

1st July 2020

Report to Open Spaces and Leisure Committee 6th July 2020 at 7:00pm

Arrangements During COVID 19

Sevenoaks Town Council is endeavouring where possible to continue with its day-to-day activities. Unfortunately, face-to-face meetings are suspended until further notice.

We are trialling the live streaming of virtual meetings via YouTube: please see the link below which will enable you to listen and watch the meeting.

You Tube link

<https://www.youtube.com/channel/UC7FKyJU1zzMbpsbOCx8uoTA>

Comments are welcomed by email. Please submit your comments by 12noon on 6th July 2020 to:
council@sevenoakstown.gov.uk

To assist in the speedy and efficient despatch of business, members wishing to obtain 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 J M Canet – **Chairman**
Cllr A Eyre – **Vice Chairman**
Cllr K Bonin
Cllr S Camp
Cllr Granville Baxter

Cllr R Hogarth
Cllr L Michaelides
Cllr T Morris Brown
Cllr R J Parry
Cllr S Raikes

Prior to the commencement of the meeting representatives from Sevenoaks Town Football Club will provide a presentation on proposals for a new pavilion.

AGENDA

1. CHAIRMAN AND VICE-CHAIRMAN

To note that, following the decision by Council to roll over current governance arrangements until May 2021, the following appointments made on 13th May 2019 remain in place:

(a) CHAIRMAN – Cllr Dr Merilyn Canet

(b) VICE-CHAIRMAN – Cllr Andrew Eyre

[Minute 64, 13.05.2019 refers]

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

Town Clerk

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 Declaration 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 17th February 2020 (copy attached).
6. OPEN SPACES & CEMETERY MANAGER'S REPORT
To receive and consider the Open Spaces & Cemetery Manager's report. (copy attached).
7. STATEMENT OF ACCOUNTS
To receive and consider the Statement of Accounts for May 2020 (copy attached).
8. SEVENOAKS IN BLOOM MINUTES OF MEETING HELD ON 3rd MARCH 2020
To receive and note the minutes of the Sevenoaks in Bloom meeting held on 3rd March 2020. (copy attached)
9. ALLOTMENT REPORT
To receive and consider the Allotments Manager's report. (copy attached)
10. MANAGEMENT OF SEVENOAKS TOWN COUNCIL OPEN SPACES & ALLOCATION OF COUNCILLORS
(copy attached)
11. PLAY AREAS
To discuss reopening of play areas. (report attached)
12. ALLOCATION OF COMMUNITY INFRASTRUCTURE LEVY
As per recommendation from Finance & General Purposes Committee 8th June 2020 (copy attached)
13. WAR MEMORIAL
Request for alteration to name (report attached)
14. NOTES OF SPORTS CLUB LIASONS MEETING HELD ON 12th MAY 2020
(copy attached)
15. CURRENT MATTERS
To consider updates on current matters (copy attached)
16. PRESS RELEASE

Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee held on Monday 17th February 2020
In the Council Chamber commencing at 7.00 p.m.

Committee Members present:

Cllr Dr M Canet (Chairman)	Present	Cllr K Bonin	Present
Cllr A Eyre (Vice Chairman)	Present	Cllr S Camp	Apologies
Cllr N Busvine OBE	Present	Cllr R Hogarth	Present (7.10pm)
Cllr V Granville- Baxter	Present	Cllr Raikes	Present
Cllr L Michaelides	Present	Cllr R Parry	Present
Cllr T Morris Brown	Present		

In attendance: Cllr Piper, Town Clerk, Open Spaces Manager and Committee Clerk.

Note: The meeting was not recorded.

Public Question Time

There were no members of the public present.

495. APOLOGIES FOR ABSENCE

As noted above.

496. REQUESTS FOR DISPENSATION

There were no requests for dispensations.

497. DECLARATIONS ON INTEREST

Cllr Parry declared an interest in Agenda Item 9, as a member of Knole Squash Club.

Cllr Canet declared an interest in Agenda item 10, as she plays walking football at STFC.

498. MINUTES OF THE OPEN SPACES AND LEISURE COMMITTEE HELD ON 11th November 2019

RESOLVED: The minutes of the Open Spaces and Leisure Committee held on 11th November 2019 were signed as a true record subject to the following amendments:
The £27,351 from CIL and £6,000 from the Rolling Budget Programme.

499. OPEN SPACES & CEMETERY MANAGERS REPORT

The report of the Open Spaces and Cemetery Manager was received and discussed, and the following matters noted.

i) Staff

The Open Spaces Manager reported on:

- Training for new staff
- Hand Arm Vibration Syndrome
- Tree Planting
- Sevenoaks Greensands Project

ii) Buckhurst Play Area at the Environmental Park

Work had started on the cleaning of the recently reported vandalism at Buckhurst Play Area. Work has started to improve the Buckhurst site after the construction of the multi storey car park, with further clearing around the steps ready for planting and the complete dismantling of the rooting steps and rebuilding. All steps were removed along with the handrails and new sleepers installed along with timber posts and fencing alongside. The steps have been finished with Hi Viz nosings and new concrete laid for the treads. This has been an in-house project which the staff involved have enjoyed undertaking.

iii) Replacement Town Wardens Van

Several options were considered regarding the replacement of the Town Wardens Van.

RESOLVED:

- i. To recommend to the Finance and General Purposes Committee for the purchase outright of the Nissan electric van. To request the RFO to prepare a report relating to the following – 8 years running costs of the electric vehicle compared to diesel vehicle and identify the budget heading for the expenditure.
- ii. When purchased to brand and promote that it was STC's first vehicle.
- iii. To investigate the costs of installing at 'Fast Charging System'

500. STATEMENT OF ACCOUNTS

RESOLVED: To receive and note the accounts for December 2019.

501. SEVENOAKS IN BLOOM MINUTES OF MEETING HELD ON 28th JANUARY 2020

Cllr Canet congratulated everyone on the work so far and was excited that community involvement was increasing. It was hoped this would help with the scoring as community, environment and horticulture scored higher. There was enthusiasm for the possibility of a permanent fir tree in Blighs, which could then be used as a Christmas tree. Sevenoaks School will be working on a garden this year and more schools will be taking part. A request has been sent to the owners of Tesco to allow Sevenoaks Town Council to allocate cycle-planters and window posters at their site. It was noted that Sevenoaks had been made a finalist for the first time in the national Britain in Bloom competition.

RESOLVED: To note the minutes.

502. ALLOTMENT REPORT

The Allotment officer's report was received and considered. A working party was planned, as some of the allotments were not in the best condition, which made it difficult to re-let them. Some unusable areas would be allocated for tree planting. Noted that relationships with allotment holders were very good at present. Cllr Eyre congratulated the team on the quick removal of a fallen tree. It was suggested that a response be sent to the Otford Allotment association regarding its inaccurate comments.

503. PROPOSED DIVERSION OF PUBLIC RIGHT OF WAY (PROW)

RESOLVED: Sevenoaks Town Council resolved that the proposed PROW was not in the public interest and would create a precedent for changing historic PROW. The proposed route was considered too steep and unlikely to be used. If there were H&S issues relating to golf balls and pedestrians, the golf course should be adapted and not the PROW.

504. GREATNESS FOOTBALL PAVILION PROPOSALS

RESOLVED: To defer the matter to the next meeting to be held on 6th July 2020 and to invite the Sevenoaks Town Football Club to attend and address the meeting. To notify the club prior to the meeting of the concerns relating to the size and location of the proposed pavilion.

505. OPEN SPACES AND LEISURE COMMITTEE'S ROLLING CAPITAL PROJECT REVIEW

RESOLVED: That the agreed list of capital projects for the Open Spaces and Leisure Committee be included in Sevenoaks Town Council's Financial review for the next five years.

506. CURRENT MATTERS

MINUTE NO.	SUBJECT	UPDATE
366 VI	Vine & Cycle Racks	Cycle planter to be installed.
221 (2018)	Lamp post outside Lloyds Bank	Completed.
223 (2018)	Renovation of St Nicholas War Memorial	Grant received.
226 (2018)	Anti-Litter Campaign	Ongoing. Dates for March to be announced.
319 (2018)	Proposed outdoor gym at Julian's Meadow	Installed. Mayor opened.
176 IV (2019)	Burial Land at Greatness	Noted 60-year provision.
176/5 V (2019)	Sevenoaks Common	Mayor planted tree.

176/5 VI	(2019)	Hillingdon Rise Green	CLRs to canvass public about parking on the grass.
176/5 VII	(2019)	Tree Planting	Open Spaces Manager to liaise with Enover.
178	(2019)	Friends of Greatness Cemetery	To be launched early March
181	(2019)	Steps in Millpond Wood	Work completed.
182	(2019)	Upper High Street Gardens	Noted insufficient space for tables. Install seat(s) with arms.
352		Greatness Cemetery Messroom	Awaiting quotes
352/1		Pointoise Recreation Ground	Awaiting final payment
355		Quaker Hall Allotments	Working party planned.
353		St Johns Toilets	Awaiting survey
353 /1		Jubilee Clock	Forwarded to F & GP

507. PRESS RELEASE

None suggested.

There being no further business the Chairman closed the meeting at 8.46pm

.....

