

4th October 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 10th October 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/XyEBpAaH-6E> 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 4th July 2022. (copy attached)
5. OPEN SPACES & CEMETERY MANAGER'S REPORT
To receive and consider the Open Spaces & Cemetery Manager's report. (report attached)
 - Staff
 - Greatness Cemetery
 - Adopt a Tree Scheme
 - Queen's Canopy
 - St Nicholas Church – Quinquennial Report – repairs to wall
 - Greensands Common Week
6. STATEMENT OF ACCOUNTS
To receive and consider the Statement of Accounts for August 2022. (copy attached)
7. ALLOTMENTS REPORT
 - i. To receive and consider the Allotments Manager's report (copy attached)
 - ii. To review Sevenoaks Town Council's Allotment Strategy (report attached)
 - iii. To review Quaker's Hall Allotments Management Plan (report attached)
 - iv. To review Bradbourne Vale Road Allotments Management Plan (report attached)
 - v. To consider consulting on devolving management of allotments via a Service Level Agreement renewable on a 4 yearly basis (report attached)
8. KNOLE PADDOCK AND SPORTS PITCHES
(report attached)
9. SEVENOAKS IN BLOOM
(report attached)
10. PROPOSED WORKS TO LETTER BOX LANE
(report attached)
11. CURRENT MATTERS
To consider updates on current matters. (report attached)
12. 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 4th July 2022 at 7:00pm in Council Chamber, Town Council Offices, TN13 3QG

Available to view on YouTube: <https://youtu.be/e5NCKMilB1I>

Meeting commenced: 19:00

Meeting Concluded: 21.58

Present:

Cllr Nick Busvine, Chairman	Present	Cllr Lise Michaelides	Apologies
Cllr Victoria Granville-Baxter, Vice-Chairman	Present	Cllr Tom Morris Brown	Apologies
Cllr Keith Bonin	Present	Cllr Richard Parry	Present
Cllr Sue Camp	Apologies	Cllr Mrs Rachel Parry, Mayor (ex-officio)	Present
Cllr Dr Marilyn Canet	Present	Cllr Simon Raikes	Present
Cllr Roderick Hogarth (until 21.15)	Present		

Substitute		For
Cllr Tony Clayton	Present	Cllr Sue Camp
Cllr Libby Ancrum	Present	Cllr Lise Michaelides
Cllr Claire Shea	Present	Cllr Tom Morris Brown

In attendance: Cllr Andrew Eyre, Town Clerk, Open Spaces & Cemetery Manager, Allotments Manager, Committee Clerk (Remote attendance) and Senior Committee Clerk (Remote attendance)

Representations received from Members of the Public:

Jack Clipsham, representing residents of 2, 4 & 6 Letter Box Lane, in respect of the repair required to the access track serving those properties, as set out at Agenda Item 5. [See Minute 194.2 below]

Adam Bowman, Director of Rugby, Sevenoaks Rugby Football Club, in respect of the five requests submitted and set out at Agenda Item 5. [See Minute 194.3 below]

Brigitte Perry, Chair of Sevenoaks Allotment Holders Association and plot holder, and Joanne Etherington, Quaker's Hall Allotments plot holder, in respect of the review of the Town Council's previous decision regarding the installation of play equipment on allotments, set out at Agenda Item 8. [See Minutes 196 below]

190. Apologies for Absence

Apologies for absence were submitted and received as noted above.

191. Requests for Dispensations

There were no requests for dispensations.

192. Declarations of Interest

Cllr Dr Marilyn Canet, Cllr Victoria Granville-Baxter and Ruth King, Allotment Manager, all declared an interest in Agenda Item 8 (Quaker's Hall Allotments – Play Equipment) insofar as they were members of Sevenoaks Allotment Holders Association.

193. Minutes of the Open Spaces & Leisure Committee on 14th February 2022

It was agreed that the word “had” be deleted from the fourth line of Minute 521 (ii).

RESOLVED: that subject to the amendment above, the Minutes of the Open Spaces & Leisure Committee held on 14th February 2022 be received and agreed as a true record.

194. Open Spaces & Cemetery Manager's Report

194.1 The report of the Open Spaces and Cemetery Manager was received and the following noted:

- Open Spaces Chargehand Ben Day was leaving and recruitment for his replacement had begun
- Additional drainage works at pitch 1, Knole Paddock, had been completed
- Vine Waste entry track had been improved with the installation of a grid mesh stabiliser. Grass seed would be sown around the perimeter when the weather was more favourable.
- Improvements to the play areas at Julian's Meadow and Hillingdon Rise, grant aided by Enovert, had been completed. An official opening by the Mayor would be arranged
- Greensands Common Project Update was noted

194.2 Letter Box Lane Track serving Nos. 2,4 and 6

The Committee noted the report regarding repairs required to the track which leads off Letter Box Lane, providing vehicular access across Sevenoaks Common for Nos. 2,4 and 6. Title deed investigations had confirmed that the track was within the Town Council's boundary but did not include restrictions or responsibilities. The title deeds for the individual properties varied in relation to the responsibility and contribution towards maintenance. It was agreed that further legal clarification was required.

The Committee noted the representations submitted by the householders at the beginning of the meeting, including a video showing drainage issues.

RESOLVED: That a sub-committee be formed comprising the Chair of the Open Spaces & Leisure Committee, the Town Clerk, the Open Spaces Manager and a local ward member and, following receipt of legal advice, to begin negotiations with the three householders to reach an agreement regarding reasonable contribution to the required works.

194.3 Knole Paddock, Sevenoaks Rugby Club (SRFC)

Following promotion this season, the Rugby Club had submitted a number of requests for consideration to help their Club develop. The Committee noted the representations submitted at the beginning of the meeting, discussed the items and raised matters as shown below:

(i) Additional ambulance access at pitch 1 access point

- Ambulance service to be consulted regarding the need for the access, and whether this proposal was of significant benefit
- Robust gate design would be required to address risk of unauthorised access to the site
- Application to drop kerb would need to be submitted to Sevenoaks District Council
- Discussions required with Rugby Club regarding funding of the works
- Consideration to be given to impact on car parking

RESOLVED: That the Open Spaces Manager be asked to investigate these issues with the Rugby Club and report back to a future meeting

(ii) Club Signs advertising home games at top of Plymouth Drive and by access point to the field by pitch 1

- More detailed proposal required of what is intended, what is the purpose, has the placement on the side of existing building been considered
- Advice from Sevenoaks District Council required on whether planning permission needed
- Consideration to be given to the range of uses of the land, implications of clearly branding it as Rugby Club, and to putting something up explaining the variety of uses at Raleys Field
- Current Public Realm Wayfinding project looking at signage throughout the Town, including sports clubs, to be taken into account
- Noted, that Vine Cricket Club do have a provision and that they lease the land.

RESOLVED: That the Open Spaces Manager discuss the options with the Rugby Club and obtain detailed proposal for consideration at a future meeting

(iii) Pitch 1 Match Day Sponsorship Boards, request to keep up on pitch barriers during season (September to April)

- Planning permission implications to be considered regarding advertising
- Concern that it would visually appear to be a barrier and impede passage across public open space

RESOLVED: that, in principle, the installation of sponsorship boards be permitted on match days and at other times the Rugby Club is using the pitches, subject to clarification of any planning permission required. At all other times the sponsorship boards to be removed.

(iv) 1st XV Match Entrance Charge

- Covenant on the land to be checked to see whether this permissible
- Details required of how it can practically be achieved without impeding public access to the open space

RESOLVED that:

- 1) the covenant on the land be checked to clarify whether this is permissible
- 2) the Rugby Club be asked to provide details of how a charging scheme could be introduced whilst also ensuring that the general public still had free access to the public open space

(v) Additional Point of Sale – Outdoor Hot Food Facility

- Town Council to consider whether it wants a concession on that site
- Green belt land, planning permission would be required
- Utilities would need to be installed
- Costs of building and managing project to be considered

RESOLVED: That the Open Spaces Manager look in more detail at the proposal to consider whether it is a practical proposal that would stand up to planning and other scrutiny

195. 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 8 – Request to Review Council Decision in respect of the Installation of Play Equipment on Allotment Sites

196. 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 previous decision of the Open Spaces & Leisure Committee [*Minute 343(iii) 08.11.2021 refers*] to not allow and to remove all play equipment on safety grounds.

The Committee noted the representations submitted at the beginning of the meeting.

It was also noted that the national standard of practice for the management of allotment sites was to not allow play equipment, although reference was also made to Norwich City Council which permitted smaller items of play equipment as long as it was kept in good repair.

The Town Clerk brought to the attention of the Committee that the Town Council's insurer would not provide insurance cover for play equipment installed by others on

the allotments. Bearing this in mind and standard national practice the Town Clerk, in communications to Councillors before and at the meeting, clearly recommended against permitting play equipment on allotments. It was noted that allotment holders could as elsewhere in the country entertain their children whilst gardening using different methods including toys that could be portable and of a size that could fit into a car boot.

Following detailed discussion, Councillors agreed that smaller items of play equipment would be allowed but that due to the insurance risk to the Town Council larger or permanent structures would not be permitted and should be removed. It was agreed that the Town Clerk and Open Spaces Manager would decide whether items were acceptable.

RESOLVED that:

- 1) Sevenoaks Town Council in principle adopt the Norwich Rules *“Some children’s play equipment, including small swings and trampolines, will be allowed as long as they are kept in good repair. Paddling pools and bulky play equipment, including large trampolines and swings, are not allowed on site”* without trampolines.
- 2) In the light of professional advice received regarding insurance liability, permanent or large structures that do not meet the criteria above should be removed as soon as possible.

197. Allotment Manager’s report

The Committee received and noted the Allotments Manager’s report.

197.1 Wayleave from house in Wickenden Road onto Quaker’s Hall Allotments

It was noted that a gated access from a plot holder’s property in Wickenden Road to their allotment plot had been created in the fence without the prior permission of the Town Council.

It was agreed that the access should be subject to a formal wayleave agreement with the tenant of the property. The agreement would be specific to the tenant not the property: when the tenant leaves the property the wayleave ends and the access gate must be removed.

It was also agreed that the Town Council would pay for a generic wayleave document to be prepared.

RESOLVED that:

- 1) the tenant be allowed continued access to the plot via the back gate until they either give up the plot or move house, by means of a formal wayleave agreement to be drawn up between the Town Council and the tenant. The plot tenancy does not go with the house but the person. When they leave the house, the tenant should be reminded that the wayleave agreement will end and the back gate must be removed

- 2) The Town Council pay for a generic wayleave document to be prepared for use in this and future cases and to where possible reclaim costs.

197.2 Allotment Rents

RESOLVED:

- 1) To recommend to the Finance & General Purposes Committee that the allotment rents be increased by no more than 10%, ie. to 21.8p per square metre, slightly more than the rate of inflation
- 2) That any increase be communicated to the tenants in September along with their renewal letter and invoice, with the increase effective from 1st October 2023.

198. Statement of Accounts

RESOLVED: that the accounts to 31 May 2022 be received and noted.

199. Raleys Car Parking Permit Scheme

The Committee reviewed the criteria for the Raleys Car Park Scheme which allocated 35 annual permits to low paid retail workers in the Town.

RESOLVED that:

- 1) the criteria be amended to state:
 - applicant's salary criteria be in line with minimum wage
 - that people with greater difficulty accessing the town centre to be given priority
- 2) The review of the annual fee to be considered as part of the general review of fees and charges by the Town Council in the Autumn

200. Secure Parking for Electric Bikes

The Committee received and noted the research undertaken into options for secure parking for electric bikes. It was noted that further research was underway.

201. Sevenoaks in Bloom

The Minutes of the meeting held on 14th June 2022 were received and noted. The Town Clerk reminded councillors of the requests for help in the run up to the judging days.

202. Dog Behaviour at Greatness Recreation Ground

It was noted that following a complaint from a local resident with concerns about a dog's behaviour and a request to restrict dogs from Greatness Recreation Ground, or put in place restrictions to keep on a lead, a meeting had been held in March between the Town Council and Sevenoaks District Council officers to consider options. Unfortunately due to understandable resource issues the District Council had been unable to progress this matter.

The Committee noted the position and requested that officers continue to liaise with the District Council on this matter.

203. Cycle Friendly Accreditations

Councillors congratulated the Bat & Ball Station Café and the Café on the Vine on receiving Cycle Friendly Places Accreditation.

204. Current Matters

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

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. As part of The Queen's Green Canopy Project, the Mayor planted an Avalon Plum tree at the Bat & Ball Centre in March. Two Sakura cherries have also been planted, one in memory of Cllr Waite.
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	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. Completed.
438.3 15.02.21	Knole Paddock and Raleys Field – First pitch drainage	Drainage work completed.
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. Planning application with SDC.
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. To be reported to next meeting.
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	Consider further a place for the planting of trees. It was agreed to plant up an area of 'Littlewood', planned for November 2022. Woodland Trust has approved application from Wild in Sevenoaks group – trees to be delivered in the Autumn.

