

Monday 3rd November 2025

You are hereby summoned to attend a meeting of the **Community Asset (Open Spaces) Committee** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG** on **Monday 10 November 2025 at 7pm**. 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.

Please note, proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/N-7do53Oo6I?> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

Members of the public wishing to address the Council Meeting should notify the Town Council by 12 noon on the day of the meeting. Members of the public not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.


Town Clerk

To assist in the speedy and efficient despatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Committee Members:

Cllr Dr Marilyn Canet (Chair)	Cllr Tony Clayton (Mayor)
Cllr Dr Peter Dixon (Vice-Chair)	Cllr Lionel O'Hara
Cllr Libby Ancrum	Cllr Lise Michaelides

Quorum minimum of 3 members.

PUBLIC QUESTIONS

To enable any questions previously submitted by members of the public on any matter to be drawn to the attention of the Town Council.

Agenda

1	APOLOGIES FOR ABSENCE To receive and note apologies for absence.
2	REQUESTS FOR DISPENSATIONS 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	DECLARATIONS OF INTEREST To receive any declarations of interest from Members in respect of any items of business included in the agenda for this meeting.

4	MINUTES OF MEETING HELD ON 15TH SEPTEMBER 2025 To receive and note the minutes of the Community Asset Working Group meeting held on Monday 15th September 2025. (attached)
5	OPEN SPACES & CEMETERY MANAGER'S REPORT To receive and consider the Open Spaces & Cemetery Manager's report (report to follow)
6	ALLOTMENTS REPORT To receive and consider the Allotment Officer's Report. (attached)
7	SAHA PROPOSAL FOR SOLAR PANELS AND GAZEBO AT QUAKERS HALL ALLOTMENTS To receive and consider the proposal for solar panels and a gazebo at the Quakers Hall allotment site by SAHA. (attached)
8	RCP BUDGET AND STATEMENT OF ACCOUNTS To receive and consider the RCP Budget and Statement of Accounts for August and September 2025. (attached)
9	CRICKET PITCH COVERS To receive and note the proposal for mobile cricket covers provision at Raley's Field and Knole Paddock. (report to follow)
10	GREATNESS RECREATION GROUND COMMUNITY & FOOTBALL PAVILION To receive and note the Greatness Recreation Ground Community & Football Pavilion report. (report to follow)
11	SPORTS PITCHES AT KNOLE PADDOCK To receive and note the report on sports pitches at Knole Paddock. (report to follow)
12	KEEP BRITAIN TIDY RECOMMENDATIONS FOR ADDRESSING DOG FOULING To receive and note recommendations from Keep Britain Tidy for addressing Dog Fouling. (attached)
13	COMMUNITY BUS UPDATE To receive and note the update on the Community Bus. (report to follow)
14	RALEYS CAR PARK To receive and consider the report regarding Raleys Car Park. (report to follow)
15	VINE CRICKET PAVILION ROOF To receive and note the report on the Vine Cricket Pavilion Roof. (report to follow)
16	GREATNESS RECREATION GROUND WORKING GROUP - NOTES OF MEETING To receive and note the minutes of the Greatness Recreation Ground Working Group meeting held on 22nd October 2025. (attached)
17	SEVENOAKS IN BLOOM - RESULTS To receive and note the results of the South & South East and Britain In Bloom competitions. (attached)

18	CURRENT MATTERS To note updates to Current Matters. (attached)
19	PRESS RELEASE To consider any agenda item, which would be considered appropriate for a press release.

Sevenoaks Town Council

Minutes of the meeting of the Community Assets (Open Spaces) Committee Held on Monday 15 September 2025 in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtube.com/live/A-ZSCHfqPP4>

Meeting commenced: 19:01

Meeting Concluded: 19:48

Present:

Cllr Dr Canet – (Chair)	Present	Cllr Clayton – Mayor	Present
Cllr Dr Dixon – (Vice-Chair)	Present	Cllr O’Hara	Present
Cllr Ancrum	Apologies	Cllr Michaelides	Present

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

One member of the public was present.

335 - APOLOGIES FOR ABSENCE

Apologies received from Cllr Ancrum and The Open Spaces Manager.

336 - REQUESTS FOR DISPENSATIONS

None received.

337 - DECLARATIONS OF INTEREST

None received.

338 - MINUTES OF MEETING HELD ON 4TH AUGUST 2025

The Committee received the minutes of the Community Assets (Open Spaces) Committee meeting held on Monday 4th August 2025.

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of the Community Assets Committee held on 4th August 2025 as a true record.

339 - STATEMENT OF ACCOUNTS - COMMUNITY ASSETS

Councillors received and considered the RFO’s summary report and Statement of Accounts for July 2025.

RESOLVED: To receive and note the Statement of Accounts to 31st July 2025.

340 - DRAFT PROPOSED CHARGES FOR 2026-2027

The draft proposed charges for 2026-2027 were received and considered by The Council.

Sevenoaks Town Council

RESOLVED: To RECOMMEND to the Finance & Delivery Committee that the attached Fees and Charges be adopted and query the reason why the Cemetery Chapel fee has been increased above inflation.

341 - OAST HOUSE

The Committee received the update report on the Oast House Business Proposal.

342 - WAR MEMORIAL

Councillors received the update on the War Memorial.

RESOLVED:

- i) That 'Selecta DNA' grease be removed from the metal statue.
- ii) That the inscriptions be cleaned.
- iii) To proceed with the use of SmartWater (now DeterTech) to protect the War Memorial.

343 - VINE BRIDGE

The update on the Vine Bridge refurbishment was received by the Councillors.

The Committee members noted that the minutes should reflect their gratitude to Cllr Victoria Granville for her research relating to the Vine Bridge.

RESOLVED:

- i) That The Town Council considers the most cost-effective manner to obtain a professional design and specification for a new modernised bridge in keeping with the Vine Gardens.
- ii) That public consultation take place regarding the design.
- iii) That once specification is agreed, to obtain tenders via normal procurement process.
- iv) That cost once identified, to be considered by the Town Council's Finance & Delivery Committee.

344 - KENT COUNTY COUNCIL CAPITAL GRANT FOR SPORT

It was noted that STC had applied to the KCC Active Sports Capital Grant Fund to replace some sports equipment at Knole Paddock Sports Ground.

345 - SUMMER THEATRE SHOWS

The Committee received and noted the Summer Theatre Shows report from Georgie Taylor. Councillors who attended the shows noted that the shows were fun and educational.

346 - FUTURE WORKING GROUP MEETINGS

Councillors agreed that the next Greatness Recreation Ground Working Group meeting would take place on Wednesday 22nd October.

The date for the next Arts & Culture Working Group meeting is to be confirmed.

347 - CURRENT MATTERS

Updates on current matters were noted by the Committee.

348 - PRESS RELEASE

None.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

Cemetery Charges 01.04.2026 to 31.03.2027GREATNESS PARK CEMETERYFEES & CHARGES FROM 1 APRIL 2026(All prices are inclusive of VAT)TARIFF CATEGORIES

	Resident (£)	Non-Resident (£)
EXCLUSIVE RIGHTS OF BURIAL		
In a grave previously used for a limited period burial:		
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.		
In a New Grave (For 75 years):		
Includes Certificate of Grant, entry in Register (all sites)		
Earth (Lawn section) Grave Site A	1274.00 1325.00	3822.00 3975.00
Earth (Lawn section) Grave Site B	771.00 802.00	2313.00 2406.00
Earth (Lawn section) Grave Site C	495.00 515.00	1485.00 1544.00
Infants (non-viable foetuses, still born children, and under 5 years)	26.00 27.00	78.00 81.00
<i>Outside spaces are surcharged 25%</i>		
Pre-purchase of Gravemarker	88.00 92.00	88.00 92.00
INTERMENT FEES (Including grave digging)		
Infant's Grave (single depth grave in infant's section)	175.00 182.00	525.00 546.00
Single depth in an adult grave (all ages)	612.00 636.00	1836.00 1909.00
Double depth in an adult grave (all ages)	822.00 855.00	2466.00 2565.00
<i>Surcharge for casket burials is double the above fees</i>		
Burials with coffins & caskets outside of normal dimensions	POA	POA
Interment of cremated remains within a Grave	105.00 109.00	315.00 328.00
OTHER FEES		
Transfer of Exclusive Rights of Burial Grant (per document)	86.00 89.00	86.00 89.00
To search Register of Burials per name (same family)	43.00 45.00	43.00 45.00
Annual Grave Maintenance-Grass Grave	124.00 129.00	124.00 129.00
Annual Grave Maintenance-Full Memorial	172.00 179.00	172.00 179.00
Turfing of old graves (at client's request)	90.00 94.00	90.00 94.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	193.00 201.00	193.00 201.00
Weekend surcharge-cremated remains burial	193.00 201.00	193.00 201.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	69.00 72.00	69.00 72.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	POA	POA

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

RESIDENT

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

NON-RESIDENT

Any non-parishioner

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

Cemetery Charges 01.04.2026 to 31.03.2027GREATNESS PARK CEMETERYFEES & CHARGES FROM 1 APRIL 2026(All prices are inclusive of VAT)

	Resident (£)	Non-Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required) *visual tributes over 25 pictures incur an additional cost of £50	206.00 264.00	206.00 264.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	213.00 222.00	213.00 222.00
Double headstones	425.00 442.00	425.00 442.00
Additional inscriptions after first interment	146.00 152.00	146.00 152.00
Tablets, scrolls, bird baths and books up to 15 inches in height	161.00 167.00	161.00 167.00
To replace a memorial with similar or smaller memorial	58.00 60.00	58.00 60.00
Memorial removal and disposal fee	129.00 134.00	129.00 134.00
Notes to Memorial permits		
- Kerbstones and border stones are NOT permitted on grave sites: - for which exclusive burial rights were purchased on or after 1.11.80 - in Lawn Areas (whenever exclusive burial rights were purchased). - Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above. - Memorial prices will rise above inflation to cover additional costs for inspection. - All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.		
WALL OF REMEMBRANCE		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	159.00 165.00	159.00 165.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	308.00 320.00	924.00 961.00
Additional inscription to existing plaque	62.00 64.00	62.00 64.00
LAWN OF REMEMBRANCE		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	221.00 230.00	663.00 690.00
Interment of ashes (digging charge)	105.00 109.00	315.00 328.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	192.00 200.00	192.00 200.00