Chairman**Dated**

OPEN SPACES MANAGERS REPORT**STAFF**

All staff have adapted well to social distancing, the 2m distance was maintained until a couple of weeks ago when staff started to pair up occasionally and form a Bubble when work dictated working more closely (heavy lifting tasks)

Cemetery staff have been able to cope with the perceived increase in burials which so far has been moderate; we followed the Public Health England guidelines of pre digging graves but this not really been needed as many of the burials have been within pre purchased graves or where the deceased joined another in an existing grave.

KNOLE PADDOCK

Sevenoaks Rugby Club. in a move to get players of all ages motivated and back into physical activity, have booked areas for gentle training on most days of the week during the months of July and August.

We had an enquiry from a local Events company for permission to hold an open air cinema at Knole Paddock for 5 days during the School holidays, unfortunately there was insufficient time to bring this request to Committee, the company needed to book the equipment and arrange an events licence so they have decided to look elsewhere.

PUBLIC TOILETS

You will probably be aware that we took the decision to leave toilets open throughout the lockdown and continue with the cleaning contract provided by Wetton's.

They are one of the companies who are sanitizing trains with a new product called Zoono Z71 which coats surfaces and protects them from viruses for up to 30 days; we have accepted a quote from them to provide this service in all our public toilets for the next few months and to also fit and maintain Sanitizer dispensers along with a visible daily cleaning check sheet. The work also includes regular ATP sampling after treatment to ensure standards.

THE VINE

Again you will be aware that the Lockdown has resulted in greatly increased numbers attending our open spaces to eat and drink, at times we have struggled to cope with litter clearance but now have a member of staff in each Sunday to litter pick and empty bins, in addition to the other days of the week. Unfortunately, at present, SDC cannot provide us with increased emptying of the Euro bins but have agree to provide 2 additional Euro bins at the Vine.

SEVENOAKS COMMON

Japanese Knotweed.

The eastern side of Sevenoaks Common close to Letter Box Lane and Fernside has historically had occasional sporadic recurrences of Japanese Knotweed; each year in spring we tour the site to identify any recurrences, which as I say can be sporadic but tend to occur after ground disturbance, then return and treat with Round up Pro Biactive usually twice in the season. This kills the plant but as is known with Japanese Knot Weed the rhizomes in the soil can perpetuate.

In May 2018 Knotweed was identified at the rear of No.2 Parkland Close, recent ground disturbance may have encouraged the growth. it was treated successfully and did not appear to need re treatment in 2018 but must have remained dormant and needs treatment again now.

The owner of No 2 reported the reoccurrence to me on the 5-5-20 and I treated it the following day as this coincided with a planned morning of weed killing. However, they were not happy with this approach and asked for us to follow the RICS method which is similar to treatment of timber and damp with a guarantee against return.

I do not feel the size of infestation and the lack of proximity to any building means that this approach is necessary, but I have re-read guidance on treatment from the manufacturer of Round Up and have decided to follow the second prescribed method of treatment which is to wait for flowering then either inject large stems with a 20% concentrated dose or cut stems and pour into the hollow stem, but with stems of insufficient diameter to follow either of these methods, paint the leaves with the concentrated 20% solution, (normal spraying solution is 1.25%).

We have been quite open with our intended action but despite sharing this information the perception is that we are doing nothing and so we have agreed. to meet with residents to reassure them.

We believe we have acted within the law by not being neglectful or allowing it to spread to others land, and have always treated it once identified; we must also be mindful to not break the law by removing it from site or burning it or applying pesticides in an unauthorised manner.

It is hoped that it will flower early in July and we can commence our chosen method of treatment, but it must be noted that further treatment may be needed next year.

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

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
21 O/ Spaces & Leisure - General										
1022 Letting & Hire of Facilities	0	2,000	2,000	193	2,000	1,807	30,900		0	
1316 Raleys Car Park Permits	0	0	0	0	0	0	1,750		0	
1450 Furlough Grant Income	1,769	0	(1,769)	1,769	0	(1,769)	0		0	
1850 Log Sales	0	0	0	0	0	0	1,236		0	
1990 Other Income	0	0	0	337	360	23	742		0	
O/ Spaces & Leisure - General :- Income	1,769	2,000	231	2,300	2,360	60	34,628			0
4010 Gross Pay	13,708	15,952	2,244	29,544	31,904	2,360	191,421		161,877	
4270 Employers Pension Contribution	812	1,050	238	1,684	2,100	416	12,597		10,913	
5013 Graffiti Removal	0	167	167	0	167	167	1,000		1,000	
5025 Lower St Johns Toilets	1,550	875	(675)	2,339	1,750	(589)	10,500		8,161	
5026 Greatness Rec Convenience	210	250	40	420	500	80	3,000		2,580	
5050 Seats And Litter Bins	0	0	0	0	0	0	2,780		2,780	
5060 Sevenoaks Common	0	0	0	0	0	0	3,700		3,700	
5065 Tree Safety Survey	0	0	0	0	0	0	3,800		3,800	
5070 Other Woodlands	0	0	0	685	825	140	3,300		2,615	
5110 Knole Paddock & Pavilion	0	0	0	0	0	0	1,500		1,500	
5120 Knole Paddock Pitch & Grnd Mt	0	1,000	1,000	0	1,000	1,000	3,500		3,500	
5310 Miscellaneous Open Spaces	1,662	1,300	(362)	1,887	2,600	713	17,100		15,213	
5316 Skatepark Maintenance	0	0	0	0	0	0	2,575		2,575	
5317 Raleys Car Park	0	0	0	0	0	0	500		500	
5320 Fertilizers	208	0	(208)	208	0	(208)	1,200		992	
5330 Grass Seed	0	0	0	0	2,100	2,100	2,100		2,100	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

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
5340 Plants	0	0	0	18	0	(18)	2,500		2,482	
5410 Repairs & General Maintenance	22	125	103	22	250	228	1,500		1,478	
5500 Equipment Hired and New	25	688	663	25	1,376	1,351	8,250		8,225	
5525 Equipment Maintenance	24	941	917	42	941	899	8,000		7,958	
5550 Vehicle Expenses	268	340	73	1,065	1,090	25	4,500		3,435	
5700 Fuel	274	517	243	351	1,034	683	6,200		5,849	
6000 Rent & Rates	239	75	(164)	239	150	(89)	1,200		961	
6010 Light Heat & Cleaning	0	0	0	0	0	0	2,100		2,100	
6013 Cleaning	82	0	(82)	466	0	(466)	0		(466)	
6101 Telephone	12	17	5	12	34	22	200		188	
6104 Mobile Telephone	22	17	(5)	68	34	(34)	200		132	
6320 Staff Training	0	0	0	0	1,000	1,000	3,000		3,000	
6330 Welfare/Hospitality	0	17	17	0	34	34	200		200	
6730 Subscriptions	0	0	0	236	200	(36)	200		(36)	
6812 Road Dues	0	0	0	0	0	0	1,500		1,500	
6851 Bus Shelter Maintenance	0	14	14	0	28	28	175		175	
6900 Sundry Expenses	0	8	8	0	16	16	100		100	
6922 Health&Safety/Risk Assessments	0	700	700	0	700	700	1,550		1,550	
6930 Alarm Maintenance	0	0	0	0	0	0	740		740	
6931 CCTV Maintenance	0	0	0	0	0	0	1,200		1,200	
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	2,800		2,800	
6935 Waste Bin Disposal-Waste Bins	0	352	352	101	704	603	4,220		4,119	
6952 Protective Clothing	50	121	71	116	242	126	1,450		1,334	
O/ Spaces & Leisure - General :- Indirect Expenditure	19,167	24,526	5,359	39,529	50,779	11,250	312,358	0	272,829	0
Net Income over Expenditure	(17,398)	(22,526)	(5,128)	(37,229)	(48,419)	(11,190)	(277,730)			

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

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	1,769	2,000	231	2,300	2,360	60	34,628			
Expenditure	19,167	24,526	5,359	39,529	50,779	11,250	312,358	0	272,829	
Net Income over Expenditure	(17,398)	(22,526)	(5,128)	(37,229)	(48,419)	(11,190)	(277,730)			
Movement to/(from) Gen Reserve	(17,398)			(37,229)						

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

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>										
1550 Insurance Claims	0	0	0	1,458	0	(1,458)	0		0	
1700 Cemetery Income	7,653	7,725	72	18,848	15,450	(3,398)	92,700		0	
1990 Other Income	0	0	0	24	0	(24)	0		0	
O/ Spaces & Leisure - Cemetery :- Income	7,653	7,725	72	20,329	15,450	(4,879)	92,700			0
4010 Gross Pay	9,024	7,358	(1,666)	18,048	14,716	(3,332)	88,291		70,243	
4270 Employers Pension Contribution	617	619	2	1,234	1,238	4	7,430		6,196	
5210 Cemetery Chapel & Office	0	0	0	0	0	0	206		206	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	175		175	
5410 Repairs & General Maintenance	79	83	4	175	166	(9)	1,000		825	
5500 Equipment Hired and New	97	267	170	1,687	534	(1,153)	3,200		1,513	
5525 Equipment Maintenance	26	208	182	26	416	390	2,500		2,474	
5700 Fuel	54	58	4	54	116	62	700		646	
6000 Rent & Rates	591	548	(43)	1,182	1,096	(86)	6,570		5,388	
6010 Light Heat & Cleaning	48	103	55	52	206	154	1,240		1,188	
6013 Cleaning	69	0	(69)	363	0	(363)	0		(363)	
6101 Telephone	40	62	22	69	124	55	750		681	
6104 Mobile Telephone	8	10	2	8	20	12	120		112	
6200 Printing & Stationery	0	8	8	0	16	16	100		100	
6240 Computer/ Data Base/WP's	0	0	0	0	0	0	400		400	
6320 Staff Training	0	0	0	140	0	(140)	2,000		1,860	
6330 Welfare/Hospitality	24	14	(10)	24	28	4	170		146	
6500 Goods for Resale	0	17	17	0	34	34	200		200	

