suggested location.



**Recommendation: For consideration by the Committee**



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### **Sevenoaks Town Council Greensand Commons Project Update – 20/06/22**

The Sevenoaks Greensand Commons Project is in its fourth year. Over half of the projects lifetime to date has been within the coronavirus pandemic. In recognition of this the National Lottery Heritage Fund approved a request for the project to be extended by a year. Whilst no further money was available reprofiling the budgets has made this possible. The project now has an end date of 30<sup>th</sup> June 2023. Onward funding possibilities will also be explored.

#### Conservation and Access

All works have been agreed with Nicholas Cave, Sevenoaks Town Council's Open Space Manager who has responsibility for managing the woodlands and does so to sector agreed best practise. As such the following works have been carried out by project staff led volunteers:

- Cutting back bramble on existing glades.
- Access improvements, including improving sight lines.
- Cutting back encroaching wild raspberry.
- Holly thinning.
- We have also 'haloed' i.e. cut back vegetation from around some of the larger veteran trees to increase the light they receive and reduce the competition from other trees and shrubs.
- Training for volunteers: in addition to general 'on- the-job' training through the Sevenoaks Greensand Commons Project volunteers have been put on Emergency First Aid Training, First Aid at Work Training, brush cutter and chainsaw training. Additionally, we have run training sessions from ecologists for our regular volunteers.

#### Landscape and Social Heritage

- We have delivered a 3-day archaeological exploration of Bitchet Common.
- We have got articles in a number of publications regarding the landscape heritage of the Commons including Sevenoaks CommunityAd, Kent Online, and Kent Wildlife Trust's Wilder Kent magazine.
- Andrew Mayfield, the KCC Community Archaeologist we are working with, continues to encourage and support volunteers exploring the landscape archaeology through LiDAR surveys, which give an enhanced '3D' aerial image. These are available to view by registering at <https://kentlidar.org.uk/> There are lots of guides on the portal to help with the recognition of features and information on how to record features.

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Schools Programme and Activities for Target Audiences: Young and Excluded People

Picking up school's work has been challenging even since lockdown rules have been relaxed.

However, we have:

- Worked with Radnor House Sevenoaks School and run a regular programme where they were able to carry out practical conservation work.
- Run a session for young people from the princes Trust.
- Produced promotional material telling of the services we can provide for schools.
- Run a number of Employability Workshops – providing excellent guidance and support for those interested in Careers in Conservation. This has included providing these for the students at Hadlow College and at the Sevenoaks Jobs and Training Fair.
- Delivered a number of well received interactive Commons themed activities for the residents of Weald Heights Care Home.
- Planned and delivered a digital photography project for Arts Without Boundaries who support people with learning disabilities, physical disabilities and mental health challenges to take part in mainstream and community activities alongside non-disabled people by breaking down barriers to participation.

Staffing

There have been some staff changes:

- We had to re-recruit the People Engagement Officer with the new appointee starting in November 2021 and adjust the project staffing due to a reduction in one of the teams working hours.
- Now have a team of Project Manager .8FTE, People Engagement Officer .6FTE, Project Officer .4FTE and Assistant Project Officer .4FTE.
- We have a great dedicated and cohesive team with a good mix of specialisms.

Works over the next year include:

- Continue to improve access across project sites where identified from the Access Audit.
- Working with the Open Spaces Manager to get specifications and quotes for works to improve drainage to footpaths on Sevenoaks Common.
- Running well practical conservation and access volunteering opportunities as requested by the Open Spaces Manager.
- Running well practical conservation and access volunteering opportunities on the other project sites. NB. a number of those volunteers living within the Sevenoaks Town Council area.



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- Producing site management plans.
- Designing site interpretation for the project sites.
- Further landscape archaeology projects. The programme for this strand of work includes:
  - June 2022: investigate bottle dump on Fawke Common.
  - June 2022: Crockham Hill Common: 3-day project to look at the pillow mounds (one day clearance and two-day dig)
  - June 2022: plot out routeways from historic maps and LiDAR
  - July-August 2022: write up Bitchet and Sevenoaks Commons LiDAR walkovers and Crockhamhill fieldwork
  - August: Commons Festival with Guided Walks across three main sites- Crockhamhill, Bitchet and Sevenoaks
  - Autumn 2022: dig on Sevenoaks Common to examine old routeway.
  - Winter-Spring 2023: start looking at the evidence for resource extraction across Commons, with a focus on quarries.
- We are planning Greensand Commons Week which will take place from Saturday 20th – Saturday 27th August with a variety of events and activities across Sevenoaks.
- As part of the above at Sevenoaks Common we will run a BioBlitz - an event that aims to identify as many species as possible in a finite area over a set period of time. This presents a great opportunity for members of the public to work alongside experts to learn more about species identification and surveying techniques.

