

7<sup>th</sup> February 2023

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 13<sup>th</sup> February 2023 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/4ukd\\_6efJbQ](https://youtu.be/4ukd_6efJbQ) 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](http://sevenoakstown.gov.uk) or by request.

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



**Town Clerk**

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

**Committee Members:**

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

**AGENDA**

**PUBLIC QUESTIONS**

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

**1. APOLOGIES FOR ABSENCE**

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://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 7<sup>th</sup> November 2022 (copy attached)
5. OPEN SPACES & CEMETERY MANAGER'S REPORT  
To receive and consider the Open Spaces & Cemetery Manager's Report (report attached)
  - Staff
  - Dog Waste Bin – Mill Pond Wood
  - Donated Defibrillator
  - The Vine
  - Defibrillator Phone Box
  - Borehole – Vine Cricket Ground
6. STATEMENT OF ACCOUNTS  
To receive and consider the Statement of Accounts for December 2022 (copy attached)
7. ALLOTMENT MANAGER'S REPORT  
To receive and consider the Allotment Manager's Report (report attached)
8. SEVENOAKS IN BLOOM  
(minutes to follow)
9. GREATNESS PARK CEMETERY RULES AND REGULATIONS- REVISION  
(report attached)
10. GREEN FLAG AT THE VINE  
(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**  
**7<sup>th</sup> November 2022 at 7.00pm in Council Chamber, Town Council Offices, TN13 3QG**

Livestreamed and available to view on YouTube until approved by Council:

<https://youtu.be/XEtAzLFBMaQ>

Meeting commenced: 19:00

Meeting Concluded: 19:50

**Present:**

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

<b>Substitute</b>		<b>For</b>
Cllr Andrew Eyre	Present	Cllr Simon Raikes

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

**Representations received from Members of the Public:** None

**410. Apologies for Absence**

Apologies for absence were submitted and received as noted above.

**411. Requests for Dispensations**

There were no requests for dispensations.

**412. Declarations of Interest**

There were no declarations of interest.

**413. Minutes of the Open Spaces & Leisure Committee on 10<sup>th</sup> October 2022**

**RESOLVED:** that the Minutes of the Open Spaces & Leisure Committee held on 10<sup>th</sup> October 2022 be received and agreed as a true record.

**414. Open Spaces & Cemetery Manager's Report**

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

### Sevenoaks Town Council

- The most popular requests in the Adopt a Tree scheme were the Vine and Knole Paddock and sponsors had been happy with proposed alternative locations.
- Further to the continued maintenance regime employed at Knole Paddock and Raleys Field the grass on Pitch 1 was growing well and Sevenoaks Rugby Football Club (SRFC) had been satisfied with the progress.
- Additional re-seeding had been carried out on Pitch 2 however the grass was unlikely to germinate given the intensive playing and wet conditions; re-seeding of Pitch 3 would be postponed pending more favourable weather conditions.

The Committee joined the Chairman in commending the Open Spaces Team for an outstanding job keeping the channels of communication open between SRFC and Sevenoaks Town Council.

- 414.2** The Committee considered the report outlining the condition of the boundary wall between the closed section of Churchyard and Chantry House. It was noted that Sevenoaks Town Council does not hold information regarding ownership of the wall and owners of Chantry House had confirmed the same.

**RESOLVED** that:

- 1) Officers carry out additional preparatory work required; and
- 2) obtain a legal opinion regarding ownership of the boundary wall.

**415. Statement of Accounts**

**RESOLVED:** that the accounts to 30<sup>th</sup> September 2022 be received and noted.

**416. Draft Revenue and Capital Programme Budget for 2023-2024**

The Committee received and considered the draft Revenue Budget for 2023-2024, the Rolling Capital Programme Budget for 2023-2024, and the Responsible Finance Officer's comments:

**Notes on the 2022/23 Forecast and 2023/24 Budget**

The forecast outturn for 2022/23 and the draft budget for 2023/24 have been prepared by the RFO and OSL manager.

Budgets have been prepared by applying 5% increase to current year forecast for most income streams (allotments have already been set at 10.1% increase), and inflation to expenses.

Office for National Statistics data has been used for inflation. CPI is currently 10.1%. Within this 10.1% CPI figure, inflation for different cost categories ranges from 20.2% for water, electricity and other fuels, to 2.4% for communication. The inflation by cost type has been applied to the budget.

Given the current volatile economic environment, it would be prudent to re-visit the forecast and budget before final agreement is given. This is especially important for energy costs.

## Sevenoaks Town Council

Pay has had a cost-of-living increase for 2023/24, in line with the recent Personnel Committee review. 2022/23 forecast is based on current pay rates. This will be updated once decision has been made re the pull forward of any cost-of-living increase.

Merit increases are still being considered and will be added in once agreed.

Forecast for 2022/23 is £406K which is c£5K adverse to budget full year.

- £4K relates to high one off spend in Allotments this year, including lease renewal and QH allotment building works.
- There have been some staff movements in the OSL team between Vine gardens, Cemetery and OSL general, driving some ups & downs in salaries. In total pay is c£19K lower than budget, mainly due to an ongoing vacancy in the team.
- Cemetery income is predicted to be £16K adverse to budget.
- In-Bloom costs are £3K higher than budget. Consideration to be given to reducing 2023/24 budget as STC are unable to enter the national final for 2023 or 2024.

Budget for 2023/24 is overall 3% lower than 2022/23 budget.

- Allotments are expected to be fully self-funding.
- OSL General has a 2.2% increase to current year budget, 5% increase to forecast
- Vine Grounds has a 65% increase to budget, mainly due to the increased staff hours, & utility costs for WC.
- Streetlighting/ General has a 7% reduction to current year budget. This is due to lower anticipated clock maintenance costs following the recent refurbishment, not taken account of in the current year's budget.
- Cemetery has had income reduced in line with this year's forecast. Budget income has been set at an unrealistic level for the past few years.
- Cemetery budget includes 2 challenge lines. The first is to reduce the deficit to 4% of current year precept. This requires a challenge of £18K to be achieved via cost cutting or higher income, both of which will be difficult. There is a further challenge of £26K (total challenge £44K) to reduce the deficit to 2% of current precept. 2% of precept has previously been set as the level that Sevenoaks Town Council is willing to subsidise the cemetery. This challenge will be very difficult to meet and should be balanced by contingency if included in the budget.

## Sevenoaks Town Council

The Committee noted the aim to operate the Cemetery at 2% of precept but emphasised the need to be realistic given the Town Council's commitment to operating and maintaining the Cemetery as a public open space and as a service to residents.

**RESOLVED:** To approve and recommend the draft Revenue Budget for 2023-2024, the Rolling Capital Programme Budget for 2023-2024 (attached as Appendices A and B) to the Finance and General Purposes Committee for adoption.

### 417. Draft Fees and Charges for Cemetery, Sports Facilities and General Open Spaces

The Committee received and considered proposed draft charges for 2023/24.

#### i) Cemetery

**RESOLVED:** to approve and recommend the draft Cemetery charges 2023/24 (Appendix C) to the Finance and General Purposes Committee for adoption.

#### ii) Sports Facilities

Several items had increased by 10% to reflect higher staff hours needed for maintenance and increased fuel costs.

**RESOLVED:** to approve and recommend the draft Sports Facilities charges 2023/24 (Appendix D) to the Finance and General Purposes Committee for adoption.

#### iii) General Open Spaces

The Committee noted the increase in allotment fees (Appendix E) as already agreed by the Finance and General Purposes Committee (*Minute 224, F&GP 18.07.2022 refers*).

### 418. Current Matters

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

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. Total number of trees planted in 2021 by STC is 21 standard trees and 390 whips/saplings.</p> <p>As part of The Queen's Green Canopy Project, the Mayor planted an Avalon Plum tree at the Bat &amp; Ball Centre in March. Two Sakura cherries have also been planted, one in memory of Cllr Waite.</p> <p>Adopt a Tree – 9 applications received with trees to be planted in late Autumn 2022.</p>
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### Sevenoaks Town Council

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. Launch planned for December 2022.
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. Two most competitive invited to requote with plan to complete works 2023/24.
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. The survey will be part of the professional consultant's work required by the Football Foundation to progress the proposed new pavilion. <b>Discussions with consultant under way.</b>
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. <b>Public consultation has taken place.</b> <b>Planned planting date is late-November.</b>
353 08.11.2021	Kent Association of Local Councils – Fire Hydrant Initiative	Awaiting information from KALC/KFRS with guidance on progressing scheme.
519 (i) 14.02.2022	Knole Paddock and Raleys Field – cricket practice nets	Planning permission granted. Orpington Ocelots informed and asked to provide update on self-funding and/or grant availability, ongoing maintenance funding, planned usage and other relevant information. <b>Orpington Ocelots have advised that information will be provided after their AGM on 12 November 2022.</b>
522 14.02.2022	Sevenoaks Lawn Tennis Club-parking barrier in Raleys Car Park	Club advised of resolution:  <b>RESOLVED:</b> to support the SLTC proposal subject to the following: <ul style="list-style-type: none"> <li>• SLTC to proceed only if the tennis club meet the full cost, including planning permission;</li> <li>• Should the items become damaged or unused, they be removed from the site completely, including removal of the key pad and kerbed area and the reinstatement of the area to its former condition at SLTC's expense;</li> <li>• That there be no loss of parking spaces to the</li> </ul>

