



9th July 2024

COMMUNITY ASSET WORKING GROUP

To be held in the Council Chamber, Town Council Offices,
Wednesday 17th July 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 Marilyn Canet (Chair)	Cllr Lise Michaelides
Cllr Dr Peter Dixon (Vice Chair)	Cllr Nigel Wightman
Cllr Libby Ancrum (Mayor, ex-officio)	Cllr Gareth Willis

Quorum minimum of 3 elected members

AGENDA

1.	<u>CHAIR AND VICE-CHAIR</u> To note that at the Annual Town Council meeting held on 13 th May 2024, the following appointments were made: Chair: Cllr Dr Marilyn Canet Vice-Chair: Cllr Dr Peter Dixon	-
2.	<u>REVISED COMMITTEE AND WORKING GROUP SYSTEM</u> To receive and note the Terms of Reference of the Community Asset Working Group adopted at the Annual Town Council meeting held on 13 th May 2024: Aim: to pursue relevant objectives in the STNP (in particular objectives 4, 5 & 6) and where appropriate implement policies L1, L2, L3, L4, L5 & L8. To consider all matters relating to the following items and make recommendations to the Finance & Delivery Committee.	—

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	<ul style="list-style-type: none"> (a) Cemeteries (b) Lawn of Remembrance (c) Recreational Facilities (d) Refuse and litter collection; Grit Bins/Litter Bins (e) Allotments (f) Raleys Field, Knole Paddock, Greatness and associated developments (g) The Open Spaces, Woodlands, and Common Areas under the Council's control (h) Vine Gardens/Upper High Street Gardens (i) Sevenoaks Common and other Open Spaces (j) Seats, other than seats in bus shelters (k) Maintenance of footpaths (l) Rights of Way on both footpaths and bridleways including obstructions and applications for diversions; closure or creation of rights of way and to have executive powers regarding action necessary for dealing with obstructions of right of way (m) Public Shelters, Bus Shelters, and to have executive powers regarding urgent action necessary in the interest of public safety in these places (n) Town Clocks (o) Public Lavatories 	
2.	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
3.	<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).	-
4.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this agenda.	-
5.	<u>MINUTES OF MEETING OF OPEN SPACES & LEISURE COMMITTEE – 12TH FEBRUARY 2024</u> To receive, adopt and sign the Minutes of the Meeting of the Open	Attached

	Spaces & Leisure Committee held on 12 th February 2024 as a true record.	
6.	<u>OPEN SPACES & CEMETERY MANAGER'S REPORT</u> To receive and consider the Open Spaces & Cemetery Manager's Report on the following: <ul style="list-style-type: none"> • Staff • In Bloom • St Nicholas Church Boundary Wall - Repairs • Knole Paddock & Raleys Field – Rugby Pitches • Greatness Cemetery – Memorial Safety 	Attached
7.	<u>STATEMENT OF ACCOUNTS – OPEN SPACES & LEISURE</u> To receive and consider the Statement of Accounts for April and May 2024.	Attached
8.	<u>CEMETERY INCOME REPORT</u> To receive and consider the Cemetery Income Report for 2024/2025.	Attached
9.	<u>ALLOTMENTS REPORT</u> To receive and consider the Allotment Officer's Report, including the annual rent review, with the increase effective from 1 st October 2025.	Attached
10.	<u>SEVENOAKS DAY NURSERY: REQUEST TO EXTEND FACILITIES</u> To receive and consider a request made by the Sevenoaks Day Nursery to extend their facilities.	Attached
11.	<u>SEVENOAKS GREENSAND COMMONS PROJECT</u> To receive and consider the report on the Sevenoaks Greensand Commons Project.	To Follow
12.	<u>CURRENT MATTERS</u> To consider updates on current matters.	Attached
13.	<u>PRESS RELEASE</u> To consider any agenda item considered appropriate for a press release.	—

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Minutes of the Open Spaces & Leisure Committee meeting held on 12th February 2024 at 7.00pm in Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtube.com/live/Ar44xNR--v4>

Meeting commenced: 19:00

Meeting Concluded: 20:41

Present:

Cllr Dr Marilyn Canet, Chair	Present	Cllr Lionel O'Hara	Absent
Cllr Victoria Granville, Vice-Chair	Present	Cllr Nick Varley	Present
Cllr Dr Peter Dixon	Present	Cllr Nigel Wightman- Deputy Leader	Present
Cllr Sally Layne	Apologies	Cllr Gareth Willis	Apologies
Cllr Lise Michaelides	Present	Cllr Claire Shea, Mayor (Ex- officio)	Apologies
Substitute		For	
Cllr Tony Clayton (Leader)		Cllr Sally Layne	
Cllr Catherine Daniell		Cllr Gareth Willis	

In attendance: Town Clerk (remote attendance), Open Spaces & Cemetery Manager, Senior Committee Clerk, Planning Committee Clerk, Open Spaces & Leisure Committee Clerk.

Members of Public present: 1

Representations received from Members of the Public: None

664. Apologies for Absence

Apologies for absence were submitted and received as noted above.

665. Requests for Dispensations

There were no requests for dispensations.

666. Declarations of Interest

There were no declarations of Interest.

667. Minutes of the Open Spaces & Leisure Committee on 13th November 2023

RESOLVED: that the Minutes of the Open Spaces & Leisure Committee meeting held on 13th November 2023 be received and agreed as a true record.

668. Open Spaces & Cemetery Manager's Report

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

668.1 Staff & Training

Noted that a member of grounds staff had left the Council's employment in late December. Recruitment continued for Open Spaces vacancies. It was also noted that

The Open Spaces & Cemetery Manager and the Town Wardens had undertaken training in risks of using products involved in playground wet pour safety surfaces.

668.2 Knole Paddock and Rayley's Fields

The Committee considered the request from Sevenoaks Rugby Club for use of temporary flood lighting at Rayley's Field.

Given the various demands on Knole Paddock and Rayley's Field it was agreed that this request be referred to the next meeting of the Sports Strategy Group for consideration.

RESOLVED: That this request be considered at the next Sports Strategy meeting.

668.3 Greatness Cemetery

The Open Spaces & Cemetery Manager advised of a fault with the control unit of the newly installed screens at the cemetery chapel. It was advised that the unit would be returned for repairs.

It was noted that 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.

The 'resident' definition within cemetery charges was reviewed and it was suggested that the criteria be changed for a person to be considered a resident after living within the Sevenoaks Town areas for a shorter period of time.

RESOLVED: That wording be amended to the following:

“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.”

668.4 Greatness Recreation Ground

The Open Spaces & Cemetery Manager advised of concern raised by a resident over the parking of vehicles at weekends during football matches at the Greatness Recreation Ground or Church attendance. Consideration was given to the installation of bollards.

It was noted that plans for the entrance were included in the planning application for the new football pavilion and adaptations to the whole site and that a working party had been suggested to review the results of the Greatness Recreation Ground Survey (See Minute No. 673).

RESOLVED: That that this matter be referred to the Greatness Recreation Ground Working Party.

668.5 Lower St Johns Toilets Refurbishment

The Committee was informed that work had started and progress made on the refurbishment of the toilets at Lower St Johns.

668.6 Longspring Wood

The Committee noted the Longspring Wood Feasibility Study and that a current pledge sum of twenty thousand pounds had been received. Councillors requested that promotion continue.

668.7 Safety Upgrades at Middling Wood and Millpond Wood

The Committee noted the safety upgrades completed at Millpond Wood and Middling Wood; rope handrails have been installed at both locations and Middling Wood has had two steps repaired. Positive comments had been received from members of the public.

668.8 St Nicholas' Churchyard

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.

Councillors asked that the legal advice regarding the boundary wall be reviewed in relation to the sharing of costs if possible.

RESOLVED that:

- 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.