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

RESIDENT

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

NON-RESIDENT

Any non-parishioner

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

Sevenoaks Town Council

Agenda Item 4

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2026/2027

	Monday (Tennis Nets)	Tuesday	Wednesday (Tennis Nets)	Thursday	Friday	Saturday	Sunday (Tennis Nets)
6.00 a.m. – 9.00 a.m.	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge	No Charge
9.00 a.m. – 12.00 p.m.	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge
12.00 p.m. – 3.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	No Charge	No Charge
3.00 p.m. – 6.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	No Charge	Bookable for sports parties at B&B Ctr	No Charge
6.00 p.m. – 9.00 p.m.	No Charge	Charging for Pre-Booked	No Charge	Charging for Pre-Booked	Charging for Pre-Booked	No Charge	No Charge

Charging for Pre-Booked:

Non-Commercial Junior	£5.50 £5.70	Per hour Including VAT
Non- Commercial Adult	£11.10 £11.50	Per hour Including VAT
Commercial	£27.70 £28.80	Per hour Including VAT
Team Sports Adults	£27.70 £28.80	Per hour Including VAT
Team Sports Juniors	£22.20 £23.00	Per hour Including VAT

Charges and Non-Charging Schedule for MUGA at Bat & Ball Centre 2026/2027

- i) Sevenoaks Town Council's Multi Use Games Area at Bat & Ball Centre is designed to enable the following sports to be played: Tennis, Netball, 5 A Side Football, Basketball practice. Days indicating Tennis Nets will mean that only tennis can be played. Days without Tennis Nets mean that the facility is available for other sports.
- ii) During times when there are no charges if someone is waiting is time is limited to 40 minutes to enable others to use the MUGA.
- iii) Hall hire facilities are also available to facilitate sports-based parties on Saturday afternoons
- iv) VAT exempt price is available to block bookings of 10 or more sessions to recognised sports bodies meeting relevant conditions – please enquire for form
- v) Use of the floodlights will need to be part of a pre-booked and paid for session.

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2026

CHARGES GENERAL CATEGORIES

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	
Normal size – 253m2 (10 rods equivalent)	£0.23 £0.24 per m2 wef 29.09.2026 (£58.19 per 253m2 plot)
Quakers Hall Allotments:	
Normal size – 253m2 (10 rods equivalent)	£0.24 £0.25 per m2 wef 29.09.2026 (£60.72 per 253m2 plot)
Logs:	
- Full Load - Half Load	£146.00 £152.00 £92.00 £96.00
RALEY'S CAR PARK	
Annual car park pass (limited number available to applicants who meet specified requirements)	£65.00 £68.00
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2020 for 5 years. Lease expires December 2025)	£3,750.00 Review Sept 2025
Sevenoaks Clarendon LTC (reviewed February 2022. Next review due March 2028. Main lease expires March 2042)	£473 per annum Review March 2028
The Sevenoaks Vine Club	
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5-year reviews. Lease expires 23 September 2028)	£4,000 per annum Review Sept 2025
Vine Cricket Ground (Licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town FC Ltd:	
Pitch 1(Lease expires 17 May 2043)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
Pitch 2 Tenancy at Will commenced July 2013	£520 per annum

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2026

Pavilion Tenancy at Will commenced July 2013	£1 per annum
Sevenoaks Day Care	One peppercorn per annum
The Stag Community Arts Centre	Premium Nil
Access to Mount Close Play Area	£7.40 £7.70 per annum

DRAFT

Markets Fees and Charges 01.04.2025 to 31.03.2026FEES & CHARGES FROM 1 APRIL 2026(Prices exclude VAT)

RATES (£)		
Blighs Market	per stall	48.00 50.00
Wednesday Market		Available on Application
Saturday Market		Available on Application
Christmas Market		48.00 50.00

Open Spaces and Cemetery Managers Report

Staff

Following the successful internal promotion of Mr Leigh Hunt Smith to Open Spaces Supervisor we are now recruiting for another member of staff with general skills to assist the team, we are particularly looking for tractor driving ability or a willingness to learn as we have relatively few staff able or willing to undertake this task.

Woodland Management Plans (Including Longspring Wood)

The Forestry commission have responded positively to the proposal sent to them, and after some very small amendments the application is awaiting final approval, with a time scale of 2 months. We should then be able to start any works needed this winter. As seen in the previously presented application, work is phased over the 5 years that the scheme runs, there are no specific works planned for yr 1, but general care, keeping rides open and controlling invasive species such as Rhododendron will be our work for the winter months.

Vine Gardens

You may be aware that the Vine lawn is currently fenced off to protect the renovation work we have done last month.

The lawn was hollow tine aerated to assist with drainage then thoroughly scarified before being reseeded and topsoil applied on the most eroded areas. The fence will remain in place until we have strong growth throughout the badly eroded areas.

Buckhurst Play Area

Last month the safety surface under the Zip wire was repaired, holes were filled, dense wearing pads installed in the centre and at either end a further layer of rubber applied across the whole surface, this coincided with the hawser being removed and checked for wear, new breaking springs installed then reassembled and tensioned, this completed the overhaul to the Zip wire.

The new See Saw and Springers due to be installed have been delivered to our care and we await the final delivery of replacement climbing frame poles, the chosen installer will then complete all works in one go, the site will need to be closed during installation so adequate notice will have to be given to the public via social media, the web site and local posters.

We plan to complement the improved play area with more tree and shrub care this winter, having recently replaced the sections of broken fencing around the toddler area after damage suffered to the fence below the zip wire which marks our boundary from the rest of the site. This will be replaced as routine work this winter.

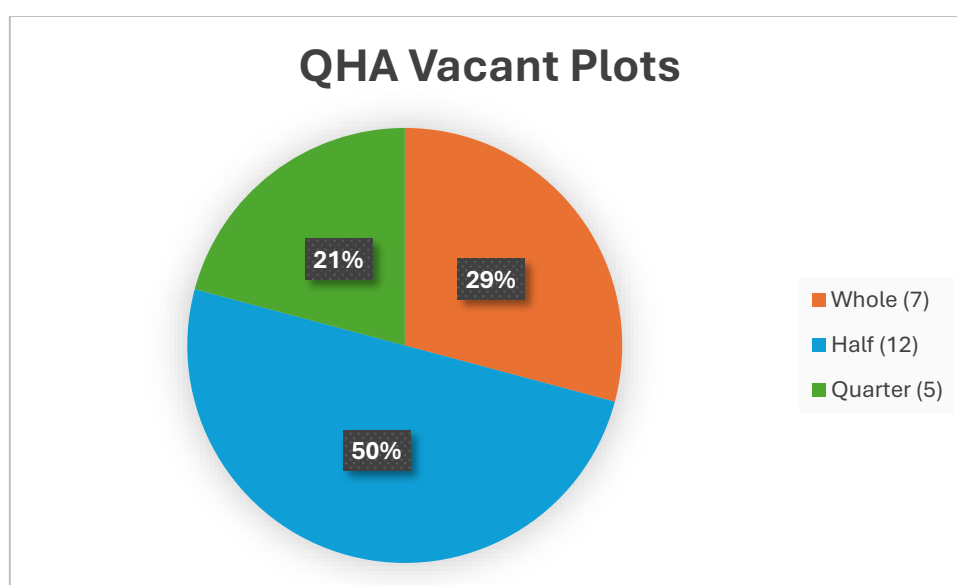
**Sevenoaks Town Council
Community Assets (Open Spaces) Committee
10th November 2025**

Allotment Officer's Report

Vacant Plots and Waiting Lists

With every rental period end, it is expected to see an increase in relinquished plots. As of November, the current number of vacant plots stands at 24 (difference of -1 compared to last year).

The waiting list is 6 (2 former tenants returning).



Renewal Invoices

Due to some technical issues with the invoicing system tenants had received their invoices later than usual and the deadline for payment was also extended. To date, 213 payments have been received for plots on both sites (44 payments outstanding).

Payment reminder letters are scheduled to be sent by end of this week (week ending 7th November 2025)

Skip Hire at QHA

Twice a year, STC provides a skip for tenants to dispose of the garden waste they are unable to compost. The skips are very popular however, due to them being overfilled on

**Sevenoaks Town Council
Community Assets (Open Spaces) Committee
10th November 2025**

previous occasions and concerns regarding weight, the skip provided in October was downgraded to an 8-yard skip (instead of 12-yard).

Water

Although the temperature is quite mild for this time of year, rainfall is consistent and thus the water mains will be turned off in the next two weeks.

SAHA Solar Panel and Gazebo Projects

STC has received supporting documents for the proposed Solar Panel and Gazebo projects.

Kind regards,

Anna Rosińska
Allotments Officer
3rd November 2025

**Sevenoaks Town Council
Community Assets (Open Spaces) Committee
10th November 2025**

**SAHA Proposal for Solar Panels and Gazebo at Quakers Hall
Allotments**

SAHA Request

STC has been approached by SAHA with two proposals, these are:

1. SAHA proposes the installation of solar PV and battery storage at the Quakers Hall site which is hoped to stop the use of a diesel generator in turn support The Council's environmental and social objectives.
2. A second proposal requests for the authorisation to install a wooden gazebo on a communal plot which would provide shelter for allotment holders and visitors.

Planning Matters

1. Planning permission would need to be sought from SDC.
2. Gazebo structure is simple and would be authorised.

Impact on Allotment Holders

1. Access to block of sheds and pathways is expected to be temporarily restricted during cabling works and installation of solar PV. Temporary noise during works to be expected.
2. Noise expected during construction.

Financial Matters

1. Estimated cost for the project is **£10,234**.
2. The gazebo structure is set to cost a total of **£2,171** (excluding labour).

Solar and Sustainability Proposal

Applicant: Sevenoaks Allotments Holders Association (SAHA)
Site Address: Quaker's Hall Lane Allotments, Sevenoaks, Kent
Grid Reference: 51°17'03.3"N 0°11'55.1"E
Date: 24th October 2025

Executive Summary

The Sevenoaks Allotment Holders Association (SAHA) proposes the installation of a small-scale solar photovoltaic (PV) and battery storage system at Quaker's Hall Lane Allotments, Sevenoaks.