293 27.09.2021	Play Areas Tender Review	Contracts awarded and work expected to commence early to mid-May 2022. Both Hillingdon Rise and Julian's Meadow play areas completed. See Open Spaces Manager's report, Agenda Item 5. Openings to be organised before start of school summer holiday.
297 27.09.2021	Sevenoaks In Bloom 2022	Noted that Sevenoaks is a finalist in the Britain in Bloom 2022 competition. See Agenda Item 11.
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	Planning permission granted.
522 14.02.2022	Sevenoaks Lawn Tennis Club-parking barrier in Raleys Car Park	Club advised of resolution: RESOLVED: to support the SLTC proposal subject to the following: <ul style="list-style-type: none"> • 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.

205. PRESS RELEASE

It was agreed that a press release be issued regarding the completion of the Julian's Meadow and Hillingdon Rise Play Areas, and the Cyle Friendly Places Accreditation awarded to the Bat & Ball Café and Café on the Vine.

Chairman Dated

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th October 2022**

Open Spaces & Cemetery Manager's Report

Staff

To date we have not been able to recruit a replacement Grounds Supervisor, candidates have been few and also underqualified. We have however been successful in recruiting a replacement part time gardener for the Bat and Ball Centre: Lynda Rodgers has been with us for a month and a half and has already made a positive impact on the site.

Greatness Cemetery

We recently received a communication from Kent Wildlife Trust who hold a list of Kent Local Wildlife Sites. Greatness Cemetery has been included for its substantial Bryophyte and Fungus flora on acid grassland; this is a local designation with no legal requirements placed on us. The site has probably become so good for mosses and lichens because of the consistent maintenance and lack of improvement.

There was a very short consultation period which has now passed, and we made no comment.

This is one occasion when consistency and lack of improvement is the right course of action.

Adopt a Tree scheme

We now have a small list of around 12 residents and organisations who wish to sponsor a tree in the Town, work has begun to match the requests with suitable trees and sites, with the aim of purchasing and planting all the trees before Christmas. Unfortunately, despite watering this year's drought has caused 4 trees to die and these will be replaced at the same time.

Queen's Canopy

Despite the sad death of Her Majesty Queen Elizabeth II, one of her many lasting legacies will be the Queen's Canopy of trees; the scheme has been officially extended to 31st March 2023. It is suggested that we dedicate the planting we intend to do at Littlewood, with 'Wild in Sevenoaks' this November, to the Queens Canopy but we remain open to the idea of further plantings of individual trees or groups or trees if suitable space can be identified.

St Nicholas Church Quinquennial report

In 2021 4 quotes were obtained for the repairs identified in the report:

A	B	C	D
£2750.00	£4125.50	£4355.90	£3752.00

Two of the companies have worked for us before and to a good standard, the others are unknown and we would want to be sure of their ability to complete the work to a good standard and meet all H&S criteria before employing them.

Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th October 2022

Officer's recommendations:

- 1) That the two most competitive companies be invited to requote and plan to complete in 2023/24; and
- 2) That a sum of £4000 be allocated from capital.

Greensands Common Week w/c 22nd August 2022

Please see below report from Andrew Willmore Project coordinator

A total of **155 people attended** the Greensand Commons Week.

- Events included a **Family Fun Day** at Sevenoaks Wildlife Reserve, which saw such activities as pond dipping, bug hunting, clay sculpting, bird feeder making and paper crafts.
- Families were also able to join a **Community BioBlitz** at Sevenoaks Common, which sought to identify as many species as possible over the course of one afternoon. Experienced staff and volunteers were able to share their surveying skills and knowledge of woodland species with the public, resulting in the discovery of 75 fungi, plants, and animals! Young people relished in the opportunity to play scientist for a day!
- The week also featured several guided walks across the Commons, including **History Walks** delivered by Community Archaeologist Andrew Mayfield which allowed local people to explore lost hollow ways, old quarries, slit trenches and puzzling craters: *"Thank you so much for the walk this morning. It was really interesting. I'm always surprised how much people know about the local area (and how little I know!)."* – Walk Participant
- A guided **Bat Walk** at Hosey Common sold out quickly and was well received by families wanting to learn more about Kentish bat species. A guided **Tree Walk** was similarly popular, teaching participants how to identify the species of Hosey Common: *"The leader and colleague were knowledgeable and entertaining, welcoming all questions and the participants varying levels of knowledge, being happy to discuss topics. Very enjoyable event. The commons are new to me, but I want to return and make use of them, learn about their history and the flora and fauna they support."* – Walk Participant
- Sevenoaks Greensand Commons Project volunteers attended an event at Godden Green, where people had the chance to see an example of traditional meadow management as **cattle grazed on the common for the first time in over 100 years!** Volunteers worked alongside the cattle to clear vegetation, using scythes to cut through tall grass. Kent Wildlife Trust's Wild About Gardens team were also on hand to advise visitors on wildlife-friendly gardening practices and wildflower identification at the common.
- The week concluded with the **Sevenoaks Greensand Commons Art Exhibition**, which was held at HOUSE in the Basement in Sevenoaks town centre. Various artworks were on display from local children and community groups who have collaborated with the project over the past year. Examples of collage, printmaking and clay sculpture were

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th October 2022**

displayed, all featuring species of the Greensand Commons. Families also joined the exhibition to try their hand at bird feeding making and clay sculpting.

Overall, the week was a huge success! Having curated a week of fun-filled events to appeal to everyone in the community, the Sevenoaks Greensand Commons team are proud to have introduced new audiences to the Commons.

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Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Open Spaces										
21 O/ Spaces & Leisure - General										
1022 Letting & Hire of Facilities	1,968	3,016	1,048	7,429	12,064	4,635	33,179		0	
1030 Electricity recharge	1	0	(1)	413	0	(413)	0		0	
1316 Raleys Car Park Permits	33	0	(33)	1,592	1,750	158	1,750		0	
1850 Log Sales	0	0	0	0	0	0	1,305		0	
1990 Other Income	847	92	(755)	978	460	(518)	1,099		0	
O/ Spaces & Leisure - General :- Income	2,849	3,108	259	10,411	14,274	3,863	37,333			0
4010 Gross Pay	5,651	15,801	10,150	65,642	79,005	13,363	189,608		123,966	
4011 Mileage	148	0	(148)	416	0	(416)	0		(416)	
4270 Employers Pension Contribution	532	1,042	510	4,142	5,210	1,068	12,498		8,356	
5013 Graffiti Removal	785	0	(785)	1,226	298	(928)	893		(333)	
5025 Lower St Johns Toilets	776	919	143	5,359	4,595	(764)	11,031		5,672	
5026 Greatness Rec Convenience	232	263	31	1,161	1,315	154	3,152		1,991	
5050 Seats And Litter Bins	847	0	(847)	3,036	730	(2,306)	2,921		(115)	
5060 Sevenoaks Common	4,680	0	(4,680)	8,210	3,400	(4,810)	4,470		(3,740)	
5065 Tree Safety Survey	0	2,000	2,000	0	2,000	2,000	3,992		3,992	
5070 Other Woodlands	241	0	(241)	391	1,864	1,473	3,726		3,335	
5110 Knole Paddock & Pavilion	0	415	415	0	1,245	1,245	4,151		4,151	
5120 Knole Paddock Pitch & Grnd Mt	0	0	0	854	2,449	1,595	3,677		2,823	
5310 Miscellaneous Open Spaces	2,133	190	(1,943)	3,375	950	(2,425)	2,277		(1,098)	
5311 Security Open Spaces	1,918	1,767	(151)	9,465	8,835	(630)	21,202		11,737	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5316 Skatepark Maintenance	0	1,074	1,074	927	2,706	1,779	2,706		1,779	
5317 Raleys Car Park	0	0	0	201	525	324	525		324	
5320 Fertilizers	0	0	0	140	252	112	1,009		869	
5330 Grass Seed	0	0	0	1,551	0	(1,551)	2,206		655	
5340 Plants	1,168	0	(1,168)	2,180	657	(1,523)	2,627		447	
5410 Repairs & General Maintenance	64	131	67	171	655	484	1,576		1,405	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	184	578	394	4,021	2,890	(1,131)	6,934		2,913	1,610
5525 Equipment Maintenance	37	445	408	1,402	3,115	1,713	7,564		6,162	
5550 Vehicle Expenses	55	320	265	1,468	1,600	132	19,500		18,032	
5700 Fuel	347	434	87	2,447	2,170	(277)	5,211		2,765	
6010 Light Heat & Cleaning	108	0	(108)	1,295	655	(640)	2,621		1,326	
6014 Water	77	0	(77)	320	515	195	1,030		710	
6101 Telephone	12	18	6	59	90	31	210		151	
6104 Mobile Telephone	23	18	(5)	133	90	(43)	210		77	
6320 Staff Training	0	0	0	580	788	208	3,152		2,572	
6330 Welfare/Hospitality	27	18	(9)	170	90	(80)	210		40	
6460 Publicity & Democratic notices	0	0	0	589	0	(589)	0		(589)	
6635 Professional Fees Licensing	0	0	0	180	0	(180)	0		(180)	
6730 Subscriptions	0	0	0	164	145	(19)	145		(19)	
6812 Road Dues	0	0	0	0	0	0	1,077		1,077	
6851 Bus Shelter Maintenance	0	15	15	0	75	75	184		184	
6900 Sundry Expenses	42	8	(34)	42	40	(2)	105		63	
6922 Health&Safety/Risk Assessments	0	0	0	192	0	(192)	1,628		1,437	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6930 Alarm Maintenance	1,041	140	(901)	1,309	140	(1,169)	778		(531)	
6931 CCTV Maintenance	0	0	0	0	0	0	536		536	
6934 Waste Bin Collection-Dog Bins	0	0	0	1,310	675	(635)	2,699		1,389	
6935 Waste Bin Disposal-Waste Bins	161	335	174	1,198	1,675	477	4,023		2,825	
6952 Protective Clothing	80	127	47	471	635	164	1,523		1,052	
O/ Spaces & Leisure - General :- Indirect Expenditure	21,369	26,058	4,689	125,795	132,079	6,284	334,787	0	208,992	1,610
Net Income over Expenditure	(18,520)	(22,950)	(4,430)	(115,384)	(117,805)	(2,421)	(297,454)			
8001 plus Transfer from EMR	0			1,610						
Movement to/(from) Gen Reserve	(18,520)			(113,774)						
<u>22 O/ Spaces & Leisure - Cemetery</u>										
1700 Cemetery Income	5,799	7,298	1,499	31,798	36,490	4,692	87,577		0	
O/ Spaces & Leisure - Cemetery :- Income	5,799	7,298	1,499	31,798	36,490	4,692	87,577			0
4010 Gross Pay	11,323	7,657	(3,666)	33,824	38,285	4,461	91,885		58,061	
4270 Employers Pension Contribution	756	618	(138)	2,472	3,090	618	7,412		4,940	
5210 Cemetery Chapel & Office	27	0	(27)	27	108	81	216		189	
5230 Cemetery Wshop/Messroom Mtce	130	120	(10)	633	240	(393)	356		(277)	
5410 Repairs & General Maintenance	94	88	(6)	512	440	(72)	1,051		539	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	0	280	280	(498)	1,400	1,898	3,362		3,860	
5525 Equipment Maintenance	50	263	213	658	1,315	657	9,152		8,494	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5700 Fuel	54	108	54	474	540	66	1,302		828	
6000 Rent & Rates	873	873	0	4,368	4,368	1	8,733		4,366	
6010 Light Heat & Cleaning	60	108	48	545	540	(5)	1,303		758	
6014 Water	141	44	(97)	367	220	(147)	538		171	
6101 Telephone	45	66	21	236	330	94	788		552	
6104 Mobile Telephone	0	10	10	8	52	44	126		118	
6105 Broadband wi-fi service	10	34	24	50	170	120	412		362	
6200 Printing & Stationery	0	4	4	0	20	20	52		52	
6240 Computer/ Data Base/WP's	40	420	380	200	420	220	420		220	
6320 Staff Training	0	0	0	580	525	(55)	2,101		1,521	
6330 Welfare/Hospitality	0	15	15	56	75	19	178		122	
6500 Goods for Resale	109	18	(91)	109	90	(19)	210		101	
6630 Professional Fees	0	0	0	0	105	105	105		105	
6720 Books and Periodicals	39	0	(39)	39	0	(39)	0		(39)	
6730 Subscriptions	0	0	0	190	98	(92)	98		(92)	
6802 Trees Plants Turf & Fertilizer	916	0	(916)	963	788	(175)	3,152		2,189	
6822 Roads Path & Boundaries	13	0	(13)	13	184	172	735		723	
6832 Lawn/Wall of Remembrance	0	0	0	21	0	(21)	105		84	
6900 Sundry Expenses	0	4	4	0	20	20	53		53	
6922 Health&Safety/Risk Assessments	0	584	584	39	1,168	1,129	2,338		2,299	
6930 Alarm Maintenance	(868)	0	868	(226)	840	1,066	840		1,066	
6932 Cemetery Security	445	417	(28)	2,226	2,085	(141)	5,002		2,777	
6935 Waste Bin Disposal-Waste Bins	81	109	28	555	545	(10)	1,310		755	
6952 Protective Clothing	138	66	(72)	297	330	33	788		491	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	14,477	11,906	(2,571)	48,738	58,391	9,653	145,323	0	96,585	0
Net Income over Expenditure	(8,677)	(4,608)	4,069	(16,941)	(21,901)	(4,960)	(57,746)			

