



27<sup>th</sup> August 2024

## COMMUNITY ASSET WORKING GROUP

To be held in the Council Chamber, Town Council Offices,  
**Wednesday 4<sup>th</sup> September 2024 at 2.00pm**

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

### Working Group Members:

Cllr Dr Merilyn Canet <b>(Chair)</b>	Cllr Lise Michaelides
Cllr Dr Peter Dixon	Cllr Nigel Wightman
Cllr Libby Ancrum <b>(Mayor, ex-officio)</b>	Cllr Gareth Willis

*Quorum minimum of 3 elected members*

## AGENDA

1.	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
2.	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
3.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this agenda.	-

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4.	<u>MINUTES OF MEETING OF COMMUNITY ASSET WORKING GROUP HELD ON 17<sup>TH</sup> JULY 2024</u> To receive and agree the Minutes of the Meeting of the Community Asset Working Group held on 17 <sup>th</sup> July 2024 as a true record.	Attached
5.	<u>OPEN SPACES &amp; CEMETERY MANAGER'S REPORT</u> To receive and consider the Open Spaces & Cemetery Manager's Report: <ul style="list-style-type: none"> <li>• Staff</li> <li>• St Nicholas Boundary Wall</li> <li>• Knole Paddock and Raleys Field</li> <li>• Woodland Management Plan</li> </ul>	Attached
6.	<u>ALLOTMENTS REPORT</u> To receive and consider the Allotment Officer's Report: <ul style="list-style-type: none"> <li>• Community Payback</li> <li>• Renewals</li> <li>• Vandalism</li> </ul>	Attached
7.	<u>DRAFT PROPOSED CHARGES FOR 2024-2025</u> To consider draft charges and RECOMMEND to the Finance & Delivery Committee in respect of:	
7.1	• Fees and Charges for Greatness Park Cemetery	Attached
7.2	• Fees and Charges for Sports Facilities	Attached
7.3	• General Fees and Charges	Attached
8.	<u>STATEMENT OF ACCOUNTS – COMMUNITY ASSETS</u> To receive and consider the Statement of Accounts for July 2024.	Attached
9.	<u>BAT &amp; BALL CENTRE SOLAR PANELS REPORT</u> To receive and consider the proposal and costs of cleaning solar panels at the Bat & Ball Centre.	Attached
10.	<u>CURRENT MATTERS</u> To consider updates on current matters.	Attached
11.	<u>SEVENOAKS INDOOR BOWLS CLUB SOLAR PANELS: CIL BID</u>	Attached
11.1	• To note the bid submitted to SDC by Sevenoaks Indoor Bowls Club	
11.2	• To consider, and make recommendation to the Finance & Delivery Committee, regarding the request to the Town Council for £25k CIL funding.	
12.	<u>PRESS RELEASE</u> To consider any agenda item considered appropriate for a press release.	–

**Sevenoaks Town Council**  
**Minutes of the Meeting of the Community Asset Working Group**  
**Held on 17<sup>th</sup> July 2024 at the Town Council Offices**

**Meeting Commenced:** 14:00

**Meeting Concluded:** 14:55

**Present:**

Cllr Dr Marilyn Canet (Chair)	Present	Cllr Lise Michaelides	Present
Cllr Dr Peter Dixon (Vice-Chair)	Apologies	Cllr Nigel Wightman	Present
Cllr Libby Ancrum (Mayor, ex-officio)	Apologies	Cllr Gareth Willis	Apologies

**In attendance:** The Town Clerk, Responsible Finance Officer & Deputy Town Clerk, Open Spaces & Cemetery Manager, Open Spaces & Leisure Committee Clerk, Mr Tim Burrows.

The quorum of 3 elected members was met.

**82. Chair and Vice-Chair**

Noted that at the Annual Town Council meeting held on 13<sup>th</sup> May 2024, the following appointments were made:

Chair: Cllr Dr Marilyn Canet

Vice-Chair: Cllr Dr Peter Dixon

**83. Revised Committee and Working Group System**

**83.1** Noted that at the Annual Town Council meeting held on 13<sup>th</sup> May 2024, the Town Council approved a revised Committee and Working Group system.

**83.2** The Terms of Reference for the Community Asset Working Group were received and noted.

**84. Apologies for Absence:** Received and accepted as noted above.

**85. Requests for Dispensations:** There were no requests for dispensations.

**86. Declarations of Interest:** There were no declarations of interest.

**87. Minutes of Open Spaces & Leisure Committee held on 12<sup>th</sup> February 2024**

It was agreed to receive and accept the minutes as a true record.

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

Nicholas Cave, the Open Spaces & Cemetery Manager, presented his report.

It was advised that the experienced gardener volunteer Adrian Cheeseman as well as Tom Percy had been recruited as part time gardeners. Tom Percy had started work on a 6-month temporary contract to assist in maintaining Greatness Cemetery, whereas Adrian Cheeseman would be focusing on the horticultural aspect at the town centre.

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In Bloom judging had taken place in late June, the Open Spaces & Cemetery Manager thanked staff and volunteers for their hard work in preparation for the judging date. It was advised that results would be presented in September.

SDC Planning and Building Control had approved works for repairing the boundary wall at St Nicholas's Church. Discussions were being held with the contractor to finalize working dates.

The Council received an update on the reseeding of the Knole Paddock and Raleys Field, it was also noted that Verti draining Pitch 1 was being planned for early Autumn.

It was noted that once the full process for refurbishing of the rugby pitches would look good and may be tempted to be played on, roots need to establish before this happens.

Memorial Stability testing had taken place at Greatness Cemetery in May. It was noted that 109 memorials had failed the testing and right's holders were being contacted to request that headstones be made safe. The Open Spaces & Cemetery Manager advised that headstones which were not secured by instruction of relatives would need to be made safe by The Council.

**RESOLVED:** To investigate and seek quotations for the securing of headstones which have failed their stability testing after all methods of contacting family members have been exhausted.

**89. Statement of Accounts – Open Spaces & Leisure**

The Statement of Accounts for Open Spaces & Leisure for April and May 2024 were received and noted.

**90. Cemetery Income Report**

The Cemetery Income Report for 2024/2025 was received and noted.

**91. Allotment Officer's Report**

The Working Group noted the Allotment Manager's report.

**91.1 Allotment Rents**

**RESOLVED:**

- (1) To recommend to the Finance & Delivery Committee that 2025/2026 allotment rents for Quakers Hall Allotments be increased by no more than 5% i.e. to 24p per square metre for the Quakers Hall site
- (2) To recommend to the Finance & Delivery Committee that 2025/2026 allotment rents for Bradbourne Vale Allotments be increased by no more than 5% to 23p per square metre.



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- (3) That any increase be communicated to the tenants in September along with their renewal letter and invoice, with the increase effective from 1<sup>st</sup> October 2025.

**91.2 Community Payback**

The Allotments Officer had informed the Working Group that a signed agreement has been sent to the Community Payback coordinators to arrange for clearing work on vacant plots. The Town Council was awaiting confirmation of a commencement date for the work days.

**92. Sevenoaks Day Nursery: Request to Extend Facilities**

The Working Group received and considered the request made by the Sevenoaks Day Nursery to extend its facilities.

**RESOLVED** that:

- 1) Sevenoaks Town Council provides permission for Sevenoaks Day Nursery to extend its current building into land leased to them within the current peppercorn rent agreement.
- 2) Sevenoaks Town Council formalises legal paperwork and records to address 1 above.
- 3) Sevenoaks Day Nursery be asked to research a provision where materials have a similar external appearance to the original building.

**93. Sevenoaks Greensand Commons Project**

The report on the Sevenoaks Greensand Commons Project was received and considered. The continued involvement of Sevenoaks Town Council in the Greensands Commons Legacy Project and the recruitment of a part-time Greensands Common Ranger, via an annual contribution of £4,000 were considered.

Although very supportive of the legacy project, the Working Group decided not to continue with the Town Council's participation as it was considered that the Council's limited funds available for woodland management would be more beneficially used in-house to conserve and enhance Sevenoaks Common in conjunction with the recently acquired 14 acres of Longspring Wood, which is adjacent to Sevenoaks Common, to increase public access and manage the biodiversity of the ancient woodland.

**RESOLVED:** To withdraw from the funding agreement for Greensands Common Project and divert budget to Sevenoaks Common / Longspring Woods.

**94. Current Matters**

The updates on the below current matters were noted:

1. Greatness Recreation Ground Survey

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2. Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry House.
3. Vine Anti-Social Behaviour
4. Greatness Cemetery – Headstone & Memorial Testing
5. Tree and Sculpture Projects
6. Pre-application Advice – New Access to The Vine Pavilion

**95. Press Release**

It was agreed that a press release be issued for the achievement of the renewal of the Green Flag Award.

There being no further business the Chair closed the meeting.

Signed .....  
Chair

Dated .....

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Community Asset Working Group – 4<sup>th</sup> September 2024

## **Open Spaces and Cemetery Manager's Report**

### **Staff**

At present we are still trying to recruit for the deputy supervisor's post and although we have conducted a couple of interviews so far, we have not had suitable candidates.

### **St Nicholas Church boundary wall,**

Having received permission from Planning and Building Control, the contractor has now given us a start date of early October.

### **Knole Paddock and Raleys field**

Both fields were weed killed in the last 3 weeks by ourselves, we aim to use the least damaging products we can find and spray in the right conditions keeping the public off the field whilst doing so, this can mean that we struggle to find suitable conditions and we do have half of one pitch to finish when conditions and usage allow.

We are currently preparing the rugby and football pitches for play which will start in earnest on the 7<sup>th</sup> of September. We have purchased additional seed to reseed the training pitch once the ground becomes moist as we strive to get a full grass coverage this autumn. Autumn fertilising will also take place soon depending on moisture levels.

We have had a very full summer of Cricket with almost maximum weekend usage, another task will be to repair and reseed the 2 cricket tables in late September, as previously reported we have Bourne Amenity booked for early autumn to vertidrain (aerate) the 3 rugby pitches and 1 football pitch.

### **Woodland Management**

Currently we have 10 woodlands of varying size with individual management plans and Longspring Wood will be added to this list.

Some of these management plans have been in existence since the early 1990's when following the great storm of 1987 there was a huge period of transition as woodland regenerated, around this period the Forestry Commission had a range of grants available to help shape woodlands and encourage access, for a number of years our Woodland advisors helped us claim grants which certainly helped cover the cost of the works. This was invaluable for work such as the re-coppicing of the Alder grove at Littlewoods around 7 years ago. Grants are now less common, but we still need to decide on clear objectives with a long-term view of the woodlands in 15- 25 years' time.

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We have started to contact suitably qualified companies to obtain quotes to continue this work and have been searching for companies who are sympathetic to the aims of public access and biodiversity rather than pure commercial forestry. At present we have only had one positive reply.