This community-led sustainability project aims to eliminate the need for diesel generators, provide a renewable power source for events and site operations, and enhance the overall environmental performance of the allotment.

The proposed 4.14 kW solar system will generate approximately 4,582 kWh per year - sufficient to power lighting, small appliances, and community events serving over 200 plot holders.

Estimated Cost: £10,234 + VAT (based on supplier quote)

1. Introduction

This proposal outlines the installation of a small-scale solar photovoltaic (PV) and battery storage system located on the rooftops of concrete lockers within Quakers Hall Allotment, Sevenoaks. The aim is to provide a sustainable and self-sufficient energy solution to support community gardening activities and improve the environmental performance of the site.

This installation forms part of SAHA's wider strategy to improve energy efficiency and demonstrate sustainable practices for community-managed land.

2. Background

Sevenoaks Allotment Holders Association is a community group within Quakers Hall Allotment that promotes inclusive gardening and local food production. The site has an increasingly diverse and multicultural membership, with individuals and families participating in food growing, wildlife habitat creation, and educational sessions for all ages.

3. Proposal Details

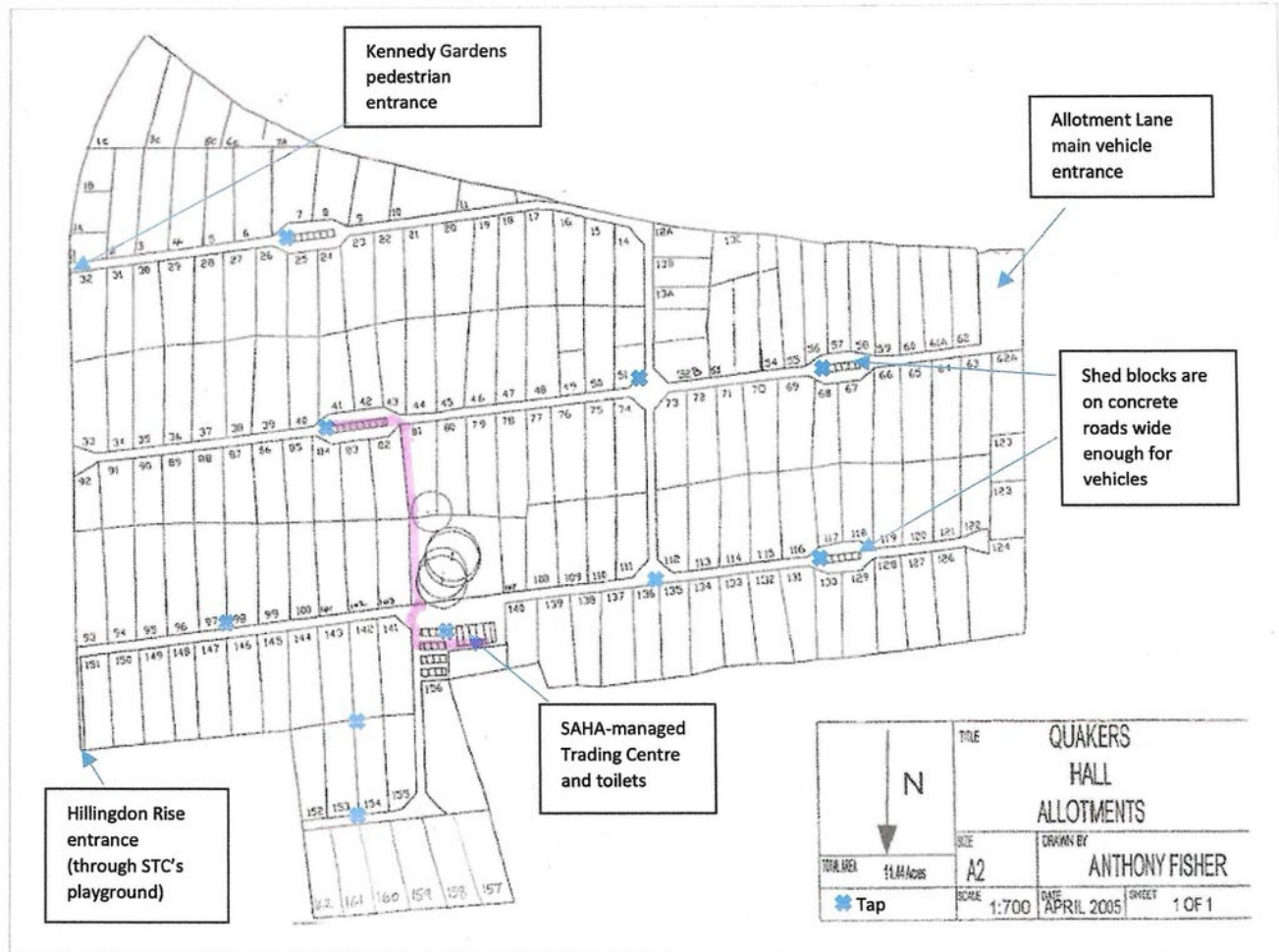
The proposal seeks approval to install a solar PV system with integrated battery storage to power small electrical loads such as lighting and to provide power to the Trading Centre for catering needs. The PV panels will be mounted on the roof of a locker block (of sheds), with all cabling and equipment installed to current electrical safety standards.

The proposed roof already includes a rainwater harvesting system, including guttering and a water butt, reducing reliance on mains water.

4. Technical Summary

- Solar array: 4.14 kW peak output (~4,582 kWh/year)
- Battery storage: 6.5 kWh lithium or LiFePO₄ system
- Mounting: Steel roof frame with weatherproof equipment locker
- Electrical protection: RCD-protected inverter compliant with BS 7671
- Installer: MCS-accredited contractor ensuring full safety and compliance

All electrical works will be certified under Part P and registered with Building Control where required.



Plan: Locker block by plot 41-42; cable between 81-82 side, right of 103, right of 141 to bottom locker block, to back of trading Centre.

5. Environmental and Sustainability Statement

The project demonstrates a commitment to environmental stewardship and long-term sustainability by reducing carbon emissions and encouraging ecological awareness within the community. All elements of the proposal have been designed to integrate seamlessly with the natural environment and maintain the visual character of the allotment.

- Sustainable measures include:
- Renewable energy generation via solar panels
- Battery storage for efficient energy use
- Rainwater collection and reuse
- Recycled or sustainably sourced materials

The allotment is owned by Sevenoaks Town Council, whose Green Community Investment Plan 2024 complements the Sevenoaks District Council Climate Change Strategy. This proposal supports both councils shared goals of carbon reduction, biodiversity enhancement, and inclusive community resilience.

The installation will also serve as an educational resource for visitors, demonstrating renewable energy technology and practical approaches to sustainable land management.

6. Community and Inclusion

The project will create a welcoming environment that fosters participation across cultural, generational, and ability boundaries, reinforcing the allotment's role as an inclusive community asset.

7. Access and Visual Impact

The installation will have negligible visual impact. Panels will sit flush with the existing roofline of the locker block and will not be visible from adjacent paths. The use of all-black, non-reflective panels ensures a discreet appearance in harmony with the surrounding landscape.

The works will not affect any access routes or shared allotment facilities.



Visual reference available upon request

7A. Planning Permission and Roof Integration

The proposed solar installation is designed to comply with permitted development rights under current UK planning regulations for non-domestic microgeneration. As the locker block roof is part of a community-managed site and the panels will not exceed 200mm in height above the roof surface, formal planning permission is not anticipated to be required. However, SAHA will liaise with Sevenoaks Town Council and the local planning authority to confirm compliance and obtain any necessary consents.

Key design considerations include:

- Roof type: Panels will be installed on a pitched roof structure using a low-profile mounting system.
- Panel orientation: All panels will be laid in landscape format to minimize visual impact and optimize roof coverage.
- Height and footprint: The total height of the panels and mounting system will remain below 200mm above the roofline. Panels will be fully contained within the roof area and will not overhang the roof edges.

- The panels will be installed flush with the roof pitch and will not protrude above the ridge line.
- The installer has verified that the roof has the ability to carry the weight of the panels. (Structural loading calculations are available upon request.)

This approach ensures the system remains visually unobtrusive while meeting structural and regulatory requirements.

8. Expected Benefits

- Elimination of diesel generator use
- ~4,582 kWh/year of clean energy generation
- Supports over 200 plot holders, including a significant number aged 60 and above, many over 65
- Enables 12+ community events annually

9. Health, Safety, and Maintenance

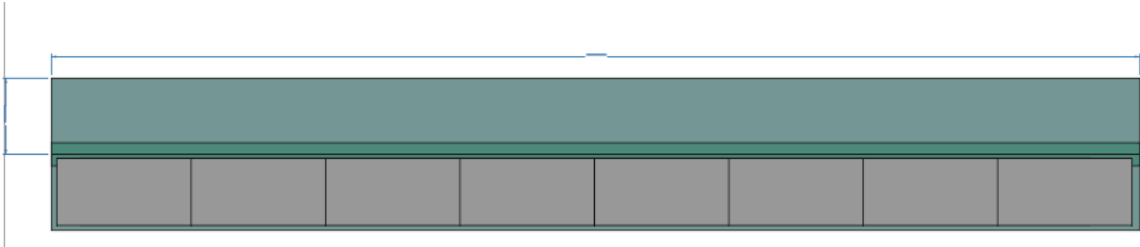
The system will be installed and commissioned by qualified personnel, following current IET Wiring Regulations (BS 7671). Regular maintenance checks will be carried out annually by SAHA volunteers or an approved contractor to ensure continued safety, performance, and longevity. An inspection log will be maintained for record.