Andy Willmore - Sevenoaks Greensand Commons Project Manager – 20/06/22

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## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Open Spaces</b>										
21 O/ Spaces & Leisure - General										
1022 Letting & Hire of Facilities	774	0	(774)	3,441	3,016	(425)	33,179		0	
1316 Raleys Car Park Permits	4	0	(4)	1,554	1,750	196	1,750		0	
1850 Log Sales	0	0	0	0	0	0	1,305		0	
1990 Other Income	0	92	92	66	184	118	1,099		0	
O/ Spaces & Leisure - General :- Income	<b>778</b>	<b>92</b>	<b>(686)</b>	<b>5,060</b>	<b>4,950</b>	<b>(110)</b>	<b>37,333</b>			<b>0</b>
4010 Gross Pay	15,517	15,801	284	30,557	31,602	1,045	189,608		159,051	
4270 Employers Pension Contribution	901	1,042	141	1,798	2,084	286	12,498		10,700	
5013 Graffiti Removal	22	149	127	27	149	122	893		866	
5025 Lower St Johns Toilets	1,230	919	(311)	2,716	1,838	(878)	11,031		8,315	
5026 Greatness Rec Convenience	232	263	31	464	526	62	3,152		2,688	
5050 Seats And Litter Bins	0	0	0	0	0	0	2,921		2,921	
5060 Sevenoaks Common	0	0	0	540	0	(540)	4,470		3,930	
5065 Tree Safety Survey	0	0	0	0	0	0	3,992		3,992	
5070 Other Woodlands	0	0	0	150	932	782	3,726		3,576	
5110 Knole Paddock & Pavilion	0	0	0	0	0	0	4,151		4,151	
5120 Knole Paddock Pitch & Grnd Mt	455	0	(455)	455	0	(455)	3,677		3,222	
5310 Miscellaneous Open Spaces	868	190	(678)	1,000	380	(620)	2,277		1,277	
5311 Security Open Spaces	1,918	1,767	(151)	3,773	3,534	(239)	21,202		17,429	
5316 Skatepark Maintenance	0	612	612	17	612	595	2,706		2,689	
5317 Raleys Car Park	0	0	0	(285)	0	285	525		810	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5320 Fertilizers	0	0	0	0	0	0	1,009		1,009	
5330 Grass Seed	0	0	0	1,551	0	(1,551)	2,206		655	
5340 Plants	80	0	(80)	80	0	(80)	2,627		2,548	
5410 Repairs & General Maintenance	14	131	117	69	262	193	1,576		1,507	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	331	578	247	1,126	1,156	30	6,934		5,808	
5525 Equipment Maintenance	21	890	869	619	890	271	7,564		6,945	
5550 Vehicle Expenses	215	320	105	628	640	12	19,500		18,872	
5700 Fuel	545	434	(111)	1,141	868	(273)	5,211		4,070	
6000 Rent & Rates	0	515	515	0	515	515	1,030		1,030	
6010 Light Heat & Cleaning	350	0	(350)	641	0	(641)	2,621		1,980	
6101 Telephone	12	18	6	24	36	12	210		186	
6104 Mobile Telephone	0	18	18	15	36	21	210		195	
6320 Staff Training	0	0	0	580	0	(580)	3,152		2,572	
6330 Welfare/Hospitality	34	18	(16)	119	36	(83)	210		91	
6730 Subscriptions	0	0	0	164	0	(164)	145		(19)	
6812 Road Dues	0	0	0	0	0	0	1,077		1,077	
6851 Bus Shelter Maintenance	0	15	15	0	30	30	184		184	
6900 Sundry Expenses	0	8	8	0	16	16	105		105	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,628		1,628	
6930 Alarm Maintenance	34	0	(34)	34	0	(34)	778		744	
6931 CCTV Maintenance	0	0	0	0	0	0	536		536	
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	2,699		2,699	
6935 Waste Bin Disposal-Waste Bins	161	335	174	322	670	348	4,023		3,701	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6952 Protective Clothing	123	127	4	207	254	47	1,523		1,316	
O/ Spaces & Leisure - General :- Indirect Expenditure	<b>23,063</b>	<b>24,150</b>	<b>1,087</b>	<b>48,531</b>	<b>47,066</b>	<b>(1,465)</b>	<b>334,787</b>	<b>0</b>	<b>286,256</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(22,285)</b>	<b>(24,058)</b>	<b>(1,773)</b>	<b>(43,470)</b>	<b>(42,116)</b>	<b>1,354</b>	<b>(297,454)</b>			
<u>22 O/ Spaces &amp; Leisure - Cemetery</u>										
1700 Cemetery Income	10,695	7,298	(3,397)	11,902	14,596	2,694	87,577		0	
O/ Spaces & Leisure - Cemetery :- Income	<b>10,695</b>	<b>7,298</b>	<b>(3,397)</b>	<b>11,902</b>	<b>14,596</b>	<b>2,694</b>	<b>87,577</b>			<b>0</b>
4010 Gross Pay	5,408	7,657	2,249	10,934	15,314	4,380	91,885		80,951	
4270 Employers Pension Contribution	395	618	223	805	1,236	431	7,412		6,607	
5210 Cemetery Chapel & Office	0	0	0	0	0	0	216		216	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	40	0	(40)	356		316	
5340 Plants	12	0	(12)	12	0	(12)	0		(12)	
5410 Repairs & General Maintenance	9	88	79	309	176	(133)	1,051		742	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	1,610	280	(1,330)	1,102	560	(542)	3,362		2,260	1,610
5525 Equipment Maintenance	0	263	263	6	526	520	9,152		9,146	
5700 Fuel	40	108	68	168	216	48	1,302		1,134	
6000 Rent & Rates	873	768	(105)	1,749	1,536	(213)	9,221		7,473	
6010 Light Heat & Cleaning	131	108	(23)	358	216	(142)	1,303		945	
6014 Water	226	0	(226)	226	0	(226)	0		(226)	
6101 Telephone	55	66	11	92	132	40	788		696	
6104 Mobile Telephone	0	11	11	0	21	21	126		126	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6105 Broadband wi-fi service	10	34	24	20	68	48	412		392	
6200 Printing & Stationery	0	4	4	0	8	8	52		52	
6240 Computer/ Data Base/WP's	40	0	(40)	80	0	(80)	420		340	
6320 Staff Training	0	0	0	580	0	(580)	2,101		1,521	
6330 Welfare/Hospitality	22	15	(7)	22	30	8	178		156	
6500 Goods for Resale	0	18	18	0	36	36	210		210	
6630 Professional Fees	0	0	0	0	0	0	105		105	
6730 Subscriptions	0	0	0	190	98	(92)	98		(92)	
6802 Trees Plants Turf & Fertilizer	0	0	0	0	0	0	3,152		3,152	
6822 Roads Path & Boundaries	0	0	0	0	0	0	735		735	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	105		105	
6900 Sundry Expenses	0	4	4	0	8	8	53		53	
6922 Health&Safety/Risk Assessments	0	584	584	0	584	584	2,338		2,338	
6930 Alarm Maintenance	601	600	(1)	601	840	239	840		239	
6932 Cemetery Security	445	417	(28)	890	834	(56)	5,002		4,112	
6935 Waste Bin Disposal-Waste Bins	81	109	28	161	218	57	1,310		1,149	
6952 Protective Clothing	0	66	66	131	132	1	788		657	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	<b>9,958</b>	<b>11,818</b>	<b>1,860</b>	<b>18,476</b>	<b>22,789</b>	<b>4,313</b>	<b>145,273</b>	<b>0</b>	<b>126,797</b>	<b>1,610</b>
<b>Net Income over Expenditure</b>	<b>736</b>	<b>(4,520)</b>	<b>(5,256)</b>	<b>(6,574)</b>	<b>(8,193)</b>	<b>(1,619)</b>	<b>(57,696)</b>			
8001 plus Transfer from EMR	1,610			1,610						
<b>Movement to/(from) Gen Reserve</b>	<b>2,346</b>			<b>(4,964)</b>						