668.9 Woodside Road Open Space

The Committee further considered proposals for the Woodside Road open space, in the light of the £10,000 quotation received for the cleansing of the area of potentially contaminated land. It was noted that the site was safe but there was a risk of phosphorus contamination should the site be dug deep.

Officers had recommended that the area be professionally cleared of potentially contaminated soil.

Councillors expressed concern about the cost of the proposed work, noting that the land was safe if left undisturbed. It was suggested that the site could be enhanced by other means, such as wildflower planting without disturbing the land.

RESOLVED: That the Town Council does not proceed with the cleansing of the area of potentially contaminated land at Woodside Road, which is safe if left undisturbed by deep digging, and does not carry out public consultation on the matter.

668.10 Woodland Management

It was noted that a 5-year woodland management plan review was required, together with an application to renew the Town Council's felling licence,

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.

668.11 Raley's Car Park

The Committee was informed that the applications for the Raley's Car Park Permits were now available.

669. Tree and Sculpture Projects

The Committee was advised of three new projects that the Town Council was progressing:

669.1 Sevenoaks Society Donation of Trees

The Committee noted the generous donation of £300 by the Sevenoaks Society for further tree planting, together with the recommended location at Greatness Recreation Ground, on the bank adjoining Mill Lane and the playground. The Open Spaces & Cemetery Manager confirmed that the trees planted would be native trees.

669.2 Infinity Project

The Committee was enthusiastic about the project for an outdoor art installation at Greatness Recreation Ground, utilising wooden poles engraved with poems. It was noted that poems used for the project were obtained from a community workshop and there was a possibility of different poems being used once there was a need for replacement due to deterioration.

669.3 Beuy's Project

It was noted that Sevenoaks Town had been chosen as one of nineteen locations in Britain for a national long-term tree growing project. The project consisted of planting trees in a circle. It was agreed that the Environmental Park would be the location for the project working in partnership with Sevenoaks District Council. The prestigious national project would recognise the commemoration of 50 years of Sevenoaks Town Council.

RESOLVED: That

- 1) the locations for the tree and sculpture projects detailed above be approved; and
- 2) the next steps of installation be progressed.

670. Allotment Officer's Report

The Committee received and noted the Allotment Officer's report. The current number of available plots and waiting list of prospective tenants was noted as well as the possibility of improving the appearance of available plots to attract prospective

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tenants. It was also noted that the Allotment Officer had attended and submitted a yearly report to The Sevenoaks Allotment Holder's Association Annual General Meeting. The reopening of the trading centre following the winter break was also noted.

671. **OSL Committee Budget + 5 Year Capital Programme & Funding Recommendations (Rolled forward from November Meeting)**

The Committee received and noted the 5 Year Capital Programme and funding recommendations. The Town Clerk advised that the plan was to proceed with projects for which funds had been already allocated this included:

Project	CIL	RCP	Vehicle Reserve	Capital Budget	Total
JCB Ecavator			£30,000		
Deck Mower (tractor)			£15,000		
Chapel restrain wood				£1,500	
Cemetery – garage roof repairs				£2,000	
KP workshop paint & restrain		£1,718			
Repair workshop barn doors	£2,000				
Vine crazy paving	£10,000				
Judds Piece resurfacing	£2,000			£500	
Woodside Road fence	£1,000			£1,000	
Pontoise Close Wall				£2,000	
St N Church paths		£1,200		£2,800	
Julian Meadow fence		£1,200			
Greatness Rec CCTV	£9,000				
	£24,000	£4,118	£45,000	£9,800	£82,918

It was noted that funds had not currently been allocated to the following projects

- Knole Paddock car park root damage £30,000
- Knole Paddock car park white lines £1,000
- Greatness Recreation play equipment £60,000
- Greatness Recreation play surface £8,000

672. **Sports Strategy Survey**

The Committee noted the publishing of the Sports Strategy Questionnaire which sought responses from schools and sporting organisations.

Councillors asked that they be provided with a copy of the distribution list for the questionnaire so that they could promote amongst their contacts without duplication.

673. **Greatness Recreation Ground Survey Result**

The Greatness Recreation Ground Survey Results were noted and a working group was suggested to review results. It was agreed that the group could be formed by members and non-members of the Town Council.

RESOLVED:

- 1) To establish a Working Group to review the results of the Greatness Recreation Ground Survey and feed back to this Committee at a future meeting; and
- 2) That membership of the Working Group be agreed via email with Councillors.

674. Pre-Application Advice – New Access to The Vine Pavilion

The Committee was disappointed by the Pre-application advice received regarding a new access to The Vine Pavilion; as it was felt that the proposal had significant public benefits, including improving accessibility and health and safety during events at the venue.

It was agreed that discussions be held with the Conservation Officer and the architect, and that the application process continue.

RESOLVED that the Town Council:

- 1) Discuss the application further with the Conservation Officer and the architect; and
- 2) continues with the planning application of the new access due to its significant public benefit.

675. 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. Proposal to Collaborate with SDC, KCC and West Kent Housing to Share Grass Cutting Costs

Cllr Clayton observed that four different parties were responsible for the cutting of grass verges in Sevenoaks Town. It was suggested that collaborating with WKH, KCC and SDC in sharing grass cutting costs and instructing one grass cutting company could be more efficient and cost effective.

RESOLVED: To explore the proposal and to approach the different organisations for their opinions.

677. Sevenoaks Lawn Tennis Club (SLTC) Proposal for Padel Courts on Town Council Land

The Committee considered a proposal from Sevenoaks Lawn Tennis Club to create Padel Courts on Town Council land. The growing popularity and accessibility of the sport was noted.

It was noted that there would be a number of impacts, including the need to move the Town Council's compound; the effect on other users of Knole Paddock and Raley's Field; and the interests of other clubs in the piece of land. There were also other groups interested in developing Padel Courts. It was therefore considered that the proposal should be considered by the Sports Strategy Review Group.

RESOLVED that:

- 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.

678. Current Matters

The updates on the below current matters were noted:

1. Greatness Recreation Ground Management and Improvement Plan
2. Greatness Recreation Ground Survey
3. Sevenoaks Lawn Tennis Club-parking barrier in Raleys Car Park
4. Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry house
5. Vine - Condition of Grass
6. Vine - Anti-social behaviour
7. Vine- Borehole
8. Sevenoaks Greensands Common Project
9. Sevenoaks Sports Strategy Review
10. Woodside Road Open Space
11. Mill Pond Wood – steps from Seal Road
12. Drinking Fountains
13. St John's Hill Public Toilets
14. Planting of Trees
15. Greatness Cemetery Chapel

679. PRESS RELEASE

It was agreed to issue Press Releases in relation to:

- 1) Beuy's Project
- 2) Longspring Wood Pledge Progress
- 3) Sports Strategy Questionnaire

Chair **Dated**

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Open Spaces & Cemetery Manager's Report

Staff

I'm pleased to say that we have recruited Adrian Cheeseman who many of you will know as a keen volunteer with 'In Bloom' over the last 12 years. Adrian will be working part time and intends to continue with his volunteering in the Town Centre, and at Granville Road junction.

We have also employed Tom Percy at Greatness Cemetery as a part time gardener on a 6 month contract and he is proving an asset in keeping the grass under control this year.

Unfortunately, we have had two members of staff start at Open Spaces only to leave after a few days for different reasons.

In Bloom

Staff worked hard to try and maintain the high standard we have achieved over the years, and we are grateful for the help on the volunteer days particularly Cllr Shea and Cllr Canet at the Stag, and 5 volunteers from Academy Consulting; helping at the Bus Station, along with Adrian Cheeseman. We are also grateful to Beatriz Day who previously worked as the committee clerk as she has come back to work part time this summer gardening principally at Upper High Street Gardens.

Results will be announced at the September presentation event, date to be confirmed.