10 Closing Statement

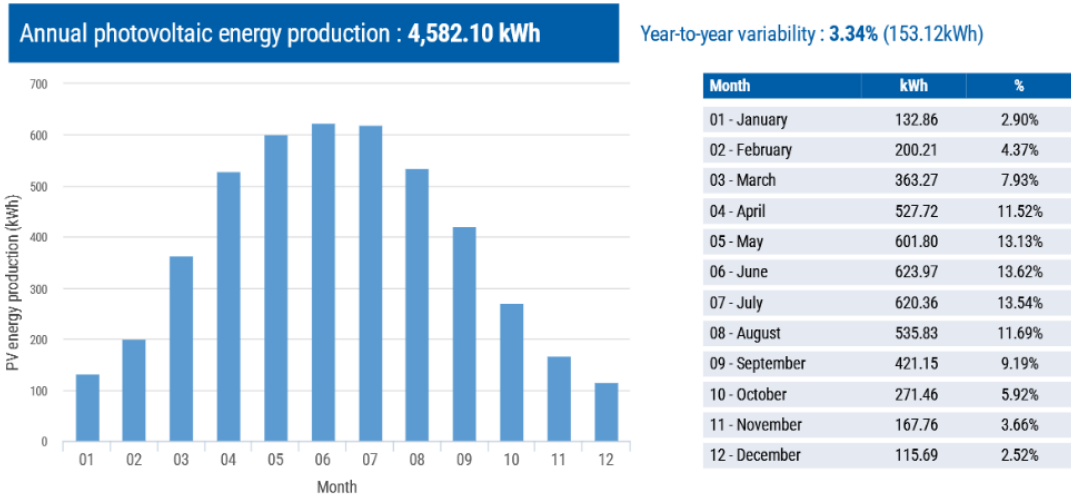
SAHA respectfully requests approval for this sustainable energy improvement, which supports the community's environmental and social objectives, enhances site functionality, and contributes to the long-term resilience of Quaker's Hall Allotment.

11. Further Details

This system will require running cables from the sheds, back along the path, through the trees and across the concrete path.



Without shading, the 4.14kWh system is estimated to produce approximately 4,582kWh annually.



Average monthly electrical production of the defined system [kWh]

The result of the photovoltaic energy calculation is the average monthly energy production and the average annual production of the photovoltaic installation with the chosen properties. Inter-annual variability is the standard deviation of the annual values calculated on the period covered by the selected solar radiation database.

Source: PVGIS © European Union, 2001-2024. Reproduction of this data is permitted, provided the source is acknowledged, unless otherwise stated.



Cable run from Locker block to Trading Centre – satellite view

- Roof width: 17,000 mm
- Roof slope length: 1,100 mm (surface)
- Panel size: 2,112 mm x 1,052 mm (JA Solar 460W)
- Total array footprint: 16,896 mm x 1,052 mm (8 panels in landscape)
- Boundary note: Due to the narrow roof slope (1,100 mm), it is not possible to maintain a 1-metre clearance from all roof edges. However, panels will not overhang and will remain within the roof footprint.
- Rainwater runoff will continue to be captured by the existing guttering system, ensuring no disruption to water harvesting.

Gazebo Installation and Sustainability Proposal

Applicant: Sevenoaks Allotments Holders Association (SAHA)
 Site Address: Quaker's Hall Lane Allotments, Sevenoaks, Kent
 Grid Reference: 51°17'03.3"N 0°11'55.1"E
 Date: 24th October 2025

1. Project Overview

SAHA proposes the installation of a sustainably sourced timber gazebo (W4.0m × D3.0m) in Bill's Orchard, a shared communal space adjacent to the Trading Centre. The structure will serve as a sheltered hub for social gatherings, educational workshops, and informal rest, enhancing the site's inclusivity, resilience, and environmental stewardship.



2. Design and Materials

Gazebo Model: Leviathan Wooden Gazebo by Dunster House Ltd.
 Dimensions: 4m × 3m footprint; ~3.03m ridge height; ~2.12m eaves height
 Structure: FSC-certified pressure-treated softwood timber with non-toxic preservatives

Roofing: Super felt material with guttering and water collection system

Fixings: Galvanized/stainless steel for durability and corrosion resistance



Environmental Credentials:

- Timber sourced from responsibly managed forests (FSC & PEFC certified)
- Non-toxic treatment ensures safety for humans, wildlife, and soil
- Open-sided design minimizes visual impact and maximizes airflow
- Modular, reversible construction allows future adaptation or removal

3. Ground Stabilization and Drainage

Flooring:

- EcoG Ecodeck Earthpress Grass Grids (12m²) to stabilize ground and promote vegetation
- Infill with native grass or clover to support pollinators and soil health

Drainage System:

- Guttering channels rainwater to a water butt
- Overflow directed to a modular soakaway crate system (1m³ at 1m depth)
- Prevents surface runoff and supports groundwater recharge

Wind Resilience:

- Four concrete pads (400mm × 400mm × 300mm) with sleeve anchors (M20/M12)
- Designed for reversibility—pads can be excavated if needed

4. Community and Environmental Benefits

Social Inclusion:

- Monthly “Mug and Muffin” gatherings, school workshops, and informal meetups
- Shelter for older plot holders and those with limited mobility
- Encourages multicultural and intergenerational engagement

Climate and Biodiversity Impact:

- Supports low-carbon lifestyles by promoting outdoor socialisation
- Enhances biodiversity through native planting and permeable surfaces
- Reduces reliance on indoor spaces and fossil-fuel heating

Educational Value:

- Demonstrates sustainable building practices
- Integrates with solar-powered Trading Centre for off-grid learning
- Encourages stewardship and environmental awareness among visitors

5. Visual and Ecological Sensitivity

- No tree removal or habitat disruption
- Structure blends with natural surroundings and maintains open views
- Materials and layout chosen to preserve allotment character and ecology

6. Budget Overview

ITEM	COST ESTIMATE
GAZEBO (OFFER PRICE)	£1,594
ECOG ECODECK GRASS GRIDS	£150
SOAKAWAY & GEOTEXTILE	£177
GUTTERING SYSTEM	£100
CONCRETE & ANCHORS	£150
TOTAL (EXCL. VOLUNTEER LABOUR)	£2,171

7. Sustainability Statement

This proposal reflects SAHA's deep commitment to environmental stewardship, climate resilience, and inclusive community development. The gazebo installation has been designed to minimize ecological impact while maximizing long-term sustainability and social value.

Sustainable Materials and Circular Design:

- The structure is built from FSC and PEFC-certified softwood timber, sourced from responsibly managed forests.
- Timber is pressure-treated with non-toxic preservatives, ensuring safety for humans, wildlife, and soil.
- All fixings are galvanized or stainless steel, chosen for durability and corrosion resistance, reducing maintenance and material waste.
- The modular, open-sided design is fully reversible, allowing future adaptation or removal without permanent disruption to the site.

Biodiversity and Soil Health:

- The gazebo floor will be stabilized using EcoG Ecodeck Earthpress Grass Grids, which support vegetation growth and soil permeability.
- Native grass or clover infill promotes pollinator activity and enhances local biodiversity.
- No trees or habitats will be disturbed during installation, preserving the ecological integrity of Bill's Orchard.

Water-Sensitive Urban Design:

- Rainwater will be harvested via guttering and stored in a water butt for reuse.
- Excess runoff will be directed to a modular soakaway crate system, supporting groundwater recharge and preventing surface erosion.
- This approach aligns with sustainable drainage principles and reduces pressure on local water infrastructure.

Climate Resilience and Low-Carbon Living:

- The structure is engineered to withstand local wind conditions using reversible concrete pads and anchors.
- By encouraging outdoor gatherings and reducing reliance on indoor, fossil-fuel-heated spaces, the gazebo supports low-carbon lifestyles.
- Integration with the adjacent solar-powered Trading Centre further enhances the site's off-grid capabilities and energy independence.

Community Empowerment and Education:

- The gazebo will serve as a platform for sustainability workshops, gardening education, and social events.
- It fosters environmental awareness and stewardship among plot holders, visitors, and local schools.
- The allotment is owned by Sevenoaks Town Council, whose Green Community Investment Plan 2024 complements the Sevenoaks District Council Climate Change Strategy. This proposal supports both councils shared goals of carbon reduction, biodiversity enhancement, and inclusive community resilience.

8. Expectations

- Expected to host 12+ community events annually
- Supports 200+ plot holders, including 50+ aged 60+

9. Alignment with Funding Priorities

This proposal supports Sevenoaks District Council's Climate Action Plan and aligns with the UK Community Energy Fund's goals of promoting low-carbon infrastructure, community resilience, and inclusive engagement.

10. Supporting Documents

Please see specification sheet for further details.

- Gazebo Specification – Leviathan W4.0m × D3.0m
- EcoG Ecodeck Earthpress Grass Grids
- 1m³ Soakaway Crates & Geotextile

Sevenoaks Town Council – Community Asset (Open Spaces) Committee

Finance Officer's Report

Financial report for the period ended 30th September 2025

1. Summary

As at the end of September, the year-to-date position shows a surplus of £7,010.

For the Community Asset (Open Spaces) Committee the biggest variances to budget to date are as follows:

- Open Spaces: Other woodland is £3,654 over its annual budget due to lots of tree work identified in the tree safety report. About 19 trees needed felling or work on them, a lot of this is due to Ash die back disease. It likely that costs will remain high for the next few years as Ash Die Back seems to be taking hold now in Sevenoaks.
- Cemetery: Income is £19,458 above budget YTD.
- Open Spaces: street lighting/ general: In Bloom costs are £2,162 over the annual budget.
- The Vine Area: ground maintenance is £4,295 over its annual budget due to £4,382 for the bridge repairs and fence works that were unbudgeted.

2. Net Comparisons

Cost Centre	September 2024 (Actual)	September 2025 (Actual)
Open Spaces & Leisure – General	-£150,107	-£169,564
Cemetery	-£26,895	-£20,372
Allotments	£3,129	£3,960
Street Lighting	-£13,404	-£17,888
Vine Ground	-£19,227	-26,430

3. Open Spaces & Leisure (General)

- Other Woodland is £3,651 over its annual budget due to lots of tree work being identified in the tree safety report.
- Grass seed is £1,858 over its budget YTD, this is due to some works being undertaken but it is hoped that grant funding will be received to offset this from the football foundation.
- Total expenditure under cost centre 21 (Open Spaces General) is £14,507 under budget.

4. Cemetery

- Income is £19,458 above budget year to date.
- The computer nominal code is over its annual budget by £232 this is due to the purchase of a new laptop due to the old laptop becoming obsolete as Windows 10 will stop running in October.

5. Allotments

- Invoices have been circulated for the new period.

6. Street Lighting/ In Bloom

- In Bloom costs were £2,162 over the annual budget. After investigation it was found that contractor gardening payments were inputted to this nominal in error and the revised position is £613 over the annual budget.

