



8<sup>th</sup> October 2024

### GREATNESS RECREATION GROUND WORKING GROUP

To be held in the Council Chamber, Town Council Offices,  
**Wednesday 16<sup>th</sup> October 2024 at 2.00pm**

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.

Members of the public are welcome to attend the meeting.

#### Working Group Members:

*Quorum minimum of 3 elected members:*

Cllr Dr Marilyn Canet	Cllr Victoria Granville
Cllr Claire Shea	Cllr Chloe Gustard

### AGENDA

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
2	<u>REQUESTS FOR DISPENSATIONS</u> 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).	-

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3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this agenda.	-
4	<u>MINUTES OF THE GREATNESS RECREATION GROUND WORKING GROUP HELD ON 19<sup>TH</sup> AUGUST 2024</u> To receive and agree the Minutes of the Greatness Recreation Ground Working Group meeting held on 19 <sup>th</sup> August 2024.	Attached
5	<u>APPOINTMENT OF COUNCILLOR GUSTARD TO THE GREATNESS RECREATION GROUND WORKING GROUP</u> To note that Cllr Chloe Gustard has been appointed to the Greatness Recreation Ground Working Group in her capacity as Chair of Youth Services and representative of young people.	-
6	<u>GREATNESS PAVILION UPDATE</u> To receive and note the Responsible Finance Officer's update on the New Greatness Pavilion.	Attached
7	<u>FRIENDS OF GREATNESS RECREATION GROUND GROUP</u> To formally set up the Friends of Greatness Recreation Ground Group and confirm its scope and purpose.	-
8	<u>RECREATION GROUND &amp; DOG USE</u> To note the current status of dog behaviour at the park and to receive recommendations from the SDC animal welfare officer.	-
9	<u>SURVEY – POTENTIAL RELOCATION OF PLAYGROUND</u> To note the draft survey.	Attached
10	<u>PARKING AT GREATNESS RECREATION GROUND</u> To note the current status of parking at Greatness Recreation Ground and to note possible resolutions to unsafe parking of vehicles in the Greatness Recreation Ground entry and junction.	Attached
11	<u>DATES OF FUTURE MEETINGS</u> To note that the next meeting of the Greatness Recreation Working Group is scheduled to be held on Wednesday 18 <sup>th</sup> December 2024.  Further meetings are to be held on:  Wednesday 26 <sup>th</sup> February 2025 Monday 28 <sup>th</sup> April 2025	-
12	<u>CURRENT MATTERS</u> To consider updates on current matters.	Attached
13	<u>PRESS RELEASE</u> To consider any agenda item considered appropriate for a press release.	-

**Sevenoaks Town Council**  
**Minutes of the Meeting of the Greatness Recreation Ground Working Group**  
**Held on 19<sup>th</sup> August 2024 at the Town Council Offices**

**Meeting Commenced:** 2.00 p.m.

**Meeting Concluded:** 3:04p.m.

**Present:** (Quorum minimum of 3 members)

Cllr Claire Shea ( <b>Chair</b> )	Present	Cllr Dr Meryl Canet (Member)	Present
Cllr Victoria Granville (Member)	Present	Cllr Chloe Gustard	Present

**Also in Attendance:**

Responsible Finance Officer / Deputy Town Clerk, Open Spaces and Cemetery Manager,  
 Planning Committee Clerk

**129. Apologies for Absence**

None.

**130. Requests for Dispensations**

There were no requests for dispensations.

**131. Declarations of Interest**

There were no declarations of interest.

**132. Minutes of the Greatness Recreation Ground Working Group held on 26<sup>th</sup> June 2024**

**RESOLVED:** To receive and agree the minutes of the Greatness Recreational Working Group held on the 26<sup>th</sup> June 2024 as a true record.