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>23 O/ Spaces &amp; Leisure- Allotment</u>										
1010 Rental Income	9	0	(9)	9	0	(9)	1,381		0	
1047 QH Allotments Income	6	0	(6)	61	0	(61)	7,512		0	
O/ Spaces & Leisure- Allotment :- Income	<b>15</b>	<b>0</b>	<b>(15)</b>	<b>70</b>	<b>0</b>	<b>(70)</b>	<b>8,893</b>			<b>0</b>
4010 Gross Pay	287	443	156	579	886	307	5,313		4,734	
4270 Employers Pension Contribution	14	18	4	31	36	5	213		182	
5410 Repairs & General Maintenance	19	0	(19)	19	315	296	1,261		1,242	
6000 Rent & Rates	0	82	82	0	164	164	989		989	
6002 QH Allotments Costs	232	0	(232)	732	0	(732)	1,735		1,003	
6300 Computer Software	0	0	0	0	0	0	128		128	
6730 Subscriptions	0	0	0	0	0	0	57		57	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	283		283	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<b>551</b>	<b>543</b>	<b>(8)</b>	<b>1,361</b>	<b>1,401</b>	<b>40</b>	<b>9,979</b>	<b>0</b>	<b>8,618</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(536)</b>	<b>(543)</b>	<b>(7)</b>	<b>(1,292)</b>	<b>(1,401)</b>	<b>(109)</b>	<b>(1,086)</b>			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	0	0	0	9,364		0	
1990 Other Income	0	103	103	0	206	206	412		0	
Open Spaces-Street Lighting/Ge :- Income	<b>0</b>	<b>103</b>	<b>103</b>	<b>0</b>	<b>206</b>	<b>206</b>	<b>9,776</b>			<b>0</b>
6861 Public Clock Maintenance	0	0	0	0	0	0	3,055		3,055	
6862 Street Lighting	385	1,174	789	861	2,348	1,487	14,092		13,231	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6865 In Bloom Costs	894	403	(491)	1,640	806	(834)	13,710		12,070	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<b>1,279</b>	<b>1,577</b>	<b>298</b>	<b>2,501</b>	<b>3,154</b>	<b>653</b>	<b>30,857</b>	<b>0</b>	<b>28,356</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,279)</b>	<b>(1,474)</b>	<b>(195)</b>	<b>(2,501)</b>	<b>(2,948)</b>	<b>(447)</b>	<b>(21,081)</b>			
<b>29 O/Spaces &amp; Leisure-Vine Ground</b>										
1208 Other Events Income	0	69	69	740	138	(602)	824		0	
1451 Kickstart funding	1,044	1,412	368	1,985	2,824	839	2,823		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	875	875	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	365		0	
O/Spaces & Leisure-Vine Ground :- Income	<b>1,044</b>	<b>1,481</b>	<b>437</b>	<b>3,600</b>	<b>3,837</b>	<b>237</b>	<b>7,512</b>			<b>0</b>
4010 Gross Pay	1,144	1,058	(86)	2,271	2,116	(155)	12,703		10,432	
4270 Employers Pension Contribution	66	51	(15)	126	102	(24)	613		487	
5010 Vine Area General Maintenance	487	389	(98)	1,490	778	(712)	4,670		3,180	
5015 Vine Pavilion maintenance	120	0	(120)	120	0	(120)	0		(120)	
5020 Vine Public Convenience	755	744	(11)	1,508	1,488	(20)	8,930		7,422	
5500 Equipment Hired and New	1,610	0	(1,610)	1,610	0	(1,610)	0		(1,610)	1,610
6000 Rent & Rates	0	45	45	0	90	90	541		541	
6014 Water	0	0	0	114	0	(114)	0		(114)	
6460 Publicity & Democratic notices	0	0	0	59	0	(59)	263		204	
6635 Professional Fees Licensing	0	0	0	0	0	0	105		105	
6868 Summer Concerts	0	0	0	0	0	0	3,362		3,362	
6869 Special Events	0	0	0	122	0	(122)	0		(122)	