7. Vine Grounds

- The general maintenance nominal is £4,295 over its annual budget due to £4,382 for the bridge repairs and fence works that were unbudgeted.

8. Use of Contingency

Monies spent

2025/2026 - £62k	
Stag Evaluation	5,950
Vine Café - Dishwasher	1580

9. Outstanding Debts

There are no outstanding debts more than 3 months old.

Detailed Income & Expenditure by Phased Budget Heading 31/10/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	50	1,750	1,701	10,898	10,500	(398)	28,000			38.9%	
1030 Electricity recharge	1,198	0	(1,198)	1,198	950	(248)	3,800			31.5%	
1316 Raleys Car Park Permits	54	0	(54)	1,829	1,742	(87)	1,739			105.2%	
1550 Insurance Claims	8,488	0	(8,488)	8,488	0	(8,488)	0			0.0%	8,488
1853 Adopt a Tree income	0	0	0	0	0	0	102			0.0%	
1990 Other Income	0	46	46	1,249	138	(1,111)	276			452.6%	
<u>O/ Spaces & Leisure - General :- Income</u>	<u>9,790</u>	<u>1,796</u>	<u>(7,994)</u>	<u>23,662</u>	<u>13,330</u>	<u>(10,332)</u>	<u>33,917</u>			<u>69.8%</u>	<u>8,488</u>
4010 Gross Pay	15,548	17,032	1,484	84,949	85,160	211	204,378		119,429	41.6%	
4011 Mileage	107	67	(40)	421	335	(86)	800		379	52.6%	
4270 Employers Pension Contribution	947	1,380	433	4,890	6,900	2,010	16,558		11,668	29.5%	
5010 Vine Area General Maintenance	27	0	(27)	308	0	(308)	0		(308)	0.0%	
5013 Graffiti Removal	0	500	500	248	833	585	1,000		752	24.8%	
5025 Lower St Johns Toilets	4,916	1,196	(3,720)	8,426	5,980	(2,446)	14,350		5,924	58.7%	
5026 Greatness Rec Convenience	0	265	265	1,139	1,325	186	3,177		2,038	35.9%	
5030 St Nicholas Burial Ground	0	0	0	107	102	(5)	102		(5)	105.2%	
5050 Seats And Litter Bins	0	0	0	0	589	589	2,357		2,357	0.0%	
5060 Sevenoaks Common	0	2,562	2,562	580	4,270	3,690	5,125		4,545	11.3%	
5065 Tree Safety Survey	0	0	0	0	4,100	4,100	4,100		4,100	0.0%	
5070 Other Woodlands	4,950	0	(4,950)	7,556	2,050	(5,506)	4,100		(3,456)	184.3%	1,240
5110 Knole Paddock & Pavilion	0	359	359	1,821	1,077	(744)	3,587		1,766	50.8%	
5120 Knole Paddock Pitch & Grnd Mt	0	214	214	373	1,070	697	2,562		2,189	14.6%	
5310 Miscellaneous Open Spaces	884	442	(442)	5,480	2,210	(3,270)	5,300		(180)	103.4%	840

Detailed Income & Expenditure by Phased Budget Heading 31/10/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5311 Security Open Spaces	2,738	2,333	(405)	13,999	11,665	(2,334)	28,000		14,001	50.0%	
5316 Skatepark Maintenance	0	524	524	8	2,054	2,046	2,050		2,042	0.4%	
5317 Raleys Car Park	550	0	(550)	550	440	(110)	439		(111)	125.3%	
5320 Fertilizers	0	0	0	1,296	1,020	(276)	1,537		241	84.3%	
5330 Grass Seed	0	525	525	3,349	1,046	(2,303)	2,562		(787)	130.7%	
5340 Plants	0	0	0	1,190	769	(421)	3,075		1,886	38.7%	
5410 Repairs & General Maintenance	12	154	142	193	770	577	1,845		1,652	10.5%	
5412 Capital Refurbishments	0	667	667	0	3,335	3,335	8,000		8,000	0.0%	
5500 Equipment Hired and New	23	598	575	198	2,990	2,792	7,175		6,977	2.8%	
5525 Equipment Maintenance	27	470	443	1,870	3,293	1,423	8,000		6,130	23.4%	
5550 Vehicle Expenses	589	1,003	414	2,408	5,015	2,607	12,037		9,629	20.0%	(10,000)
5700 Fuel	122	504	382	1,894	2,520	626	6,047		4,153	31.3%	
6010 Light Heat & Cleaning	0	726	726	0	3,630	3,630	8,712		8,712	0.0%	
6011 Electricity	0	0	0	4,133	0	(4,133)	0		(4,133)	0.0%	
6013 Cleaning	61	51	(10)	380	255	(125)	615		235	61.7%	
6014 Water	217	85	(132)	1,348	425	(923)	1,025		(323)	131.6%	
6016 Contractor Payments	0	0	0	270	0	(270)	0		(270)	0.0%	
6101 Telephone	0	12	12	0	60	60	149		149	0.0%	
6104 Mobile Telephone	23	29	6	83	145	62	348		265	24.0%	
6105 Broadband wi-fi service	0	26	26	115	130	15	307		192	37.4%	
6320 Staff Training	0	0	0	635	769	134	3,075		2,440	20.7%	
6330 Welfare/Hospitality	0	53	53	166	265	99	640		474	26.0%	
6460 Publicity & Democratic notices	0	0	0	100	0	(100)	0		(100)	0.0%	
6635 Professional Fees Licensing	0	26	26	0	130	130	308		308	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6730 Subscriptions	0	0	0	430	185	(245)	185		(245)	232.5%	
6812 Road Dues	0	0	0	0	0	0	1,128		1,128	0.0%	
6851 Bus Shelter Maintenance	0	17	17	0	85	85	205		205	0.0%	
6900 Sundry Expenses	0	7	7	0	35	35	82		82	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	294	0	(294)	1,700		1,406	17.3%	
6930 Alarm Maintenance	0	0	0	0	300	300	902		902	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	728	769	41	3,075		2,347	23.7%	
6935 Waste Bin Disposal-Waste Bins	161	230	69	991	1,150	159	2,767		1,776	35.8%	
6952 Protective Clothing	0	133	133	390	665	275	1,600		1,210	24.4%	
O/ Spaces & Leisure - General :- Indirect Expenditure	31,902	32,190	288	153,315	159,916	6,601	375,701	0	222,386	40.8%	(7,920)
Net Income over Expenditure	(22,112)	(30,394)	(8,282)	(129,653)	(146,586)	(16,933)	(341,784)				
8001 plus Transfer from EMR	(10,000)	0	10,000	(7,920)	0	7,920	0				
8002 less Transfer to EMR	0	0	0	8,488	0	(8,488)	0				
Movement to/(from) Gen Reserve	(32,112)	(30,394)	1,718	(146,062)	(146,586)	(17,501)	(341,784)				
Grand Totals:- Income	9,790	1,796	(7,994)	23,662	13,330	(10,332)	33,917			69.8%	
Expenditure	31,902	32,190	288	153,315	159,916	6,601	375,701	0	222,386	40.8%	
Net Income over Expenditure	(22,112)	(30,394)	(8,282)	(129,653)	(146,586)	(16,933)	(341,784)				
plus Transfer from EMR	(10,000)	0	10,000	(7,920)	0	7,920	0				
less Transfer to EMR	0	0	0	8,488	0	(8,488)	0				
Movement to/(from) Gen Reserve	(32,112)	(30,394)	1,718	(146,062)	(146,586)	(524)	(341,784)				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	11,920	6,500	(5,420)	48,158	32,500	(15,658)	78,000			61.7%	
O/ Spaces & Leisure :- Income	11,920	6,500	(5,420)	48,158	32,500	(15,658)	78,000			61.7%	0
4010 Gross Pay	8,840	8,791	(49)	43,672	43,955	283	105,490		61,818	41.4%	
4011 Mileage	29	0	(29)	73	0	(73)	0		(73)	0.0%	
4270 Employers Pension Contribution	821	735	(86)	4,073	3,675	(398)	8,818		4,745	46.2%	
5210 Cemetery Chapel & Office	0	0	0	0	0	0	153		153	0.0%	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	179	179	717		717	0.0%	
5410 Repairs & General Maintenance	0	102	102	2,696	510	(2,186)	1,230		(1,466)	219.1%	
5500 Equipment Hired and New	0	342	342	1,090	1,710	620	4,100		3,010	26.6%	
5525 Equipment Maintenance	0	750	750	1,166	3,750	2,584	9,000		7,834	13.0%	
5700 Fuel	137	102	(35)	316	510	194	1,230		914	25.7%	
6000 Rent & Rates	848	875	27	4,243	4,375	132	10,500		6,257	40.4%	
6011 Electricity	0	179	179	535	895	360	2,152		1,617	24.8%	
6013 Cleaning	0	209	209	232	609	377	1,025		793	22.6%	
6014 Water	0	94	94	53	470	417	1,127		1,074	4.7%	
6101 Telephone	68	68	0	343	340	(3)	820		477	41.8%	
6104 Mobile Telephone	0	2	2	0	10	10	26		26	0.0%	
6105 Broadband wi-fi service	0	13	13	40	65	25	154		114	26.0%	
6240 Computer/ Data Base/WP's	46	76	30	228	380	152	686		458	33.2%	
6320 Staff Training	0	0	0	0	384	384	1,537		1,537	0.0%	
6330 Welfare/Hospitality	0	26	26	115	130	15	307		192	37.3%	
6500 Goods for Resale	0	11	11	200	55	(145)	128		(72)	156.4%	

