



15th January 2025

COMMUNITY ASSET WORKING GROUP
To be held in the Council Chamber, Town Council Offices, Wednesday 22nd January 2025 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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Town Clerk

4.	<u>MINUTES OF MEETING OF COMMUNITY ASSET WORKING GROUP HELD ON 6TH November 2024</u> To receive and agree the Minutes of the Meeting of the Community Asset Working Group held on 6 th November 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 October , November and 2024.	Attached
8.	<u>LOCAL GOVERNMENT REORGANISATION</u> To consider the implications for Sevenoaks Town assets.	Attached
9.	<u>GREATNESS RECREATION GROUND PAVILION</u> To note updates on the Greatness Recreation Ground New Pavilion project.	Attached
10.	<u>GREEN FLAG AWARD – THE VINE</u> To note judges' comments on the Green Flag Award.	Attached
11.	<u>SDC S. 106 AGREEMENT – INDOOR CRICKET FACILITIES</u> To receive and note the SDC S. 106 Agreement on indoor cricket facilities.	Attached
12.	<u>SPORTS STRATEGY WORKING GROUP</u> To receive notes of the meeting.	Attached
13.	<u>GREATNESS RECREATION GROUND WORKING GROUP</u> To receive notes of the meeting.	Attached
14.	<u>POTENTIAL TWINNING WITH CETO</u> To receive notes of the meeting.	Attached
15.	<u>CURRENT MATTERS</u> To consider updates on current matters.	Attached
16.	<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 6th November 2024 at the Town Council Offices

Meeting Commenced: 14:00

Meeting Concluded: 14:55

Present:

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

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

The quorum of 3 elected members was met.

- 210. Apologies for Absence:** Received and accepted as noted above.
- 211. Requests for Dispensations:** There were no requests for dispensations.
- 212. Declarations of Interest:** There were no declarations of interest.
- 213. Minutes of Community Asset Working Group held on 4th September 2024**
It was agreed to receive and accept the minutes as a true record.
- 214. Open Spaces & Cemetery Manager’s Report**
The Open Spaces & Cemetery Manager, Nicholas Cave, presented his report.

It was noted that the search for the Deputy Supervisor’s post continued due to a lack of suitable candidates. The Group noted that there were small numbers of applicants and applicants not attending interviews when these were offered. A shortage of applicants was also reported by other local organisations and companies.

Training in Level 1 Football Pitch Maintenance was completed by Leigh Hunt Smith and Nicholas Cave to allow for access to The Football Foundation grant.

The start date of 25th November for repairs to the boundary wall at St Nicholas’ Church was confirmed.

The Open Spaces & Cemetery Manager noted that 5 quotes had been requested from woodland management companies for the 5-year review of woodland sites and two had been received to date.

Sevenoaks Town Council
Minutes of the Meeting of the Community Asset Working Group
Held on 6th November 2024 at the Town Council Offices

It was also advised that the Town Centre and Upper High Street Gardens had been awarded 'Gold' and the HiTB awarded 'Thriving' in the South East in Bloom Awards. Recognition was made for The Vine Gardens for being awarded Gold as well as being the Category Winner. The Working Group thanked STC staff and volunteers who had taken part in the preparations for the judging day.

The Open Spaces & Cemetery Manager noted that the formal celebration for Longspring Wood coming into STC ownership had taken place on 28th September. Donors and the Mayor had been invited to attend.

215. Allotments Report

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

RESOLVED That a press release be published to promote allotments to the community.

216. Statement of Accounts – Community Assets

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

217. Request to Sell or Release Land to Householders to Allow Off Road Parking

The Working Group noted the letter received from residents of The Meadway regarding the sale or release of land at the adjacently located Mount Close Play Area. The group noted the registration of the site is awaiting completion with the Land Registry and noted the costs and difficulties with renovating the land. Health & Safety, excavation, and tree removal were some of the noted concerns.

RESOLVED: that the decision on the release of the land at Mount Close Play Area is to be made following a site visit.

218. Current Matters

The Working Group noted updates on the following current matters:

1. Greatness Recreation Ground Survey
2. Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry House.
3. Greatness Cemetery – Headstone & Memorial Testing
4. Longspring Woods
5. Pre-Application Advice – New Access to The Vine Pavilion
6. Longspring Woods

219. Press Release

The Working Group noted that a Press Release is to be published on the vacancy of allotment plots at the Quakers Hall site.

Open Spaces Managers Report

22-01-2025

Staff

We are still struggling to fill the post of Open Spaces Supervisor; we recently had an offer from an employment agency based in Crawley who felt confident of finding suitable candidates but so far this has not produced any results.

St Nicholas Chantry Wall

The repair to the wall was completed to a good standard before Christmas, and the claim has been sent to our Insurers.

Long term we now need to ensure that the wall is maintained in good order, and we will be looking for quotations for repair and repointing along its entire length but will be looking to break the task down into affordable sections and spread the work over several years, In the interim we have been removing Ivy and other plants that had rooted into the wall, a self-sown sycamore tree at the base has also been felled ,and the stump treated to prevent regrowth.

Woodland Management

We have now instructed PJC Consultancy based near Hailsham to update our Woodland Management plans for the woods previously managed, and to provide a plan for Longspring wood, they are a multi disciplined consultancy and can undertake Biodiversity Net Gain surveys and various other reports if required.

There is currently a grant available from the Forestry Commission for woodland management plans and providing we qualify it should be close to cost neutral to prepare and submit the plans and obtain a felling licence.

Storm Darragh

The Storm caused damage to several significant trees within the Town, and we are currently still dealing with some of them having made sites safe. Several large mature Ash trees which had not displayed significant symptoms of Ash Die Back, failed at root level toppling the tree. I will seek advice and be more observant during the summer when trees are in leaf to look for the symptoms, but it may be that we must take a more precautionary approach and pollard those large trees capable of causing significant damage.

Greatness Cemetery Memorial Safety Survey

We are just concluding a second inspection of the loose headstones to establish how many have been repaired and out of the ones that haven't, whether there is value in repairing them or if they are now beyond economic repair.

We inspected	98 Memorials
We found repaired	9
Of the remaining	
Beyond repair	14
Tall crosses needing urgent work	11
Headstones	64

We intend to write again to all holders of plot rights in the hope that more will be repaired, but then we will need to decide on a course of action, in the interim the most unstable will have temporary supports attached to them.

Following this we can either seek a quotation for their repair or lower them to the ground face upwards or dig them into the ground to a safe depth so that cannot topple but the inscription is still partially visible.

Recommendation sought

Allotment Officer's Report

Vacant Plots and Waiting Lists

Quakers Hall Allotments

The waiting list stands at **8** at Quakers Hall. **25** tenancies had ended during the renewal period, the number of relinquished plots during this time had remained consistent (**23** tenancies had ended during the renewal period in 2023).

There are currently **19** vacant plots at QHA – **6** Whole Plots, **11** half plots and **3** quarter plots (an increase of 4 from 2023). Similarly to previous years several vacant plots had been unlet for a substantial amount of time such as 'orchard' plots or plots that are shaded due to surrounding trees and foliage.

Bradbourne Vale Allotments

The number of vacant plots and persons on the waiting list is currently **2** and **5** respectively.

Community Payback Scheme

Following a successful commencement of the Community Payback Scheme at the Quakers Hall Allotments in September 2024, a site visit and risk assessment at Bradbourne Vale Allotments had taken place on 21st November 2024. It is hoped that work at the site will begin in Spring.

Sevenoaks Allotment Holder's Association Annual General Meeting

The annual general meeting was scheduled to take place on 8th January however due to adverse weather conditions the meeting was postponed. STC is awaiting a date for the rescheduled meeting.

Trading Centre Reopening

The Sevenoaks Allotment Holder's Association confirmed that the trading centre will reopen on 4th February following its closure for the Christmas and winter period.