**133. Friends of Greatness Recreation Ground Promotion**

a) The promotional poster for the Friends of Greatness Recreation Ground was received and noted, with minor spelling amendment to correct “neighbors”. The poster to be advertised in Town Council noticeboards, and request to be made to the Communications Engagement Manager for it to be included in the upcoming Town Crier, if possible.

b) Cllr Shea summarised that the new Group’s purpose will be to engage the local community in any future plans affecting existing or new assets at Greatness Recreation Ground, in order to enhance the space.

c) It was **agreed** that the Group be set up at the next Greatness Recreation Ground Working Group meeting on **16<sup>th</sup> October 2024**, with potential for it to be incorporated into the Group’s meeting structure moving forwards. It was noted that this would be subject to prospective Members’ feedback however, as they may prefer evening meeting times.

d) In addition to the Town Council’s usual methods of advertisement, it was agreed that local residents, Youth Council members, and Football Club contacts should

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receive notification, as well as for Councillor members to reach out to any other relevant contacts with invitation.

**134. Potential relocation of Play Area**

- a) The Group received and noted a draft survey seeking views on the proposed relocation of the Play Area.
- b) The Responsible Finance Officer / Deputy Town Clerk reported that a funding application to aid in delivering the proposals had been made to the Community Ownership Fund for £240,000, however the process had been delayed due to local elections.
- c) Members considered that publication of the survey should be delayed until after outcome of the funding application had been received, and budget secured to deliver the project.
- d) It was agreed that consideration of the draft survey be deferred to the next Greatness Recreation Ground Working Group meeting on 16<sup>th</sup> October, in order to include update on potential funding, as well as to allow time for the emerging Friends of Greatness Recreation Ground to review and input on the proposals.

**135. Greatness Pavilion Update**

- a) The Responsible Finance Officer / Deputy Town Clerk reported that the tenders received for the new Greatness Pavilion were significantly over-budget, however on review of the tenders, it was noted that contractors had not tendered exclusively for Phase 1 of the project. This was being reviewed by the Football Club.
- b) Members were disappointed that the tender process had been delayed and queried what had been tendered for. It was agreed that Paul Lansdale be invited to the next meeting to provide an update on the project.
- c) Cllr Gustard requested that Sevenoaks District Council's Animal Welfare Officer be invited to the next meeting of the Working Group, as agreed in previous Minutes.

**136. Past and Forthcoming Events**

- a) It was noted that previous events had been very well attended and publicised.
- b) Cllr Dr Canet volunteered to bring copies of the Friends of Greatness Recreation Ground advertisement poster to the 22<sup>nd</sup> August *Wind in the Willows* performance.

**137. Greatness Recreation Ground Management Plan – Draft Review**

- a) The Open Spaces and Cemetery Manager reported that improved access to the gym equipment is often enquired about, however that erecting a path adjacent to the Football pitch would be difficult. He further advised that grass maintenance has

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been delayed, due to only two Open Spaces team members being able to operate the tractor. Recruitment for ground staff had so far been unsuccessful, with the two qualified team members doing the best they can to maintain all Town Council Open Spaces.

b) Members agreed that the Management Plan's Aims as per Section 5 could be reviewed once clarity is received on funding of the new Football Pavilion. Councillors discussed aspirations for more art installations, including a hand carved totem pole.

c) The Planning Committee Clerk proposed a number of minor amendments to grammar throughout the document, as well as recommending that data figures cited in Section 2 be updated if there is newer information. She also advised that the Woodland Trust offer free tree packs of up to 420 trees twice a year and suggested that this information could be added to Aim iii.

d) It was **agreed** that the updated management plan be noted, with the above amendments to be made.

e) Members proposed that potential projects of the emerging Friends of Greatness Recreation Ground be extracted from the Management Plan to create the scope of the Group – in particular from the Aims section, as well as review of proposals for the Play Area. It was **agreed** that the scope form part of the agenda papers for the next meeting on 16<sup>th</sup> October 2024.