We are continuing to chase up contacts and are looking for other companies to contact.

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### **Allotment Officer's Report**

The waiting list for QHA currently stands at 12 with 12 vacant plots (also 12 in July). Due to the renewal of tenancies at the end of September, the number of returned plots is expected to increase.

The site at BVA currently has 1 vacant plot (2 in July) and 3 persons on the waiting list.

#### **Tenancy Renewals**

The invoices for the next allotment year starting on 1<sup>st</sup> October will be posted to all tenants before the end of this month. Invoices will be delivered through email, with mail postage used only in instances where tenants do not have a personal email address.

This change aims to reduce the workload on the finance team, to speed up the overall invoicing process, and to reduce the number of resources (e.g. paper, stamps) being used where more efficient alternatives are available.

#### **Community Payback**

Following the last update at the meeting on 17<sup>th</sup> July, the Town Council had finalised the agreement for the community payback scheme with three working days of the scheme taking place since, the first being held on Friday 9<sup>th</sup> August.



The workers have cleared one of the overgrown vacant plots at the Quakers Hall site on their first day.

The scheme had been successful so far, The Council and allotment holders have been impressed by the quality of the work. Future extension of the Payback Scheme

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agreement will be considered for the Bradbourne Vale site pending further progress at Quakers Hall Allotments.

**Vandalism**

It had been reported to the Town Council that an act of vandalism had taken place on three plots at the Quakers Hall site. Approximately 10 small fruit trees had been cut down, The Council and tenants had reported the incident to the police however the case was closed due to lack of evidence and witnesses.

Following a discussion between one tenant and a community police officer, nature cameras had been recommended as a deterrent of further vandalism.

Anna Rosińska

27<sup>th</sup> August 2024

Cemetery Charges 01.04.2025 to 31.03.2026GREATNESS PARK CEMETERYFEES & CHARGES FROM 1 APRIL 2025(All prices are inclusive of VAT)TARIFF CATEGORIES

	Resident (£)	Non-Resident (£)
<b>EXCLUSIVE RIGHTS OF BURIAL</b>		
In a grave previously used for a limited period burial:		
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.		
In a New Grave (For 75 years):		
Includes Certificate of Grant, entry in Register (all sites)		
Earth (Lawn section) Grave Site A	1213.00 1243.00	3638.00 3729.00
Earth (Lawn section) Grave Site B	734.00 752.00	2202.00 2256.00
Earth (Lawn section) Grave Site C	471.00 483.00	1414.00 1449.00
Infants (non-viable fetuses, still born children, and under 5 years)	25.00 26.00	76.00 78.00
<i>Outside spaces are surcharged 25%</i>		
Pre-purchase of Gravemarker	84.00 86.00	84.00 86.00
<b>INTERMENT FEES (Including grave digging)</b>		
Infant's Grave (single depth grave in infant's section)	167.00 171.00	501.00 513.00
Single depth in an adult grave (all ages)	583.00 598.00	1748.00 1794.00
Double depth in an adult grave (all ages)	783.00 803.00	2350.00 2409.00
<i>Surcharge for casket burials is double the above fees</i>		
Burials with coffins & caskets outside of normal dimensions	POA	POA
Interment of cremated remains within a Grave	100.00 103.00	299.00 309.00
<b>OTHER FEES</b>		
Transfer of Exclusive Rights of Burial Grant (per document)	82.00 84.00	82.00 84.00
To search Register of Burials per name (same family)	41.00 42.00	41.00 42.00
Annual Grave Maintenance-Grass Grave	118.00 121.00	118.00 121.00
Annual Grave Maintenance-Full Memorial	164.00 168.00	164.00 168.00
Turfing of old graves (at client's request)	86.00 88.00	86.00 88.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	184.00 189.00	184.00 189.00
Weekend surcharge-cremated remains burial	184.00 189.00	184.00 189.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	66.00 68.00	66.00 68.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA	POA

**NOTE:** Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT

A parishioner (or ex-parishioner) of Sevenoaks Town who for a period resided within the Town area and who at the time of his/ her death had not been resident outside that area for more than 10 years.

NON-RESIDENT

Any non-parishioner

*The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.*

Cemetery Charges 01.04.2025 to 31.03.2026GREATNESS PARK CEMETERYFEES & CHARGES FROM 1 APRIL 2025(All prices are inclusive of VAT)

	Resident (£)	Non-Resident (£)
<b>CHAPEL SERVICE</b>		
Use of chapel (includes provision of music if required)	196.00 201.00	196.00 201.00
<b>MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)</b>		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	203.00 208.00	203.00 208.00
Double headstones	405.00 415.00	405.00 415.00
Additional inscriptions after first interment	139.00 142.00	139.00 142.00
Tablets, scrolls, bird baths and books up to 15 inches in height	153.00 157.00	153.00 157.00
To replace a memorial with similar or smaller memorial	55.00 56.00	55.00 56.00
Memorial removal and disposal fee	123.00 126.00	123.00 126.00
<b>Notes to Memorial permits</b>		
<ol style="list-style-type: none"> <li>Kerbstones and border stones are <b>NOT</b> permitted on grave sites:               <ol style="list-style-type: none"> <li>for which exclusive burial rights were purchased on or after 1.11.80</li> <li>in Lawn Areas (whenever exclusive burial rights were purchased).</li> </ol> </li> <li>Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above.</li> <li>Memorial prices will rise above inflation to cover additional costs for inspection.</li> <li>All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.</li> </ol>		
<b>WALL OF REMEMBRANCE</b>		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	151.00 155.00	151.00 155.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	293.00 300.00	879.00 900.00
Additional inscription to existing plaque	59.00 60.00	59.00 60.00
<b>LAWN OF REMEMBRANCE</b>		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	210.00 215.00	630.00 645.00
Interment of ashes (digging charge)	100.00 103.00	299.00 309.00
<b>BOOK OF REMEMBRANCE</b>		
Memorial Roses (details entered in a Book of Remembrance)	183.00 188.00	183.00 188.00

**NOTE:** Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

**RESIDENT** A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

**NON-RESIDENT** Any non-parishioner

*The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. Invoicing must be settled in full prior to permission being given by the Council for work to be carried out in the Cemetery.*



Sports Facilities Charges 01.04.2025 to 31.03.2026

SPORTS FEES

FEES & CHARGES FROM 01 April 2025

<b>CRICKET (Summer Sport)</b>	<b>All Day (£)</b>	<b>Afternoon from 1.30 p.m. (£)</b>	<b>Evening from 5.30 p.m (£)</b>
<b>Pitch hire per game inclusive of use of pavilion facilities</b>			
Weekday games - Adults	122.00 <b>125.00</b>	110.00 <b>113.00</b>	92.00 <b>94.00</b>
Weekday games - Juniors	72.00 <b>74.00</b>	67.00 <b>68.00</b>	53.00 <b>54.00</b>
Weekend games - Adults	155.00 <b>159.00</b>	127.00 <b>130.00</b>	110.00 <b>113.00</b>
Weekend games - Juniors	96.00 <b>98.00</b>	75.00 <b>77.00</b>	65.00 <b>67.00</b>
<b>Pitch hire per game exclusive of use of pavilion facilities</b>			
Weekday games - Adults	82.00 <b>84.00</b>	70.00 <b>72.00</b>	53.00 <b>54.00</b>
Weekday games - Juniors	54.00 <b>55.00</b>	48.00 <b>51.00</b>	34.00 <b>35.00</b>
Weekend games - Adults	116.00 <b>119.00</b>	87.00 <b>90.00</b>	70.00 <b>72.00</b>
Weekend games - Juniors	77.00 <b>79.00</b>	59.00 <b>60.00</b>	46.00 <b>47.00</b>

<b>SOCCER (Winter Sport)</b>	<b>Per Session (£)</b>
<b>Pitch hire per game inclusive of use of pavilion facilities</b>	
Weekday games - Adults	104.00 <b>107.00</b>
Weekday games - Juniors	56.00 <b>57.00</b>
Weekend games - Adults	127.00 <b>130.00</b>
Weekend games - Juniors	62.00 <b>64.00</b>
<b>Pitch hire per game exclusive of use of pavilion facilities</b>	
Weekday games - Adults	64.00 <b>66.00</b>
Weekday games - Juniors	37.00 <b>38.00</b>
Weekend games - Adults	87.00 <b>89.00</b>
Weekend games - Juniors	43.00 <b>44.00</b>
<b>Rugby (Winter Sport)</b>	<b>Per Session (£)</b>
<b>Pitch hire per game inclusive of use of pavilion facilities</b>	
Weekday games - Adults	127.00 <b>130.00</b>
Weekday games - Juniors	72.00 <b>74.00</b>
Weekend games - Adults	150.00 <b>154.00</b>
Weekend games - Juniors	96.00 <b>98.00</b>
<b>Pitch hire per game exclusive of use of pavilion facilities</b>	
Weekday games - Adults	87.00 <b>89.00</b>
Weekday games - Juniors	54.00 <b>55.00</b>
Weekend games - Adults	110.00 <b>113.00</b>
Weekend games - Juniors	77.00 <b>79.00</b>
Mini Tournaments	168.00 <b>171.00</b>
Junior Training Areas	47.00 <b>48.00</b>
Adult Training per hour	38.00 <b>39.00</b>
Outside Rugby clubs-normal fee plus	38.00 <b>39.00</b>
<b>Sports Camps</b>	
Small Sports Camps	96.00 <b>98.00</b>
Larger Sports Camps	127.00 <b>130.00</b>

All fees subject to VAT other than block bookings of 10 or more games which are paid in advance & meeting additional requirements, please enquire

Sports Facilities Charges 01.04.2025 to 31.03.2026SPORTS FEESFEES & CHARGES FROM 01 April 2025

	Per Session (£)
<b>Other Uses: Use of Pavilion for Social Purposes</b>	
<b>including showers (minimum charge 2 hours)</b>	
Per hour - Adults	40.00 41.00
Per hour - Juniors	19.00 19.00
<b>excluding showers (minimum charge 2 hours)</b>	
Per hour - Adults	26.00 27.00
Per hour - Juniors	14.00 14.00
<b>Daily rates (Up to 7 hours)</b>	
For Sevenoaks organisations	138.00 141.00
For non-Sevenoaks organisations	167.00 171.00
Fetes, Sports Meetings etc (one field plus pavilion) whole day	469.00 481.00
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only	249.00 255.00
<b>Junior Sports Meetings (Up to 7 hours)</b>	
Restricted Area	128.00 131.00
One field and Pavilion	213.00 218.00
One field	196.00 201.00
Athletics Track by arrangement	

## GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2025

### CHARGES GENERAL CATEGORIES

<b>ALLOTMENTS AND LOGS (prices are inclusive of VAT)</b>	
<b>Bradbourne Vale Road Allotments:</b>	
<ul style="list-style-type: none"> <li>Normal size – 253m2 (10 rods equivalent)</li> </ul>	£0.23 per m2 wef 29.09.2025 (£58.19 per 253m2 plot)
<b>Quakers Hall Allotments:</b>	
<ul style="list-style-type: none"> <li>Normal size – 253m2 (10 rods equivalent)</li> </ul>	£0.24 per m2 wef 29.09.2024 (£60.72 per 253m2 plot)
<b>Logs:</b>	
<ul style="list-style-type: none"> <li>Full Load</li> <li>Half Load</li> </ul>	£142.00 <b>£146.00</b> £89.00 <b>£91.00</b>
<b>RALEY'S CAR PARK</b>	
Annual car park pass (limited number available to applicants who meet specified requirements)	£63.00 <b>£65.00</b>
<b>GROUND RENTS/LEASES</b>	
Sevenoaks Rugby Football Club (Commenced 2020 for 5 years. Lease expires December 2025)	£3,750.00 Review Sept 2025
Sevenoaks Clarendon LTC (reviewed February 2022. Next review due March 2028. Main lease expires March 2042)	£473 per annum Review March 2028
The Sevenoaks Vine Club	
<ul style="list-style-type: none"> <li>Vine Cricket Pavilion &amp; Tea Kiosk</li> </ul> (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£3,500 per annum Review Sept 2025
<ul style="list-style-type: none"> <li>Vine Cricket Ground</li> </ul> (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town FC Ltd:	
<ul style="list-style-type: none"> <li>Pitch 1(Lease expires 17 May 2043)</li> </ul>	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
<ul style="list-style-type: none"> <li>Pitch 2 Tenancy at Will commenced July 2013</li> </ul>	£520 per annum
<ul style="list-style-type: none"> <li>Pavilion Tenancy at Will commenced July 2013</li> </ul>	£1 per annum
Sevenoaks Day Care	One peppercorn per annum

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2025

The Stag Community Arts Centre	Premium Nil
Access to Mount Close Play Area	£7.40 per annum

DRAFT

27/08/2024

Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	% Spent	Transfer to/from EMR
<u>21 O/ Spaces &amp; Leisure - General</u>											
1022 Letting & Hire of Facilities	0	1,788	1,788	10,309	15,364	5,055	29,663			34.8%	
1030 Electricity recharge	523	0	(523)	523	1,000	477	4,054			12.9%	
1316 Raleys Car Park Permits	0	0	0	1,838	1,672	(166)	1,672			109.9%	
1850 Log Sales	0	0	0	0	0	0	754			0.0%	
1853 Adopt a Tree income	0	0	0	0	0	0	100			0.0%	
1990 Other Income	16	0	(16)	148	90	(58)	270			54.6%	
<b>O/ Spaces &amp; Leisure - General :- Income</b>	<b>539</b>	<b>1,788</b>	<b>1,249</b>	<b>12,817</b>	<b>18,126</b>	<b>5,309</b>	<b>36,513</b>			<b>35.1%</b>	<b>0</b>
4010 Gross Pay	14,866	16,581	1,715	53,082	66,324	13,242	198,977		145,895	26.7%	
4011 Mileage	125	0	(125)	342	0	(342)	0		(342)	0.0%	
4270 Employers Pension Contribution	899	1,266	367	3,161	5,064	1,903	15,190		12,029	20.8%	
5010 Vine Area General Maintenance	0	0	0	2	0	(2)	0		(2)	0.0%	
5013 Graffiti Removal	200	352	152	200	652	452	1,357		1,157	14.7%	
5025 Lower St Johns Toilets	890	1,167	277	17,348	4,668	(12,680)	14,000		(3,348)	123.9%	13,838
5026 Greatness Rec Convenience	1,306	258	(1,048)	3,188	1,032	(2,156)	3,100		(88)	102.8%	
5030 St Nicholas Burial Ground	0	100	100	483	100	(383)	100		(383)	483.0%	
5050 Seats And Litter Bins	0	0	0	0	574	574	2,300		2,300	0.0%	
5060 Sevenoaks Common	0	1,600	1,600	1,468	1,600	132	5,000		3,532	29.4%	
5065 Tree Safety Survey	0	0	0	0	4,000	4,000	4,000		4,000	0.0%	
5070 Other Woodlands	1,120	1,000	(120)	1,780	2,000	220	4,000		2,220	44.5%	
5110 Knole Paddock & Pavilion	0	340	340	0	680	680	3,500		3,500	0.0%	
5120 Knole Paddock Pitch & Grnd Mt	332	100	(232)	1,952	1,800	(152)	2,500		548	78.1%	
5310 Miscellaneous Open Spaces	185	433	248	2,153	1,732	(421)	5,200		3,047	41.4%	

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Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	% Spent	Transfer to/from EMR
5311 Security Open Spaces	2,425	2,083	(342)	10,029	8,332	(1,697)	25,000		14,971	40.1%	
5316 Skatepark Maintenance	0	500	500	84	1,500	1,416	2,000		1,916	4.2%	
5317 Raleys Car Park	0	0	0	0	422	422	422		422	0.0%	
5320 Fertilizers	0	0	0	457	1,000	543	1,500		1,043	30.5%	
5330 Grass Seed	116	0	(116)	2,797	2,500	(297)	2,500		(297)	111.9%	
5340 Plants	57	700	643	1,086	1,400	314	3,000		1,914	36.2%	
5410 Repairs & General Maintenance	17	150	133	109	600	491	1,800		1,691	6.0%	
5412 Capital Refurbishments	0	833	833	0	3,332	3,332	10,000		10,000	0.0%	
5500 Equipment Hired and New	174	583	409	2,242	2,332	90	7,000		4,758	32.0%	
5525 Equipment Maintenance	96	600	504	2,674	4,000	1,326	8,000		5,326	33.4%	
5550 Vehicle Expenses	647	1,792	1,145	2,733	7,168	4,435	21,500		18,767	12.7%	
5700 Fuel	627	492	(135)	1,779	1,968	189	5,900		4,121	30.2%	
6010 Light Heat & Cleaning	0	500	500	2,116	4,200	2,084	8,500		6,384	24.9%	
6011 Electricity	768	0	(768)	(509)	0	509	0		509	0.0%	
6013 Cleaning	0	50	50	152	200	48	600		448	25.4%	
6014 Water	582	83	(499)	696	332	(364)	1,000		304	69.6%	
6101 Telephone	11	12	1	46	48	2	145		99	31.7%	
6104 Mobile Telephone	17	28	11	83	112	29	340		257	24.5%	
6105 Broadband wi-fi service	29	25	(4)	115	100	(15)	300		185	38.3%	
6320 Staff Training	0	0	0	1,950	750	(1,200)	3,000		1,050	65.0%	
6330 Welfare/Hospitality	6	52	46	412	208	(204)	625		213	65.9%	
6635 Professional Fees Licensing	0	300	300	0	300	300	300		300	0.0%	
6730 Subscriptions	0	0	0	164	180	16	180		16	91.3%	
6812 Road Dues	0	0	0	0	0	0	1,100		1,100	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

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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	% Spent	Transfer to/from EMR
6851 Bus Shelter Maintenance	0	17	17	0	68	68	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	28	28	80		80	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,700		1,700	0.0%	
6930 Alarm Maintenance	0	280	280	379	280	(99)	880		501	43.1%	
6931 CCTV Maintenance	0	0	0	0	0	0	600		600	0.0%	
6934 Waste Bin Collection-Dog Bins	692	0	(692)	692	700	8	3,000		2,308	23.1%	
6935 Waste Bin Disposal-Waste Bins	484	225	(259)	1,167	900	(267)	2,700		1,533	43.2%	
6952 Protective Clothing	265	131	(134)	672	524	(148)	1,575		903	42.7%	
O/ Spaces & Leisure - General :- Indirect Expenditure	<b>26,935</b>	<b>32,640</b>	<b>5,705</b>	<b>117,283</b>	<b>133,710</b>	<b>16,427</b>	<b>374,671</b>	<b>0</b>	<b>257,388</b>	<b>31.3%</b>	<b>13,838</b>
<b>Net Income over Expenditure</b>	<b>(26,396)</b>	<b>(30,852)</b>	<b>(4,456)</b>	<b>(104,466)</b>	<b>(115,584)</b>	<b>(11,118)</b>	<b>(338,158)</b>				
8001 plus Transfer from EMR	0	0	0	13,838	0	(13,838)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(26,396)</b>	<b>(30,852)</b>	<b>(4,456)</b>	<b>(90,628)</b>	<b>(115,584)</b>	<b>(24,956)</b>	<b>(338,158)</b>				
Grand Totals:- Income	<b>539</b>	<b>1,788</b>	<b>1,249</b>	<b>12,817</b>	<b>18,126</b>	<b>5,309</b>	<b>36,513</b>			<b>35.1%</b>	
Expenditure	<b>26,935</b>	<b>32,640</b>	<b>5,705</b>	<b>117,283</b>	<b>133,710</b>	<b>16,427</b>	<b>374,671</b>	<b>0</b>	<b>257,388</b>	<b>31.3%</b>	
<b>Net Income over Expenditure</b>	<b>(26,396)</b>	<b>(30,852)</b>	<b>(4,456)</b>	<b>(104,466)</b>	<b>(115,584)</b>	<b>(11,118)</b>	<b>(338,158)</b>				
plus Transfer from EMR	<b>0</b>	<b>0</b>	<b>0</b>	<b>13,838</b>	<b>0</b>	<b>(13,838)</b>	<b>0</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(26,396)</b>	<b>(30,852)</b>	<b>(4,456)</b>	<b>(90,628)</b>	<b>(115,584)</b>	<b>(24,956)</b>	<b>(338,158)</b>				

