



29th October 2024

COMMUNITY ASSET WORKING GROUP

To be held in the Council Chamber, Town Council Offices,
Wednesday 6th November 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 (Chair)	Cllr Lise Michaelides
Cllr Dr Peter Dixon	Cllr Nigel Wightman
Cllr Libby Ancrum (Mayor, ex-officio)	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 4TH September 2024</u> To receive and agree the Minutes of the Meeting of the Community Asset Working Group held on 4 th September 2024 as a true record.	Attached
5.	<u>OPEN SPACES & CEMETERY MANAGER'S REPORT</u> To receive and consider the Open Spaces & Cemetery Manager's Report:	Attached
6.	<u>ALLOTMENTS REPORT</u> To receive and consider the Allotment Officer's Report.	Attached
7.	<u>STATEMENT OF ACCOUNTS – COMMUNITY ASSETS</u> To receive and consider the Statement of Accounts for August and September 2024.	Attached
8.	<u>REQUEST TO SELL OR RELEASE LAND TO HOUSEHOLDERS TO ALLOW OFF ROAD PARKING</u> To receive and consider the proposal made by residents of The Meadway.	Attached
9.	<u>CURRENT MATTERS</u> To consider updates on current matters.	Attached
10.	<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 4th September 2024 at the Town Council Offices

Meeting Commenced: 14:00

Meeting Concluded: 14:59

Present:

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

In attendance: Responsible Finance Officer & Deputy Town Clerk, Open Spaces & Cemetery Manager, Open Spaces & Leisure Committee Clerk/Allotments Officer.

The quorum of 3 elected members was met.

148. Apologies for Absence: Received and accepted as noted above.

149. Requests for Dispensations: There were no requests for dispensations.

150. Declarations of Interest: There were no declarations of interest.

151. Minutes of Community Asset Working Group held on 17th July 2024

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

152. Open Spaces & Cemetery Manager's Report

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

It was noted that the search for the Deputy Supervisor's post continued due to lack of suitable candidates.

A start date of early October had been provided by the contractor for the repairs to the boundary wall at St Nicholas' Church. The contractor had been waiting for final approval for the colour of bricks to be used.

It was also advised to the Working Group that the Knole Paddock and Raleys fields had been weed killed and preparations were being made for the commencement of the Autumn playing season, reseeding of numerous pitches is also planned dependent on the moisture levels.

The Open Spaces & Cemetery Manager noted that with the recent addition of Longspring Wood, STC now has 11 woodlands of varying size under management. It was noted to the group that a new management plan for Longspring Wood as well

Sevenoaks Town Council
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Held on 4th September 2024 at the Town Council Offices

as updating existing management plans for the other woods was being sought and quotes were in the process of being obtained.

153. Allotments Report

The Allotment Officer's Report had been received and noted by the Working Group.

154. Draft Proposed Charges for 2024-2025

The proposed charges for 2024-2025 had been received by the Working Group. Due to the increased deficit in the budget, the councillors recommended that the charges be increased by more than the originally proposed 2.5%

RESOLVED to recommend to the Finance & Delivery Committee:

- 1)** To increase the proposed Fees and Charges for Greatness Park Cemetery by 5%
- 2)** To increase the proposed Fees and Charges for Sports Facilities to 3%
- 3)** To increase the proposed General Fees and Charges to 3%

155. Statement of Accounts – Community Assets

The Working Group had received and noted the Statement of Accounts for July 2024.

156. Bat & Ball Solar Panels

The Bat & Ball Centre Solar Panels Report was received by the Working Group.

RESOLVED: that the recommendation to consider cleaning the solar panels at a cost of £830.77 be recommended to the Finance & Delivery Committee.

157. Current Matters

The current matters had been received by the Working Group and updates on the following current matters were:

1. Greatness Recreation Ground Survey
2. Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry House.
3. Sevenoaks Greensands Common Project
4. Greatness Cemetery – Headstone & Memorial Testing
5. Longspring Woods

158. Sevenoaks Indoor Bowls Club Solar Panels: CIL BID

Due to the nature of the CIL BID, the Working Group agreed that the item would be more appropriately included in the Sevenoaks Town Sports Strategy Working Group.

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It was **RESOLVED** that the Sevenoaks Indoor Bowls Club Solar Panels CIL BID be deferred to the next Sevenoaks Town Sports Strategy Meeting to be held on 30th September 2024.

159. Press Release

None

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Sevenoaks Town Council
Community Asset Working Group 6th November 2024

Open Spaces and Cemetery Manager's Report

Staff

At present we still have the vacant post of Deputy Supervisor to fill, again there is a lack of suitable candidates coming forward, or those invited to attend an interview then decline.

Leigh Hunt Smith and I have completed the course in Level 1 Football Pitch Maintenance with the Grounds Management Association. Although basic in its content, it was a requirement of The Football Foundation that at least two staff held this qualification, before we could access the grant we are eligible for.

We have now submitted our first claim for autumn fertiliser.

Sports Pitches

Please see the table below, this is to keep the Rugby club and ourselves informed of the repairs and improvement works that take place on the pitches each year. Despite the exceptional wet September, we have had all pitches vertidrain. Fertiliser has been applied to pitches 1, 3 and the football pitch. The top half of Pitch 3 (the training pitch) has been reseeded with a very successful germination rate.

	Pitch 1	2	3	Football
Fertilise	September		October	October
Reseed			September	
Vertidrain	October (Bournes)	October (Bournes)	October (Bournes)	October (Bournes)

The Cricket tables have also received their autumn renovation with scarification overseeding and an application of surrey loam to level the surface.

Sevenoaks Town Council
Community Asset Working Group 6th November 2024

St Nicholas Chantry wall

The wet Autumn has delayed the rebuilding of the wall so we now have a start date of Monday 25th of November, hopefully it will be completed before the worst of the winter weather.

Woodland Management

We currently have received two quotations for this work, and I'm awaiting a third. It may be possible that we will be entitled to a grant towards the cost of preparing a Forestry Commission format Management plan, which would be a great benefit.

South East In Bloom

On Friday 20th of September Cllr Canet and I attended the South East In Bloom prize-giving at Wisley RHS Gardens, after having got stuck in traffic and arriving late, Cllr Canet and I were delighted to receive the following awards on behalf of all staff Cllrs and Volunteers who helped this year.

Town Centre	Gold
Upper High Street Gardens	Gold
Vine Gardens	Gold and Category Winner
HITB	Thriving

We were particularly happy to receive the category winner prize for the Vine, as this is the first time we have achieved this.

The next task will be to review the judging sheets (see attached) carefully and look for opportunities to improve our score where we possibly dropped points.


Improvement work has begun already with 6 ton of composted manure being spread on the Vine gardens border, and new roses being ordered to replace one of the two beds at Upper High Street Gardens.

Sevenoaks Town Council
Community Asset Working Group 6th November 2024

Longspring Wood

On Saturday 28th of September the Mayor formally celebrated the Woodland coming into the ownership of STC with an event held to thank those people who donated to the purchase fund. Everyone was treated to light refreshments and a musical accompaniment followed by a woodland inspired story by modern troubadour Dave Arthur.



 <p>South & South East in Bloom</p>		Name of Entry: Sevenoaks Town Council - Sevenoaks In Bloom									
		Judges: Peter Every									
		Date of Assessment: 28/06/2024									
Urban Marking Sheet											
Category: Category: BID, Town Centre or City Centre / Urban Community (Indicate appropriate category)											
MAXIMUM OF 10 POINTS PER SUB SECTION									Total Marks in Sections A, B & C		Medal Level in Sections A, B & C
A Horticulture 40%	A1	8	A2	9	A3	9	A4	9			
B Environment 30%	B1	9	B2	9	B3	9					
C Community 30%	C1	9	C2	9	C3	8					
Total Score out of 100: 88			Overall Medal Awarded: Gold								
Medal Guide: Gold, Excellent 85-100 Points; Silver Gilt, Very Good 75-84 Points; Silver, Good 60-74 Points; Bronze, Satisfactory 50-59 Points. 49 Points and below – no medal awarded.											