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	0	0	0	9	0	(9)	1,381		0	
1047 QH Allotments Income	0	0	0	72	0	(72)	7,512		0	
O/ Spaces & Leisure- Allotment :- Income	0	0	0	81	0	(81)	8,893			0
4010 Gross Pay	352	443	91	1,493	2,215	722	5,313		3,820	
4270 Employers Pension Contribution	14	18	4	70	90	20	213		143	
5410 Repairs & General Maintenance	0	0	0	754	630	(124)	1,261		507	
6002 QH Allotments Costs	3,041	0	(3,041)	3,779	434	(3,345)	1,735		(2,044)	
6014 Water	440	0	(440)	1,594	495	(1,099)	989		(605)	
6300 Computer Software	13	0	(13)	13	0	(13)	128		115	
6730 Subscriptions	0	0	0	0	0	0	57		57	
6922 Health&Safety/Risk Assessments	0	0	0	0	283	283	283		283	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	3,859	461	(3,398)	7,702	4,147	(3,555)	9,979	0	2,277	0
Net Income over Expenditure	(3,859)	(461)	3,398	(7,622)	(4,147)	3,475	(1,086)			
<u>26 Open Spaces-Street Lighting/Ge</u>										
1480 Streetlighting income	0	0	0	0	0	0	9,364		0	
1990 Other Income	0	0	0	0	412	412	412		0	
1997 In Bloom Income	0	0	0	200	0	(200)	0		0	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	200	412	212	9,776			0
6861 Public Clock Maintenance	0	0	0	33	764	731	3,055		3,022	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6862 Street Lighting	345	1,174	829	3,335	5,870	2,535	14,092		10,757	
6865 In Bloom Costs	2,978	4,032	1,054	13,381	11,693	(1,688)	13,710		329	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	3,323	5,206	1,883	16,750	18,327	1,577	30,857	0	14,107	0
Net Income over Expenditure	(3,323)	(5,206)	(1,883)	(16,550)	(17,915)	(1,365)	(21,081)			
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	69	69	740	345	(395)	824		0	
1451 Kickstart funding	0	0	0	1,985	2,824	839	2,823		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	1,750	1,750	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	367	365	(2)	365		0	
1990 Other Income	0	0	0	1,000	0	(1,000)	0		0	
O/Spaces & Leisure-Vine Ground :- Income	0	69	69	5,842	5,284	(558)	7,512			0
4010 Gross Pay	3,591	1,058	(2,533)	8,220	5,290	(2,930)	12,703		4,483	
4270 Employers Pension Contribution	37	51	14	297	255	(42)	613		316	
5010 Vine Area General Maintenance	28	389	361	5,003	1,945	(3,058)	4,670		(333)	
5015 Vine Pavilion maintenance	0	0	0	120	0	(120)	0		(120)	
5020 Vine Public Convenience	793	744	(49)	3,863	3,720	(143)	8,930		5,067	
5410 Repairs & General Maintenance	33	0	(33)	696	0	(696)	0		(696)	
5500 Equipment Hired and New	179	0	(179)	3,412	0	(3,412)	0		(3,412)	1,610
6014 Water	31	45	14	145	225	80	541		396	
6460 Publicity & Democratic notices	0	0	0	59	65	6	263		204	
6635 Professional Fees Licensing	0	0	0	200	105	(95)	105		(95)	

Detailed Income & Expenditure by Phased Budget Heading 31/08/2022

Month No: 5

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6868 Summer Concerts	1,740	1,681	(59)	3,380	2,802	(578)	3,362		(18)	
6869 Special Events	0	0	0	132	0	(132)	0		(132)	
6922 Health&Safety/Risk Assessments	0	37	37	0	37	37	37		37	
6931 CCTV Maintenance	695	693	(2)	695	693	(2)	693		(2)	
6935 Waste Bin Disposal-Waste Bins	64	0	(64)	273	0	(273)	0		(273)	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	7,192	4,698	(2,494)	26,495	15,137	(11,358)	31,917	0	5,422	1,610
Net Income over Expenditure	(7,192)	(4,629)	2,563	(20,653)	(9,853)	10,800	(24,405)			
8001 plus Transfer from EMR	0			1,610						
Movement to/(from) Gen Reserve	(7,192)			(19,043)						
Open Spaces :- Income	8,649	10,475	1,826	48,332	56,460	8,128	151,091			
Expenditure	50,219	48,329	(1,890)	225,481	228,081	2,600	552,863	0	327,382	
Net Income over Expenditure	(41,571)	(37,854)	3,717	(177,149)	(171,621)	5,528	(401,772)			
plus Transfer from EMR	0			3,220						
Movement to/(from) Gen Reserve	(41,571)			(173,929)						
Grand Totals:- Income	8,649	10,475	1,826	48,332	56,460	8,128	151,091			
Expenditure	50,219	48,329	(1,890)	225,481	228,081	2,600	552,863	0	327,382	
Net Income over Expenditure	(41,571)	(37,854)	3,717	(177,149)	(171,621)	5,528	(401,772)			
plus Transfer from EMR	0			3,220						
Movement to/(from) Gen Reserve	(41,571)			(173,929)						

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**Sevenoaks Town Council
Open Spaces & Leisure Committee -10th October 2022**

Allotment Manager's Report

The waiting list for QHA currently stands at 14 (13 in June) with eight plots still to be allocated. Another ten plots are coming back to us on 1st October as tenants have either moved away, given up or we have not renewed their tenancy due to lack of cultivation.

Take-up of plots will pick up now that renewal invitations have gone out as the Lettings Manager will invite people to view what's available.

This means that, for the first time since March 2020, we have more plots than people, though a great many of the plots are in a non-cultivable state.

The waiting list for BVA is just three people and there is one plot available, soon to be allocated.

Wayleave from a house in Wickenden Road onto QHA.

Warners Solicitors prepared a general licence to be used by any property which backs on to Quaker's Hall Allotments. The licence cost £900 and the annual fee for the householder will be £10.

The first issue of the licence has been signed and returned by the householder in Wickenden Road.

Removal of Play Equipment from QHA

The new clause about play equipment was added to the Tenancy Agreement on 1st October and is effective immediately. Herewith the wording which was sent to tenants with their renewal invoices:

Old	New
4.1.1 Play equipment (such as swings and slides) is not permitted on any allotment plot and no further play equipment may be installed on a plot where equipment already exists. All play equipment must be removed by a departing Tenant.	<p>4.1.1 Some children's play equipment, including small swings, is permitted on allotment plots subject to the following conditions:</p> <ul style="list-style-type: none"> • Prior approval must be sought from the Council – a picture of the proposed equipment, including dimensions, must be supplied. • The equipment must be small, portable, low risk and kept in good repair. • Paddling pools, trampolines and bulky play equipment including swings, are not allowed on the site. • The equipment must take up no more than 10% of the overall area of the plot and this 10% must be part of the 20% permitted for hard landscaping (see 4.2). • The equipment must be secured to the ground with the appropriate stakes/pins which are provided with the equipment.

Sevenoaks Town Council
Open Spaces & Leisure Committee -10th October 2022

	<ul style="list-style-type: none"> • Permanent and large structures that do not meet the criteria above will not be permitted. • All public liability remains with the person installing the equipment. • All equipment must be removed when the tenancy of the plot ends. Failure to remove the equipment will result in the former Tenant being charged for its removal by the Council.
--	--

The two plots with outsized equipment received letters asking them to remove the equipment before the end of September. To date, one of the plots still has a climbing frame in place and the tenant will be reminded that it needs to be removed.

Refurbishment of Trading Centre at QHA

The refurbishment of the Trading Centre is almost complete. Only the addition of the opaque Perspex covers on the windows to the rear of the building is outstanding. This is expected to cost about £500.

A carpenter has replaced the door and frame at a cost of £680.

The Chair of SAHA has sent the following message to the Town Clerk and Allotments Manager:

Just a quick note to let you know how thrilled we are with the Trading Centre's redecoration.

It's looking very smart and has been much appreciated by our members, particularly the new stable door which will help keep our volunteers' knees warm during winter opening hours!

Our thanks to you both and the redecoration team.



Sevenoaks Town Council
Open Spaces & Leisure Committee -10th October 2022

Water Tank Installation at BVA

This project is ongoing. The Open Spaces Manager and Allotments Manager are working together to place the tanks on solid foundations before inviting the plumber to attach them to the water. We have asked Seal Engineering to manufacture ten lids which will serve to keep leaf debris out and fulfil the H&S requirement for water tanks to be covered.

Allotment Officers' Forum

The Allotments Manager attended the National Allotment Society's South-East Allotment Officers' Forum on Zoom in September.

It is reassuring to hear that all allotment officers have the same issues such as the spike in interest during the pandemic, bee keeping, theft, water misuse and non-cultivation. Some reported waiting lists many years in length and others have terrible problems with anti-social behaviour and abuse which, thankfully, we are spared in Sevenoaks.

Finally: a word from a recently signed-up co-worker: *"...how much pleasure I'm getting out of the plot - my weekends are revitalised :)"*

Ruth King
Allotments Manager

4th October 2022

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Allotments Strategy

Updated
2021-2025

Sevenoaks Town Council
Council Offices
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Sevenoaks, Kent, TH13 3QG

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Mission Statement

Within the town of Sevenoaks and, as a priority, Sevenoaks Town Council wants to ensure the continuation of allotment sites, that these are available for parishioners of Sevenoaks and are managed in a well-run and sustainable manner for the enjoyment of those who wish to grow their own food.

Background

Sevenoaks Town Council is publishing this updated strategy to show that it has a clear Mission Statement in relation to allotments as shown at the start of this document.

The document will also set out what can be expected from an allotment tenant and how this would be managed.

The statutory provision of the Small Holdings & Allotments Act 1908, ss23, 26 & 42, provides town and parish councils with the power to provide allotments and duty to provide allotment gardens if demand is unsatisfied.

Sevenoaks Town Council is duty bound to provide allotments for its residents if the statutory demand is provided.

Sevenoaks Town Council is a member of the National Allotment Society. (www.nsalg.org.uk)

The Town Council employs a member of staff who has professional experience of operating allotment sites; in addition, they have also personally tended allotments for many years.

The Chief Executive / Town Clerk is responsible for the operation and governance of all the Town Council facilities. Prior to working for Sevenoaks Town Council, the Town Clerk has developed several new allotment sites and has been responsible for administering allotment sites for over thirty years, although is no longer involved in the day-to-day administration. The Town Clerk's family has also had an allotment for many years.

The Open Spaces & Cemetery Manager has experience of management of public open spaces including a cemetery and allotments. He is also a professional horticulturist.

This document is intended to provide, in a concise manner, information relating to Sevenoaks Town Council's provision and aspirations for the future of allotment gardening in Sevenoaks.

Allotment Provision in Sevenoaks

Allotment plots have historically been measured in rods. A rod equals 30.25 square yards.

The modern method of charging for allotment plots is by square metres.

Over many years since the allotments were laid out boundaries have shifted, and plots now vary in size. In order to ensure accuracy of the plot measurements, every single plot was measured manually over the winter of 2019-2020.

In October 2021, the method of measuring and charging for allotments changed from rods to square metres.

Open Spaces & Leisure Committee – 10th October 2022

At the time of writing (November 2021) Sevenoaks has two allotment sites.

1. Bradbourne Vale Allotments (BVA) – 33 plots of varying sizes, totalling 6,786 square metres (259 rods).
2. Quaker's Hall Allotments (QHA) – 250 plots of varying sizes, totalling 40,500 square metres (~1,600 rods).

As an Allotment Tenant or prospective Allotment Tenant what should I expect?

1. Parishioners of Sevenoaks with an interest in obtaining an allotment should be able to receive information about waiting lists, be able to put their name on the waiting list and be kept updated as to when they are likely to be able to have an allotment.
2. All tenants should be provided with a written Tenancy Agreement.
3. Efficient and effective allotment administration.
4. The allotment site should have good access, good security, water provision and freedom from neglected plots.
5. Fair, open and equal treatment regardless of race, religion, gender, sexuality, gender assignment, age or disability, and to be treated with respect by the Council and by fellow allotment tenants.
6. Fair charges and rents.

What is expected of an Allotment Tenant?

All allotment tenants will be provided with a Tenancy Agreement setting out in detail the terms and conditions of the Tenancy Agreement.

The main requirements are:

1. To work at the allotment regularly.
2. To prevent growth of weeds which will impede on neighbouring allotment plots and or pathways.
3. To only use the allotment for the purposes set out in the Tenancy Agreement.
4. To comply with the requirements for security in relation to locking of gates.
5. Not to sublet or pass on the allotments to a third person.
6. To conserve water.
7. To pay annual rent at allocated time.
8. To leave the allotment at the end of the tenancy in a suitable condition so that it may be re-let to another tenant.

Self-Management of Allotment Sites via Allotment Associations

Sevenoaks Town Council owns and manages both allotment sites.

Until 2017, QHA was managed for the Council by Sevenoaks Allotment Holders' Association (SAHA), but the lease was not renewed. Historically, when long leases were normal for sports and other open spaces, SAHA was provided with a 50 year lease to manage the allotments.

The Town Council has publicly stated that it would prefer both sites to be managed by Allotment Associations.

