

**Sevenoaks Town Council**  
**Minutes of the Meeting of the Community Asset Working Group**  
**Held on 22<sup>nd</sup> January 2025 at the Town Council Offices**

**Meeting Commenced:** 14:00

**Meeting Concluded:** 15:00

**Present:**

CLlr Claire Shea	Substitute for	CLlr Dr Peter Dixon
CLlr Victoria Granville	Substitute for	CLlr Nigel Wightman
CLlr Dr Meryllyn Canet	Substitute for	CLlr Gareth Willis
CLlr Libby Ancrum ( <b>Mayor, ex-officio</b> )	Apologies	
CLlr Lise Michaelides	Apologies	

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

The quorum of 3 elected members was met.

**281. Apologies for Absence**

Received and accepted as noted above.

**282. Requests for Dispensations**

None.

**283. Declarations of Interest**

None.

**284. Minutes of Community Asset Working Group held on 4<sup>th</sup> November 2024**

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

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

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

It was noted that there remained a lack of suitable candidates with supervisory experience. STC have commissioned a recruiting company to search for suitable candidates.

Other updates noted:

St Nicholas' Chantry Wall – Claim has been submitted to insurers. It was advised that repair would need to be undertaken on the whole wall, it was suggested to divide repairs into affordable sections and complete them through several years.

Woodland Management – PJC Consultancy had been appointed to revise current Management Plan which is set to include current woodlands and Longspring Wood which was taken into STC ownership in September 2024.

Storm Darragh – Due to the storm several large trees were felled. It was noted that approximately 25 ash trees will require felling at Sevenoaks Common and that Ash Dieback was spreading. It was noted that the mapping of ash trees would be beneficial for the next Woodland Management Plan.

**286. Allotments Report**

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

**287. Statement of Accounts – Community Assets**

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

**288. Local Government Reorganisation**

The Working Group received the Town Clerk's report on Local Government Reorganisation as well as possible plans and proposals within the Devolution Priority Programme. It was acknowledged the limited information made available regarding future process.

It was noted that STC would be considering possible assets it would acquire in the future.

**289. Greatness Recreation Ground Pavilion**

The Working Group noted a shortfall in funds for the New Pavilion project at Greatness Recreation Ground. A funding application was submitted to the Football Foundation and a decision is to be received in April.

**290. Green Flag Award – The Vine**

The Green Flag Site Quality Evaluation (Mystery Shop) feedback form was received by the Working Group, Open Spaces Staff and volunteers involved in maintenance of the The Vine were thanked.

It was noted that an application for the Green Flag Award 2025 is to be submitted shortly with a deadline of 31st January.

**291. SDC S. 106 Agreement – Indoor Cricket Facilities**

An statement on the current status of the SDC s.106 was received from SDC and noted by the Working Group.

**292. Sports Strategy Working Group**

The Working Group noted the minutes of the STSS Working Group meeting held on 4<sup>th</sup> December 2024, it was advised that the STSS document has been finalized and the last meeting of the group is to be held on 12<sup>th</sup> February 2025.

**293. Greatness Recreation Working Group**

The minutes of the Greatness Recreation Working Group meeting held on 18<sup>th</sup> December 2024 were received and noted.

**294. Potential Twinning With Ceto**

**Sevenoaks Town Council**  
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**Held on 4<sup>th</sup> December 2024 at the Town Council Offices**

The Working Group noted the minutes of the STC meeting held on 16<sup>th</sup> December 2024 where the twinning of Sevenoaks Town with the Town of Ceto was discussed. The differing sizes of Sevenoaks and Ceto were also noted.

**295. Current Matters**

Several completed projects were noted to the Working Group. The ongoing New Pavilion project at Greatness Recreation Ground was noted and discussed earlier in the meeting.

**296. Press Release**

None.