Introduction and Overall Impression:

A warm welcome and an detailed presentation highlighting the achievements of the Town. It was clear Sevenoaks has a strong mixture of Council and community working together to deliver spectacular results. Throughout the tour I had the opportunity to meet volunteers working in partnership with the Council to make Sevenoaks a better place to live and visit. The tour was well organised and timed with detailed descriptions along the way with questions from the judge fully answered. The portfolio detailed and informative providing important background, the pride in the town was evident from everyone I met..

Judges Feedback Section A – Horticulture:

Good examples of horticulture and gardening by both the town and volunteers, highlights included a visit to Rockwell with flowers and vegetables abundant, the residents were very proud of their achievements and quite rightly so. The display celebrating 80 years of D Day was impressive and well thought out with a landing craft constructed from scratch, an excellent example of recycling materials. The upper high Street gardens are an oasis of peace and tranquillity just off the busy high street with a nice selection of trees and shrubs, the rose beds are sponsored, however, one beds is in need of replanting, some thought will need to be given to how this will be achieved and may need to be rested to avoid rose re-planting sickness. Throughout the tour areas were clean, tidy and free of litter and graffiti. The floral displays in the town seemed in good health and consistent throughout. A mention must go to Adrian who took over a couple of overgrown beds in a car park which I believe to be the bust station, plants were a mixture of herbs and shrubs all healthy and well maintained, excellent example of community action. Other highlights included the West Kent Housing building with Martin being inspired by the Incredible Edible campaign growing as many edible plants as possible. The Marks and Spencer building installing a living wall covering a rather dull wall. Overall this was an enjoyable visit and everyone involved should be extremality proud of what has been achieved.

Judges Feedback Section B – Environment:

Throughout the visit litter, graffiti and dog fouling were controlled and no evidence of vandalism. Bins and seating were available and sensibly located, no evidence of overflowing bins and the streetscape appeared well maintained. Perhaps consider engaging with local shops to engage more with Bloom, this can be as simple as displaying a poster in the window, it would be nice to see shops getting involved with their own displays as many seem to rely on the Council floral displays. The neighbourhood plan set out in the portfolio and in the introduction sets out the Councils plans and it will be interesting to see how many of the actions have been achieved. As noted in the last report one or two KCC signs stood out, however, it is appreciated the challenges Councils face when dealing at County level. The pride in the town is evident from everyone I met and this goes a long way to promoting the town to visitors from the wider area.

Judges Feedback Section C – Community:

The tour covered many aspects of volunteering from the ladies at Rockdale to Adrian taking over the unloved beds and the Soroptimists taking over the beds at the station and I had the pleasure of meeting many individuals at the end of the tour. Volunteering is vital to help support the work of Bloom and bringing communities together, that said, we did not get the opportunity to meet any younger volunteers other than the House in the Basement who focus on their own area. If possible consider engaging with a local school who may be involved in school environmental projects. Perhaps the Council could consider engaging a Community Engagement officer to co-ordinate and bring groups together. However, it was a pleasure to see and meet so many people making Sevenoaks a special place to live, work and visit. Well done to you all.



South & South East in Bloom Small Park/Park/Large Park of the Year Award 2024

Sevenoaks Town Council - The Vine

SECTION A - Making Way for People		Max Points	Actual Points
Access for all- Fit for purpose, appropriateness and practicality of accesses and path network.		15	13
Signage and visitor information		15	12
SECTION B– Design		Max Points	Actual Points
Appearance and practicality of layout		20	17
SECTION C– Welfare of Park Users		Max Points	Actual Points
Staff/voluntary presence *		10	9
Control of dog fouling		10	10
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)		Max Points	Actual Points
Maintenance of facilities *		25	23
SECTION E - Maintenance (Quality of horticultural and sports turf maintenance)		Max Points	Actual Points
Judges should ascertain if there is evidence of concern, checks and solutions for Armillaria, Ash Die Back, Phytophthora, Box Blight etc.			
Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas especially tree health.		25	22
SECTION F –Maintenance of hard landscape features		Max Points	Actual Points
Paths, benches, bins, play areas and artificial surfaces		10	9
Control of litter, graffiti & vandalism		10	10
SECTION G– Environmental sustainability (Management of natural resources)		Max Points	Actual Points
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *		20	18
SECTION H–Conservation		Max Points	Actual Points

SECTION I - Community Involvement

Max Points	Actual Points
20	17

Volunteering & promotion of the park as a community resource

20

17

Maximum Points Available 200

Total Points Awarded 177

Award Nomination Gold

Areas of Achievement

A beautiful park set in the heart of the town with Grade II listed buildings and ornamental pergola supporting an established Wisteria. The paths appear to be well maintained and easily accessible guiding you around the park. The focus of the park is the ornate bandstand, its a pleasure to see one still standing, both the bandstand and historic cricket pavilion are well maintained and in regular use. The plating is well chosen for drought tolerance and provides interest and colour, although not seen a good selection of spring bulbs provide a welcome splash of colour in spring. I was fortunate to meet some of the staff and volunteers on site in particular two ladies from the Soroptimists who have taken ownership of one of the beds and provide support for the site and organising events.

Areas for Development

As noted in the previous report a number of gaps were noted in the planting, consider filling the gaps later in the year with similar plants and do consider planting for pollinators in your choices. The pond and rustic bridge are a nice feature and noted from last year additional planting would help to lift this area, however, I appreciate this year has been challenging with a cold wet spring and many plants somewhat behind. Do consider expanding the volunteer base and the establishment of a Friends group can go a long way to assisting with the management of the ground. That said I can see many of the notes from last years judging have been taken on board, well done. It was a pleasure to walk around the park and meet so many interesting people, its clear The Vine is a valuable asset to the town. Keep up the good work

Results

Level	Description	Points
	Certificate	0 - 77
	Bronze	78 - 108
	Silver	109 - 138
	Silver-Gilt	139 - 169
	Gold	170 - 200



South & South East in Bloom Small Park/Park/Large Park of the Year Award 2024

Sevenoaks Town Council - Upper High Street Gardens

SECTION A - Making Way for People		Max Points	Actual Points
Access for all- Fit for purpose, appropriateness and practicality of accesses and path network.		15	14
Signage and visitor information		15	12
SECTION B– Design		Max Points	Actual Points
Appearance and practicality of layout		20	19
SECTION C– Welfare of Park Users		Max Points	Actual Points
Staff/voluntary presence *		10	9
Control of dog fouling		10	10
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)		Max Points	Actual Points
Maintenance of facilities *		25	23
SECTION E - Maintenance (Quality of horticultural and sports turf maintenance)		Max Points	Actual Points
Judges should ascertain if there is evidence of concern, checks and solutions for Armillaria, Ash Die Back, Phytophthora, Box Blight etc.			
Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas especially tree health.		25	22
SECTION F –Maintenance of hard landscape features		Max Points	Actual Points
Paths, benches, bins, play areas and artificial surfaces		10	9
Control of litter, graffiti & vandalism		10	10
SECTION G– Environmental sustainability (Management of natural resources)		Max Points	Actual Points
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *		20	17
SECTION H–Conservation		Max Points	Actual Points

SECTION I - Community Involvement**Max
Points****Actual
Points**

Volunteering & promotion of the park as a community resource

20

12

Maximum Points Available 200**Total Points Awarded 176****Award Nomination Gold****Areas of Achievement**

The gardens are located in the centre of Sevenoaks and provides a haven for the local community, local workers and shoppers to sit and relax. The garden is a mix of established shrub planting, rose beds, lawn areas and perennial planting laid out to a formal garden. The trees and shrubs provide screening from the busy road beyond the garden. Around the garden bird boxes are located at various heights and a bug hotel strategically placed, it would be interesting to know if the bug hotel and bird boxes have attracted any residents, possibly a project for a wildlife enthusiast. The paths were clean and tidy with no evidence of dog fouling. The shelter located to the rear of the garden provides an area to sit with water being harvested from the room.

Areas for Development

As noted previously there is a shortage of colour and perhaps presents an opportunity to plant a vibrant splash of colour to lift the mood of the garden. Consider setting up a volunteer group to take ownership of the garden, given its size this should be manageable, say one day per week, with the support of the town Council team. One of the rose beds is in need of replanting which may present an opportunity to plant a rose/herbaceous mix which should provide colour and interests throughout the year and a good source for pollinators. This is a lovely small garden and a fabulous site for the entire community to enjoy. Well done to all.