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

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
6630 Professional Fees	0	0	0	0	0	0	100		100	
6730 Subscriptions	0	0	0	0	0	0	100		100	
6802 Trees Plants Turf & Fertilizer	0	0	0	0	0	0	3,000		3,000	
6822 Roads Path & Boundaries	0	0	0	0	0	0	700		700	
6832 Lawn/Wall of Remembrance	0	0	0	0	0	0	100		100	
6900 Sundry Expenses	5	4	(1)	5	8	3	50		45	
6922 Health&Safety/Risk Assessments	0	250	250	0	250	250	1,000		1,000	
6930 Alarm Maintenance	586	600	14	586	600	14	800		214	
6932 Cemetery Security	404	383	(21)	808	766	(42)	4,600		3,792	
6935 Waste Bin Disposal-Waste Bins	0	102	102	81	204	123	1,230		1,149	
6952 Protective Clothing	14	62	48	79	124	45	750		671	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,687	10,756	(931)	24,620	20,662	(3,958)	127,482	0	102,862	0
Net Income over Expenditure	(4,034)	(3,031)	1,003	(4,290)	(5,212)	(922)	(34,782)			
Grand Totals:- Income	7,653	7,725	72	20,329	15,450	(4,879)	92,700			
Expenditure	11,687	10,756	(931)	24,620	20,662	(3,958)	127,482	0	102,862	
Net Income over Expenditure	(4,034)	(3,031)	1,003	(4,290)	(5,212)	(922)	(34,782)			
Movement to/(from) Gen Reserve	(4,034)			(4,290)						

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

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	(20)	0	20	(20)	0	20	1,141		0	
1047 QH Allotments Income	120	0	(120)	721	0	(721)	6,376		0	
O/ Spaces & Leisure- Allotment :- Income	<u>100</u>	<u>0</u>	<u>(100)</u>	<u>701</u>	<u>0</u>	<u>(701)</u>	<u>7,517</u>			<u>0</u>
4010 Gross Pay	804	383	(421)	1,688	766	(922)	4,595		2,907	
4270 Employers Pension Contribution	37	15	(22)	74	30	(44)	184		110	
5410 Repairs & General Maintenance	0	0	0	450	300	(150)	1,200		750	
6000 Rent & Rates	177	146	(31)	353	292	(61)	1,751		1,398	
6002 QH Allotments Costs	0	0	0	0	0	0	700		700	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	300		300	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<u>1,018</u>	<u>544</u>	<u>(474)</u>	<u>2,565</u>	<u>1,388</u>	<u>(1,177)</u>	<u>8,730</u>	<u>0</u>	<u>6,165</u>	<u>0</u>
Net Income over Expenditure	<u>(918)</u>	<u>(544)</u>	<u>374</u>	<u>(1,864)</u>	<u>(1,388)</u>	<u>476</u>	<u>(1,213)</u>			
Grand Totals:- Income	100	0	(100)	701	0	(701)	7,517			
Expenditure	1,018	544	(474)	2,565	1,388	(1,177)	8,730	0	6,165	
Net Income over Expenditure	<u>(918)</u>	<u>(544)</u>	<u>374</u>	<u>(1,864)</u>	<u>(1,388)</u>	<u>476</u>	<u>(1,213)</u>			
Movement to/(from) Gen Reserve	<u>(918)</u>			<u>(1,864)</u>						

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

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	8,913		0	
1990 Other Income	0	600	600	0	800	800	1,200		0	
Open Spaces-Street Lighting/Ge :- Income	<u>0</u>	<u>600</u>	<u>600</u>	<u>0</u>	<u>800</u>	<u>800</u>	<u>10,113</u>			<u>0</u>
6861 Public Clock Maintenance	26	0	(26)	26	0	(26)	2,908		2,882	
6862 Street Lighting	1,984	1,118	(866)	6,070	2,236	(3,834)	13,414		7,344	
6865 In Bloom Costs	208	500	292	208	1,000	792	14,500		14,292	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<u>2,217</u>	<u>1,618</u>	<u>(599)</u>	<u>6,304</u>	<u>3,236</u>	<u>(3,068)</u>	<u>30,822</u>	<u>0</u>	<u>24,518</u>	<u>0</u>
Net Income over Expenditure	<u>(2,217)</u>	<u>(1,018)</u>	<u>1,199</u>	<u>(6,304)</u>	<u>(2,436)</u>	<u>3,868</u>	<u>(20,709)</u>			
Grand Totals:- Income	0	600	600	0	800	800	10,113			
Expenditure	2,217	1,618	(599)	6,304	3,236	(3,068)	30,822	0	24,518	
Net Income over Expenditure	<u>(2,217)</u>	<u>(1,018)</u>	<u>1,199</u>	<u>(6,304)</u>	<u>(2,436)</u>	<u>3,868</u>	<u>(20,709)</u>			
Movement to/(from) Gen Reserve	<u>(2,217)</u>			<u>(6,304)</u>						

Detailed Income & Expenditure by Phased Budget Heading 31/05/2020

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	500	500	0	500	500	1,500		0	
1805 Tea Kiosk Rental & Pavilion	0	0	0	0	772	772	3,090		0	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	400		0	
O/Spaces & Leisure-Vine Ground :- Income	0	500	500	0	1,272	1,272	4,990			0
4010 Gross Pay	684	758	74	1,335	1,516	181	9,092		7,757	
4270 Employers Pension Contribution	41	45	4	80	90	10	545		465	
5010 Vine Area General Maintenance	0	300	300	0	600	600	3,600		3,600	
5020 Vine Public Convenience	643	708	65	1,272	1,416	144	8,500		7,228	
6000 Rent & Rates	(2)	43	45	(2)	86	88	515		517	
6460 Publicity & Democratic notices	0	0	0	0	0	0	250		250	
6635 Professional Fees Licensing	0	0	0	0	0	0	100		100	
6868 Summer Concerts	0	0	0	0	0	0	3,200		3,200	
6931 CCTV Maintenance	0	0	0	0	0	0	660		660	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	1,366	1,854	488	2,685	3,708	1,023	26,462	0	23,777	0
Net Income over Expenditure	(1,366)	(1,354)	12	(2,685)	(2,436)	249	(21,472)			
Grand Totals:- Income	0	500	500	0	1,272	1,272	4,990			
Expenditure	1,366	1,854	488	2,685	3,708	1,023	26,462	0	23,777	
Net Income over Expenditure	(1,366)	(1,354)	12	(2,685)	(2,436)	249	(21,472)			
Movement to/(from) Gen Reserve	(1,366)			(2,685)						

Sevenoaks Town Council

Minutes of the Sevenoaks In Bloom Meeting held on Tuesday 3rd March 2020

Present:

Cllr Andrew Eyre – Sevenoaks Town Council/ Sevenoaks District Council
Linda Larter – Town Clerk, Sevenoaks Town Council
Stephanie Harrison – Committee Clerk, Sevenoaks Town Council
Adrian Cheeseman – Sevenoaks Living Landscape Project
Ann White – Deputy Town Clerk, Sevenoaks Town Council
Nicholas Cave – Open Spaces Manager, Sevenoaks Town Council
Mary Hogarth – Sevenoaks Soroptimists
Isobel Groves – Sevenoaks Soroptimists
Rebecca McDougall – West Kent Housing
Frances Moore – West Kent Housing
Ruth King – Allotments Manager, Sevenoaks Town Council
Claire Sender – New Beacon School
Sian Thomas – Local Resident
Elliott Water – Sevenoaks Station Manager
Brigitte Perry – SAHA Chair
Annette Whitney - Rockdale

1. Apologies for absence

Cllr Dr Merilyn Canet (Chairman), Sevenoaks Town Council

2. Minutes of meeting held on 28th January 2020

The minutes of the meeting held on 28th January 2020 were received and agreed.

3. Trees

Sevenoaks Town Council will be looking into availability and room for planting trees. The aim is to ask people to sponsor trees for celebratory events, i.e. birthdays, anniversaries.

- Edibles and plants suitable as pollinators to be planted around the town.
- Pembroke Road walls to be considered as 'Living Walls' with permission from the landowners.
- A request for a permanent Fern has been put to Blighs, which could also be used as a Christmas Tree.
- West Kent Housing is seeking funding for planting a 'Stepover' apple tree outside their headquarters, which will be at an approximate cost of £30-£35.
- Potted trees for The Shambles.
- Sevenoaks Town Council to prepare a 'Sponsor a Tree' leaflet.
- Sevenoaks Society will be helping with the tree planting initiative.

Sevenoaks Town Council
Minutes of the Sevenoaks In Bloom Meeting held on Tuesday 3rd March 2020

4. Britain in Bloom 2020/ South & South East in Bloom

It was noted that this year Sevenoaks Town Council has been selected as a finalist in the Britain in Bloom competition along with nine other towns and cities. The challenge will be with the judging route, as judging will be for the whole town, not just individual areas, so great care and attention to detail will be needed in the planning. Rockdale will be planting mini vegetables and although short-staffed will do their best in regards upkeep of their area.