Detailed Income & Expenditure by Phased Budget Heading 31/10/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6720 Books and Periodicals	0	52	52	0	52	52	52		52	0.0%	
6730 Subscriptions	(90)	0	90	125	205	80	205		80	61.0%	
6802 Trees Plants Turf & Fertilizer	0	0	0	769	750	(19)	3,000		2,231	25.6%	
6822 Roads Path & Boundaries	0	0	0	0	436	436	871		871	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	0	31	31	123		123	0.0%	
6922 Health&Safety/Risk Assessments	0	375	375	398	750	352	1,500		1,102	26.5%	
6930 Alarm Maintenance	0	145	145	995	725	(270)	1,742		747	57.1%	
6932 Cemetery Security	635	512	(123)	3,177	2,560	(617)	6,150		2,973	51.7%	
6935 Waste Bin Disposal-Waste Bins	81	111	30	403	555	152	1,332		929	30.3%	
6952 Protective Clothing	0	58	58	42	290	248	700		658	6.0%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,415	13,628	2,213	64,983	68,356	3,373	164,875	0	99,892	39.4%	0
Net Income over Expenditure	505	(7,128)	(7,633)	(16,825)	(35,856)	(19,031)	(86,875)				
Grand Totals:- Income	11,920	6,500	(5,420)	48,158	32,500	(15,658)	78,000			61.7%	
Expenditure	11,415	13,628	2,213	64,983	68,356	3,373	164,875	0	99,892	39.4%	
Net Income over Expenditure	505	(7,128)	(7,633)	(16,825)	(35,856)	(19,031)	(86,875)				
Movement to/(from) Gen Reserve	505	(7,128)	(7,633)	(16,825)	(35,856)	(19,031)	(86,875)				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	0	0	0	0	0	0	1,636			0.0%	
1047 QH Allotments Income	0	0	0	130	0	(130)	8,759			1.5%	
O/ Spaces & Leisure- Allotment :- Income	0	0	0	130	0	(130)	10,395			1.2%	0
4010 Gross Pay	542	500	(42)	2,952	2,500	(452)	6,000		3,048	49.2%	
4270 Employers Pension Contribution	82	33	(49)	388	165	(223)	400		12	97.1%	
5410 Repairs & General Maintenance	44	0	(44)	44	0	(44)	0		(44)	0.0%	
6002 QH Allotments Costs	97	0	(97)	1,125	0	(1,125)	0		(1,125)	0.0%	538
6014 Water	104	0	(104)	625	243	(382)	973		348	64.2%	
6300 Computer Software	0	2	2	0	10	10	25		25	0.0%	
6730 Subscriptions	0	0	0	0	0	0	62		62	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	73	73	73		73	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	868	535	(333)	5,134	2,991	(2,143)	7,533	0	2,399	68.1%	538
Net Income over Expenditure	(868)	(535)	333	(5,004)	(2,991)	2,013	2,862				
8001 plus Transfer from EMR	0	0	0	538	0	(538)	0				
Movement to/(from) Gen Reserve	(868)	(535)	333	(4,466)	(2,991)	1,475	2,862				
Grand Totals:- Income	0	0	0	130	0	(130)	10,395			1.2%	
Expenditure	868	535	(333)	5,134	2,991	(2,143)	7,533	0	2,399	68.1%	
Net Income over Expenditure	(868)	(535)	333	(5,004)	(2,991)	2,013	2,862				
plus Transfer from EMR	0	0	0	538	0	(538)	0				
Movement to/(from) Gen Reserve	(868)	(535)	333	(4,466)	(2,991)	1,475	2,862				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	0	9,000			0.0%	
1550 Insurance Claims	0	0	0	100	0	(100)	0			0.0%	
1990 Other Income	0	0	0	0	1,000	1,000	1,000			0.0%	
1997 In Bloom Income	0	0	0	2,850	0	(2,850)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,950</u>	<u>1,000</u>	<u>(1,950)</u>	<u>10,000</u>			<u>29.5%</u>	<u>0</u>
6861 Public Clock Maintenance	230	0	(230)	1,270	0	(1,270)	205		(1,065)	619.4%	
6862 Street Lighting	279	0	(279)	3,025	0	(3,025)	11,000		7,975	27.5%	
6865 In Bloom Costs	3,645	4,220	575	11,624	12,238	614	14,350		2,726	81.0%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<u>4,153</u>	<u>4,220</u>	<u>67</u>	<u>15,919</u>	<u>12,238</u>	<u>(3,681)</u>	<u>25,555</u>	<u>0</u>	<u>9,636</u>	<u>62.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,153)</u>	<u>(4,220)</u>	<u>(67)</u>	<u>(12,969)</u>	<u>(11,238)</u>	<u>1,731</u>	<u>(15,555)</u>				
Grand Totals:- Income	0	0	0	2,950	1,000	(1,950)	10,000			29.5%	
Expenditure	4,153	4,220	67	15,919	12,238	(3,681)	25,555	0	9,636	62.3%	
Net Income over Expenditure	<u>(4,153)</u>	<u>(4,220)</u>	<u>(67)</u>	<u>(12,969)</u>	<u>(11,238)</u>	<u>1,731</u>	<u>(15,555)</u>				
Movement to/(from) Gen Reserve	<u>(4,153)</u>	<u>(4,220)</u>	<u>(67)</u>	<u>(12,969)</u>	<u>(11,238)</u>	<u>1,731</u>	<u>(15,555)</u>				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	300	256	(44)	300	1,280	980	1,538			19.5%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	2,000	1,794	(206)	3,587			55.8%	
1870 Vine Club Insurance Contrib.	0	0	0	666	382	(284)	382			174.3%	
O/Spaces & Leisure-Vine Ground :- Income	300	256	(44)	2,966	3,456	490	5,507			53.9%	0
4010 Gross Pay	2,206	2,125	(81)	10,864	10,625	(239)	25,505		14,641	42.6%	
4270 Employers Pension Contribution	76	119	43	378	595	217	1,427		1,049	26.5%	
5010 Vine Area General Maintenance	23	214	192	2,170	1,070	(1,100)	2,565		395	84.6%	
5015 Vine Pavilion maintenance	0	0	0	0	205	205	205		205	0.0%	
5020 Vine Public Convenience	0	1,167	1,167	3,804	5,835	2,031	14,000		10,196	27.2%	
5410 Repairs & General Maintenance	0	68	68	63	340	277	820		757	7.7%	
5500 Equipment Hired and New	85	343	258	315	1,715	1,400	2,056		1,741	15.3%	
6014 Water	32	43	11	172	215	43	512		340	33.6%	
6635 Professional Fees Licensing	0	0	0	70	215	145	215		145	32.6%	
6868 Summer Concerts	1,450	1,845	395	3,495	3,075	(420)	3,690		195	94.7%	
6869 Special Events	0	0	0	0	143	143	143		143	0.0%	
6922 Health&Safety/Risk Assessments	0	83	83	0	415	415	1,000		1,000	0.0%	
6931 CCTV Maintenance	0	748	748	0	748	748	748		748	0.0%	
6935 Waste Bin Disposal-Waste Bins	0	82	82	273	410	137	984		711	27.7%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,872	6,837	2,965	21,604	25,606	4,002	53,870	0	32,266	40.1%	0
Net Income over Expenditure	(3,572)	(6,581)	(3,009)	(18,638)	(22,150)	(3,512)	(48,363)				

Detailed Income & Expenditure by Phased Budget Heading 31/10/2025

Month No: 5

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	300	256	(44)	2,966	3,456	490	5,507			53.9%	
Expenditure	3,872	6,837	2,965	21,604	25,606	4,002	53,870	0	32,266	40.1%	
Net Income over Expenditure	<u>(3,572)</u>	<u>(6,581)</u>	<u>(3,009)</u>	<u>(18,638)</u>	<u>(22,150)</u>	<u>(3,512)</u>	<u>(48,363)</u>				
Movement to/(from) Gen Reserve	<u>(3,572)</u>	<u>(6,581)</u>	<u>(3,009)</u>	<u>(18,638)</u>	<u>(22,150)</u>	<u>(3,512)</u>	<u>(48,363)</u>				

Detailed Income & Expenditure by Phased Budget Heading 22/10/2025

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>21 O/ Spaces & Leisure - General</u>											
1022 Letting & Hire of Facilities	1,505	1,750	246	12,402	12,250	(152)	28,000			44.3%	
1030 Electricity recharge	0	950	950	1,198	1,900	702	3,800			31.5%	
1316 Raleys Car Park Permits	17	0	(17)	1,846	1,742	(104)	1,739			106.1%	
1550 Insurance Claims	0	0	0	8,488	0	(8,488)	0			0.0%	8,488
1853 Adopt a Tree income	0	0	0	0	0	0	102			0.0%	
1990 Other Income	66	0	(66)	1,315	138	(1,177)	276			476.3%	
O/ Spaces & Leisure - General :- Income	1,587	2,700	1,113	25,249	16,030	(9,219)	33,917			74.4%	8,488
4010 Gross Pay	16,051	17,032	981	101,000	102,192	1,192	204,378		103,378	49.4%	
4011 Mileage	123	67	(56)	543	402	(141)	800		257	67.9%	
4012 Expenses	25	0	(25)	25	0	(25)	0		(25)	0.0%	
4270 Employers Pension Contribution	968	1,380	412	5,858	8,280	2,422	16,558		10,700	35.4%	
5010 Vine Area General Maintenance	(308)	0	308	0	0	0	0		0	0.0%	
5013 Graffiti Removal	0	167	167	248	1,000	752	1,000		752	24.8%	
5025 Lower St Johns Toilets	1,139	1,196	57	9,564	7,176	(2,388)	14,350		4,786	66.7%	
5026 Greatness Rec Convenience	343	265	(78)	1,482	1,590	108	3,177		1,695	46.7%	
5030 St Nicholas Burial Ground	0	0	0	107	102	(5)	102		(5)	105.2%	
5050 Seats And Litter Bins	0	589	589	0	1,178	1,178	2,357		2,357	0.0%	
5060 Sevenoaks Common	0	854	854	580	5,124	4,544	5,125		4,545	11.3%	
5065 Tree Safety Survey	0	0	0	0	4,100	4,100	4,100		4,100	0.0%	
5070 Other Woodlands	195	0	(195)	7,751	2,050	(5,701)	4,100		(3,651)	189.0%	1,240
5110 Knole Paddock & Pavilion	0	359	359	1,821	1,436	(385)	3,587		1,766	50.8%	
5120 Knole Paddock Pitch & Grnd Mt	550	214	(336)	923	1,284	361	2,562		1,639	36.0%	