## Detailed Income &amp; Expenditure by Phased Budget Heading 31/05/2022

Month No: 2

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	37		37	
6931 CCTV Maintenance	0	0	0	0	0	0	693		693	
6935 Waste Bin Disposal-Waste Bins	0	0	0	64	0	(64)	0		(64)	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	<b>4,181</b>	<b>2,287</b>	<b>(1,894)</b>	<b>7,484</b>	<b>4,574</b>	<b>(2,910)</b>	<b>31,917</b>	<b>0</b>	<b>24,433</b>	<b>1,610</b>
<b>Net Income over Expenditure</b>	<b>(3,137)</b>	<b>(806)</b>	<b>2,331</b>	<b>(3,883)</b>	<b>(737)</b>	<b>3,146</b>	<b>(24,405)</b>			
8001 plus Transfer from EMR	1,610			1,610						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,527)</b>			<b>(2,273)</b>						
Open Spaces :- Income	12,533	8,974	(3,559)	20,632	23,589	2,957	151,091			
Expenditure	39,033	40,375	1,342	78,353	78,984	631	552,813	0	474,460	
<b>Net Income over Expenditure</b>	<b>(26,501)</b>	<b>(31,401)</b>	<b>(4,901)</b>	<b>(57,720)</b>	<b>(55,395)</b>	<b>2,325</b>	<b>(401,722)</b>			
plus Transfer from EMR	3,220			3,220						
<b>Movement to/(from) Gen Reserve</b>	<b>(23,280)</b>			<b>(54,500)</b>						
Grand Totals:- Income	12,533	8,974	(3,559)	20,632	23,589	2,957	151,091			
Expenditure	39,033	40,375	1,342	78,353	78,984	631	552,813	0	474,460	
<b>Net Income over Expenditure</b>	<b>(26,501)</b>	<b>(31,401)</b>	<b>(4,901)</b>	<b>(57,720)</b>	<b>(55,395)</b>	<b>2,325</b>	<b>(401,722)</b>			
plus Transfer from EMR	3,220			3,220						
<b>Movement to/(from) Gen Reserve</b>	<b>(23,280)</b>			<b>(54,500)</b>						

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Sevenoaks Town Council  
Open Spaces & Leisure Committee – 4<sup>th</sup> July 2022

**Report to the Open Spaces & Leisure Committee, 4<sup>th</sup> July 2022**

The waiting list for QHA currently stands at 13 (18 in February) with six plots still to be allocated, although one of them is in a very poor condition.

As expected, after the initial huge increase in numbers of people wanting a plot during the pandemic, the waiting list is now getting smaller. It is anticipated that the list will return to the pre-pandemic state of no one waiting and several plots available.

The waiting list for BVA is just three people and the site is full.

**Correspondence with a tenant re Wayleave from a house in Wickenden Road onto QHA.**

Email correspondence circulated to Councillors under separate cover.

The tenant is a good gardener and has worked very hard to bring a difficult plot back into cultivation.

Photo taken early June.



**PROPOSAL:** That the tenant be allowed continued access to the plot via the back gate until they either give up the plot or move house, on the strict understanding that this is a one-off arrangement and does not extend to neighbours or any other property which backs on to the allotments site. The plot tenancy does not go with the house but the person. When they leave the house, the tenant should be reminded that the back gate must be removed.

**Plot Inspections**

Inspections took place at the end of April and resulted in 6x red results and 2x Amber results at QHA. All plots at BVA passed.

Most of the problems were resolved very quickly, but one is on-going: the tenant has asked for more time and has until 4<sup>th</sup> July to mow the grass, turn the ground, plant some crops and erect the greenhouse which has been lying on the plot for more than a year. There was one eviction.

**Sevenoaks Town Council  
Open Spaces & Leisure Committee – 4<sup>th</sup> July 2022**

One of the main problems with allotments is that a new tenant, keen and eager to provide fresh food for their family, takes on a plot without a full understanding of the sheer amount of work involved. This means that plots are often left abandoned quite soon after the tenancy is signed, sometimes within a couple of weeks. Abandoned plots are unattractive to prospective tenants.

To date, there has not been any follow-up with new tenants to see how they are getting on. In fact, new tenants are exempt from inspections for six months after their tenancy starts. In an effort to ameliorate this problem a clause has been introduced into the Tenancy Agreement, as follows:

*4.1.1 A new Tenant will be subject to an eight-week probationary period which starts from the date that the tenancy is signed. During this time, the Tenant will be expected to show that they can dedicate time and energy into getting the plot into a workable condition by turning the ground, clearing weeds and planting crops (when the season permits). Failure to show some level of commitment will result in the 42 Day Notice to Quit Enforcement Process being enforced (See Section 14).*

The photo below was taken in mid-June and shows just how much the grass can grow in a few short weeks with perfect conditions of sunshine and rain. A more proactive management of the plot in the first eight weeks of the tenancy could have prevented this from happening. The tenant eventually quit when the eviction process was already under way, but only after they'd kept the tenancy for more than six months, full of promises that they would cultivate.



**Water Tank Installation at BVA**

The Open Spaces Manager and Allotments Manager have positioned two of the five tanks at BVA ready for plumbing. The remaining five will be positioned as soon as they can find half a day and the relevant equipment (wire net, fence posts, concrete slabs, sand etc.)

The tank closest to the main gate will have a separate compression tap so that tenants may wash their hands under running water, which will run onto the ground.

**Sevenoaks Town Council  
Open Spaces & Leisure Committee – 4<sup>th</sup> July 2022**

**Refurbishment of Trading Centre at QHA**

The refurbishment of the Trading Centre will take place this summer, paid for by STC. A local contractor, Able Decorators, has been appointed at a cost of ~£1,800.

The door and doorframe are to be replaced and quotations are currently being obtained, although it's proving a challenge to get companies to come along and quote. The only quotation received so far is for ~£2,500.

**Extra tap at QHA**

At SAHA's request, an extra tap has been installed on the top road, just down from the Kennedy Gardens gate. This is already benefitting tenants whose plots are a considerable walk from the nearest tap. The cost was £500.