St Nicholas Church Boundary wall

After reporting the damage earlier in the year, I am pleased to say that SDC Planning and Building Control have now approved the work to repair it to the specification we provided. We are in discussion with our chosen contractor about a date for work to continue, the contractor having done initial stabilisation work earlier in the year.

Knole Paddock and Raleys field

Reseeding of the fields took place in early April and went well with a good level of germination; we are now looking to weed kill and fertilise in the next couple of months.

This will be dependent on weather conditions, we require damp conditions for the fertiliser application, and dry but not drought-like for the weedkilling. Following this we intend to apply a second application of seed to Pitch 3. We have agreed with the Rugby

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club to take the training pitch out of use after September at least until Christmas to allow better recovery, we will be looking closely at the cover of grass and the root depth.

We have booked the contractor Bournes Amenity who installed the drainage system on Pitch 1 to come and Verti drain the fields in early autumn as we attempt to improve surface drainage on all 4 pitches.

Greatness Cemetery

We recently had all the memorials at Greatness cemetery tested for stability by an independent company, we did this as there have been situations around the country where people were injured or even killed by failing headstones particularly the large older crosses and tall headstones. We had a total of 109 memorials fail and these have been marked with a bright yellow label, or in extreme cases lowered to the ground.

The Open Spaces committee clerk is in the process of accurately identifying the memorials which fall into three main categories:

- 1- Small books and tablets that although loose, pose very little danger to the public.
- 2 - Modern lawn memorials of less than 3'high, a high percentage of these we will hold details for the responsible family member.
- 3 - Taller headstones and crosses, these pose the greatest risk, and several have been lowered to the ground. These are older and we will have most trouble contacting and finding a responsible person.

Some families are replying already and seeking the help of qualified Stone Masons to re-secure them, but there is inevitably a number who cannot be traced due to the time that has elapsed.

The last time the memorials were checked we paid to have those that were not dealt with by families re-secured by a contractor to keep the integrity of the site.

Recommendation sought

To seek quotations to re- secure those headstones that are left unfixed after exhausting all methods of contacting the family. The initial estimate is that around 30 will need repair.

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Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

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>11 Planning - General</u>											
4010 Gross Pay	2,985	2,417	(568)	2,985	2,417	(568)	29,000		26,015	10.3%	
4270 Employers Pension Contribution	107	100	(7)	107	100	(7)	1,200		1,093	8.9%	
6240 Computer/ Data Base/WP's	699	650	(49)	699	650	(49)	650		(49)	107.5%	
6630 Professional Fees	20	0	(20)	20	0	(20)	900		880	2.2%	
6730 Subscriptions	0	50	50	0	50	50	600		600	0.0%	
Planning - General :- Indirect Expenditure	3,811	3,217	(594)	3,811	3,217	(594)	32,350	0	28,539	11.8%	0
Net Expenditure	(3,811)	(3,217)	594	(3,811)	(3,217)	594	(32,350)				
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	10,256	10,000	(256)	10,256	10,000	(256)	29,663			34.6%	
1030 Electricity recharge	0	0	0	0	0	0	4,054			0.0%	
1316 Raleys Car Park Permits	1,838	1,672	(166)	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	66	45	(21)	66	45	(21)	270			24.3%	
O/ Spaces & Leisure - General :- Income	12,159	11,717	(442)	12,159	11,717	(442)	36,513			33.3%	0
4010 Gross Pay	12,288	16,581	4,293	12,288	16,581	4,293	198,977		186,689	6.2%	
4270 Employers Pension Contribution	846	1,266	420	846	1,266	420	15,190		14,344	5.6%	
5013 Graffiti Removal	0	0	0	0	0	0	1,357		1,357	0.0%	
5025 Lower St Johns Toilets	13,882	1,167	(12,715)	13,882	1,167	(12,715)	14,000		118	99.2%	12,273
5026 Greatness Rec Convenience	0	258	258	0	258	258	3,100		3,100	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

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
5030 St Nicholas Burial Ground	0	0	0	0	0	0	100		100	0.0%	
5050 Seats And Litter Bins	0	0	0	0	0	0	2,300		2,300	0.0%	
5060 Sevenoaks Common	5,672	0	(5,672)	5,672	0	(5,672)	5,000		(672)	113.4%	
5065 Tree Safety Survey	0	0	0	0	0	0	4,000		4,000	0.0%	
5070 Other Woodlands	330	1,000	670	330	1,000	670	4,000		3,670	8.3%	
5110 Knole Paddock & Pavilion	0	0	0	0	0	0	3,500		3,500	0.0%	
5120 Knole Paddock Pitch & Grnd Mt	1,270	1,500	230	1,270	1,500	230	2,500		1,230	50.8%	
5310 Miscellaneous Open Spaces	346	433	87	346	433	87	5,200		4,854	6.6%	
5311 Security Open Spaces	2,347	2,083	(264)	2,347	2,083	(264)	25,000		22,653	9.4%	
5316 Skatepark Maintenance	0	0	0	0	0	0	2,000		2,000	0.0%	
5317 Raleys Car Park	0	0	0	0	0	0	422		422	0.0%	
5320 Fertilizers	429	500	71	429	500	71	1,500		1,071	28.6%	
5330 Grass Seed	2,681	2,500	(181)	2,681	2,500	(181)	2,500		(181)	107.2%	
5340 Plants	558	700	142	558	700	142	3,000		2,442	18.6%	
5410 Repairs & General Maintenance	3	150	147	3	150	147	1,800		1,797	0.2%	
5412 Capital Refurbishments	0	833	833	0	833	833	10,000		10,000	0.0%	
5500 Equipment Hired and New	1,131	583	(548)	1,131	583	(548)	7,000		5,869	16.2%	
5525 Equipment Maintenance	2,116	2,200	84	2,116	2,200	84	8,000		5,884	26.4%	
5550 Vehicle Expenses	338	1,792	1,455	338	1,792	1,455	21,500		21,163	1.6%	
5700 Fuel	549	492	(57)	549	492	(57)	5,900		5,351	9.3%	
6010 Light Heat & Cleaning	2,116	2,200	84	2,116	2,200	84	8,500		6,384	24.9%	
6013 Cleaning	32	50	18	32	50	18	600		568	5.3%	
6014 Water	47	83	36	47	83	36	1,000		953	4.7%	
6101 Telephone	11	12	1	11	12	1	145		134	7.9%	

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Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

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
6104 Mobile Telephone	33	28	(5)	33	28	(5)	340		307	9.8%	
6105 Broadband wi-fi service	29	25	(4)	29	25	(4)	300		271	9.6%	
6320 Staff Training	0	0	0	0	0	0	3,000		3,000	0.0%	
6330 Welfare/Hospitality	0	52	52	0	52	52	625		625	0.0%	
6635 Professional Fees Licensing	0	0	0	0	0	0	300		300	0.0%	
6730 Subscriptions	164	180	16	164	180	16	180		16	91.3%	
6812 Road Dues	0	0	0	0	0	0	1,100		1,100	0.0%	
6851 Bus Shelter Maintenance	0	17	17	0	17	17	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	7	7	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	0	0	0	880		880	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	600		600	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	0	0	0	3,000		3,000	0.0%	
6935 Waste Bin Disposal-Waste Bins	161	225	64	161	225	64	2,700		2,539	6.0%	
6952 Protective Clothing	250	131	(119)	250	131	(119)	1,575		1,325	15.9%	
O/ Spaces & Leisure - General :- Indirect Expenditure	47,629	37,048	(10,581)	47,629	37,048	(10,581)	374,671	0	327,042	12.7%	12,273
Net Income over Expenditure	(35,470)	(25,331)	10,139	(35,470)	(25,331)	10,139	(338,158)				
8001 plus Transfer from EMR	12,273	0	(12,273)	12,273	0	(12,273)	0				
Movement to/(from) Gen Reserve	(23,197)	(25,331)	(2,134)	(23,197)	(25,331)	(2,134)	(338,158)				