Anna Rosińska
Allotments Officer

15th January 2025

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 22/11/2024

Month No: 7

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	14,207	20,728	6,521	29,663			47.9%	
1030 Electricity recharge	0	0	0	523	2,000	1,477	4,054			12.9%	
1316 Raleys Car Park Permits	8	0	(8)	1,846	1,672	(174)	1,672			110.4%	
1850 Log Sales	0	0	0	0	0	0	754			0.0%	
1853 Adopt a Tree Income	0	100	100	0	100	100	100			0.0%	
1990 Other Income	0	45	45	277	180	(97)	270			102.5%	
O/ Spaces & Leisure - General :- Income	8	1,933	1,925	16,852	24,680	7,828	36,513			46.2%	0
4010 Gross Pay	16,084	16,581	497	99,292	116,067	16,775	198,977		99,685	49.9%	
4011 Mileage	11	0	(11)	578	0	(578)	0		(578)	0.0%	
4270 Employers Pension Contribution	871	1,266	395	5,841	8,862	3,021	15,190		9,349	38.5%	
5010 Vine Area General Maintenance	30	0	(30)	30	0	(30)	0		(30)	0.0%	
5013 Graffiti Removal	0	0	0	200	1,357	1,157	1,357		1,157	14.7%	
5025 Lower St Johns Toilets	1,810	1,167	(643)	20,759	8,169	(12,590)	14,000		(6,759)	148.3%	13,838
5026 Greatness Rec Convenience	4	258	254	1,929	1,806	(123)	3,100		1,171	62.2%	
5030 St Nicholas Burial Ground	80	0	(80)	563	100	(463)	100		(463)	563.0%	
5050 Seats And Litter Bins	0	0	0	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	336	1,000	664	2,452	3,000	548	4,000		1,548	61.3%	
5110 Knole Paddock & Pavilion	330	340	10	330	1,700	1,370	3,500		3,170	9.4%	
5120 Knole Paddock Pitch & Grnd Mt	0	100	100	3,852	2,100	(1,752)	2,500		(1,352)	154.1%	
5310 Miscellaneous Open Spaces	208	433	225	3,521	3,031	(490)	5,200		1,679	67.7%	

Sevensoaks Town Council
Detailed Income & Expenditure by Phased Budget Heading 22/11/2024

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)	17,225	14,581	(2,644)	25,000		7,775	68.9%	
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	817	0	(817)	1,274	1,000	(274)	1,500		226	84.9%	
5330 Grass Seed	0	0	0	3,379	2,500	(879)	2,500		(879)	135.1%	
5340 Plants	527	0	(527)	1,806	1,400	(406)	3,000		1,194	60.2%	
5410 Repairs & General Maintenance	56	150	94	193	1,050	857	1,800		1,607	10.7%	
5412 Capital Refurbishments	0	833	833	0	5,831	5,831	10,000		10,000	0.0%	
5500 Equipment Hired and New	0	583	583	2,514	4,081	1,567	7,000		4,486	35.9%	
5525 Equipment Maintenance	20	600	580	2,786	5,500	2,714	8,000		5,214	34.8%	
5550 Vehicle Expenses	0	1,792	1,792	2,754	12,544	9,790	21,500		18,746	12.8%	(20,000)
5700 Fuel	259	492	233	2,616	3,444	828	5,900		3,284	44.3%	
6010 Light Heat & Cleaning	0	500	500	2,116	5,700	3,584	8,500		6,384	24.9%	
6011 Electricity	792	0	(792)	283	0	(283)	0		(283)	0.0%	
6013 Cleaning	0	50	50	224	350	126	600		376	37.3%	
6014 Water	22	83	61	495	581	86	1,000		505	49.5%	
6101 Telephone	11	12	1	80	84	4	145		65	55.4%	
6104 Mobile Telephone	15	28	13	127	196	69	340		213	37.3%	
6105 Broadband wi-fi service	22	25	3	194	175	(19)	300		106	64.6%	
6320 Staff Training	0	0	0	1,950	1,500	(450)	3,000		1,050	65.0%	
6330 Welfare/Hospitality	0	52	52	500	364	(136)	625		125	80.0%	
6635 Professional Fees Licensing	0	0	0	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%	

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 22/11/2024

Month No: 7

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	119	119	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	49	49	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	1,400	708	3,000		2,308	23.1%	
6935 Waste Bin Disposal-Waste Bins	161	225	64	1,907	1,575	(332)	2,700		793	70.6%	
6952 Protective Clothing	39	131	92	868	917	49	1,575		707	55.1%	
O/ Spaces & Leisure - General :- Indirect Expenditure	24,931	28,808	3,877	185,720	221,063	35,343	374,671	0	188,951	49.6%	(6,162)
Net Income over Expenditure	(24,922)	(26,875)	(1,953)	(168,867)	(196,383)	(27,516)	(338,158)				
plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(24,922)	(26,875)	(1,953)	(175,030)	(196,383)	(21,353)	(338,158)				
Grand Totals:- Income	8	1,933	1,925	16,852	24,680	7,828	36,513			46.2%	
Expenditure	24,931	28,808	3,877	185,720	221,063	35,343	374,671	0	188,951	49.6%	
Net Income over Expenditure	(24,922)	(26,875)	(1,953)	(168,867)	(196,383)	(27,516)	(338,158)				
plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(24,922)	(26,875)	(1,953)	(175,030)	(196,383)	(21,353)	(338,158)				

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 22/11/2024

Month No: 7

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	960	6,581	5,621	52,986	46,067	(6,919)	78,975			67.1%	
O/Spaces & Leisure - Cemetery :- Income											0
4010 Gross Pay	9,075	8,303	(772)	64,219	58,121	(6,098)	99,632		35,413	64.5%	
4011 Mileage	3	0	(3)	93	0	(93)	0		(93)	0.0%	
4270 Employers Pension Contribution	754	691	(63)	5,824	4,837	(987)	8,290		2,466	70.3%	
5210 Cemetery Chapel & Office	0	0	0	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
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	350	350	700		700	0.0%	
5410 Repairs & General Maintenance	341	100	(241)	997	700	(297)	1,200		203	83.1%	
5500 Equipment Hired and New	0	333	333	581	2,331	1,750	4,000		3,419	14.5%	
5525 Equipment Maintenance	(3)	750	753	313	5,250	4,937	9,000		8,687	3.5%	
5700 Fuel	45	100	55	365	700	335	1,200		835	30.4%	
6000 Rent & Rates	1,033	875	(158)	6,124	6,125	1	10,500		4,376	58.3%	
6010 Light Heat & Cleaning	0	175	175	0	1,225	1,225	2,100		2,100	0.0%	
6011 Electricity	138	0	(138)	737	0	(737)	0		(737)	0.0%	
6013 Cleaning	44	0	(44)	357	600	243	1,000		643	35.7%	
6014 Water	0	92	92	0	644	644	1,100		1,100	0.0%	
6101 Telephone	59	67	8	407	469	62	800		393	50.9%	
6104 Mobile Telephone	0	2	2	0	14	14	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	70	84	14	150		80	46.7%	
6240 Computer/ Data Base/W/P's	39	210	171	(1,005)	670	1,675	670		1,675	(150.0%)	
6320 Staff Training	0	0	0	0	750	750	1,500		1,500	0.0%	

