

4th July 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 10th July 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://youtube.com/live/CUJ4McSREj8?feature=share> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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



Town Clerk

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

Committee Members:

Cllr Dr Merilyn Canet – Chair	Cllr Nick Varley
Cllr Victoria Granville – Vice Chair	Cllr Nigel Wightman
Cllr Peter Dixon	Cllr Gareth Willis
Cllr Sally Layne	Vacancy
Cllr Lise Michaelides	

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.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

1. CHAIR AND VICE-CHAIR
To note that, at the Annual Council meeting held on 15th May 2023, the following appointments were made:
 - a. Chair – Cllr Dr Marilyn Canet
 - b. Vice-Chair – Cllr Victoria Granville
2. APOLOGIES FOR ABSENCE
3. 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)
4. DECLARATIONS OF INTEREST
To receive any Declarations of Interest from members in respect of items of business included in the agenda for this meeting.
5. MINUTES
To receive and note the minutes of the meeting of the Open Spaces & Leisure Committee held on Monday 13th February 2023 (copy attached)
6. OPEN SPACES & CEMETERY MANAGER’S REPORT
To receive and consider the Open Spaces & Cemetery Manager’s Report (report attached)
 - Staff
 - Sevenoaks Greensands Common Project
 - Green Flag – The Vine
 - Greatness Cemetery
 - Skateboard Park at Greatness Recreation Ground
 - Councillor Tour of STC Open Spaces
7. STATEMENT OF ACCOUNTS
To receive and consider the Statement of Accounts for May 2023 (copy attached)
8. ALLOTMENT MANAGER’S REPORT
 - To receive and consider the Allotment Manager’s Report (report attached)
 - To consider the provision of an Allotment Free of Charge to Sevenoaks Welcomes Refugees
9. SEVENOAKS IN BLOOM
(report attached)
10. SEVENOAKS SPORTS STRATEGY REVIEW
(report attached)

11. SRFC LIAISON GROUP & RALEYS/KNOLE PADDDOCK USER GROUP
 - To consider expanding the role of Councillors nominated as Representatives to Outside Bodies to include all Sports Clubs
12. SEVENOAKS RUGBY FOOTBALL CLUB – LIAISON MEETING
(notes attached)
13. WOODSIDE ROAD OPEN SPACE
 - To review and consider request made by Sevenoaks Town Resident
14. MILL POND WOOD – STEPS FROM SEAL ROAD
 - To review and consider request made by Sevenoaks Town Resident
15. RALEYS CAR PARK PERMIT SCHEME
(report attached)
16. WEDNESDAY MARKET AT BUCKHURST LANE
(report attached)
17. CURRENT MATTERS
To consider updates on current matters (report attached)
18. PRESS RELEASE
To consider any agenda item which would be appropriate for a press release

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Sevenoaks Town Council

Minutes of the Open Spaces & Leisure Committee meeting held on 13th February 2023 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/4ukd_6efJbo

Meeting commenced: 19:00

Meeting Concluded: 19:59

Present:

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

Substitute		For
Cllr Andrew Eyre	Present	Cllr Roderick Hogarth
Cllr Mrs Rachel Parry	Present	Cllr Keith Bonin

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

Representations received from Members of the Public: None

578. Apologies for Absence

Apologies for absence were submitted and received as noted above.

579. Requests for Dispensations

There were no requests for dispensations.

580. Declarations of Interest

There were no declarations of interest.

581. Minutes of the Open Spaces & Leisure Committee on 7th November 2022

RESOLVED: that the Minutes of the Open Spaces & Leisure Committee meeting held on 7th November 2022 be received and agreed as a true record.

582. Open Spaces & Cemetery Manager's Report

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

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582.1 Staff

It was noted that more applicants for the position of Open Spaces Supervisor had been received and candidates had been invited to attend interview.

582.2 Additional waste bins – Mill Pond Wood

It was noted that a member of the public had contacted Sevenoaks Town Council about an over full bins and a lack of a dog waste bin at Mill Pond Wood and that additional bins had been requested.

RESOLVED: To delegate authority to the Open Spaces Manager in consultation with the Chairman and Vice-Chairman of the Open Spaces and Leisure Committee to order and install waste bins and dog bins as needed, funds permitting.

582.3 Donated Automatic External Defibrillator (AED)

It was noted that an AED had been installed on the front wall of the sports pavilion at Knole Paddock/Raley's Field. The AED had been installed by a charity, *Creating Lifesavers*, who will offer a free introduction and demonstration of the unit and had been made possible through sponsorship by FM Conway. It was agreed that should a further similar offer be made in future, that Greatness Recreation Ground should be the location for the AED.

582.4 The Vine

It was noted that removable bollards are being installed in front of the pavilion to prevent further damage to the edge of the cricket outfield.

It was noted that despite maintenance in the Autumn, the condition of the grass had deteriorated in part due to the hot and dry summer and in part due to the heavy level of use. Several solutions had been considered.

RESOLVED:

- a) To rule out the placement of a path down the middle of the grass;
- b) To seed and temporarily fence off an area of the grass to allow it time to recover; and
- c) To consider what can be installed in the garden to celebrate the Coronation.

582.5 Anti-social behaviour

It was noted that there had been an increase in the anti-social behaviour at the Vine which was causing damage and impacting residents' ability to enjoy the public open space. Despite offers of help from the Police and Community Support Unit at Sevenoaks District Council (SDC) there had been no improvement. The issue would be brought up at the next meeting with the Independent Police Advisory Group. Several solutions had been considered.

RESOLVED that officers:

- 1) Review additional security arrangements to be taken;
- 2) Continue and intensify communication with the Police; and
- 3) Report back at the next Committee meeting.

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582.6 Defibrillator Phone Box

It was noted that the wooden door had distorted and was being replaced.

582.7 Borehole

Further to receiving specialist advice, Sevenoaks Vine Cricket Club (SVCC) had approached Sevenoaks Town Council (STC), as landowner, about the possibility of installing a borehole to help preserve the work that has been done on the ground. Consultation with the relevant environmental authorities was essential as this would have implications on the water supply in the Town. The Environmental Agency had been contacted and STC was waiting for a reply.

RESOLVED:

- 1) Officers to explore and consult fully about:
 - a) SVCC plans to fund a borehole installation;
 - b) Location of related infrastructure; and
 - c) The opinion of local and relevant authorities and agencies.
- 2) Officers to report back at the next Committee meeting.

582.8 Knole Paddock-Pitch 1

It was noted that Sevenoaks Rugby Football Club (SRFC) is very happy with the condition of Pitch 1. The Committee congratulated the Open Spaces Manager and his team on the management of the ground and the good level of cooperation and communication with SRFC.

It was noted that no further update had been received from SRFC regarding items previously raised (*Minute 194.3, OSL 04.07.2022 refers*).

583. Statement of Accounts

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

584. Allotment Manager's Report

The Committee noted the Allotment Manager's report.

584.1 Working Party

The Committee had supported the plan to have working parties to bring unlet/vacant plots into decent condition.

584.2 Water Tank Installation at BVA

The Committee had heard that the system was being installed and that there had been good cooperation from plot holders.

585. Sevenoaks In Bloom

The Minutes of the meeting held on 8th February 2023 were received. It was noted that the purple and gold colour scheme and Crowns theme would be used to commemorate the Coronation happening this year.

586. Greatness Park Cemetery – Rules and Regulations Revision

The amendments to the Greatness Park Cemetery Rules and Regulations had been noted and adopted.

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587. Green Flag at The Vine

The Mystery Shop report had been received.

The Committee congratulated the officers for the continued success achieving the Green Flag at the Vine.