Results

Level	Description	Points
	Certificate	0 - 77
	Bronze	78 - 108
	Silver	109 - 138
	Silver-Gilt	139 - 169
	Gold	170 - 200

Town Centre, The Vine and Upper High Street Gardens

Results Comparison 2022 - 2024

Entrant Results Review

South & South East In Bloom

2024

Sevenoaks Town Council

Main Entries: Sevenoaks In Bloom	Gold 88 of 100	View
Parks/Green Spaces: The Vine	Gold 177 of 200	View
Parks/Green Spaces: Upper High Street Gardens	Gold 176 of 200	View

South & South East In Bloom

2023

Sevenoaks Town Council

Main Entries: Sevenoaks in Bloom 2023	Gold 85 of 100	View
Parks/Green Spaces: The Vine Sevenoaks	Gold 174 of 200	View
Parks/Green Spaces: Upper High Street Gardens	Gold 172 of 200	View

South & South East In Bloom

2022

Sevenoaks Town Council

Main Entries: Sevenoaks Town Centre	Gold 85 of 100	View
Parks/Green Spaces: The Vine Sevenoaks	Gold 171 of 200	View
Parks/Green Spaces: Upper High Street Gardens	Gold 171 of 200	View



South & South East in Bloom - Its Your Neighbourhood 2024

HOUSE in the Basement

Section A - Community Participation (40% or 40 points)

The group is working towards things such as:

Being inclusive of local people

Local ownership and direction

Making a difference to local people

Involving local people with planning, decision-making, communication & implementation

Representative of the local community

Getting support (e.g. from local council, grant aid, sponsorship, in-kind aid etc.)

Planning for the future

Working in partnership with other organisations (i.e. police, community support officers, environmental groups etc.

Total Points Assessed (Out of 40)

35

Section B - Environmental Responsibility (30% or 30 points)

The group is engaged in environmental activities such as:

Conservation (e.g. resources, heritage, wildlife, built environment)

Composting

Recycling

Creating, maintaining or improving green space

Sharing knowledge and skills

The group is engaged in addressing environmental issues such as:

Fly-tipping

Fly-posting

Litter

Graffiti

Dog fouling

Total Points Assessed (Out of 30)

25

SECTION C - Gardening Achievement (30% or 30 points)

The group is employing good gardening practices appropriate to the area, such as:

good plant choice

Good maintenance, presentation and management

Creativity

Innovation

Overcoming site difficulties

Enhancing the area through gardening

Total Points Assessed (Out of 30)

24

GRAND TOTAL POINTS ASSESSED

84

LEVEL ACHIEVED

Thriving (4)

Areas of Achievement

The involvement in young people in horticulture is hugely important and the hard work and dedication from Daisy and Bethan is evident from the quality of the planting and the pride in what has been achieved. This is a difficult site situated between the Stag Theatre and a pedestrian walkway with part of the area in shade, however, the plants seem to be healthy and pest and disease free. It is clear this is a thriving community with a cafe providing a place to meet and socialise. The railings opposite were decked out with self watering barrier troughs and planted with bold colours brightening up a rather grey public footpath. The footpath is well used leading to the public car park at the rear of the theatre and at the time of my visit the area was clean and clear of litter, graffiti and no evidence of dog fouling.

Areas for Development

I note the comments from last years judge have been taken on board and appreciate it is not always easy for the youths to meet the judge although it was a delight to meet Daisy. If the opportunity arises consider widening planting projects to other areas around the theatre perhaps taking ownership of planters at the front of the theatre. Consider discussing with the Town Council opportunities to take ownership of a planting area around the town, it was noted on the tour of the town other individuals have taken over beds, this may be an opportunity to acknowledge and promote the group. I note the wall highlighted previously remains blank and I would also suggest working with a graffiti artist to create a mural to brighten up this space. This is an excellent project carrying out valuable work with young people, congratulations and well done.

Results

Level	Description	Points
	Establishing (1)	0 - 35
	Improving (2)	36 - 52
	Advancing (3)	53 - 68
	Thriving (4)	69 - 85
	Outstanding (5)	86 - 100

HOUSE in the Basement Results
Comparison 2022, 2023 and 2024

Entrant Results Review

South & South East In Bloom

2024

HOUSE in the Basement

It's Your Neighbourhoods: HOUSE in the Basement

Thriving (4) 84 of 100

View

South & South East In Bloom

2023

HOUSE in the Basement

It's Your Neighbourhoods: HOUSE in the Basement

Thriving (4) 78 of 100

View

South & South East In Bloom

2022

HOUSE in the Basement

It's Your Neighbourhoods: HOUSE in the Basement

Thriving (4) 77 of 100

View

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Sevenoaks Town Council
Community Asset Working Group 6th November 2024

Allotment Officer's Report

Vacant Plots and Waiting Lists

Quakers Hall Allotments

With the end of the allotments rental period, there has been an increased number of returned plots. The number of vacant plots had reached 33 at the end of September with 25 of these returned and not renewed for next year. Since then, 8 plots had been let which has decreased the total number of vacant plots to 25. All plots that had been cleared or strimmed by the Community Payback team had been let.

The current vacant plots include 9 whole plots, 14 half plots and 2 quarter plots.

The waiting list currently stands at 8.

Bradbourne Vale Allotments

The number of vacant plots and persons on the waiting list has remained unchanged and is currently 2 and 3, respectively.

Due to the progress of the Community Payback scheme at the Quakers Hall site a request has been made for the scheme to also cover the Bradbourne Vale site. The site visit and risk assessment are scheduled to take place on 21st November 2024.

STC have been informed of problems with water tanks as well as moles and rodents at the site, we are currently investigating possible solutions to these.

Renewal Invoices

Following the mailing of renewal invoices in early September, we have currently received 172 payments and reminders have been circulated to tenants with outstanding payments (32).

Skip Hire at QHA

We have provided our QHA tenants with a 12-yard skip between the 18th-21st October to assist tenants with preparing their plots for the winter, yearly skip provision is one of our duties outlined in the allotment tenancy.

Anna Rosińska
Allotments Officer

25th October 2024

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21/10/2024

Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

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 & Leisure-Vine Ground</u>											
1208 Other Events Income	1,250	250	(1,000)	1,280	1,250	(30)	1,500			85.3%	
1350 Revenue Grant income	9,228	0	(9,228)	9,228	0	(9,228)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	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	10,478	250	(10,228)	12,720	3,367	(9,353)	5,367			237.0%	0
4010 Gross Pay	2,257	1,866	(391)	10,672	9,330	(1,342)	22,398		11,726	47.6%	
4270 Employers Pension Contribution	79	112	33	378	560	182	1,344		966	28.1%	
5010 Vine Area General Maintenance	162	208	46	920	1,040	120	2,500		1,580	36.8%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	25	1,000	975	3,702	5,000	1,298	12,000		8,298	30.8%	
5410 Repairs & General Maintenance	0	67	67	23	335	312	800		777	2.8%	
5500 Equipment Hired and New	0	334	334	0	1,670	1,670	2,006		2,006	0.0%	
6014 Water	16	42	26	157	210	53	500		343	31.3%	
6200 Printing & Stationery	0	0	0	385	0	(385)	0		(385)	0.0%	
6635 Professional Fees Licensing	0	0	0	70	210	140	210		140	33.3%	
6868 Summer Concerts	1,901	1,770	(131)	2,976	2,970	(6)	3,600		624	82.7%	
6869 Special Events	0	0	0	0	140	140	140		140	0.0%	
6873 Vine Lighting Project	15,310	0	(15,310)	15,310	0	(15,310)	0		(15,310)	0.0%	6,082
6922 Health&Safety/Risk Assessments	0	0	0	0	1,100	1,100	1,100		1,100	0.0%	
6931 CCTV Maintenance	0	730	730	0	730	730	730		730	0.0%	
6935 Waste Bin Disposal-Waste Bins	0	80	80	208	400	192	960		752	21.7%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	19,751	6,209	(13,542)	34,800	23,895	(10,905)	48,488	0	13,688	71.8%	6,082
Net Income over Expenditure	(9,273)	(5,959)	3,314	(22,081)	(20,528)	1,553	(43,121)				
8001 plus Transfer from EMR	6,082	0	(6,082)	6,082	0	(6,082)	0				