- Speak with CEO of Sencio to brighten up area.
- Soup Competition using courgettes.
- Presentation at the Stag. Sevenoaks Society to be asked to help with tree exhibition.
- Bench at Rockdale Rd to be replaced or repaired.
- Building review, painting needed.
- Sevenoaks Station ramp, handrail and signage to be looked at, as well as central island in car park. Town Council to contact MD of South-eastern.
- Facebook interview to be held at the Vine.
- Planter to be replaced at the Bus Station.
- Tesco and library area need attention.
- Tree stump at Blighs to be removed or used as a living planter.
- Consider using electric minibus for transporting judges.
- Sensory garden at the Vine to continue.
- To consider chalk drawings on bare or ugly walls.
- To include the Environmental Park and Buckhurst Play Area.
- *Draft route and action plan attached.

5. The Great British Spring Clean

Two clear-up days have been set for:

Wednesday 25th March from 10am to 1pm. We will meet at the Stag and then the clear-up will take place around the town centre.

Friday 27th March from 10am to 1pm. We will meet at Sevenoaks Station and make our way up the hill, ending at Upper High St Gardens.

Sevenoaks Town Council
Minutes of the Sevenoaks In Bloom Meeting held on Tuesday 3rd March 2020

6. Action Plan (see attached updated action plan*)

- To continue to encourage and promote the 'White Dove' initiative.
- Grow Social: Kent Wildlife to encouraging a way of combatting loneliness. This could be discussed with Dan Keeley at areweok.uk/sevenoaks and Clare Sender at New Beacon School.
- To encourage plants to attract butterflies.
- To raise volunteers for cleaning various areas, including the bridge at Sevenoaks Station and the ramp area.
- To speak with Otto's regarding their planters.
- To hold a recruitment day at the Wellbeing Show for Britain in Bloom volunteers.
- To continue logging details of volunteering hours.
- West Kent Housing to consider a Bug Hotel. To use Hebe's, Lavender and Rosemary as pollinators.
- Sian Thomas suggested using some sustainable baskets.
- Consider using Waitrose collection to help fund In Bloom.
- Use screens to advertise both volunteers and advertisers.
- Quakers' Hall Allotment to also build a wild garden, incorporating a Bug Hotel.
- To plant nasturtiums and courgettes throughout the town.

7. Dates of Next Meetings:

- 2pm on the Tuesday 28th April 2020

The meeting closed at 3.36 pm

This page left blank intentionally

This page left blank intentionally

Report to Open Spaces & Leisure Committee

By Ruth King, Allotments Manager

Introduction

By looking at the site map of the Quaker's Hall Allotments (QHA), there is, historically, an obvious visible difference in the size of plots.

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

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

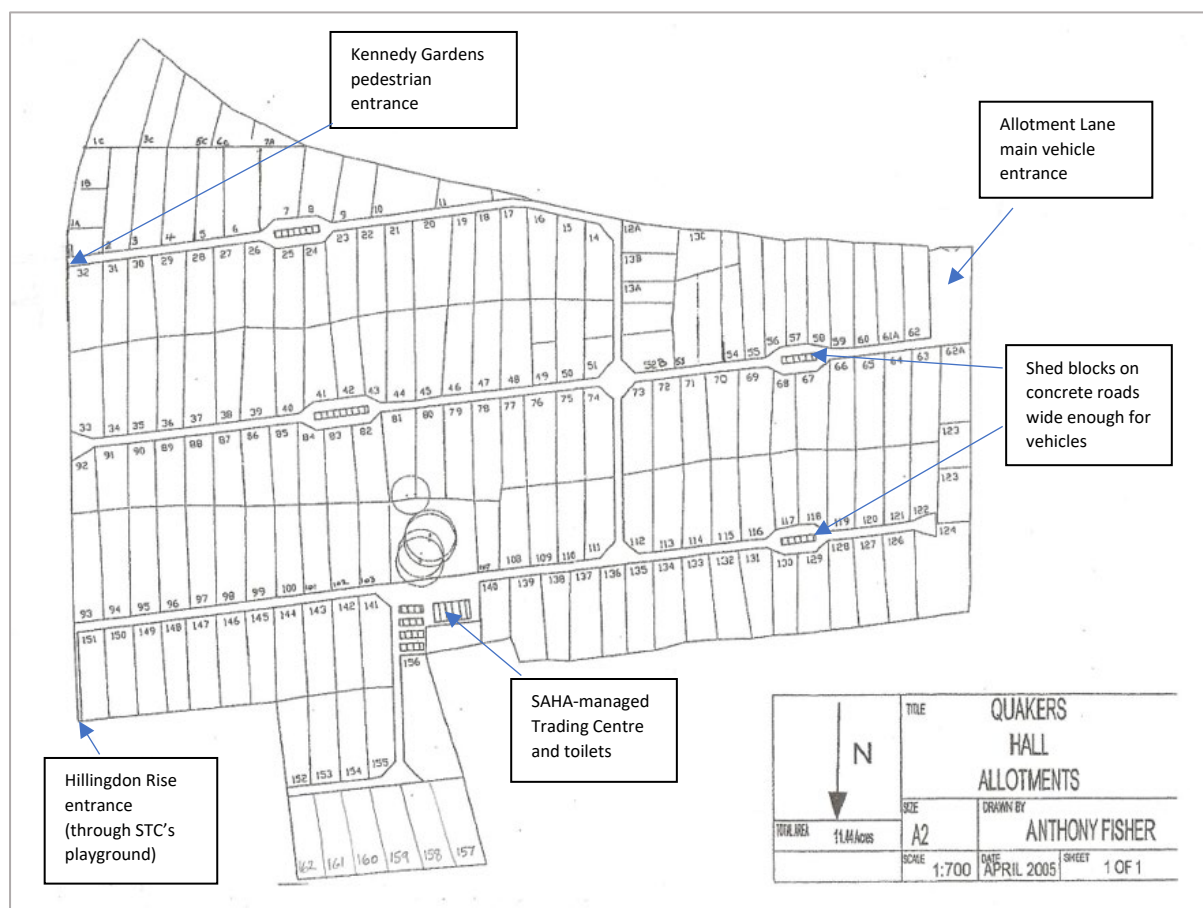


Figure 1: scale map of QHA April 2005

Information, from attending the SE Region Allotment Officers' Forum in July 2019, indicated that the more modern way of measuring plots is square metres. Attendees at the Forum were asked what they charge, and here are the results:

As at 11/8/19	Rod £	sq m £	Discounts?	Water?	Extras?
Ashford BC	7.00	0.28	Tenants on DLA or SP 50%	Yes	
Brighton & Hove CC	8.00	0.32	Tenants on SP, bens & students 25%	Yes	
Epsom & Ewell BC	10.75	0.43		Yes	+£31.75 1-off admin fee
Folkestone TC	13.75	0.55		Yes	
Gravesham BC	6.80	0.27		Yes	
Gravesham BC	4.40	0.18		No	
Lewes TC	4.00	0.16		Yes	
Sevenoaks	3.50	0.14		Yes	
Tandridge DC	7.75	0.31		Yes	
Wye w/Hinxhill PC	2.55	0.10		Yes	
NOTE: 25 metres to the rod					
Original price quoted					

Figure 2: comparison of plot charges for a selection of areas in the SE

As you can see, Sevenoaks offers good value compared with some areas. The price for a rod at the time of writing is £4.00 and this is rising to £4.15 on 1st October 2020, in line with other fees and charges.

The Law

There doesn't appear to be anything in allotment law which states how a plot should be measured, ie. rods or square metres, and the fact that other authorities use this method would suggest that it is acceptable.

In Paul Clayden's excellent book: *The Law of Allotments, 5th Edition, Revised*, published in October 2008, he states on page 57: "... it is obvious that the plot to be let to the particular tenant must be clearly defined in the tenancy agreement, but unfortunately in practice, this point is too often overlooked. It is suggested that the dimensions of the plot should be specified as exactly as possible, the name and location of the field should be stated, and the number of the plot in that field should be given by reference to a plot map maintained in the council offices."

At the moment, Sevenoaks Town Council's Tenancy Agreement includes the name of the site, size in rods and plot number. Future agreements (from 1st October 2021) will state the name of the site, dimensions and square metreage of the plot and its number. A scale map of the site is maintained in the office.

Methodology

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

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

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

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

Most plots have a path alongside, which is split between the two plots and included in the measurements.

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

Proposal

Commencing 1st October 2021, plots are paid for by the square metre and not by the rod, in line with modern thinking. This should make no difference to the Town Council's income but makes for a much fairer and transparent system for our tenants.

For example: using next year's rent – a 10-rod plot will cost £41.50.

A 10-rod plot = 253m² (rounded to the nearest metre).

Therefore, a square metre will cost £41.50 / 253 = 16.4p.

Next year's rent will still be charged as £4.15 per rod, but it is proposed that the rent for the year from 1st October 2021, (which needs to be notified to tenants one year in advance), be changed to the square metre charge.

For example: if fees and charges increase by 3%, this will mean a charge of 16.4p + 3% = 16.9p per square metre.