There are the following benefits to self-management of allotments:

1. Potentially reduced revenue costs for the Council.
2. On-site management enabling day-to-day responses to problems and needs.
3. The allotment association may be able to access funding streams that are not available to the Council.
4. Democracy within an allotment association would be determined on which facilities the income from allotment rent is invested.
5. Opportunities for volunteers to use their relevant skills.

The government's document *Growing in the Community, second edition*

(<https://www.local.gov.uk/sites/default/files/documents/growing-community-second--8f5.pdf>)

and its supplement *A Place to Grow* (<https://www.local.gov.uk/sites/default/files/documents/place-grow-supplementary--736.pdf>) state:

1. There needs to be a 'rescue strategy' to manage the risks to both the Council and the association should devolved management arrangements break down.
2. Devolved management agreements need to be reviewed on a regular basis, to ensure that they are delivering good value to the service users.
3. Financial risks – the only regular source of revenue obtained from most allotment sites is rental income. Most allotment rents are quite modest. Allotments can therefore face serious funding problems.
4. Records can be withheld or not provided for a variety of reasons which prevents the Council from ensuring that the communities' needs are being met. A Place to Grow states "... *that many local authorities are not in a position to evidence the total demands for allotments in their area, because they do not require devolved management associations to supply reports on their waiting lists. Consequently the interests of people on these lists are not taken into account in the planning of new sites*".
5. A Place to Grow also states: "*It is important that associations are made aware of the standards set by a local authority for any direct-led sites in respect of cultivation standards, plot sizes, waiting lists and other aspects of good practice.*"
6. The allotment site belongs to the whole of community of Sevenoaks and is important to note (Growing in the Community) that "*No single group can reasonably expect to veto over how a resource for the whole community should be used.*"

History

Small plots of land for the ‘deserving labouring poor’ to supplement their food supply were proposed from the late 18th century onwards. This became a statutory requirement for local authorities with the introduction of the Allotments Act in 1887.

In the 1890s, Lord Hillingdon gave the (then) local authority a plot of land adjacent to Quaker’s Hall for allotments. In the early 1960s, Sevenoaks Urban District Council (SUDC) sold eight acres of the site for the development of housing, which became Kennedy Gardens. The remaining 11 acres of the site were leased to SAHA until 2016.

In around 1966-7, the SUDC agreed to ‘compensate’ the tenants of the site for the loss of plots by putting in a structure of concrete roads, taps and eight shed blocks with a total of 182 locker-style sheds. A large shed was also placed centrally, and this is where SAHA still has its shop, known as the Trading Centre.

A further three acres of land to the north side of Bradbourne Vale Road were purchased by the SUDC in 1931 for allotments.

Measurement of Plots

By looking at the scale maps of both BVA and QHA, there is an obvious visible difference in the size of plots.

Up until 2021 plots have been rented using the traditional measurement of a ‘rod’. This equates to 30.25 square yards. Each plot was rented as 10 rods, although in recent years, they have been split in half, and sometimes into quarters (at QHA), to make them more manageable.

It was not considered particularly fair that every tenant should be paying the same rent when some plots are larger than 10 rods and some are smaller. The Allotments Manager therefore carried out a year-long project to measure every single plot.

Information gathered at the SE Region Allotment Officers’ Forum in July 2019 indicated that the more modern way of measuring plots is square metres.

Methodology

Every plot was measured using the traditional rod measurements so that a direct comparison with what had been assumed to be the correct plot sizes could be made.

1. Measure the left edge and the right edge, then calculate average
2. Measure the top edge and the bottom edge, then calculate average
3. Multiply the two numbers together to get the area of the plot in square feet
4. Divide this number by 9 to get square yards
5. Divide this number by 30.25, which makes the number of rods

Using the more accurate area measurement in square feet (rather than rods), the area of each plot was converted into square metres using the formula $1\text{ft}^2 = 0.092903\text{m}^2$.

Therefore, a 10-rod plot measuring exactly 302.5yds^2 (2722.5ft^2) = 252.93m^2 (rounded to 253m^2)

Sevenoaks Town Council now has an accurate record of the area of each plot to the nearest 10cm and, the Allotments Manager, having walked more than 100 miles, can now categorically state that almost every single plot is a different size, which confirms initial observations.

Therefore, commencing 1st October 2021, plots are paid for by the square metre and not by the rod.

Open Spaces & Leisure Committee – 10th October 2022

This new method has been explained in clear language to our tenants so that they understand that the system benefits them enormously. Each plot is now priced according to its actual size and no longer with the generalised 10-rod, 5-rod or 2.5-rod assumption that has stood for more than one hundred years.

Future measurement or re-measurement will be done in metres and not feet. The initial measurement in feet was simply so that the conversion from rods to square metres could be done accurately.

Nature Conservation and Promotion

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

- To make sure that all allotment tenants are committed to improving, valuing and protecting our habitats and wildlife, to provide a well-balanced and sustainable environment, which contributes to a good quality of life for present and future generations.
- The Town Council will – where possible – aim to reduce chemical, energy and water use by good management practices.

The Environment Matters

The following explains how management of the allotments is being developed in accordance with sustainable work practices.

Water Management

The use of hosepipes on our allotments sites is not permitted except for filling up a water butt or similar container on a plot.

At BVA there are five taps and at QHA there are ten taps. An analysis of water bills (July 2018 to October 2021) has shown that water usage at BVA is approximately 5.4 times that of QHA.

All taps and water tanks at BVA are to be replaced with dipping tanks. See Appendix 1. Tanks have been purchased and the work is expected to be completed before the end of March 2022.

Where appropriate, tenants should be encouraged to water their plots at various times of day to ensure minimum water evaporation.

Rainwater harvesting should be mandatory on sheds and greenhouses and will be so for future installation. STC has installed tanks and water butts on the shed blocks at QHA. Many tenants already collect rainwater.

Open Spaces & Leisure Committee – 10th October 2022**Soil Conservation**

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

To prevent this situation arising, tenants are encouraged to compost green waste from their plots for subsequent use on the beds. This organic matter will rot down and improve and maintain soil structure, aid moisture retention and provide a habitat for micro fauna.

Green waste not suitable for composting such as pernicious weeds (marestail, couch grass, docks etc.) are collected from the main gate of the QHA site by the District Council and enters the green waste recycling scheme, which is a hot composting system, thereby making the waste inert.

Wildlife Initiatives

Both allotment sites are already havens for wildlife, and allotment gardeners are generally in tune with nature including the importance of encouraging pollinating insects onto their plots.

Large areas of BVA are left un-mown through the spring, while the wildflowers are at their peak and there are plenty of 'bug hotels' and wildlife ponds across the site, installed by caring tenants.

Meanwhile, at QHA, there are bug houses, multiple ponds, areas of un-mown grass (especially in Bill's Orchard) and swathes of wildflowers, whether intentional or otherwise.

There are three beekeepers at QHA who maintain several hives between them, thereby increasing the bee population on-site.

New tenants are sent information about managing and encouraging wildlife as part of their 'welcome pack'.

The Council's No 1 Priority – Climate Change and Carbon Neutral

In early 2020 the Town Council resolved to formally recognise the Government and KCC declarations for aiming for Zero Carbon and to integrate this within the vision and throughout the emerging Neighbourhood Development Plan (NDP) and within the Town Council's general operation.

The Town Council has started work on creation of an Action Plan to review:

- Reducing cars / traffic particularly in relation to school traffic.
- STC new buildings to be as sustainable and eco-friendly as possible. Existing buildings to be improved to be more sustainable with reduced carbon footprint where practicable.
- Include planting of more trees, where possible fruit and nut trees.
- Continue to promote Refill Scheme and Sevenoaks Plastic Free Pledge.
- Cycle racks / planters to be installed.
- Install drinking fountains where possible at STC sites.
- Increased safety for pedestrians and cyclists.
- NDP Transport Strategy recommendations including 20 mph, one-way system in town centre and shared space.
- Link STC open spaces together with 'green routes'.

Open Spaces & Leisure Committee – 10th October 2022

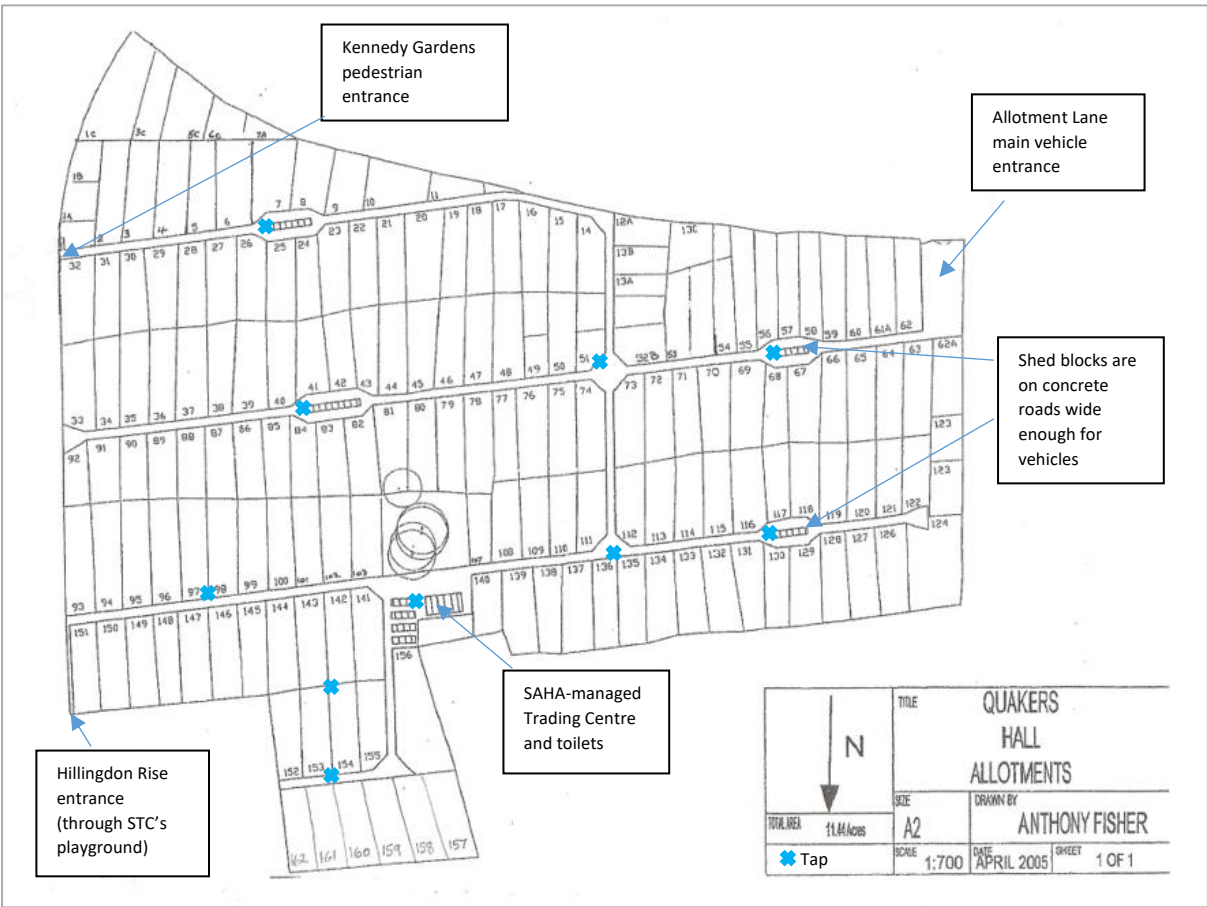
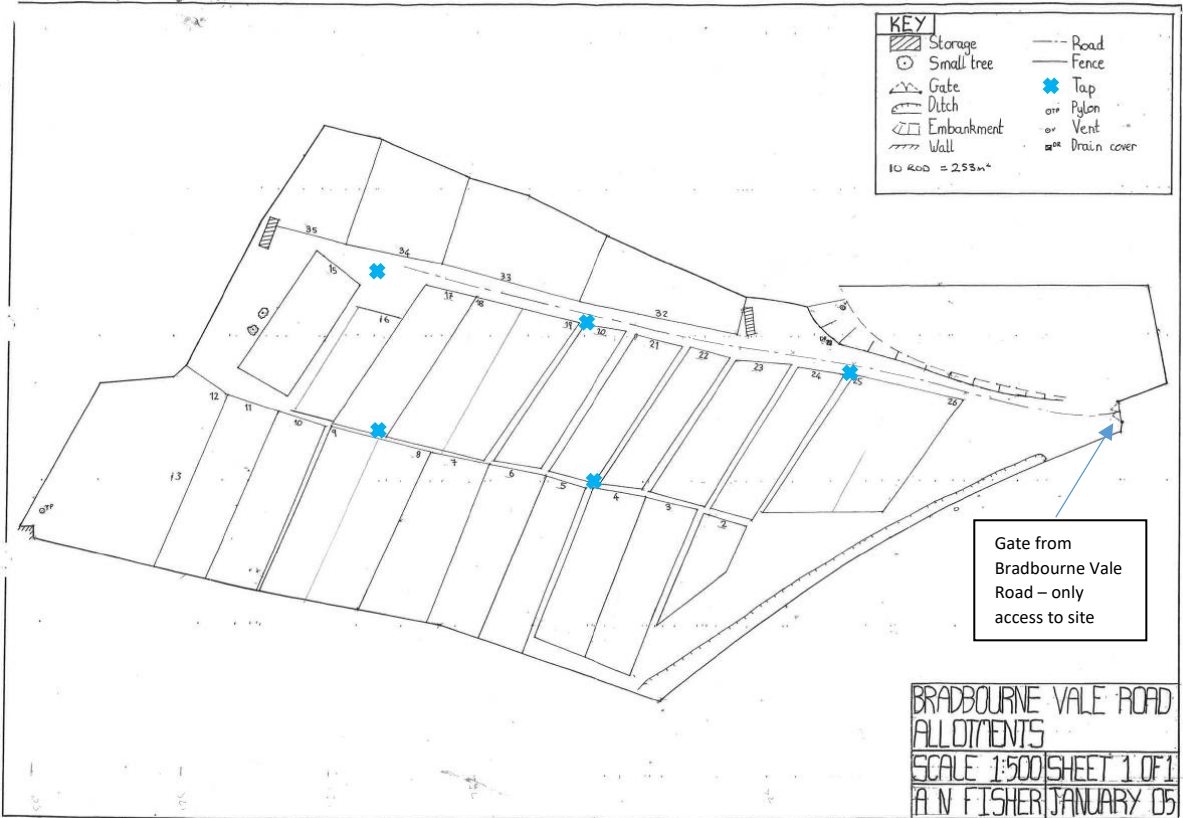
- Encourage increased use of public transport – buses and trains by having improved facilities including live running information.
- Install electric car charging points at STC sites.
- Consider enabling community initiatives for sustainable living eg. Toy Library, Zero Waste Shop, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources eg. nappies.