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Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	% Spent	Transfer to/from EMR
<u>22 O/ Spaces &amp; Leisure - Cemetery</u>											
1700 Cemetery Income	1,456	6,581	5,125	33,968	26,324	(7,644)	78,975			43.0%	
O/ Spaces & Leisure - Cemetery :- Income	<b>1,456</b>	<b>6,581</b>	<b>5,125</b>	<b>33,968</b>	<b>26,324</b>	<b>(7,644)</b>	<b>78,975</b>			<b>43.0%</b>	<b>0</b>
4010 Gross Pay	9,304	8,303	(1,001)	36,007	33,212	(2,795)	99,632		63,625	36.1%	
4011 Mileage	23	0	(23)	33	0	(33)	0		(33)	0.0%	
4270 Employers Pension Contribution	781	691	(90)	3,486	2,764	(722)	8,290		4,804	42.0%	
5210 Cemetery Chapel & Office	0	0	0	211	0	(211)	150		(61)	141.0%	
5213 Memorial Stone Testing	0	0	0	5,921	0	(5,921)	0		(5,921)	0.0%	2,299
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	175	175	700		700	0.0%	
5410 Repairs & General Maintenance	171	100	(71)	249	400	151	1,200		951	20.8%	
5500 Equipment Hired and New	86	333	247	581	1,332	751	4,000		3,419	14.5%	
5525 Equipment Maintenance	22	750	728	225	3,000	2,775	9,000		8,775	2.5%	
5700 Fuel	61	100	39	212	400	188	1,200		988	17.7%	
6000 Rent & Rates	848	875	27	3,395	3,500	105	10,500		7,105	32.3%	
6010 Light Heat & Cleaning	0	175	175	0	700	700	2,100		2,100	0.0%	
6011 Electricity	127	0	(127)	466	0	(466)	0		(466)	0.0%	
6013 Cleaning	0	0	0	219	400	181	1,000		781	21.9%	
6014 Water	0	92	92	0	368	368	1,100		1,100	0.0%	
6101 Telephone	56	67	11	224	268	44	800		576	28.0%	
6104 Mobile Telephone	0	2	2	0	8	8	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	40	48	8	150		110	26.7%	
6240 Computer/ Data Base/WP's	39	60	21	(1,208)	240	1,448	670		1,878	(180.3%)	
6320 Staff Training	0	0	0	0	375	375	1,500		1,500	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	% Spent	Transfer to/from EMR
6330 Welfare/Hospitality	0	25	25	255	100	(155)	300		45	85.2%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	10	10	0	40	40	125		125	0.0%	
6720 Books and Periodicals	0	0	0	0	0	0	50		50	0.0%	
6730 Subscriptions	0	0	0	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	84	0	(84)	730	800	70	3,000		2,270	24.3%	
6822 Roads Path & Boundaries	0	220	220	0	440	440	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	36	30	(6)	120		84	29.6%	
6922 Health&Safety/Risk Assessments	255	0	(255)	255	375	121	1,500		1,246	17.0%	
6930 Alarm Maintenance	422	425	3	925	850	(75)	1,700		775	54.4%	
6932 Cemetery Security	563	500	(63)	2,251	2,000	(251)	6,000		3,749	37.5%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	474	432	(42)	1,300		826	36.5%	
6952 Protective Clothing	0	58	58	129	232	103	700		571	18.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	<b>12,934</b>	<b>12,906</b>	<b>(28)</b>	<b>55,335</b>	<b>52,689</b>	<b>(2,646)</b>	<b>157,862</b>	<b>0</b>	<b>102,527</b>	<b>35.1%</b>	<b>2,299</b>
<b>Net Income over Expenditure</b>	<b>(11,478)</b>	<b>(6,325)</b>	<b>5,153</b>	<b>(21,367)</b>	<b>(26,365)</b>	<b>(4,998)</b>	<b>(78,887)</b>				
8001 plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(11,478)</b>	<b>(6,325)</b>	<b>5,153</b>	<b>(19,068)</b>	<b>(26,365)</b>	<b>(7,297)</b>	<b>(78,887)</b>				
Grand Totals:- Income	<b>1,456</b>	<b>6,581</b>	<b>5,125</b>	<b>33,968</b>	<b>26,324</b>	<b>(7,644)</b>	<b>78,975</b>			<b>43.0%</b>	
Expenditure	<b>12,934</b>	<b>12,906</b>	<b>(28)</b>	<b>55,335</b>	<b>52,689</b>	<b>(2,646)</b>	<b>157,862</b>	<b>0</b>	<b>102,527</b>	<b>35.1%</b>	
<b>Net Income over Expenditure</b>	<b>(11,478)</b>	<b>(6,325)</b>	<b>5,153</b>	<b>(21,367)</b>	<b>(26,365)</b>	<b>(4,998)</b>	<b>(78,887)</b>				
plus Transfer from EMR	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,299</b>	<b>0</b>	<b>(2,299)</b>	<b>0</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(11,478)</b>	<b>(6,325)</b>	<b>5,153</b>	<b>(19,068)</b>	<b>(26,365)</b>	<b>(7,297)</b>	<b>(78,887)</b>				

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Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

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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	% Spent	Transfer to/from EMR
<u>23 O/ Spaces &amp; Leisure- Allotment</u>											
1010 Rental Income	0	0	0	26	0	(26)	1,559			1.7%	
1047 QH Allotments Income	0	0	0	53	0	(53)	8,342			0.6%	
O/ Spaces & Leisure- Allotment :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>79</b>	<b>0</b>	<b>(79)</b>	<b>9,901</b>			<b>0.8%</b>	<b>0</b>
4010 Gross Pay	499	317	(182)	1,646	1,268	(378)	3,800		2,154	43.3%	
4270 Employers Pension Contribution	68	15	(53)	225	60	(165)	180		(45)	124.9%	
5410 Repairs & General Maintenance	677	0	(677)	1,013	0	(1,013)	0		(1,013)	0.0%	1,013
6002 QH Allotments Costs	(213)	0	213	(65)	0	65	0		65	0.0%	
6014 Water	6	0	(6)	(613)	238	851	950		1,563	(64.5%)	
6300 Computer Software	268	0	(268)	803	0	(803)	20		(783)	4012.5%	
6730 Subscriptions	0	0	0	0	0	0	60		60	0.0%	
6900 Sundry Expenses	0	0	0	280	0	(280)	0		(280)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	70	70	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<b>1,305</b>	<b>332</b>	<b>(973)</b>	<b>3,289</b>	<b>1,636</b>	<b>(1,653)</b>	<b>5,080</b>	<b>0</b>	<b>1,791</b>	<b>64.7%</b>	<b>1,013</b>
<b>Net Income over Expenditure</b>	<b>(1,305)</b>	<b>(332)</b>	<b>973</b>	<b>(3,210)</b>	<b>(1,636)</b>	<b>1,574</b>	<b>4,821</b>				
8001 plus Transfer from EMR	677	0	(677)	1,013	0	(1,013)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(628)</b>	<b>(332)</b>	<b>296</b>	<b>(2,197)</b>	<b>(1,636)</b>	<b>561</b>	<b>4,821</b>				

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Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	% Spent	Transfer to/from EMR
Grand Totals:- Income	0	0	0	79	0	(79)	9,901			0.8%	
Expenditure	1,305	332	(973)	3,289	1,636	(1,653)	5,080	0	1,791	64.7%	
<b>Net Income over Expenditure</b>	<b>(1,305)</b>	<b>(332)</b>	<b>973</b>	<b>(3,210)</b>	<b>(1,636)</b>	<b>1,574</b>	<b>4,821</b>				
plus Transfer from EMR	677	0	(677)	1,013	0	(1,013)	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(628)</b>	<b>(332)</b>	<b>296</b>	<b>(2,197)</b>	<b>(1,636)</b>	<b>561</b>	<b>4,821</b>				

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Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

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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	% Spent	Transfer to/from EMR
<u>29 O/Spaces &amp; Leisure-Vine Ground</u>											
1208 Other Events Income	(708)	250	958	30	1,000	970	1,500			2.0%	
1805 Tea Kiosk Rental & Pavilion	0	875	875	1,750	1,750	0	3,500			50.0%	
1870 Vine Club Insurance Contrib.	0	0	0	462	367	(95)	367			126.0%	
O/Spaces & Leisure-Vine Ground :- Income	<b>(708)</b>	<b>1,125</b>	<b>1,833</b>	<b>2,242</b>	<b>3,117</b>	<b>875</b>	<b>5,367</b>			<b>41.8%</b>	<b>0</b>
4010 Gross Pay	2,195	1,866	(329)	8,414	7,464	(950)	22,398		13,984	37.6%	
4270 Employers Pension Contribution	77	112	35	299	448	149	1,344		1,045	22.3%	
5010 Vine Area General Maintenance	0	208	208	758	832	74	2,500		1,742	30.3%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	2,290	1,000	(1,290)	3,677	4,000	324	12,000		8,324	30.6%	
5410 Repairs & General Maintenance	23	67	44	23	268	245	800		777	2.8%	
5500 Equipment Hired and New	0	334	334	0	1,336	1,336	2,006		2,006	0.0%	
6014 Water	(12)	42	54	141	168	27	500		359	28.2%	
6200 Printing & Stationery	385	0	(385)	385	0	(385)	0		(385)	0.0%	
6635 Professional Fees Licensing	0	135	135	70	210	140	210		140	33.3%	
6868 Summer Concerts	475	0	(475)	1,075	1,200	125	3,600		2,525	29.9%	
6869 Special Events	(781)	0	781	0	140	140	140		140	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	1,100	1,100	1,100		1,100	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	730		730	0.0%	
6935 Waste Bin Disposal-Waste Bins	144	80	(64)	208	320	112	960		752	21.7%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	<b>4,796</b>	<b>3,844</b>	<b>(952)</b>	<b>15,050</b>	<b>17,686</b>	<b>2,636</b>	<b>48,488</b>	<b>0</b>	<b>33,438</b>	<b>31.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,503)</b>	<b>(2,719)</b>	<b>2,784</b>	<b>(12,807)</b>	<b>(14,569)</b>	<b>(1,762)</b>	<b>(43,121)</b>				

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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	% Spent	Transfer to/from EMR
Grand Totals:- Income	(708)	1,125	1,833	2,242	3,117	875	5,367			41.8%	
Expenditure	4,796	3,844	(952)	15,050	17,686	2,636	48,488	0	33,438	31.0%	
<b>Net Income over Expenditure</b>	<b>(5,503)</b>	<b>(2,719)</b>	<b>2,784</b>	<b>(12,807)</b>	<b>(14,569)</b>	<b>(1,762)</b>	<b>(43,121)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(5,503)</b>	<b>(2,719)</b>	<b>2,784</b>	<b>(12,807)</b>	<b>(14,569)</b>	<b>(1,762)</b>	<b>(43,121)</b>				

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 22/08/2024

Month No: 4

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	% Spent	Transfer to/from EMR
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	7	0	(7)	7	0	(7)	12,043			0.1%	
1990 Other Income	0	0	0	0	0	0	1,000			0.0%	
1997 In Bloom Income	0	0	0	1,200	0	(1,200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	<u>7</u>	<u>0</u>	<u>(7)</u>	<u>1,207</u>	<u>0</u>	<u>(1,207)</u>	<u>13,043</u>			<u>9.3%</u>	<u>0</u>
5410 Repairs & General Maintenance	0	0	0	3,250	3,251	1	3,251		1	100.0%	
6861 Public Clock Maintenance	360	0	(360)	353	0	(353)	200		(153)	176.6%	
6862 Street Lighting	485	1,417	932	3,782	5,668	1,886	17,000		13,218	22.2%	
6865 In Bloom Costs	4,040	4,118	78	7,107	7,824	717	14,000		6,893	50.8%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<u>4,885</u>	<u>5,535</u>	<u>650</u>	<u>14,492</u>	<u>16,743</u>	<u>2,251</u>	<u>34,451</u>	<u>0</u>	<u>19,959</u>	<u>42.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(4,877)</u>	<u>(5,535)</u>	<u>(658)</u>	<u>(13,285)</u>	<u>(16,743)</u>	<u>(3,458)</u>	<u>(21,408)</u>				
Grand Totals:- Income	7	0	(7)	1,207	0	(1,207)	13,043			9.3%	
Expenditure	4,885	5,535	650	14,492	16,743	2,251	34,451	0	19,959	42.1%	
<b>Net Income over Expenditure</b>	<u>(4,877)</u>	<u>(5,535)</u>	<u>(658)</u>	<u>(13,285)</u>	<u>(16,743)</u>	<u>(3,458)</u>	<u>(21,408)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>(4,877)</u>	<u>(5,535)</u>	<u>(658)</u>	<u>(13,285)</u>	<u>(16,743)</u>	<u>(3,458)</u>	<u>(21,408)</u>				

**Sevenoaks Town Council****Bat & Ball Centre Solar Panels Report****1. Background**

The contractor undertook maintenance work of the solar panels and have given the following advice  
“The system is in a very good condition, but the panels would benefit from a clean”

**2. Quotations**

A quotation has been sought at a cost of £830.77.