### Sevenoaks Town Council

		<p>Town Council; and</p> <ul style="list-style-type: none"> <li>That officers seek reassurance that emergency access provision be taken into account during the planning process.</li> </ul> <p><b>No further update.</b></p>
<p>194.2 04.07.2022</p> <p>345 10.10.2022</p>	<p>Letter Box Lane Track serving Nos. 2,4 and 6</p>	<p><b>RESOLVED:</b> That a sub-committee be formed comprising the Chair of the Open Spaces &amp; 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.</p> <p>A meeting to discuss the specification for the maintenance and quotations received scheduled to take place on 10 November 2022.</p> <p><b>RESOLVED:</b> That the conveyancing documents granting rights to use the access road were clear that the obligation to pay for maintenance of the road was on properties Nos 2 and 6 Letter Box Lane, and therefore the Council would not contribute to the costs in the best interest of council taxpayers.</p>
<p>194.3 (i) 04.07.2022</p>	<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"> <li>Ambulance service to be consulted regarding the need for the access, and whether this proposal was of significant benefit</li> <li>Robust gate design would be required to address risk of unauthorised access to the site</li> <li>Application to drop kerb would need to be submitted to Sevenoaks District Council</li> <li>Discussions required with Rugby Club regarding funding of the works</li> <li>Consideration to be given to impact on car parking</li> </ul> <p><b>RESOLVED:</b> 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>



## Sevenoaks Town Council

		<p>Gate design to be partly dependent on Ambulance Service requirements.</p> <p>KCC advised vehicle crossover application would be required &amp; 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> <p><b>No further update.</b></p>
194.3 (ii) 04.07.2022	<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"> <li>• More detailed proposal required of what is intended, what is the purpose, has the placement on the side of existing building been considered</li> <li>• Advice from Sevenoaks District Council required on whether planning permission needed</li> <li>• 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</li> <li>• Current Public Realm Wayfinding project looking at signage throughout the Town, including sports clubs, to be taken into account</li> <li>• Noted, that Vine Cricket Club do have a provision and that they lease the land.</li> </ul> <p><b>RESOLVED:</b> 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 Suggested to SRFC placement of sign on pavilion – SRFC preference is sign by hatched entrance</p>

## Sevenoaks Town Council

		<p>Awaiting more information from SRFC detailing proposed signage</p> <p><b>No further update.</b></p>
194.3 (iii) 04.07.2022	<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"> <li>• Planning permission implications to be considered regarding advertising</li> <li>• Concern that it would visually appear to be a barrier and impede passage across public open space</li> </ul> <p><b>RESOLVED:</b> 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.</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> <p><b>No further update.</b></p>
194.3 (iv) 04.07.2022	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>1<sup>st</sup> XV Match Entrance Charge</i></p>	<p>(iv) <u>1<sup>st</sup> XV Match Entrance Charge</u></p> <ul style="list-style-type: none"> <li>• Covenant on the land to be checked to see whether this permissible</li> <li>• Details required of how it can practically be achieved without impeding public access to the open space</li> </ul> <p><b>RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1) the covenant on the land be checked to clarify whether this is permissible</li> <li>2) the Rugby Club be asked to provide details of how a charging scheme could be introduced whilst also ensuring that the general public</li> </ol>

### Sevenoaks Town Council

		<p>still had free access to the public open space</p> <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> <p><b>It is recommended that sale of programme is used to generate funds from spectators.</b></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><u>(v) Additional Point of Sale – Outdoor Hot Food Facility</u></p> <ul style="list-style-type: none"> <li>• Town Council to consider whether it wants a concession on that site</li> <li>• Green belt land, planning permission would be required</li> <li>• Utilities would need to be installed</li> <li>• Costs of building and managing project to be considered</li> </ul> <p><b>RESOLVED:</b> 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> <p><b>No further update.</b></p>
341.5 10.10.2022	<p>Devolved Management of Allotments</p>	<p><b>RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1) allotment holders at Quaker's Hall and Bradbourne Vale be consulted regarding potential devolved management of the allotment sites, via a service level agreement on a four-year cycle, reviewed following each Town Council election; and</li> <li>2) a report on the outcome of the consultation be submitted to a future</li> </ol>

**Sevenoaks Town Council**

		meeting of this Committee.
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**419. PRESS RELEASE**

No press releases were requested.

There being no further business the Chairman closed the Meeting.

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

**Sevenoaks Town Council  
Open Spaces & Leisure Committee – 13<sup>th</sup> February 2023**

**Open Spaces Manager's Report**

**Staff**

The Open Spaces Supervisor post remains unfilled. The advertisement was recently reposted, and we received two applications but neither person attended planned interviews. This vacancy has led to us being slower to catch up this Autumn, most notably with log orders, but we are now starting to complete outstanding non-urgent tasks and hope to start the new gardening season on a reasonable footing.

**Additional Dog Waste Bin - Mill Pond Wood**

We have recently been contacted by a member of public about litter, over full litter bins, and a lack of a dog waste bin at Millpond Wood where the footpath exits opposite Trinity School in Seal Hollow Road. There are problems at this site and Sevenoaks District Council, local schools, and ourselves have been trying to improve the situation.

The cost to install a bin would be £390.00 for the largest size of bin, plus £97.00pa to have it emptied once per week.

**Recommendation sought**

At the other end of Mill Pond Wood, on Seal Road close to Mill Pond Close, a request was made for a litter bin to be installed at the entrance to the Close. This request went to Sevenoaks District Council who agreed in principle, providing Sevenoaks Town Council would pay for the installation of a second-hand bin and weekly emptying. We have decided to install our own bin and add it to our emptying round.

**Donated Defibrillator**

We have recently been offered an AED (Automated External Defibrillator) for installation at a suitable site of our choosing.

FM Conway are sponsoring this initiative through a charity called 'Creating Lifesavers'. It has been approved for installation on our sports pavilion at Knole Paddock Raleys field, and will be located on the front wall in clear view and available to all visitors. The AED comes with a cabinet, which is heated in winter, to maintain a suitable temperature and we are currently arranging installation of the cabinet with an electrician. Once installed, Creating Lifesavers are keen to come back and offer a free introduction and demonstration of the unit as although easy to use, familiarity is useful in saving valuable seconds.

**Sevenoaks Town Council  
Open Spaces & Leisure Committee – 13<sup>th</sup> February 2023**

**The Vine**

In recent weeks, we have installed the planned bollards in front of the pavilion which will help to prevent further damage to the edge of the Cricket outfield. All the bollards are removable but locked in place normally. It is intended that the cricket club will remove/replace them as needed.

Vine Lawn - condition of the grass

Last year, the grass suffered in the very hot weather particularly in the middle where people walk. We scarified and sowed more seed in the Autumn and got some new growth, but the lawn is still badly worn near the bridge. Suggestions have been made whether to accept defeat and install a pedestrian path down the middle of the lawn. The likely cost of installing a path would be £2,000-£3,000 at a minimum, depending on the chosen surface. Or we can reseed again next month and temporarily fence off a small area near the bridge until it has established.

**Recommendation sought**

Anti-social behaviour

Since Christmas, we have seen an increase in antisocial behaviour at the Vine which mainly takes the form of litter, particularly broken glass, and damage to guttering and roofs. It occurs particularly on Friday and Saturday nights but is not limited exclusively to weekends. Various incidents have been reported to the Police and Community Support Unit at SDC and they have offered help, but for the foreseeable future one member of staff on rota will be attending on a Sunday morning to clear up. Sundays are the one day of the week with no rostered staff.

Defibrillator phone box

Unfortunately, the wooden door to the phone box was beginning to rot and distort. Replacement doors are available and so the Town Wardens are completing the work of installing a new door and refitting the glass and painting to match.

**Borehole**

We were approached by the new chairman of Sevenoaks Vine Cricket Club (SVCC) as they have been considering the drilling of a borehole on the vine cricket field. They struggled last summer to keep the grass alive, concentrating their two-metered water supplies on the

**Sevenoaks Town Council  
Open Spaces & Leisure Committee – 13<sup>th</sup> February 2023**

wicket area. We believe they want to try to keep the outfield healthy and avoid expensive reseeding in the Autumn.

SVCC have approached a specialist company who have advised them that a bore hole taking less than 20m<sup>3</sup> a day does not need an extraction licence. They also received an estimate for the work which would involve drilling vertically to a depth of 35-55 meters until the water table is reached followed by the installation of pumping and or storage facilities. The cost is between £23,000 and £29,000. See Appendix.

The Town Clerk has written to the Environment Agency who have not yet replied.