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21/10/2024

Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

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
Movement to/(from) Gen Reserve	(3,191)	(5,959)	(2,768)	(15,999)	(20,528)	(4,529)	(43,121)				
Grand Totals:- Income	10,478	250	(10,228)	12,720	3,367	(9,353)	5,367			237.0%	
Expenditure	19,751	6,209	(13,542)	34,800	23,895	(10,905)	48,488	0	13,688	71.8%	
Net Income over Expenditure	(9,273)	(5,959)	3,314	(22,081)	(20,528)	1,553	(43,121)				
plus Transfer from EMR	6,082	0	(6,082)	6,082	0	(6,082)	0				
Movement to/(from) Gen Reserve	(3,191)	(5,959)	(2,768)	(15,999)	(20,528)	(4,529)	(43,121)				

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Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

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 & Leisure - General</u>											
1022 Letting & Hire of Facilities	3,770	1,788	(1,982)	14,079	17,152	3,073	29,663			47.5%	
1030 Electricity recharge	0	0	0	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	0	45	45	148	135	(13)	270			54.6%	
O/ Spaces & Leisure - General :- Income	3,770	1,833	(1,937)	16,587	19,959	3,372	36,513			45.4%	0
4010 Gross Pay	15,384	16,581	1,197	68,467	82,905	14,438	198,977		130,510	34.4%	
4011 Mileage	155	0	(155)	497	0	(497)	0		(497)	0.0%	
4270 Employers Pension Contribution	917	1,266	349	4,078	6,330	2,252	15,190		11,112	26.8%	
5010 Vine Area General Maintenance	0	0	0	2	0	(2)	0		(2)	0.0%	
5013 Graffiti Removal	0	478	478	200	1,130	930	1,357		1,157	14.7%	
5025 Lower St Johns Toilets	801	1,167	366	18,148	5,835	(12,313)	14,000		(4,148)	129.6%	13,838
5026 Greatness Rec Convenience	(1,548)	258	1,806	1,640	1,290	(350)	3,100		1,460	52.9%	
5030 St Nicholas Burial Ground	0	0	0	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	0	0	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	336	0	(336)	2,116	2,000	(116)	4,000		1,884	52.9%	
5110 Knole Paddock & Pavilion	0	340	340	0	1,020	1,020	3,500		3,500	0.0%	
5120 Knole Paddock Pitch & Grnd Mt	326	100	(226)	2,278	1,900	(378)	2,500		222	91.1%	
5310 Miscellaneous Open Spaces	1,160	433	(727)	3,313	2,165	(1,148)	5,200		1,887	63.7%	

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Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

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)	12,454	10,415	(2,039)	25,000		12,546	49.8%	
5316 Skatepark Maintenance	0	500	500	84	2,000	1,916	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	582	0	(582)	3,379	2,500	(879)	2,500		(879)	135.1%	
5340 Plants	41	0	(41)	1,127	1,400	273	3,000		1,873	37.6%	
5410 Repairs & General Maintenance	23	150	127	132	750	618	1,800		1,668	7.3%	
5412 Capital Refurbishments	0	833	833	0	4,165	4,165	10,000		10,000	0.0%	
5500 Equipment Hired and New	6	583	577	2,248	2,915	667	7,000		4,752	32.1%	
5525 Equipment Maintenance	62	600	538	2,736	4,600	1,864	8,000		5,264	34.2%	
5550 Vehicle Expenses	21	1,792	1,771	2,754	8,960	6,206	21,500		18,746	12.8%	(20,000)
5700 Fuel	263	492	229	2,042	2,460	418	5,900		3,858	34.6%	
6010 Light Heat & Cleaning	0	500	500	2,116	4,700	2,584	8,500		6,384	24.9%	
6011 Electricity	0	0	0	(509)	0	509	0		509	0.0%	
6013 Cleaning	0	50	50	152	250	98	600		448	25.4%	
6014 Water	216	83	(133)	912	415	(497)	1,000		88	91.2%	
6101 Telephone	11	12	1	57	60	3	145		88	39.6%	
6104 Mobile Telephone	13	28	15	97	140	43	340		243	28.4%	
6105 Broadband wi-fi service	29	25	(4)	143	125	(18)	300		157	47.8%	
6320 Staff Training	0	0	0	1,950	750	(1,200)	3,000		1,050	65.0%	
6330 Welfare/Hospitality	88	52	(36)	500	260	(240)	625		125	80.0%	
6635 Professional Fees Licensing	0	0	0	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 31/08/2024

Month No: 5

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	85	85	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	35	35	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	0	0	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	0	0	0	692	700	8	3,000		2,308	23.1%	
6935 Waste Bin Disposal-Waste Bins	0	225	225	1,167	1,125	(42)	2,700		1,533	43.2%	
6952 Protective Clothing	0	131	131	672	655	(17)	1,575		903	42.7%	
O/ Spaces & Leisure - General :- Indirect Expenditure	21,312	28,786	7,475	138,595	162,496	23,901	374,671	0	236,076	37.0%	(6,162)
Net Income over Expenditure	(17,542)	(26,953)	(9,411)	(122,008)	(142,537)	(20,529)	(338,158)				
8001 plus Transfer from EMR	(20,000)	0	20,000	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(37,542)	(26,953)	10,589	(128,170)	(142,537)	(14,367)	(338,158)				
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	6,420	6,581	161	40,388	32,905	(7,483)	78,975			51.1%	
O/ Spaces & Leisure - Cemetery :- Income	6,420	6,581	161	40,388	32,905	(7,483)	78,975			51.1%	0
4010 Gross Pay	9,502	8,303	(1,199)	45,508	41,515	(3,993)	99,632		54,124	45.7%	
4011 Mileage	24	0	(24)	58	0	(58)	0		(58)	0.0%	
4270 Employers Pension Contribution	796	691	(105)	4,281	3,455	(826)	8,290		4,009	51.6%	
5210 Cemetery Chapel & Office	0	150	150	211	150	(61)	150		(61)	141.0%	
5213 Memorial Stone Testing	0	0	0	5,921	0	(5,921)	0		(5,921)	0.0%	2,299

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Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

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
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	175	175	700		700	0.0%	
5410 Repairs & General Maintenance	252	100	(152)	501	500	(1)	1,200		699	41.8%	
5500 Equipment Hired and New	0	333	333	581	1,665	1,084	4,000		3,419	14.5%	
5525 Equipment Maintenance	79	750	671	304	3,750	3,446	9,000		8,696	3.4%	
5700 Fuel	97	100	3	309	500	191	1,200		891	25.8%	
6000 Rent & Rates	848	875	27	4,243	4,375	132	10,500		6,257	40.4%	
6010 Light Heat & Cleaning	0	175	175	0	875	875	2,100		2,100	0.0%	
6011 Electricity	10	0	(10)	475	0	(475)	0		(475)	0.0%	
6013 Cleaning	94	200	106	313	600	287	1,000		687	31.3%	
6014 Water	0	92	92	0	460	460	1,100		1,100	0.0%	
6101 Telephone	5	67	62	229	335	106	800		571	28.6%	
6104 Mobile Telephone	0	2	2	0	10	10	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	50	60	10	150		100	33.3%	
6240 Computer/ Data Base/WP's	124	60	(64)	(1,084)	300	1,384	670		1,754	(161.8%)	
6300 Computer Software	9	0	(9)	9	0	(9)	0		(9)	0.0%	
6320 Staff Training	0	0	0	0	375	375	1,500		1,500	0.0%	
6330 Welfare/Hospitality	12	25	13	267	125	(142)	300		33	89.0%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	10	10	0	50	50	125		125	0.0%	
6720 Books and Periodicals	0	50	50	0	50	50	50		50	0.0%	
6730 Subscriptions	0	0	0	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	0	0	0	730	800	70	3,000		2,270	24.3%	
6822 Roads Path & Boundaries	0	0	0	0	440	440	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	36	30	(6)	120		84	29.6%	

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Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