**Allotment Rent**

Since the Town Council took over the management of the Quaker's Hall site from Sevenoaks Allotment Holders' Association (SAHA) back in October 2017, rents have been set as follows:

2017-18	£2.00 per rod*	
2018-19	£3.50 per rod	(75% increase)
2019-20	£4.00 per rod	(14% increase)
2020-21	£4.15 per rod	(3.5% increase)
2021-22	18p per square metre	(9% increase)
2022-23	19.8p per square metre	(10% increase)

\*this figure was set by SAHA in 2016-17 and was one third less than 2015-16 (£3.00). This meant that Sevenoaks Town Council started from a low point, hence the 75% increase the following year.

Allotments are an important way for a tenant to supplement their diet with home-grown produce. Nothing about being an allotment tenant is cheap: composts and soil improvers, fertilisers, seeds and equipment all cost money, and with the cost of living rising at such a rate, it is important that allotments remain affordable.

**RECOMMENDATION TO THE F&GP COMMITTEE (18<sup>th</sup> July):** That the Committee increase rents by no more than 10%, ie. to 21.8p per square metre. This is slightly more than the rate of inflation. Any increase will be communicated to the tenants in September along with their renewal letter and invoice, with the increase effective on 1<sup>st</sup> October 2023.

Ruth King  
Allotments Manager

16<sup>th</sup> June 2022

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**Sevenoaks Town Council  
Open Spaces & Leisure Committee – 4<sup>th</sup> July 2022**

**Request to Review Council Decision in respect of the installation of Play Equipment on Allotment Sites**

In accordance with Standing Order 7 (Sevenoaks Town Council Standing Orders, adopted 09.05.2022) Cllrs Busvine, Granville-Baxter, Raikes, and Bonin submitted a request in writing to the Town Clerk for the reconsideration of the below decision of the Open Spaces & Leisure Committee in respect of play equipment on allotments at the Quaker's Hall site:

**Minute 343(iii) (Open Spaces & Leisure Committee, 08.11.2021)**

**ii) 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.

NOTE: The Town Clerk was subsequently asked to check on whose insurance would cover incidents relating to the play equipment. The following information was received: *In the event of a claim, it would be investigated as to who owns/is responsible for the play equipment. Zurich's policy requires the insured to maintain play equipment and ensure that they are inspected annually.*

Attached is the report provided to the previous Committee meeting.

**Recommendation: For consideration by the Committee**

Sevenoaks Town Council  
Open Spaces & Leisure Committee – 4<sup>th</sup> July 2022

Open Spaces & Leisure Committee Minutes 8<sup>th</sup> November 2021  
Minute 343 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. 356 OSL 08.11.2021

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.

Open Spaces & Leisure Committee Agenda 8<sup>th</sup> November 2021

SAHA Comment

Play equipment For many families, the provision of 'play equipment' is essential to allow them to work on their plots while young children are kept occupied. SAHA asks the Town Council to re-consider the implementation of amendment (4.1.1) of the tenancy agreement which no longer permits the erection of play equipment on any allotment plot.

• STC Officer Note: *The Town Clerk having been responsible for allotments for over 30 years, never known allotments to permit play equipment to be installed and it was a surprise that this had happened during SAHA time. It came to light when we had complaints about young people accessing the allotment site and using it. STC also took advice on this from the National Allotment Association*

Advice Received from National Allotment Association - 8<sup>th</sup> June 2021

There is not an official policy regarding play equipment on plots and the NAS do not have a set view either way for allowing or banning play equipment. However, one thing we would stress and is already included in your rules is what impact the play equipment has on cultivation for the plot. If a person had a large slide and a swing set for example and they took up around half the plot, then that plot holder may already fall below your acceptable standard of cultivation before you even consider the remainder of the plot.

If you were looking to make a new rule regarding banning play equipment, then I would suggest making it a gradual change. I would recommend providing 12 months' notice outside of the growing season to change the rule and then I would also provide that existing plot holders with play equipment should have a period of time after that to remove the items. For example, one of our other members introduced a ban on using carpets as a weed suppressant but gave the plot holders three additional years to remove all carpets from the site.

Town Clerk recommended: I would suggest that current play equipment reluctantly can stay until such time as plot holder vacates due to historic implied permission. However, STC will not permit any future installations of play equipment on allotment plots.



Sevenoaks Town Council  
Open Spaces & Leisure Committee – 4<sup>th</sup> July 2022

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15A



14B





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13A



84A





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100B – swing hanging in the tree





Sevenoaks Town Council  
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**Sevenoaks Town Council  
Open Spaces & Leisure Committee – 4<sup>th</sup> July 2022**

**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 current criteria for obtaining a Raleys Car Park permit are:

1. Applicant must be a Sevenoaks Town worker from an independent retail premises, on an annual maximum salary of £20,000 (full time equivalent)
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 £60 per annum, subject to annual review

The permits run from 1<sup>st</sup> April, in line with the financial year. Applications will be invited in February 2023 and will be reviewed by the Chairmen of Open Spaces & Leisure and Finance & General Purposes Committees.

**Matters for Consideration**

During consideration of the applications this year, it was noted that some applicants lived very close to the town centre, and it was suggested that this Committee consider whether a further criteria should be added regarding a minimum distance an applicant should live away from the town centre.

**Parking Permit Fee**

The Raleys Car Park scheme was introduced in 2013 with the annual fee set at £50 (96p per week) per year. The fee was reviewed in 2021 and increased to £60 per annum (£1.15 per week), subject to annual review, for 2022/23.