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Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

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 & Leisure - Cemetery</u>											
1700 Cemetery Income	13,953	6,581	(7,372)	13,953	6,581	(7,372)	78,975			17.7%	
O/ Spaces & Leisure - Cemetery :- Income	13,953	6,581	(7,372)	13,953	6,581	(7,372)	78,975			17.7%	0
4010 Gross Pay	8,045	8,303	258	8,045	8,303	258	99,632		91,587	8.1%	
4270 Employers Pension Contribution	727	691	(36)	727	691	(36)	8,290		7,563	8.8%	
5210 Cemetery Chapel & Office	0	0	0	0	0	0	150		150	0.0%	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	700		700	0.0%	
5410 Repairs & General Maintenance	9	100	92	9	100	92	1,200		1,192	0.7%	
5500 Equipment Hired and New	0	333	333	0	333	333	4,000		4,000	0.0%	
5525 Equipment Maintenance	0	750	750	0	750	750	9,000		9,000	0.0%	
5700 Fuel	72	100	28	72	100	28	1,200		1,128	6.0%	
6000 Rent & Rates	851	875	24	851	875	24	10,500		9,649	8.1%	
6010 Light Heat & Cleaning	0	175	175	0	175	175	2,100		2,100	0.0%	
6013 Cleaning	157	0	(157)	157	0	(157)	1,000		843	15.7%	
6014 Water	0	92	92	0	92	92	1,100		1,100	0.0%	
6101 Telephone	56	67	11	56	67	11	800		744	7.0%	
6104 Mobile Telephone	0	2	2	0	2	2	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	10	12	2	150		140	6.7%	
6240 Computer/ Data Base/WP's	39	60	21	39	60	21	670		631	5.9%	
6320 Staff Training	0	0	0	0	0	0	1,500		1,500	0.0%	
6330 Welfare/Hospitality	0	25	25	0	25	25	300		300	0.0%	
6460 Publicity & Democratic notices	25	0	(25)	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	10	10	0	10	10	125		125	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

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
6720 Books and Periodicals	0	0	0	0	0	0	50		50	0.0%	
6730 Subscriptions	195	200	5	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	89	0	(89)	89	0	(89)	3,000		2,911	3.0%	
6822 Roads Path & Boundaries	0	220	220	0	220	220	850		850	0.0%	
6832 Lawn/Wall of Remembrance	36	0	(36)	36	0	(36)	120		84	29.6%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,500		1,500	0.0%	
6930 Alarm Maintenance	0	0	0	0	0	0	1,700		1,700	0.0%	
6932 Cemetery Security	563	500	(63)	563	500	(63)	6,000		5,437	9.4%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	81	108	27	1,300		1,219	6.2%	
6952 Protective Clothing	129	58	(71)	129	58	(71)	700		571	18.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,084	12,681	1,597	11,084	12,681	1,597	157,862	0	146,778	7.0%	0
Net Income over Expenditure	2,869	(6,100)	(8,969)	2,869	(6,100)	(8,969)	(78,887)				
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	26	0	(26)	26	0	(26)	1,559			1.7%	
1047 QH Allotments Income	13	0	(13)	13	0	(13)	8,342			0.2%	
O/ Spaces & Leisure- Allotment :- Income	39	0	(39)	39	0	(39)	9,901			0.4%	0
4010 Gross Pay	402	317	(85)	402	317	(85)	3,800		3,398	10.6%	
4270 Employers Pension Contribution	56	15	(41)	56	15	(41)	180		124	31.1%	
6014 Water	(672)	0	672	(672)	0	672	950		1,622	(70.7%)	
6300 Computer Software	0	0	0	0	0	0	20		20	0.0%	
6730 Subscriptions	0	0	0	0	0	0	60		60	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

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
6720 Books and Periodicals	0	0	0	0	0	0	50		50	0.0%	
6730 Subscriptions	195	200	5	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	89	0	(89)	89	0	(89)	3,000		2,911	3.0%	
6822 Roads Path & Boundaries	0	220	220	0	220	220	850		850	0.0%	
6832 Lawn/Wall of Remembrance	36	0	(36)	36	0	(36)	120		84	29.6%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,500		1,500	0.0%	
6930 Alarm Maintenance	0	0	0	0	0	0	1,700		1,700	0.0%	
6932 Cemetery Security	563	500	(63)	563	500	(63)	6,000		5,437	9.4%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	81	108	27	1,300		1,219	6.2%	
6952 Protective Clothing	129	58	(71)	129	58	(71)	700		571	18.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,084	12,681	1,597	11,084	12,681	1,597	157,862	0	146,778	7.0%	0
Net Income over Expenditure	2,869	(6,100)	(8,969)	2,869	(6,100)	(8,969)	(78,887)				
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	26	0	(26)	26	0	(26)	1,559			1.7%	
1047 QH Allotments Income	13	0	(13)	13	0	(13)	8,342			0.2%	
O/ Spaces & Leisure- Allotment :- Income	39	0	(39)	39	0	(39)	9,901			0.4%	0
4010 Gross Pay	402	317	(85)	402	317	(85)	3,800		3,398	10.6%	
4270 Employers Pension Contribution	56	15	(41)	56	15	(41)	180		124	31.1%	
6014 Water	(672)	0	672	(672)	0	672	950		1,622	(70.7%)	
6300 Computer Software	0	0	0	0	0	0	20		20	0.0%	
6730 Subscriptions	0	0	0	0	0	0	60		60	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

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	280	0	(280)	280	0	(280)	0		(280)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	66	332	266	66	332	266	5,080	0	5,014	1.3%	0
Net Income over Expenditure	(26)	(332)	(306)	(26)	(332)	(306)	4,821				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	0	12,043			0.0%	
1990 Other Income	0	0	0	0	0	0	1,000			0.0%	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	0	0	0	13,043			0.0%	0
5410 Repairs & General Maintenance	2,013	2,013	1	2,013	2,013	1	2,013		1	100.0%	
6861 Public Clock Maintenance	29	0	(29)	29	0	(29)	200		171	14.4%	
6862 Street Lighting	2,180	1,417	(763)	2,180	1,417	(763)	17,000		14,820	12.8%	
6865 In Bloom Costs	306	412	106	306	412	106	14,000		13,694	2.2%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	4,527	3,842	(685)	4,527	3,842	(685)	33,213	0	28,686	13.6%	0
Net Income over Expenditure	(4,527)	(3,842)	685	(4,527)	(3,842)	685	(20,170)				
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	3,175	0	(3,175)	3,175	0	(3,175)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	3,175	0	(3,175)	3,175	0	(3,175)	0				0
4010 Gross Pay	2,659	0	(2,659)	2,659	0	(2,659)	0		(2,659)	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

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	280	0	(280)	280	0	(280)	0		(280)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	66	332	266	66	332	266	5,080	0	5,014	1.3%	0
Net Income over Expenditure	(26)	(332)	(306)	(26)	(332)	(306)	4,821				
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	0	12,043			0.0%	
1990 Other Income	0	0	0	0	0	0	1,000			0.0%	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	0	0	0	13,043			0.0%	0
5410 Repairs & General Maintenance	2,013	2,013	1	2,013	2,013	1	2,013		1	100.0%	
6861 Public Clock Maintenance	29	0	(29)	29	0	(29)	200		171	14.4%	
6862 Street Lighting	2,180	1,417	(763)	2,180	1,417	(763)	17,000		14,820	12.8%	
6865 In Bloom Costs	306	412	106	306	412	106	14,000		13,694	2.2%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	4,527	3,842	(685)	4,527	3,842	(685)	33,213	0	28,686	13.6%	0
Net Income over Expenditure	(4,527)	(3,842)	685	(4,527)	(3,842)	685	(20,170)				
<u>28 O/ Spaces & Leisure-Vine Cafe</u>											
1211 Sale of Goods	3,175	0	(3,175)	3,175	0	(3,175)	0			0.0%	
O/ Spaces & Leisure-Vine Cafe :- Income	3,175	0	(3,175)	3,175	0	(3,175)	0				0
4010 Gross Pay	2,659	0	(2,659)	2,659	0	(2,659)	0		(2,659)	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