**Councillors' opinion sought**

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## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Open Spaces</b>										
21 O/ Spaces & Leisure - General										
1022 Letting & Hire of Facilities	1,376	3,016	1,640	17,437	24,128	6,691	33,179		0	
1030 Electricity recharge	0	0	0	413	0	(413)	0		0	
1316 Raleys Car Park Permits	0	0	0	1,638	1,750	113	1,750		0	
1550 Insurance Claims	0	0	0	9,422	0	(9,422)	0		0	
1850 Log Sales	122	285	163	122	1,305	1,183	1,305		0	
1853 Adopt a Tree income	0	0	0	83	0	(83)	0		0	
1990 Other Income	66	92	26	1,853	828	(1,025)	1,099		0	
O/ Spaces & Leisure - General :- Income	<b>1,563</b>	<b>3,393</b>	<b>1,830</b>	<b>30,968</b>	<b>28,011</b>	<b>(2,957)</b>	<b>37,333</b>			<b>0</b>
4010 Gross Pay	12,190	15,801	3,611	112,923	142,209	29,286	189,608		76,685	
4011 Mileage	23	0	(23)	616	0	(616)	0		(616)	
4012 Expenses	52	0	(52)	52	0	(52)	0		(52)	
4270 Employers Pension Contribution	791	1,042	251	7,169	9,378	2,209	12,498		5,329	
5013 Graffiti Removal	0	0	0	1,226	596	(630)	893		(333)	
5025 Lower St Johns Toilets	1,303	919	(384)	10,542	8,271	(2,271)	11,031		489	
5026 Greatness Rec Convenience	232	263	31	2,324	2,367	43	3,152		828	
5050 Seats And Litter Bins	0	730	730	3,780	2,190	(1,590)	2,921		(859)	
5060 Sevenoaks Common	(1,039)	0	1,039	7,171	4,470	(2,701)	4,470		(2,701)	
5065 Tree Safety Survey	0	0	0	0	2,000	2,000	3,992		3,992	
5070 Other Woodlands	784	0	(784)	2,068	2,796	728	3,726		1,658	
5110 Knole Paddock & Pavilion	0	415	415	1	2,905	2,904	4,151		4,150	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5120 Knole Paddock Pitch & Grnd Mt	0	0	0	1,920	2,449	529	3,677		1,757	
5310 Miscellaneous Open Spaces	0	190	190	14,800	1,710	(13,090)	2,277		(12,523)	
5311 Security Open Spaces	1,918	1,767	(151)	17,012	15,903	(1,109)	21,202		4,191	
5316 Skatepark Maintenance	0	0	0	927	2,706	1,779	2,706		1,779	
5317 Raleys Car Park	0	0	0	201	525	324	525		324	
5320 Fertilizers	0	252	252	140	756	616	1,009		869	
5330 Grass Seed	0	0	0	2,274	0	(2,274)	2,206		(68)	
5340 Plants	631	657	26	3,201	1,971	(1,230)	2,627		(574)	
5410 Repairs & General Maintenance	45	131	86	356	1,179	823	1,576		1,220	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	9	578	569	4,572	5,202	630	6,934		2,362	1,610
5525 Equipment Maintenance	412	890	478	2,433	6,230	3,797	7,564		5,131	
5550 Vehicle Expenses	931	320	(611)	2,525	2,880	356	19,500		16,976	
5700 Fuel	245	434	190	4,068	3,906	(162)	5,211		1,143	
6010 Light Heat & Cleaning	668	655	(13)	3,164	1,965	(1,199)	2,621		(543)	
6014 Water	62	0	(62)	979	1,030	51	1,030		51	
6101 Telephone	10	18	8	191	162	(29)	210		19	
6104 Mobile Telephone	27	18	(9)	367	162	(205)	210		(157)	
6105 Broadband wi-fi service	25	0	(25)	79	0	(79)	0		(79)	
6210 Postage & Courier	0	0	0	3	0	(3)	0		(3)	
6320 Staff Training	0	788	788	580	2,364	1,784	3,152		2,572	
6330 Welfare/Hospitality	18	18	0	221	162	(59)	210		(11)	
6730 Subscriptions	0	0	0	164	145	(19)	145		(19)	
6812 Road Dues	0	0	0	0	0	0	1,077		1,077	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6851 Bus Shelter Maintenance	0	15	15	0	135	135	184		184	
6900 Sundry Expenses	0	8	8	45	72	27	105		60	
6922 Health&Safety/Risk Assessments	0	0	0	192	0	(192)	1,628		1,437	
6930 Alarm Maintenance	0	0	0	899	778	(121)	778		(121)	
6931 CCTV Maintenance	0	0	0	0	0	0	536		536	
6934 Waste Bin Collection-Dog Bins	0	675	675	1,310	2,025	715	2,699		1,389	
6935 Waste Bin Disposal-Waste Bins	161	335	174	1,859	3,015	1,156	4,023		2,164	
6952 Protective Clothing	0	127	127	912	1,143	231	1,523		611	
O/ Spaces & Leisure - General :- Indirect Expenditure	<b>19,496</b>	<b>27,046</b>	<b>7,550</b>	<b>213,265</b>	<b>235,757</b>	<b>22,492</b>	<b>334,787</b>	<b>0</b>	<b>121,522</b>	<b>1,610</b>
<b>Net Income over Expenditure</b>	<b>(17,933)</b>	<b>(23,653)</b>	<b>(5,720)</b>	<b>(182,297)</b>	<b>(207,746)</b>	<b>(25,449)</b>	<b>(297,454)</b>			
8001 plus Transfer from EMR	0			1,610						
<b>Movement to/(from) Gen Reserve</b>	<b>(17,933)</b>			<b>(180,687)</b>						
<u>22 O/ Spaces &amp; Leisure - Cemetery</u>										
1550 Insurance Claims	0	0	0	1,641	0	(1,641)	0		0	
1700 Cemetery Income	4,301	7,298	2,997	51,319	65,682	14,363	87,577		0	
O/ Spaces & Leisure - Cemetery :- Income	<b>4,301</b>	<b>7,298</b>	<b>2,997</b>	<b>52,959</b>	<b>65,682</b>	<b>12,723</b>	<b>87,577</b>			<b>0</b>
4010 Gross Pay	7,097	7,657	560	60,940	68,913	7,973	91,885		30,945	
4011 Mileage	8	0	(8)	8	0	(8)	0		(8)	
4012 Expenses	26	0	(26)	26	0	(26)	0		(26)	
4270 Employers Pension Contribution	519	618	99	4,427	5,562	1,135	7,412		2,985	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5210 Cemetery Chapel & Office	0	0	0	40	216	176	216		176	
5230 Cemetery Wshop/Messroom Mtce	330	0	(330)	963	240	(723)	356		(607)	
5320 Fertilizers	0	0	0	73	0	(73)	0		(73)	
5410 Repairs & General Maintenance	0	88	88	721	792	71	1,051		330	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	0	280	280	1,407	2,520	1,113	3,362		1,955	
5525 Equipment Maintenance	0	263	263	658	2,367	1,709	9,152		8,494	
5700 Fuel	251	108	(143)	891	972	81	1,302		411	
6000 Rent & Rates	1,086	873	(213)	8,073	7,860	(213)	8,733		661	
6010 Light Heat & Cleaning	790	108	(682)	1,955	972	(983)	1,303		(652)	
6014 Water	69	37	(32)	1,077	375	(702)	489		(588)	
6101 Telephone	46	66	20	419	594	175	788		369	
6104 Mobile Telephone	0	10	10	8	94	86	126		118	
6105 Broadband wi-fi service	10	34	24	90	306	216	412		322	
6200 Printing & Stationery	11	4	(7)	11	36	25	52		41	
6240 Computer/ Data Base/WP's	0	0	0	566	420	(146)	420		(146)	
6320 Staff Training	0	525	525	580	1,575	995	2,101		1,521	
6330 Welfare/Hospitality	0	15	15	119	135	16	178		59	
6500 Goods for Resale	0	18	18	325	162	(163)	210		(115)	
6630 Professional Fees	0	0	0	0	105	105	105		105	
6720 Books and Periodicals	0	0	0	49	0	(49)	0		(49)	
6730 Subscriptions	0	0	0	190	98	(92)	98		(92)	
6802 Trees Plants Turf & Fertilizer	96	788	692	1,972	2,364	392	3,152		1,180	
6822 Roads Path & Boundaries	0	184	184	13	552	540	735		723	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6832 Lawn/Wall of Remembrance	0	0	0	58	0	(58)	105		47	
6900 Sundry Expenses	0	4	4	0	36	36	53		53	
6922 Health&Safety/Risk Assessments	0	0	0	39	1,752	1,713	2,338		2,299	
6930 Alarm Maintenance	0	0	0	682	840	158	840		158	
6932 Cemetery Security	445	417	(28)	4,006	3,753	(253)	5,002		996	
6935 Waste Bin Disposal-Waste Bins	81	109	28	877	981	104	1,310		433	
6952 Protective Clothing	0	66	66	358	594	236	788		430	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	<b>10,865</b>	<b>12,272</b>	<b>1,407</b>	<b>91,619</b>	<b>105,186</b>	<b>13,567</b>	<b>145,274</b>	<b>0</b>	<b>53,655</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,564)</b>	<b>(4,974)</b>	<b>1,590</b>	<b>(38,660)</b>	<b>(39,504)</b>	<b>(844)</b>	<b>(57,697)</b>			
<u>23 O/ Spaces &amp; Leisure- Allotment</u>										
1010 Rental Income	0	0	0	1,282	1,381	99	1,381		0	
1047 QH Allotments Income	16	0	(16)	6,828	7,512	684	7,512		0	
O/ Spaces & Leisure- Allotment :- Income	<b>16</b>	<b>0</b>	<b>(16)</b>	<b>8,110</b>	<b>8,893</b>	<b>783</b>	<b>8,893</b>			<b>0</b>
4010 Gross Pay	253	443	190	2,755	3,987	1,232	5,313		2,558	
4270 Employers Pension Contribution	10	18	8	120	162	42	213		93	
5410 Repairs & General Maintenance	311	0	(311)	1,836	945	(891)	1,261		(575)	
6002 QH Allotments Costs	375	434	59	6,937	1,302	(5,635)	1,735		(5,202)	
6014 Water	145	0	(145)	2,561	989	(1,572)	989		(1,572)	
6300 Computer Software	0	0	0	13	128	115	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	<b>1,095</b>	<b>895</b>	<b>(200)</b>	<b>14,222</b>	<b>7,796</b>	<b>(6,426)</b>	<b>9,979</b>	<b>0</b>	<b>(4,243)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,079)</b>	<b>(895)</b>	<b>184</b>	<b>(6,112)</b>	<b>1,097</b>	<b>7,209</b>	<b>(1,086)</b>			