This will need to be explained in clear language to our tenants as it is vital that they understand that this new system will benefit them enormously. Each plot will be priced according to its actual size and no longer with the generalised 10-rod, 5-rod or 2.5-rod assumption that has stood for more than one hundred years.

Plan of action

When the renewal letters and invoices are issued in September 2020, an explanation and justification of the proposed change will be included, written in plain English, so that tenants do not get blinded by the complicated methodology. There is no need to drill down to the specifics but, if someone asks, of course the whole system can be explained in detail.

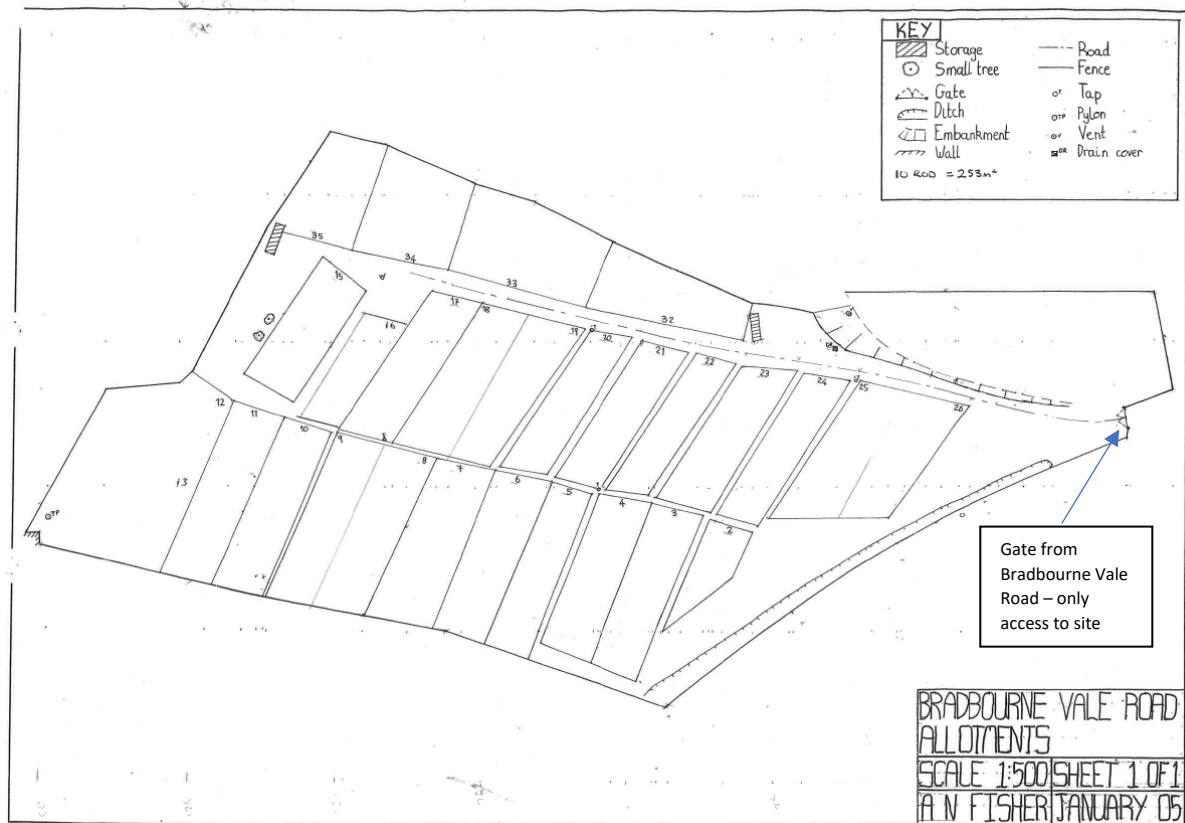
The tenancy agreement will need to be re-worded to accommodate the proposed change. This will be done in the time-honoured method of two columns in a table, with the old wording on the left and new wording on the right. The changes will be sent out with the renewal letters in September 2021, but there will be no need for tenants to sign a new agreement, as the existing agreement will still be valid.

Recommendation

Sevenoaks Town Council adopts the system of allotment plots being measure and let the tenants using the square metre system.

Note:

All of the above also applies to the Bradbourne Vale Allotments (BVA), which will be measured this winter (2020/21) with the intention of changing their measurements from rods to square metres at the same time. Here is their scale map.



2nd June 2020

Management of Sevenoaks Town Council Open Spaces & Allocation of Councillors

Two years ago, the Town Council undertook a comprehensive review of how it has managed its open spaces and produced updated management plans for each site.

It was agreed that in addition to the management plan a Councillor would be nominated for each site to review and provide additional feedback.

SITE	PREVIOUS CLLR.	NEW COUNCILLOR
Cemetery	Cllr Andrew Eyre	Cllrs Eyre & Camp
Vine (Inc. Fencing)	Cllr Stephen Arnold	Cllr Granville Baxter
Upper High St. Gardens	Cllr Robert Piper	Cllr Michaelides
St. Nicholas Church	Cllr Robert Piper	Cllr Waite
Kippington Meadow	Cllr Richard Parry	Cllr Richard Parry
Sevenoaks Common	Cllr Richard Parry	Cllr Richard Parry
Knole Paddock	Cllr Simon Raikes	Cllr Raikes
Greatness Rec. Grounds	Cllr Roderick Hogarth	Cllr Dr Canet
Allotments	(Not Allocated)	Cllr Morris Brown
Pointoise/Mount Close		Cllr Shea
Millpond Wood		Cllr Camp

This page left blank intentionally

This page left blank intentionally

Sevenoaks Town Council

Open Spaces & Leisure Committee 6th July 2020

Re — Opening of Playgrounds and Open-Air Gym Equipment during COVID 19

Sevenoaks Town Council own and manages the following playgrounds and open-air gym equipment which have been closed due to COVID 19 since 23rd March 2020.

Playgrounds

1. Greatness Recreation Ground
2. Buckhurst Lane
3. Pontoise / Mount Close
4. Julian's Meadow
5. Vine Gardens
6. Hillingdon
7. Kippington Meadow

Open Air Gym Equipment

- 1 Greatness Recreation Ground
- 2 Julian's Meadow

The government has announced that these facilities can be re-open for public use subject to government public health guidelines (see attached) from 4th July 2020.

The government guidelines state scientific advice suggests that the COVID 19 virus can survive for up to several days on some hard surfaces. The risks are reduced when outdoors, where surfaces may be subject to UV light and or rain.

The government public health guidelines are a considerable challenge not only to Sevenoaks Town Council but also all operators of these facilities. The Town Council also needs to be aware of its duty of care both to public and its staff.

The Town Clerk is therefore recommending that a pragmatic approach with clear information to the public about risks is followed — like the approach undertaken for keeping public toilets open. This is subject to the Town Council's insurance company agreeing.

It is not feasible for Sevenoaks Town Council to provide the following:

- Provision of Stewards
- Arrange a booking system
- Relocate equipment for social distancing
- Clean equipment daily

- Provide cleaning equipment
- Create entrance and exits — most play areas have only one gate

Sevenoaks Town Council will carry out the following in relation to the re-opening of Play Areas and Open-Air Gyms:

1. Carry out Risk Assessments including COVID 19 risks
2. Prior to opening carry out safety checks on all sites.
3. Prior to opening arrange cleaning and repairs where necessary.
4. Produce signage to include the following:

Playground COVID 19 Signage

Scientific advice suggests that the COVID 19 virus can survive for up to several days on some hard surfaces. The risks are reduced when outdoors, where surfaces may be subject to UV light and or rain. Whilst all possible practical measures have been put in place the user of this equipment does so at their own choice and risk.

Under 14 years only

The maximum number of users will be (capacity calculation for each site)

1 family member to accompany 1 child

Please retain 1m distance from other users e.g. pushing swings

To enable as many children as possible to use the equipment please limit use to 5 minutes per piece of equipment if others are waiting.

Please use one-way system

Use of hand sanitizer gel or wipes is advised when using the equipment

When using equipment do not touch face.

Consumption of food and drink within play areas is not permitted.

Please use bins provided or take litter home.

Outdoor Gym COVID 19 Signage

Scientific advice suggests that the COVID 19 virus can survive for up to several days on some hard surfaces. The risks are reduced when outdoors, where surfaces may be subject to UV light and or rain. Whilst all possible practical measures have been put in place the user of this equipment does so at their own choice and risk.

- Please retain 1m distance from other users

To enable as many people as possible to use the equipment please limit use to 30

minutes

Please use one-way system

Use of hand sanitizer gel or wipes is advised when using the equipment

When using equipment do not touch face.

Users are encouraged to bring their own towel and hygiene products to wipe down equipment — please dispose considerately.

- Consumption of food and drink within play areas is not permitted
- Please use bins provided or take litter home.



- 1 . Home (<https://www.gov.uk/>)
 2. Coronavirus (COVID-19) (<https://www.gov.uk/coronavirus-taxon>)
 3. Health and wellbeing during coronavirus (<https://www.gov.uk/coronavirus-taxon/health-andwellbeing>)
 4. COVID-19: Guidance for managing playgrounds and outdoor gyms
(<https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoorgyms>)
-
- 1 . Ministry of Housing, Communities
&
Local Government (<https://www.gov.uk/government/organisations/ministry-of-housing-communitiesand-local-govemment>)

Guidance

COVID-19: Guidance for managing playgrounds and outdoor gyms

Published 26 June 2020

Contents

- 1 . Introduction
2. Purpose of this guidance
3. Thinking about risk
4. Key principles for safely reopening playgrounds and outdoor gyms
5. Keeping staff safe
6. Protective equipment for staff
7. Where to obtain further guidance



© Crown copyright 2020

This publication is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. To view this licence, visit [nationalarchives.gov.uk/doc/open-government-licence/version/3](https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3) (<https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3>) or write to the Information Policy Team, The National Archives, Kew, London TW9 4DU, or email: psi@nationalarchives.gsi.gov.uk.

Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

This publication is available at <https://www.gov.uk/government/publications/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms/covid-19-guidance-for-managing-playgrounds-and-outdoor-gyms>

Please note: This guidance is of a general nature and should be treated as a guide. In the event of any conflict between any applicable legislation (including the health and safety legislation) and this guidance, the applicable legislation shall prevail.

1. Introduction

Playgrounds are a valuable community asset that provide children with a stimulating and tactile experience to exercise and learn through play. Making them available provides important physical, social, emotional and cognitive development opportunities for children. Outdoor gyms provide users with the opportunity to exercise and _improve their physical and mental health.

This guidance provides the owners and operators responsible for playgrounds and outdoor gyms with practical advice on how these can be reopened and managed effectively to enable their use while minimising the transmission risk of COVID-19.

Public health is devolved in Scotland, Wales and Northern Ireland. This guidance should be considered alongside local public health and safety requirements. Owners/operators of playgrounds and outdoor gyms in Scotland, Wales and Northern Ireland should refer to guidance prepared by the Northern Ireland Executive, the Scottish Government and the Welsh Government.

What do we mean by playgrounds

Playgrounds are defined as:

outdoor structures designed for children to play in or on. They may include equipment such as slides, monkey bars, climbing frames, activity towers, swings, spring rockers, see saws and sandpits.

What do we mean by outdoor gyms

Outdoor gyms are defined as:

An outdoor space containing exercise fixtures and/or machines.

This guidance does not provide advice for the management of play areas that are indoors, nor does it provide advice for indoor gyms which currently remain closed.

Playgrounds and outdoor gyms are currently closed under the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020. As announced by the Prime Minister on 23 June, playgrounds and outdoor gyms will be able to reopen from 4 July.

This guidance does not pre-empt any forthcoming changes to this legislation. It is designed to provide the owners and operators of playgrounds and outdoor gyms with practical advice to help them

prepare, so that when it is deemed safe for playgrounds and outdoor gyms to reopen by amendment to the regulations, they are able to do so in a way that is safe and minimises COVID-19 transmission risk.

Owners and operators responsible for playgrounds and outdoor gyms will have discretion over when they consider it safe to open for activity permitted by legislation, and may decide to keep these areas closed should they feel they are not able to facilitate their safe usage. It is recognised that owners and operators will require time to prepare for the safe reopening of playgrounds/outdoor gyms.

2. Purpose of this guidance

This guidance is for the owners and operators responsible for outdoor playgrounds and outdoor gyms. Owners or operators are defined as those responsible for the management of a playground or outdoor gym, including assessment of compliance with any relevant legislation or guidelines. This includes, but is not limited to, local authorities, housing associations, private landowners, retail businesses, pubs and restaurants, school governing bodies and academy trusts.

Each owner/operator will need to apply this guidance to the facility they are responsible for, depending on the circumstances, layout and design. This will include taking account of factors including size, equipment, and how it is organised, operated, and managed. They will need to consider implementing processes to protect the users of the equipment and the staff responsible for its maintenance and cleaning.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities, and it is important that owners and operators continue to comply with existing obligations including those relating to individuals with protected characteristics.

It contains non-statutory guidance to be taken into account when complying with these existing obligations.

To help owners and operators decide what actions to take, and to ensure the equipment in their playground and outdoor gym is safe, they must carry out an appropriate COVID-19 risk assessment, just as they would for other health and safety related hazards. This risk assessment must be done in consultation with unions or workers.

3. Thinking about risk

! Objective: That all owners and operators carry out a COVID-19 risk assessment

Owners and operators responsible for playgrounds or outdoor gyms must assess and manage the risk of potential COVID-19 transmission as relevant to the users of the equipment, such as children, parents, guardians and carers, as well as any staff hired or tasked with the maintenance or cleaning of equipment.

Owners and operators also have a legal responsibility to protect workers and others from risk to their health and safety. Owners and operators will need to think about the risks faced and do everything reasonably practicable to minimise them, recognising that it is not possible to completely eliminate the risk of COVID-19.

Owners and operators must ensure that the risk assessment for the playground or outdoor gym addresses the risks of COVID-19, using this guidance to inform decisions and control measures. A risk assessment is not about creating excessive paperwork, but rather about identifying sensible measures to control risk.

If the owner/operator has fewer than 5 workers, they do not have to write anything down as part of the risk assessment. The risk assessment will help owners/operators to decide whether everything required has been completed. The Health and Safety Executive has guidance for organisations on how to manage the risk posed to users and risk assessment at work (<https://www.hse.gov.uk/simplehealth-safety/risk/index.htm>) along with specific advice to help control the risk of COVID-19 in workplaces (<https://www.hse.gov.uk/coronavirus/working-safely/index.htm>).

Playgrounds and outdoor gyms come in a wide variety of formats, some are small and may be a single piece of equipment such as a slide or exercise machine, whereas some are large and incorporate a number of structures and different materials. Some outdoor playgrounds/outdoor gyms are in enclosed areas with fencing while others are not.

Owners and operators need to consider the unique make up of their playground/outdoor gym when conducting a risk assessment and putting in place measures to enable the effective management of the playground/outdoor gym to minimise COVID-19 transmission risk. It should be noted that in instances where owners and operators share the responsibility for management of a playground or outdoor gym they should work together to ensure that the appropriate risk assessment is completed.

See further information from HSE on promoting a balanced approach to children's play and leisure (<https://www.hse.gov.uk/entertainment/chlds-play-statement.htm>).

Enforcement

Where the enforcing authority, such as the HSE or your local authority, identifies employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they are empowered to take a range of actions to improve control of workplace risks. For example, this would cover employers not taking appropriate action to ensure social distancing, where possible.

Failure to complete a risk assessment which takes account of COVID-19, or completing a risk assessment but failing to put in place sufficient measures to manage the risk of COVID-19, could constitute a breach of health and safety law.

The actions the enforcing authority can take include the provision of specific advice to employers to support them to achieve the required standard, through to issuing enforcement notices to help secure improvements. Serious breaches and failure to comply with enforcement notices can

constitute a criminal offence, with serious fines and even imprisonment for up to 2 years. There is also a wider system of enforcement, which includes specific obligations and conditions for licensed premises.

Employers are expected to respond to any advice or notices issued by enforcing authorities rapidly and are required to do so within any timescales imposed by the enforcing authorities. The vast majority of employers are responsible and will join with the UK's fight against COVID-19 by working with the government and their sector bodies to protect their workers and the public. However, inspectors are carrying out compliance checks nationwide to ensure that employers are taking the necessary steps.

4. Key principles for safely reopening playgrounds and outdoor gyms

Preparing a playground or outdoor gym for re-opening

Owners and operators of playgrounds or outdoor gyms are reminded that in addition to preparations to ensure they are COVID-19 Secure, there will be general maintenance requirements.

Owners/operators must ensure playground and/or exercise equipment is safe to use and that risks from damaged or defective equipment are addressed before opening.

Social distancing

Social distancing aims to reduce social interaction between people to minimise the opportunity for transmission of COVID-19.

Following a review of social distancing guidance, 2 metres or 1 metre with risk mitigations (where 2 metres is not viable) are acceptable. Owners/operators should consider and set out the mitigations they will introduce in their risk assessment.

All owners or operators of playgrounds and outdoor gyms should consider how to put in place measures to support social distancing such as signs to remind users of the need for and adherence to social distancing in accordance with existing government guidance. In implementing measures, owners and operators should acknowledge that adults and children with certain conditions will find social distancing difficult.

It is recognised that adherence to social distancing between individuals and households can be particularly difficult in a playground setting. This will mean that other ways of minimising transmission risk should also be considered and communicated to the parents, guardians and carers, who should remain aware of the residual risk.

Potential measures to facilitate social distancing include:

- if an enclosed area, owners and operators should identify an advisory limit on the maximum number of users able to use a playground or outdoor gym area at any one time and use signs to communicate this
- where practicable, owners/operators could implement a booking system so that users can book a slot to use the equipment

- limiting the number of users able to use a particular piece of equipment to minimise the transmission risk of COVID-19. Potential measures include:
- signs to communicate maximum number of users at one time
- request those using the play area to only have 1 family member accompanying a child
- limiting the available number of seats on equipment or numbers of swings available to promote social distancing, including for parents, carers or guardians who might push children on swings for example
- setting a time limit and using signs to communicate this to users, parents, guardians or carers
- using adjacent space for queues or waiting areas for users, parents, guardians and carers using barriers, markings or signs where it is safe to do so. When implementing a queue or waiting area, consideration must be taken of its impact on the surrounding space and ensure it does not impede other users or pedestrians, particularly considering those with visual or hearing impairments, mobility problems and invisible disabilities
- for outdoor gyms the introduction of a clearly marked one way system around the fixtures/ machines, to help prevent users from coming into close contact with each other
- for outdoor gyms, where machines and equipment are less than 2 metres apart pieces of equipment should be moved to allow social distancing measures to be adhered to if possible. If not possible, 1 metre distance with risk mitigation is acceptable. The mitigations should be set out in the risk assessment

Cleaning and hygiene

Scientific advice suggests that the virus can survive for up to several days on some hard surfaces, particularly when indoors. These risks are reduced when outdoors, where surfaces may be subject to UV light and/or rain. This guidance applies to outdoor playgrounds and outdoor gyms but the virus could survive long enough on frequently used/touched outdoor surfaces to facilitate transmission.