Sevenoaks Town Council
Detailed Income & Expenditure by Phased Budget Heading 22/1/2024
Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6330 Welfare/Hospitality	0	25	25	296	175	(121)	300	0	5	98.5%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0	0	(25)	0.0%	
6500 Goods for Resale	182	10	(172)	182	70	(112)	125	125	(57)	145.5%	
6720 Books and Periodicals	0	0	0	0	50	50	50	50	50	0.0%	
6730 Subscriptions	0	0	0	195	200	5	200	200	5	97.5%	
6802 Trees Plants Turf & Fertilizer	428	0	(428)	1,400	1,600	200	3,000	3,000	1,600	46.7%	
6822 Roads Path & Boundaries	0	220	220	0	660	660	850	850	850	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	36	60	24	120	120	84	29.6%	
6922 Health&Safety/Risk Assessments	0	0	0	263	750	487	1,500	1,500	1,237	17.5%	
6930 Alarm Maintenance	0	0	0	1,451	1,275	(176)	1,700	1,700	249	85.4%	
6932 Cemetery Security	563	500	(63)	3,940	3,500	(440)	6,000	6,000	2,060	65.7%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	716	756	40	1,300	1,300	584	55.1%	
6952 Protective Clothing	246	58	(188)	521	406	(115)	700	700	179	74.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	13,038	12,631	(407)	94,258	92,522	(1,736)	157,862	0	63,604	59.7%	2,299
Net Income over Expenditure	(12,078)	(6,050)	6,028	(41,272)	(46,455)	(5,183)	(78,887)	(78,887)			
plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0	0			
Movement to/(from) Gen Reserve	(12,078)	(6,050)	6,028	(38,973)	(46,455)	(7,482)	(78,887)	(78,887)			
Grand Totals:- Income	960	6,581	5,621	52,986	46,067	(6,919)	78,975	78,975		67.1%	
Expenditure	13,038	12,631	(407)	94,258	92,522	(1,736)	157,862	157,862	0	63,604	59.7%
Net Income over Expenditure	(12,078)	(6,050)	6,028	(41,272)	(46,455)	(5,183)	(78,887)	(78,887)			
plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0	0			
Movement to/(from) Gen Reserve	(12,078)	(6,050)	6,028	(38,973)	(46,455)	(7,482)	(78,887)	(78,887)			

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 22/11/2024

Month No: 7

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
23 O/Spaces & Leisure-Allotment											
1010 Rental Income	0	0	0	(129)	1,559	1,688	1,559			(8.3%)	
1047 QH Allotments Income	84	0	(84)	9,362	8,342	(1,020)	8,342			112.2%	
O/ Spaces & Leisure- Allotment :- Income	84	0	(84)	9,233	9,901	668	9,901			93.3%	0
4010 Gross Pay	623	317	(306)	3,741	2,219	(1,522)	3,800		59	98.4%	
4270 Employers Pension Contribution	76	15	(61)	472	105	(367)	180		(292)	262.0%	
5410 Repairs & General Maintenance	0	0	0	1,097	0	(1,097)	0		(1,097)	0.0%	1,013
6002 QH Allotments Costs	372	0	(372)	499	0	(499)	0		(499)	0.0%	
6014 Water	61	0	(61)	(226)	476	702	950		1,176	(23.8%)	
6300 Computer Software	0	0	0	803	20	(783)	20		(783)	4012.5%	
6620 Legal Expenses	0	0	0	1,500	0	(1,500)	0		(1,500)	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	70	70	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,131	332	(799)	8,164	2,890	(5,274)	5,080	0	(3,084)	160.7%	1,013
Net Income over Expenditure	(1,048)	(332)	716	1,068	7,011	5,943	4,821				
8001 plus Transfer from EMR	0	0	0	1,013	0	(1,013)	0				
Movement to/(from) Gen Reserve	(1,048)	(332)	716	2,081	7,011	4,930	4,821				

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 22/11/2024

Month No: 7

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	84	0	(84)	9,233	9,901	668	9,901			93.3%	
Expenditure	1,131	332	(799)	8,164	2,890	(5,274)	5,080	0	(3,084)	160.7%	
Net Income over Expenditure	(1,048)	(332)	716	1,068	7,011	5,943	4,821				
plus Transfer from EMR	0	0	0	1,013	0	(1,013)	0				
Movement to/(from) Gen Reserve	(1,048)	(332)	716	2,081	7,011	4,930	4,821				

Sevenoaks Town Council
Detailed Income & Expenditure by Phased Budget Heading 22/11/2024
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
29 O/Spaces & Leisure-Vine Ground											
1208 Other Events Income	0	0	0	1,280	1,500	220	1,500	0	7,688	85.3%	
1350 Revenue Grant Income	0	0	0	9,228	0	(9,228)	0	0	822	0.0%	
1805 Tea Kiosk Rental & Pavilion	0	875	875	2,625	2,625	0	3,500	3,500	1,148	75.0%	
1870 Vine Club Insurance Contrib.	0	0	0	462	367	(95)	367	367	200	126.0%	
O/Spaces & Leisure-Vine Ground :- Income											
4010 Gross Pay	1,888	1,866	(22)	14,710	13,062	(1,648)	22,398		7,688	65.7%	
4270 Employers Pension Contribution	69	112	43	522	784	262	1,344		822	38.8%	
5010 Vine Area General Maintenance	105	208	103	1,352	1,456	104	2,500		1,148	54.1%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200	200	200	0.0%	
5020 Vine Public Convenience	13	1,000	987	4,569	7,000	2,431	12,000		7,431	38.1%	
5410 Repairs & General Maintenance	0	67	67	23	469	446	800		777	2.8%	
5500 Equipment Hired and New	0	0	0	0	2,004	2,004	2,006		2,006	0.0%	
6011 Electricity	529	0	(529)	529	0	(529)	0	0	(529)	0.0%	
6014 Water	19	42	23	188	294	106	500		312	37.7%	
6200 Printing & Stationery	0	0	0	385	0	(385)	0	0	(385)	0.0%	
6635 Professional Fees Licensing	0	0	0	70	210	140	210		140	33.3%	
6868 Summer Concerts	0	0	0	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	3,984	0	(3,984)	24,135	0	(24,135)	0	0	(24,135)	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	80	80	(0)	353	560	207	960		607	36.7%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure											
	6,687	3,375	(3,312)	50,432	31,609	(18,823)	48,488	0	(1,944)	104.0%	10,923
Net Income over Expenditure (6,687) (2,500) 4,187 (36,837) (27,117) 9,720 (43,121)											
8001 plus Transfer from EMR	0	0	0	10,923	0	(10,923)	0	0			

Sevenoaks Town Council
Detailed Income & Expenditure by Phased Budget Heading 22/1/2024
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	(6,687)	(2,500)	4,187	(25,914)	(27,117)	(1,203)	(43,121)				
Grand Totals:- Income	0	875	875	13,595	4,492	(9,103)	5,367			253.3%	
Expenditure	6,687	3,375	(3,312)	50,432	31,609	(18,823)	48,488	0	(1,944)	104.0%	
Net Income over Expenditure	(6,687)	(2,500)	4,187	(36,837)	(27,117)	9,720	(43,121)				
plus Transfer from EMR	0	0	0	10,923	0	(10,923)	0				
Movement to/(from) Gen Reserve	(6,687)	(2,500)	4,187	(25,914)	(27,117)	(1,203)	(43,121)				