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
6922 Health&Safety/Risk Assessments	0	375	375	255	750	496	1,500		1,246	17.0%	
6930 Alarm Maintenance	470	425	(45)	1,395	1,275	(120)	1,700		305	82.0%	
6932 Cemetery Security	563	500	(63)	2,814	2,500	(314)	6,000		3,186	46.9%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	555	540	(15)	1,300		745	42.7%	
6952 Protective Clothing	0	58	58	129	290	161	700		571	18.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	12,975	13,461	486	68,310	66,150	(2,160)	157,862	0	89,552	43.3%	2,299
Net Income over Expenditure	(6,555)	(6,880)	(325)	(27,922)	(33,245)	(5,323)	(78,887)				
8001 plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(6,555)	(6,880)	(325)	(25,623)	(33,245)	(7,622)	(78,887)				
<u>23 O/ Spaces & 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	0	0	0	79	0	(79)	9,901			0.8%	0
4010 Gross Pay	685	317	(368)	2,331	1,585	(746)	3,800		1,469	61.3%	
4270 Employers Pension Contribution	86	15	(71)	311	75	(236)	180		(131)	172.6%	
5410 Repairs & General Maintenance	84	0	(84)	1,097	0	(1,097)	0		(1,097)	0.0%	1,013
6002 QH Allotments Costs	97	0	(97)	32	0	(32)	0		(32)	0.0%	
6014 Water	263	0	(263)	(349)	238	587	950		1,299	(36.8%)	
6300 Computer Software	0	20	20	803	20	(783)	20		(783)	4012.5%	
6730 Subscriptions	0	0	0	0	0	0	60		60	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

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
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	1,214	352	(862)	4,504	1,988	(2,516)	5,080	0	577	88.7%	1,013
Net Income over Expenditure	(1,214)	(352)	862	(4,424)	(1,988)	2,436	4,821				
8001 plus Transfer from EMR	0	0	0	1,013	0	(1,013)	0				
Movement to/(from) Gen Reserve	(1,214)	(352)	862	(3,411)	(1,988)	1,423	4,821				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	7	0	(7)	12,043			0.1%	
1990 Other Income	1,380	0	(1,380)	1,380	0	(1,380)	1,000			138.0%	
1997 In Bloom Income	0	0	0	1,200	0	(1,200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	1,380	0	(1,380)	2,587	0	(2,587)	13,043			19.8%	0
5410 Repairs & General Maintenance	0	0	0	3,250	3,251	1	3,251		1	100.0%	
6861 Public Clock Maintenance	(360)	0	360	(6)	0	6	200		206	(3.1%)	
6862 Street Lighting	873	1,417	544	4,655	7,085	2,430	17,000		12,345	27.4%	
6865 In Bloom Costs	2,344	4,118	1,774	9,451	11,942	2,491	14,000		4,549	67.5%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	2,858	5,535	2,677	17,350	22,278	4,928	34,451	0	17,101	50.4%	0
Net Income over Expenditure	(1,478)	(5,535)	(4,057)	(14,763)	(22,278)	(7,515)	(21,408)				

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Detailed Income & Expenditure by Phased Budget Heading 31/08/2024

Month No: 5

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	11,570	8,414	(3,156)	59,641	52,864	(6,777)	138,432			43.1%	
Expenditure	38,358	48,134	9,776	228,757	252,912	24,155	572,064	0	343,307	40.0%	
Net Income over Expenditure	<u>(26,789)</u>	<u>(39,720)</u>	<u>(12,931)</u>	<u>(169,116)</u>	<u>(200,048)</u>	<u>(30,932)</u>	<u>(433,632)</u>				
plus Transfer from EMR	(20,000)	0	20,000	(2,850)	0	2,850	0				
Movement to/(from) Gen Reserve	<u>(46,789)</u>	<u>(39,720)</u>	<u>7,069</u>	<u>(171,967)</u>	<u>(200,048)</u>	<u>(28,081)</u>	<u>(433,632)</u>				

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Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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 & Leisure-Vine Ground</u>											
1208 Other Events Income	0	250	250	1,280	1,500	220	1,500			85.3%	
1350 Revenue Grant income	0	0	0	9,228	0	(9,228)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	875	0	(875)	2,625	1,750	(875)	3,500			75.0%	
1870 Vine Club Insurance Contrib.	0	0	0	462	367	(95)	367			126.0%	
<u>O/Spaces & Leisure-Vine Ground :- Income</u>	<u>875</u>	<u>250</u>	<u>(625)</u>	<u>13,595</u>	<u>3,617</u>	<u>(9,978)</u>	<u>5,367</u>			<u>253.3%</u>	<u>0</u>
4010 Gross Pay	2,151	1,866	(285)	12,822	11,196	(1,626)	22,398		9,576	57.2%	
4270 Employers Pension Contribution	75	112	37	453	672	219	1,344		891	33.7%	
5010 Vine Area General Maintenance	327	208	(119)	1,248	1,248	0	2,500		1,252	49.9%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	854	1,000	146	4,556	6,000	1,444	12,000		7,444	38.0%	
5410 Repairs & General Maintenance	0	67	67	23	402	379	800		777	2.8%	
5500 Equipment Hired and New	0	334	334	0	2,004	2,004	2,006		2,006	0.0%	
6014 Water	13	42	29	169	252	83	500		331	33.8%	
6200 Printing & Stationery	0	0	0	385	0	(385)	0		(385)	0.0%	
6635 Professional Fees Licensing	0	0	0	70	210	140	210		140	33.3%	
6868 Summer Concerts	620	630	10	3,596	3,600	4	3,600		4	99.9%	
6869 Special Events	0	0	0	0	140	140	140		140	0.0%	
6873 Vine Lighting Project	4,841	0	(4,841)	20,151	0	(20,151)	0		(20,151)	0.0%	10,923
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	730	730	730		730	0.0%	
6935 Waste Bin Disposal-Waste Bins	64	80	16	272	480	208	960		688	28.4%	
<u>O/Spaces & Leisure-Vine Ground :- Indirect Expenditure</u>	<u>8,944</u>	<u>4,339</u>	<u>(4,605)</u>	<u>43,745</u>	<u>28,234</u>	<u>(15,511)</u>	<u>48,488</u>	<u>0</u>	<u>4,743</u>	<u>90.2%</u>	<u>10,923</u>
<u>Net Income over Expenditure</u>	<u>(8,069)</u>	<u>(4,089)</u>	<u>3,980</u>	<u>(30,150)</u>	<u>(24,617)</u>	<u>5,533</u>	<u>(43,121)</u>				
8001 plus Transfer from EMR	4,841	0	(4,841)	10,923	0	(10,923)	0				

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Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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
Movement to/(from) Gen Reserve	(3,228)	(4,089)	(861)	(19,227)	(24,617)	(5,390)	(43,121)				
Grand Totals:- Income	875	250	(625)	13,595	3,617	(9,978)	5,367			253.3%	
Expenditure	8,944	4,339	(4,605)	43,745	28,234	(15,511)	48,488	0	4,743	90.2%	
Net Income over Expenditure	(8,069)	(4,089)	3,980	(30,150)	(24,617)	5,533	(43,121)				
plus Transfer from EMR	4,841	0	(4,841)	10,923	0	(10,923)	0				
Movement to/(from) Gen Reserve	(3,228)	(4,089)	(861)	(19,227)	(24,617)	(5,390)	(43,121)				