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>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	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>412</b>	<b>212</b>	<b>9,776</b>			<b>0</b>
6861 Public Clock Maintenance	460	764	304	574	2,292	1,718	3,055		2,481	
6862 Street Lighting	1,309	1,174	(135)	16,453	10,566	(5,887)	14,092		(2,361)	
6865 In Bloom Costs	4	0	(4)	16,604	13,709	(2,895)	13,710		(2,894)	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<b>1,773</b>	<b>1,938</b>	<b>165</b>	<b>33,631</b>	<b>26,567</b>	<b>(7,064)</b>	<b>30,857</b>	<b>0</b>	<b>(2,774)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,773)</b>	<b>(1,938)</b>	<b>(165)</b>	<b>(33,431)</b>	<b>(26,155)</b>	<b>7,276</b>	<b>(21,081)</b>			
<u>29 O/Spaces &amp; Leisure-Vine Ground</u>										
1208 Other Events Income	0	69	69	1,340	621	(719)	824		0	
1451 Kickstart funding	0	0	0	1,985	2,824	839	2,823		0	
1805 Tea Kiosk Rental & Pavilion	875	875	0	3,500	3,500	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	367	365	(2)	365		0	
1990 Other Income	0	0	0	1,000	0	(1,000)	0		0	
O/Spaces & Leisure-Vine Ground :- Income	<b>875</b>	<b>944</b>	<b>69</b>	<b>8,192</b>	<b>7,310</b>	<b>(882)</b>	<b>7,512</b>			<b>0</b>
4010 Gross Pay	1,766	1,058	(708)	14,677	9,522	(5,155)	12,703		(1,974)	
4270 Employers Pension Contribution	64	51	(13)	532	459	(73)	613		81	
5010 Vine Area General Maintenance	2,135	389	(1,746)	8,243	3,501	(4,742)	4,670		(3,573)	

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5015 Vine Pavilion maintenance	0	0	0	127	0	(127)	0		(127)	
5020 Vine Public Convenience	844	744	(100)	7,822	6,696	(1,126)	8,930		1,108	
5410 Repairs & General Maintenance	27	0	(27)	763	0	(763)	0		(763)	
5500 Equipment Hired and New	0	0	0	3,412	0	(3,412)	0		(3,412)	1,610
6014 Water	42	45	3	382	405	23	541		159	
6460 Publicity & Democratic notices	0	65	65	59	195	136	263		204	
6635 Professional Fees Licensing	0	0	0	200	105	(95)	105		(95)	
6868 Summer Concerts	0	0	0	3,770	3,362	(408)	3,362		(408)	
6869 Special Events	0	0	0	132	0	(132)	0		(132)	
6922 Health&Safety/Risk Assessments	0	0	0	0	37	37	37		37	
6931 CCTV Maintenance	0	0	0	695	693	(2)	693		(2)	
6935 Waste Bin Disposal-Waste Bins	64	0	(64)	642	0	(642)	0		(642)	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	<b>4,943</b>	<b>2,352</b>	<b>(2,591)</b>	<b>41,456</b>	<b>24,975</b>	<b>(16,481)</b>	<b>31,917</b>	<b>0</b>	<b>(9,539)</b>	<b>1,610</b>
<b>Net Income over Expenditure</b>	<b>(4,068)</b>	<b>(1,408)</b>	<b>2,660</b>	<b>(33,264)</b>	<b>(17,665)</b>	<b>15,599</b>	<b>(24,405)</b>			
8001 plus Transfer from EMR	0			1,610						
<b>Movement to/(from) Gen Reserve</b>	<b>(4,068)</b>			<b>(31,654)</b>						
Open Spaces :- Income	<b>6,756</b>	<b>11,635</b>	<b>4,879</b>	<b>100,430</b>	<b>110,308</b>	<b>9,878</b>	<b>151,091</b>			
Expenditure	<b>38,171</b>	<b>44,503</b>	<b>6,332</b>	<b>394,192</b>	<b>400,281</b>	<b>6,089</b>	<b>552,814</b>	<b>0</b>	<b>158,622</b>	
<b>Net Income over Expenditure</b>	<b>(31,416)</b>	<b>(32,868)</b>	<b>(1,452)</b>	<b>(293,763)</b>	<b>(289,973)</b>	<b>3,790</b>	<b>(401,723)</b>			
plus Transfer from EMR	0			3,220						
<b>Movement to/(from) Gen Reserve</b>	<b>(31,416)</b>			<b>(290,543)</b>						

## Detailed Income &amp; Expenditure by Phased Budget Heading 31/12/2022

Month No: 9

## Committee Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	6,756	11,635	4,879	100,430	110,308	9,878	151,091			
Expenditure	38,171	44,503	6,332	394,192	400,281	6,089	552,814	0	158,622	
<b>Net Income over Expenditure</b>	<b>(31,416)</b>	<b>(32,868)</b>	<b>(1,452)</b>	<b>(293,763)</b>	<b>(289,973)</b>	<b>3,790</b>	<b>(401,723)</b>			
plus Transfer from EMR	0			3,220						
<b>Movement to/(from) Gen Reserve</b>	<b>(31,416)</b>			<b>(290,543)</b>						



Sevenoaks Town Council  
Open Spaces & Leisure Committee – 13<sup>th</sup> February 2023

**Allotment Manager's Report**

The waiting list for QHA currently stands at two (14 in October) with seven vacant plots. We are now at the pre-pandemic level of availability.

An article will be placed in the next edition of *Town Crier* inviting people to apply for a plot.

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

**Working Party**

Sevenoaks Allotment Holders' Association (SAHA) has proposed holding a working party at QHA to bring some of the unlet plots into a decent condition. The Council will work with SAHA and will fund the cost of a mini digger which will speed up the work.

**Water Tank Installation at BVA**

This project is ongoing. The Open Spaces Manager and Allotments Manager will progress this when the weather improves. Seal Engineering has made ten lids which will keep leaf debris out and fulfil the H&S requirement for water tanks to be covered.

**And finally...**

... an interesting statistic.

In the allotment year October 2021 to September 2022, only 25 plots were returned for re-letting. This is considerably less than the previous year (in the middle of the pandemic, Oct 20 to Sep 21) when 55 plots were given up.

Five of the tenants who returned plots remain onsite as they have kept their second plot.

Ruth King  
Allotments Manager

17<sup>th</sup> January 2023

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# RULES AND REGULATIONS FOR THE MANAGEMENT OF GREATNESS PARK CEMETERY SEAL ROAD SEVENOAKS KENT TN14 5AG

**Revisions shown in red -13<sup>th</sup> February 2023**

Town Council Office Hours

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)



Monday – Thursday	8.45am – 5.00pm
Friday	8.45am – 4.30pm

Cemetery Opening Hours	
Monday -Thursday inclusive	7.30am – 3.30pm
Friday	7.30am – 3pm

(Closed on Saturdays, Sundays, Bank Holidays, Good Friday, Christmas Day and on such others days as may be appointed a general holiday or may from time to time be approved by the Council)

Hours of Interment	
Monday – Thursday (inclusive)	9.30am – 3.30pm
Fridays	9.30am – 3pm

(The Town Clerk may give permission if necessary for interments out of these hours, but an out-of-time charge will be levied.)

