

## Sevenoaks Town Council

### Minutes of the Open Spaces & Leisure Committee meeting held on 13<sup>th</sup> February 2023 at 7.00pm in Council Chamber, Town Council Offices, TN13 3QG

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

[https://youtu.be/4ukd\\_6efJbo](https://youtu.be/4ukd_6efJbo)

Meeting commenced: 19:00

Meeting Concluded: 19:59

#### Present:

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

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

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

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

#### 578. Apologies for Absence

Apologies for absence were submitted and received as noted above.

#### 579. Requests for Dispensations

There were no requests for dispensations.

#### 580. Declarations of Interest

There were no declarations of interest.

#### 581. Minutes of the Open Spaces & Leisure Committee on 7<sup>th</sup> November 2022

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

#### 582. Open Spaces & Cemetery Manager's Report

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

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### 582.1 Staff

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

### 582.2 Additional waste bins – Mill Pond Wood

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

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

### 582.3 Donated Automatic External Defibrillator (AED)

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

### 582.4 The Vine

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

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

**RESOLVED:**

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

### 582.5 Anti-social behaviour

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

**RESOLVED** that officers:

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

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### 582.6 Defibrillator Phone Box

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

### 582.7 Borehole

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

#### **RESOLVED:**

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

### 582.8 Knole Paddock-Pitch 1

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

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

### 583. Statement of Accounts

**RESOLVED:** that the accounts to 31<sup>st</sup> December 2022 be received and noted.

### 584. Allotment Manager's Report

The Committee noted the Allotment Manager's report.

#### 584.1 Working Party

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

#### 584.2 Water Tank Installation at BVA

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

### 585. Sevenoaks In Bloom

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

### 586. Greatness Park Cemetery – Rules and Regulations Revision

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

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### 587. Green Flag at The Vine

The Mystery Shop report had been received.

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

### 588. Current Matters

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

176/5 (vii) 22.07.2019	Tree Planting	<p>Open Spaces Manager to liaise with Tarmac in relation to offer of trees. So far, there has not been a reply from the new management team at Tarmac.</p> <p>Total number of trees planted in 2022/23 by STC is 34 standard trees and 70 whips/saplings.</p> <p>As part of The Queen's Green Canopy Project, the Mayor planted an Avalon Plum tree at the Bat &amp; Ball Centre in March. Two Sakura cherries have also been planted, one in memory of Cllr Waite.</p> <p>Adopt a Tree 2022/23 – 13 trees planted.</p>
152 (iv) 05.07.2021	St Nicholas Church – Quinquennial Report	<p>Quotes from qualified stone masons for works mentioned in the Quinquennial report of 12.03.2021 have been obtained and will be reviewed by Officers.</p> <p><b>Two most competitive have been invited to requote with plan to complete works 2023/24.</b></p>
156 05.07.2021	Greatness Recreation Ground Management and Improvement Plan	<p>Meeting with stakeholders was held on 08.10.2021. It was agreed that a survey would be produced in 2022.</p> <p>The survey will be part of the professional consultant's work required by the Football Foundation to progress the proposed new pavilion.</p> <p><b>STFC and STC jointly appointed consultant for public consultation in January 2023.</b></p>
353 08.11.2021	Kent Association of Local Councils – Fire Hydrant Initiative	<p>Awaiting information from KALC/KFRS with guidance on progressing scheme.</p> <p>Pending information from KFRS.</p>
522 14.02.2022	Sevenoaks Lawn Tennis Club-parking barrier in Raleys Car Park	<p>Club advised of resolution:</p> <p><b>RESOLVED:</b> to support the SLTC proposal subject to the following:</p>

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

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		<p>address risk of unauthorised access to the site</p> <ul style="list-style-type: none"> <li>• Application to drop kerb would need to be submitted to Sevenoaks District Council</li> <li>• Discussions required with Rugby Club regarding funding of the works</li> <li>• Consideration to be given to impact on car parking</li> </ul> <p><b>RESOLVED:</b> That the Open Spaces Manager be asked to investigate these issues with the Rugby Club and report back to a future meeting.</p> <p>Awaiting information from SRFC regarding Ambulance Service access requirements and funding options.</p> <p>Gate design to be partly dependent on Ambulance Service requirements. KCC advised vehicle crossover application would be required &amp; SDC to be consulted regarding planning permission for dropped kerb.</p> <p>SRFC to investigate points and report back to us before planning permission applied for.</p> <p><b>No further update.</b></p>
194.3 (ii) 04.07.2022	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>Club Signs at top of Plymouth Drive and by access point to the field by pitch 1</i></p>	<p>(ii) <u>Club Signs advertising home games at top of Plymouth Drive and by access point to the field by pitch 1</u></p> <ul style="list-style-type: none"> <li>• More detailed proposal required of what is intended, what is the purpose, has the placement on the side of existing building been considered</li> <li>• Advice from Sevenoaks District Council required on whether planning permission needed</li> <li>• Consideration to be given to the range of uses of the land, implications of clearly branding it as Rugby Club, and to putting something up explaining the variety of uses at Raleys Field</li> </ul>

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		<ul style="list-style-type: none"> <li>• Current Public Realm Wayfinding project looking at signage throughout the Town, including sports clubs, to be taken into account</li> <li>• Noted, that Vine Cricket Club do have a provision and that they lease the land.</li> </ul> <p><b>RESOLVED:</b> That the Open Spaces Manager discuss the options with the Rugby Club and obtain detailed proposal for consideration at a future meeting.</p> <p>SRFC would hope to attract more spectators by advertising upcoming matches on roadside signs</p> <p>KCC responsible for road signs - SRFC was advised to consult KCC about signage at top of Plymouth Drive</p> <p>Suggested to SRFC placement of sign on pavilion – SRFC preference is sign by hatched entrance</p> <p>Awaiting more information from SRFC detailing proposed signage</p> <p><b>No further update.</b></p>
194.3 (iii) 04.07.2022	<p>Knole Paddock, Sevenoaks Rugby Club (SRFC)</p> <p><i>Pitch 1 Match Day Sponsorship Boards – request to keep up during season</i></p>	<p>(iii) <u>Pitch 1 Match Day Sponsorship Boards, request to keep up on pitch barriers during season (September to April)</u></p> <ul style="list-style-type: none"> <li>• Planning permission implications to be considered regarding advertising</li> <li>• Concern that it would visually appear to be a barrier and impede passage across public open space</li> </ul> <p><b>RESOLVED:</b> that, in principle, the installation of sponsorship boards be permitted on match days and at other times the Rugby Club is using the pitches, subject to clarification of any planning permission required. At all other times the sponsorship boards to be removed.</p> <p>SDC advised that planning permission is required for any sponsorship boards - and retrospective planning application can be submitted for existing signage.</p>

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



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

#### 589. PRESS RELEASE

It was agreed to issue Press Releases in relation to:

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

There being no further business the Chairman closed the Meeting.

Chairman ..... Dated .....