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Month No: 6

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 & Leisure - General</u>											
1022 Letting & Hire of Facilities	128	1,788	1,660	14,207	18,940	4,733	29,663			47.9%	
1030 Electricity recharge	0	1,000	1,000	523	2,000	1,477	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	129	0	(129)	277	135	(142)	270			102.5%	
<u>O/ Spaces & Leisure - General :- Income</u>	<u>257</u>	<u>2,788</u>	<u>2,531</u>	<u>16,844</u>	<u>22,747</u>	<u>5,903</u>	<u>36,513</u>			<u>46.1%</u>	<u>0</u>
4010 Gross Pay	14,741	16,581	1,840	83,208	99,486	16,278	198,977		115,769	41.8%	
4011 Mileage	70	0	(70)	567	0	(567)	0		(567)	0.0%	
4270 Employers Pension Contribution	892	1,266	374	4,970	7,596	2,626	15,190		10,220	32.7%	
5010 Vine Area General Maintenance	(2)	0	2	0	0	0	0		0	0.0%	
5013 Graffiti Removal	0	227	227	200	1,357	1,157	1,357		1,157	14.7%	
5025 Lower St Johns Toilets	801	1,167	366	18,949	7,002	(11,947)	14,000		(4,949)	135.4%	13,838
5026 Greatness Rec Convenience	285	258	(27)	1,924	1,548	(376)	3,100		1,176	62.1%	
5030 St Nicholas Burial Ground	0	0	0	483	100	(383)	100		(383)	483.0%	
5050 Seats And Litter Bins	0	574	574	0	1,148	1,148	2,300		2,300	0.0%	
5060 Sevenoaks Common	0	0	0	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	0	0	0	2,116	2,000	(116)	4,000		1,884	52.9%	
5110 Knole Paddock & Pavilion	0	340	340	0	1,360	1,360	3,500		3,500	0.0%	
5120 Knole Paddock Pitch & Grnd Mt	1,574	100	(1,474)	3,852	2,000	(1,852)	2,500		(1,352)	154.1%	
5310 Miscellaneous Open Spaces	0	433	433	3,313	2,598	(715)	5,200		1,887	63.7%	

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Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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	2,347	2,083	(264)	14,800	12,498	(2,302)	25,000		10,200	59.2%	
5316 Skatepark Maintenance	0	0	0	84	2,000	1,916	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	0	0	0	3,379	2,500	(879)	2,500		(879)	135.1%	
5340 Plants	152	0	(152)	1,279	1,400	121	3,000		1,721	42.6%	
5410 Repairs & General Maintenance	5	150	145	137	900	763	1,800		1,663	7.6%	
5412 Capital Refurbishments	0	833	833	0	4,998	4,998	10,000		10,000	0.0%	
5500 Equipment Hired and New	266	583	317	2,514	3,498	984	7,000		4,486	35.9%	
5525 Equipment Maintenance	31	300	269	2,767	4,900	2,133	8,000		5,233	34.6%	
5550 Vehicle Expenses	0	1,792	1,792	2,754	10,752	7,998	21,500		18,746	12.8%	(20,000)
5700 Fuel	315	492	177	2,357	2,952	595	5,900		3,543	40.0%	
6010 Light Heat & Cleaning	0	500	500	2,116	5,200	3,084	8,500		6,384	24.9%	
6011 Electricity	0	0	0	(509)	0	509	0		509	0.0%	
6013 Cleaning	72	50	(22)	224	300	76	600		376	37.3%	
6014 Water	(440)	83	523	472	498	26	1,000		528	47.2%	
6101 Telephone	11	12	1	69	72	3	145		76	47.5%	
6104 Mobile Telephone	15	28	13	112	168	56	340		228	32.9%	
6105 Broadband wi-fi service	29	25	(4)	172	150	(22)	300		128	57.4%	
6320 Staff Training	0	750	750	1,950	1,500	(450)	3,000		1,050	65.0%	
6330 Welfare/Hospitality	0	52	52	500	312	(188)	625		125	80.0%	
6635 Professional Fees Licensing	295	0	(295)	295	300	5	300		5	98.3%	
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 30/09/2024

Month No: 6

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	102	102	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	42	42	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	0	0	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	0	700	700	692	1,400	708	3,000		2,308	23.1%	
6935 Waste Bin Disposal-Waste Bins	579	225	(354)	1,745	1,350	(395)	2,700		955	64.6%	
6952 Protective Clothing	157	131	(26)	829	786	(43)	1,575		746	52.7%	
O/ Spaces & Leisure - General :- Indirect Expenditure	22,194	29,759	7,565	160,789	192,255	31,466	374,671	0	213,882	42.9%	(6,162)
Net Income over Expenditure	(21,937)	(26,971)	(5,034)	(143,945)	(169,508)	(25,563)	(338,158)				
8001 plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(21,937)	(26,971)	(5,034)	(150,107)	(169,508)	(19,401)	(338,158)				
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	11,638	6,581	(5,057)	52,026	39,486	(12,540)	78,975			65.9%	
O/ Spaces & Leisure - Cemetery :- Income	11,638	6,581	(5,057)	52,026	39,486	(12,540)	78,975			65.9%	0
4010 Gross Pay	9,635	8,303	(1,332)	55,144	49,818	(5,326)	99,632		44,488	55.3%	
4011 Mileage	33	0	(33)	90	0	(90)	0		(90)	0.0%	
4270 Employers Pension Contribution	789	691	(98)	5,070	4,146	(924)	8,290		3,220	61.2%	
5210 Cemetery Chapel & Office	21	0	(21)	232	150	(82)	150		(82)	154.9%	
5213 Memorial Stone Testing	0	0	0	5,921	0	(5,921)	0		(5,921)	0.0%	2,299

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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
5230 Cemetery Wshop/Messroom Mtce	0	175	175	0	350	350	700		700	0.0%	
5410 Repairs & General Maintenance	154	100	(54)	655	600	(55)	1,200		545	54.6%	
5500 Equipment Hired and New	0	333	333	581	1,998	1,417	4,000		3,419	14.5%	
5525 Equipment Maintenance	12	750	738	316	4,500	4,184	9,000		8,684	3.5%	
5700 Fuel	11	100	89	320	600	280	1,200		880	26.7%	
6000 Rent & Rates	848	875	27	5,091	5,250	159	10,500		5,409	48.5%	
6010 Light Heat & Cleaning	0	175	175	0	1,050	1,050	2,100		2,100	0.0%	
6011 Electricity	123	0	(123)	598	0	(598)	0		(598)	0.0%	
6013 Cleaning	0	0	0	313	600	287	1,000		687	31.3%	
6014 Water	0	92	92	0	552	552	1,100		1,100	0.0%	
6101 Telephone	119	67	(52)	348	402	54	800		452	43.4%	
6104 Mobile Telephone	0	2	2	0	12	12	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	60	72	12	150		90	40.0%	
6240 Computer/ Data Base/WP's	39	160	121	(1,045)	460	1,505	670		1,715	(155.9%)	
6300 Computer Software	(9)	0	9	0	0	0	0		0	0.0%	
6320 Staff Training	0	375	375	0	750	750	1,500		1,500	0.0%	
6330 Welfare/Hospitality	28	25	(3)	296	150	(146)	300		5	98.5%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	10	10	0	60	60	125		125	0.0%	
6720 Books and Periodicals	0	0	0	0	50	50	50		50	0.0%	
6730 Subscriptions	0	0	0	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	242	800	558	972	1,600	628	3,000		2,028	32.4%	
6822 Roads Path & Boundaries	0	0	0	0	440	440	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	30	30	36	60	24	120		84	29.6%	

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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
6922 Health&Safety/Risk Assessments	9	0	(9)	263	750	487	1,500		1,237	17.5%	
6930 Alarm Maintenance	56	0	(56)	1,451	1,275	(176)	1,700		249	85.4%	
6932 Cemetery Security	563	500	(63)	3,377	3,000	(377)	6,000		2,623	56.3%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	636	648	12	1,300		664	48.9%	
6952 Protective Clothing	146	58	(88)	275	348	73	700		425	39.3%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	12,910	13,741	831	81,220	79,891	(1,329)	157,862	0	76,642	51.4%	2,299
Net Income over Expenditure	(1,272)	(7,160)	(5,888)	(29,194)	(40,405)	(11,211)	(78,887)				
8001 plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(1,272)	(7,160)	(5,888)	(26,895)	(40,405)	(13,510)	(78,887)				
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	(155)	1,559	1,714	(129)	1,559	1,688	1,559			(8.3%)	
1047 QH Allotments Income	9,225	8,342	(883)	9,278	8,342	(936)	8,342			111.2%	
O/ Spaces & Leisure- Allotment :- Income	9,070	9,901	831	9,149	9,901	752	9,901			92.4%	0
4010 Gross Pay	787	317	(470)	3,118	1,902	(1,216)	3,800		682	82.1%	
4270 Employers Pension Contribution	85	15	(70)	395	90	(305)	180		(215)	219.6%	
5410 Repairs & General Maintenance	0	0	0	1,097	0	(1,097)	0		(1,097)	0.0%	1,013
6002 QH Allotments Costs	96	0	(96)	127	0	(127)	0		(127)	0.0%	
6014 Water	62	238	176	(287)	476	763	950		1,237	(30.2%)	
6300 Computer Software	0	0	0	803	20	(783)	20		(783)	4012.5%	
6620 Legal Expenses	1,500	0	(1,500)	1,500	0	(1,500)	0		(1,500)	0.0%	