**At the meeting to allocate the last permits it was agreed to ask the Committee to consider:**

- Whether the criteria for the scheme should include a minimum distance an applicant should live from the town centre
- Whether the annual fee should be increased

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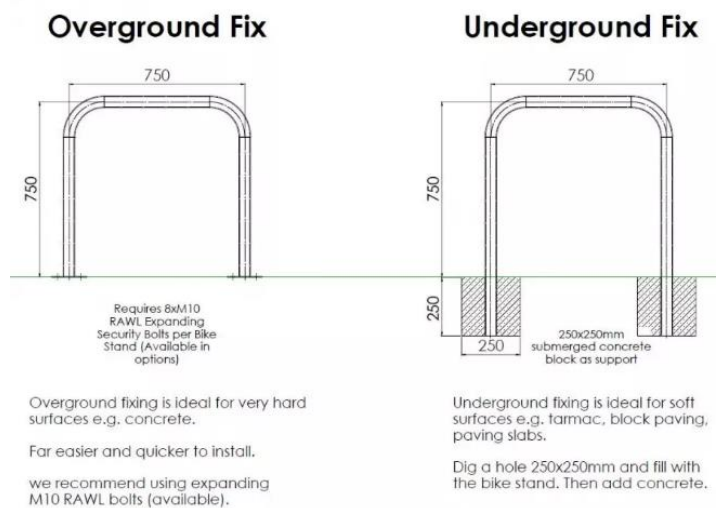
**Secure Parking for Electric Bikes**

STC's Green Community Investment Plan includes recommendations for parking and charging facilities for electric bikes. On further consideration Town Councillors agreed that charging facilities for electric bikes are not required within the town but that secure parking is needed.

The following are options which the Town Council could consider installing on its land:

1) [The Traditional Sheffield Bike Stand | Bike Stands \(bikedocksolutions.com\)](#)

- A simple bike rack
- £45.58 each
- Can lock an e-bike to it
- Can place individually wherever required



2) [Sheffield Cycle Toastrack \(Galvanised\) For 4 to 16 Bikes · Barriers Direct](#)

- A simple bike rack
- Can lock an e-bike to it
- Range of sizes available (4 bikes, 6, 8, etc.)
- 4 bike storage £197.32
- Can change location if required, as it is secured to the floor with bolts.



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3) [10 Space Bike Shelter | 10 Space Cycle Shelter \(bikedocksolutions.com\)](https://www.bikedocksolutions.com/)

- Same style of bike rack as 2, but with shelter
- 10 spaces
- £1503.26



4) [10 Space Cambridge Cycle Shelter - The Bike Storage Company](https://www.thebikestoragecompany.co.uk/)

- Same style of bike rack as 2, but with shelter and gate access
- Could install fob/keycard access for a monthly fee (not included in price)
- 10 spaces
- £2130.00



5) [20-40 Security Cycle Enclosure - The Bike Storage Company](https://www.thebikestoragecompany.co.uk/)

- Same style of bike rack as 2, but with shelter
- Comes with keycard access and swing gate
- 20 spaces
- £5,994.00



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[PlantLock — Front Yard Company Ltd](#)

- Cycle parking planter
- Storage for 2 bikes, can lock an e-bike to it
- £248.00



6) [Planter Rack | Cyclehoop](#)

- Cycle parking planter rack
- Secure parking for 6 bikes, including e-bikes.
- Appealing design
- Awaiting reply for cost



Summary:

Of the options, model 7 is the most desirable in terms of its aesthetics and practicality. As in all the ungated models, it is up to the rider to secure their e-bike appropriately to reduce risk of theft or damage. Models 1, 2, and 6 are likely to be significantly cheaper than model 7, though it has been noted that model 6 may not be appropriate for all e-bikes. Additionally model 6, though attractive, can become damaged and unusable due to vandalism. Models 1 and 2 offer versatility in changing the location of the cycle racks if they are secured to the ground with bolts. Models 3, 4, and 5 offer some weather protection which some e-bike users may prefer, though model 3 is cheaper and not as visually jarring as 4 and 5.

Each model has its benefits in terms of aesthetic value, cost, security, and versatility. A combination of models can be used to meet the needs of cyclists in Sevenoaks, with the type used depending on the location and demand.

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**Sevenoaks Town Council  
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**Minutes of Meeting for Sevenoaks In Bloom Competition 2022  
Held on 14 June 2022 at 2.00 p.m. in the Council Chamber**

**Present:** Cllr Richard Parry (Chairman), Adrian Cheeseman, Annette Whitney, Isobel Groves, Frances Moore, Bonnie Tarling, Linda Larter, Ann White, Nicholas Cave. Cllr Mrs Parry, Cllr Irene Collins, Cllr Victoria Granville Baxter

**Apologies:** Cllr Nicholas Busvine OBE (Chairman), Cllr Dr Marilyn Canet, Isobel Groves, Ruth King

1	<b>Minutes</b> All agreed that the Minutes of the Meeting held on 5 <sup>th</sup> May 2022 were a correct record.		
2	<b>Judging Dates</b> The following were noted  15 <sup>th</sup> July 2022 – start time 9.00 a.m. South & South East in Bloom 4 <sup>th</sup> August 2022 – start time 9.15 a.m. Britain in Bloom	Mayor booked All to note for diary dates	AW
3	<b>Judging Route</b>  i) Welcome, introductions and presentation at Stag (Bar area) ii) Walk to rear of Stag iii) Pathway to Rockdale iv) Rockdale v) Upper High Street Gardens vi) Top of Six Bells Lane Board Bus	Arrangements to be made with Stag.	LL      AW