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 17/12/2024

Month No: 8

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	5,498	1,788	(3,710)	19,705	22,516	2,811	29,663		85,105	66.4%	
1030 Electricity recharge	772	0	(772)	1,295	2,000	706	4,054		(595)	31.9%	
1316 Raleys Car Park Permits	8	0	(8)	1,854	1,672	(182)	1,672		8,459	110.9%	
1850 Log Sales	0	150	150	0	150	150	754		(114)	0.0%	
1853 Adopt a Tree Income	479	0	(479)	479	100	(379)	100		1,157	479.1%	
1990 Other Income	721	0	(721)	997	180	(817)	270		1,417	369.4%	
O/ Spaces & Leisure - General :- Income	7,478	1,938	(5,540)	24,330	26,618	2,288	36,513			66.6%	0
4010 Gross Pay	14,580	16,581	2,001	113,872	132,648	18,776	198,977		85,105	57.2%	
4011 Mileage	18	0	(18)	595	0	(595)	0		(595)	0.0%	
4270 Employers Pension Contribution	890	1,266	376	6,731	10,128	3,397	15,190		1,157	44.3%	
5010 Vine Area General Maintenance	84	0	(84)	114	0	(114)	0		(114)	0.0%	
5013 Graffiti Removal	0	0	0	200	1,357	1,157	1,357		(7,560)	14.7%	13,838
5025 Lower St Johns Toilets	801	1,167	366	21,560	9,336	(12,224)	14,000		661	154.0%	
5026 Greatness Rec Convenience	510	258	(252)	2,439	2,064	(375)	3,100		(463)	78.7%	
5030 St Nicholas Burial Ground	0	0	0	563	100	(463)	100		2,300	563.0%	
5050 Seats And Litter Bins	0	0	0	0	1,148	1,148	2,300		3,532	0.0%	
5060 Sevenoaks Common	0	2,400	2,400	1,468	4,000	2,532	5,000		4,000	29.4%	
5065 Tree Safety Survey	0	0	0	0	4,000	4,000	4,000		1,548	0.0%	
5070 Other Woodlands	0	0	0	2,452	3,000	548	4,000		2,820	61.3%	
5110 Knole Paddock & Pavilion	350	340	(10)	680	2,040	1,360	3,500		(1,628)	19.4%	
5120 Knole Paddock Pitch & Grnd Mt	276	100	(176)	4,128	2,200	(1,928)	2,500		1,417	165.1%	
5310 Miscellaneous Open Spaces	262	433	171	3,783	3,464	(319)	5,200			72.7%	

Sevenoaks Town Council
Detailed Income & Expenditure by Phased Budget Heading 17/12/2024
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)	19,572	16,664	(2,908)	25,000		5,428	78.3%	
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	1,274	1,000	(274)	1,500		226	84.9%	
5330 Grass Seed	0	0	0	3,379	2,500	(879)	2,500		(879)	135.1%	
5340 Plants	497	400	(97)	2,303	1,800	(503)	3,000		697	76.8%	
5410 Repairs & General Maintenance	29	150	121	221	1,200	979	1,800		1,579	12.3%	
5412 Capital Refurbishments	0	833	833	0	6,664	6,664	10,000		10,000	0.0%	
5500 Equipment Hired and New	349	583	234	2,863	4,664	1,801	7,000		4,137	40.9%	
5525 Equipment Maintenance	38	500	462	2,824	6,000	3,176	8,000		5,176	35.3%	
5550 Vehicle Expenses	167	1,792	1,625	2,921	14,336	11,415	21,500		18,579	13.6%	(20,000)
5700 Fuel	487	492	5	3,104	3,936	832	5,900		2,796	52.6%	
6010 Light Heat & Cleaning	0	500	500	2,116	6,200	4,084	8,500		6,384	24.9%	
6011 Electricity	0	0	0	283	0	(283)	0		(283)	0.0%	
6013 Cleaning	0	50	50	224	400	176	600		376	37.3%	
6014 Water	(0)	83	83	494	664	170	1,000		506	49.4%	
6101 Telephone	0	12	12	80	96	16	145		65	55.4%	
6104 Mobile Telephone	6	28	22	133	224	91	340		207	39.0%	
6105 Broadband wi-fi service	0	25	25	194	200	6	300		106	64.6%	
6320 Staff Training	0	0	0	1,950	1,500	(450)	3,000		1,050	65.0%	
6330 Welfare/Hospitality	14	52	38	514	416	(98)	625		111	82.3%	
6635 Professional Fees Licensing	0	0	0	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%	

Detailed Income & Expenditure by Phased Budget Heading 17/12/2024

Month No: 8

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	136	136	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	56	56	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	600	600	379	880	501	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	1,400	708	3,000		2,308	23.1%	
6935 Waste Bin Disposal-Waste Bins	0	225	225	1,907	1,800	(107)	2,700		793	70.6%	
6952 Protective Clothing	43	131	88	911	1,048	137	1,575		664	57.8%	
6975 Bank Charges	161	0	(161)	161	0	(161)	0		(161)	0.0%	
OL Spaces & Leisure - General :- Indirect Expenditure	21,908	31,108	9,200	207,627	252,171	44,544	374,671	0	167,044	55.4%	(6,162)
Net Income over Expenditure	(14,430)	(29,170)	(14,740)	(183,297)	(225,553)	(42,256)	(338,158)				
plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(14,430)	(29,170)	(14,740)	(189,460)	(225,553)	(36,093)	(338,158)				
Grand Totals:- Income	7,478	1,938	(5,540)	24,330	26,618	2,288	36,513			66.6%	
Expenditure	21,908	31,108	9,200	207,627	252,171	44,544	374,671	0	167,044	55.4%	
Net Income over Expenditure	(14,430)	(29,170)	(14,740)	(183,297)	(225,553)	(42,256)	(338,158)				
plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(14,430)	(29,170)	(14,740)	(189,460)	(225,553)	(36,093)	(338,158)				

Sevenoaks Town Council
Detailed Income & Expenditure by Phased Budget Heading 17/12/2024

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	5,469	6,581	1,112	58,454	52,648	(5,806)	78,975			74.0%	
O/ Spaces & Leisure - Cemetery :- Income	5,469	6,581	1,112	58,454	52,648	(5,806)	78,975			74.0%	0
4010 Gross Pay	9,123	8,303	(820)	73,341	66,424	(6,917)	99,632		26,291	73.6%	
4011 Mileage	0	0	0	93	0	(93)	0		(93)	0.0%	
4270 Employers Pension Contribution	753	691	(62)	6,577	5,528	(1,049)	8,290		1,713	79.3%	
5210 Cemetery Chapel & Office	0	0	0	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
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	350	350	700		700	0.0%	
5410 Repairs & General Maintenance	658	100	(558)	1,655	800	(855)	1,200		(455)	137.9%	
5500 Equipment Hired and New	0	333	333	581	2,664	2,083	4,000		3,419	14.5%	
5525 Equipment Maintenance	1,445	750	(695)	1,758	6,000	4,242	9,000		7,242	19.5%	
5700 Fuel	56	100	44	421	800	379	1,200		779	35.0%	
6000 Rent & Rates	848	875	27	6,972	7,000	28	10,500		3,528	66.4%	
6010 Light Heat & Cleaning	0	175	175	0	1,400	1,400	2,100		2,100	0.0%	
6011 Electricity	164	0	(164)	900	0	(900)	0		(900)	0.0%	
6013 Cleaning	0	0	0	357	600	243	1,000		643	35.7%	
6014 Water	217	92	(125)	217	736	519	1,100		883	19.8%	
6101 Telephone	51	67	16	458	536	78	800		342	57.2%	
6104 Mobile Telephone	0	2	2	0	16	16	25		25	0.0%	
6105 Broadband wi-fi service	0	12	12	70	96	26	150		80	46.7%	
6240 Computer/ Data Base/WP's	39	0	(39)	(966)	670	1,636	670		1,636	(144.1%)	
6320 Staff Training	0	0	0	0	750	750	1,500		1,500	0.0%	