588. 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.</p> <p>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 & Ball Centre in March. Two Sakura cherries have also been planted, one in memory of Cllr Waite.</p> <p>Adopt a Tree 2022/23 – 13 trees planted.</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>Two most competitive have been invited to requote with plan to complete works 2023/24.</p>
156 05.07.2021	Greatness Recreation Ground Management and Improvement Plan	<p>Meeting with stakeholders was held on 08.10.2021. It was agreed that a survey would be produced in 2022.</p> <p>The survey will be part of the professional consultant's work required by the Football Foundation to progress the proposed new pavilion.</p> <p>STFC and STC jointly appointed consultant for public consultation in January 2023.</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>
522 14.02.2022	Sevenoaks Lawn Tennis Club-parking barrier in Raleys Car Park	<p>Club advised of resolution:</p> <p>RESOLVED: to support the SLTC proposal subject to the following:</p>

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		<ul style="list-style-type: none"> • SLTC to proceed only if the tennis club meet the full cost, including planning permission; • Should the items become damaged or unused, they be removed from the site completely, including removal of the key pad and kerbed area and the reinstatement of the area to its former condition at SLTC's expense; • That there be no loss of parking spaces to the Town Council; and • That officers seek reassurance that emergency access provision be taken into account during the planning process. <p>No further update.</p>
194.2 04.07.2022	Letter Box Lane Track serving Nos. 2,4 and 6	<p>RESOLVED: That a sub-committee be formed comprising the Chair of the Open Spaces & Leisure Committee, the Town Clerk, the Open Spaces Manager and a local ward member and, following receipt of legal advice, to begin negotiations with the three householders to reach an agreement regarding reasonable contribution to the required works.</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>RESOLVED: 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>Contractor appointed on behalf of the homeowners and works to commence 13 February 2023.</p>
194.3 (i) 04.07.2022	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>Additional ambulance access at pitch 1 access point</i></p>	<p>(i) <u>Additional ambulance access at pitch 1 access point</u></p> <ul style="list-style-type: none"> • Ambulance service to be consulted regarding the need for the access, and whether this proposal was of significant benefit • Robust gate design would be required to

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		<p>address risk of unauthorised access to the site</p> <ul style="list-style-type: none"> • Application to drop kerb would need to be submitted to Sevenoaks District Council • Discussions required with Rugby Club regarding funding of the works • Consideration to be given to impact on car parking <p>RESOLVED: That the Open Spaces Manager be asked to investigate these issues with the Rugby Club and report back to a future meeting.</p> <p>Awaiting information from SRFC regarding Ambulance Service access requirements and funding options.</p> <p>Gate design to be partly dependent on Ambulance Service requirements. KCC advised vehicle crossover application would be required & SDC to be consulted regarding planning permission for dropped kerb.</p> <p>SRFC to investigate points and report back to us before planning permission applied for.</p> <p>No further update.</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"> • More detailed proposal required of what is intended, what is the purpose, has the placement on the side of existing building been considered • Advice from Sevenoaks District Council required on whether planning permission needed • Consideration to be given to the range of uses of the land, implications of clearly branding it as Rugby Club, and to putting something up explaining the variety of uses at Raleys Field

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		<ul style="list-style-type: none"> • Current Public Realm Wayfinding project looking at signage throughout the Town, including sports clubs, to be taken into account • Noted, that Vine Cricket Club do have a provision and that they lease the land. <p>RESOLVED: That the Open Spaces Manager discuss the options with the Rugby Club and obtain detailed proposal for consideration at a future meeting.</p> <p>SRFC would hope to attract more spectators by advertising upcoming matches on roadside signs</p> <p>KCC responsible for road signs - SRFC was advised to consult KCC about signage at top of Plymouth Drive</p> <p>Suggested to SRFC placement of sign on pavilion – SRFC preference is sign by hatched entrance</p> <p>Awaiting more information from SRFC detailing proposed signage</p> <p>No further update.</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"> • Planning permission implications to be considered regarding advertising • Concern that it would visually appear to be a barrier and impede passage across public open space <p>RESOLVED: that, in principle, the installation of sponsorship boards be permitted on match days and 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>

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		<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>No further update.</p>
<p>194.3 (iv) 04.07.2022</p>	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>1st XV Match Entrance Charge</i></p>	<p>(iv) <u>1st XV Match Entrance Charge</u></p> <ul style="list-style-type: none"> • Covenant on the land to be checked to see whether this permissible • Details required of how it can practically be achieved without impeding public access to the open space <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) the covenant on the land be checked to clarify whether this is permissible 2) the Rugby Club be asked to provide details of how a charging scheme could be introduced whilst also ensuring that the general public still had free access to the public open space <p>SRFC advised that it does not intend to impede public access to the open space and proposed setting up a table in the car park asking for a donation from spectators. They explained that supporters of teams at this level are accustomed to paying a small donation/entrance charge.</p> <p>The covenants are not clear either way. As a principle, charging is not made for entry to public open space.</p> <p>It is recommended that sale of programme is used to generate funds from spectators.</p> <p>No further update.</p>
<p>194.3 (v) 04.07.2022</p>	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>Additional Point of</i></p>	<p>(v) <u>Additional Point of Sale – Outdoor Hot Food Facility</u></p> <ul style="list-style-type: none"> • Town Council to consider whether it wants a concession on that site

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	<i>Sale: outdoor hot food facility</i>	<ul style="list-style-type: none"> • Green belt land, planning permission would be required • Utilities would need to be installed • Costs of building and managing project to be considered <p>RESOLVED: That the Open Spaces Manager look in more detail at the proposal to consider whether it is a practical proposal that would stand up to planning and other scrutiny</p> <p>A meeting has been held with SRFC and discussion about information needed regarding costs associated with building and maintaining any structure, Health and Safety considerations, and Food Hygiene considerations for an outdoor Point of Sale, for STC to consider at a later date.</p> <p>No further update.</p>
414.2 07.11.2022	Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry house	<p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) Officers carry out additional preparatory work required; and 2) obtain legal opinion regarding ownership of the boundary wall <p>Legal opinion has been received and a shared ownership agreement has been sent to the owner.</p>

589. PRESS RELEASE

It was agreed to issue Press Releases in relation to:

- 1) Green Flag Award,
- 2) Volunteering for community days in preparation for South and Southeast In Bloom 2023, and
- 3) New Automated External Defibrillator installed at Knole Paddock.

There being no further business the Chairman closed the Meeting.

Chairman **Dated**

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**Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th July 2023**

Open Spaces and Cemetery Manager's Report

Staff

Last week we received a resignation letter from Lewis Sutton one of our Open Spaces gardeners. He will work his months' notice before starting work with another parish closer to his home. We wish him every success and thank him for the last four years' service during a sometimes-difficult period.

This leaves us with two vacancies to fill as we have still to find a candidate for the post of Open Spaces Supervisor. We have recently advertised in the Grounds Management Associations web site pages to try a different approach to recruitment.

Sevenoaks Greensands Common Project

Many of you will be aware of the project which has run for the last four years. We have benefitted on Sevenoaks Common from numerous volunteer hours along with Forest Schools, Bio Blitz days, Fungus Forays, and once the Annual Greensands Fair.

As a project it has been successful at attracting not just people with an interest in wildlife but also history and archaeology.

Below is a fuller description of what has been achieved and also a request for funding as they believe they can continue on for four years with a single project officer to provide a lasting legacy. They are looking for a contribution of perhaps £5,000 pa from the smaller stakeholders who took part.

When looking at the proposal the plusses and minuses include:

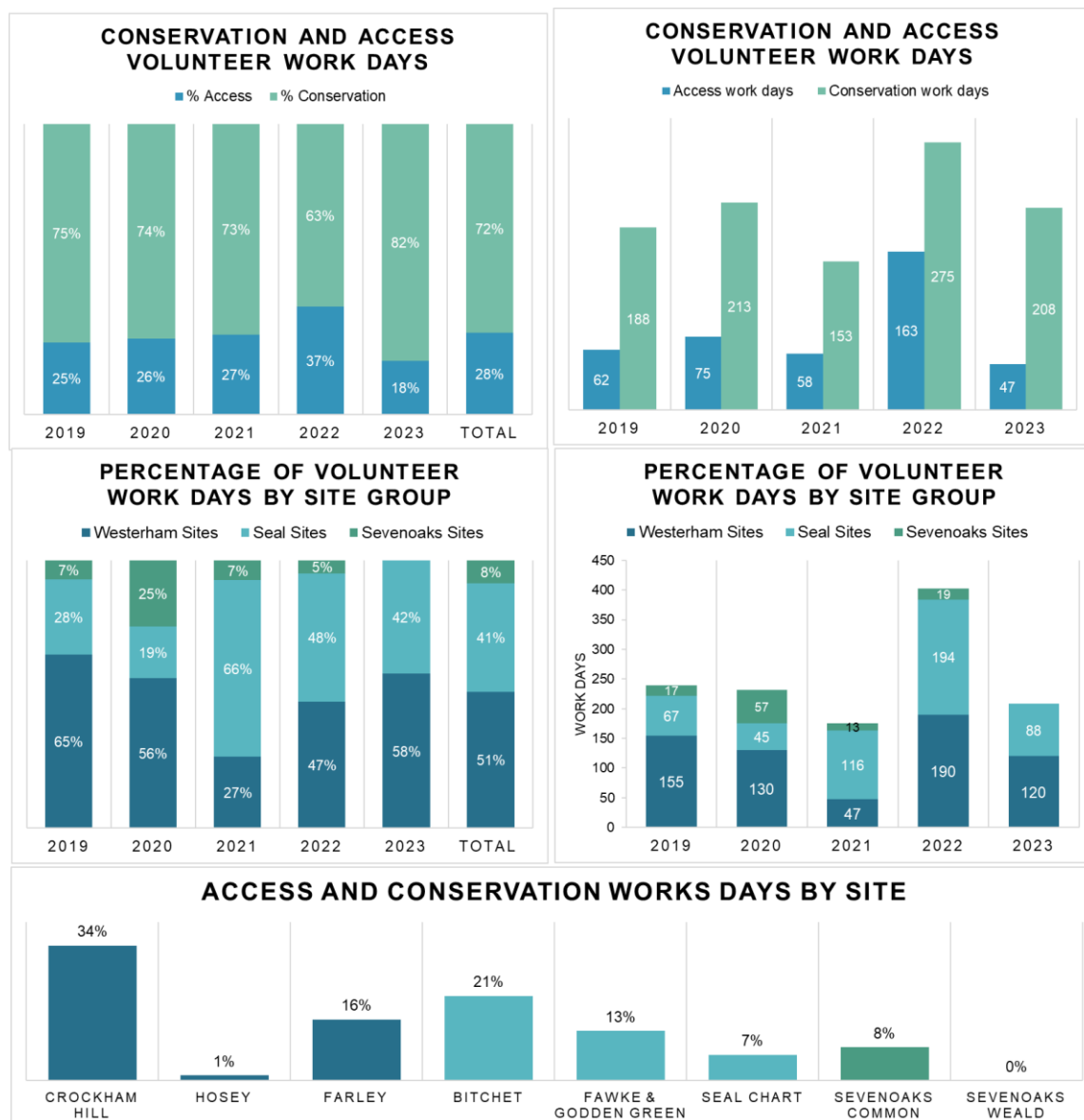
Plus

- The organisation and supervision of an existing group of 10 + volunteers who are committed to seeing the work they carried out progress.
- An existing structure providing publicity of events allied to the Kent Wildlife Trust's established publicity department.
- If STC were to carry out the same work ourselves how far would our money go especially considering our low staff numbers and limited skills in this area; contractor costs for a team to carry out a day's work would be around £500.
- Increased Biodiversity by widening rides to create sunlit grasslands suitable for invertebrates like butterflies, removal of invasive species such as Rhododendron, identifying veteran trees and Haloing around them to ensure their survival and promote them.

Minus

We would be a small partner in the scheme; we would have to shout to be heard (metaphorically) or wait our turn for work on our site. But Andrew Willmore has provided the charts below which show a clear responsibility to share out the resources in a fair way and record that accurately over the last four years.

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Open Spaces & Leisure Committee – 10th July 2023



RECOMMENDATION: To contribute £5,000 p.a. for four years.

Green Flag – The Vine

Following the successful Green Flag Mystery Shop which took place in October 2022, the Vine had a full evaluation in May 2023; we expect the results to be announced later this summer.

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th July 2023**

Greatness Cemetery

We have received several complaints recently about the condition of Greatness Cemetery particularly the long grass amongst the graves; this causes distress to those visiting the Graves of their loved ones.

We have got behind particularly with the task of strimming for several reasons including machinery, illness and the difficulty of recruiting staff across all of the Open Spaces Team, but we are beginning to catch up. The Town Clerk is currently seeking the help of a local contractor we have used for other tasks at the Bat and Ball centre and it's hoped that this will mean a return to the Graves being maintained to the normal standard very soon.

Skatepark at Greatness Recreation Ground

Despite regular maintenance the Skatepark does from time to time need more fundamental repair/ refurbishment, and once again, we have reached this stage with several of the ramps. An example of this would be a recent hole in the ½ pipe where not only the top layer of 'Skatelite' had broken but also the subbase of marine ply had rotted allowing this breakage. The only solution to this is to strip and resurface the whole ramp structure. We currently use King Ramps for our repairs and to run our occasional skate park days as they are one of only a handful of companies in the country carrying out this kind of work.

We have asked them to provide a quotation to fully strip and rebuild all the ramps. They also recommend strengthening the ramps with more bracings underneath and boxing in to provide rigidity. This is all to try and stop the perennial problem of retaining screws breaking and allowing the Skatelite boards to lift.

The likely cost of this will be £40,000. We do carry forward a provision for this in the Rolling Capital Program which in the last financial year stood at £6,000.

Councillors' Tour of STC Green Open Spaces

On Saturday 15 July a small minibus will take Councillors on an interesting and informative tour of STC Open Spaces. The tour starts at 9.30am from STC offices.

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre 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>21 O/ Spaces & Leisure - General</u>										
1022 Letting & Hire of Facilities	1,806	883	(923)	4,099	3,531	(568)	28,250		0	
1030 Electricity recharge	0	0	0	(0)	0	0	3,861		0	
1316 Raleys Car Park Permits	0	0	0	1,483	1,672	189	1,672		0	
1850 Log Sales	0	0	0	0	0	0	754		0	
1853 Adopt a Tree income	124	0	(124)	124	0	(124)	0		0	
1990 Other Income	0	0	0	66	44	(22)	262		0	
O/ Spaces & Leisure - General :- Income	1,930	883	(1,047)	5,770	5,247	(523)	34,799			0
4010 Gross Pay	13,809	15,496	1,687	26,528	30,992	4,464	185,959		159,431	
4011 Mileage	93	0	(93)	116	0	(116)	0		(116)	
4012 Expenses	60	0	(60)	60	0	(60)	0		(60)	
4270 Employers Pension Contribution	982	1,183	201	1,864	2,366	502	14,196		12,332	
5013 Graffiti Removal	0	100	100	0	100	100	1,357		1,357	
5025 Lower St Johns Toilets	1,544	1,328	(216)	2,767	2,656	(111)	15,935		13,168	
5026 Greatness Rec Convenience	260	258	(2)	260	516	256	3,100		2,840	
5050 Seats And Litter Bins	0	0	0	0	0	0	2,289		2,289	
5060 Sevenoaks Common	0	0	0	0	0	0	4,694		4,694	
5070 Other Woodlands	392	0	(392)	1,511	978	(533)	3,912		2,401	
5110 Knole Paddock & Pavilion	0	0	0	0	0	0	3,304		3,304	
5120 Knole Paddock Pitch & Grnd Mt	97	190	93	227	380	153	2,280		2,053	
5130 Knole Paddock Storage Compound	0	0	0	34	0	(34)	0		(34)	
5310 Miscellaneous Open Spaces	0	408	408	0	816	816	4,890		4,890	
5311 Security Open Spaces	2,165	2,077	(88)	4,260	4,154	(106)	24,927		20,667	

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
5316 Skatepark Maintenance	0	500	500	0	500	500	2,052		2,052	
5317 Raleys Car Park	0	0	0	0	0	0	422		422	
5320 Fertilizers	47	0	(47)	47	0	(47)	294		247	
5330 Grass Seed	0	0	0	0	0	0	2,000		2,000	
5340 Plants	501	0	(501)	812	0	(812)	2,758		1,947	
5410 Repairs & General Maintenance	0	145	145	161	290	129	1,745		1,584	
5412 Capital Refurbishments	0	0	0	0	0	0	1,200		1,200	
5500 Equipment Hired and New	2,888	640	(2,248)	3,032	1,280	(1,752)	7,676		4,644	1,823
5525 Equipment Maintenance	638	985	347	701	985	284	8,374		7,673	
5550 Vehicle Expenses	216	352	136	590	704	114	21,371		20,781	
5700 Fuel	620	490	(130)	1,106	980	(126)	5,877		4,771	
6010 Light Heat & Cleaning	0	671	671	0	1,342	1,342	8,053		8,053	
6013 Cleaning	0	0	0	13	0	(13)	0		(13)	
6014 Water	21	0	(21)	62	234	172	935		873	
6101 Telephone	10	12	2	20	24	4	145		125	
6104 Mobile Telephone	18	27	9	37	54	17	322		285	
6105 Broadband wi-fi service	25	0	(25)	50	0	(50)	0		(50)	
6320 Staff Training	0	0	0	0	0	0	3,000		3,000	
6330 Welfare/Hospitality	373	33	(340)	378	66	(312)	392		14	
6460 Publicity & Democratic notices	0	0	0	0	0	0	618		618	
6635 Professional Fees Licensing	0	0	0	0	0	0	189		189	
6730 Subscriptions	0	0	0	0	0	0	172		172	
6812 Road Dues	0	0	0	0	0	0	1,076		1,076	
6900 Sundry Expenses	0	7	7	0	14	14	88		88	

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,685		1,685	
6930 Alarm Maintenance	0	0	0	0	0	0	817		817	
6931 CCTV Maintenance	0	0	0	0	0	0	562		562	
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	2,620		2,620	
6935 Waste Bin Disposal-Waste Bins	241	226	(15)	338	452	114	2,718		2,380	
6952 Protective Clothing	42	124	82	42	248	206	1,484		1,442	
O/ Spaces & Leisure - General :- Indirect Expenditure	25,043	25,252	209	45,015	50,131	5,116	345,488	0	300,473	1,823
Net Income over Expenditure	(23,113)	(24,369)	(1,256)	(39,245)	(44,884)	(5,639)	(310,689)			
8001 plus Transfer from EMR	1,823			1,823						
Movement to/(from) Gen Reserve	(21,290)			(37,422)						
Grand Totals:- Income	1,930	883	(1,047)	5,770	5,247	(523)	34,799			
Expenditure	25,043	25,252	209	45,015	50,131	5,116	345,488	0	300,473	
Net Income over Expenditure	(23,113)	(24,369)	(1,256)	(39,245)	(44,884)	(5,639)	(310,689)			
plus Transfer from EMR	1,822			1,822						
Movement to/(from) Gen Reserve	(21,290)			(37,422)						