If members of the public are interested in participating in discussions to develop the local Action Plan to address Climate Change and Carbon Neutral initiatives, they are asked to contact the council via council@sevenoakstown.gov.uk

Aims for Achievement in 5 years

1. Replace all existing taps and tanks with cattle trough-style dipping tanks. (Appendix 1)
2. Maintain the waiting list and reallocate plots as soon as they become available.
3. Maintain 100% occupancy of both sites.

Open Spaces & Leisure Committee – 10th October 2022



Appendix 1

Cattle trough-style dipping tanks



Sevenoaks Town Council
Quaker's Hall Allotments – Management Plan 2022

SEVENOAKS TOWN COUNCIL



**Quaker's Hall Allotments
Management Plan
Adopted [date]**

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



Sevenoaks Town Council
Quaker's Hall Allotments – Management Plan 2022

1. Introduction

This Management Plan provides a comprehensive framework for all management and development within Quaker's Hall Allotments. It is an organic document, which will develop further with input, not only from the Town Council, but also stakeholders and users of the facility.

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

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

Sevenoaks Town Council wishes to encourage suggestions from allotment tenants and the wider community to have an input into Quaker's Hall Allotments' management and improvement.

This document relates to Sevenoaks Town Council's Allotment Strategy relating to current and future provision of allotments.

2. The Role of Allotments

There are approximately 330,000 allotments the UK (NSALG 2022) covering approximately 28,000 acres of land.

An allotment is an area of 250 square metres (300 square yards) historically known as a '10-rod plot', being the area large enough to feed a family of four for a year.

The benefits of allotment gardening are as follows:

- **Social capital** – gardening on allotments is good for you, can reduce loneliness and enable citizens to contribute to society, perhaps by volunteering via the Allotment Association or by offering advice and support to other allotment tenants.
- **Mental well-being** – gardening can prevent and alleviate mental ill-health. Time spent with other like-minded people also contributes to an improved mental well-being.
- **Healthy activity** – gardening keeps you fit, which also contributes towards mental well-being. Time in the sunshine can build up levels of vitamin D.
- **Fresh, local, season produce** – a reduction in food miles from plot to plate.
- **Sense of achievement** – new knowledge and skills are learned.

Sevenoaks Town Council
Quaker's Hall Allotments – Management Plan 2022

- **Contact with nature** – plot holders experience nature first hand with the seasons, birds, insects, pollinators etc.

3. History of Quaker's Hall Allotments

Small plots of land for the 'deserving labouring poor' to supplement their food supply were proposed from the late 18th century onwards. This became a statutory requirement for local authorities with the introduction of the Allotments Act in 1887.

In the 1890s, Lord Hillingdon gave the (then) local authority a plot of land adjacent to Quaker's Hall for allotments. In the early 1960s, Sevenoaks Urban District Council (SUDC) sold eight acres of the site for the development of housing, which became Kennedy Gardens. The remaining 11 acres of the site were leased to Sevenoaks Allotment Holders' Association (SAHA) until 2016.

In around 1966-7, the SUDC agreed to 'compensate' the tenants of the site for the loss of plots by putting in a structure of concrete roads, taps and eight shed blocks with a total of 182 locker-style sheds. A large shed was also placed centrally, and this is where SAHA still has its shop, known as the Trading Centre.

At the end of the lease, Sevenoaks Town Council took over the management of the allotment site. The following programme of capital improvements has been put in place and acted on:

Date	Project	Cost
May 2018	Remove asbestos roofs on shed blocks and replace with metal; install gutters and down pipes	£23,500
January 2019	Install water tanks/butts on shed blocks and Trading Centre	£1,650 in-house
March 2019	Widen roads with concrete at 'pinch points' around shed blocks	£1,000 in-house
April 2020	Fell tree on plot 100B	In-house
June 2020	Repair length of damaged fence on Kennedy Gardens boundary	£684
December 2021	Remove derelict shed, its contents and all other rubbish from plot 161	In-house

4. Declaration of Aims

- Maintain and manage allotments as per Statutory Allotment requirements.
- Promote Quaker's Hall Allotments through the council's website, social media and *Town Crier* quarterly newsletter.

Sevenoaks Town Council

Quaker's Hall Allotments – Management Plan 2022

- iii. Work together with SAHA to exchange information and to work in the best interests of the tenants.
- iv. Keep accurate records in line with the Data Protection Act.
- v. Liaise with the volunteer lettings manager to ensure that plots are rented in a timely manner.
- vi. Inspect the Trading Centre, toilets and shed blocks once a year.
- vii. Maintain the taps and water supply.
- viii. Ensure the boundary fence, gates and locks are in good condition.
- ix. Keep a record of licences which permit access from surrounding properties onto the allotment site.
- x. Hold an annual working party, including the hire of a skip, if necessary, to remove rubbish and recycling from the site.
- xi. Carry out twice-yearly inspections (April and November) and follow-up with the relevant correspondence, including – where necessary – evictions.

5. Sevenoaks Town Council – Open Spaces Services

Strategic Policy

The Town Council aims to provide a strategic approach to the management, development and promotion of recreational and statutory facilities in a sustainable way.

Mission Statement

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

Vision

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

- ensure that the Town Council's No 1 Priority – Climate Change and Carbon Neutral is recognised and integrated into the vision for the town's and allotments' future;
- contribute to the economic, social and environmental wellbeing, improvement and development of Sevenoaks town;

Sevenoaks Town Council
Quaker's Hall Allotments – Management Plan 2022

- improve the quality of life for the people of Sevenoaks in accordance with their needs;
- promote inward investment, development and heritage conservation;
- promote biodiversity through sustainable habitat and species management practices;
- further develop and maintain a good relationship with SAHA.

6. Quaker's Hall Allotments – Ownership and Management

Quaker's Hall Allotments are solely owned and managed by Sevenoaks Town Council.

7. Aims for Achievement in Five Years – 2022 - 2026

The Town Council will continue to work with SAHA and council tenants to maintain the allotments site in line with the Aims in section 4, encouraging tenants to work with nature, without the use of chemicals, which will allow wildlife to thrive.

Tenants will be asked to continue using water wisely.

The council has publicly stated that it would prefer its allotment sites to be managed by the Allotment Association. The Town Council will review whether it is possible for SAHA to take over the management of the site from October 2023, subject to a referendum amongst existing tenants and the agreement of SAHA.

These are just some of the benefits to self-management of allotments:

- i. Potentially reduced revenue costs for the Council.
- ii. On-site management enabling day-to-day responses to problems and needs.
- iii. The allotment association may be able to access funding streams that are not available to the Council.
- iv. Democracy within an allotment association would be determined on which facilities the income from allotment rent is invested.
- v. Opportunities for volunteers to use their relevant skills.

The document 'Allotments Strategy 2021-25' includes more detail. A copy of this document is available from the Town Council's offices or online at www.sevenoakstown.gov.uk.

If, however, the management of the site is maintained by the council from October 2023 onwards then nothing will change.

Sevenoaks Town Council
Quaker's Hall Allotments – Management Plan 2022

Programme of Capital Projects

Year	Capital Project	Potential cost
2022	Paint exterior of Trading Centre	£2,000
2022	Replace Trading Centre door and door frame	£680
2023	Repair shed doors x182 – replace rotten timber, bang in nails which stick out and apply a wood preserver	tbc
2024	Tree survey	tbc
2025	Check and make repairs to perimeter fencing	tbc
2026	Paint exterior of Trading Centre	tbc

8. Conclusion

Sevenoaks Town Council intends to ensure continuous improvement and assessment of the management of Quaker's Hall Allotments. This will ensure that the site is a safe, pleasant and a sustainable green space now and for the future.

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th October 2022**

Bradbourne Vale Allotments – Management Plan 2022

SEVENOAKS TOWN COUNCIL



**Bradbourne Vale Allotments
Management Plan
Adopted [date]**

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



Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th October 2022

1. Introduction

This Management Plan provides a comprehensive framework for all management and development within Bradbourne Vale Allotments. It is an organic document, which will develop further with input, not only from the Town Council, but also stakeholders and users of the facility.

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

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

Sevenoaks Town Council wishes to encourage suggestions from allotment tenants and the wider community to have an input into Bradbourne Vale Allotments' management and improvement.

This document relates to Sevenoaks Town Council's Allotment Strategy relating to current and future provision of allotments.

2. The Role of Allotments

There are approximately 330,000 allotments the UK (NSALG 2022) covering approximately 28,000 acres of land.

An allotment is an area of 250 square metres (300 square yards) historically known as a '10-rod plot', being the area large enough to feed a family of four for a year.

The benefits of allotment gardening are as follows:

- **Social capital** – gardening on allotments is good for you, can reduce loneliness and enable citizens to contribute to society, perhaps by volunteering via the Allotment Association or by offering advice and support to other allotment tenants.
- **Mental well-being** – gardening can prevent and alleviate mental ill-health. Time spent with other like-minded people also contributes to an improved mental well-being.
- **Healthy activity** – gardening keeps you fit, which also contributes towards mental well-being. Time in the sunshine can build up levels of vitamin D.
- **Fresh, local, season produce** – a reduction in food miles from plot to plate.
- **Sense of achievement** – new knowledge and skills are learned.

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- **Contact with nature** – plot holders experience nature first hand with the seasons, birds, insects, pollinators etc.

3. History of Bradbourne Vale Allotments

Small plots of land for the ‘deserving labouring poor’ to supplement their food supply were proposed from the late 18th century onwards. This became a statutory requirement for local authorities with the introduction of the Allotments Act in 1887.

Three acres of land on the north side of Bradbourne Vale Road were purchased by the Sevenoaks Urban District Council in 1931 for use as allotments.

The following programme of capital improvements has been put in place and acted on:

Date	Project	Cost
June 2018	Replace boundary fence behind plots 12 and 13 between site and nature reserve	£3,000
June 2022	Replace boundary fence behind plot 3	£2,750

4. Declaration of Aims

- i. Maintain and manage allotments as per Statutory Allotment requirements.
- ii. Promote Bradbourne Vale Allotments through the council’s website, social media and *Town Crier* quarterly newsletter.
- iii. Keep accurate records in line with the Data Protection Act.
- iv. Ensure that plots are rented in a timely manner.
- v. Maintain the taps, tanks and water supply.
- vi. Ensure the boundary fence, gates and locks are in good condition.
- vii. Hold an annual working party, including the hire of a skip, if necessary, to remove rubbish and recycling from the site.
- viii. Carry out twice-yearly inspections (April and November) and follow-up with the relevant correspondence, including – where necessary – evictions.

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5. Sevenoaks Town Council – Open Spaces Services

Strategic Policy

The Town Council aims to provide a strategic approach to the management, development and promotion of recreational and statutory facilities in a sustainable way.

Mission Statement

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

Vision

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

- ensure that the Town Council’s No 1 Priority – Climate Change and Carbon Neutral is recognised and integrated into the vision for the town’s and allotments’ future;
- contribute to the economic, social and environmental wellbeing, improvement and development of Sevenoaks town;
- improve the quality of life for the people of Sevenoaks in accordance with their needs;
- promote inward investment, development and heritage conservation;
- promote biodiversity through sustainable habitat and species management practices;
- further develop and maintain a good relationship with SAHA.

6. Bradbourne Vale Allotments – Ownership and Management

Bradbourne Vale Allotments are solely owned and managed by Sevenoaks Town Council.

7. Aims for Achievement in Five Years – 2022 - 2026

The Town Council will continue to work with council tenants to maintain the allotments site in line with the Aims in section 4, encouraging tenants to work with nature, without the use of chemicals, which will allow wildlife to thrive.