**138. Dates of Future Meetings**

The following future meeting dates were noted:

Wednesday 16<sup>th</sup> of October 2024: 2pm

Wednesday 18<sup>th</sup> December 2024: 2pm

Wednesday 26<sup>th</sup> February 2025: 2pm

Monday 28<sup>th</sup> April 2025: 2pm

**139. Press Release:**

None.

There being no further business the Chair closed the meeting.

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FINANCE & DELIVERY COMMITTEE

## **Sevenoaks Town Council**

### **Greatness Pavilion**

#### **1. Background**

At the Greatness Recreation Working Group it was asked what the differences were between what was tendered for and what should have been tendered for, I have gone back to the quantity surveyors and have the following response:-

“The tender scope includes Phase 1 – Club house two storey building, Phase 2 – Landscaping & associated works and ½ of Phase 3 – ½ of the changing room single storey building. Please refer to the attached Phasing Plan.”

The quantity surveyors are contacting all the contractors and asking them to retender for different options. I believe the revised tenders below are for “Phase 1 - Club house two storey building shell only with Groundworks and Associated Services without Internal Fit Out”

#### **2. Revised Tenders**

Longley	£1,889,963.48
Bauvil	£2,007,127.32
BMR Construction	£3,351,263
Kent Structures	£2,354,023

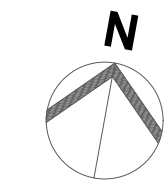
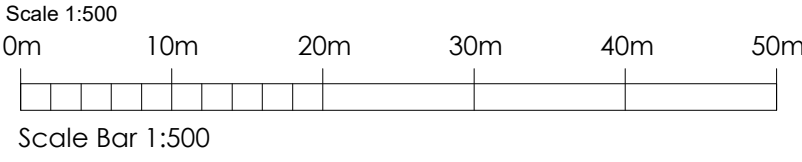
3. Valued Engineering taking place revised tenders expected.

#### **4. Football Foundation**

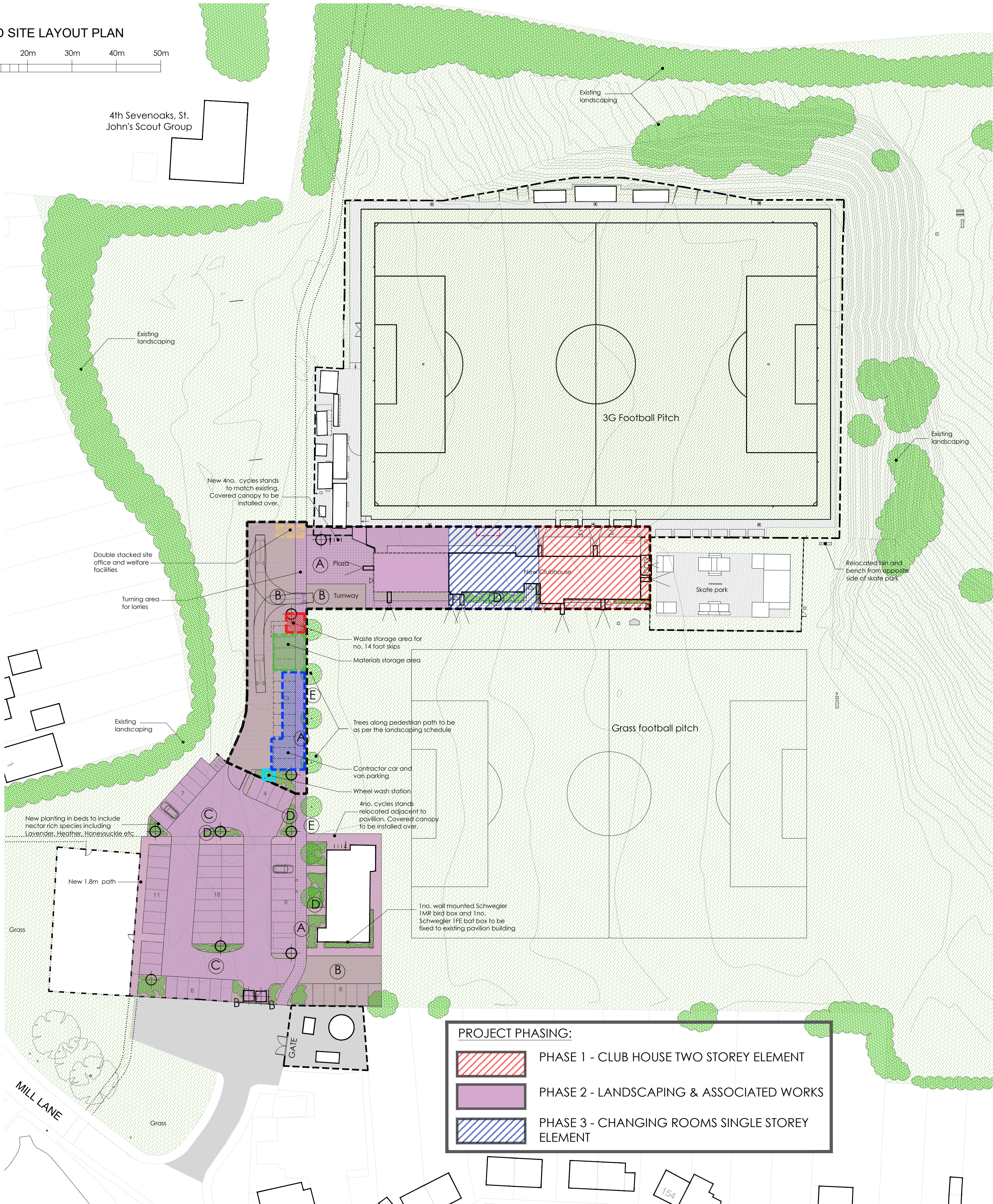
It is expected that all the information will be available to submit in January 2025.