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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
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	2,530	570	(1,960)	7,033	2,558	(4,475)	5,080	0	(1,953)	138.4%	1,013
Net Income over Expenditure	6,540	9,331	2,791	2,116	7,343	5,227	4,821				
8001 plus Transfer from EMR	0	0	0	1,013	0	(1,013)	0				
Movement to/(from) Gen Reserve	6,540	9,331	2,791	3,129	7,343	4,214	4,821				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	7	0	(7)	12,043			0.1%	
1990 Other Income	2,409	0	(2,409)	3,789	0	(3,789)	1,000			378.9%	2,409
1997 In Bloom Income	0	0	0	1,200	0	(1,200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	2,409	0	(2,409)	4,996	0	(4,996)	13,043			38.3%	2,409
5410 Repairs & General Maintenance	0	0	0	3,250	3,251	1	3,251		1	100.0%	
6861 Public Clock Maintenance	348	0	(348)	342	0	(342)	200		(142)	171.1%	
6862 Street Lighting	(4,007)	1,417	5,424	648	8,502	7,854	17,000		16,352	3.8%	
6865 In Bloom Costs	2,300	2,058	(242)	11,751	14,000	2,249	14,000		2,249	83.9%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	(1,359)	3,475	4,834	15,991	25,753	9,762	34,451	0	18,460	46.4%	0
Net Income over Expenditure	3,768	(3,475)	(7,243)	(10,995)	(25,753)	(14,758)	(21,408)				
8002 plus Transfer to EMR	2,409	0	(2,409)	2,409	0	(2,409)	0				
8002 less Transfer to EMR	2,409	0	(2,409)	2,409	0	(2,409)	0				
Movement to/(from) Gen Reserve	1,359	(3,475)	(12,061)	(13,404)	(25,753)	(19,577)	(21,408)				

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 30/09/2024

Month No: 6

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	23,374	19,270	(4,104)	83,015	72,134	(10,881)	138,432			60.0%	
Expenditure	36,275	47,545	11,270	265,033	300,457	35,424	572,064	0	307,031	46.3%	
Net Income over Expenditure	<u>(12,901)</u>	<u>(28,275)</u>	<u>(15,374)</u>	<u>(182,018)</u>	<u>(228,323)</u>	<u>(46,305)</u>	<u>(433,632)</u>				
plus Transfer from EMR	0	0	0	(2,850)	0	2,850	0				
less Transfer to EMR	2,409	0	(2,409)	2,409	0	(2,409)	0				
Movement to/(from) Gen Reserve	<u>(15,310)</u>	<u>(28,275)</u>	<u>(12,965)</u>	<u>(187,277)</u>	<u>(228,323)</u>	<u>(41,046)</u>	<u>(433,632)</u>				

Request To Sell Or Release Land To Householders To Allow Off Road Parking

The Meadway adjacent to Mount Close Play Area

We have received the attached letter from one family living in the Meadway. It is one of six houses that do not have road frontage but instead have a communal path to the gardens, (to date we have not been contacted by the other 5 householders) which runs along the boundary of Mount Close play area. You will see that the residents have written to ask if they could have a parcel of land in front of their houses to allow off-street parking and allow them to consider home charging for electric vehicles in the future.

This would involve us giving up an area of around 30m x 3m of Mount Close. At present this is a combination of adopted bank with some garden plants and woodland managed under our management plans, in previous years this area was given grant monies from the Forestry Commission for general care and specific projects, the last one being in 2010.

To enable the plan to change the land, several large mature trees would have to be felled and grubbed out. The existing bank (around 3 metres high) would have to be pushed back by 3 metres and regraded resulting in a very large quantity of soil being removed from site. Additionally, further trees might have to be removed should roots be dangerously exposed by the work.

This would all be necessary before any hard landscaping for roads and paths is considered, plus possible alterations to buried mains services to the properties. A streetlight and a telephone pole serving the houses would have to be relocated.

There is a further complication as it has been identified that this is one of several sites that came across from SDC in the 1990, although a deed had been received for the lands in Pontoise area it was incomplete and did not include all parcels of land. A Secretary of State approval and a statutory process would need to be followed for the Town Council to dispose of the land.

Below is a photograph of the existing access to the gardens, a scale plan, and an aerial image with the tree density shown

Sevenoaks Town Council
Community Asset Working Group 6th November 2024



Dear Sevenoaks Town Council,

This letter is to formally express our interest in discussing the potential development of the council-owned plot of land located in front of our property at 21 The Meadway, Riverhead, Sevenoaks, TN13 3EX.

Our research indicates that applications for obtaining council-owned land are considered under specific circumstances, particularly if the intended use benefits the community and the land is deemed unsuitable for residential construction. We propose developing this land into a road, primarily to provide vehicle access to the six properties adjacent to it, including our own.

This proposal is driven by numerous factors that have significantly impacted our community in recent years:

- **Limited Vehicle Access:** Currently, there is no vehicle access to the six properties situated adjacent to the land in question. This lack of access poses challenges for residents, particularly those with mobility issues, and younger children and limits opportunities for essential services and deliveries.
- **Parking Congestion:** The on-street parking situation on The Meadway has become increasingly challenging in recent years. The limited parking availability, coupled with the increase in multi-car households, has led to congestion and inconvenience for residents.
- **Sustainable Transportation Barriers:** The lack of off-street parking or vehicle access makes it impossible for residents to consider electric vehicle ownership due to the absence of dedicated charging points. This barrier hinders our community's ability to transition towards more sustainable modes of transportation and impacts on our community's ability to contribute to environmental long-term goals.
- **Safety Concerns:** The trees on the council-owned land have grown significantly over the past decade. The expanding root systems are causing damage and upheaval to our property's access path, creating a potential safety hazard.

We propose that developing this land into a roadway would provide a multitude of benefits, including:

- **Improved Accessibility:** Residents would gain direct vehicle access to their properties, enhancing convenience and safety.
- **Alleviated Parking Pressure:** The roadway would alleviate on-street congestion and improve the overall parking situation on The Meadway and surrounding roads for residents.
- **Sustainable Infrastructure:** The development would create an opportunity to incorporate electric vehicle charging points for each of the six households concerned, encouraging the adoption of eco-friendly transportation options within our community. This would also alleviate Sevenoaks Town Council from the financial pressure of installing such charging points. This initiative would enhance the quality of life for residents and contribute to a greener future.
- **Enhanced Safety and Aesthetics:** Addressing the tree root issue would eliminate the safety hazard and eliminate the future financial burden for the council.

To discuss this proposal further, we request a site visit from a council representative at your earliest convenience. This visit would allow you to assess the land, understand the challenges we face, and explore the

feasibility of our proposal. We are eager to learn more about the feasibility of this project and explore the necessary steps for submitting a formal application.

Thank you for considering our request. We look forward to your positive response and the opportunity to collaborate on a solution that benefits both our community and the Sevenoaks Town Council.