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 17/12/2024

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6330 Welfare/Hospitality	45	25	(20)	340	200	(140)	300		(40)	113.4%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	33	10	(23)	215	80	(135)	125		(90)	172.2%	
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	0	0	0	1,400	1,600	200	3,000		1,600	46.7%	
6822 Roads Path & Boundaries	0	0	0	0	660	660	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	36	60	24	120		84	29.6%	
6922 Health&Safety/Risk Assessments	0	375	375	263	1,125	862	1,500		1,237	17.5%	
6930 Alarm Maintenance	0	0	0	1,451	1,275	(176)	1,700		249	85.4%	
6932 Cemetery Security	563	500	(63)	4,503	4,000	(503)	6,000		1,497	75.0%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	797	864	67	1,300		503	61.3%	
6952 Protective Clothing	0	58	58	521	464	(57)	700		179	74.4%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	14,076	12,576	(1,500)	108,334	105,098	(3,236)	157,862	0	49,528	68.6%	2,299
Net Income over Expenditure	(8,607)	(5,995)	2,612	(49,880)	(52,450)	(2,570)	(78,887)				
plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(8,607)	(5,995)	2,612	(47,581)	(52,450)	(4,869)	(78,887)				
Grand Totals:- Income	5,469	6,581	1,112	58,454	52,648	(5,806)	78,975			74.0%	
Expenditure	14,076	12,576	(1,500)	108,334	105,098	(3,236)	157,862	0	49,528	68.6%	
Net Income over Expenditure	(8,607)	(5,995)	2,612	(49,880)	(52,450)	(2,570)	(78,887)				
plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(8,607)	(5,995)	2,612	(47,581)	(52,450)	(4,869)	(78,887)				

Detailed Income & Expenditure by Phased Budget Heading 17/12/2024

Month No: 8

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
23 O/Spaces & Leisure-Allotment											
1010 Rental Income	1,336	0	(1,336)	1,206	1,559	353	1,559			77.4%	
1047 QH Allotments Income	(1,358)	0	1,358	8,005	8,342	337	8,342			96.0%	
O/ Spaces & Leisure- Allotment :- Income	(22)	0	22	9,211	9,901	690	9,901			93.0%	0
4010 Gross Pay	503	317	(186)	4,244	2,536	(1,708)	3,800		(444)	111.7%	
4270 Employers Pension Contribution	60	15	(45)	532	120	(412)	180		(352)	295.5%	
5410 Repairs & General Maintenance	0	0	0	1,097	0	(1,097)	0		(1,097)	0.0%	1,013
6002 QH Allotments Costs	99	0	(99)	598	0	(598)	0		(598)	0.0%	
6014 Water	63	0	(63)	(163)	476	639	950		1,113	(17.1%)	
6300 Computer Software	0	0	0	803	20	(783)	20		(783)	4012.5%	
6620 Legal Expenses	0	0	0	1,500	0	(1,500)	0		(1,500)	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	70	70	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	726	332	(394)	8,890	3,222	(5,668)	5,080	0	(3,810)	175.0%	1,013
Net Income over Expenditure	(748)	(332)	416	321	6,679	6,358	4,821				
8001 plus Transfer from EMR	0	0	0	1,013	0	(1,013)	0				
Movement to/(from) Gen Reserve	(748)	(332)	416	1,334	6,679	5,345	4,821				

Sevenoaks Town Council
Detailed Income & Expenditure by Phased Budget Heading 17/12/2024
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	(22)	0	22	9,211	9,901	690	9,901			93.0%	
Expenditure	726	332	(394)	8,890	3,222	(5,668)	5,080	0	(3,810)	175.0%	
Net Income over Expenditure	(748)	(332)	416	321	6,679	6,358	4,821				
plus Transfer from EMR	0	0	0	1,013	0	(1,013)	0				
Movement to/(from) Gen Reserve	(748)	(332)	416	1,334	6,679	5,345	4,821				

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 17/12/2024

Month No: 8

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
29 O/Spaces & Leisure-Vine Ground											
1208 Other Events Income	0	0	0	1,280	1,500	220	1,500	0	5,730	85.3%	
1350 Revenue Grant Income	0	0	0	9,228	0	(9,228)	0	0	751	0.0%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	2,625	2,625	0	3,500	0	1,148	75.0%	
1870 Vine Club Insurance Contrib.	0	0	0	462	367	(95)	367	0	200	126.0%	
O/Spaces & Leisure-Vine Ground :- Income	0	0	0	13,595	4,492	(9,103)	5,367	0	777	253.3%	0
4010 Gross Pay	1,957	1,866	(91)	16,668	14,928	(1,740)	22,398	0	5,730	74.4%	
4270 Employers Pension Contribution	71	112	41	593	896	303	1,344	0	751	44.1%	
5010 Vine Area General Maintenance	0	208	208	1,352	1,664	312	2,500	0	1,148	54.1%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200	0	200	0.0%	
5020 Vine Public Convenience	949	1,000	51	5,518	8,000	2,482	12,000	0	6,482	46.0%	
5410 Repairs & General Maintenance	0	67	67	23	536	513	800	0	777	2.8%	
5500 Equipment Hired and New	0	0	0	0	2,004	2,004	2,006	0	2,006	0.0%	
6011 Electricity	0	0	0	529	0	(529)	0	0	(529)	0.0%	
6014 Water	16	42	26	204	336	132	500	0	296	40.9%	
6200 Printing & Stationery	0	0	0	385	0	(385)	0	0	(385)	0.0%	
6635 Professional Fees Licensing	0	0	0	70	210	140	210	0	140	33.3%	
6868 Summer Concerts	0	0	0	3,596	3,600	4	3,600	0	4	99.9%	
6869 Special Events	0	0	0	0	140	140	140	0	140	0.0%	
6873 Vine Lighting Project	0	0	0	24,135	0	(24,135)	0	0	(24,135)	0.0%	10,923
6922 Health&Safety/Risk Assessments	0	0	0	0	1,100	1,100	1,100	0	1,100	0.0%	
6931 CCTV Maintenance	0	0	0	0	730	730	730	0	730	0.0%	
6935 Waste Bin Disposal-Waste Bins	64	80	16	417	640	223	960	0	543	43.4%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,058	3,375	317	53,490	34,984	(18,506)	48,488	0	(5,002)	110.3%	10,923
Net Income over Expenditure	(3,058)	(3,375)	(317)	(39,895)	(30,492)	9,403	(43,121)	0	0		
8001 plus Transfer from EMR	0	0	0	10,923	0	(10,923)	0	0	0		

Sevenoaks Town Council
Detailed Income & Expenditure by Phased Budget Heading 17/12/2024
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	(3,058)	(3,375)	(317)	(28,972)	(30,492)	(1,520)	(43,121)				
Grand Totals:- Income	0	0	0	13,595	4,492	(9,103)	5,367			253.3%	
Expenditure	3,058	3,375	317	53,490	34,984	(18,506)	48,488	0	(5,002)	110.3%	
Net Income over Expenditure	(3,058)	(3,375)	(317)	(39,895)	(30,492)	9,403	(43,121)				
plus Transfer from EMR	0	0	0	10,923	0	(10,923)	0				
Movement to/(from) Gen Reserve	(3,058)	(3,375)	(317)	(28,972)	(30,492)	(1,520)	(43,121)				

**Sevenoaks Town Council
Community Asset Working Group 22nd January 2025**

Local Government Reorganisation

There has been significant discussion about the prospect of Kent & Medway moving forward with devolution and local government reorganisation since the Government published their White Paper in December.

On 9th January 2025 Kent County Council held meetings of both their Council and Cabinet to and agreed to bid to join the Government's Devolution Priority Programme and, at the same time, commit to both local government reorganisation in Kent & Medway and to request the cancellation of the County Council election in May this year.

The Chief Executive of SDC has stated that there have been many discussions across Kent since the White Paper was published, with Leaders of each of the Councils in Kent and Medway coming together to air their views and move towards a response to the Government's devolution proposals. Whilst there remain different opinions across the County, it became increasingly apparent that Kent were minded to make a request to Government to participate in their Devolution Priority Programme.

Should Government accept the County Council's request to join the Devolution Priority Programme, it would commit Kent and Medway to elections for a Mayoral Strategic Authority in May 2026 and the implementation of local government reorganisation – most likely from April 2028 at the earliest.

Government will review all bids and decide which Councils it will work with to move forward on devolution and then local government reorganisation.

It remains the case that the Government has set out an incredibly ambitious timetable to deliver on their devolution and local government reorganisation agenda.