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
4270 Employers Pension Contribution	114	0	(114)	114	0	(114)	0		(114)	0.0%	
5410 Repairs & General Maintenance	31	0	(31)	31	0	(31)	0		(31)	0.0%	
5525 Equipment Maintenance	32	0	(32)	32	0	(32)	0		(32)	0.0%	
6000 Rent & Rates	70	0	(70)	70	0	(70)	0		(70)	0.0%	
6010 Light Heat & Cleaning	11	0	(11)	11	0	(11)	0		(11)	0.0%	
6011 Electricity	(52)	0	52	(52)	0	52	0		52	0.0%	
6014 Water	162	0	(162)	162	0	(162)	0		(162)	0.0%	
6101 Telephone	51	0	(51)	51	0	(51)	0		(51)	0.0%	
6200 Printing & Stationery	3	0	(3)	3	0	(3)	0		(3)	0.0%	
6500 Goods for Resale	957	0	(957)	957	0	(957)	0		(957)	0.0%	
6505 Cafe consumables	87	0	(87)	87	0	(87)	0		(87)	0.0%	
6922 Health&Safety/Risk Assessments	85	0	(85)	85	0	(85)	0		(85)	0.0%	
6935 Waste Bin Disposal-Waste Bins	146	0	(146)	146	0	(146)	0		(146)	0.0%	
O/ Spaces & Leisure-Vine Cafe :- Indirect Expenditure	4,357	0	(4,357)	4,357	0	(4,357)	0	0	(4,357)		0
Net Income over Expenditure	(1,182)	0	1,182	(1,182)	0	1,182	0				
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	460	250	(210)	460	250	(210)	1,500			30.7%	
1805 Tea Kiosk Rental & Pavilion	875	875	0	875	875	0	3,500			25.0%	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	367			0.0%	
O/Spaces & Leisure-Vine Ground :- Income	1,335	1,125	(210)	1,335	1,125	(210)	5,367			24.9%	0
4010 Gross Pay	1,771	1,866	95	1,771	1,866	95	22,398		20,627	7.9%	

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Detailed Income & Expenditure by Phased Budget Heading 29/04/2024

Month No: 1

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
4270 Employers Pension Contribution	65	112	47	65	112	47	1,344		1,279	4.9%	
5010 Vine Area General Maintenance	9	208	199	9	208	199	2,500		2,491	0.4%	
5015 Vine Pavilion maintenance	0	0	0	0	0	0	200		200	0.0%	
5020 Vine Public Convenience	274	1,000	726	274	1,000	726	12,000		11,726	2.3%	
5410 Repairs & General Maintenance	0	67	67	0	67	67	800		800	0.0%	
5500 Equipment Hired and New	0	334	334	0	334	334	2,006		2,006	0.0%	
6014 Water	111	42	(69)	111	42	(69)	500		389	22.3%	
6635 Professional Fees Licensing	0	0	0	0	0	0	210		210	0.0%	
6868 Summer Concerts	600	600	0	600	600	0	3,600		3,000	16.7%	
6869 Special Events	781	140	(641)	781	140	(641)	140		(641)	558.1%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	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	80	80	(0)	80	80	(0)	960		880	8.4%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,693	4,449	756	3,693	4,449	756	48,488	0	44,795	7.6%	0
Net Income over Expenditure	(2,358)	(3,324)	(966)	(2,358)	(3,324)	(966)	(43,121)				
<u>30 F&G P - Bat & Ball Station</u>											
1022 Letting & Hire of Facilities	2,778	1,000	(1,778)	2,778	1,000	(1,778)	12,000			23.1%	
1211 Sale of Goods	3,046	0	(3,046)	3,046	0	(3,046)	0			0.0%	
1213 Event catering	695	0	(695)	695	0	(695)	0			0.0%	
F&G P - Bat & Ball Station :- Income	6,518	1,000	(5,518)	6,518	1,000	(5,518)	12,000			54.3%	0
4010 Gross Pay	6,322	1,583	(4,739)	6,322	1,583	(4,739)	19,000		12,678	33.3%	

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Detailed Income & Expenditure by Phased Budget Heading 20/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	0	1,788	1,788	10,256	11,788	1,532	29,663			34.6%	
1030 Electricity recharge	0	0	0	0	0	0	4,054			0.0%	
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	0	0	66	45	(21)	270			24.3%	
O/ Spaces & Leisure - General :- Income	0	1,788	1,788	12,159	13,505	1,346	36,513			33.3%	0
4010 Gross Pay	12,720	16,581	3,861	25,009	33,162	8,153	198,977		173,968	12.6%	
4011 Mileage	121	0	(121)	121	0	(121)	0		(121)	0.0%	
4270 Employers Pension Contribution	929	1,266	337	1,775	2,532	757	15,190		13,415	11.7%	
5013 Graffiti Removal	0	100	100	0	100	100	1,357		1,357	0.0%	
5025 Lower St Johns Toilets	1,763	1,167	(596)	15,645	2,334	(13,311)	14,000		(1,645)	111.8%	13,838
5026 Greatness Rec Convenience	633	258	(375)	633	516	(117)	3,100		2,467	20.4%	
5030 St Nicholas Burial Ground	483	0	(483)	483	0	(483)	100		(383)	483.0%	
5050 Seats And Litter Bins	0	0	0	0	0	0	2,300		2,300	0.0%	
5060 Sevenoaks Common	0	0	0	5,672	0	(5,672)	5,000		(672)	113.4%	
5065 Tree Safety Survey	0	0	0	0	0	0	4,000		4,000	0.0%	
5070 Other Woodlands	0	0	0	330	1,000	670	4,000		3,670	8.3%	
5110 Knole Paddock & Pavilion	0	0	0	0	0	0	3,500		3,500	0.0%	
5120 Knole Paddock Pitch & Grnd Mt	0	100	100	1,270	1,600	330	2,500		1,230	50.8%	
5310 Miscellaneous Open Spaces	877	433	(444)	1,223	866	(357)	5,200		3,977	23.5%	
5311 Security Open Spaces	2,425	2,083	(342)	4,771	4,166	(605)	25,000		20,229	19.1%	