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	<p>vii) Bus Station</p> <p>viii) West Kent Housing / SDC Offices</p> <p>ix) Sevenoaks Train station</p> <p>x) Vine</p> <p>Followed by refreshments on Bandstand</p>	<p>Liaise with Go Coach re times etc.</p> <p>Liaise with Café on Vine</p> <p>Once timetables established volunteers to note for availability to talk to judges</p>	BD
4	<p><b>In Bloom Action Plan</b></p> <p>Noted that STC and individual organisations had their own Action Plans for areas of responsibility. This part of Minutes to form Action Plan for Committee.</p>	To review and update Action Plan at each meeting.	AW LL
i)	<p><b>Public Realm</b></p> <p>Comprehensive survey being undertaken on Public Realm which includes signage, litter bins, buildings frontage etc.</p> <p>Concerns raised about weeds around signs at Suffolk Way</p> <p>Walking tour with SDC Cleansing Manager Suffolk Way, Bus Station, South Park car park</p>	<p>Lobbying and persuasion and where necessary enforcement to seek improvements.</p> <p>Volunteers to be sought for weeding various areas</p>	<p>MR</p> <p>BD</p> <p>NC</p>

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	Liaison is taking place with Southeastern for improvements to Sevenoaks Station.		LL
ii)	<p><b>Volunteers</b></p> <p>Volunteer Opportunities and Volunteers being identified. Specsavers volunteered to assist with Shambles.</p> <p>Clear Up Days 8 July (meet at The Stag) and 28 July (Meet at The Vine)</p> <p>Cycle Planters – need regular watering</p>	<p>Volunteers being asked to assist with dedicated areas.</p> <p>To be arranged 1 week prior to Judging Dates.</p> <p>Try to identify business to voluntary water cycle planters at Post Office / Stag and WH Smith</p>	<p>BD</p> <p>BD</p> <p>MR</p>
iv)	<p><b>KCC / SDC</b></p> <p>Partners are being as helpful as possible.</p> <p>Tour of town arranged</p>	<p>Identify and report problems areas. E.g., rear of Tesco and St Botolph's Rd near planters</p> <p>SDC – Trevor Kennett</p>	<p>BD</p> <p>MR</p> <p>NC</p>
v)	<p><b>Weeds</b></p> <p>All organisations and volunteers needed to work together to combat weeds throughout the town.</p>		



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	<p>STC had purchased quantity of chemical free weedkiller. This product is safe for volunteers to use.</p> <p>Volunteer to assist to burn weeds at station</p> <p>Reminder to KCC regarding triangle of grass south of S'oaks Station</p>	<p>Need to test Establish length of time to work Order more if necessary</p> <p>Intensive weed killing needs to take place 2 – 3 weeks prior to Judging Dates</p> <p>Then week prior – Clean Up Days</p> <p>And Day before</p>	<p>NC</p> <p>VGB</p> <p>AW</p>
vi)	<p><b>Promotion</b></p> <p>Banner installed across the High Street Finalist Banner to be on railings outside Post Office</p> <p>QR Codes for Pick Me-Eat Me Signs information about Sevenoaks in Bloom and planting schemes etc</p> <p>Document to be created and stored to STC Website to include following information:</p> <ul style="list-style-type: none"> <li>• Sevenoaks in Bloom – Background (past successes, themes etc, locations, volunteers, supporters)</li> <li>• Site Location information – Rockdale &amp; West Kent Housing</li> </ul>	<p>installed installed</p> <p>Partners to email information.</p>	<p>LL NC</p> <p>BD RK</p> <p>AW FM BT AC</p>

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	<ul style="list-style-type: none"> <li>• Brochure</li> </ul> <p>Social Media &amp; Town Team Facebook</p> <p>Press Release</p> <p>To arrange In Bloom stand at Sevenoaks Summer Festival to raise awareness with volunteers from In Bloom committee</p>		<p>BT</p> <p>BD</p> <p>All</p>
5	<p><b>Rockdale</b></p> <p>Large Crown planted</p> <p>Working with Oakley preschool on gardens</p> <p>Community Day at Rockdale House arranged with Walthamstow Hall School</p> <p>Planting ongoing</p>	Email information for document for QR codes	AW
6	<p><b>West Kent Housing</b></p> <p>Large crown delivered and installed – already received favourable comments.</p> <p>Coloured theme planting being installed.</p> <p>Insect box to finish</p> <p>Further planting ongoing</p>	Email information for document for QR codes	FM
7	<p><b>Sevenoaks Living Landscapes</b></p> <p>Sanded, painted and planted up planter.</p> <p>Will install hanging baskets but needs assistance with watering.</p>	Ask Go Coach for assistance	AC

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10	<p><b>Local Businesses</b></p> <p>Bonnie reported that Thackery Williams office frontage had been replanted and new hanging basket in themed colours.</p> <p>Planters junction London Rd/Pembroke Road edibles to be added</p> <p>Continued to provide volunteer hours for rear of Stag and pathway to Rockdale. Area plants purple and gold. Insect house to be provided by St Thomas' Primary School</p> <p>Warners Solicitors had agreed to sponsor two Parklets 1) outside Post Office and 2) Suffolk Way</p> <p>South Eastern Trains undertaking refurbishment to Sevenoaks Station including ramp and signage</p>	<p>Stag to arrange watering</p> <p>KCC permissions granted</p>	<p>NC</p> <p>AE</p> <p>AW</p>
11	<p><b>Dates for future meetings (2 p.m.)</b></p> <p>5<sup>th</sup> July 2022</p>		

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**Sevenoaks Town Council  
Open Spaces & Leisure Committee - 4<sup>th</sup> July 2022**

**Dogs and Safety in Public Open Spaces**

Following a complaint from a local resident about concerns about a dog's behaviour and a request to restrict dogs from Greatness Recreation Ground a meeting was arranged between Sevenoaks Town Council officers and Sevenoaks District Council officers.