PROPOSED SITE LAYOUT PLAN



4th Sevenoaks, St. John's Scout Group



**PROJECT PHASING:**

- PHASE 1 - CLUB HOUSE TWO STOREY ELEMENT
- PHASE 2 - LANDSCAPING & ASSOCIATED WORKS
- PHASE 3 - CHANGING ROOMS SINGLE STOREY ELEMENT



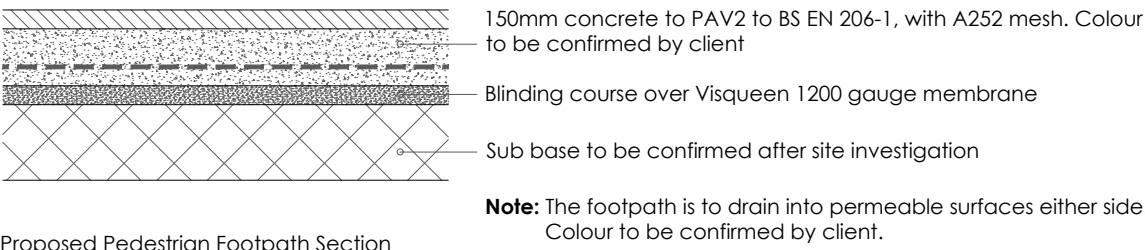
**A** Coloured Concrete Footpath



**B** Grass Reinforced Grid or Mesh



**C** Asphalt Finish to Existing Car Parking Area



Proposed Pedestrian Footpath Section  
Scale 1:20

Landscaping schedule		
Description	Details	Notes
<b>D</b> Planting in Landscaping	Mix of nectar rich species in flower beds including Lavenders, Heathers & Honeysuckles etc.	To be planted in April - May
<b>E</b> Trees	Trees along pedestrian path to be either Crataegus monogyna Stricta or, Prunus Pandora or, Prunus Sunset Boulevard or, Sorbus aucuparia Sheerwater Seeding	Pot or root ball planted. Approximately 2m in height at time of planting.
Green Wall and Roof Maintenance		
Maintenance of both the green roofs and walls are to be carried out in accordance with manufacturers recommended timescales and by specialist contractor.		
Watering, feeding and general maintenance are to be undertaken from a mobile platform or from man safe systems. Please refer to the supporting Bauder General Maintenance Technical Document for further details.		