Sevenoaks Town Council
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Tenants will be asked to continue using water wisely.

The council has publicly stated that it would prefer its allotment sites to be managed by the Allotment Association. The Town Council will review whether it is possible for SAHA to take over the management of the site from October 2023, subject to a referendum amongst existing tenants and the agreement of SAHA.

These are just some of the benefits to self-management of allotments:

- i. Potentially reduced revenue costs for the Council.
- ii. On-site management enabling day-to-day responses to problems and needs.
- iii. The allotment association may be able to access funding streams that are not available to the Council.
- iv. Democracy within an allotment association would be determined on which facilities the income from allotment rent is invested.
- v. Opportunities for volunteers to use their relevant skills.

The document 'Allotments Strategy 2021-25' includes more detail. A copy of this document is available from the Town Council's offices or online at www.sevenoakstown.gov.uk.

If, however, the management of the site is maintained by the council from October 2023 onwards then nothing will change.

Programme of Capital Projects

Year	Capital Project	Potential cost
2022	Install dipping water tanks	£1,900
2023	Clear derelict plots 12 and 13 of all recycling, rubbish and asbestos during the winter months	tba
2023	Build revetment and replace part of the boundary hedge along Bradbourne Vale Road	tba
2024	Continuation of above clearance project on 12 and 13	tba
2024	Tree survey	tba

8. Conclusion

Sevenoaks Town Council intends to ensure continuous improvement and assessment of the management of Bradbourne Vale Allotments. This will ensure that the site is a safe, pleasant and a sustainable green space now and for the future.

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**Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th October 2022**

Devolved Management via Service Level Agreement, at Quaker's Hall and Bradbourne Vale Allotments

The advantages of devolved management (according to The National Allotment Society)

The Allotment Association would:

- write the Tenancy Agreement, thereby making and enforcing the rules;
- set the rent annually;
- collect and keep the rent payable by each tenant;
- have greater control of the site;
- manage the waiting list;
- let and monitor the cultivation of plots;
- handle ad hoc administration of the site;
- take ownership of and manage on-site maintenance;
- be in a better position to react more quickly to problems without recourse to the Council.

This could have the advantage of:

- removing any confusion between the roles of STC and SAHA;
- creating a more cohesive feeling of community.

Proposed action plan

Action	
Allotment Manager adds item to agenda for next OS&L meeting	10/10/22

If RESOLVED to proceed

Propose to SAHA at STC/SAHA liaison meeting currently scheduled for...	29/11/22
Allotment Manager to attend SAHA committee, if requested	
Decision from SAHA	

If agreed

Referendum of allotment tenants	
---------------------------------	--

If majority of tenants responding to STC in favour

Preparation of Service Level Agreement (4 years) for QHA and BVA	
SAHA to sign and return Agreement	
Allotment Manager to work with SAHA on handover (Data Protection)	

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th October 2022**

For information: the following is lifted from STC's Allotments Strategy 2021-25

Self-Management of Allotment Sites via Allotment Associations

Sevenoaks Town Council owns and manages both allotment sites.

Until 2017, QHA was managed for the Council by Sevenoaks Allotment Holders' Association (SAHA), but the lease was not renewed. Historically, when long leases were normal for sports and other open spaces, SAHA was provided with a 50-year lease to manage the allotments.

The Town Council has publicly stated that it would prefer both sites to be managed by Allotment Associations.

There are the following benefits to self-management of allotments:

1. Potentially reduced revenue costs for the Council.
2. On-site management enabling day-to-day responses to problems and needs.
3. The allotment association may be able to access funding streams that are not available to the Council.
4. Democracy within an allotment association would be determined on which facilities the income from allotment rent is invested.
5. Opportunities for volunteers to use their relevant skills.

The government's document *Growing in the Community, second edition*

(<https://www.local.gov.uk/sites/default/files/documents/growing-community-second--8f5.pdf>)

and its supplement *A Place to Grow* (<https://www.local.gov.uk/sites/default/files/documents/place-grow-supplementary--736.pdf>) state:

1. There needs to be a 'rescue strategy' to manage the risks to both the Council and the association should devolved management arrangements break down.
2. Devolved management agreements need to be reviewed on a regular basis, to ensure that they are delivering good value to the service users.
3. Financial risks – the only regular source of revenue obtained from most allotment sites is rental income. Most allotment rents are quite modest. Allotments can therefore face serious funding problems.
4. Records can be withheld or not provided for a variety of reasons which prevents the Council from ensuring that the communities' needs are being met. *A Place to Grow* states "... *that many local authorities are not in a position to evidence the total demands for allotments in their area, because they do not require devolved management associations to supply reports on their waiting lists. Consequently the interests of people on these lists are not taken into account in the planning of new sites*".
5. *A Place to Grow* also states: "*It is important that associations are made aware of the standards set by a local authority for any direct-led sites in respect of cultivation standards, plot sizes, waiting lists and other aspects of good practice.*"
6. The allotment site belongs to the whole of community of Sevenoaks and is important to note (*Growing in the Community*) that "*No single group can reasonably expect to veto over how a resource for the whole community should be used.*"

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th October 2022**

RECOMMENDATION:

To consider consulting with allotment holders on both allotment sites and SAHA regarding Devolved Management on a four-year cycle, reviewed after each election and report findings back to the Committee.

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**Sevenoaks Town Council
Open Spaces & Leisure Committee - 10th October 2022**

Knole Paddock & Sports Pitches

Knole Paddock is alongside Raleys Field and to the general public would probably be considered one piece of public open space. Knole Paddock was transferred from Sevenoaks District Council to Sevenoaks Town Council (STC) in 1982 and since that date the Town Council has maintained and invested in the land.

Knole Paddock and Raleys Field in addition to public open space is used for cricket, football and rugby. Sevenoaks Rugby Football Club (SRFC) have their Club House adjacent to Knole Paddock (on STC leased land) and use the rugby pitches extensively on a pay and play basis.

Recently STC in consultation with SRFC and in addition to revenue expenses have committed to investing considerably into the grounds, £17,000 pursuing planning permission and planning appeal for 3G pitch; additional drainage £39,000 and new floodlights £18,500 (for which planning permission has just been granted and are due to be installed from 5th October 2022).

The drainage works to Knole Paddock following professional advice and agreed in consultation with SRFC have been extensive. Ideally the Town Council would have liked to have started the work much earlier in the year, but SRFC did not want to lose any of its fixtures. This meant that unfortunately cricket fixtures had to be cancelled to enable the work to take place. The long drought (worst since 1976) did not help with the process of the grounds recovering from the drainage work and delays to grass germinating and preventing weed killing. The result of this is that SRFC has had the need to cancel its opening season home matches due to the pitch being deemed unfit.

It should also be noted that SRFC have been successful in being promoted to a higher league which although to be congratulated also has more specific requirements on pitch specification compared to the past.

The Town Council has used a well-respected professional contractor for these works, who is used for similar works in the past and who is used on other grounds, e.g., at Greatness Recreation Ground for football pitches, and we are following their recommendations for works to restore the ground to meet the level required by SRFC for its league matches and other uses of the public open space.

There has been a Freedom of Information Request from a member of SRFC for the following information. STC staff have been diverted from their regular duties to collate the information to be provided in due course to meet legislative requirements:

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1. The total amount spent by the council in last 10 years to maintain open spaces in the area, itemised by location and sport (including the cost to maintain each of the rugby pitches, the football pitch, and the cricket squares at Knole Paddock).
2. The total revenue earned by STC from open spaces itemised by location/club over last 10 years.
3. Total funding provided to sports club in the last 10 years for the purposes of pitch/ground improvement
4. Total funding provided to sports club in the last 10 years for the purposes of clubhouse / other facility maintenance
5. Details of the current lease arrangements STC holds with all sports clubs - showing which clubs, original lease term, remaining term.
6. Details of the utilisation of Raleys field split by sports type and showing revenue for the last 10 years.
7. The number of planning applications received from or relating to local sports clubs and their grounds/facilities (or on their behalf) in the last 20 years, the planning outcome (including the rationale and decision makers).
8. Details of any and all current service schedules/agreements between STC and sports clubs under the responsibility of STC for the provision of pitch/ground or facility maintenance

A liaison meeting was scheduled for on 28th September 2022 between representatives of STC, SRFC and the contractor to discuss the pitch condition and plan for improvement. 10 minutes before the meeting the following agenda was received. STC representatives said they wanted to concentrate on the improvements needed to the pitch post new drainage installation and drought, the other points raised would need to be considered in more depth. Some initial officer comments are shown below in blue. At the meeting it was noted that STC Open Spaces staff would continue with the recommended practice of spreading the additional sand to address the now small dips in the soil created by the new drainage works.

AGENDA

1. All 3 rugby pitches are in very poor condition, requiring weeding and seeding- there seems to be no planning or strategy to the whole facility.
SRFC has lost faith in the ability of STC to maintain the sports facility and would like to take over the maintenance and possibly ownership of the 16 acres of Knole Paddock and Raleys field.

STC does have a maintenance plan for the rugby pitches, the same as other clubs, it has also purchased specialised equipment compared to other clubs who hire quarterly. The sub soil as noted by the professional contractor and consultant is not as good as other areas, hence the investment in additional drainage works. The delays to the start of works and the drought has caused major disruption to the maintenance plans and new works for 2022.

Sevenoaks Town Council would need to consider in depth proposals for change of management etc of the public open space.

**Sevenoaks Town Council
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2. 1st XV pitch has been deemed Not Fit for Purpose by the RFU requiring the postponement of two matches *so far*- the next home game is on 22 October- resulting in loss of revenue to SRFC.

The delays to the start of works and the drought has caused major disruption to the maintenance plans and new works for 2022. The drainage works were completed on schedule and new grass germinated well unfortunately the drought had a serious detrimental impact on the grass growing and required maintenance works. For example, it was not possible to Weedkill during a drought.

3. STC has a responsibility to deliver a good quality product for which it charges top rental rates and while consultation with SRFC is welcome, it is not acceptable to pass any blame for work not done onto the rugby club.

STC invests heavily in all sports provision in the town, and in the last year £100k. STC has set out factually the process that has happened and how the situation has occurred.

4. In 2015 SRFC obtained a grant of £70,000 for extensive drainage to all pitches and a car park extension, STC contributed a total £14,500, a modest sum considering it is the landowner improving its own asset to subsequently rent to SRFC.

It was noted at the meeting (28.9.22) in respect to item 4 that STC CEO had assisted and worked closely with the then SRFC Treasurer to obtain the grant, this was done in SRFC's name as STC had already had too many grants from the funder.

5. In 2013 STC published a Best Value in Sports Provision report which showed that the rental of rugby pitches provided a nett return to STC as follows:

Rugby PLUS 23%, Cricket MINUS 39% Football MINUS 21%

Why is rugby expected to subsidise the other sports?

The legislation for Best Value reports ceased in 2003 and therefore the figures and operation referred to are nearly 20 years old. In regular years STC would aim for a break-even point for £30k rugby income, v approximately £30k expenditure, relating to seeding, fertiliser, staffing costs. In the current financial year as previously mentioned £100k has been spent on rugby which the majority comes from the local domestic rate payer.

6. Sevenoaks Town Football Club and Vine Cricket Club pay peppercorn rents for their grounds and maintain them themselves.

Provided it agrees to maintain public access to the open space as currently, offer cricket and football facilities to other clubs to rent, why can't the same arrangement be made at Knole Paddock and Raleys?

As mentioned previously Sevenoaks Town Council would need to consider in depth proposals for change of management etc of the public open space. It should be noted that the public space on visiting does not look like a green public open space similar to the Vine or Greatness it is already dominated by rugby infrastructure.

Cricket Tables

Work began w/c 19th September 2022 on the regular end of season repair to the two Cricket tables, this involves moss control using Iron fertiliser followed by heavy scarification to remove dead moss and weeds, aeration of the soil by mechanical spiking, sowing seed and dressing over this with 4T of surrey clay loam to each square, an application of late season fertiliser will follow.

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Sevenoaks Town Council
Open Spaces & Leisure Committee - 10th October 2022

Sevenoaks in Bloom – South & South East in Bloom 2022 Awards



Sevenoaks Town Centre, The Vine and Upper High Street Gardens have been awarded Gold in this year's South & South East in Bloom Awards.

The town centre during the summer was bursting with yellow and purple flowers, both hanging baskets and floral troughs, together with edible plants for residents to help themselves to in The Vine Gardens and other areas of the town.

Rockdale Housing Association and the Incredible Edible team at West Kent Housing had individual and stunning Floral displays.

Sevenoaks Town Council is delighted with the results (see below) and gives special thanks to all the local businesses, organisations and volunteers who help and make the town such a success, including Sevenoaks Soroptimists, Sevenoaks Living Landscapes, Southeastern Trains, the Darent Valley Community Rail Partnership, Sevenoaks District Council, and young people at HOUSE in the Basement.

The additional input from various sources, some mentioned above has attracted an additional monetised investment of £180,000 of improvements and 500 volunteer hours equating to £5,000.

Sevenoaks Town Centre entry is also a finalist for this year's Britain in Bloom competition with emphasis on environment and community as well as floral beauty, the results of which will be announced in two weeks' time.