Owners and operators are advised to manage any potential risk, cleaning high traffic touch points frequently. This could include cleaning regimes for:

- playground equipment for children, usually up to age 14, such as slides monkey bars and climbing frames
- semi enclosed playhouses or huts for small children
- enclosed crawl through 'tunnels' or tube slides
- exercise bars and machine handles on outdoor gym equipment
- entry and exit points such as gates
- seating areas such as benches and picnic tables
- refuse areas/bins

Owners and operators should encourage effective sanitation by users, parents, guardians and carers.

Consideration should be given to:

- using signs and posters:

- to promote cleaning of equipment by users, parents, guardians and carers, particularly where there are clear touch points such as swing rockers, see saws, machine handles or exercise bars
- encouraging outdoor gym users to bring their own towel and hygiene products and wipe down equipment after use
- encouraging parents to bring hand sanitiser gel or wipes to clean their children's hands
- to encourage hand hygiene with including washing/sanitising hands more often than usual, for 20 seconds using soap and water or approved gel and foam sanitiser, particularly at the beginning and end of play
- to advise users (or parents of users) not to touch their faces, and to cough or sneeze into a tissue or arm when a tissue is not available
- to remind adults and children not to put their mouths on equipment or their hands in their mouths
- to promote and remind users, parents, guardians and carers of the need for social distancing
- when communicating safety messages owners/operators should ensure they are able to reach those with hearing or vision impairments. Consideration should also be given on how to assist those with disabilities with complying with the changes
- providing more waste facilities and more frequent rubbish collection
- where practicable, providing hand sanitiser (automated where possible) or hand washing facilities at the entry and exit points, in addition to public toilets/washrooms
- using disposable paper towels in handwashing facilities where possible

Public toilet provision

Objective: To ensure that toilets are kept open and to promote good hygiene, social distancing, and cleanliness in toilet facilities

Public toilets, portable toilets and toilets inside premises should be kept open and carefully managed to reduce the risk of transmission of COVID-19.

Steps that will usually be needed:

- using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency and to avoid touching your face, and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available
- consider the use of social distancing marking in areas where queues normally form, and the adoption of a limited entry approach, with one in, one out (whilst avoiding the creation of additional bottlenecks)
- to enable good hand hygiene, consider making hand sanitiser available on entry to toilets where safe and practical, and ensure suitable handwashing facilities including running water and liquid soap and suitable options for drying (either paper towels or hand driers) are available
- setting clear use and cleaning guidance for toilets, with increased frequency of cleaning in line with usage. Use normal cleaning products, paying attention to frequently hand touched surfaces, and consider use of disposable cloths or paper roll to clean all hard surfaces

- keep the facilities well ventilated, for example by fixing doors open where appropriate • special care should be taken for cleaning of portable toilets and larger toilet blocks
- putting up a visible cleaning schedule can keep it up to date and visible
- providing more waste facilities and more frequent rubbish collection

Face coverings

The government has produced guidance on Staying safe outside your home (<https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home>) that includes rules and recommendations on the use of face coverings. Face coverings must be worn at all times on public transport (except if an individual meets one of a range of disability, health, equality and age exemptions (<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-face-coverings>)) or when attending a hospital as a visitor or outpatient.

If possible, a face covering should also be worn in other enclosed public spaces where social distancing isn't possible and where the public may come into contact with people they do not normally meet. This is most relevant for periods indoors in crowded areas. Face coverings are optional for all those with disabilities or health conditions for whom it is problematic, on public transport and elsewhere.

Current government guidance states that face coverings should not be used by children under the age of 3 or those who may find it difficult to manage them correctly. Parents should be aware that wearing a face covering in a playground setting could pose an additional safety risk and should use their judgement on whether their children wear a face covering.

It is important to use face coverings properly and that signs promote their use appropriately and make it clear users should wash their hands before putting them on and taking them off.

Additional measures and communicating with parents

Additional measures that can minimise the risk COVID-19 transmission in playgrounds and outdoor gyms focus on promoting responsible behaviour by children, parents, carers and guardians.

For example, owners and operators should consider putting up signs to make clear to users, parents, guardians and carers that:

- consumption of food or drink on play equipment or in the playground area is banned
- parents, guardians or carers should dispose of all litter including any used protective wear such as face coverings or gloves properly in litter bins, taking it home where a bin is not provided. Disposable face coverings and gloves cannot be recycled

Owners and operators should provide clear information to parents to set clear expectations about how children should behave when using playgrounds during COVID-19. This may be through one or more of: signs adjacent to the playground, online (e.g. operator websites or community message boards), or through leafleting.

Owners and operators may wish to consider reminding parents of the owner/operator's legal obligations towards the playground users such as signs stating that allowing children to use playground equipment is done at their own risk where appropriate.

Considering children with additional needs

Owners/operators must take into account the requirements of children with additional needs.

Issues that are likely to be specific to this group include:

- an understanding that many need frequent reminders about rules of behaviour in playground settings
- changes to familiar environments are likely to require longer periods of adjustment
- children with physical and sensory disabilities may need assistance with moving from one place to the next
- some children with additional needs such as autism find it difficult to adjust to particular clothing requirements, and therefore may be less willing to use face coverings or similar if requested
- some additional needs are not evident, such as hearing loss, and may therefore account for non-responsiveness to verbal instruction
- queuing for apparatus or toilets can be a source of frustration, and the cause of agitation
- at higher risk of being involved in bullying incidents

5. Keeping staff safe

On conducting the risk assessment owners/operators must consider their staff and the risks they may be exposed to and how these can be mitigated. In the context of managing outdoor playgrounds during the COVID-19 pandemic, staff roles may include:

- cleaning playground equipment/surrounding areas
- managing queues of those waiting to use equipment
- stewarding equipment to ensure users comply with rules made by the owner/operator

The Department for Business, Energy and Industrial Strategy has produced guidance on working safely (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-otheroutdoor-work>) and should be consulted alongside this document.

6. Protective equipment for staff

When managing the risk of COVID-19, additional PPE beyond what is usually worn is not beneficial.

Unless staff are in a situation where the risk of COVID-19 transmission is very high, risk assessments should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if the risk assessment does show that PPE is required, the owners/operators should provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

Owners/operators should not encourage the precautionary use of extra PPE to protect against COVID-19 except in clinical or care settings (including first aid rooms) or when responding to a suspected or confirmed case of COVID-19.

Where protective equipment is already used at facilities to protect against non-COVID-19 risks, this should continue.

Face coverings for staff

Wearing a face covering is optional except when using public transport (except if an individual meets one of a range of disability, health, equality and age exemptions

(<https://www.gov.uk/government/publications/coronavirus-covid-19-safer-transport-guidance-for-operators/coronavirus-covid-19-safer-transport-guidance-for-operators#exemptions-from-mandatory-facecoverings>)) or when attending hospital as a visitor or an outpatient.

If employees choose to wear a face covering, it is important they use face coverings properly and wash their hands before putting them on and before and after taking them off.

Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it
- when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
- change your face covering if it becomes damp or if you've touched it
- continue to wash your hands regularly
- change and wash your face covering daily
- if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your residual 'black bag' waste. Do not put it in the recycling bin • practice social distancing wherever possible

7. Where to obtain further guidance

The government has produced a range of guidance to help people stay safe and reduce the transmission risk of COVID-19. This can be found on the coronavirus support and guidance page (<https://www.gov.uk/coronavirus>).

Sevenoaks Town Council

Finance & General Purposes Committee

8th June 2020

48. CIL Update Report

The Committee noted receipt of £49,847.19 in March 2020 for its portion of the Community Infrastructure Payment (CIL)

RESOLVED: That the funds be allocated to support decisions already made by the Town Council awaiting funds, as set out below.

1	Jubilee Clock	£7,328.17
2	Mess Room Contingency	£10,000.00
3	Cemetery Path Repairs	£25,000.00
4	OSL Capital Items – to be confirmed by Cttee	£7,519.02
	Sub Total	£49,847.19
5	Underspend on CIL – OSL Capital Items to be confirmed by Cttee	£89.50
	Total	£49,936.69

Sevenoaks Vine War Memorial

The Town Council has recently been contacted by the nephew of H T H Whitcombe regarding his name inscribed on the War Memorial being incorrect. Instead of it being H T H Whitcombe, it has been listed as K T H Whitcombe, who was killed in action at Sourabaya, Indonesia on January 11th, 1946.

James Whitcombe and his two brothers would very much like a correction made to amend the initial on the War Memorial.

I have checked the name with Matt Ball, local historian, and with the Winchester College roll of honour as below that it was Hugh Templeton Hawkes Whitcombe.

Extract Winchester College at War Roll of Honour



RECOMMENDATION

The power is vested in the Town Council, to undertake this amendment under the War Memorials (Local Authorities' Powers) Act 1923 and subsequent amendments. Members views are sought.