**3. Budget**

As of July 2024, the maintenance budget has been exceeded but the overall position of the Bat & Ball Centre is a surplus of £4,000.

**RECOMMENDATION:** To consider cleaning the solar panels at a cost of £830.77

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Sevenoaks Town Council  
Community Asset Working Party – 17<sup>th</sup> July 2024

**CURRENT MATTERS**

(formerly of Open Spaces & Leisure Committee)

**NB: updates in green**

156 OSL 05.07.21	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. STFC and STC jointly appointed consultant for public consultation in January 2023. Pending update.</p> <p>Public Consultation regarding current use and improvements to Greatness Recreation Ground commenced on 8 August and was due to close on 15 September 2023 but extended for one week to enable residents receiving notification via the Town Crier time to respond.</p>
353.3 OSL 18.09.23	Greatness Recreation Ground Survey	<p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) To note the Greatness Recreation Survey results received to be circulated at a future meeting.</li> <li>2) That the Town Council applies for a Premises Licence for Greatness Recreation Ground.</li> </ol>
4 Greatness Recreation Ground Working Party 25.04.2024		<p><b>Survey results considered by Greatness Recreation Ground Working Party on 24<sup>th</sup> April 2024.</b></p> <p><b>Following actions progressed:</b></p> <ul style="list-style-type: none"> <li>• <b>New Friends of Greatness Recreation Ground being promoted.</b></li> <li>• <b>New Survey about relocation of play area.</b></li> </ul>
414.2 OSL 07.11.22	Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry house	<p><b>RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1) Officers carry out additional preparatory work required; and</li> <li>2) obtain legal opinion regarding ownership of the boundary wall</li> </ol> <p>Legal opinion has been received and a shared ownership agreement has been sent to the owner.</p> <p>Shared ownership agreement being finalised.</p>
668.8 OSL 12.02.24		<p>The Committee noted damage to a wall between the churchyard and a resident's property. There is a health and safety risk posed by the fragility of the wall. The reason for damage is unknown however weather had been noted to be a possible factor. It was</p>

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		<p>advised that a structural engineer had inspected the wall, and the wall had been temporarily secured.</p> <p>Councillors asked that the legal advice regarding the boundary wall be reviewed in relation to the sharing of costs if possible.</p> <p><b>RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1) Work be carried out to make the wall safe, to be funded from Capital Programme budget; and</li> <li>2) Authority be delegated to the Chair, Vice-Chair and Town Clerk to review the legal advice and progress the works as appropriate.</li> </ol> <p>STC have been granted planning permission to complete works on the wall.</p> <p><b>Contractors to restart work in October.</b></p>
<p>206.2 OSL 10.07.23</p> <p>254.2 F&amp;GP 24.07.23</p> <p>346.4 OSL 19.09.23</p> <p>12.02.24 OSL</p> <p>17.07.2024 Community Asset WG</p>	<p>Sevenoaks Greensands Common Project</p>	<p><b>RESOLVED:</b> To recommend to Finance &amp; General Purposes Committee to consider in future budgets to contribute £5,000 p.a. for four years to continue funding the project.</p> <p>Finance &amp; General Purposes Committee <b>RESOLVED:</b> that it be agreed in principle that funding of £5,000 per annum for the Sevenoaks Greensands Common Project be considered as part of the 2024/2025 budget setting process.</p> <p>Noted position with the project and that a steering committee had been established with its first meeting on 21<sup>st</sup> September: a Town Council officer would attend.</p> <p>Funding for £4000 has been agreed as part of 2024/25 TC budget.</p> <p>Awaiting confirmation of other stakeholder contributions.</p> <p>Received draft of job specification for volunteer coordinator.</p> <p><b>Working Group decided not to continue with the Town Council's participation and to use limited funds available directly on woodland such as Sevenoaks Common and the newly acquired Longspring Wood.</b></p>
<p>210 OSL 10.07.23</p>	<p>Sevenoaks Sports Strategy Review</p>	<p>The timeline for production of the second Sports Strategy is dependent on items raised during the consultation.</p> <p>The first meeting took place 4<sup>th</sup> October 2023.</p> <p>Next meeting to be held once responses from a planned questionnaire are available. However, waiting on SDC who are doing their own audit to avoid question replication.</p>

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		testing after all methods of contacting family members have been exhausted.
668.10 OSL 12.02.24	Woodland Management	<b>RESOLVED:</b> To obtain a minimum of 3 quotes for a 5-year review of existing woodland sites and potentially new woodlands, to include submissions to obtain a new felling license and possible access to grants, at an estimated cost of £3,000.
674 OSL 12.02.24	Pre-Application Advice – New Access to The Vine Pavilion	<b>RESOLVED</b> that the Town Council: 1) Discuss the application further with the Conservation Officer and the architect; and <b>Completed, conservation officer declined to look at proposals further and advised STC to liaise with case officer Christopher Park. Next steps – STC to action the above prior to below.</b> 2) continues with the planning application of the new access due to its significant public benefit. <b>Ongoing.</b>
675 OSL 12.02.24	Tree Planting at Hillingdon Rise and Hillingdon Rise Play Area	Cllr Wightman advised that Kent County Council (KCC) had confirmed that trees could not be planted on KCC owned verges by other parties. However, KCC could plant trees on behalf of the Town Council at a fee and several trees could be planted free of charge. KCC had confirmed 14 locations at Hillingdon Avenue where trees could be planted.  Cllr Clayton reported that West Kent Housing Association (WKHA) was interested in tree planting at Hillingdon Avenue and that other WKHA locations could be discussed. Discussions had not yet taken place with Sevenoaks District Council.
676 OSL 12.02.24	Proposal to Collaborate with SDC, KCC and West Kent Housing to Share Grass Cutting Costs	<b>RESOLVED:</b> To explore the proposal and to approach the different organisations for their opinions.

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677 OSL 12.02.24	Sevenoaks Lawn Tennis Club (SLTC) Proposal for Padel Courts on Town Council Land	<p><b>RESOLVED</b> that:</p> <ol style="list-style-type: none"> <li>1) the proposal for the creation of Padel Courts, and related implications for other sports be considered by the Sevenoaks Sports Strategy review group;</li> <li>2) Sevenoaks Padel be invited to join the Sports Strategy Group; and</li> <li>3) Subject to the above, Sevenoaks Town Council obtain pre-planning advice and consider the financial impact of the proposal.</li> </ol>
	Longspring Woods	<p>Following a successful community fundraising campaign, STC are purchasing the 14 acres of Ancient Woodland. Unfortunately, one of the vendors has recently passed away which has delayed the process.</p> <p><b>Sale is officially complete. Longspring Wood will be added to the ongoing Woodland Management Plan for all STC woodlands.</b></p>

**SEVENOAKS DISTRICT COUNCIL: COMMUNITY INFRASTRUCTURE LEVY (CIL) SPENDING BOARD**  
**BID FOR FUNDING PRO-FORMA (INFRASTRUCTURE ONLY)**

<b>Scheme Name</b>
Sevenoaks Indoor Bowls Club – Solar Panels
<b>Description of Scheme</b>
This application is a bid to fund the installation of solar panels on part of the clubhouse roof (Stage 1). If sufficient funds become available battery storage would also be purchased (Stage 2).

1	Working in Partnership	
	Is this scheme promoted by your organisation in partnership with another organisation(s)?	No. Given the nature of the scheme it is unlikely to attract partnership working.
	Organisation Name(s):	N/A
	Responsible individual(s):	
	Signature(s) on behalf of other supporting organisations(s):	



<b>1</b>	<b>Working in Partnership</b>	
	Please provide details of the Agreements you have in place with your partners. Including the % of money guaranteed for the scheme from each organisation.	N/A

<b>2</b>	<b>Planning Permission Details</b>	
	Is planning permission required for the scheme?	No. The Club believes it is a permitted development. The planning department has advised us to apply for a Lawful Development Certificate which has now been submitted.
	If yes, has it been applied for?	N/A
	If no, please explain why?	Scheme is a permitted development
	If planning permission has been granted – please provide details and a reference number.	N/A
	Details of any other consent required (if appropriate (e.g. conservation, Listed Buildings, other Government bodies)	Landlord's consent: Sevenoaks District Council (the Council) consent required.
	Consent required	Yes
	Date applied for / granted	The Council has confirmed that they will give consent subject to a satisfactory structural engineers' survey and receiving system details from the contractor doing the installation. The structural survey has been carried out by The Alan Baxter Partnership LLP who confirm that the existing frame is in good structural condition and that the existing structure is adequate to

<b>2</b>	
<b>Planning Permission Details</b>	
	support the proposed panels. The report has been forwarded to Alison Peet at the Council Planning Department.

**Need for the Scheme**



**3** List of projects or development that result in the need for this scheme:

Playing Indoor Bowls is a great way for people of all ages and abilities to stay active. It can be enjoyed socially or competitively and is a fantastic way to keep fit. Indoor bowls is also inclusive, with many clubs offering easy access facilities such as ramps and lifts.

Sevenoaks Indoor Bowls Club is much more than a sports facility. It is the centre of many club members' social lives, a community hub for Sevenoaks Town. Indoor bowling rinks offer social and fitness opportunities for people through the colder winter and hot summer months. While this reduces isolation and loneliness, it increases the fuel spending of the club. Energy costs have increased massively over the past few years and the club has suffered as a result.