Postal Address:

Council Offices: Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG

Cemetery: Greatness Park Cemetery, Seal Road, Sevenoaks, Kent, TN14 5AA

Telephone:

1. Cemetery (where an answering machine is in operation) – 01732 457 565
2. Council Offices – 01732 459 953

Hours of opening at Greatness Park Cemetery for visitors:

Monday – Friday	8.00am till 8.00pm or sunset whichever is earlier
Saturday & Sunday	9.00am till 8.00pm or sunset Whichever is earlier

Further details, forms and information may be obtained from: Cemetery & Open Spaces Manager, Greatness Park Cemetery, Seal Road, Sevenoaks, Kent, TN14 5AG. Email [osl@sevenoakstown.gov.uk](mailto:osl@sevenoakstown.gov.uk)

## **RULES AND REGULATIONS FOR GREATNESS PARK CEMETERY**

### **1. Interpretation – Throughout these Regulations**

“the Council” means Sevenoaks Town Council

“the Cemetery” means the Greatness Park Cemetery situated in Seal Road, Sevenoaks, Kent

“the Town Clerk” means the person for the time being holding office by that designation under the Council,

“the Council Office” means the offices of the Town Council at Bradbourne Vale Road, Sevenoaks, Kent

“the Manager of the Cemetery” means the person for the time being holding office by that designation under the Council, or during his absence, any officer for the Council duly authorised by the Council to act on his behalf.

### **2. General**

#### **i. Telephone Messages –**

Any orders or instructions given by telephone will be received at the sole risk of the person giving them and the Council shall not be responsible for any misunderstanding or error which may arise with respect thereto unless they are immediately confirmed in writing and in any manner prescribed by these regulations.

#### **ii. Plan of Cemetery –**

A plan of the Cemetery is provided by the Council and may be inspected at the Cemetery without charge.

#### **iii. Register of Burials –**

A register of burials will be kept at the Cemetery office where searches may be made and certified extracts obtained during normal office hours upon payment of the appropriate fee.

#### **iv. Calculation of time for notices –**

In calculating the time required for any notice or application to the Council or any of its officers under these Regulations, Saturday, Sunday, Good Friday, Christmas Day and Bank Holidays and such other days as may be appointed a general holiday shall be excluded.

#### **v. Chapel –**

Burials will not be allowed in the chapel in the Cemetery nor any memorial tablets be placed on the interior walls.

- vi. Punctuality –  
The time fixed for a funeral shall be the time at which the procession is to arrive at the Cemetery. This time must be strictly observed and in default the Cemetery Manager may at his discretion, allow another funeral to take precedence.
- vii. Gratuities –  
No employee of the Council is allowed either to take any gratuity or to undertake private work of any kind in connection with the Cemetery either in his own time or during the Council's time.
- viii. Complaints –  
Any complaints of incivility or inattention should be made to the Town Clerk.
- ix. Advertisements –  
No advertisement, placard, flag or banner shall be displayed in any part of the Cemetery and no person shall in the Cemetery or its immediate precincts display any business cards, advertisements or literature of any kind or otherwise solicit any order for monumental or other works in connection with any grave.
- x. Cycles –  
No cycles shall be ridden in the Cemetery.
- xi. Flowers and Wreaths –  
Flowers and wreaths may be placed upon any grave (including a grave in the Lawn Cemetery) on the day of the interment and left for ten days. All dead flowers and wreaths will be removed at the expiration of that period. All plastic and other artificial flowers, wreaths and greenery will, for the purpose of interpretation in these regulations, be treated as ordinary flowers and disposed of accordingly.
- xii. Right of Movement –  
The Council reserves to itself, its officers and employees the right of passage over any graves for any purpose connected with the maintenance and management of the Cemetery and to remove any memorial from an adjoining grave to facilitate an interment if this should be necessary. In the event of such action being necessary the cost of such works shall be borne by the person arranging the interment.

3. **Interments**

i. Notice of Interment –

All notices of interment shall be delivered to the Cemetery office during office hours or by email/fax only on forms provided for the purpose by the Council. All applications for grave spaces shall be made to the Manager of the Cemetery; all fees must be paid to the Town Council on demand.

ii. Length of notice of interment –

The length of notice required for an interment shall be as follows: Notice of interment by way of the form referred to in paragraph 3 (i) in a Vault or Brick Grave already constructed or Lawn Grave already constructed, three clear days shall be given prior to the interment.

The Council may require longer notice to be given if difficulty is being caused by inclement weather, shortage of Cemetery staff, a large number of interments or any other sufficient reason.

This regulation shall not apply to interments required immediately upon the certificate of a Coroner or the Community Physician.

iii. Hours of interment –

Except on production of the certificate of a Coroner or Community Physician that immediate burial is necessary on the grounds of public health, interments may take place only between 9.30am and 3.30pm Monday-Thursday (3pm Friday) and will not be allowed on Saturdays, Sundays, Bank Holidays, Good Friday, Christmas Day and on such other days as may be appointed a general holiday. An out-of-time charge will be levied on burials after 3.30pm Monday – Thursday and after 3pm on a Friday.

iv. Attendance of Clergy –

The undertaker or other person having charge of any funeral will be responsible for arranging with the incumbent clergyman or minister for him/her to be present to perform any religious service thereat.

v. Certificate of Death –

The certificate of the Registrar of Deaths relating to the death of the person to be buried, or in cases where an inquest has been held the certificate of the Coroner or in cases in the interment of cremated remains the certificate of the cremation authority, must be produced to the Manager of the Cemetery before interment takes place.

In cases where the certificate of the Coroner or Registrar of Deaths is not produced the Manager of the Cemetery is authorised to accept a written declaration in the prescribed form by the person arranging the burial that a certificate of the Coroner or Registrar of Deaths has been issued in respect of the deceased and the person so arranging the burial will pay the prescribed fee.

In the event of the certificate being produced to the Registrar within 24 hours of the burial the fee will be refunded. This provision does not apply to the burial of a still-born child.

- vi. Interment of Still-Born Children –  
Notices of interment of still-born children must be accompanied by either a certificate from the Registrar of Deaths or an order from the Coroner.

#### **4. Exclusive Right of Burial**

- i. Grant of Exclusive Right of Burial –  
A - On the sale of the exclusive right of burial in a grave space, a Deed of Grant shall be issued to the person by whom or on whose behalf such right is purchased and such person shall be registered by the Council as the owner of the grave. The Deed of Grant should be carefully preserved by the owner of the grave as this will be required when further interments take place or when it is desired to carry out certain works to the grave or any monument erected thereon. The Exclusive Right of Burial which includes the right to place a memorial on the grave (subject to the provisions of the Regulations) shall be granted for a period not exceeding 75 years in the first instance, at the expiration of which, unless the period of the grant is extended, all rights in the grave will revert to the Council and any memorial erected on the grave may be removed.
- i. Grant of Exclusive Right of Burial –  
B - Cemetery Extension to include plots 5000-5100 and 7026-7285  
Paragraph 4 (i) applies excepting that the Exclusive Right of Burial shall be granted for a period not exceeding 50 years in the first instance and that after a period of ten years the Grant of Exclusive Right of Burial in the Cemetery Extension, may, on consideration of a fee, be extended to a further period of 10 years.

If a Grant of Exclusive Right of Burial is no longer required, it may be returned to the Council and the fee paid will be reimbursed, less a deduction for administration provided the grave has not been used for a burial.



- ii. Devolution of Exclusive Right of Burial –  
After the death of the registered owner of a grave the Probate of the Will and/or letters of administration, when available, should be sent to the Town Clerk, Sevenoaks Town Council with the original Deed of Grant and the appropriate registration fee in order that the grave may be transferred to the Executors or other interested person.
- iii. Transfer of Exclusive Right of Burial –  
Purchasers of the exclusive right of burial shall not dispose of their exclusive right without the consent of the Council and a transfer of the exclusive right of burial in a grave space will not be deemed valid until such transfer has been registered upon payment of the prescribed fee at the Council Office.
- iv. Opening of Private Grave or Vault –  
If any interment is to take place in a grave or vault in which the exclusive right of burial has been purchased the Deed of Grant will be produced at the time of giving notice of the interment together with the written consent of the owner or his/her legal representatives, provided always that if the owner is deceased or if the owner's whereabouts are unknown and the person to be interred is directly related to the owner or a person already interred in the grave, the grave space may be opened on the application of any person whom the Council shall consider best entitled on such person making a Statutory Declaration as the circumstances and giving an indemnity to the Council.

Notwithstanding any of the provisions of the paragraph, the body of the registered owner of a grave will be buried therein without production of the Deed of Grant or a form of indemnity, provided that there is room in the grave for such burial.

- v. Marking of Grave Spaces –  
A person who purchases a grave space not required for immediate interment shall forthwith at his/her own cost, prepare and lay a flat stone in the centre of such grave space not less than 12 inches square with the number of the grave space. In default the Council may itself carry out this work and recover the cost from the owner.