Detailed Income & Expenditure by Phased Budget Heading 22/10/2025

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5310 Miscellaneous Open Spaces	476	442	(34)	5,956	2,652	(3,304)	5,300		(656)	112.4%	840
5311 Security Open Spaces	2,650	2,333	(317)	16,649	13,998	(2,651)	28,000		11,351	59.5%	
5316 Skatepark Maintenance	0	0	0	8	2,054	2,046	2,050		2,042	0.4%	
5317 Raleys Car Park	0	0	0	550	440	(110)	439		(111)	125.3%	
5320 Fertilizers	708	0	(708)	2,004	1,020	(984)	1,537		(467)	130.4%	
5330 Grass Seed	555	1,000	445	3,904	2,046	(1,858)	2,562		(1,342)	152.4%	
5340 Plants	182	769	587	1,371	1,538	167	3,075		1,704	44.6%	
5410 Repairs & General Maintenance	29	154	125	222	924	702	1,845		1,623	12.0%	
5412 Capital Refurbishments	0	667	667	0	4,002	4,002	8,000		8,000	0.0%	
5500 Equipment Hired and New	297	598	301	495	3,588	3,093	7,175		6,680	6.9%	
5525 Equipment Maintenance	101	470	369	1,970	3,763	1,793	8,000		6,030	24.6%	
5550 Vehicle Expenses	63	1,003	941	2,471	6,018	3,547	12,037		9,566	20.5%	(10,000)
5700 Fuel	292	504	212	2,185	3,024	839	6,047		3,862	36.1%	
6010 Light Heat & Cleaning	0	726	726	0	4,356	4,356	8,712		8,712	0.0%	
6011 Electricity	0	0	0	4,133	0	(4,133)	0		(4,133)	0.0%	
6013 Cleaning	0	51	51	380	306	(74)	615		235	61.7%	
6014 Water	(247)	85	332	1,101	510	(591)	1,025		(76)	107.5%	
6016 Contractor Payments	0	0	0	270	0	(270)	0		(270)	0.0%	
6101 Telephone	0	12	12	0	72	72	149		149	0.0%	
6104 Mobile Telephone	15	29	14	98	174	76	348		250	28.3%	
6105 Broadband wi-fi service	57	26	(31)	172	156	(16)	307		135	56.1%	
6320 Staff Training	0	769	769	635	1,538	903	3,075		2,440	20.7%	
6330 Welfare/Hospitality	12	53	41	179	318	139	640		461	27.9%	
6460 Publicity & Democratic notices	0	0	0	100	0	(100)	0		(100)	0.0%	

Detailed Income & Expenditure by Phased Budget Heading 22/10/2025

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6635 Professional Fees Licensing	0	26	26	0	156	156	308		308	0.0%	
6730 Subscriptions	0	0	0	430	185	(245)	185		(245)	232.5%	
6812 Road Dues	0	0	0	0	0	0	1,128		1,128	0.0%	
6851 Bus Shelter Maintenance	0	17	17	0	102	102	205		205	0.0%	
6900 Sundry Expenses	0	7	7	0	42	42	82		82	0.0%	
6922 Health&Safety/Risk Assessments	550	0	(550)	844	0	(844)	1,700		856	49.6%	
6930 Alarm Maintenance	0	0	0	0	300	300	902		902	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934 Waste Bin Collection-Dog Bins	0	769	769	728	1,538	810	3,075		2,347	23.7%	
6935 Waste Bin Disposal-Waste Bins	161	230	69	1,153	1,380	227	2,767		1,614	41.7%	
6952 Protective Clothing	104	133	29	493	798	305	1,600		1,107	30.8%	
O/ Spaces & Leisure - General :- Indirect Expenditure	25,089	32,996	7,907	178,405	192,912	14,507	375,701	0	197,296	47.5%	(7,920)
Net Income over Expenditure	(23,503)	(30,296)	(6,793)	(153,156)	(176,882)	(23,726)	(341,784)				
8001 plus Transfer from EMR	0	0	0	(7,920)	0	7,920	0				
8002 less Transfer to EMR	0	0	0	8,488	0	(8,488)	0				
Movement to/(from) Gen Reserve	(23,503)	(30,296)	(6,793)	(169,564)	(176,882)	(24,294)	(341,784)				
Grand Totals:- Income	1,587	2,700	1,113	25,249	16,030	(9,219)	33,917			74.4%	
Expenditure	25,089	32,996	7,907	178,405	192,912	14,507	375,701	0	197,296	47.5%	
Net Income over Expenditure	(23,503)	(30,296)	(6,793)	(153,156)	(176,882)	(23,726)	(341,784)				
plus Transfer from EMR	0	0	0	(7,920)	0	7,920	0				
less Transfer to EMR	0	0	0	8,488	0	(8,488)	0				
Movement to/(from) Gen Reserve	(23,503)	(30,296)	(6,793)	(169,564)	(176,882)	(7,318)	(341,784)				

Detailed Income & Expenditure by Phased Budget Heading 22/10/2025

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>22 O/ Spaces & Leisure - Cemetery</u>											
1700 Cemetery Income	10,300	6,500	(3,800)	58,458	39,000	(19,458)	78,000			74.9%	
O/ Spaces & Leisure :- Income	10,300	6,500	(3,800)	58,458	39,000	(19,458)	78,000			74.9%	0
4010 Gross Pay	8,924	8,791	(133)	52,596	52,746	150	105,490		52,894	49.9%	
4011 Mileage	20	0	(20)	93	0	(93)	0		(93)	0.0%	
4270 Employers Pension Contribution	836	735	(101)	4,910	4,410	(500)	8,818		3,908	55.7%	
5210 Cemetery Chapel & Office	0	76	76	0	76	76	153		153	0.0%	
5230 Cemetery Wshop/Messroom Mtce	0	179	179	0	358	358	717		717	0.0%	
5410 Repairs & General Maintenance	8	102	94	2,703	612	(2,091)	1,230		(1,473)	219.8%	
5500 Equipment Hired and New	0	342	342	1,090	2,052	962	4,100		3,010	26.6%	
5525 Equipment Maintenance	29	750	721	1,195	4,500	3,305	9,000		7,805	13.3%	
5700 Fuel	114	102	(12)	430	612	182	1,230		800	35.0%	
6000 Rent & Rates	1,183	875	(308)	5,426	5,250	(176)	10,500		5,074	51.7%	
6011 Electricity	242	179	(63)	777	1,074	297	2,152		1,375	36.1%	
6013 Cleaning	93	0	(93)	325	609	284	1,025		700	31.7%	
6014 Water	0	94	94	53	564	511	1,127		1,074	4.7%	
6101 Telephone	91	68	(23)	433	408	(25)	820		387	52.8%	
6104 Mobile Telephone	0	2	2	0	12	12	26		26	0.0%	
6105 Broadband wi-fi service	20	13	(7)	60	78	18	154		94	39.0%	
6240 Computer/ Data Base/WP's	690	305	(385)	918	685	(233)	686		(232)	133.9%	
6320 Staff Training	269	384	115	269	768	499	1,537		1,268	17.5%	
6330 Welfare/Hospitality	43	26	(17)	157	156	(1)	307		150	51.2%	
6500 Goods for Resale	174	11	(163)	374	66	(308)	128		(246)	292.0%	

Detailed Income & Expenditure by Phased Budget Heading 22/10/2025

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6720 Books and Periodicals	0	0	0	0	52	52	52		52	0.0%	
6730 Subscriptions	0	0	0	125	205	80	205		80	61.0%	
6802 Trees Plants Turf & Fertilizer	204	750	546	973	1,500	527	3,000		2,027	32.4%	
6822 Roads Path & Boundaries	0	0	0	0	436	436	871		871	0.0%	
6832 Lawn/Wall of Remembrance	0	31	31	0	62	62	123		123	0.0%	
6922 Health&Safety/Risk Assessments	280	0	(280)	678	750	72	1,500		822	45.2%	
6930 Alarm Maintenance	0	145	145	995	870	(125)	1,742		747	57.1%	
6932 Cemetery Security	635	512	(123)	3,813	3,072	(741)	6,150		2,337	62.0%	
6935 Waste Bin Disposal-Waste Bins	(9)	111	120	394	666	272	1,332		938	29.5%	
6952 Protective Clothing	0	58	58	42	348	306	700		658	6.0%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	13,847	14,641	794	78,830	82,997	4,167	164,875	0	86,045	47.8%	0
Net Income over Expenditure	(3,546)	(8,141)	(4,595)	(20,372)	(43,997)	(23,625)	(86,875)				
Grand Totals:- Income	10,300	6,500	(3,800)	58,458	39,000	(19,458)	78,000			74.9%	
Expenditure	13,847	14,641	794	78,830	82,997	4,167	164,875	0	86,045	47.8%	
Net Income over Expenditure	(3,546)	(8,141)	(4,595)	(20,372)	(43,997)	(23,625)	(86,875)				
Movement to/(from) Gen Reserve	(3,546)	(8,141)	(4,595)	(20,372)	(43,997)	(23,625)	(86,875)				

Detailed Income & Expenditure by Phased Budget Heading 22/10/2025

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	1,389	1,636	247	1,389	1,636	247	1,636			84.9%	
1047 QH Allotments Income	7,976	8,759	783	8,105	8,759	654	8,759			92.5%	
O/ Spaces & Leisure- Allotment :- Income	9,365	10,395	1,030	9,495	10,395	900	10,395			91.3%	0
4010 Gross Pay	654	500	(154)	3,606	3,000	(606)	6,000		2,394	60.1%	
4270 Employers Pension Contribution	81	33	(48)	469	198	(271)	400		(69)	117.3%	
5410 Repairs & General Maintenance	0	0	0	44	0	(44)	0		(44)	0.0%	
6002 QH Allotments Costs	100	0	(100)	1,225	0	(1,225)	0		(1,225)	0.0%	538
6014 Water	104	243	139	728	486	(242)	973		245	74.9%	
6300 Computer Software	0	2	2	0	12	12	25		25	0.0%	
6730 Subscriptions	0	0	0	0	0	0	62		62	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	73	73	73		73	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	939	778	(161)	6,072	3,769	(2,303)	7,533	0	1,461	80.6%	538
Net Income over Expenditure	8,426	9,617	1,191	3,422	6,626	3,204	2,862				
8001 plus Transfer from EMR	0	0	0	538	0	(538)	0				
Movement to/(from) Gen Reserve	8,426	9,617	1,191	3,960	6,626	2,666	2,862				
Grand Totals:- Income	9,365	10,395	1,030	9,495	10,395	900	10,395			91.3%	
Expenditure	939	778	(161)	6,072	3,769	(2,303)	7,533	0	1,461	80.6%	
Net Income over Expenditure	8,426	9,617	1,191	3,422	6,626	3,204	2,862				
plus Transfer from EMR	0	0	0	538	0	(538)	0				
Movement to/(from) Gen Reserve	8,426	9,617	1,191	3,960	6,626	2,666	2,862				