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre 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>22 O/ Spaces & Leisure - Cemetery</u>										
1700 Cemetery Income	6,451	6,268	(183)	8,495	12,536	4,041	75,214		0	
O/ Spaces & Leisure - Cemetery :- Income	6,451	6,268	(183)	8,495	12,536	4,041	75,214			0
4010 Gross Pay	7,620	7,760	140	14,833	15,520	687	93,114		78,281	
4011 Mileage	26	0	(26)	26	0	(26)	0		(26)	
4012 Expenses	13	0	(13)	13	0	(13)	0		(13)	
4270 Employers Pension Contribution	658	646	(12)	1,251	1,292	41	7,747		6,496	
5210 Cemetery Chapel & Office	0	0	0	94	0	(94)	65		(29)	
5230 Cemetery Wshop/Messroom Mtce	34	0	(34)	34	0	(34)	701		667	
5410 Repairs & General Maintenance	407	96	(311)	1,182	192	(990)	1,147		(35)	
5412 Capital Refurbishments	0	0	0	0	0	0	1,328		1,328	
5500 Equipment Hired and New	0	310	310	0	620	620	3,722		3,722	
5525 Equipment Maintenance	51	317	266	99	634	535	9,489		9,390	
5700 Fuel	120	97	(23)	191	194	3	1,166		975	
6000 Rent & Rates	848	875	27	1,699	1,750	51	10,499		8,800	
6010 Light Heat & Cleaning	0	357	357	0	714	714	4,287		4,287	
6013 Cleaning	113	0	(113)	113	0	(113)	0		(113)	
6014 Water	231	88	(143)	231	176	(55)	1,058		827	
6101 Telephone	41	48	7	82	96	14	580		498	
6104 Mobile Telephone	0	0	0	0	0	0	16		16	
6105 Broadband wi-fi service	10	10	0	20	20	0	123		103	
6240 Computer/ Data Base/WP's	36	56	20	73	112	39	666		593	
6320 Staff Training	0	0	0	0	0	0	1,500		1,500	

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre 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
6330 Welfare/Hospitality	150	18	(132)	164	36	(128)	222		58	
6500 Goods for Resale	0	10	10	0	20	20	125		125	
6720 Books and Periodicals	0	0	0	0	0	0	51		51	
6730 Subscriptions	0	0	0	0	200	200	200		200	
6802 Trees Plants Turf & Fertilizer	23	0	(23)	23	0	(23)	3,309		3,286	
6822 Roads Path & Boundaries	0	0	0	389	204	(185)	814		425	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	116		116	
6922 Health&Safety/Risk Assessments	0	372	372	0	372	372	1,489		1,489	
6930 Alarm Maintenance	618	620	2	618	620	2	883		265	
6932 Cemetery Security	503	490	(13)	1,005	980	(25)	5,882		4,877	
6935 Waste Bin Disposal-Waste Bins	81	106	25	161	212	51	1,272		1,111	
6952 Protective Clothing	14	54	40	177	108	(69)	644		467	
7611 Contingency provision	0	(1,342)	(1,342)	0	(2,684)	(2,684)	(16,104)		(16,104)	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,597	10,988	(609)	22,478	21,388	(1,090)	136,111	0	113,633	0
Net Income over Expenditure	(5,146)	(4,720)	426	(13,983)	(8,852)	5,131	(60,897)			
Grand Totals:- Income	6,451	6,268	(183)	8,495	12,536	4,041	75,214			
Expenditure	11,597	10,988	(609)	22,478	21,388	(1,090)	136,111	0	113,633	
Net Income over Expenditure	(5,146)	(4,720)	426	(13,983)	(8,852)	5,131	(60,897)			
Movement to/(from) Gen Reserve	(5,146)			(13,983)						

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>23 O/ Spaces & Leisure- Allotment</u>										
1010 Rental Income	(50)	0	50	(33)	0	33	1,417		0	
1047 QH Allotments Income	25	0	(25)	35	0	(35)	7,907		0	
O/ Spaces & Leisure- Allotment :- Income	<u>(25)</u>	<u>0</u>	<u>25</u>	<u>2</u>	<u>0</u>	<u>(2)</u>	<u>9,324</u>			<u>0</u>
4010 Gross Pay	399	267	(132)	725	534	(191)	3,202		2,477	
4270 Employers Pension Contribution	16	11	(5)	30	22	(8)	128		98	
5410 Repairs & General Maintenance	0	0	0	464	339	(125)	1,355		891	
6002 QH Allotments Costs	5	0	(5)	(125)	0	125	3,649		3,774	
6014 Water	67	0	(67)	148	0	(148)	880		732	
6300 Computer Software	0	0	0	14	0	(14)	13		(1)	
6730 Subscriptions	0	0	0	0	0	0	58		58	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	68		68	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<u>488</u>	<u>278</u>	<u>(210)</u>	<u>1,256</u>	<u>895</u>	<u>(361)</u>	<u>9,353</u>	<u>0</u>	<u>8,097</u>	<u>0</u>
Net Income over Expenditure	<u>(512)</u>	<u>(278)</u>	<u>234</u>	<u>(1,254)</u>	<u>(895)</u>	<u>359</u>	<u>(29)</u>			
Grand Totals:- Income	(25)	0	25	2	0	(2)	9,324			
Expenditure	488	278	(210)	1,256	895	(361)	9,353	0	8,097	
Net Income over Expenditure	<u>(512)</u>	<u>(278)</u>	<u>234</u>	<u>(1,254)</u>	<u>(895)</u>	<u>359</u>	<u>(29)</u>			
Movement to/(from) Gen Reserve	<u>(512)</u>			<u>(1,254)</u>						

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre 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)	11,255		0	
1990 Other Income	0	0	0	0	0	0	200		0	
Open Spaces-Street Lighting/Ge :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>(0)</u>	<u>11,455</u>			<u>0</u>
6861 Public Clock Maintenance	0	0	0	0	0	0	142		142	
6862 Street Lighting	1,540	1,412	(128)	5,942	2,824	(3,118)	16,939		10,997	(638)
6865 In Bloom Costs	2,494	412	(2,082)	2,912	824	(2,088)	14,000		11,088	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<u>4,034</u>	<u>1,824</u>	<u>(2,210)</u>	<u>8,854</u>	<u>3,648</u>	<u>(5,206)</u>	<u>31,081</u>	<u>0</u>	<u>22,227</u>	<u>(638)</u>
Net Income over Expenditure	<u>(4,034)</u>	<u>(1,824)</u>	<u>2,210</u>	<u>(8,854)</u>	<u>(3,648)</u>	<u>5,206</u>	<u>(19,626)</u>			
8001 plus Transfer from EMR	(638)			(638)						
Movement to/(from) Gen Reserve	<u>(4,673)</u>			<u>(9,492)</u>						
Grand Totals:- Income	0	0	0	0	0	(0)	11,455			
Expenditure	4,034	1,824	(2,210)	8,854	3,648	(5,206)	31,081	0	22,227	
Net Income over Expenditure	<u>(4,034)</u>	<u>(1,824)</u>	<u>2,210</u>	<u>(8,854)</u>	<u>(3,648)</u>	<u>5,206</u>	<u>(19,626)</u>			
plus Transfer from EMR	(638)			(638)						
Movement to/(from) Gen Reserve	<u>(4,673)</u>			<u>(9,492)</u>						

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>										
1208 Other Events Income	0	234	234	660	468	(192)	1,407		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	875	875	0	3,500		0	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	367		0	
O/Spaces & Leisure-Vine Ground :- Income	0	234	234	1,535	1,343	(192)	5,274			0
4010 Gross Pay	1,869	1,744	(125)	3,551	3,488	(63)	20,932		17,381	
4270 Employers Pension Contribution	67	105	38	129	210	81	1,256		1,127	
5010 Vine Area General Maintenance	195	210	15	654	420	(234)	2,515		1,861	
5015 Vine Pavilion maintenance	0	133	133	0	133	133	133		133	
5020 Vine Public Convenience	1,128	1,000	(128)	5,693	2,000	(3,693)	12,000		6,307	4,500
5410 Repairs & General Maintenance	0	65	65	0	130	130	782		782	
5500 Equipment Hired and New	1,823	334	(1,489)	1,823	668	(1,155)	2,006		184	1,823
6014 Water	24	35	11	67	70	3	423		356	
6460 Publicity & Democratic notices	0	0	0	0	0	0	62		62	
6635 Professional Fees Licensing	0	0	0	0	0	0	210		210	
6868 Summer Concerts	0	0	0	0	0	0	3,549		3,549	
6869 Special Events	0	0	0	340	139	(201)	139		(201)	
6931 CCTV Maintenance	0	0	0	0	0	0	730		730	
6935 Waste Bin Disposal-Waste Bins	0	72	72	64	144	80	868		804	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	5,106	3,698	(1,408)	12,320	7,402	(4,918)	45,605	0	33,285	6,323
Net Income over Expenditure	(5,106)	(3,464)	1,642	(10,785)	(6,059)	4,726	(40,331)			
8001 plus Transfer from EMR	1,823			6,323						
Movement to/(from) Gen Reserve	(3,283)			(4,463)						