Yours Sincerely

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[Redacted]

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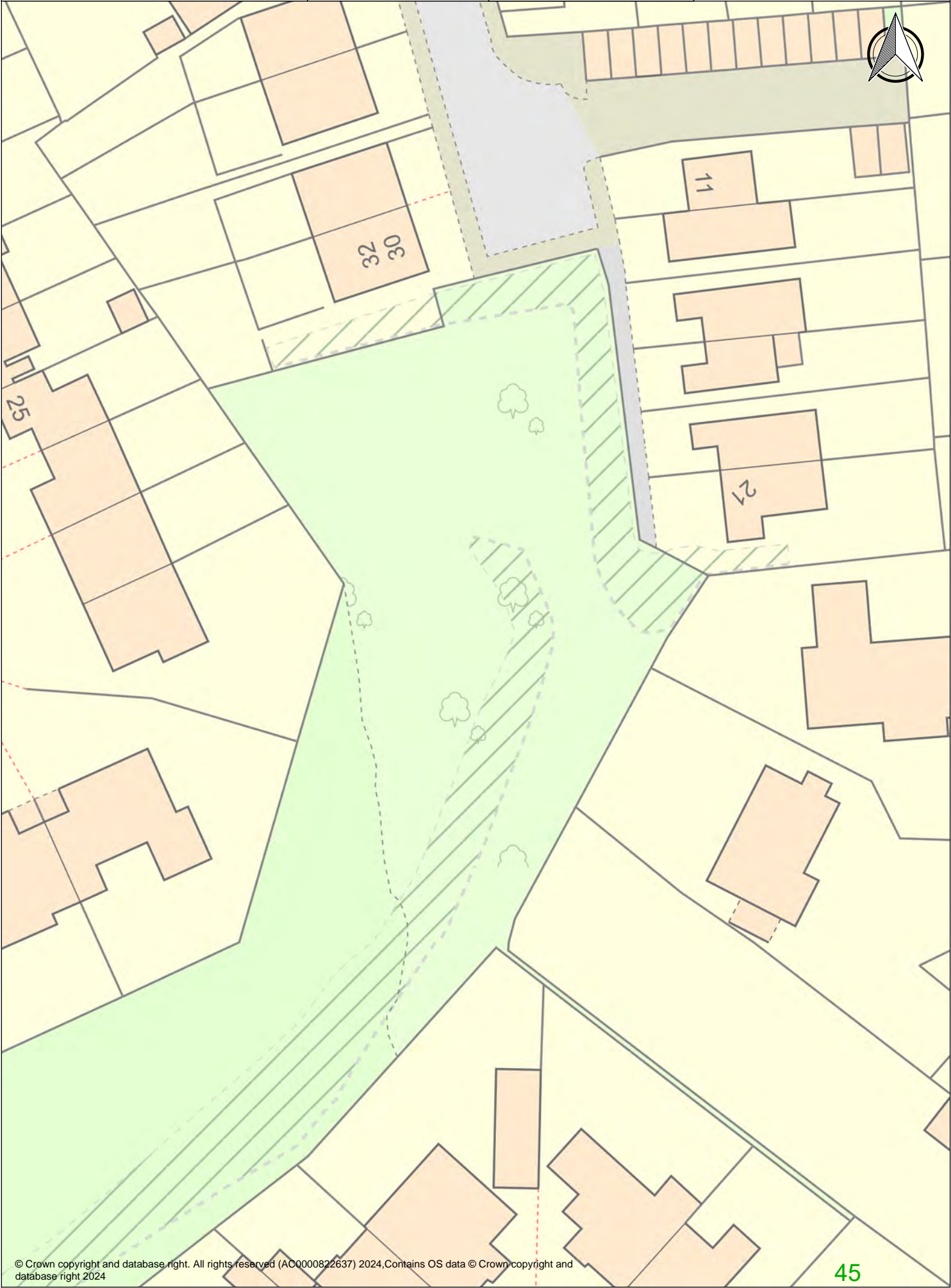
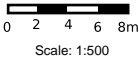
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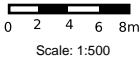
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Sevenoaks Town Council
Community Asset Working Party – 17th July 2024

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.</p> <p>STFC and STC jointly appointed consultant for public consultation in January 2023.</p> <p>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>RESOLVED:</p> <ol style="list-style-type: none"> 1) To note the Greatness Recreation Survey results received to be circulated at a future meeting. 2) That the Town Council applies for a Premises Licence for Greatness Recreation Ground.
4 Greatness Recreation Ground Working Party 25.04.2024		<p>Survey results considered by Greatness Recreation Ground Working Party on 24th April 2024.</p> <p>Following actions progressed:</p> <ul style="list-style-type: none"> • New Friends of Greatness Recreation Ground being promoted. • New Survey about relocation of play area. <p>Friends of Greatness Recreation Ground Information Poster is being redesigned.</p> <p>Play Area Relocation Survey - The Government held the applications for the Community Ownership Fund and have not yet decided if they will proceed with this funding.</p>
414.2 OSL 07.11.22	Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry house	<p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) Officers carry out additional preparatory work required; and 2) obtain legal opinion regarding ownership of the boundary wall <p>Legal opinion has been received and a shared ownership agreement has been sent to the owner.</p> <p>Shared ownership agreement being finalised.</p>

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<p>668.8 OSL 12.02.24</p>		<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 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>RESOLVED that:</p> <ol style="list-style-type: none"> 1) Work be carried out to make the wall safe, to be funded from Capital Programme budget; and 2) Authority be delegated to the Chair, Vice-Chair and Town Clerk to review the legal advice and progress the works as appropriate. <p>STC have been granted planning permission to complete works on the wall.</p> <p>Contractors to restart work in October.</p> <p>Due to weather conditions, work has been postponed until November 25th.</p>
<p>206.2 OSL 10.07.23</p> <p>254.2 F&GP 24.07.23</p> <p>346.4 OSL 19.09.23</p> <p>12.02.24 OSL 17.07.2024 Community Asset WG</p>	<p>Sevenoaks Greensands Common Project</p>	<p>RESOLVED: To recommend to Finance & 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 & General Purposes Committee RESOLVED: 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 21st 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>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.</p> <p>Completed.</p>

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210 OSL 10.07.23 7.07.2024 STSS WG	Sevenoaks Sports Strategy Review	<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 4th 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> <p>Questionnaire launched 22nd January.</p> <p>Ongoing liaison with stakeholders.</p>
352 OSL 18.09.23	Planting of Trees	<p>It was noted that the Town Council had planted 1318 trees over the past 4 years.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) KCC be contacted to enquire about planting trees on road verges; 2) Permission be sought from KCC to plant trees at the bottom of Seal Hollow Road and the whole of Blackhall Lane with 60 - 80 trees; 3) Permission be sought from KCC to plant trees at Hillingdon Avenue; 4) Councillors be provided with consultation leaflets to consult with local residents where appropriate; 5) The Town Council work through the inventory of all Town Council land (excluding the already fully planted woods) to assess the scope for more tree planting; and 6) Consideration be given to extra resources to irrigate the trees each summer for the first three years. <p>KCC have confirmed the following: Planting on road verges owned by the KCC is prohibited by third parties. It has been agreed that some available funds will be used to plant more trees in Hillingdon Avenue in upcoming years.</p>
668.33 OSL 12.02.24	Greatness Cemetery – Headstone & memorial testing	<p>Stability testing of Headstones and Memorials would need to be completed shortly as the last testing was completed five years ago. The cost of £2,299 would be met from the Rolling Capital Programme budget.</p> <p>Inspection survey completed. Letters partially sent to rights holders of graves with unsafe headstones/memorials on 20th June 2024.</p>

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Min 88 17.07.24		<p>Letters to rights holders have been sent, it is noted that many rights holders have passed away or addresses for them are incomplete therefore numbers of responses expected are low.</p> <p>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.</p>
668.10 OSL 12.02.24	Woodland Management	<p>RESOLVED: 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.</p>
674 OSL 12.02.24	Pre-Application Advice – New Access to The Vine Pavilion	<p>RESOLVED that the Town Council:</p> <ol style="list-style-type: none"> 1) Discuss the application further with the Conservation Officer and the architect; and 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. 2) continues with the planning application of the new access due to its significant public benefit. Ongoing.
675 OSL 12.02.24	Tree Planting at Hillingdon Rise and Hillingdon Rise Play Area	<p>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.</p> <p>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.</p>
676 OSL 12.02.24	Proposal to Collaborate with SDC, KCC and West Kent Housing to	<p>RESOLVED: To explore the proposal and to approach the different organisations for their opinions.</p>

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	Share Grass Cutting Costs	
677 OSL 12.02.24	Sevenoaks Lawn Tennis Club (SLTC) Proposal for Padel Courts on Town Council Land	<p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) the proposal for the creation of Padel Courts, and related implications for other sports be considered by the Sevenoaks Sports Strategy review group; 2) Sevenoaks Padel be invited to join the Sports Strategy Group; and 3) Subject to the above, Sevenoaks Town Council obtain pre-planning advice and consider the financial impact of the proposal.
	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>Sale is officially complete. Longspring Wood will be added to the ongoing Woodland Management Plan for all STC woodlands.</p> <p>The Woodland has been formally opened by the Mayor on 28th September.</p>