To help ensure the ongoing survival of the Club both, as a Bowls Club and as an affordable asset used by many other community organisations for their activities. In a letter of support The Sevenoaks Bridge Club noted that "we are very grateful to SIBC for accommodating our relocation as we could not afford to continue at our previous venue, and there are not many suitable alternatives that offer year – round availability."

Greenhouse gas emissions have become a huge environmental concern since the Club took on the lease in 2004 and as tenants, we are responsible for the property's carbon footprint.

With the ever-increasing cost of energy, installation of solar panels will help to mitigate future expenditure for the Club, particularly if energy can be stored/sold back to the grid, making the installation more viable. Following the installation the premises will be able to offer a year round cost effective comfortable environment for all users.

By investing in and installing solar panels, the Club views this as an "invest to save" initiative that will be able to improve its carbon footprint by substantially reducing the amount of electricity it uses from the grid helping to reduce our annual energy bills at the prevailing rate of 26p per Kw from approximately £30,940 to £6,325.



<p>4</p>	<p>How is the scheme related to these developments (additional information, such as usage forecasts and existing and alternative capacity assessments, can be attached as an appendix):</p> <p>The Council's Climate Change Strategy places community leadership and engagement at the forefront, and recognises that through working with residents, businesses, partners, visitors and community groups to raise climate awareness and unlock potential, it can make a difference.</p> <p>The installation of solar panels is the single biggest action the Club can take to reduce our carbon footprint. See section 7 below</p> <p>Environmental Benefit</p> <p>Our preferred contractors PV Solar Installers Limited (<a href="https://www.pvsolarinstallers.com/services/">https://www.pvsolarinstallers.com/services/</a>), a local company, have estimated that with 200 * 595 kw panels being installed:</p> <ul style="list-style-type: none"> <li>• 33 tons of CO2 and £24,615 in energy costs would be saved each year as a result of stage one of the project.</li> <li>• Over the lifetime of the system (25 years) the benefits would be the equivalent of avoiding 973,779 of car Km or the planting of 6,260 trees.</li> </ul> <p>The scheme aligns with the Council's Climate Change Strategy and its priority to encourage buildings to be as efficient as they can be, saving costs for the consumer, helping to reduce demand for energy and water and addressing the environmental impacts of climate change.</p>
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<p>5</p>	<p>Economic Benefit</p> <p>It is preferable for the installation work to be carried out by a known local contractor who in turn uses local contractors when required.</p> <p>PV Solar Installers started in 2011 and has over a decade of knowledge and experience installing and maintaining solar systems, including at the Stag Theatre in Sevenoaks who, when we visited, gave them an excellent reference. It is a small family run business.</p>
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**Please provide an explanation of the 'public benefit' of the scheme proposed for residents in Sevenoaks District:**



5	<p><b>Economic Benefit</b></p> <p>The Club will be able to manage its energy costs better allowing it to invest more in keeping the premises open for longer periods, benefitting bowlers and other users alike. At present in the summer months the premises are open for only 42 hours per week and an expansion to 80 hours per week will attract more bowlers and other external organisations to use the premises, benefitting the public generally.</p> <p>The end result of the work carried out, creating a more comfortable environment and allowing the Club to open for longer hours, will result in increased activity in the bowls club and with the other community organisations using the club.</p> <p>The reduction in the premises heating bills arising from the solar panel installation will help put the club on a profitable, sustainable footing and help ensure its future survival.</p>
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6	<p><b>Social Benefit</b></p> <p>By reducing our utility costs, we can concentrate on growing the social benefits of the bowls club in support of a growth in participation across the adult population in local communities. Some key targets for us will include;</p> <ul style="list-style-type: none"> <li>• Promoting the Bowls Club as a Community Asset.</li> <li>• Supporting physical and mental health.</li> <li>• Growing participation in Indoor Bowls by people who have disabilities. (See Weald Heights letter below.)</li> <li>• Developing membership base by attracting a younger cohort of bowlers and increasing female participation</li> </ul> <p><b>The Club Premises - A Community Asset</b></p> <p>The premises offer a range of facilities for external organisations to use. Small and large meeting rooms, a lounge and bar area, a kitchen providing lunch and dinner, changing rooms and toilets. These are offered to all users of the premises at economically affordable rates.</p>
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## Social Benefit

The replacement heating and ventilation system and solar panels warming or cooling the lounge area, meeting rooms and changing facilities will make for a much more comfortable environment. At present it can be uncomfortably cold in winter and uncomfortably hot and stuffy in summer.

These facilities are used by 338 Bowls Club members (212 men and 126 women) and by approximately 200 members of other organisations in the local community on a regular weekly basis. With other organisations who use the premises occasionally, the total number of people attending in the course of a year would be in the region of 800 – 1000.

The other organisations / people that use the premises include:

- Sevenoaks bridge club, Riverhead bridge club and The Wednesday bridge club. They meet every Monday, Tuesday and Wednesday with about 100 people regularly attending each week to enjoy the game and each other's company.
- Monkey Music - a mums' and kids' group which visits three times a week, on Monday, Wednesday and Friday mornings. Their organiser notes that "The psychological benefits of such classes/groups to both parents and children are significant. They act as a form of crucial peer support with the added benefit of the music focus which is important for mental wellbeing. As we know, the mental health of the parents impacts the mental health and development of the child".
- Slimming World. Two groups meet each week - one on a Tuesday morning and one on a Tuesday evening. The organisation offers members support by promoting weight loss and a healthier lifestyle which helps boost happiness and self-esteem. As KCC estimate that 2/3rds of adults in the County are obese, Slimming World provides a valuable service.
- a Pilates exercise class meets each Wednesday and Thursday morning.
- The Hockey Club use the premises facilities as a base as there are limited alternatives in the Hollybush area.



- Sevenoaks Lions, The Sevenoaks Literary Festival organisers, the Sevenoaks Supper Club, West Kent Mediation Service, Kent International Group, Sevenoaks Liberal Democratic group, Sevenoaks District Seniors Action Forum and others are also users of the club. Wedding receptions, funerals and various private party events are also booked.

Overall, considerably more individuals who are not Club members use the premises than do club members and many of the organisations noted above are delivering physical and/or mental health benefits. These organisations value the premises and some of them have written to us expressing support in our fundraising efforts.

**Physical and Mental Health**

In Sevenoaks Town 26% of the population are aged 65 and above. SDC has a Sports Facility Strategy (2017 – 2035) in which they note that the District has an ageing population with the over 75's set to increase by a huge 71% and a 23.9% increase in those aged 60 - 74 in the period 2013 to 2033. SDC note that there is a need to ensure that older people can stay physically active for as long as possible for health and socialisation benefits and that indoor bowling will have an important role to play in maintaining the level of physical activity in the elderly.

Staying physically active brings with it significant health benefits particularly with older people. Without physical activity muscle mass can reduce by 50% in 80-year-olds. Bowling reduces the loss of muscle mass and improves vascular health reducing cardiovascular disease in older adults. Bowls helps maintain and even improve functional ability such as stability, mobility and confidence in one's physical capabilities. Research has shown that physical activity can improve cognitive health and have a beneficial impact on mood, social relationships and enjoyment.

Our membership, as with many other bowls clubs, has an average age in the early to mid- 70's and we have members in their 90's still playing regularly in competitive matches against other clubs, with the oldest recently celebrating his 96<sup>th</sup> birthday. So, the physical health benefits that bowling provides are really important.



6 Social Benefit

Equally, our members value the Club for the social interaction it provides and for some members, who are ageing and vulnerable, it helps protect them from social isolation that they might otherwise experience. Members look forward to getting out of their houses, coming to the club and having a chat with friends. The social interaction includes a couple of 90-year-olds getting married in the last few years!

Club membership has grown steadily since the covid lockdown from 265 in September 2020 to 338 in May 2024, a 27.5% rise, with an above 5% growth in the last year and we anticipate that this will continue, resulting in more people obtaining the health benefits described.

Although bowls is not just played by older people, they do make up a significant element of the participation base. Bowls is a great physical activity and sport, and an opportunity for social inter-action It is therefore an important activity to maintain in the District, not only for its health benefits, but also for those living in rural areas, particularly on their own, it can help combat social isolation.

**Disability**

The Club has good disabled facilities including two bowls wheelchairs, a range of walking sticks and lifters, a wheelchair lift from the lounge to the rink, an access ramp from the car park and 8 car park spaces for the disabled. Bowlers with a disability can compete with or against non-disabled bowlers in most situations.

We have a local Parkinson’s Society as regular weekly bowlers and users of the Club’s other facilities.

The Club holds regular sessions for young adults with learning difficulties – modified equipment allows them to have a try at bowling.

Recently we hosted a group of 6 residents, 3 of whom were wheelchair bound, from the Weald Heights nursing home. After the visit they published a letter in the Seniors Action Forum’s newsletter which included the following:

“On 10th April, we took 6 of our residents to visit the indoor bowls club in Hollybush Close to enjoy a game of bowls. We parked just outside the Club and had easy access via ramps and lifts to the bowling rink. Our residents, 5 ladies and one gentleman, some of whom were in wheelchairs, all performed amazingly well hitting targets that were laid out on the rink. Those in wheelchairs were all determined to get out of them in order to bowl unaided! The bowls club members who were helping found it quite inspirational. The residents were helped by Aimee and Jasminka from the Home who also tried their hand at bowls and took pictures of the activities. We finished bowling after about an hour and moved to the clubhouse bar area



## Social Benefit

and had drinks and a bite to eat. Thanks to the Bowls Club for an enjoyable event. On returning to the Home the residents were excited to talk about their excursion to others in the Home and to their visiting families and friends. The afternoon was very enjoyable but also beneficial to "our bowlers" who had to physically move and concentrate when playing. As a Home we have decided to become corporate members of the Club and bowling will become a regular monthly activity for some of our residents."

Over the past year we have hosted an MS group who are due to visit us again next month and a group of Chelsea Pensioners had an enjoyable day out at the Club.

The Club and the premises play an important part in delivering social benefits to a wide and diverse section of the Sevenoaks community.

### Developing the membership base

Club membership is mainly elderly (post-retirement) and broadly splits 65% male, 35% female. A target of the Club is to extend its opening hours in order to allow those still in work to be able to play thus attracting a younger cohort of players. Substantially reducing energy overheads will give the Club the financial capacity to employ more staff and be open more hours, particularly evenings and weekends. Presently the Club is open for 42 hours during the summer months. A comparison with another local Club shows that they are open for 87 hours. Longer opening hours should also enhance utilisation of the premises generally allowing more community groups to enjoy the facilities.

The Club is well represented at senior level by women – the President and Chairman are female as is 50% of the Board of Directors. There is an active Ladies match programme. It is unclear why the membership is weighted towards males – extended opening hours may encourage more women to join and we can ensure any promotional literature shows that bowling is a sport for all.