#### **5. Unpurchased Graves (Limited Period Burials)**

In an unpurchased grave, further interments may take place after 25 years irrespective of relationship etc. Relatives of deceased persons buried therein acquire no Rights of Ownership or right to place any memorial on the grave.

## 6. Grave Spaces

- i. Excavations of Graves and Vaults –  
Every grave shall be dug as nearly as may be in the centre of its grave space. All graves and vaults in the Cemetery are to be excavated by workmen appointed by the Council the cost of such works being included in the fee for the interment.
- ii. Removal of Monuments –  
If it is necessary in order to open any grave for an interment therein, any monument stone or kerb erected or placed thereon shall be removed at the expense of the owner of the grave or the person giving the order for burial and shall be re-erected or replaced by and at the expense of the owner or person giving the order for the funeral, as soon as practicable after the funeral. The Council reserves the right to execute the work itself at the owner's cost if it is deemed expedient to do so.
- iii. Depth of Interments –  
Save in the cases of graves or vaults provided for cremated remains only, every grave or vault shall be at least four feet (1,200mm) but not more than eight feet (2,400mm) in depth from the surface, and no coffin, urn or casket shall be buried in any unwall'd grave within three feet (915 mm) of the ordinary level of the ground save that where a grave or vault is provided for the interment of cremated remains only it shall be not more than four feet (1,200mm) in depth but that no part of the urn, casket or other receptacle containing such remains shall be less than 1'6" (450mm) below the ordinary level of the ground. A layer of earth six inches (150mm) thick in addition any soil found to be offensive or containing human remains shall be left undisturbed above the previously buried coffin. If in any case it is deemed impracticable to conform to the foregoing owing to drainage or any other cause, the Council reserves the right to specify the maximum depth to which a grave shall be dug. The depth of every grave shall be recorded in the register of graves.
- iv. Surface of Graves, Lawn Cemetery and Lawn of Remembrance –  
The surface of every grave in the Lawn Cemetery and the Lawn of Remembrance shall be finished off level with the surrounding area as soon as the earth is considered to have properly settled, and no mounds or kerbs will be allowed in the Cemetery. No person other than duly authorised officers or servants of the Council shall alter the turfed area of the Lawn Cemetery. If it is so wished an area 3'6" from the head of the grave as wide and the grave may be planted with flowering plants, provided that there is room for such planting after a memorial has been erected.

- v. Brickwork of Walled Graves and Vaults –  
The brickwork of the sides and arch of every vault or walled grave shall be at least 225mm (9”) thick with ends 75mm(3”) thick and sufficient covering stone and no arch shall be visible above ground level. The brickwork shall be of materials, design and workmanship to the satisfaction of the Manager of the Cemetery. The brickwork shall be constructed so that a slab of stone not less than 50mm (2”) in thickness may be placed over each coffin whereby it may be interred in an airtight manner as provided in Regulation (vii) below.
- vi. Surface of Graves –  
The surface of every grave or the balance of the surface of every grave space where an area for flowering plants has been requested shall be turfed over as soon as the earth has properly settled after each interment.
- vii. Coffins –  
Coffins must be constructed of wood, wicker or other degradable material and may be Lead or Zinc if deemed necessary. Where Religious practice dictates. Shrouds will be considered appropriate.
- viii. Cremated Remains –  
Cremated remains shall be buried in a proper casket or other container specifically designed for this purpose within the area set aside on the Lawn of Remembrance. No cremated remains shall be strewn on any grave.
- ix. Removal of Remains –  
No coffin or human remains may be removed after burial except with the licence of the Secretary of State or under a Bishop’s faculty as may be appropriate.
- x. Order of Interment in Grave Spaces –  
Interments in unpurchased graves shall take place in such grave spaces as the Council shall direct from time to time.
- xi. Selection of Grave Spaces –  
The selection of grave spaces shall be subject to the approval of the Council but the wishes of the applicant will be met as far as practicable.
- xii. Vaults –  
The mode of re-opening vaults shall be subject to the approval of the Council.

## **7. Admission of Visitors**

- i. Hours of Opening –  
The Cemetery shall be open every day between the hours specified from time to time on the notice board affixed to the entrance gates. Every person, except officers and servants of the Council, shall leave the Cemetery at the time appointed for the closing thereof.
- ii. Conduct of Visitors –  
Visitors must keep to the roads and walks in the Cemetery and refrain from touching the monuments, shrubs and flowers. No person shall use improper language or behave in an indecent manner or shout, sing or whistle in a noisy or boisterous manner or otherwise conduct him/herself in an indecorous manner within the Cemetery or climb upon or over any gravestone, headstone, tombstone, monument, palisading, gate, wall, fence or building in or surrounding the Cemetery. No radios nor any musical instrument may be played in the Cemetery grounds (other than may be approved for accompanying a burial service). No person shall interrupt or obstruct the workmen in their duties. No person who is improperly dressed or who is in a state of intoxication shall be admitted within the Cemetery. Any person contravening this regulation shall leave the Cemetery immediately upon request of the Manager of the Cemetery or other responsible officer or employee of the Council or of a police officer in uniform.
- iii. Dogs and Other Animals –  
Except Assistance Dogs, no dogs or other animals will be allowed to enter the Cemetery, unless the permission of the Manager of the Cemetery has been obtained.

## **8. Maintenance of Grave Spaces**

- i. Planting of Graves and Disposal of Refuse –  
All plants/shrubs on grave spaces maintained by or on behalf of the owner and other than by the Council are subject to the approval of the Council and must be properly tended; all refuse from the cleaning and planting of grave spaces must be placed immediately in the receptacles in the Cemetery for this purpose.
- ii. Neglected Grave Spaces –  
All grave spaces will be kept free of weeds by the Council should the owners of the exclusive right of burial therein neglect to attend to them. The cost of this work shall be repaid to the Council and no grave or vault will be re-opened up on which any costs remain unpaid.

The Council reserves the right to remove from any grave space any plants, shrubs, trees, cut flowers or foliage which in the opinion of the Manager of the Cemetery have become unsightly or overgrown or detrimental to any adjoining grave space. For the purpose of this regulation the foregoing shall be deemed to include plastic or any other form of artificial flowers, shrubs or greenery. Mounds in any part of the Cemetery may be levelled and turfed over by the Council if not properly maintained within the terms of the Local Authorities Cemeteries Order 1977.

- iii. Upkeep of Grave Spaces –  
All grave spaces in which the exclusive right of burial has been sold together with the monument, grave stones and tables must be kept in good repair by the owners. If any repairs are not executed within three months after notice has been given by the Council to the owner or his/her representatives, the Council shall be entitled to take possession of the grave space in questions with any monument, grave stone or tablet thereon, and to cause the same to be repaired or removed as the Council may think fit, within the terms of the Local Authorities Cemeteries Order 1977.
- iv. Woodwork and Metal Work –  
No person shall place or allow to be placed on or around any grave space any woodwork, metal work, plastic, chippings or loose materials of any description.
- v. Glassware or other fragile embellishments –  
The Council reserves the right to remove from any grave space any glassware or fragile embellishment which in the opinion of the Council is dangerous, unsightly or a nuisance.
- vi. Works to grave –  
No person other than the owner, relative, friend or authorised agent may carry out maintenance works to a grave.

## **9. Monuments**

- i. Copyright –  
All applicants for any form of monument, gravestone, tablet or erection of any kind or a monumental inscription must satisfy themselves that there is no infringement of any copyright and the Council cannot accept responsibility should any such infringement take place notwithstanding the fact that the monument, gravestone, tablet, erection or monumental inscription was approved for erection in the Cemetery.

All monuments shall be erected in accordance with the British Standards 8415 and current Industrial Codes of Practice.

- ii. Erection of Monuments –  
Monuments may be erected only on grave spaces in which the exclusive right of burial has been purchased. No brickwork or stone shall be used in or upon a grave nor shall any monument, headstone, footstone, kerbstone or other form of memorial or stone of any description or vase or similar ornament be erected, placed, laid upon or over any grave space in which the exclusive right of burial has not been purchased.
- iii. Monuments –  
Memorial stones may only take the form of a headstone or cross which shall not exceed 900mm (3ft) in height above ground level, 750mm (2ft 6") in width and be less than 75mm (3") or more than 300mm (1ft) in thickness. **The minimum thickness recommended for structural parts of a memorial over 625mm high is 50mm for slate and 75mm for all other stones.** No kerbstone or any other form of monument or memorial whatsoever will be allowed in the Cemetery, and nothing else may be placed or erected on or over a grave except wreaths or flowers at the time of interment and a vase not exceeding 300mm (1ft) in diameter and 300mm (1ft) in height which may be placed on the garden space of a grave provided there is room for the same in such space. All headstones and crosses will be fixed at the head of the grave on a suitable foundation as required by the Council and to the approval of the Manager of the Cemetery. **Memorial Headstones in the Children's Section shall not exceed 381mm (15") in height above ground level, 355mm (14") in width, and 305mm (12") in depth. Double memorials/headstone shall not exceed 900mm (36") from the ground measured from the centre, 1524mm (60") in width and 305mm (12") in depth.**
- iv. Memorial Tables on Lawn of Remembrance –  
On graves set aside for the burial of cremated remains only, memorials may take the form of a tablet in (a) Blue Grey Slate, (b) Nabrasina Stone (c) Sicilian Marble or (d) granite in Black or Grey. OTHER STONES WILL NOT BE PERMITTED.  
Dimensions of tablet to be placed on the Wall of Remembrance to be 250mm (10") x 150mm (6") x 3cm (1.1/4").
- v. Permits for the erection of monuments –  
Before any person erects or places any form of monument, gravestone, tablet or erection of any kind, or a monumental inscription on any grave, application must be made for permission to do so on a form supplied by the Council and obtainable at the Cemetery. The application, which must be accompanied by a drawing of the proposed monument, gravestone, tablet or