This page left blank intentionally

This page left blank intentionally

Sevenoaks Town Council**Sports Club Liaison Meeting 12th May 2020****11.00 a.m. via Zoom****Present:**

1	Sevenoaks Town Council	Linda Larter, Town Clerk
2		CLlr Dr Marilyn Canet, Chairman of Open Spaces & Leisure Cttee
3		CLlr Andrew Eyre, Vice Chairman of Open Spaces & Leisure Cttee
4		Nicholas Cave – Open Spaces & Cemetery Manager
5		Steph Harrison, Committee Clerk
6	Sevenoaks Sport & Wellbeing (Magazine)	Steve Rowley, Publishing Editor
7	Sevenoaks Rugby Football Club	Trevor Nicholson, Chairman
8		Jane Beer Jones, Marketing Lead
9		Adam Bowman, Head Coach & Director
10	Knole Park Golf Club	Mark Scorgie
11		Richard Norris
12	HC Knole Park	Adam Ward, Club Captain
13		Ruth Bingham, Welfare Coach
14	Sevenoaks Indoor Bowls Club	Brenda Bennett
15		Rosemary Tuck
16		Michael McDonald
17	Swanley Rugby Club	Paul Yates, Chairman
18	Sevenoaks Swimming Club	Keiron Piper
19	Sevenoaks Town Football Club	Paul Lansdale, Chairman
20	Sevenoaks Cricket Club	Andy Richardson, Chairman
21		Karl Pearson
22		David Henderson
23	Sevenoaks Hockey Club	Iain Pearson, President
24		Ali Buckland
25		Darren Mountain
26		Richard Young
27	Sevenoaks Ladies Joggers	Sam Palmer
28	Sevenoaks Suns Basketball	Phil Webb
		Carlos Herring
29	Fusion Cheerleaders	Connie Shaw

1. Introductions

Linda Larter welcomed everyone to the meeting and set out the background to the meeting. COVID 19 has impacted every organisation whether they be council, theatre, business, or sports club. The Town Council has reduced income and at the same time needing to help vulnerable members of the community. Some staff are working longer hours than normal in difficult circumstances and some are furloughed.

We could never have envisaged that the simple pleasure of playing or watching a team sport would not be possible.

The Town Council recently had an online meeting with local businesses to start to prepare a Sevenoaks Town Recovery Plan which is currently being consulted on. We thought it might

be helpful to convene a meeting with sports clubs to share ideas, problems, potential solutions. In 2015 we jointly created a Sevenoaks Sports Strategy – it may be in the light of COVID 19 we totally need to start again?

Linda thanked Steve Rowland for his help in promoting the meeting and Jane Beer Jones for coming up with the idea.

It was noted that the following was to be discussed after everyone introduced themselves:

- Sport's Governing Bodies – latest news
- Finance, including sponsorship matters
- Membership matters
- Opportunities for collaboration
- Practical ideas for help?

2. Sport's Governing Bodies – latest news

i) Sevenoaks Swimming Club:

No change from Swim England. The club have held some mental health workshops. Some conflicting advice regarding how many people can swim in a lane etc, awaiting more details for when pools are able to open.

ii) The Vine Cricket Club

The ECB and the Kent Cricket League have suspended recreational cricket for an indefinite period. Unsure of future, a firm decision would mean the club could start remedial work on their squares.

3. General comments

i) Knole Golf Club

The club can start welcoming players from tomorrow and the next week is fully booked already, with members anxious to get back onto the course. They hope the interest lessens with time so that they can start welcoming non-members, especially juniors very soon.

ii) Sevenoaks Rugby Football Club

Because of the nature of the sport all training and matches are suspended. However, the club has continued to operate on a social capacity. They recently held their awards ceremony via Zoom, but feel that lots of people are now Zoomed-out. It was suggested that the Vine Paddock could be used to host a community event put on by all the clubs working together when it was safe to do so.

iii) Sevenoaks Ladies Joggers & Oaks Blokes

Sam was proud to report that her online classes have been a huge success. Members have been holding virtual runs/walks and so far have clocked up 3,612 sessions.

Their recent marathon challenge raised over £3,000 for the NHS and a new Everest Challenge has now been set.

iv) Sevenoaks Town Football Club

The challenges are massive, because like rugby and hockey, football is a contact sport. Paul has been keeping in touch with all the members and some Zoom training has taken place. Concerned about the future and how social distancing can be managed in changing rooms, spectators etc.

v) Sevenoaks Bowls Club

They reported currently being financially secure and keeping in touch with their members.

vi) Sevenoaks Hockey Club

Although not quite as difficult as rugby or football, hockey still has its challenges. They are hoping for some activity when the new season starts in August. Also agree community events and competitions would be a great initiative. Plenty of locations available.

vii) Sevenoaks District Seniors Action Forum would like to be recognised as supporting all the local sports clubs.

viii) Sevenoaks Swimming Club Kieran thought there was the opportunity for the **Sevenoaks Sports Community** to work together collectively and was willing to arrange an event where clubs could compete against each other.

ix) Andy Richardson thought the idea of collective support was a great one and would like the cricket club to be involved.

x) Trevor Nicholson mentioned the proposals within the Sevenoaks Town Recovery Plan and thought a pedestrianised town centre could be used for community events, which would lead down to Knole Paddock. It would also release the town centre as a place for safe social distancing.

xi) Adam Ward Knole HC

Knole HC were a new club and had just completed their first season. Have had daily online training and have found engaging the whole family works well. Have given free online membership to juniors until restrictions are lifted.

xii) Connie Shaw Fusion Cheerleaders

All Cheerleading competitions had been cancelled. It is hard to keep the enthusiasm and involvement which will be needed until September, especially as it is a very contact-based skill. Would want to be involved if possible, with any future joint initiatives.

xiii) A suggestion to use the Tesco site as a shared venue for all the clubs was put forward.

4. Finances

- i) Paul Yates stated that Sport England have been very helpful with much needed funds and their application process was easy. Andy Richardson said that he thought it ended on the 15th of this month and unfortunately had not been helpful to the Cricket Club.
- ii) Kent Sports, the Kent FA and the Football Foundation have also been helpful.
- iii) Trevor Nicholson recommended COVIDhelp.org.uk he said they had successfully helped SRFC obtain grant funding.
- iv) Paul Lansdale reported that STFC had been successful in obtaining a £15,000 grant from Sports England. There was also funding available via the Football Foundation of up to £5,000. Kent Sports website had help available for completing funding applications.

5. Sponsorship

- i) It was noted that there may be difficulties in the short-term regarding sponsorship from local businesses. A fundraiser was suggested by Linda
- ii) Steve Rowley said he had set-up a fundraising scheme but not promoted. Steve encouraged sponsors to get in touch with him at Sevenoaks Sports and Leisure Magazine for some free advertising.

Free advertising in Sevenoaks Sport & Wellbeing magazine for June 2020 – email advertising@sevenoakssports.co.uk

Save All Sevenoaks Sports clubs appeal – www.gofundme.com/sacs-appeal

- iii) Jane said that SRFC sponsors have been very supportive and it is now down to them to be creative in the way the club helps its sponsors in return.
- iv) Andy confirmed that their major sponsor continues to support the club.

6. Next Steps

Andrew Eyre suggested we wait for government guidelines before setting a date for a follow-up meeting.

Phil Webb said that he had information from a kit supplier who could help with fundraising. Kits would be made in club colours and would have club details and NHS support logo printed on them. For each one sold £7.50 went to the NHS and £5 to the club.

CURRENT MATTERS

366VI	Vine & Cycle racks	<p>Work would start in the new year once work for the chair storage unit had commenced.</p> <p><i>Cycle planter to be installed.</i></p> <p>Cycle planters have arrived and are being prepared to use regarding the towns recovery plan.</p>
223	Renovation of St Nicholas War Memorial	<p>Grant from War Memorials Trust agreed. St Nicholas Church is applying for permission from the Diocese for the work to be carried out. Permission should be received in February 2020. Contractor will then undertake refurbishment of the inscriptions in accordance with the method statement.</p>
226	Anti-Litter Campaign	<p>Several litter picking days had taken place and a new recycling bin would be installed at Greatness Recreational Ground shortly.</p> <p><i>Ongoing.</i></p> <p>Due to the Covid-19 outbreak litter picking was cancelled. However, many locals are tackling the ongoing problem with litter.</p>
176/5 VI	Hillingdon Rise Green	<p>Leaflet drop to be arranged regarding parking on grass.</p> <p><i>Cllr's to canvas public about parking on the grass.</i></p>

176/5 VII	Tree Planting	Open Spaces Manager to liaise with tarmac in relation to offer of trees. <i>To produce a leaflet encouraging the public to sponsor or adopt a tree.</i> Ongoing.
352 (II) 11.11.2019	Greatness Cemetery Mess Room	<i>Install new building as energy efficient as possible.</i>
178	Friends of Greatness Cemetery	To be launched in autumn 2019. <i>Launch in February 2020.</i> The launch has been delayed due to Covid-19. The leaflet is completed and ready to go to print and we hope to launch later this year.
352 11.11.2019	Pontoise Recreation ground	Work completed. Grant to be claimed.
304 30.09.2019	Quaker Hall Allotments	Install additional water pipes and water butts.