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 31/05/2023

Month No: 2

Cost Centre 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	0	234	234	1,535	1,343	(192)	5,274			
Expenditure	5,106	3,698	(1,408)	12,320	7,402	(4,918)	45,605	0	33,285	
Net Income over Expenditure	<u>(5,106)</u>	<u>(3,464)</u>	<u>1,642</u>	<u>(10,785)</u>	<u>(6,059)</u>	<u>4,726</u>	<u>(40,331)</u>			
plus Transfer from EMR	1,822			6,322						
Movement to/(from) Gen Reserve	<u>(3,283)</u>			<u>(4,463)</u>						

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**Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th July 2023**

Report to the Open Spaces & Leisure Committee

The waiting list for QHA currently stands at eight (two in February) with five vacant plots (2x half plots and 3x quarter plots).

The waiting list for BVA is five (three in February) and the site is full.

The increase in interest is mainly due to the article which went out in Town Crier.

Allotment Rent

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

2017-18	£2.00 per rod*	
2018-19	£3.50 per rod	(75% increase)
2019-20	£4.00 per rod	(14% increase)
2020-21	£4.15 per rod	(3.5% increase)
2021-22	18p per square metre	(9% increase)
2022-23	19.8p per square metre	(10% increase)
2023-24	21.8p per square metre	(10% increase)

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

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

RECOMMENDATION TO THE F&GP COMMITTEE (10th July): That the Committee increase rents by 2.2p per square metre, ie 10%, to 23p per square metre. This is slightly more than the rate of inflation. Any increase will be communicated to the tenants in September along with their renewal letter and invoice, with the increase effective on 1st October 2024.

The Allotments Manager would like to ask the committee to consider no increase or a smaller increase for the tenants at Bradbourne Vale Road. We have been asked on several occasions to consider this because they do not enjoy the same on-site facilities as the tenants at Quaker's Hall, namely the Trading Centre and toilets.

Water Tank Installation at BVA

The water tank installation project is complete, though we have a few teething problems with the weight of the water in the tanks causing the tanks to tilt, and the ballcocks being set too high, which results in the water overflowing. The Open Spaces Manager is working to correct these two problems.

Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th July 2023

Allotment Officer vacancy

Our Allotment Officer is due to leave us in September and we have recruited an allotment tenant from Quaker's Hall Allotments, who will be working Tuesdays initially alongside the Allotment Officer.

Before and after

Here are some photos which prove that it is possible to bring an abandoned plot back into full cultivation.

Plot 74A



Plot 120B

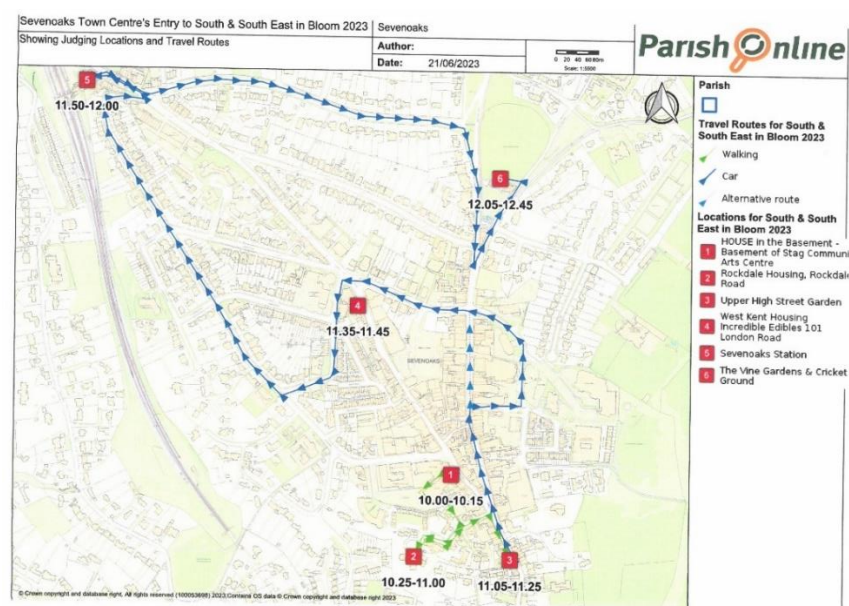


Ruth King
Allotments Manager

Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th July 2023



On Friday 30 June Sevenoaks Town Centre, The Vine and Upper High Street Gardens entries, together with It's Your Neighbourhood entry for HOUSE in the Basement were judged by South & South East in Bloom.



**Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th July 2023**

A presentation was given to the Judge by Linda Larter and Mike Reid highlighting different aspects of the entry, including the environmental and community involvement, as well as the support of local businesses. This year the entry the main sponsor was Knocker & Foskett, together with planting assistance from Reuthes Lost Gardens of Sevenoaks. Sevenoaks District Council is to be thanked for their support in tidying and weeding the town centre.

The entry was also helped with the tremendous support of volunteers, including Sevenoaks Soroptimists, Adrian Cheeseman, Sevenoaks Living Landscapes and Academy Consulting.

Additionally, Rockdale Housing Association and West Kent Housing aka 'Incredible Edibles' had amazing floral displays and edibles.

The Open Spaces team worked very hard to get Upper High Street Gardens and The Vine looking their best for judging day.

We will know the results in September.

**Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th July 2023**

Sevenoaks Sports Strategy Review

The Sevenoaks Town Neighbourhood Plan (STNP) will require a lot of work in implementing its policies and aims. It also needs the supporting statements reviewed as they were created at the beginning of the process, although as the Planning Inspector stated the fundamental principles have not changed.

The Sports Strategy is one of the supporting statements requiring review, originally created in consultation with 40 sports organisations. Expressions of interest to be involved in the review of the strategy are currently being sought via the advert overleaf launched at the Sports and Wellbeing Showcase Event on 2nd July.

The final document was published in 2015 and can be viewed as an appendix to the Sevenoaks Town Neighbourhood Development Plan (STNP) – see Appendix D on page 185 of the STNP via the following link: [4166_20230302-sevenoaks-neighbourhood-plan-march-2023-compressed.pdf \(wordpress.com\)](https://www.sevenoaks.gov.uk/wp-content/uploads/2023/03/4166_20230302-sevenoaks-neighbourhood-plan-march-2023-compressed.pdf)

The Sevenoaks Town Council Sports Strategy resulted in over £1.2m being invested into sports provision within Sevenoaks town including the following projects (see overleaf for additional details). In addition, the new Bat & Ball Centre to enable floor-based sports e.g., Marshall Arts, Zumba, and outdoor tennis, netball and 5 aside football:

Greatness Recreation Ground – 3G Pitch, new public toilet, outdoor gym facility, planning progression for new pavilion project. Vine – disabled ramp for pavilion, resurfacing cricket outfield, refurbishing exterior of Vine pavilion. Knole Paddock – improvements to drainage of pitches, decking to SRFC clubhouse, new floodlights for rugby training, planning fees for 3G pitch (unsuccessful), new overflow car park. Hollybush Recreation Ground – improved 3G hockey pitch. Bat & Ball Centre – MUGA for tennis, netball, 5 aside

Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th July 2023



Sports Strategy – time for a review









In 2013 Sevenoaks Town Council commenced consultation with 40 organisations involved in sports within the town with the aim of producing a Sports Strategy. The final document was published in 2015 and can be viewed as an appendix to the Sevenoaks Town Neighbourhood Development Plan (STNP) – Scan the QR code or click [here](#) and see Appendix D on page 185.

The Sevenoaks Sports Strategy resulted in over £1.2m being invested into sports provision within Sevenoaks town on the following projects:

Greatness Recreation Ground: 3G Pitch, new public toilet, outdoor gym facility, planning progression for new pavilion project. **Vine:** disabled ramp for pavilion, resurfacing cricket outfield, refurbishing exterior of Vine pavilion. **Knole Paddock:** improvements to drainage of pitches, decking to SRFC clubhouse, new floodlights for rugby training, planning fees for 3G pitch (unsuccessful), new overflow car park. **Hollybush Recreation Ground:** improved 3G hockey pitch. **Free sports:** outdoor gyms, outdoor table tennis, play equipment, skateboard park. Investment into gymnastic facilities. Policies included in the STNP for future school sports provision to meet governing bodies standards and cycling strategy. And £150k reserved for indoor cricket facilities.