Should proposals for Kent progress over the next month, indicative proposals for reorganisation would be required by the end of March. By Autumn this year, initial consultations on accepting a devolution deal in Kent and necessary legislative changes are expected to be implemented.

Focus would then turn to the creation of the Mayoral Strategic Authority (MSA), the new body to be led by a Mayor for Kent & Medway. The new MSA would have responsibility across all of Kent & Medway for the strategic planning of transport & infrastructure, skills & employment, housing & strategic planning, economic development & regeneration, environment & climate change, health, wellbeing & public safety.

Should this all be delivered on time, the first election for a Kent & Medway Mayor would be held in 2026.

**Sevenoaks Town Council
Community Asset Working Group 22nd January 2025**

From 2026 onwards, the focus would turn to Local Government Reorganisation and replacing the County Council, Medway and all of the District and Borough Councils with a number of unitary councils. These would not go live until April 2028 at the earliest.

There is still very limited information available about the detail behind the steps that will follow, and what impact these may have for Town & Parish Councils.

Sevenoaks Town Council is currently at the early stage of considering the assets it may want to operate locally should the opportunity arise at the same time considering resource implications for doing this.

**Sevenoaks Town Council
Community Asset Working Group 22nd January 2025**

Greatness Recreation Ground Pavilion




The funding application to the Football Foundation was submitted in January 2025 for a £1,994,000 scheme. A decision is expected in April.

Currently the project has a shortfall of approximately £300,000 which is hoped to be obtained via Fundraising, loans, grant applications, sponsorship and donations.



Site Quality Evaluation (Mystery Shop)

Name of Site	The Vine	Managing organisation	Sevenoaks Town Council		
Weather Conditions	Sunny and calm				
Date of assessment	Sunday 20 th October 2024	Time (from – to)	13.00 to 14.00		
Overall Result	<p>Green – Meets the standard with no concerns raised</p> <p>Amber – Meets the standard but with some minor areas of concern</p> <p>Red – Does not meet the requirement with major issues identified</p>				
Result: (✓)	<p align="center">Is the site of Green Flag Award Standard?</p> <p> Green <input checked="" type="checkbox"/> Amber <input type="checkbox"/> Red <input type="checkbox"/> </p>				
Grading			Strengths and Recommendations		
<p>Each question is graded Green, Amber or Red</p> <p>NG (not graded) is used when the question cannot be answered or is not applicable – for which an explanation is provided.</p>			<p>Strengths and recommendation are provided to support each grading.</p> <p>Photographs can be included throughout, or at the end of the report to support the feedback from the judge(s) in relation to both strengths and recommendations.</p> <p>Please refer to the Raising the Standard guidance manual here for further information on the criteria.</p>		
A Welcoming Place					
1. Is the site welcoming?	NG	G	A	R	The entire site has a very welcoming feel, with wide open views from all angles where all of its key assets and features can be easily seen.
		X			
2. Is the site easy to find?	NG	G	A	R	The site was quite easy to find from Sevenoaks train station along roads, using maps in the management plan and online.
		X			
3. Is signage in good condition?	NG	G	A	R	The site contained plenty of well-positioned and visible signage. This was not just entrance and welcoming signage, but also information and advisory signage, and it was all up to date and relevant to the site and key features (Figures 1 & 2).
		X			
4. Is the site accessible to all users?	NG	G	A	R	Site well laid out to make it as accessible as possible to all. Very few steps found on site, or alternative means for level access. The open greens are level and easy to navigate (Figure 3).
		X			
Healthy, Safe and Secure					
5. Are facilities on site in good and safe condition?	NG	G	A	R	As far as could be seen all key facilities and features on site were in good condition and well maintained, including grass cricket pitches, buildings such as the café and toilet block, seating, paths, and bins (Figures 3, 4, 5, 6, 7 & 8). All were well positioned and clearly being used for various purposes.
		X			
6. Did you feel safe during the visit?	NG	G	A	R	A site that maximises user visibility so as to secure a positive sense of security and safety; sightlines are well maintained to promote natural surveillance (Figures 3, 5 & 7).
		X			
7. Are dogs being controlled and the site free of dog fouling?	NG	G	A	R	Although dogs are welcome on site, they are being well controlled, and no obvious signs of dog fouling or dog-related damage to trees or furniture.
		X			

Well Maintained and Clean						
8. Is litter, waste and recycling managed?	NG	G	A	R	Excellent standards of litter and waste management seen on site, with ample general litter and waste bins, and bins regularly inspected and emptied (Figure 8).	
		X				
9. Is there a good standard of horticulture maintenance?	NG	G	A	R	Excellent standards of horticultural management across the entire site. This not only included the management of grass on the cricket pitch area (Figures 7 & 8), but the formal gardens in the southern section, where plant selection, height and layout were perfectly suited to their location and purpose (Figures 10, 11, 12 & 13).	
		X				
10. Is there a good standard of arboriculture maintenance?	NG	G	A	R	Very good standards of arboricultural management seen across the site, with no obvious concerns as to tree condition or safety. Mature specimens were being well cared for as were smaller specimens or clusters of less mature trees (Figure 14).	
		X				
11. Are buildings and infrastructure such as walls, paths, steps, and structures in good condition?	NG	G	A	R	All buildings and other key infrastructure seen on site was secure, in good condition, well maintained and in regular use, such as café, toilets, changing rooms, paths, seating and pergola (Figures 1, 4, 6 & 15). The site contained plenty of benches, including memorial ones, which were in good condition (Figures 16 & 17).	
		X				
12. Is equipment used by the public and staff in good condition?	NG	G	A	R	All equipment used by the public and staff was in good condition and safe, including buildings, seating, and sports facilities (Figures 1, 4, 5, 6, 8 & 9).	
		X				
Environmental Management						
13. Is there evidence that the site is managed to have a positive impact on the environment?	NG	G	A	R	Positive approaches to maximising sustainability of site, including effective use of climate change adapted herbaceous plant species in formal beds (Figures 10, 11, 12 & 13), promoting on site litter recycling and conserving water through suitable selection of new trees.	
		X				
Landscape and Heritage						
14. Are heritage and/or landscape features in good condition?	NG	G	A	R	Site contains plenty of important landscape and heritage features, including an attractive War Memorial and bandstand (Figures 18 & 19), but also heritage paths, buildings, and views across the open greens. All are well presented and maintained.	
		X				
Community Involvement						
15. Is there evidence of community involvement and engagement?	NG	G	A	R	Plenty of evidence the public use and value the site, and contribute to its ongoing maintenance and care, as seen in the management plan and information in noticeboards.	
		X				
16. Is user feedback positive?	NG	G	A	R		
		X				
Marketing and Communication						
17. Is there evidence of marketing and promotion, including events? e.g., notice boards, in buildings, website & social media.	NG	G	A	R	Signs and noticeboards contain ample information on the site, its features and to encourage increased public use (Figure 2), as well as information online.	
		X				
18. Is the correct year flag flying and certificate on display?	NG	G	A	R	Yes, a new flag was seen flying at the northern end of the cricket pitch (Figure 6).	
		X				
Overall Result (✓)	Is the site of Green Flag Award Standard?					
	Green		Amber		Red	

An attractive and well maintained public open space that clearly means a lot to local residents and communities; on the day of the visit, it was being well used and people of all ages were enjoying as many of the facilities seen on site as was possible!

Insert photographic evidence below and on subsequent pages.



Figure 1. Views of the Vine, showing large and visible entrance signage, which included plenty of relevant and useful information.



Figure 2. Examples of information signage, as well as a public noticeboard, in Vine, which we well placed and provided heritage and other information to the public.



Figure 3. View across the Vine, with all key features in good condition, as well as showing the level and access-for-all approach to the site's management.



Figure 4. View of buildings inside the Vine, including a café building, seating, and planters, and well-maintained toilets for public use.



Figure 5. View across the Vine, showing well-maintained facilities including café, bandstand, toilet block, heritage lampposts and boundary fencing.