	Location	Category	Award
1	Sevenoaks Town Centre	Town Centre	Gold
2	Vine Gardens	Park	Gold
3	Upper High Street Gardens	Small Park	Gold
4	Sevenoaks Station	It's Your Neighbourhood	Outstanding
5	Sensory Bed at Vine Gardens	It's Your Neighbourhood	Outstanding
6	Darent Valley Community Rail Partnership	It's Your Neighbourhood	Thriving
7	HOUSE in the Basement	It's Your Neighbourhood	Thriving

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Name of Entry: Sevenoaks Town Council - Sevenoaks Town Centre
Judges: Peter Holman
Urban Marking Sheet
Date of Assessment: 15/07/2022
Category: Category: BID, Town Centre or City Centre / Urban Community (Indicate appropriate category)

MAXIMUM OF 10 POINTS PER SUB SECTION

									Total Marks in Sections A. B & C	Medal Level in Sections A. B & C
A Horticulture 40%	A1	8	A2	9	A3	8	A4	8		
B Environment 30%	B1	8	B2	9	B3	9				
C Community 30%	C1	9	C2	8	C3	9				
Total Score out of 100: 85			Overall Medal Awarded: Gold							

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

From the outset with the provision of a good portfolio through a good presentation by the Town Clerk followed by a well-planned tour Sevenoaks achieved much of its objectives. Throughout the tour the judges were able to see the efforts to meet the criteria and meet the community who in partnership with STC achieved much. Overall and impressive entry.

Judges Feedback Section A – Horticulture:

Visits to the impressive Rockdale Residential home with its outstanding horticultural displays choreographed by Annette were a horticultural feast and it was good to see the participation of the more able residents. The High Street Gardens were a well-managed site as were the planters at the bus station where Adrian's efforts were up to his usual standards. The (incredible edibles theme was evident here and elsewhere in the town. Again, efforts by West Kent Housing continues to impress and it was good to meet the team here. The tour took in a number of impressive front gardens and particularly in Granville Road. Efforts at the Station with the Rail Partnership and the Soroptimists has created a most welcoming station approach, drop off area, station platform and Ticket Hall. The banked bed above the station also provided a level of display but could have been weeded more thoroughly prior to the judges visit as this did slightly detract from the other excellent works. The Vine did not disappoint at the tour end.

Judges Feedback Section B – Environment:

The whole tour route was clean, well maintained, and free from pavement and kerb weeds apart from a couple of areas which were pointed out. Dog fouling, litter and graffiti was well managed. There was considerable information about environmental care, but much was in the portfolio, and it would have been useful to have some of these initiatives pointed out on the tour. More understanding of how the town deals with and disposes of or reuses green waste would have been helpful as would information about recycling. However, it is refreshing the TC is making in-roads to carbon reduction and to see the care for the natural world being brought to the fore.

Judges Feedback Section C – Community:

Bloom has without doubt been a major tool, for bringing the community together as was evidenced on the day. Many groups are listed in the portfolio with many visited on the day. It would however be valuable to see the actual numbers of voluntary hours being identified as the 75 hours shown in the portfolio seems excessively low and has not taken in to account the wider efforts of the whole community during the year. If you add up all the time given by volunteers over and above their normal work would have amounted to several hundred hours throughout the year.



South & South East in Bloom Small Park/Park/Large Park of the Year Award 2022

Sevenoaks Town Council - The Vine Sevenoaks

SECTION A – Making Way for People		Max Points	Actual Points
Access for all- Fit for purpose, appropriateness and practicality of accesses and path network.		15	13
Signage and visitor information		15	12
SECTION B– Design		Max Points	Actual Points
Appearance and practicality of layout		20	15
SECTION C– Welfare of Park Users		Max Points	Actual Points
Staff/voluntary presence *		10	8
Control of dog fouling		10	9
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)		Max Points	Actual Points
Maintenance of facilities *		25	23
SECTION E – Maintenance (Quality of horticultural and sports turf maintenance)		Max Points	Actual Points
Judges should ascertain if there is evidence of concern, checks and solutions for Armillaria, Ash Die Back, Phytophthora, Box Blight etc.			
Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas especially tree health.		25	22
SECTION F –Maintenance of hard landscape features		Max Points	Actual Points
Paths, benches, bins, play areas and artificial surfaces		10	9
Control of litter, graffiti & vandalism		10	9
SECTION G– Environmental sustainability (Management of natural resources)		Max Points	Actual Points
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *		20	17
SECTION H–Conservation		Max Points	Actual Points

SECTION I – Community Involvement

Max Points	Actual Points
------------	---------------

Volunteering & promotion of the park as a community resource

20

17

Maximum Points Available	200
Total Points Awarded	171
Award Nomination	Gold

Assessors General Comments & Award Justification

The Vine is a medium/large recreational area and ornamental garden which includes a Cricket Ground, Bandstand, Café, toilets and horticultural features. The facilities are in excellent condition as is the sports field and surrounds. The main horticultural area is split into two main areas with a central pond and bridge. The borders are well maintained and planted with areas maintained by the community. The Soroptimists are very active here and support the entry through their voluntary support. The overall management of the site is to a good order and the Town team although only a small team achieves much and meets the objectives of the criteria. Recent works to upgrade the pergola and repaint the facilities has considerably improved the sites appearance and made it more attractive to visitors. The planting schemes mostly consist of sustainable materials in a wide variety. A few weeds were seen and some of the planting could be a little denser but that would be “knit picking” as the site was generally clean, very tidy and a pleasure to visit. The use of Ipomea was a good idea as this annual climber can make a valuable addition but they could have been a little more advanced if they were to have made an impact. Overall a good site that enhances the overall entry and provides a very good site for local people and visitors alike.

Results

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



South & South East in Bloom Small Park/Park/Large Park of the Year Award 2022

Sevenoaks Town Council - Upper High Street Gardens

SECTION A – Making Way for People		Max Points	Actual Points
Access for all- Fit for purpose, appropriateness and practicality of accesses and path network.		15	13
Signage and visitor information		15	12
SECTION B– Design		Max Points	Actual Points
Appearance and practicality of layout		20	19
SECTION C– Welfare of Park Users		Max Points	Actual Points
Staff/voluntary presence *		10	9
Control of dog fouling		10	10
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)		Max Points	Actual Points
Maintenance of facilities *		25	22
SECTION E – Maintenance (Quality of horticultural and sports turf maintenance)		Max Points	Actual Points
Judges should ascertain if there is evidence of concern, checks and solutions for Armillaria, Ash Die Back, Phytophthora, Box Blight etc.			
Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas especially tree health.		25	23
SECTION F –Maintenance of hard landscape features		Max Points	Actual Points
Paths, benches, bins, play areas and artificial surfaces		10	9
Control of litter, graffiti & vandalism		10	9
SECTION G– Environmental sustainability (Management of natural resources)		Max Points	Actual Points
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *		20	18
SECTION H–Conservation		Max Points	Actual Points

SECTION I – Community Involvement

Max Points	Actual Points
------------	---------------

Volunteering & promotion of the park as a community resource

20

10

Maximum Points Available	200
Total Points Awarded	171
Award Nomination	Gold

Assessors General Comments & Award Justification

A small pocket park at the top of the town, professionally managed and maintained with a good range of plants. The site is in two section and boast good trees on the boundary lawns, seating, and a shelter. The park is maintained by the Town Team and at the time of judging a gardener was on site undertaking maintenance. This site needs little to take it to a higher level and it is suggested that additional ground cover is added to reduce maintenance further and the addition of a good layer of mulch would reduce the stresses of long dry period. Some thought might be given to thinning the tree canopy at the right time to reduce the shade to the underlying planting. A particularly good small park maintained to a good standard.

Results

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

South & South East in Bloom - Its Your Neighbourhood 2022

Sevenoaks Railway Station

Section A - Community Participation (40% or 40 points)

The group is working towards things such as:

Being inclusive of local people

Local ownership and direction

Making a difference to local people

Involving local people with planning, decision-making, communication & implementation

Representative of the local community

Getting support (e.g. from local council, grant aid, sponsorship, in-kind aid etc.)

Planning for the future

Working in partnership with other organisations (i.e. police, community support officers, environmental groups etc.

Total Points Assessed (Out of 40)

35

Section B - Environmental Responsibility (30% or 30 points)

The group is engaged in environmental activities such as:

Conservation (e.g. resources, heritage, wildlife, built environment)

Composting

Recycling

Creating, maintaining or improving green space

Sharing knowledge and skills

The group is engaged in addressing environmental issues such as:

Fly-tipping

Fly-posting

Litter

Graffiti

Dog fouling

Total Points Assessed (Out of 30)

25

SECTION C - Gardening Achievement (30% or 30 points)

The group is employing good gardening practices appropriate to the area, such as:

good plant choice

Good maintenance, presentation and management

Creativity

Innovation

Overcoming site difficulties

Enhancing the area through gardening

Total Points Assessed (Out of 30)

28

GRAND TOTAL POINTS ASSESSED

88

LEVEL ACHIEVED Outstanding (5)

Areas of Achievement

The group has achieved a very high standard of planting and plant selection with material entirely suited to the location. This mature bed with sustainability and public display to the fore was a delight to see. The group here are to be congratulated.

Areas for Development

Continue to maintain the beds as envisaged and develop as and when required. It would be most gratifying if support could be given to the volunteer who works on the bank just above the station so there's could be a coordinated style of planting and sustainability.

Results		
Level	Description	Points
	Establishing (1)	0 - 35
	Improving (2)	36 - 52
	Advancing (3)	53 - 68
	Thriving (4)	69 - 85
	Outstanding (5)	86 - 100

South & South East in Bloom - Its Your Neighbourhood 2022

The Sensory Bed

Section A - Community Participation (40% or 40 points)

The group is working towards things such as:

Being inclusive of local people

Local ownership and direction

Making a difference to local people

Involving local people with planning, decision-making, communication & implementation

Representative of the local community

Getting support (e.g. from local council, grant aid, sponsorship, in-kind aid etc.)

Planning for the future

Working in partnership with other organisations (i.e. police, community support officers, environmental groups etc.

Total Points Assessed (Out of 40)

35

Section B - Environmental Responsibility (30% or 30 points)

The group is engaged in environmental activities such as:

Conservation (e.g. resources, heritage, wildlife, built environment)

Composting

Recycling

Creating, maintaining or improving green space

Sharing knowledge and skills

The group is engaged in addressing environmental issues such as:

Fly-tipping

Fly-posting

Litter

Graffiti

Dog fouling

Total Points Assessed (Out of 30)

26

SECTION C - Gardening Achievement (30% or 30 points)

The group is employing good gardening practices appropriate to the area, such as:

good plant choice

Good maintenance, presentation and management

Creativity

Innovation

Overcoming site difficulties

Enhancing the area through gardening

Total Points Assessed (Out of 30)

25

GRAND TOTAL POINTS ASSESSED

86

LEVEL ACHIEVED Outstanding (5)

Areas of Achievement

The Soroptimists as a voluntary group are major supporters of Sevenoaks in Bloom and have for a number of years been involved in the gardens at the Vine as a voluntary group. The sensory garden this year is a good example of community gardening and should be congratulated.

Areas for Development

The Sensory bed while being a major contribution could be further enhanced by the addition of plants that add more vibrancy (Colour Blindness & Visual impairment) texture and scent. Consideration might be given to a permanent area of the gardens where a range of perennial plants can be planted and with the addition of signage and or labels that highlight the importance of sensory plants. For those who have severe sight impairment Braille labels, or a feature could be added to an interpretative sign or board.

Results		
Level	Description	Points
	Establishing (1)	0 - 35
	Improving (2)	36 - 52
	Advancing (3)	53 - 68
	Thriving (4)	69 - 85
	Outstanding (5)	86 - 100

South & South East in Bloom - Its Your Neighbourhood 2022

Darent Valley Community Rail Partnership

Section A - Community Participation (40% or 40 points)

The group is working towards things such as:

Being inclusive of local people

Local ownership and direction

Making a difference to local people

Involving local people with planning, decision-making, communication & implementation

Representative of the local community

Getting support (e.g. from local council, grant aid, sponsorship, in-kind aid etc.)

Planning for the future

Working in partnership with other organisations (i.e. police, community support officers, environmental groups etc.

Total Points Assessed (Out of 40)

32

Section B - Environmental Responsibility (30% or 30 points)

The group is engaged in environmental activities such as:

Conservation (e.g. resources, heritage, wildlife, built environment)

Composting

Recycling

Creating, maintaining or improving green space

Sharing knowledge and skills

The group is engaged in addressing environmental issues such as:

Fly-tipping

Fly-posting

Litter

Graffiti

Dog fouling

Total Points Assessed (Out of 30)

24

SECTION C - Gardening Achievement (30% or 30 points)

The group is employing good gardening practices appropriate to the area, such as:

good plant choice

Good maintenance, presentation and management

Creativity

Innovation

Overcoming site difficulties

Enhancing the area through gardening

Total Points Assessed (Out of 30)

26

GRAND TOTAL POINTS ASSESSED

82

LEVEL ACHIEVED

Thriving (4)

Areas of Achievement

Sevenoaks station is a good example of the work undertaken by volunteers to enhance the commuter experience. the planters on the station platform are colourful, well presented and maintained. The very colourful Petunia barrier basest at the station entrance are well, coordinated and a welcome to its customers. The planter in the station concourse is a further welcome.