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Detailed Income & Expenditure by Phased Budget Heading 20/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5316 Skatepark Maintenance	21	500	479	21	500	479	2,000		1,979	1.0%	
5317 Raleys Car Park	0	0	0	0	0	0	422		422	0.0%	
5320 Fertilizers	0	0	0	429	500	71	1,500		1,071	28.6%	
5330 Grass Seed	0	0	0	2,681	2,500	(181)	2,500		(181)	107.2%	
5340 Plants	25	0	(25)	583	700	117	3,000		2,417	19.4%	
5410 Repairs & General Maintenance	32	150	118	35	300	265	1,800		1,765	1.9%	
5412 Capital Refurbishments	0	833	833	0	1,666	1,666	10,000		10,000	0.0%	
5500 Equipment Hired and New	11	583	572	1,142	1,166	24	7,000		5,858	16.3%	
5525 Equipment Maintenance	45	600	555	2,161	2,800	639	8,000		5,839	27.0%	
5550 Vehicle Expenses	949	1,792	843	1,287	3,584	2,297	21,500		20,213	6.0%	
5700 Fuel	320	492	172	868	984	116	5,900		5,032	14.7%	
6010 Light Heat & Cleaning	0	500	500	2,116	2,700	584	8,500		6,384	24.9%	
6011 Electricity	(1,277)	0	1,277	(1,277)	0	1,277	0		1,277	0.0%	
6013 Cleaning	121	50	(71)	152	100	(52)	600		448	25.4%	
6014 Water	40	83	43	87	166	79	1,000		913	8.7%	
6101 Telephone	0	12	12	11	24	13	145		134	7.9%	
6104 Mobile Telephone	0	28	28	33	56	23	340		307	9.8%	
6105 Broadband wi-fi service	0	25	25	29	50	21	300		271	9.6%	
6320 Staff Training	125	0	(125)	125	0	(125)	3,000		2,875	4.2%	
6330 Welfare/Hospitality	405	52	(353)	405	104	(301)	625		220	64.9%	
6635 Professional Fees Licensing	0	0	0	0	0	0	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%	
6851 Bus Shelter Maintenance	0	17	17	0	34	34	200		200	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 20/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6900 Sundry Expenses	0	7	7	0	14	14	80		80	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	1,700		1,700	0.0%	
6930 Alarm Maintenance	379	0	(379)	379	0	(379)	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	0	0	0	3,000		3,000	0.0%	
6935 Waste Bin Disposal-Waste Bins	161	225	64	322	450	128	2,700		2,378	11.9%	
6952 Protective Clothing	0	131	131	250	262	12	1,575		1,325	15.9%	
O/ Spaces & Leisure - General :- Indirect Expenditure	21,308	28,068	6,760	68,937	65,116	(3,821)	374,671	0	305,734	18.4%	13,838
Net Income over Expenditure	(21,308)	(26,280)	(4,972)	(56,778)	(51,611)	5,167	(338,158)				
8001 plus Transfer from EMR	1,565	0	(1,565)	13,838	0	(13,838)	0				
Movement to/(from) Gen Reserve	(19,743)	(26,280)	(6,537)	(42,940)	(51,611)	(8,671)	(338,158)				
Grand Totals:- Income	0	1,788	1,788	12,159	13,505	1,346	36,513			33.3%	
Expenditure	21,308	28,068	6,760	68,937	65,116	(3,821)	374,671	0	305,734	18.4%	
Net Income over Expenditure	(21,308)	(26,280)	(4,972)	(56,778)	(51,611)	5,167	(338,158)				
plus Transfer from EMR	1,565	0	(1,565)	13,838	0	(13,838)	0				
Movement to/(from) Gen Reserve	(19,743)	(26,280)	(6,537)	(42,940)	(51,611)	(8,671)	(338,158)				

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Detailed Income & Expenditure by Phased Budget Heading 20/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	5,607	6,581	974	19,560	13,162	(6,398)	78,975			24.8%	
O/ Spaces & Leisure - Cemetery :- Income	5,607	6,581	974	19,560	13,162	(6,398)	78,975			24.8%	0
4010 Gross Pay	9,138	8,303	(835)	17,183	16,606	(577)	99,632		82,449	17.2%	
4011 Mileage	10	0	(10)	10	0	(10)	0		(10)	0.0%	
4270 Employers Pension Contribution	804	691	(113)	1,531	1,382	(149)	8,290		6,759	18.5%	
5210 Cemetery Chapel & Office	211	0	(211)	211	0	(211)	150		(61)	141.0%	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	700		700	0.0%	
5410 Repairs & General Maintenance	9	100	91	18	200	182	1,200		1,182	1.5%	
5500 Equipment Hired and New	0	333	333	0	666	666	4,000		4,000	0.0%	
5525 Equipment Maintenance	0	750	750	0	1,500	1,500	9,000		9,000	0.0%	
5700 Fuel	63	100	37	135	200	65	1,200		1,065	11.3%	
6000 Rent & Rates	848	875	27	1,699	1,750	51	10,500		8,801	16.2%	
6010 Light Heat & Cleaning	0	175	175	0	350	350	2,100		2,100	0.0%	
6011 Electricity	187	0	(187)	187	0	(187)	0		(187)	0.0%	
6013 Cleaning	0	200	200	157	200	43	1,000		843	15.7%	
6014 Water	360	92	(268)	360	184	(176)	1,100		740	32.7%	
6101 Telephone	51	67	16	107	134	27	800		693	13.4%	
6104 Mobile Telephone	0	2	2	0	4	4	25		25	0.0%	
6105 Broadband wi-fi service	0	12	12	10	24	14	150		140	6.7%	
6240 Computer/ Data Base/WP's	(1,648)	60	1,708	(1,608)	120	1,728	670		2,278	(240.0%)	
6320 Staff Training	0	0	0	0	0	0	1,500		1,500	0.0%	
6330 Welfare/Hospitality	184	25	(159)	184	50	(134)	300		116	61.3%	

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Detailed Income & Expenditure by Phased Budget Heading 20/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	10	10	0	20	20	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	14	0	(14)	103	0	(103)	3,000		2,897	3.4%	
6822 Roads Path & Boundaries	0	0	0	0	220	220	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	36	0	(36)	120		84	29.6%	
6922 Health&Safety/Risk Assessments	0	375	375	0	375	375	1,500		1,500	0.0%	
6930 Alarm Maintenance	503	425	(78)	503	425	(78)	1,700		1,197	29.6%	
6932 Cemetery Security	563	500	(63)	1,126	1,000	(126)	6,000		4,874	18.8%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	161	216	55	1,300		1,139	12.4%	
6952 Protective Clothing	0	58	58	129	116	(13)	700		571	18.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,379	13,261	1,882	22,463	25,942	3,479	157,862	0	135,399	14.2%	0
Net Income over Expenditure	(5,772)	(6,680)	(908)	(2,903)	(12,780)	(9,877)	(78,887)				
Grand Totals:- Income	5,607	6,581	974	19,560	13,162	(6,398)	78,975			24.8%	
Expenditure	11,379	13,261	1,882	22,463	25,942	3,479	157,862	0	135,399	14.2%	
Net Income over Expenditure	(5,772)	(6,680)	(908)	(2,903)	(12,780)	(9,877)	(78,887)				
Movement to/(from) Gen Reserve	(5,772)	(6,680)	(908)	(2,903)	(12,780)	(9,877)	(78,887)				

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Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	26	0	(26)	1,559			1.7%	
1047 QH Allotments Income	13	0	(13)	26	0	(26)	8,342			0.3%	
O/ Spaces & Leisure- Allotment :- Income	13	0	(13)	52	0	(52)	9,901			0.5%	0
4010 Gross Pay	406	317	(89)	807	634	(173)	3,800		2,993	21.2%	
4270 Employers Pension Contribution	48	15	(33)	104	30	(74)	180		76	57.9%	
5410 Repairs & General Maintenance	336	0	(336)	336	0	(336)	0		(336)	0.0%	
6002 QH Allotments Costs	74	0	(74)	74	0	(74)	0		(74)	0.0%	
6014 Water	27	0	(27)	(645)	0	645	950		1,595	(67.9%)	
6300 Computer Software	0	0	0	0	0	0	20		20	0.0%	
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	0	0	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	890	332	(558)	956	664	(292)	5,080	0	4,124	18.8%	0
Net Income over Expenditure	(878)	(332)	546	(904)	(664)	240	4,821				
Grand Totals:- Income	13	0	(13)	52	0	(52)	9,901			0.5%	
Expenditure	890	332	(558)	956	664	(292)	5,080	0	4,124	18.8%	
Net Income over Expenditure	(878)	(332)	546	(904)	(664)	240	4,821				
Movement to/(from) Gen Reserve	(878)	(332)	546	(904)	(664)	240	4,821				