Increasing our membership base should be a virtuous circle, increasing income allowing further investment in the Club and its resources.



7	<p><b>Environmental Benefit</b></p> <p>Our preferred contractors PV Solar Installers Limited, a local company, have estimated that with 200 * 595 watt panels being installed, 33 tons of CO2 would be saved each year and over the lifetime of the system the benefits would be the equivalent of avoiding 973,779 of car Km or the planting of 6,260 trees. If stage 2 can be funded these numbers will increase.</p> <p>The Club is also installing a replacement heating and ventilation system in autumn 2024, utilising our own funds, which will add to the CO2 reduction.</p>
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Agenda Item 11

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8	<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?</p>
	<p>Yes, in a variety of plans.</p> <p><b>Sevenoaks District Council.</b></p> <p><b>1. Carbon emissions</b></p> <p>The Council's Climate Change Strategy marks its commitment to tackling the challenge of climate change across the District, pledging to do all it can with available resources to tackle this important issue. It provides a framework for actions aimed at reducing carbon emissions (mitigation) and adapting to the effects of climate change that are already happening (adaptation), to provide a better environment for future generations. The Strategy places community leadership and engagement at the forefront and recognises that through working with residents, businesses, partners, visitors and community groups to raise climate awareness and unlock potential, it can make a difference.</p> <p>The Climate Change Strategy commitments, including a commitment to achieve net zero by 2030, are incorporated into Council plans including the Council Plan, Corporate Plan, Community Plan and the Local plan.</p> <p>In the Council's emission report 2022/23 emissions from the Council's assets amounted to 2,612 tCO2. Our estimated reduction from Stage 1 of CO2 of 33 tons would amount to 1.26% of the Council's total emissions.</p>



<p><b>8</b></p> <p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?</p>	<p><b>2. Enhanced Sports Facilities</b></p> <p>Both the District and Town plans highlight the need for enhanced sports facilities and community assets providing an ageing population with health and socialisation benefits. This application makes reference to the Sevenoaks District Sports Facility Report 2016-2035.</p> <p><b>Quotes from the plans.</b></p> <p><b>Sevenoaks District 2040 local plan Infrastructure and Community.</b></p> <p>“ ..... opportunities for sport and recreation make a valuable contribution to the health and wellbeing of communities. It is therefore important to safeguard existing sports and recreational buildings and land from development ..... ”</p> <p><b>Sevenoaks District Sports Facility Strategy</b></p> <p>“Sevenoaks District has an ageing population. This is set to continue in the period to 2035. Although bowls is not just played by older people, they do make up a significant element of the participation base. Bowls is a great physical activity and sport, and an opportunity for social inter-action. It is therefore an important activity to maintain, and indeed develop, in the District, both for its health benefits, but for those living in the rural areas, particularly on their own, it can also help to address social isolation.”</p> <p>“By 2035, the number of people aged 65+ in the District will have increased more than the growth in younger people. There is a need to ensure that older people can stay physically active as long as possible for health benefits, so provision of activities such as indoor bowling have an important role to play in the overall physical activity offer in the local area. The growth in the number of older people is likely to increase demand for participation in activities like bowls, both for purposes of physical activity, but also socialisation.”</p>
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8	<p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?</p> <p><b>Sevenoaks Town Neighbourhood Plan</b></p> <p><b>3. Enhanced community and recreational assets</b></p> <p>“Objective Twelve: To deliver enhanced community assets for the town.”</p> <p>“Objective Fourteen: To deliver enhanced recreational and sports facilities for the town.”</p> <p>The provision of new facilities, and enhancements and improvements to existing sports facilities across the town, will be delivered in line with the Sevenoaks Town Sports Strategy.</p> <p><b>4. Sevenoaks Town Sports Strategy</b></p> <p>The Department for Culture, Media and Sport, following a consultation paper in 2015, launched the new strategy ‘Sporting Future: A new Strategy for an Active Nation’ in 2016. The Sevenoaks Town, Sports Facility Strategy 2016 - 2035 adopted in July 2017 stemmed out of this initiative.</p> <p>The sports strategy is targeting five outcomes which each sports organisation, public or private sector, will be measured against:</p> <ul style="list-style-type: none"> <li>• Physical wellbeing</li> <li>• Mental wellbeing</li> <li>• Individual development</li> <li>• Social and community development</li> <li>• Economic development.</li> </ul>
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<p><b>8</b></p> <p>Is the need for the scheme identified in any adopted strategy/plan? E.g. Neighbourhood Plan, Work programme of a Statutory Body, Infrastructure Plan. If so, which?</p> <p>Government funding will go toward organisations which can best demonstrate that they will deliver some or all of the five outcomes.</p> <p><b>The Bowls Club delivers on all of these outcomes.</b></p> <p>The project will deliver an enhanced Community Asset which will support growth in the area enabling the increase in the elderly population to use this facility.</p>
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<p><b>9</b></p> <p>How does the scheme identify with the Council's Infrastructure Delivery Plan (IDP) and its priorities?</p>	<p>The Scheme will not impact on the Council's Infrastructure Delivery Plan in any of the three growth scenarios envisaged in the plan for the Sevenoaks District.</p>
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<p><b>10</b></p> <p>How does this project help the Council achieve its ambition to reduce net greenhouse gas emissions and achieve its Net Zero 2030 target?</p>	<p>As noted above, Stage 1 of our Solar project is estimated to deliver savings of 1.26% of the total emissions made by the Council in 2022/23.</p>
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**Funding**

11	Total Project Cost
<p>Stage 1. Installation of solar panels, and mansafe on the roof of the club and associated costs £128,888.66 inc. VAT.</p> <p>Stage 2. If additional funds are raised, batteries would be purchased at a cost of £51,330 inc. VAT.</p> <p>Total £180,218.66. The Club is not VAT registered so the gross cost requires funding.</p> <p>It should be noted that the Club will be replacing its heating and ventilation systems for all areas of the property other than the rink during the summer/autumn of 2024 at a cost of c. £80,784. These costs are being met by the club out of a recent fundraising appeal, which raised over £44k, its own reserves and an element of borrowing.</p> <p>The Club also has in mind, for the future, to install a suspended ceiling in the rink area to further reduce our carbon footprint – projected cost £70 -80K and will have to replace the rink carpet in the next 2/3 years with a further projected cost of £50- 60K.</p> <p>Club funds will be used but external funding will also be required.</p>	

12	Funding from CIL Details
<p>Funding required from CIL</p> <p>£75,000 being 41.6% of the total or 58.18% of stage 1.</p> <p>Please identify other funding sources for this project, what contribution they are making and why these cannot be used to fund the scheme in its entirety.</p> <p>Please provide the status of each source of funding for example whether it has been formally agreed, whether it has already been paid, whether it has been agreed in principle, if you are waiting for a decision in regard to the funding, or whether you are investigating the source of funding etc.</p> <p>Sevenoaks Town Council £25,000 being 13.87% of the total or 19.39% of stage 1.</p>	



<b>12</b>	<b>Funding from CIL Details</b>
<p>Grant / Loan applications have been to the following organisations and if all of the applications are successful the funding required from Sevenoaks District and Town Councils will be reduced. If however, all are unsuccessful funding required from the Councils will increase. All of the applications will be decided before the Council's proposed CIL meeting in December.</p> <p>Kent Community Foundation £40,000</p> <p>Sport England £15,000</p> <p>Tarmac Landfill. £20,000</p> <p>West Kent Rural Grants. £20,000</p> <p>Peter Harrison Foundation £20,000</p> <p>The Club believes it can inject £25,000 into the project, which is limited, given, as noted in section 11 above, it has used its own funds and reserves to replace the heating and ventilation system, which is an urgent requirement for the Club.</p> <p>Total grant / loan applications plus own funds total £240,000.</p>	

<b>13</b>	<b>Staged Payment Details</b>	
	Is this bid for staged payments?	Yes
	Will staged payments be accepted?	Yes
	Please provide details of anticipated funding requirements and timetable	Up front Deposit on entering into contract –£27,851.85, £38,992.59 on installation date, Balance on completion.

<b>14</b>	<b>Town &amp; Parish Councils CIL Funding</b>	
	Has a bid(s) for CIL funding been made to relevant town and parish councils?	Yes, a bid to Sevenoaks Town Council will be made at the same time as this application.
	Details of bid	Requested grant of £ 25,000
	Decision made	No.
	Details of decision	-

<b>14</b>	<b>Town &amp; Parish Councils CIL Funding</b>	
	If this bid is being made by a Parish or Town Council and no CIL funds have been contributed by them, please provide an explanation for this.	N/A
	If a bid has not been made to the relevant Parish or Town Council, please provide an explanation for this	N/A

<b>15</b>	Would the scheme be fully funded if the CIL contribution is agreed?	
	If the other grant applications prove successful, then the scheme would be fully funded with the CIL contribution.	

<b>16</b>	Has this scheme already benefited from CIL funding through the CIL Spending Board?	
	No	
	If yes, please provide further justification as to why further CIL funding is required for this project.	

<b>17</b>	Has this scheme/land/building already benefited from funding from Sevenoaks District Council?	
	Note- this can include grants, section 106s, a Community Fund etc.	
	Yes	
	If Yes, please provide further details of amount and the project involved.	
	The Club received Covid grants during the pandemic. £ 29,761 in year ended 30.09.21 and £25,000 in year ended 30.09.20	



	<b>18</b>	Has the project, at any stage benefited from any CIL Exemptions as laid out in the Community Infrastructure Levy Regulations 2010 (as amended)?
		No
		If yes, please explain why CIL is still required following an exemption.

**Deliverability**

	<b>19</b>	Does your organisation have the legal right to carry out the proposed scheme?
		If not, you must attach documentation showing that the statutory provider of this service supports this scheme. Yes. Subject to the Council's consent, which they confirm will be given on receipt of a satisfactory structural survey.

	<b>20</b>	Anticipated start date for delivery of the scheme
		6 weeks after full funding secured for solar installation. January / February 2025

	<b>21</b>	Anticipated finish date for the delivery of the scheme
		February/ March 2025

	<b>22</b>	Anticipated date when CIL funding will need to be made available
		December 2024

23	Does land need to be purchased to facilitate the scheme?
	No
	If no, please provide details: All works in the scheme are to the existing building.
24	Please provide a consultation plan to let SDC know when they can expect progress reports on the project. Progress reports can be provided as required by SDC
25	Please provide details of the management and timescales of the project. The Club will appoint PV Solar Installers Limited (PVSI) who have a track record of carrying out these installations in the District. PVSI are MCS Government approved installers and belong to the Competent Person Scheme. PVSI have indicated that the project would take approximately 4 – 6 weeks to complete.
26	Has consultation been carried out on the scheme or is any planned? The Club has consulted internally with members and externally with Sevenoaks Town and District Councils, Hollybush Residents Association and some of the organisations that use the premises a number of whom have provided us with letters of support. Please provide details (Note: Results can be attached separately if necessary.)
27	Is a relevant SDC ward member(s) supportive of the scheme? Councillor Tony Clayton has confirmed his support for the project and an email from him is attached. You may provide the signature of an SDC ward member or an email from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> .