Figure 6. Views of key facilities in the Vine, including an attractive heritage bothy, Green Flag Award flagpole and a small children's play area beside the café building.



Figure 7. Views of the main cricket pitch on the Vine, which was well maintained and fenced off for winter reinstatement.

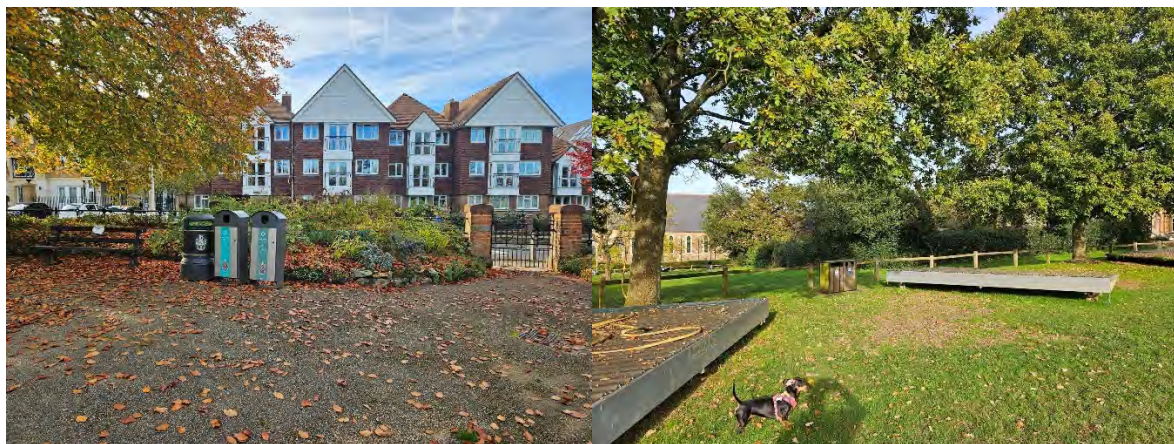


Figure 8. Key facilities in the Vine, including both general waste and recycling litter bins, and weather covers for the cricket pitch.



Figure 9. Examples of good horticultural management in the Vine, such as grass maintenance for the inner and outer fields of the cricket pitch, and marginal meadow grasslands.



Figure 10. Examples of good horticultural management in the Vine, showing the colourful, well-structured, and coherent herbaceous planting schemes in the southern formal areas.



Figure 11. Examples of good horticultural management in the Vine, showing the colourful, well-structured, and coherent herbaceous planting schemes in the southern formal areas.



Figure 12. Examples of good horticultural management in the Vine, showing the colourful, well-structured, and coherent herbaceous planting schemes in the southern formal areas.



Figure 13. Examples of good horticultural management in the Vine, showing the colourful, well-structured, and coherent herbaceous planting schemes in the southern formal areas.



Figure 14. Examples of good arboricultural management in the Vine, including conservation of mature specimens and tree clusters around the cricket pitch part of the site.



Figure 15. Examples of good infrastructure management in the Vine, including paths, seating, and buildings around the more formal southern part of the site.



Figure 16. Examples of furniture and fixtures in the Vine, including well-located and maintained seating and memorial benches.



Figure 17. Examples of furniture and fixtures in the Vine, including well-located and maintained seating and memorial benches.



Figure 18. Examples of good heritage asset management in the Vine, including the attractive War Memorial and heritage plaques for notable features or site history.



Figure 19. Examples of good heritage asset management in the Vine, including the colourful bandstand and heritage landscape views across the main parts of the site.

**Sevenoaks Town Council
Community Asset Working Group 22nd January 2025**

SDC s.106 Indoor Cricket Facilities

Representatives of Sevenoaks Town Council (STC) met with representatives of Sevenoaks District Council (SDC) on 26th November 2024 and agreed the following:

- Sevenoaks Town Council are concerned that the requirements of the s.106 agreement for £150,000 to be spent on Indoor Cricket Facilities within the parish of Sevenoaks town and when this was known to be unviable Sevenoaks District Council did not return the funds or consult as per 6.1. ... *for such purposes as the Town Council the District Council shall agree.*
- Sevenoaks District Council chose unilaterally to hand the funds to a third party for spending across the district and not for the original purpose of the s.106
- Sevenoaks Town Council would want the unspent funds returned to the community via the Town Council to be spent on capital Sports projects as identified in its Sports Strategy review.
- STC frustrated with how KCCT has used the S106 money for ‘replacement indoor cricket school facilities within the parish of Sevenoaks’.
- SDC to confirm where the street cricket and walking cricket hubs are located and when they are taking place.
- SDC to facilitate conversation between STC and KCCT to discuss unused funds and shared ambitions.
- STC keen to see outstanding monies returned. (If this does happen, the monies will be returned to SDC for reconsideration/reallocation.)
- SDC to investigate developing an interactive S106 map (similar to the CIL map) to provide greater transparency of the S106 funds held and used.
- SDC to investigate amending the planning application consultation template in relation to strategic sites / major applications, to include an opportunity for Town and Parish Councils to set out their S106 heads of terms requests.

At the beginning of the year SDC were contacted on the above and an update requested. The following information was received:

I contacted KCCT following our meeting in November to seek the details requested about the cricket hubs, and to get that conversation started between STC and KCCT regarding the unused funds. We haven't had a response yet and so I have chased today.

Regarding the potential to develop a S106 interactive map (along similar lines of our CIL interactive map), this is with our GIS team and is progressing well.

I will be back in touch as soon as I've heard back from KCCT.

Sevenoaks Town Council
Minutes of the Meeting of the Sevenoaks Town Sports Strategy (STSS) Working Group
Held on 4th December 2024 at the Town Council Offices

Meeting Commenced: 18:00

Meeting Concluded: 19:05

In attendance:

Sevenoaks Town Council	CLlr Gareth Willis (Chair)
Sevenoaks Town Council	CLlr Dr Peter Dixon (Vice Chair)
Sevenoaks Town Council	CLlr Victoria Granville
Sevenoaks Town Council	CLlr Canet (Present for Part of Meeting)
Sevenoaks Town Council	Georgina Jackson – Responsible Finance Officer
Sevenoaks Town Council	Nicholas Cave – Open Spaces Manager
Sevenoaks Town Council	Anna Rosińska – Open Spaces & Leisure Committee Clerk
Sevenoaks Football Club	Paul Lansdale
Sevenoaks Sports Council	Edward Oatley
Sevenoaks Indoor Bowls	Alan Hogg
Sevenoaks Hockey Club	Susan Acott
Sevenoaks Indoor Bowls	Richard Pursell
Sevenoaks Suns Basketball Club	Richard Surrey
Member of Public	Alica Árvay

The quorum of 3 elected members was met.

236. Apologies for Absence:

Apologies were received from Cllr Catherine Daniell.

237. Requests for Dispensations:

There were no requests for dispensations.

238. Declarations of Interest:

There were no declarations of interest.

239. Minutes of the Sevenoaks Town Sports Strategy Working Group held on 30th September 2024

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

240. Sevenoaks Town Sports Strategy Review & Recommendations

The Working Group received and noted the Sevenoaks Sports Strategy Review & Recommendations report.

241. Sports Club Representatives - Updates

Updates from sports club representatives were noted by the Working Group, these included:

Sevenoaks Athletics Club – The club reported the relaunch process of the Sevenoaks 7 run in 2025 with the hopes of increasing entrance numbers.

Thackaray Williams Solicitors – It was noted that a free HR check was available for sports clubs and organizations undertaken by Thackaray's.

Sevenoaks Football Club – A value engineer exercise has been completed for the new pavilion. The club also noted an increased demand for more female coaches and referees.