erection to the scale of 1mm to 12mm (1:12) and by a copy of the proposed inscription must be submitted for approval. No form of monument, gravestone, tablet or object whatsoever will be admitted into the Cemetery until a permit has been issued and the prescribed fee paid. Each such permit shall be kept immediately available for inspection on demand by the Manager of the Cemetery or any other officer or employee of the Council during the course of the work. Every such application shall be signed by the owner of the grave space who must produce the Deed of Grant for the grave to the Town Clerk provided that in the event of it not being possible to obtain the owner's signature the provisions of Rule 4 (iv) shall apply. This regulation shall apply to all persons or companies carrying out memorial work.

- vi. Power to regulate position of monuments –  
The Council reserves the right to require any monument, gravestone or tablet to be erected in any position on the grave space as it may think fit.
- vii. Monumental inscriptions –  
All monumental inscriptions on any form of monument, gravestone, tablet or erection of any kind in the Cemetery shall be either of bronze, lead, raised or inset, or incised and painted, or carved in relief.
- viii. Materials of monuments –  
Monuments, gravestones and tablets shall be made of natural granite, marble or quarried stone (but not of Bath, Caen, Clipsham or soft Sandstone) or of such other material capable of withstanding continuous exposure to the weather as the Council may approve and without prejudice to the foregoing provisions of this regulation the Council may in any event reject monuments, gravestones and tablets made of any materials which in its opinion are unsuitable or incongruous with their surroundings.
- ix. Construction to be approved by the Manager of the Cemetery –  
All brickwork, foundations for monuments, gravestones or tablets together with all work involved in the re-fixing the same after removal and all other work not performed by the servants of the Council shall be subject to the approval of the Manager of the Cemetery and will comply with British Standards 8415 and current Industry Code of Practice.
- x. Damage to monuments –  
The Council accepts no liability for any injury or damage whatsoever that may be caused to any form of monument,

gravestone, tablet, vase, monumental inscription or other form of memorial in the Cemetery howsoever the same may be caused.

- xi. Removal of Monuments –  
No monument once erected shall be removed from the Cemetery except by special order from the Manager of the Cemetery. Any application to remove a memorial shall be signed by the owner and shall be submitted to the Manager of the Cemetery prior to such removal and all necessary work to any monumental erection so removed shall be executed and re-erection or replacement completed without delay and to the complete satisfaction of the Manager of the Cemetery.
- xii. Replacement Monuments –  
No additional fee will be charged for the erection of a replacement memorial, provided that this is essentially the same as the original.

#### **10. Work in Cemetery**

- i. Hours permitted for work –  
No workmen or materials will be admitted to the Cemetery before 8.30am and workmen may not remain after 3.30pm (3pm on Friday). No workmen or materials will be admitted to the Cemetery on Saturdays, Sundays, Bank Holidays, Good Friday, Christmas Day or on such other days as may be appointed a general holiday. Work under a permit issued pursuant to Regulation 8 (v) above may be executed only during the hours specified in this regulation. Masons are to undertake their work in such a manner as to prevent damage to walks, paths, roads and turfed areas and to be responsible for removing all soil or waste materials in a like manner.
- ii. Tools –  
Masons must furnish themselves with all materials and tackle required for fixing monuments, gravestones and tablets.
- iii. Hewing and dressing of stone –  
No hewing or dressing of stone shall take place in the Cemetery without the permission of the Manager of the Cemetery.

#### **11. Power to Exclude from the Cemetery**

Any person not complying with these Regulations may be refused admittance to the Cemetery for such periods as the Council may think fit.



## **12. Alterations to Regulations**

The Council reserves the right to make any alterations in these Regulations from time to time as it thinks fit and to apply them retrospectively where public health and safety are the principle reason.

## **13. Regulations to be Condition of Grant**

All the foregoing regulations shall be conditions attached to the sale by the Council of the exclusive right of burial in any part of the Cemetery

## **14. Fees and other charges determined under Section 214 of The Local Government Act 1972**

The Town Council will publish from time to time a tariff of fees and charges relating to burials, the interment of ashes, the erection of memorials or right to make an additional inscription on a memorial in the Cemetery.

**Notice** – By the Local Authorities Cemeteries Order 1977 Sections 18 and 19 (which apply to the Cemetery) it is enacted that:

S18 (1) No persons shall –

- a) Wilfully create any disturbance in a cemetery
- b) Commit any nuisance in a cemetery
- c) Wilfully interfere with any burial taking place in a cemetery
- d) Wilfully interfere with any grave or vault, or tombstone or other memorial, or any flowers or plants or any such matter; or
- e) Play at any game or sport in a cemetery

(2) No person not being an officer or servant of the burial authority or other person so authorised by or on behalf of the burial authority shall enter or remain in a cemetery at any hour when it is closed to the public.

## **Penalties**

S19 Every person who contravenes; -

- a) Any prohibition under article 5 (6);
- b) Article 10 (6);
- c) Article 18;
- d) Part 1 of Schedule 2

Shall be liable on summary conviction to a fine not exceeding £100 and in the case of a continuing offence to a fine not exceeding £10 for each day during which the offence continues after conviction thereof.

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# SITE QUALITY EVALUATION

## (Mystery Shop)

<b>Name of Site</b>	The Vine
<b>Managing Organisation</b>	Sevenoaks Town Council
<b>Date of Assessment</b>	10/10/2022
<b>Time (from – to)</b>	2-00 – 3-00
<b>Weather conditions</b>	Sunny

<b>OVERALL RESULT</b>	<p><b>Green</b> – Meets the standard with no concerns raised</p> <p><b>Amber</b> – Meets the standard but with some minor areas of concern</p> <p><b>Red</b> – Does not meet the requirement with major issues identified</p>
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<b>Green</b>	<input checked="" type="checkbox"/>	<b>Amber</b>	<input type="checkbox"/>	<b>Red</b>	<input type="checkbox"/>
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NOTES ABOUT THIS REPORT	
<b>Grading</b>	<p>Each question is graded Green, Amber or Red</p> <p>NG (not graded) is used when the question can't be answered or is not applicable – for which an explanation is provided.</p>
<b>Strengths and recommendations</b>	<p>Strengths and recommendation are provided to support each grading.</p> <p>Photographs are also included throughout, or at the end of the report to support the feedback from the judge(s) in relation to both strengths and recommendations.</p> <p>Please refer to the Raising the Standard guidance manual <a href="#">here</a> for further information on the criteria.</p>

A Welcoming Place				
1. Is the site welcoming?	NG	G	A	R
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Good notices, café and toilets. <div data-bbox="204 380 871 680" data-label="Image"> </div>				
2. Is the site easy to find?	NG	G	A	R
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: In the middle of Sevenoaks. Easy to find.				
3. Is signage in good condition?	NG	G	A	R
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Very good and clean. <div data-bbox="204 1010 474 1599" data-label="Image"> </div>				
4. Is the site accessible to all users?	NG	G	A	R
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Good paths, disabled toilets.				
Healthy, Safe and Secure				
5. Are facilities on site in good and safe condition?	NG	G	A	R
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Very well maintained.

6. Did you feel safe during the visit?

NG	G	A	R
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Open site with several park users made this site feel safe.

7. Are dogs being controlled and the site free of dog fouling?

NG	G	A	R
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: No dog mess and dogs under control.

### Well Maintained and Clean

8. Is litter, waste and recycling managed?

NG	G	A	R
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Good bins with recycling section. No litter seen.



9. Is there a good standard of horticulture maintenance?

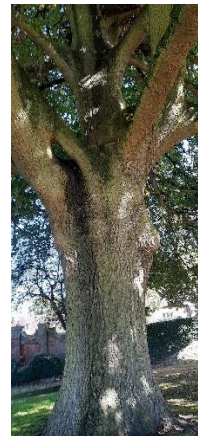
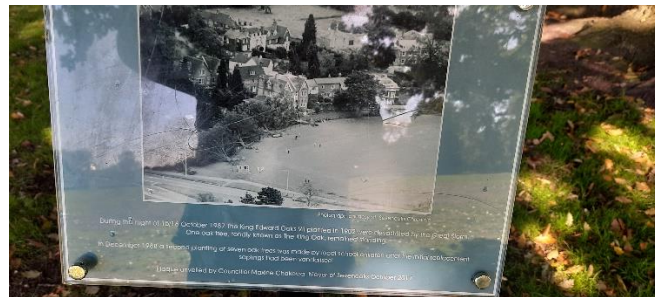
NG	G	A	R
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Excellent.