Secure Cycle Stand  
Scale 1:50



Stainless Steel Cycle Stand to match existing 4no. stands adjacent the existing Pavilion and 4no. next to the stadium turnstiles. Covered canopy to be constructed over.



Indicative Rising Security Bollards



Indicative Rising Security Bollards  
Scale 1:50

Light / Security Legend		
Description	Details	Notes
Wall Mounted Down Light	All Lights to be Approximate, 2700K Warm White Light	All Lights to have Downward facing light fittings to control light spillage
Bollard Down Light		
Soffit Down Light	Note: All lights to be a max of 2000 Lumens (150w) and fitted to PIR sensors. Lights only to be operational when the facilities are being utilised.	
CCTV	Proposed location of CCTV	



Indicative Bollard Down Light



Indicative Wall Mounted Down Light

**EV CHARGING PROVISIONS**

- 74 parking spaces proposed in total so 15 spaces (73/5 = 14.6) must be designated for provision of cable routes for electric vehicle charge points in addition to the two charging points to be provided adjacent to the existing Pavilion. Bays to be designated to be agreed with Building Control.
- Additional charging point to be provided at one of the disabled car parking spaces.

B	15.03.24	TENDER ISSUE
A	30.01.24	DRAWING TITLE UPDATED, PHASING UPDATED AND CLARIFIED.
Rev	Date	Comments

TENDER

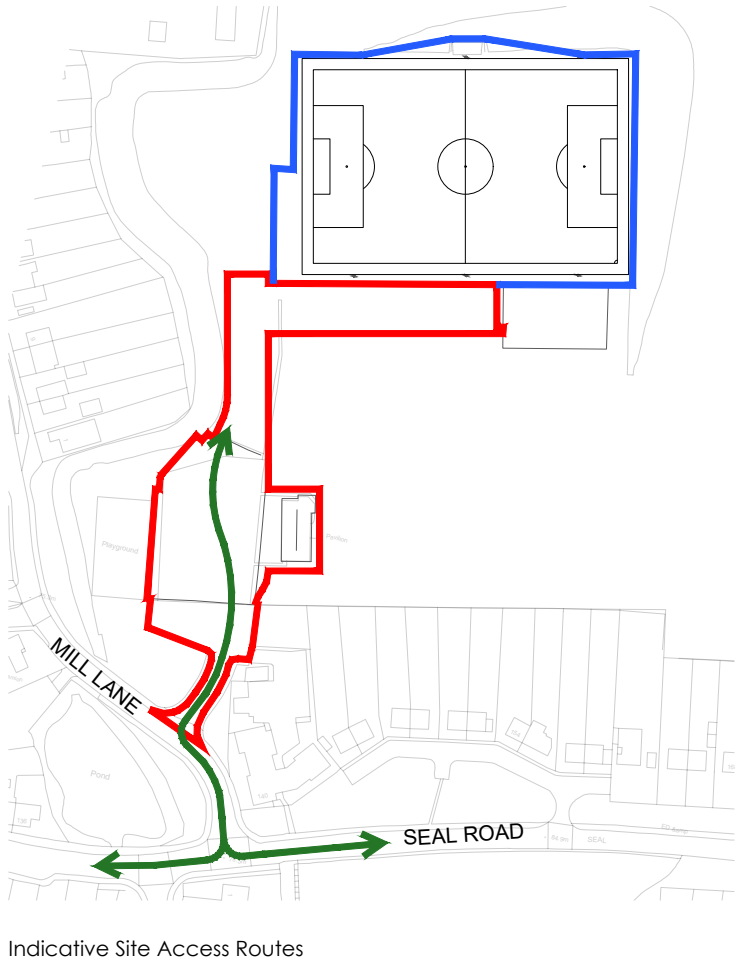
Client  
TENDER

Project  
SEVENOAKS TOWN FOOTBALL CLUB  
GREATNESS PARK  
MILL LANE  
SEVENOAKS  
TN14 5BX

Title  
PROPOSED SITE PHASING PLAN AND  
PLANNING CONDITION INFORMATION

Project No.	Date
<b>5560</b>	JANUARY 2024
Drawing No.	Revision
<b>5560-WD-100</b>	B
Scale	Drawn
<b>AS SHOWN @A1</b>	GM
	Check
	RR