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Detailed Income & Expenditure by Phased Budget Heading 20/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	0	12,043			0.0%	
1990 Other Income	0	0	0	0	0	0	1,000			0.0%	
1997 In Bloom Income	200	0	(200)	200	0	(200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	200	0	(200)	200	0	(200)	13,043			1.5%	0
5410 Repairs & General Maintenance	0	0	0	2,013	2,013	1	2,013		1	100.0%	
6861 Public Clock Maintenance	0	0	0	29	0	(29)	200		171	14.4%	
6862 Street Lighting	597	1,417	820	2,777	2,834	57	17,000		14,223	16.3%	
6865 In Bloom Costs	0	412	412	306	824	518	14,000		13,694	2.2%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	597	1,829	1,232	5,124	5,671	547	33,213	0	28,089	15.4%	0
Net Income over Expenditure	(397)	(1,829)	(1,432)	(4,924)	(5,671)	(747)	(20,170)				
Grand Totals:- Income	200	0	(200)	200	0	(200)	13,043			1.5%	
Expenditure	597	1,829	1,232	5,124	5,671	547	33,213	0	28,089	15.4%	
Net Income over Expenditure	(397)	(1,829)	(1,432)	(4,924)	(5,671)	(747)	(20,170)				
Movement to/(from) Gen Reserve	(397)	(1,829)	(1,432)	(4,924)	(5,671)	(747)	(20,170)				

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Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	278	250	(28)	738	500	(238)	1,500			49.2%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	875	875	0	3,500			25.0%	
1870 Vine Club Insurance Contrib.	0	0	0	0	0	0	367			0.0%	
O/Spaces & Leisure-Vine Ground :- Income	278	250	(28)	1,613	1,375	(238)	5,367			30.0%	0
4010 Gross Pay	2,133	1,866	(267)	3,904	3,732	(172)	22,398		18,494	17.4%	
4270 Employers Pension Contribution	75	112	37	140	224	84	1,344		1,204	10.4%	
5010 Vine Area General Maintenance	0	208	208	9	416	407	2,500		2,491	0.4%	
5015 Vine Pavilion maintenance	0	200	200	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	1,001	1,000	(1)	1,275	2,000	725	12,000		10,725	10.6%	
5410 Repairs & General Maintenance	0	67	67	0	134	134	800		800	0.0%	
5500 Equipment Hired and New	0	334	334	0	668	668	2,006		2,006	0.0%	
6014 Water	19	42	23	130	84	(46)	500		370	26.1%	
6635 Professional Fees Licensing	0	0	0	0	0	0	210		210	0.0%	
6868 Summer Concerts	0	600	600	600	1,200	600	3,600		3,000	16.7%	
6869 Special Events	0	0	0	781	140	(641)	140		(641)	558.1%	
6922 Health&Safety/Risk Assessments	0	0	0	0	0	0	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	0	80	80	80	160	80	960		880	8.4%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,228	4,509	1,281	6,921	8,958	2,037	48,488	0	41,567	14.3%	0
Net Income over Expenditure	(2,950)	(4,259)	(1,309)	(5,308)	(7,583)	(2,275)	(43,121)				

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Detailed Income & Expenditure by Phased Budget Heading 20/06/2024

Month No: 2

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	278	250	(28)	1,613	1,375	(238)	5,367			30.0%	
Expenditure	3,228	4,509	1,281	6,921	8,958	2,037	48,488	0	41,567	14.3%	
Net Income over Expenditure	<u>(2,950)</u>	<u>(4,259)</u>	<u>(1,309)</u>	<u>(5,308)</u>	<u>(7,583)</u>	<u>(2,275)</u>	<u>(43,121)</u>				
Movement to/(from) Gen Reserve	<u>(2,950)</u>	<u>(4,259)</u>	<u>(1,309)</u>	<u>(5,308)</u>	<u>(7,583)</u>	<u>(2,275)</u>	<u>(43,121)</u>				

Sevenoaks Town Council

Cemetery Income Report

1. Background

In 2023/2024 the annual income for the cemetery was approximately £57k against a budget of £75k.

2. 2024/2025 Cemetery Income

In the first quarter of this financial year the income is looking positive at £35k against a budget of £78k.

Cemetery Monthly Income

Year	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	
2024/25	13,953	5,607	12,952										32,512	
2023/24	2,044	6,451	2,736	3,263	6,669	9,918	2,708	6,730	5,403	5,095	5,603	742	57,362	
2022/23	1,207	10,695	8,877	5,220	5,799	4,019	5,298	5,904	4,301	4,306	7,711	9,890	73,227	
2021/22	16,785	1,566	4,926	3,611	6,057	9,813	820	3,867	10,507	5,786	4,054	6,386	74,178	
2020/21	11,195	7,653	1,600	6,328	6,971	5,365	21,751	2,320	2,629	-	1,596	6,013	6,347	76,576
2019/20	10,172	3,422	6,845	8,932	3,379	3,555	6,230	8,944	7,165	13,811	2,294	3,035	77,784	
2018/19	5,583	8,505	5,710	5,740	3,418	11,239	13,953	5,894	2,534	241	16,756	-	1,302	78,271
2017/18	7,772	16,581	1,557	5,470	1,358	7,239	11,512	9,439	3,218	14,605	3,149	9,055	90,955	
2016/17	3,080	415	10,990	3,072	7,891	2,899	6,590	3,581	8,950	2,423	4,366	15,043	69,300	
2015/16	2,874	12,190	1,024	4,601	580	2,398	10,429	6,353	4,882	2,235	4,141	2,275	53,982	

Quarterly income			
Q1	Q2	Q3	Q4
32,512			
11,231	19,850	14,841	17,228
20,779	15,038	15,503	21,907
23,277	19,481	15,194	16,226
20,448	18,664	26,700	10,764
20,439	15,866	22,339	19,140
19,798	20,397	22,381	15,695
25,910	14,067	24,169	26,809
14,485	13,862	19,121	21,832
16,088	7,579	21,664	8,651

Recommendation: To note the cemetery income for 2024/2025.

**Sevenoaks Town Council
Community Asset Working Group – 17th July 2024**

Allotment Officer's Report

The number of available plots at QHA currently stands at 12. The majority of these plots are whole plots (5), followed by 4 quarter plots and 3 half plots. The waiting list for QHA currently stands at 10 (4 in February)

The site at BVA has currently 2 vacant plots with 4 persons on the waiting list.

1. Allotment Rent

Since the Town Council took over the management of the Quaker's Hall site from Sevenoaks Allotment Holders' Association (SAHA) in October 2017, rents have been set as follows:

2017-18	£2.00 per rod*	
2018-19	£3.50 per rod	(75% increase)
2019-20	£4.00 per rod	(14% increase)
2020-21	£4.15 per rod	(3.5% increase)
2021-22	18p per square metre	(9% increase)
2022-23	19.8p per square metre	(10% increase)
2023-24	21.8p per square metre	(10% increase)
2024-25	1. 23.00p per square metre for QHA site	(5.5% increase)
	2. 22.00p per square metre for BVA site.	(1.0% increase)

*this figure was set by SAHA in 2016-17 and was one third less than 2015-16 (£3.00). This meant that Sevenoaks Town Council started from a low point, hence the 75% increase the following year.

Allotments are an important way for a tenant to supplement their diet with home-grown produce. Nothing about being an allotment tenant is cheap: composts and soil improvers, fertilisers, seeds and equipment all cost money, and with the cost of living rising at such a rate, it is important that allotments remain affordable.

RECOMMENDATION TO THE FINANCE & DELIVERY COMMITTEE (17th July):

That the Committee increase rents by 5%, to **24p** per square metre for QHA and to **23p** per square metre for BVA. Proposed new rent increases have been rounded to full figures. Any increase will be communicated to the tenants in September along with their renewal letter and invoice, with the increase effective on 1st October 2025.