Areas for Development

Consideration could be given to involving more volunteers and future planting to be more sustainable requiring less seasonal replacement. The planter in the concourse could also be planted with tender plants (not frost hardy) again to remove the need for regular replacements of annual flowers and bedding plants.

Results		
Level	Description	Points
	Establishing (1)	0 - 35
	Improving (2)	36 - 52
	Advancing (3)	53 - 68
	Thriving (4)	69 - 85
	Outstanding (5)	86 - 100

South & South East in Bloom - Its Your Neighbourhood 2022

HOUSE in the Basement

Section A - Community Participation (40% or 40 points)

The group is working towards things such as:

Being inclusive of local people

Local ownership and direction

Making a difference to local people

Involving local people with planning, decision-making, communication & implementation

Representative of the local community

Getting support (e.g. from local council, grant aid, sponsorship, in-kind aid etc.)

Planning for the future

Working in partnership with other organisations (i.e. police, community support officers, environmental groups etc.

Total Points Assessed (Out of 40)

34

Section B - Environmental Responsibility (30% or 30 points)

The group is engaged in environmental activities such as:

Conservation (e.g. resources, heritage, wildlife, built environment)

Composting

Recycling

Creating, maintaining or improving green space

Sharing knowledge and skills

The group is engaged in addressing environmental issues such as:

Fly-tipping

Fly-posting

Litter

Graffiti

Dog fouling

Total Points Assessed (Out of 30)

20

SECTION C - Gardening Achievement (30% or 30 points)

The group is employing good gardening practices appropriate to the area, such as:

good plant choice

Good maintenance, presentation and management

Creativity

Innovation

Overcoming site difficulties

Enhancing the area through gardening

Total Points Assessed (Out of 30)

23

GRAND TOTAL POINTS ASSESSED

77

LEVEL ACHIEVED

Thriving (4)

Areas of Achievement

This basement location is used by local young people and provides them a much-needed place of their own. Apart from the facilities, seating, kitchen a place to be etc, it also gives young people a means to express their interest in matters Green. Outside of the "club" vegetables are being grown to a good standard and this makes the connect often needed between the younger members of our society to the wider world. Congratulation on a well-deserved award.

Areas for Development

Should the opportunity arise connect the House to the other planted areas in and around the main car park as this will extend their work and involve them in a slightly larger project.

Results		
Level	Description	Points
	Establishing (1)	0 - 35
	Improving (2)	36 - 52
	Advancing (3)	53 - 68
	Thriving (4)	69 - 85
	Outstanding (5)	86 - 100

Sevenoaks Town Council
Open Spaces & Leisure Committee - 10th October 2022

Proposed Works to Letter Box Lane

Background

Following representation from residents of Letter Box Lane the Open Spaces & Leisure Committee Resolved the following at its meeting held on 4th July 2022.

RESOLVED: *That a sub-committee be formed comprising the Chair of the Open Spaces & Leisure Committee, the Town Clerk, the Open Spaces Manager, and a local ward member and, following receipt of legal advice, to begin negotiations with the three householders to reach an agreement regarding reasonable contribution to the required works.*

Legal Advice

The following legal advice has been received:

1. From legal the documents supplied that number 4 Letter Box Lane was granted the right to use the access road but there was no obligation to contribute as there were in the conveyance of the other two properties that were given rights also. This means that the Land Registry documents accurately reflect the conveyances.
2. Having said that, the same documents granting the rights do not contain an obligation on Sevenoaks Town Council as the land owner to maintain the access road, only for the two of the properties to contribute to any maintenance.
3. Sevenoaks Town Council will obtain some quotations to carry out basic maintenance work to the roadway.
4. If Sevenoaks Town Council resolves to carry out the maintenance, it would claim a contribution of one third of the costs each from the owners of 2 and 6 Letter Box Lane but not number 4.

Quotations

Quotations have been received for the following repair work:

Prepare Base and Top Tarmac on shared road approx. 336 sqm

Quote A	£24,300
Quote B	£11,800
Quote C	£15,437

RECOMMENDATION:

- i) Committee to agree if it wishes to undertake maintenance work to the roadway
- ii) Funding for works if agreed to be from CIL budget.

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Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th October 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 2022 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 & Ball Centre in March. Two Sakura cherries have also been planted, one in memory of Cllr Waite.</p> <p>Adopt A Tree 2022 – 12 applications received with trees to be planted in late Autumn.</p>
178 22.07.2019	Friends of Greatness Cemetery	<p>After delays in the launch due to Covid-19, an action plan for launch and running of scheme is being developed. Launch planned for November 2022.</p>
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>
438.3 15.02.21	Knole Paddock and Raleys Field – First pitch drainage	<p>Drainage work completed.</p> <p>See Agenda Item 9.</p>
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 approved.</p> <p>Planning application approved and lights to be installed on 5-7 October.</p>
152 (iv) 05.07.2021	St Nicholas Church – Quinquennial Report	<p>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. To be reported to next meeting.</p> <p>See Agenda Item 5 – O/S Manager's Report</p>
156 05.07.2021	Greatness Recreation Ground Management and Improvement Plan	<p>Meeting with stakeholders was held on 08.10.2021. It was agreed that a survey would be produced in 2022.</p>

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th October 2022**

		The survey will be part of the professional consultant's work required by the Football Foundation to progress the proposed new pavilion.
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> <p>Public consultation taking place. Planned planting date is mid-November.</p>
293 27.09.2021	Play Areas Tender Review	<p>Contracts awarded and work expected to commence early to mid-May 2022.</p> <p>Both Hillingdon Rise and Julian's Meadow play areas completed. See Open Spaces Manager's report, Agenda Item 5.</p> <p>Openings to be organised before start of school summer holiday.</p> <p>Openings for play areas held in time for summer holidays on 18 and 19 August 2022.</p>
297 27.09.2021	Sevenoaks In Bloom 2022	<p>Noted that Sevenoaks is a finalist in the Britain in Bloom 2022 competition.</p> <p>See Agenda Item 9.</p>
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	<p>Planning permission granted.</p> <p>Orpington Ocelots have been informed and asked to provide an update on self-funding and/or grant availability, ongoing maintenance funding, planned usage and any other relevant information.</p>
522 14.02.2022	Sevenoaks Lawn Tennis Club-parking barrier in Raleys Car Park	<p>Club advised of resolution:</p> <p>RESOLVED: to support the SLTC proposal subject to the following:</p> <ul style="list-style-type: none"> • 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,

Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th October 2022

		<p>including removal of the key pad and kerbed area and the reinstatement of the area to its former condition at SLTC's expense;</p> <ul style="list-style-type: none"> • 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. <p>No further update</p>
194.2 04.07.2022	Letter Box Lane Track serving Nos. 2,4 and 6	See Agenda Item 10.
194.3 (i) 04.07.2022	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>Additional ambulance access at pitch 1 access point</i></p>	<p>(i) <u>Additional ambulance access at pitch 1 access point</u></p> <ul style="list-style-type: none"> • Ambulance service to be consulted regarding the need for the access, and whether this proposal was of significant benefit • Robust gate design would be required to address risk of unauthorised access to the site • Application to drop kerb would need to be submitted to Sevenoaks District Council • Discussions required with Rugby Club regarding funding of the works • Consideration to be given to impact on car parking <p>RESOLVED: That the Open Spaces Manager be asked to investigate these issues with the Rugby Club and report back to a future meeting</p> <p>Awaiting information from SRFC regarding Ambulance Service access requirements and funding options.</p> <p>Gate design to be partly dependent on Ambulance Service requirements.</p> <p>KCC advised vehicle crossover application would be required & SDC to be consulted regarding planning permission for dropped kerb.</p> <p>SRFC to investigate points and report back to us before planning permission applied for.</p>

Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th October 2022

<p>194.3 (ii) 04.07.2022</p>	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>Club Signs at top of Plymouth Drive and by access point to the field by pitch 1</i></p>	<p>(ii) <u>Club Signs advertising home games at top of Plymouth Drive and by access point to the field by pitch 1</u></p> <ul style="list-style-type: none"> • More detailed proposal required of what is intended, what is the purpose, has the placement on the side of existing building been considered • Advice from Sevenoaks District Council required on whether planning permission needed • Consideration to be given to the range of uses of the land, implications of clearly branding it as Rugby Club, and to putting something up explaining the variety of uses at Raleys Field • Current Public Realm Wayfinding project looking at signage throughout the Town, including sports clubs, to be taken into account • Noted, that Vine Cricket Club do have a provision and that they lease the land. <p>RESOLVED: That the Open Spaces Manager discuss the options with the Rugby Club and obtain detailed proposal for consideration at a future meeting</p> <p>SRFC would hope to attract more spectators by advertising upcoming matches on roadside signs</p> <p>KCC responsible for road signs - SRFC was advised to consult KCC about signage at top of Plymouth Drive</p> <p>Suggested to SRFC placement of sign on pavilion – SRFC preference is sign by hatched entrance</p> <p>Awaiting more information from SRFC detailing proposed signage</p>
<p>194.3 (iii) 04.07.2022</p>	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>Pitch 1 Match Day Sponsorship Boards – request to keep up during season</i></p>	<p>(iii) <u>Pitch 1 Match Day Sponsorship Boards, request to keep up on pitch barriers during season (September to April)</u></p> <ul style="list-style-type: none"> • Planning permission implications to be considered regarding advertising • Concern that it would visually appear to be a barrier and impede passage across public open space <p>RESOLVED: that, in principle, the installation of sponsorship boards be permitted on match days and</p>

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Open Spaces & Leisure Committee – 10th October 2022

		<p>at other times the Rugby Club is using the pitches, subject to clarification of any planning permission required. At all other times the sponsorship boards to be removed.</p> <p>SDC advised that planning permission is required for any sponsorship boards - and retrospective planning application can be submitted for existing signage.</p> <p>As Knole Paddock is within the green belt additional factors need to be considered when making planning application.</p> <p>SRFC explained difficulty in finding volunteers /members to place and remove sponsorship boards between match days</p>
194.3 (iv) 04.07.2022	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>1st XV Match Entrance Charge</i></p>	<p>(iv) <u>1st XV Match Entrance Charge</u></p> <ul style="list-style-type: none"> • Covenant on the land to be checked to see whether this permissible • Details required of how it can practically be achieved without impeding public access to the open space <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) the covenant on the land be checked to clarify whether this is permissible 2) the Rugby Club be asked to provide details of how a charging scheme could be introduced whilst also ensuring that the general public still had free access to the public open space <p>SRFC advised that it does not intend to impede public access to the open space and proposed setting up a table in the car park asking for a donation from spectators. They explained that supporters of teams at this level are accustomed to paying a small donation/entrance charge.</p> <p>The covenants are not clear either way. As a principle, charging is not made for entry to public open space.</p>
194.3 (v) 04.07.2022	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>Additional Point of Sale: outdoor hot food facility</i></p>	<p>(v) <u>Additional Point of Sale – Outdoor Hot Food Facility</u></p> <ul style="list-style-type: none"> • Town Council to consider whether it wants a concession on that site • Green belt land, planning permission would be required

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		<ul style="list-style-type: none"> Utilities would need to be installed Costs of building and managing project to be considered <p>RESOLVED: That the Open Spaces Manager look in more detail at the proposal to consider whether it is a practical proposal that would stand up to planning and other scrutiny</p> <p>A meeting has been held with SRFC and discussion about information needed regarding costs associated with building and maintaining any structure, Health and Safety considerations, and Food Hygiene considerations for an outdoor Point of Sale, for STC to consider at a later date.</p>
197.1 04.07.2022	Wayleave from house in Wickenden Road onto Quaker's Hall Allotments -	<p>RESOLVED that:</p> <ol style="list-style-type: none"> the tenant be allowed continued access to the plot via the back gate until they either give up the plot or move house, by means of a formal wayleave agreement to be drawn up between the Town Council and the tenant. The plot tenancy does not go with the house but the person. When they leave the house, the tenant should be reminded that the wayleave agreement will end and the back gate must be removed The Town Council pay for a generic wayleave document to be prepared for use in this and future cases and to where possible reclaim costs. <p>Completed.</p>
197.2 04.07.2022	Allotment Rents	<p>RESOLVED:</p> <ol style="list-style-type: none"> To recommend to the Finance & General Purposes Committee that the allotment rents be increased by no more than 10%, ie. to 21.8p per square metre, slightly more than the rate of inflation That any increase be communicated to the tenants in September along with their renewal letter and invoice, with the increase effective from 1st October 2023. <p>Agreed at F&GP (Minute 224 F&GP 18.07/22 Refers). Tenants notified.</p>

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199 04.07.2022	Raleys Car Parking Permit Scheme - Charges	Annual review of fee to be considered at next meeting of this Committee
202 04.07.2022	Dog Behaviour at Greatness Recreation Ground	<ul style="list-style-type: none"> • Signs installed at Greatness Recreation Ground • Dog Education Event schedule for 16 August was postponed due to extreme heat • New Dog Education event to be held jointly with SDC on 22 October at Greatness Recreation Ground.