The meeting took place virtually on 24<sup>th</sup> March 2022 and was attended by the following:

STC	Linda Larter, Town Clerk Beatriz Day, Committee Clerk	SDC	Nick Chapman, Environmental Health Officer Ann Marie Milton, Animal Welfare Officer Colin Alders, Environmental Team Leader
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Sevenoaks District Council outlined the following options:

**Option/Stage 1 – continue as normal and**

- Good signage,
- education,
- more presence,
- issue Community Protection Warning, if appropriate.
- (can include -muzzle, training, assessment)

**Option/Stage 2 - Issuance of Community Protection Notice**

- Geographically limited
- Used for: dog fouling, keeping dogs on leash (can include -muzzle, training, assessment)
- Expectation is that other approaches (education, signage etc) would have already been attempted

**Requires:**

- evidence of persistent breach
- Public consultation
- It criminalises an activity.

**To move from option 1 to option 2 it must be demonstrated that:**

- Behaviour is persistent, on-going, and detrimental to others
- there is evidence of behaviour; important to start recording issues and complaints
- there is evidence of attempt to address the problem through education etc

It was agreed that Sevenoaks District Council would:

- 1- Talk to PCSOs to monitor Greatness Rec more
- 2- Book dates on Saturday morning for Animal Welfare Officer to visit, observe and offer advice if necessary
- 3- Approach owners, if necessary
- 4- Undertake promotional activity to re-educate dog-owners
- 5- Issue Community Protection Warning, if appropriate
- 6 To provide STC assistance/guidance with signage at Greatness Rec

It was agreed that Sevenoaks Town Council would respond to the complainant who wished to remain anonymous.

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# Cycle Friendly Places

Cycling UK confirms that

**Bat & Ball Station Café**

fulfils the requirements to be recognised as a Cycle Friendly Place

01-Jun-2022

Accreditation date

30-Jun-2023

Valid until

**Matt Mallinder**

Director of influence and engagement  
Cycling UK



**we are  
cycling  
UK**



EUROPEAN UNION  
European Regional Development Fund



# Cycle Friendly Places

Cycling UK confirms that

Café on the Vine

fulfils the requirements to be recognised as a Cycle Friendly Place

01-Apr-2022

Accreditation date

30-Jun-2023

Valid until

**Matt Mallinder**

Director of influence and engagement  
Cycling UK



**we are  
cycling  
UK**



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**Sevenoaks Town Council  
Open Spaces & Leisure Committee – 4<sup>th</sup> July 2022**

Current Matters

176/5 (vii) 22.07.2019	Tree Planting	<p>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.</p> <p>Total number of trees planted in 2021 by STC is 21 standard trees and 390 whips/saplings.</p> <p>As part of The Queen's Green Canopy Project, the Mayor planted an Avalon Plum tree at the Bat &amp; Ball Centre in March. Two Sakura cherries have also been planted, one in memory of Cllr Waite.</p>
178 22.07.2019	Friends of Greatness Cemetery	After delays in the launch due to Covid-19, an action plan for launch and running of scheme is being developed.
96 07.07.2020	St John's Toilets	<p>Refurbishment to be progressed subject to landowners (SDC) permission.</p> <p>SDC granted permission "in principle".</p> <p>Two quotations have been obtained with additional quotations being sought.</p>
435 15.02.2021	Cemetery Gates	<p>New gates between cemetery and Greatness Recreation Ground to be installed.</p> <p>Completed.</p>
438.3 15.02.21	Knole Paddock and Raleys Field – First pitch drainage	Project underway.
152 (iii) 05.07.2021	Raleys Field Floodlight improvement on Pitch 3	<p>Further to site visit by the supplier and confirmation of quote, the proposal is with Sevenoaks District Council for planning advice.</p> <p>Planning application with SDC.</p>
152 (iv) 05.07.2021	St Nicholas Church – Quinquennial Report	Quotes from qualified stone masons for works mentioned in the Quinquennial report of 12.03.2021 have been obtained and will be reviewed by Officers.
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.
289 (iii) 27.09.2021	Wild in Sevenoaks tree planting	<p>Consider further a place for the planting of trees. It was agreed to plant up an area of 'Littlewood', planned for November 2022.</p> <p>Woodland Trust has approved application from Wild in Sevenoaks group – trees to be delivered in the Autumn.</p>

**Sevenoaks Town Council  
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293 27.09.2021	Play Areas Tender Review	Contracts awarded and work expected to commence early to mid-May 2022. <b>Both Hillingdon Rise and Julian's Meadow play areas completed. See Open Spaces Manager's report, Agenda Item 5.</b> <b>Openings to be organised before start of school summer holiday.</b>
297 27.09.2021	Sevenoaks In Bloom 2022	Noted that Sevenoaks is a finalist in the Britain in Bloom 2022 competition. <b>See Agenda Item 11.</b>
353 08.11.2021	Kent Association of Local Councils – Fire Hydrant Initiative	Awaiting information from KALC/KFRS with guidance on progressing scheme.
519 (i) 14.02.2022	Knole Paddock and Raleys Field – cricket practice nets	<b>Planning application with SDC.</b>
522 14.02.2022	Sevenoaks Lawn Tennis Club-parking barrier in Raleys Car Park	<b>Club advised of resolution:</b>  <b>RESOLVED:</b> to support the SLTC proposal subject to the following: <ul style="list-style-type: none"> <li>• SLTC to proceed only if the tennis club meet the full cost, including planning permission;</li> <li>• Should the items become damaged or unused, they be removed from the site completely, including removal of the key pad and kerbed area and the reinstatement of the area to its former condition at SLTC's expense;</li> <li>• That there be no loss of parking spaces to the Town Council; and</li> <li>• That officers seek reassurance that emergency access provision be taken into account during the planning process.</li> </ul>