Community Payback

The Sevenoaks Town Council is in the process of finalising an agreement with the Community Payback coordinators at HM Prison & Probation Service to arrange placements for offenders to carry out work on vacant plots. The work carried out will include strimming, weeding and general tidying up of plots and will hopefully attract prospective tenants to take these plots on.

Anna Rosińska

Allotments Officer

Sevenoaks Town Council

Community Asset Working Group – 17th July 2024

Sevenoaks Day Nursery – Request to extend facilities

Sevenoaks Day Nursery currently has a 25-year peppercorn lease for the land on which its buildings are located which is within the Bat & Ball Centre site.

The peppercorn lease was provided as part of the Town Council's financial support towards the building. The rent had been previously £1,500 Per annum.

Please see below request from Sevenoaks Day Nursery for an expansion of its facilities:

You will be aware that the Sevenoaks Day Nursery has for a while been interested in adding a small extension onto the existing building, which will allow more capacity and potentially an increase in numbers for the baby room and so the Nursery.

It is our understanding that such a proposal will have to be approved by the Sevenoaks Town Council, as they are our landlords, and is why we are now approaching you to seek permission, allowing us to proceed.

It is our wish to attach a small room onto the side of the baby room. This will be used to put the cots from the current baby room in and be solely used as a sleep room. This will have the added advantage of freeing up space in that room.

After having researching a number of potential options, the one favoured by the Nursery at the moment is supplied by: <https://dunsterhouse.co.uk/addroom-garden-rooms/addroom-garden-room-groove-effect-5m-x-3m-left>

It is 5X3 meter so will sit on the existing base, included in the original Nursery rebuild.

It does not require planning permission.

It is easily assembled on site without disturbing the surrounding areas or the nursery.

It is within budget.

It would meet our preferred deadline, ideally by the end of the year.

You look forward to hearing from you regarding this proposal. Should you require any additional information, please do not hesitate to contact us.

**Planning Permission**

Part 7 of the General Permitted Development Order covers non-domestic extensions, alterations etc, with Class A covering this particular proposal.

There are a few conditions under which extensions to commercial, business or service premises can take place which I can already see are met. Here are the ones that we might need to double check:

- The height of the building as extended should not exceed 4 metres and be ground floor only

Sevenoaks Town Council

Community Asset Working Group – 17th July 2024

- The extension shouldn't be on any land within 2 metres of the boundary of the curtilage of the premises
- That the extension would not be on and extending the front of the building
- It would be constructed using materials which have a similar external appearance to the original building

The last point is the only one that could be of concern.

RECOMMENDED:

1. Sevenoaks Town Council provides permission for Sevenoaks Day Nursery to extend its current building onto 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 to be asked to research a provision where materials have a similar external appearance to the original building.

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.
522 OSL 14.02.22	Sevenoaks Lawn Tennis Club-parking barrier in Raleys Car Park	<p>RESOLVED: to support the SLTC proposal subject to the following:</p> <ul style="list-style-type: none"> • SLTC to proceed only if the tennis club meet the full cost, including planning permission; • Should the items become damaged or unused, they be removed from the site completely, including removal of the key pad and kerbed area and the reinstatement of the area to its former condition at SLTC's expense; • That there be no loss of parking spaces to the Town Council; and • That officers seek reassurance that emergency access provision be taken into account during the planning process. <p>STC is aware that SLTC is ready to submit planning application.</p>

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345.2 OSL 18.09.23		<p>RESOLVED: that the installation of the entry barrier be approved, subject to the width of the adjacent parking spaces not being reduced to less than 2,400mm.</p> <p>Work started in January, to be completed.</p> <p>Completed in April 2024.</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> <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>
582.5 OSL 13.02.23	Vine - Anti-social behaviour	<p>RESOLVED that Officers:</p> <ol style="list-style-type: none"> 1) Review additional security arrangements to be taken; 2) Continue and intensify communication with the Police; and 3) Report back at the next Committee meeting. <p>Item was reported to Youth Service Committee.</p> <p>Enhanced CCTV was installed and existing/damaged toilet doors were replaced with more robust/steel doors.</p>

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		<p>SDC consulting on PSPO, may be complicated due to Premises Licences. Consultation closes Sunday 24 September 2023.</p> <p>Results reported to Youth Services Committee 08.11.23</p> <p>A Public Spaces Prohibition Order was implemented in February.</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</p>	Sevenoaks Greensands Common Project	<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>210 OSL 10.07.23</p>	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>
<p>351 OSL 18.09.23</p>	St John's Hill Public Toilets	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1) To proceed with the refurbishment of St John's Hill Public Toilets to create two unisex accessible toilets. 2) To use budget within earmarked reserves; and 3) To RECOMMEND to the Finance & General Purposes Committee that an additional £15,000 be allocated from CIL

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<p>388.1 F&GP 02.10.23</p>		<p>providing an overall budget of £40,000 including contingency.</p> <p>It was agreed that the Planning Committee be asked to consider registering the toilets as an asset of community value.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) To proceed with the refurbishment of St John's Hill Public Toilets to create two unisex accessible toilets. 2) To use budget within Earmarked Reserves. 3) To allocate an additional £15,000 from Community Infrastructure Levy providing an overall budget of £40,000 including contingency. <p>Revised specification drawn up and sent to contractors who had submitted bids on previous specification.</p> <p>Project completed and toilets re-opened April 2024.</p> <p>Registration as asset of community value successful.</p> <p>Completed.</p>
<p>352 OSL 18.09.23</p>	<p>Planting of Trees</p>	<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>

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388.2 F&GP 02.10.23	Greatness Cemetery Chapel	<p>RESOLVED: That £4,000 be allocated from Community Infrastructure Levy for the installation of two screens at Greatness Cemetery Chapel to allow the showing of still and video images during a service.</p> <p>The Open Spaces & Cemetery Manager advised of a fault with the control unit of the newly installed screens at the cemetery chapel. It was advised that the unit would be returned for repairs.</p> <p>Completed.</p>
668.33 OSL 12.02.24	Greatness Cemetery – Resident definition	<p>RESOLVED: That wording be amended to the following: “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</p> <p>Completed</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>
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>
669 OSL 12.02.24	Tree and Sculpture Projects	<p>669.1 Sevenoaks Society Donation of Trees The Committee noted the generous donation of £300 by the Sevenoaks Society for further tree planting, together with the recommended location at Greatness Recreation Ground, on the bank adjoining Mill Lane and the playground. The Open Spaces & Cemetery Manager confirmed that the trees planted would be native trees.</p> <p>669.2 Infinity Project</p>

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		<p>The Committee was enthusiastic about the project for an outdoor art installation at Greatness Recreation Ground, utilising wooden poles engraved with poems. It was noted that poems used for the project were obtained from a community workshop and there was a possibility of different poems being used once there was a need for replacement due to deterioration.</p> <p>669.3 Beuy's Project</p> <p>It was noted that Sevenoaks Town had been chosen as one of nineteen locations in Britain for a national long-term tree growing project. The project consisted of planting trees in a circle. It was agreed that the Environmental Park would be the location for the project working in partnership with Sevenoaks District Council. The prestigious national project would recognise the commemoration of 50 years of Sevenoaks Town Council.</p> <p>RESOLVED: That</p> <ol style="list-style-type: none"> 1) the locations for the tree and sculpture projects detailed above be approved; and 2) the next steps of installation be progressed. <p>Infinity project installed at Greatness Recreation Ground June 2024.</p> <p>Beuy's Project has not been progressed due to excessive costs.</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>

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		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	RESOLVED: To explore the proposal and to approach the different organisations for their opinions.
677 OSL 12.02.24	Sevenoaks Lawn Tennis Club (SLTC) Proposal for Padel Courts on Town Council Land	RESOLVED that: 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	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.