Also £3m on **Bat & Ball Centre:** MUGA for tennis, netball, 5 aside. Floor based sports including marshal arts, zumba, and dance etc.

Having accomplished so much of the first Sevenoaks Town Council's Sports Strategy, it is time to look to the future.

We are looking for representatives of local sports organisations who are willing to invest time in helping us to prepare the second local Sports Strategy.

If you are interested, please contact Georgie Elliston at planning@sevenoakstown.gov.uk by the end of July 2023. The intention is for the first meeting to take place in September 2023.

Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG.
www.sevenoakstown.gov.uk

	Location	Project	Update	£
A1	Greatness Recreation Ground	New Sports Pavilion including café and toilets.	Sevenoaks Town Football Club / Sevenoaks Town Council have obtained planning permission and moving forward to obtain football foundation funding.	
A2	Greatness Recreation Ground	Current pavilion repurposed as community facility – installation of public toilet.	Awaiting completion of new pavilion. New public toilet built.	 £25,000
A3	Greatness Recreation Ground	Outdoor Gym Facility - Free Sports	Installation completed	£15,000

Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th July 2023

A4	Greatness Recreation Ground	3G Pitch Enabling football to be played all year round	Installation completed	£500,000
A5	Greatness Recreation Ground	Improvements to Environ	Consultation to take place as part of new sports pavilion project.	
B1	Vine	Refurbish Vine Pavilion to enable disabled access. Refurb of external of Vine Pavilion	Access ramp installed.	£35,000 £70,000
B2	Vine	Make building more energy efficient		
B3	Vine	Upgrade public toilets. Used by runners, cyclists, cricket players, walkers. Cycle Friendly recognised café. Green Flag Award	Completed	£20,000
B4	Vine	Outdoor cricket nets to be removed and make good.	Completed	
B5	Vine	Outdoor storage required for cricket equipment.	Cricket club continue to use STC's Tea Hut. STC regularly maintain.	
B6	Vine	Cricket outfield, post covid.	Complete restoration of cricket outfield, post covid. STC contributed £16,000	£25,000
C1	Knole Paddock	Improve drainage to sports pitches.	Works undertaken in 2015 and 2022. Pitch 1 completed. 2 x £35,000	£70,000
C1(a)	Knole Paddock	Make buildings more energy efficient.		
C2	Knole Paddock	Installation of 3G pitch	STC invested resources into planning applications to appeal stage – however planning permission not granted. New floodlighting	£17,000 £18,500
C3	Knole Paddock	Installation of MUGA	Due to planning issues installed at Bat & Ball Centre	
C4	Knole Paddock	Improved SRFC facilities for spectators.	Completed decking area and moving of main pitch	£20,000

Sevenoaks Town Council
Open Spaces & Leisure Committee – 10th July 2023

C5	Knole Paddock	Retention of Cricket Pitch	Retained although reduced to accommodate Rugby. Planning Permission obtained for practice nets.	
C6	Knole Paddock	Retention of Football Pitch	Retained – programme of improvement to commence 2023.	TBC
C7	Knole Paddock	Enable long term sustainability of Lawn Tennis Club	STC lease land to club.	
C8	Knole Paddock	Raleys Gym to be closed and area redeveloped. Investment into Sencio gym facilities.	Completed	
C9	Knole Paddock	Remove some strain on parking issues – grass crete for 46 spaces as overflow car park.	Planning permission obtained and project completed.	£15,000
D1	Hollybush Recreation Ground	Indoor Bowls Club – consideration adaption to enable shared use with other sports provision = shared costs.	Owned by SDC	
D2	Hollybush Recreation Ground	Additional tennis facilities	Provided via SDC & private organisation	
D3	Hollybush Recreation Ground	Improved 3G facility	Completed with STC financial contribution	£50,000
D4	Hollybush Recreation Ground	Partnership provision with adjacent schools.	Schools now have a coordinated sports programme involving local sports clubs.	
D5	Hollybush Recreation Ground	Footbridge across Seal Hollow Road for link to Knole Paddock and improved pedestrian access.		
D6	Hollybush Recreation Ground	Expansion and improvement of lodge with public toilets, children nursery and community facilities.	Recommended to SDC for preparation of strategic plan for open space.	
D7	Hollybush Recreation Ground	Hollybush Park	Recommended to SDC for preparation of strategic plan for open space	

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D8	Hollybush Recreation Ground	Consider provision of cricket at Hollybush Park	Considered and not progressed – objections from local residents.	
D9	Hollybush Recreation Ground	Open space for running, children play, dog walking etc to remain.		
E1	Community Centre (Now Bat & Ball Centre)	Convert to two storeys to enable. <ul style="list-style-type: none"> • Gymnastics • Martial arts • Dancing • Tennis • Netball • Tai chi • Exercise classes • Zumba • Basket ball • Cross fit 	Planning permission not agreed for two storeys. Sports accommodated except indoor basketball and cross fit.	£3,000,000
E2	Community Centre (Now Bat & Ball Centre)	Retain outdoor multi sports facility	New facility with floodlights installed – free to use.	£100,000
F1	Former Wilderness School Site	Two new schools with sports provision	Provided by KCC	
F2	Former Wilderness School Site	Two new multi-use games area	Provided by KCC	
F3	Former Wilderness School Site	Upgraded Sencio facilities	Provided by KCC	
G1	Sencio Leisure Centre	Support the long-term sustainability of the facility.	2023 new management to be put in place	
G2	Sencio Leisure Centre	Disability basketball – improve facilities	Completed with adjustable hoops.	
G3	Sencio Leisure Centre	Incorporate gymnastics from Raleys	Completed – STC donated funds	£95,000
H	Informal Free Access Sports	Outdoor gyms Table Tennis Running Tracks Jogging Cycling	Additional outdoor gym installed at Julians Meadow. Outdoor Table Tennis – Hillingdon Rise No progress Improved facilities including public toilets	£15,000 £5,000

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		<p>Skateboard Park Walking Dance</p> <p>Play Equipment</p>	<p>– also 2 Cycle Friendly locations. Ongoing maintenance Improved facilities Bat & Ball Centre / Stag</p> <p>New facility at Buckhurst Lane Refurbished</p> <ul style="list-style-type: none"> • Hillingdon Rise • Julians Meadow • Pontoise 	<p>£120,000</p> <p>£40,000</p> <p>£40,000</p> <p>£25,000</p>
I	Traditional school sports lessons	Encourage schools to pay and use current sports organisations in partnership with sports lessons.	Schools now have a coordinated sports programme involving local sports clubs.	
J	Spectators	Good facilities needed.	Improved facilities at SRFC pavilion. Accessible ramp at Vine Pavilion.	
K	School Sites	Work in partnership with schools to provide sports provision to meet Sports governing bodies standards.	STNP – school sports facilities to meet governing body requirement to enable community use.	
L	Partnerships with Neighbouring and or other authorities	Exchange information work together and avoid duplication.	Ongoing	
M	New Sports Sites	New sports sites within Sevenoaks town are extremely limited due to land availability.	Blue Skies thinking – purchase and repurpose land?	
N	New Sports Sites	Land adjacent to Greatness Recreation Ground available following completion of Tarmac operation.	<p>Formal land sports not suitable due to topography.</p> <p>Water sports possible in restored lake. Allocation within STNP.</p>	
O	Access for disabled and vulnerable people	All facilities to be reviewed to address.	Included within new projects. Adaptions made to current provision.	
P	Cycling provision	Work with the adopted Cycling Strategy	Being progressed subject to funding.	

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Q	Golf	To support Golf Clubs encouraging young members for sustainability	Ongoing	
	Indoor Cricket	SDC requested s.106 funding for future indoor cricket provision.	STC provided to SDC	£150,000
	Key sports provision need identified but without resolution at the time.	<p>Outdoor Basketball free</p> <p>Indoor Basketball Courts with spectator area.</p> <p>Outdoor netball courts with floodlights and facilities.</p> <p>Outdoor Archery provision</p> <p>Hockey 2 x 3G pitches and clubhouse</p> <p>School sports facilities to meet sport's governing bodies standards.</p> <p>Indoor tennis courts provision</p> <p>Badminton Court provision.</p>	<p>1 hoop installed at Bat & Ball Centre</p> <p>1 court at Bat & Ball Centre</p>	

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**Notes of the Liaison Meeting held on 23rd June 2023
Between Sevenoaks Rugby Football Club (SRFC)
And Sevenoaks Town Council (STC)**

SRFC	STC
Stephen Fitzmaurice – Incoming Chairman	Cllr Dr Marilyn Canet, Chair Open Spaces & Leisure Cttee Cllr Victoria Granville, Vice Chair Open Spaces & Leisure Cttee Cllr Nick Varley, STC / SRFC Liaison Councillor Nicholas Cave, Open Spaces Manager Linda Larter, CEO / Town Clerk

Apologies for Absence: SRFC – Michael Woolridge and Adam Bowman. STC Cllr Peter Dixon

1. Introductions

Stephen introduced himself and outlined his ambitions for the future of the club and liaison with STC which he hoped would be better in the future, starting with a ‘reset’ now. This was appreciated by everyone present.