Sevenoaks Town Council
Minutes of the Meeting of the Sevenoaks Town Sports Strategy (STSS) Working Group
Held on 4th December 2024 at the Town Council Offices

A request was made by a member of the public to install more outdoor Table Tennis tables in Sevenoaks. The working group noted the benefits of the sport and noted the planning process.

242. Sevenoaks District Council Sports Strategy

The Working Group received the SDC Sports Facilities Strategy & Action Plan – Final Report and noted further reports and assessments on the SDC website.

243. Dates of Future Meetings

The future Working Group meeting dates were noted:

Wednesday 12th February 2025

Wednesday 16th April 2025 (if needed)

244. Press Release: None

Sevenoaks Town Council
Minutes of the Meeting of the Greatness Recreation Ground Working Group
Held on 18th December 2024 at the Town Council Offices

Meeting Commenced: 2.00 p.m.

Meeting Concluded: 3:05 p.m.

Present: (Quorum minimum of 3 members)

Cllr Claire Shea (Chair)	Present	Cllr Dr Merylyn Canet	Present
Cllr Victoria Granville	Present	Cllr Chloe Gustard	Present

Also in Attendance:

Town Clerk, Open Spaces and Cemetery Manager, Open Spaces & Leisure Committee Clerk,
 Paul Lansdale – Chair of Sevenoaks Football Club, Karen Hilson Greatness Residents
 Association Representative

129. Apologies for Absence

None.

130. Requests for Dispensations

There were no requests for dispensations.

131. Declarations of Interest

There were no declarations of interest.

132. Minutes of the Greatness Recreation Ground Working Group held on 16th October 2024

RESOLVED: The minutes of the Greatness Recreational Working Group held on the 26th June 2024 were agreed as a true record.

133. Greatness Pavilion Update

The Working Group noted that a new tender figure was due to be received by 20th December and that an amendment will be submitted for planning. The chair of the Sevenoaks Football club advised that the Football Foundation grant application is due to be submitted by 10th January 2025.

134. Friends of Greatness Recreation Ground Group

The new draft for the Friends of Greatness Recreation Ground Group poster was noted by the group. It was noted that the poster would be reviewed, updated and circulated with images from the Greatness Recreation Ground.

135. Greatness Recreation Ground Potential Relocation of Play Area Survey

The draft survey was reviewed. It was agreed to add the following questions:

- Would you prefer the play area to be
 Contained within fencing?
 Open trail?
- Outdoor Gym equipment
 Would you prefer to remain in current location and path installed?

Sevenoaks Town Council
Minutes of the Meeting of the Greatness Recreation Ground Working Group
Held on 18th December 2024 at the Town Council Offices

Karen Hilson stated that as a resident and Chair of the Greatness Resident Association she could not support the proposal for the new proposed location of the play area. It was noted that the Resident Association had been successful in obtaining funding for local projects previously and would be willing to try and help with this again for a play area but not in this location.

It was agreed to progress with the public survey and review the results including where the comments originated from.

136. Current Matters

Current Matters were noted. It was agreed to include Parking Matters on the next agenda. Also to refer to the STC Movement & Net Zero Working Group the need for double yellow lines at the junction of Mill Lane and A25.

137. Press Release

It was agreed that a Press Release would be issued about the play area survey when it was released in the new year.

138. Dates of Future Meetings

The following future meeting dates were noted:

Wednesday 26th February 2025: 2pm

Monday 28th April 2025: 2pm

There being no further business the Chair closed the meeting.

Sevenoaks Town Council

**Notes of Meeting to discuss potential
Twinning with Ceto, Italy**

**Monday 16th December 2024 at 2.00 p.m.
Sevenoaks Town Council Offices & via zoom**

Present:

Ceto Municipality	Sevenoaks Town Council	Sevenoaks Twinning Associations	Sevenoaks Residents
Mayor*	Cllr Marilyn Canet	??	Collette Dunn
Deputy Mayor*	Linda Larter	??	Giocomo Ivaldi
Christopher Martin*	Alison Futtit		
	Kassia Estrada Castillon*		

1. Welcome and Introductions

Everyone present introduced themselves.

2. Background information relating to current Twinning organisations:

Representatives of the twinning organisations were not present at the beginning of the meeting however provided background information about how their voluntary organisations worked. They were also able to exchange ideas.

- **Pontoise, France**
- **Rheinbach, Germany**

3. Proposal for twinning with Ceto, Italy

It was noted that Ceto was considerably smaller than Sevenoaks and therefore an unusual choice for a twinning. However, Christopher Martin had connections with Sevenoaks having grown up and attended St Thomas’s School in the town.

It was thought that if a twinning was to develop it should start small potentially initially with schools.

Residents in Ceto were very keen to twin with residents in Sevenoaks and host exchanges.

It was also noted that it could be easier in current times for people to develop international links via zoom etc prior to visiting.

4. Next steps

The following was suggested:

- i) Article in Sevenoaks Town Crier to see if there was more support for twinning with Ceto
- ii) Provide Christopher Martin with contact details for Sevenoaks School and St Thomas's school

Sevenoaks Town Council
Community Asset Working Party – 22nd January 2025

CURRENT MATTERS

(formerly of Open Spaces & Leisure Committee)

NB: updates in green

<p>156 OSL 05.07.21</p>	<p>Greatness Recreation Ground Management and Improvement Plan</p>	<p>Meeting with stakeholders was held on 08.10.2021. It was agreed that a survey would be produced in 2022.</p> <p>The survey will be part of the professional consultant’s work required by the Football Foundation to progress the proposed new pavilion. STFC and STC jointly appointed consultant for public consultation in January 2023. Pending update.</p> <p>Public Consultation regarding current use and improvements to Greatness Recreation Ground commenced on 8 August and was due to close on 15 September 2023 but extended for one week to enable residents receiving notification via the Town Crier time to respond.</p>
<p>353.3 OSL 18.09.23</p>	<p>Greatness Recreation Ground Survey</p>	<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.
<p>4 Greatness Recreation Ground Working Party 25.04.2024</p>		<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>
<p>414.2 OSL 07.11.22</p>	<p>Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry house</p>	<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>

Sevenoaks Town Council
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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>Completed</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</p>

Sevenoaks Town Council
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		woodland such as Sevenoaks Common and the newly acquired Longspring Wood. Completed.
210 OSL 10.07.23 7.07.2024 STSS WG	Sevenoaks Sports Strategy Review	The timeline for production of the second Sports Strategy is dependent on items raised during the consultation. The first meeting took place 4 th October 2023. 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. Questionnaire launched 22 nd January. Ongoing liaison with stakeholders.
352 OSL 18.09.23	Planting of Trees	It was noted that the Town Council had planted 1318 trees over the past 4 years. RESOLVED that: 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. 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.
668.33 OSL 12.02.24	Greatness Cemetery – Headstone & memorial testing	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.

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<p>Min 88 17.07.24</p>		<p>Inspection survey completed. Letters partially sent to rights holders of graves with unsafe headstones/memorials on 20th June 2024. 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> <p>See Agenda Item 5</p>
<p>668.10 OSL 12.02.24</p>	<p>Woodland Management</p>	<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> <p>See Agenda Item 5</p>
<p>674 OSL 12.02.24</p>	<p>Pre-Application Advice – New Access to The Vine Pavilion</p>	<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. <p>Ongoing.</p>
<p>675 OSL 12.02.24</p>	<p>Tree Planting at Hillingdon Rise and Hillingdon Rise Play Area</p>	<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>

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<p>676 OSL 12.02.24</p>	<p>Proposal to Collaborate with SDC, KCC and West Kent Housing to Share Grass Cutting Costs</p>	<p>RESOLVED: To explore the proposal and to approach the different organisations for their opinions.</p>
<p>677 OSL 12.02.24</p>	<p>Sevenoaks Lawn Tennis Club (SLTC) Proposal for Padel Courts on Town Council Land</p>	<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.
	<p>Longspring Woods</p>	<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> <p>Completed</p>