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**Parking at Greatness Recreation Ground**

The Sevenoaks Town Council had been receiving numerous complaints in the past regarding the unsafe parking of vehicles at Greatness Recreation Ground on weekends during football practice and matches.

The most recent complaint had been from a local resident who had advised that vehicles often park in unsafe areas and drive in too fast with no care. Concern was noted over the safety of the public and animals using the footpath leading to the skatepark. The resident noted their concern of persons and pets being injured due to unsafe driving as well as the lack of lighting on the grounds.



Photo above shows vehicles parked in unsafe areas such as on grass over a footpath, under a tree and on junction.



In 2023 Sevenoaks Town Council carried out a survey for feedback on ideas for the future of Greatness Recreational Ground. Included in the feedback was suggestion for relocation of the play area.

## Proposed relocation of the Greatness Recreational Ground play area





1. How often do you, your family, or friends use the current play area?

- ☐ Every day
- ☐ A few times a week
- ☐ About once a week
- ☐ A few times a month
- ☐ Once a month
- ☐ Less than once a month

2. Looking at the map above do you support the relocation of the play area to the proposed site?

- ☐ Yes
- ☐ No
- ☐ Undecided

3. What do you like about the new location of the play area? (Please select all that apply)

- ☐ Proximity to home
- ☐ Safety
- ☐ Accessibility
- ☐ Other (please specify)

4. What concerns do you have about the proposed new location? (Please tick all that apply)

- ☐ Safety
- ☐ Noise
- ☐ Accessibility
- ☐ Other (please specify)



5. Please share any other comments you have below:

\* 6. please complete the contact form below.

Name	<input type="text"/>
Address	<input type="text"/>
City/Town	<input type="text"/>
Postal Code	<input type="text"/>
Email Address (if you wish to be contacted)	<input type="text"/>

Thank you for taking the time to fill out this survey and to help shape the future of Greatness Recreation Ground.

Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG  
Tel:01732 459953 Website: [www.sevenoakstown.gov.uk](http://www.sevenoakstown.gov.uk) Email: [council@sevenoakstown.gov.uk](mailto:council@sevenoakstown.gov.uk)



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**CURRENT MATTERS**

**NB: Updates shown in red**

	Minute No.	Item	Status	Latest Update
1	6 25.04.24  57 26.06.24  134 19.08.24	<b>Play Area</b>	Ongoing	<p>RESOLVED:</p> <ul style="list-style-type: none"> <li>To investigate feasibility of moving the play area to the current ‘futsal’ area.</li> <li>A new plan to be created.</li> <li>Cllr Shea to liaise with nearby residents to include different play area and ‘mini’ football pitches.</li> <li>Consider the opportunity to also install some ‘trial’ equipment elsewhere on the site.</li> <li>Noted that the open space does cater for older children at the skateboard park.</li> <li>Introduce ‘Make Space for Girls’ principles where possible.</li> </ul> <p>RESOLVED: To design a survey to residents regarding the suggestion to move the current play area.</p> <p>a) The Group received and noted a draft survey seeking views on the proposed relocation of the Play Area.</p> <p>b) The Responsible Finance Officer / Deputy Town Clerk reported that a funding application to aid in delivering the proposals had been made to the Community Ownership Fund for £240,000, however the process had been delayed due to local elections.</p> <p>c) Members considered that publication of the survey should be delayed until after outcome of the funding application had been received, and budget secured to deliver the project.</p> <p>d) It was agreed that consideration of the draft survey be deferred to the next Greatness Recreation Ground Working Group meeting on 16th October, in order to include update on potential funding, as well as to allow time for the emerging Friends of Greatness Recreation Ground to review and input on the proposals.</p> <p><b>The Government held the applications for the Community Ownership Fund and have not yet decided if they will proceed with this funding.</b></p>
2	8 25.04.24	<b>Items for Future Agendas</b>	Ongoing	<p>The following topics were brought forward as topics for future discussion:</p> <ul style="list-style-type: none"> <li><u>CCTV and Security at park</u> New CCTV in collaboration with the Football Club to be installed on the existing poles at the site as a deterrent for Anti-social behaviour at the site.</li> <li><u>Flooding</u></li> </ul>