It was noted that SRFC had increased greatly in size and membership numbers over the past ten years and equated to more demand for facilities including pitch use. Nicholas mentioned that there were national recommended hourly usage for pitches.

2. 3G Planning Application Refused.

There was some discussion about the process and how STC had invested as much as it could into pursuing the planning application. There had been a request a few months ago from SRFC for STC to invest further funds in trying again to obtain planning permission which was due to be considered by the Open Spaces & Leisure Committee later this month. Stephen said that STC no longer needed to consider this.

3. Pitch 3

The sustainability of Pitch 3 was of considerable concern to both STC and SRFC.

Last summer SRFC instructed RFU Pitch Advisory Service to produce a report on the STC Rugby Pitches, the written report was received and dated November 2022. A Liaison Meeting was subsequently held in December 2022 to discuss this. It was noted that the report stated that Pitch 3 should be taken out of use (*“Pitch 3 is in a poor state. The Club and LA were informed at the time of this visit to take this pitch out of use and repair as soon as possible”*). SRFC had requested that the pitch remain in use as it was essential to their operation for the 2022 / 2023 season, and this was agreed. In December 2022 the Open Spaces Manager proposed work on the pitch starting February 2023, which was again extended to the end of the season. SRFC have stated that they need to again continue to use Pitch 3 for training for 2023 / 2024 season as they cannot find or afford an alternative venue for training.

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STC's concern was that it is not in the practice of not following professional advice when any facility is deemed not fit for purpose and indemnity issues may be required. Stephen said that SRFC would be willing to comply with indemnity provision. Also, that Pitch 3 is a living surface, the continuous use on an already poor provision would only be more detrimental to pitch provision.

STC agreed subject to SRFC's provision of indemnity that SRFC

- i) Continue to use Pitch 3 for Tuesday and Thursday evenings for training
- ii) Continue to use Pitch 3 for Sundays for children subject to using bottom end of the field
- iii) To note that the continued use of Pitch 3 against professional advice will result in the further deterioration of the pitch and is not STC's operation resulting in this.
- iv) SRFC to stop using Pitch 3 as of 16th April 2024.
- v) SRFC to move to alternative training provision from September 2024
- vi) Cancellation advice from the Open Spaces Manager due to weather conditions should be respected and acted on.

SRFC Request for Hybrid Pitch

There was some discussion about SRFC's request for a hybrid pitch which is a mixture of plastic and real grass. It was noted that this was likely to be subject to almost the same processes as the 3G pitch in relation to planning. There were also concerns relating to the vulnerability and how it fitted in with local climate change initiatives.

It was also noted that Knole Paddock and Raleys Field was public open space also used by other sports and STC needed to ensure facilities were available to all.

SRFC would want to work with STC / Nick and discuss what's required for the 5/10 year sustainable future of the rugby pitches.

STC's preferred option was to restore Pitch 3 as had been done with Pitch 1 to enable continued sustainable use.

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Woodside Road Open Space

Sevenoaks Town Council owns and maintains a small site on the corner of Woodside Road and Bradbourne Park Road known as Woodside Road Open Space. The small triangular shaped area contains many trees and is preserved as a natural site albeit with mown grass. The edges are left to allow wildflowers to flourish; most of the Ash trees are showing some signs of die back.

See **orange** outline for location:



Approximately six years ago, an undetonated explosive was discovered on the site and the bomb squad arranged a controlled explosion resulting in white phosphorus particles being blown up into the trees, all of which had to be pruned out, bagged, and disposed of safely.

A local Resident has written to request:

"I am of the opinion the triangle of land could be transformed if a detailed plan of action was made bearing in mind the suggestions in the TV programmes of David Attenborough and Countryfile etc.

The first action needed is the removal of all the ash trees with dieback disease along with tidying of some of the other trees. Some of the wood could be used to create some low-level bug hotels along the fence. Planting of wildlife friendly shrubs, plants and trees would be beneficial. An area or areas of the grass could be set aside as a wildflower meadow. More bird boxes are desirable. A new fence would be desirable as I regularly repair parts due to rusted nails and broken arris rails. Maybe children from the nearby Primary School could be involved in some of the tasks."

Officers are in support of the suggestions.

RECOMMENDATION: That an STC survey of local opinion be carried out by Councillors before a plan of action is implemented.

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Mill Pond Wood – steps from Seal Road

Sevenoaks Town Council owns and maintains Mill Pond Wood. A local resident has requested that improvements be made to the entrance to Mill Pond Wood from Seal Road close to Mill Pond Close.

The Resident has expressed concern about: *“the woodland floor wearing away, especially of note is the slope nearest the A25. The wood is constantly under wear and tear, as the 3 schools degrade the area, and following the impact of COVID dog walkers. The slope from the top is very dangerous as the thin soil has washed down. It is not a good end or beginning for disabled, visually impaired, or elderly.”*

See **red** outline for location:



Several years ago, STC used roadstone to resurface a set of steps that lead down from the wood to the road. They are a quite informal set of steps fronted with concrete curbing. The steps are still in reasonable condition with some erosion alongside where storm water washes down the hill.

Obviously, in heavy rain the water must descend with gravity and some soil is deposited close to the road. The water currently stays off the steps by running to the right where there is some erosion around tree roots, but not to an excessive amount where one might feel the trees were at risk of being undermined.

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Officers do not see it as necessary to create a drain or diversion for the water which may then descend onto the road from a height or possibly be directed towards the back gardens of Mill Pond Close which would be a far worse situation.

If a handrail is installed on the steps, the simplest solution would be a key clamp galvanised rail following the irregular descent the steps currently take. A galvanised rail can be adapted to the various irregular step lengths more easily than timber and will need less maintenance over time.

RECOMMENDATION: That STC continues to monitor the condition of the steps and the feedback received before considering a more urban solution to this semi-natural provision. Likely costs:

- To fully rebuild the steps - £20,000
- To provide handrails to existing steps - £2,000

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Raleys Car Park Permit Scheme

Raleys car park was originally created to support the adjacent sports facilities. Sevenoaks Town Council is also keen to use the facility to enable Town workers (lower paid) to use the car park.

The car park is shared amongst the following users:

- 1) Area for Sevenoaks Lawn Tennis Club (as per original planning permission)
- 2) Permits for dedicated sports clubs
- 3) Area for drop off zone – 15 minutes
- 4) 35 permits for town workers for Monday – Friday only
- 5) Other parking to be limited to 4 hours

Applications for the permits open in February and permits are valid from April-March. Applications are promoted on social media and on the STC website.

A maximum of 35 permits are issued to Sevenoaks Town workers from independent retail premises on lower salaries – calculation based on the current minimum living wage. For the 2023-24 permit, the salary maximum was £20,972 FTE (Full Time Equivalent).

Criteria for Raleys Car Park Permit

1. Applicant must be a Sevenoaks Town worker from an independent retail premises.
2. Application form must be co-signed by employer confirming salary.
3. Permits are car registration specific.
4. Permit will be valid from 01.04.2023 to 31.03.2024.
5. Parking is permitted Monday to Friday only.
6. Cost of permit is £63.00 per annum.
7. Applicants with greater difficulty accessing the town centre will be given priority.

Trends in the High Street have changed since the inception of the scheme 10 years ago and STC wants to ensure that it supports the economy of the town.

Are the current criteria endorsed or should applications be open to independent businesses alongside independent retail shops?

Recommendations sought.

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Wednesday Market in Buckhurst Lane

The Town Council operates three Markets in Sevenoaks – the **Wednesday Market in Buckhurst Lane**, the **High Street Market** on Saturdays, and **Bligh's Market** also on Saturdays.

Following the previous market management company going into bankruptcy and a local petition the Town Council tendered to Sevenoaks District Council for the Wednesday and Saturday markets.

A similar petition persuaded the Town Council to take over the Bligh's Saturday market when it was proposed that Bligh's no longer found it financially viable to operate.

In April 2023, STC successfully re-tendered for the Market Lease for the Saturday High Street Market and the Market Lease for the Wednesday Market in Buckhurst Lane.

The Wednesday Market could accommodate approximately 16 pitches of varying sizes. At present, there are seven regular traders and two potential new traders with new traders enquiring regularly about availability. The changes in shopping trends have impacted both High Streets and Markets but there is ample opportunity for expansion of the Wednesday Market now that the Market Lease has been renewed.