<b>28</b>	Is the relevant town/parish council supportive of the scheme?
	Yes. Letter of support is outstanding with the Finance and Delivery Committee.
	Signature of a town/parish council chairman, clerk or chief executive (Note: An email from them to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).

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<b>29</b>	Do you have any other local support for the scheme? This can be in the form of businesses, community groups etc.
	Yes. Letters /emails of support from a number of other organisations that use the club. See Attached
	Please provide details of local support. (Note: An email from a relevant party to <a href="mailto:cil@sevenoaks.gov.uk">cil@sevenoaks.gov.uk</a> would also be sufficient).

### Maintenance

<b>30</b>	Which organisation will be responsible for ongoing maintenance?
	Sevenoaks IBC Limited / PVS

<b>31</b>	Are funding arrangements in place for maintenance?
	Yes
	Please provide details
	Maintenance will be covered by the Club's annual revenue.

<b>32</b>	Please provide any further comments here.
	This could include if there are any other infrastructure projects that are related to this bid or any that rely on this bid.

### Declaration

I am authorised to submit this bid for funding on behalf of the organisation that I represent. At the time of writing, the information contained in this submission (including appendices) is correct and true to the best of my knowledge. If CIL funding is committed and circumstances change

# Declaration

prior to the completion of the scheme, the organisation that I represent will notify Sevenoaks District Council. The Council will reserve the right to reconsider the allocation of funding. If CIL funding is committed to the above project then the organisation that I represent commits to providing Sevenoaks District Council with sufficient information to enable it to undertake its reporting requirements under the CIL Regulations 2010 (as amended), or any subsequent relevant regulations.

## **Signature**

  
 .....

## **Name**

John Roberts

.....

## **Position**

Officer.....

## **Further Information**

CIL Bid Contact Details	
Name, role and contact details of the person that will be the contact for this bid:	John Roberts, Officer, <a href="mailto:jdrob21@gmail.com">jdrob21@gmail.com</a> , 07974 233660.
Name, role and contact details of the person that will be attending SDC's CIL Spending Board to support this bid:	John Roberts, as above.
Name, role and contact details of the person that will be the point of contact and responsible for the Legal Contract:	Richard Purssell, Property Director, <a href="mailto:richard.purssell@talktalk.net">richard.purssell@talktalk.net</a> , 01732 461510
Name, role and contact details of the person that will be legally responsible for receiving the CIL fund:	Shirley Christian, Finance Director, <a href="mailto:shirlichristian@hotmail.co.uk">shirlichristian@hotmail.co.uk</a> , 07905 907162



CIL Bid Contact Details	
Full company/charity name:	Sevenoaks IBC Limited
Registered No:	05210938

## Privacy Notice

The personal data which is collected within this form is reasonably necessary for its public task of processing your application for CIL grant funding. This includes considering whether to grant the application and to ensure the effective management of CIL grant funding if approved.

If your application is unsuccessful then personal information will be retained for a period of 10 years after the application is refused. The personal data shall then be deleted except for any information made public under the Council's other legal obligations (including the Access to Information provisions of the Local Government Act 1972 or the Freedom of Information Act). If your application is successful then your data will be retained for the duration of the project applied for and for the full period in which the contract under which the monies are transferred is enforceable. The personal information will then be deleted, except for any information made public under the Council's other legal obligations. Any information relating to this application which is deleted will be deleted in accordance with the Council's standard record retention practice.

Unless otherwise stated we will generally handle personal information in accordance with the Council's Privacy Policy, which can be found through our website at [Council's Privacy Policy](#).

From: **Cllr Clayton, Tony** <[cllr.clayton@sevenoaks.gov.uk](mailto:cllr.clayton@sevenoaks.gov.uk)>  
Date: Sun, 21 Jul 2024 at 16:37  
Subject: Re: Sevenoaks Indoor Bowls Club - CIL Application for Solar Panels  
To: John Roberts <[ljdrob21@gmail.com](mailto:ljdrob21@gmail.com)>  
Cc: Cllr Purves, Elizabeth <[cllr.purves@sevenoaks.gov.uk](mailto:cllr.purves@sevenoaks.gov.uk)>, Alan Hogg <[alan.hogg2005@btinternet.com](mailto:alan.hogg2005@btinternet.com)>, Christine Freshwater <[Cf@freshconsultancy.co.uk](mailto:Cf@freshconsultancy.co.uk)>

Dear John

I'm glad to support the Sevenoaks Indoor Bowls Club application for Community Infrastructure Levy for solar panels for the Indoor Bowls Centre in Hollybush Rec. This is a significant step forward in reducing energy demand, and hence the indirect carbon footprint of Sevenoaks District.

As this is a building owned by Sevenoaks District Council, I hope it will serve as a flagship project for the wider Council estate in Sevenoaks.

I'm particularly impressed that the club is funding replacement of the heating and ventilation systems to improve energy efficiency, and is planning a suspended ceiling to reduce heat loss. I hope this evidence of a co-ordinated approach to climate impact, and to financial sustainability for the community activity in this building will be appreciated by those making a decision on this application.

Yours sincerely

Cllr Tony Clayton





Sevenoaks  
Bridge Club

5 March 2024

Dear Directors

**Re: Sevenoaks Indoor Bowls Club Upgrades**

Sevenoaks Bridge Club (SBC) relocated to SIBC in January 2023, and meet one evening per week. We have approximately 100 members and get an attendance of 40-50 people per evening.

Playing Bridge is known to promote mental acuity and stave off diseases such as Alzheimer's, and is heavily focussed on the ability of partnerships to communicate within the limitations of the game. Our Club specifically focusses on being welcoming, which promotes socialising, as well as developing younger players to promote Bridge playing into the future. Whilst of course, anyone can play Bridge most of our members are retirees, and many attend as one of few social opportunities weekly.

We see several synergies between SIBC and SBC including mutual advertising of the activities of both Clubs which both attract a similar age demographic, and greater use of the rooms and facilities at the SIBC venue (ensuring members feel like they are a part of a bigger community. Finally, the reasonable rental means the Bridge Club can afford to continue (and several have closed recently) whilst also contributing to the viability of the SIBC.

Given we use the facilities in the evening, and that our members are of an average age of 75-80 years old, it is essential that any venue we use have adequate heating. During cold spells this past winter, SIBC has supplemented the heating with additional plug-in heaters. This makes for irregular heating of the room, is probably not a cost-effective heating solution, and potentially carries a small risk of accidental injury. We fully support the upgrading of the heating system at the club. Furthermore, improving the ventilation system at the Club might remove the smell of the meal of the previous Club users, and would also be lovely.

As a Club, we are very grateful to SIBC for accommodating our relocation as we could not afford to continue at our previous venue, and there are not many suitable alternatives that offer year-round availability. We know that the cost of the upgrades, including the planned carpet replacement, will require a lot of funding. We hope that the SIBC Committee will decide to proceed with this and we will support you where we can.

Sincerely  
Anton Mauve  
Chairman





Brenda Bennett &lt;brenda.margaret.bennett@googlemail.com&gt;

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**Sevenoaks Indoor Bowls Club**

1 message

**Alison Starling** <Alison.Starling@octopusbooks.co.uk>

Mon, Mar 4, 2024 at 10:33 AM

To: "brenda.margaret.bennett@googlemail.com" &lt;brenda.margaret.bennett@googlemail.com&gt;

Dear Directors,

I am chair of the volunteer-lead Sevenoaks Literary Festival (this year will be its 22<sup>nd</sup>) and we use the Club's meeting rooms and facilities for our regular meetings. We are aware that the Club is seeking to raise money to replace the heating and ventilation systems in parts of the property that we use. We completely support their efforts as we have felt the effects of a heating system that has not worked correctly on many occasions this winter.

It would be welcome to be able to hold our meetings in a warm, comfortable environment.

With best wishes,

Alison Starling

Chair

Sevenoaks Literary Festival



Brenda Bennett &lt;brenda.margaret.bennett@googlemail.com&gt;

**Re: SEVENOAKS INDOOR BOWLS CLUB**

1 message

**Monkey Music Tunbridge Wells and Sevenoaks**

&lt;tunbridgewells.sevenoaks@monkeymusic.co.uk&gt;

To: Brenda Bennett &lt;brenda.margaret.bennett@googlemail.com&gt;

Mon, Mar 4, 2024 at

10:41 AM

*Dear Directors,**I represent Monkey Music Tunbridge Wells and Sevenoaks, pre-school music group. We have been using the Sevenoaks Indoor Bowling Club facilities for over 10 years now.**We are aware that the Club is seeking to raise money to replace the heating and ventilation systems in parts of the property that we use.**We completely support their efforts, as we have felt the effects of a heating system that has not worked correctly on a number of occasions again this winter.**It would be pleasant to be able to make use of a reliable system, especially as we work with very young babies and their carers, and require this to run our sessions effectively.**Thank you so much for your help and look forward to hear back from you about this soon, as we continue to work together.**Best wishes,**Alison***Alison Norman** *Principal***Miranda Hunt, Julian Altshul** *Administrators***Tel: 01892 671997**<https://www.monkeymusic.co.uk/area/tunbridge-wells-tonbridge-sevenoaks-westerham>Celebrating **30** years of magical music making

Recent Awards include:

Lifetime Achievement Award 2022

Franchisees Choice Award 2022





Brenda Bennett &lt;brenda.margaret.bennett@googlemail.com&gt;

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**Heating in the Internal Bowls Centre**

1 message

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**pauljulius49@gmail.com** <pauljulius49@gmail.com>  
To: brenda.margaret.bennett@googlemail.com

Sat, Mar 2, 2024 at 7:39 PM

**For the attention of the directors**

I am the Treasurer of the Sevenoaks Supper Club which has enjoyed holding its Supper/speaker evenings in the main meeting room at the Indoor Bowls Centre and using the general facilities for well over 10 years.

We are aware that the Bowls Club is seeking to raise money to replace the heating and ventilation systems in parts of the property that we use and we strongly support their application as we have felt the ill effects of the heating system's mal-functioning on many occasions this winter.

It would be a relief to be able attend our dinners in a reliably warm and comfortable environment in future, especially as many of our members are elderly.

Kind Regards

Paul Julius

Treasurer Sevenoaks Supper Club

C/o 4 Chartway

Sevenoaks

Kent TN13 3RU