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	59 26.06.24  136 19.08.2024			<p>Noted that Sevenoaks District Council had met with Thames Water regarding flooding in the Northern Ward, the councillors mentioned that storm water runoff from buildings has been going into the sewage system. It was noted that they are looking into ways to prevent this at the planning stages moving forward.</p> <ul style="list-style-type: none"> <li>• <u>Events at park</u> Consideration to be given to status of the recreational ground and whether it should be moved to a park status where events could be held in the future. Noted Premises License would be required for the site.</li> <li>• <u>Artwork</u> Noted that more future art installations with cultural ties similar to the infinity project would be of interest to the area.</li> <li>• <u>Railings at Cemetery</u> <b>RESOLVED:</b> To arrange for signs to be created, explaining that the gates in railings are designated for maintenance access.</li> </ul> <p>a) It was noted that previous events had been very well attended and publicised.  b) Cllr Dr Canet volunteered to bring copies of the Friends of Greatness Recreation Ground advertisement poster to the 22nd August Wind in the Willows performance.</p>
3	58 26.06.24	<b>Recreation Ground &amp; Dog Use</b>	Ongoing	<p>RESOLVED: To invite Sevenoaks District Council's Animal Welfare Officer to the next meeting of the Greatness Recreational Ground Working Group on Monday 19th of August.</p> <p><b>Sevenoaks Football Club have advised STC of purchasing signs asking dog walkers to have their dogs on leads during practice.</b></p> <p><b>See Agenda Item 8</b></p>
4	59 26.06.24  137 19.08.2024	<b>Friends of Greatness Recreational Ground-</b>	Ongoing	<p>RESOLVED: To promote and try to establish this Friends Group.</p> <p><b>See Agenda Item 7</b></p> <p><b>e) Members proposed that potential projects of the emerging Friends of Greatness Recreation Ground be extracted from the Management Plan to create the scope of the Group – in particular from the Aims section, as well as review of proposals for the Play Area. It was agreed that</b></p>



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				the scope form part of the agenda papers for the next meeting on 16th October 2024.
5	137 19.08.2024	Greatness Recreation Ground Management Plan	Ongoing	<p>a) The Open Spaces and Cemetery Manager reported that improved access to the gym equipment is often enquired about, however that erecting a path adjacent to the Football pitch would be difficult. He further advised that grass maintenance has been delayed, due to only two Open Spaces team members being able to operate the tractor. Recruitment for ground staff had so far been unsuccessful, with the two qualified team members doing the best they can to maintain all Town Council Open Spaces.</p> <p>b) Members agreed that the Management Plan's Aims as per Section 5 could be reviewed once clarity is received on funding of the new Football Pavilion. Councillors discussed aspirations for more art installations, including a hand carved totem pole.</p> <p>c) The Planning Committee Clerk proposed a number of minor amendments to grammar throughout the document, as well as recommending that data figures cited in Section 2 be updated if there is newer information. She also advised that the Woodland Trust offer free tree packs of up to 420 trees twice a year and suggested that this information could be added to Aim iii.</p> <p>d) It was agreed that the updated management plan be noted, with the above amendments to be made.</p>