10. Is there a good standard of arboriculture maintenance?

NG	G	A	R
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Very good standard. This is the site of the last original oak tree that gave the name Sevenoaks to the town. Very interesting feature about this and about the new trees planted.



Last tree standing.

**11. Are buildings and infrastructure such as walls, paths, steps and structures in good condition?**

NG	G	A	R
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: All were in good and well-maintained condition.

**12. Is equipment used by the public and staff in good condition?**

NG	G	A	R
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: All well maintained and clean.

### Environmental Management

**13. Is there evidence that the site is managed to have a positive impact on the environment and biodiversity.**

NG	G	A	R
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: Lots of habitats, ranging from mature trees, shrubs and flowers.



Landscape and Heritage				
14. Are heritage and/or landscape features in good condition?	NG	G	A	R
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Brilliant condition.				
Community Involvement				
15. Is there evidence of community involvement and engagement?	NG	G	A	R
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Community cricket team and café. No signs of a Friends Of group.				
16. Is user feedback positive?	NG	G	A	R
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Great comments from all I spoke with.				
Marketing and Communication				
17. Is there evidence of marketing and promotion, including events? e.g. notice boards, in buildings, website & social media.	NG	G	A	R
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: On notice boards and buildings.				
18. Is the correct year flag flying and certificate on display?	NG	G	A	R
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: Yes.				
<b>Final comments: A very interesting and historic park. Very well kept and maintained.</b>				





Sevenoaks Town Council  
Open Spaces & Leisure Committee – 13<sup>th</sup> February 2023

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. Total number of trees planted in 2022/23 by STC is 34 standard trees and 70 whips/saplings.</p> <p>As part of The Queen's Green Canopy Project, the Mayor planted an Avalon Plum tree at the Bat &amp; Ball Centre in March. Two Sakura cherries have also been planted, one in memory of Cllr Waite.</p> <p><b>Adopt a Tree 2022/23 – 13 trees planted.</b></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.</p> <p><b>Open Day/launch took place on 10 December 2022.</b></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.</p> <p><b>Two most competitive have been invited to requote with plan to complete works 2023/24.</b></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. The survey will be part of the professional consultant's work required by the Football Foundation to progress the proposed new pavilion.</p> <p><b>STFC and STC jointly appointed consultant for public consultation in January 2023.</b></p>
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><b>Planting event took place on 2 December 2022. Seventy whips/saplings planted.</b></p>
353 08.11.2021	Kent Association of Local Councils – Fire Hydrant Initiative	<p>Awaiting information from KALC/KFRS with guidance on progressing scheme.</p> <p>Pending information from KFRS.</p>
519 (i) 14.02.2022	Knole Paddock and Raleys Field – cricket practice nets	<p>Planning permission granted.</p> <p>Orpington Ocelots informed and asked to provide update on self-funding and/or grant availability, ongoing maintenance funding, planned usage and other relevant information.</p> <p>Orpington Ocelots have advised that information will be provided after their AGM on 12 November 2022.</p> <p><b>Orpington Ocelots have advised that they will be unable to progress with the nets project this year.</b></p>

**Sevenoaks Town Council  
Open Spaces & Leisure Committee – 13<sup>th</sup> February 2023**

522 14.02.2022	Sevenoaks Lawn Tennis Club-parking barrier in Raleys Car Park	<p>Club advised of resolution:</p> <p><b>RESOLVED:</b> to support the SLTC proposal subject to the following:</p> <ul style="list-style-type: none"> <li>• SLTC to proceed only if the tennis club meet the full cost, including planning permission;</li> <li>• Should the items become damaged or unused, they be removed from the site completely, including removal of the key pad and kerbed area and the reinstatement of the area to its former condition at SLTC's expense;</li> <li>• That there be no loss of parking spaces to the Town Council; and</li> <li>• That officers seek reassurance that emergency access provision be taken into account during the planning process.</li> </ul> <p>No further update.</p> <p><b>No further update.</b></p>
194.2 04.07.2022	Letter Box Lane Track serving Nos. 2,4 and 6	<p><b>RESOLVED:</b> That a sub-committee be formed comprising the Chair of the Open Spaces &amp; 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.</p> <p>A meeting to discuss the specification for the maintenance and quotations received scheduled to take place on 10 November 2022.</p>
345 10.10.2022		<p><b>RESOLVED:</b> That the conveyancing documents granting rights to use the access road were clear that the obligation to pay for maintenance of the road was on properties Nos 2 and 6 Letter Box Lane, and therefore the Council would not contribute to the costs in the best interest of council taxpayers.</p> <p><b>Contractor appointed on behalf of the homeowners and works to commence 13 February 2023.</b></p>
194.3 (i) 04.07.2022	Knole Paddock, Sevenoaks Rugby Club (SRFC)	<p>(i) <u>Additional ambulance access at pitch 1 access point</u></p> <ul style="list-style-type: none"> <li>• Ambulance service to be consulted regarding the need for the access, and whether this proposal was of significant benefit</li> </ul>

Sevenoaks Town Council  
Open Spaces & Leisure Committee – 13<sup>th</sup> February 2023

	<p><i>Additional ambulance access at pitch 1 access point</i></p>	<ul style="list-style-type: none"> <li>• Robust gate design would be required to address risk of unauthorised access to the site</li> <li>• Application to drop kerb would need to be submitted to Sevenoaks District Council</li> <li>• Discussions required with Rugby Club regarding funding of the works</li> <li>• Consideration to be given to impact on car parking</li> </ul> <p><b>RESOLVED:</b> 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 &amp; 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> <p><b>No further update.</b></p>
<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"> <li>• More detailed proposal required of what is intended, what is the purpose, has the placement on the side of existing building been considered</li> <li>• Advice from Sevenoaks District Council required on whether planning permission needed</li> <li>• 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</li> <li>• Current Public Realm Wayfinding project looking at signage throughout the Town, including sports clubs, to be taken into account</li> </ul>

Sevenoaks Town Council  
Open Spaces & Leisure Committee – 13<sup>th</sup> February 2023

		<ul style="list-style-type: none"> <li>Noted, that Vine Cricket Club do have a provision and that they lease the land.</li> </ul> <p><b>RESOLVED:</b> 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 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><b>No further update.</b></p>
194.3 (iii) 04.07.2022	<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"> <li>Planning permission implications to be considered regarding advertising</li> <li>Concern that it would visually appear to be a barrier and impede passage across public open space</li> </ul> <p><b>RESOLVED:</b> 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.</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> <p><b>No further update.</b></p>

Sevenoaks Town Council  
Open Spaces & Leisure Committee – 13<sup>th</sup> February 2023

<p>194.3 (iv) 04.07.2022</p>	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>1<sup>st</sup> XV Match Entrance Charge</i></p>	<p><b>(iv) <u>1st XV Match Entrance Charge</u></b></p> <ul style="list-style-type: none"> <li>• Covenant on the land to be checked to see whether this permissible</li> <li>• Details required of how it can practically be achieved without impeding public access to the open space</li> </ul> <p><b>RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1) the covenant on the land be checked to clarify whether this is permissible</li> <li>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</li> </ol> <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> <p>It is recommended that sale of programme is used to generate funds from spectators.</p> <p><b>No further update.</b></p>
<p>194.3 (v) 04.07.2022</p>	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>Additional Point of Sale: outdoor hot food facility</i></p>	<p><b>(v) <u>Additional Point of Sale – Outdoor Hot Food Facility</u></b></p> <ul style="list-style-type: none"> <li>• Town Council to consider whether it wants a concession on that site</li> <li>• Green belt land, planning permission would be required</li> <li>• Utilities would need to be installed</li> <li>• Costs of building and managing project to be considered</li> </ul> <p><b>RESOLVED:</b> 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> <p><b>No further update.</b></p>

Sevenoaks Town Council  
Open Spaces & Leisure Committee – 13<sup>th</sup> February 2023

341.5 10.10.2022	Devolved Management of Allotments	<p><b>RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1) allotment holders at Quaker’s Hall and Bradbourne Vale be consulted regarding potential devolved management of the allotment sites, via a service level agreement on a four-year cycle, reviewed following each Town Council election; and</li> <li>2) a report on the outcome of the consultation be submitted to a future meeting of this Committee.</li> </ol> <p>A meeting was held with SAHA who confirmed that they did not want to take on the responsibility for devolved allotment sites and were happy with the status quo.</p>
414.2 07.11.2022	Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry house	<p><b>RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1) Officers carry out additional preparatory work required; and</li> <li>2) obtain a legal opinion regarding ownership of the boundary wall</li> </ol> <p>Legal opinion has been received and a shared ownership agreement has been sent to the owner.</p>