Access to the Wednesday Market is convenient for market traders and there is plentiful parking for shoppers next to and opposite the Market site.

Sevenoaks Town Council current policy is to persuade Sevenoaks District Council to move the Wednesday market from Buckhurst Lane to the High Street (same position as Saturday market).

Not all the current stalls at the Wednesday Market would be able to fit into the High Street space.

Saturday High Street market has five market traders and is at full capacity.

Saturday Bligh's Market has provision for 10 pitches and operates mostly at full capacity.

RECOMMENDATION: Sevenoaks Town Council to review and or endorse the current policy for persuading Sevenoaks District Council to move the Wednesday market from Buckhurst Lane to the High Street (same position as Saturday market).

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Current Matters

NB: updates shown in green

176/5 (vii) 22.07.2019	Tree Planting	<p>Open Spaces Manager to liaise with Tarmac in relation to offer of trees. So far, there has not been a reply from the new management team at Tarmac.</p> <p>Total number of trees planted in 2022/23 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 & Ball Centre in March. Two Sakura cherries have also been planted, one in memory of Cllr Waite.</p> <p>Adopt a Tree 2022/23 – 13 trees planted.</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>Two most competitive have been invited to requote with plan to complete works 2023/24.</p> <p>Work scheduled to commence September 2023.</p>
156 05.07.2021	Greatness Recreation Ground Management and Improvement Plan	<p>Meeting with stakeholders was held on 08.10.2021. It was agreed that a survey would be produced in 2022.</p> <p>The survey will be part of the professional consultant's work required by the Football Foundation to progress the proposed new pavilion.</p> <p>STFC and STC jointly appointed consultant for public consultation in January 2023.</p> <p>Pending update.</p>
353 08.11.2021	Kent Association of Local Councils – Fire Hydrant Initiative	<p>Awaiting information from KALC/KFRS with guidance on progressing scheme. Pending information from KFRS.</p> <p>STC liaising with representative from Sevenoaks Fire Station.</p>

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522 14.02.2022	Sevenoaks Lawn Tennis Club-parking barrier in Raleys Car Park	<p>Club advised of resolution:</p> <p>RESOLVED: to support the SLTC proposal subject to the following:</p> <ul style="list-style-type: none"> • SLTC to proceed only if the tennis club meet the full cost, including planning permission; • Should the items become damaged or unused, they be removed from the site completely, including removal of the key pad and kerbed area and the reinstatement of the area to its former condition at SLTC's expense; • That there be no loss of parking spaces to the Town Council; and • That officers seek reassurance that emergency access provision be taken into account during the planning process. <p>STC is aware that SLTC is ready to submit planning application.</p>
194.2 04.07.2022	Letter Box Lane Track serving Nos. 2,4 and 6	<p>RESOLVED: That a sub-committee be formed comprising the Chair of the Open Spaces & Leisure Committee, the Town Clerk, the Open Spaces Manager and a local ward member and, following receipt of legal advice, to begin negotiations with the three householders to reach an agreement regarding reasonable contribution to the required works.</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>RESOLVED: 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>

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		<p>Contractor appointed on behalf of the homeowners and works to commence 13 February 2023.</p> <p>Completed.</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"> • Ambulance service to be consulted regarding the need for the access, and whether this proposal was of significant benefit • Robust gate design would be required to address risk of unauthorised access to the site • Application to drop kerb would need to be submitted to Sevenoaks District Council • Discussions required with Rugby Club regarding funding of the works • Consideration to be given to impact on car parking <p>RESOLVED: That the Open Spaces Manager be asked to investigate these issues with the Rugby Club and report back to a future meeting.</p> <p>Awaiting information from SRFC regarding Ambulance Service access requirements and funding options.</p> <p>Gate design to be partly dependent on Ambulance Service requirements.</p> <p>KCC advised vehicle crossover application would be required & SDC to be consulted regarding planning permission for dropped kerb.</p> <p>SRFC to investigate points and report back to us before planning permission applied for.</p>

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		No further update.
194.3 (ii) 04.07.2022	Knole Paddock, Sevenoaks Rugby Club (SRFC) <i>Club Signs at top of Plymouth Drive and by access point to the field by pitch 1</i>	<p>(ii) <u>Club Signs advertising home games at top of Plymouth Drive and by access point to the field by pitch 1</u></p> <ul style="list-style-type: none"> • More detailed proposal required of what is intended, what is the purpose, has the placement on the side of existing building been considered • Advice from Sevenoaks District Council required on whether planning permission needed • Consideration to be given to the range of uses of the land, implications of clearly branding it as Rugby Club, and to putting something up explaining the variety of uses at Raleys Field • Current Public Realm Wayfinding project looking at signage throughout the Town, including sports clubs, to be taken into account • Noted, that Vine Cricket Club do have a provision and that they lease the land. <p>RESOLVED: That the Open Spaces Manager discuss the options with the Rugby Club and obtain detailed proposal for consideration at a future meeting.</p> <p>SRFC would hope to attract more spectators by advertising upcoming matches on roadside signs</p> <p>KCC responsible for road signs - SRFC was advised to consult KCC about signage at top of Plymouth Drive</p> <p>Suggested to SRFC placement of sign on pavilion – SRFC preference is sign by hatched entrance</p>

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		<p>Awaiting more information from SRFC detailing proposed signage</p> <p>No further update.</p>
<p>194.3 (iii) 04.07.2022</p>	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>Pitch 1 Match Day Sponsorship Boards – request to keep up during season</i></p>	<p>(iii) <u>Pitch 1 Match Day Sponsorship Boards, request to keep up on pitch barriers during season (September to April)</u></p> <ul style="list-style-type: none"> • Planning permission implications to be considered regarding advertising • Concern that it would visually appear to be a barrier and impede passage across public open space <p>RESOLVED: that, in principle, the installation of sponsorship boards be permitted on match days and 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>No further update.</p>

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<p>194.3 (iv) 04.07.2022</p>	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>1st XV Match Entrance Charge</i></p>	<p><u>(iv) 1st XV Match Entrance Charge</u></p> <ul style="list-style-type: none"> • Covenant on the land to be checked to see whether this permissible • Details required of how it can practically be achieved without impeding public access to the open space <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) the covenant on the land be checked to clarify whether this is permissible 2) the Rugby Club be asked to provide details of how a charging scheme could be introduced whilst also ensuring that the general public still had free access to the public open space <p>SRFC advised that it does not intend to impede public access to the open space and proposed setting up a table in the car park asking for a donation from spectators. They explained that supporters of teams at this level are accustomed to paying a small donation/entrance charge.</p> <p>The covenants are not clear either way. As a principle, charging is not made for entry to public open space.</p> <p>It is recommended that sale of programme is used to generate funds from spectators.</p> <p>No further update.</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><u>(v) Additional Point of Sale – Outdoor Hot Food Facility</u></p> <ul style="list-style-type: none"> • Town Council to consider whether it wants a concession on that site • Green belt land, planning permission would be required • Utilities would need to be installed

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		<ul style="list-style-type: none"> Costs of building and managing project to be considered <p>RESOLVED: That the Open Spaces Manager look in more detail at the proposal to consider whether it is a practical proposal that would stand up to planning and other scrutiny</p> <p>A meeting has been held with SRFC and discussion about information needed regarding costs associated with building and maintaining any structure, Health and Safety considerations, and Food Hygiene considerations for an outdoor Point of Sale, for STC to consider at a later date.</p> <p>No further update.</p>
414.2 07.11.2022	Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry house	<p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) Officers carry out additional preparatory work required; and 2) obtain legal opinion regarding ownership of the boundary wall <p>Legal opinion has been received and a shared ownership agreement has been sent to the owner.</p> <p>Shared ownership agreement being finalised.</p>
582.4 13.02.2023	Vine - Condition of Grass	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1) To rule out the placement of a path down the middle of the grass; 2) To seed and temporarily fence off an area of the grass to allow it time to recover; and 3) To consider what can be installed in the garden to celebrate the Coronation. <p>King Charles Coronation Roses to be planted in Vine Garden.</p>

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582.5 13.02.2023	Vine - Anti-social behaviour	<p>RESOLVED that Officers:</p> <ol style="list-style-type: none"> 1) Review additional security arrangements to be taken; 2) Continue and intensify communication with the Police; and 3) Report back at the next Committee meeting. <p>Item was reported to Youth Service Committee.</p> <p>Enhanced CCTV was installed and existing/damaged toilet doors were replaced with more robust/steel doors.</p> <p>SDC consulting on PSPO, may be complicated due to Premises Licences.</p>
582.7 13.02.2023	Vine- Borehole	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1) Officers to explore and consult fully about: <ol style="list-style-type: none"> a) SVCC plans to fund a borehole installation; b) Location of related infrastructure; and c) The opinion of local and relevant authorities and agencies. 2) Officers to report back at the next Committee meeting. <p>Pending reply from Environmental Agencies.</p>