Detailed Income & Expenditure by Phased Budget Heading 22/10/2025

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	0	9,000			0.0%	
1550 Insurance Claims	0	0	0	100	0	(100)	0			0.0%	
1990 Other Income	0	0	0	0	1,000	1,000	1,000			0.0%	
1997 In Bloom Income	0	0	0	2,850	0	(2,850)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,950</u>	<u>1,000</u>	<u>(1,950)</u>	<u>10,000</u>			<u>29.5%</u>	<u>0</u>
6861 Public Clock Maintenance	0	0	0	1,270	0	(1,270)	205		(1,065)	619.4%	
6862 Street Lighting	32	0	(32)	3,056	0	(3,056)	11,000		7,944	27.8%	
6865 In Bloom Costs	4,888	2,110	(2,778)	16,512	14,348	(2,164)	14,350		(2,162)	115.1%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<u>4,919</u>	<u>2,110</u>	<u>(2,809)</u>	<u>20,838</u>	<u>14,348</u>	<u>(6,490)</u>	<u>25,555</u>	<u>0</u>	<u>4,717</u>	<u>81.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,919)</u>	<u>(2,110)</u>	<u>2,809</u>	<u>(17,888)</u>	<u>(13,348)</u>	<u>4,540</u>	<u>(15,555)</u>				
Grand Totals:- Income	0	0	0	2,950	1,000	(1,950)	10,000			29.5%	
Expenditure	4,919	2,110	(2,809)	20,838	14,348	(6,490)	25,555	0	4,717	81.5%	
Net Income over Expenditure	<u>(4,919)</u>	<u>(2,110)</u>	<u>2,809</u>	<u>(17,888)</u>	<u>(13,348)</u>	<u>4,540</u>	<u>(15,555)</u>				
Movement to/(from) Gen Reserve	<u>(4,919)</u>	<u>(2,110)</u>	<u>2,809</u>	<u>(17,888)</u>	<u>(13,348)</u>	<u>4,540</u>	<u>(15,555)</u>				

Detailed Income & Expenditure by Phased Budget Heading 22/10/2025

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	140	256	116	440	1,536	1,096	1,538			28.6%	
1805 Tea Kiosk Rental & Pavilion	1,000	0	(1,000)	3,000	1,794	(1,206)	3,587			83.6%	
1870 Vine Club Insurance Contrib.	0	0	0	666	382	(284)	382			174.3%	
O/Spaces & Leisure-Vine Ground :- Income	<u>1,140</u>	<u>256</u>	<u>(884)</u>	<u>4,106</u>	<u>3,712</u>	<u>(394)</u>	<u>5,507</u>			<u>74.6%</u>	<u>0</u>
4010 Gross Pay	2,309	2,125	(184)	13,173	12,750	(423)	25,505		12,332	51.6%	
4270 Employers Pension Contribution	79	119	40	458	714	256	1,427		969	32.1%	
5010 Vine Area General Maintenance	4,691	214	(4,477)	6,860	1,284	(5,576)	2,565		(4,295)	267.5%	
5015 Vine Pavilion maintenance	0	0	0	0	205	205	205		205	0.0%	
5020 Vine Public Convenience	867	1,167	300	4,671	7,002	2,331	14,000		9,329	33.4%	
5410 Repairs & General Maintenance	14	68	54	77	408	331	820		743	9.4%	
5500 Equipment Hired and New	0	343	343	315	2,058	1,743	2,056		1,741	15.3%	
6014 Water	28	43	15	200	258	58	512		312	39.1%	
6460 Publicity & Democratic notices	619	0	(619)	619	0	(619)	0		(619)	0.0%	
6635 Professional Fees Licensing	0	0	0	70	215	145	215		145	32.6%	
6868 Summer Concerts	245	615	370	3,740	3,690	(50)	3,690		(50)	101.4%	
6869 Special Events	0	0	0	0	143	143	143		143	0.0%	
6922 Health&Safety/Risk Assessments	0	83	83	0	498	498	1,000		1,000	0.0%	
6931 CCTV Maintenance	0	0	0	0	748	748	748		748	0.0%	
6935 Waste Bin Disposal-Waste Bins	79	82	3	352	492	140	984		632	35.8%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	<u>8,932</u>	<u>4,859</u>	<u>(4,073)</u>	<u>30,535</u>	<u>30,465</u>	<u>(70)</u>	<u>53,870</u>	<u>0</u>	<u>23,335</u>	<u>56.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,792)</u>	<u>(4,603)</u>	<u>3,189</u>	<u>(26,430)</u>	<u>(26,753)</u>	<u>(323)</u>	<u>(48,363)</u>				

22/10/2025

Sevenoaks Town Council

Agenda Item 8

Page 2

13:20

Detailed Income & Expenditure by Phased Budget Heading 22/10/2025

Month No: 6

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,140	256	(884)	4,106	3,712	(394)	5,507			74.6%	
Expenditure	8,932	4,859	(4,073)	30,535	30,465	(70)	53,870	0	23,335	56.7%	
Net Income over Expenditure	<u>(7,792)</u>	<u>(4,603)</u>	<u>3,189</u>	<u>(26,430)</u>	<u>(26,753)</u>	<u>(323)</u>	<u>(48,363)</u>				
Movement to/(from) Gen Reserve	<u>(7,792)</u>	<u>(4,603)</u>	<u>3,189</u>	<u>(26,430)</u>	<u>(26,753)</u>	<u>(323)</u>	<u>(48,363)</u>				

Cricket Wicket Covers

Request from the Ocelots to have lightweight movable wicket covers at Knole paddock and Raleys field, to be supplied by the club.

This autumn the Ocelots, the club who make most use of the cricket facilities at Knole paddock, have asked if they could buy and keep mobile covers on the field. At present they use tarpaulin sheets designed for this purpose, but they do rip and need regular replacement, plus the rain must be tipped off the sheet as it is pulled away from the wicket and folded away.

Our thoughts and concerns noted to the club were as follows:

If the covers are left out for extended periods they will be vandalised, there is also a possibility that the covers will kill the grass underneath if not moved regularly. It is likely that they will need repair or replacement quite regularly.

The following reply was received from the club:

We have played in a couple of council owned grounds in Bexley & Bexleyheath where there were mobile covers. Very useful indeed :).

If we buy a big cage/storage with a lock to protect from vandalism, will that help? It will probably mean taking up some more space at the back of the changing rooms. Most of the covers we have seen have a frame, with covers attached on top, so one option is to keep the steel/aluminium frame outside, but remove and fold the covers to keep inside. Given that we will not need covers every week, this may be a better solution to vandalism as well as grass becoming dry underneath, which we can further reduce by moving the frames around a little bit.

The below is an example of wicket covers supplied by Stuart Canvas Group:



Recommendation sought

Sevenoaks Town Council

Community Asset (Open Spaces) Committee 10th November 2025

Greatness Recreation Ground Community & Sports Pavilion

Building work on the new pavilion has commenced and is currently running a little ahead of schedule. Piling and below ground works progressed and will soon be moving on to installation of the steel core of the building.

A Sod Cutting ceremony with the Mayor was held on 28th October 2025, further public engagement will be held as the building develops including with local school children and junior footballers.

Weekly progress reports from Longley Construction are circulated to Town Councillors and placed on the STC website.

Information Boards have been placed on the hoardings, see attached. 'Peep holes' are being introduced in the hoardings this will enable public to view the construction of the project.

During initial investigations there was found to be some blocked and collapsed STC drainage on the recreation ground, this is in areas not linked to the development. Longley Construction have offered to share the drainage reports with STC who will investigate the most economical ways to arrange repairs.

The contract completion date is scheduled for 1st September 2026.

Cashflow for the funding of the project has always been known to be tight for STC and will need to be managed carefully. The schedule of payments will need to be Resolved by the Finance & Delivery Committee to enable future payments to be paid efficiently and for claims to be made to partnership funding bodies.

GREATNESS RECREATION GROUND COMMUNITY SPORTS PAVILION

PROJECT TEAM	
Project Management	 
Quantity Surveyor / Employer's Agent	
Architect	
Building Contractor	

PROJECT FUNDING	
This £2m+ project is funded by the following organisations, thank you to everyone who has made this possible.	
Sevenoaks Town Council	£221,100
Sevenoaks Town Football Club	£210,000
Sevenoaks District Council Community Infrastructure Levy	£787,500
Football Foundation	£759,100
Premier League Stadium Fund	£150,000
Total	£2,117,700



A Sevenoaks Town Council Community Project



GREATNESS RECREATION GROUND COMMUNITY SPORTS PAVILION

Sevenoaks Town Council and Sevenoaks Town Football Club are working in partnership to deliver an exciting new Community Sports Pavilion at Greatness Recreation Ground.



ABOUT THE PROJECT

- The project aims to bring economic, social, and environmental benefits to the local community.
- The pavilion will be a clubhouse for Sevenoaks Town Football Club and will include changing rooms, a kitchen and refreshment areas.
- The project will incorporate an air source heat pump, living green wall and photovoltaic (solar) system. These measures will significantly improve the environmental performance of the pavilion.
- The project will improve pedestrian and cycle routes in the park.
- There will be new surfacing and additional parking over spill areas.
- There will be additional planting and tree landscaping.
- The old pavilion will be released for future community use.

A Sevenoaks Town Council Community Project



GREATNESS RECREATION GROUND

COMMUNITY SPORTS PAVILION



SEVENOAKS TOWN FOOTBALL CLUB

As a grassroots football club, Sevenoaks Town Football Club operate 66 teams, including youth, girls and ladies, disability, and well-being teams, alongside the mens first team. Committed to inclusivity, Sevenoaks Town FC strive to support our local community and make football accessible to all.

A LEGACY OF COMMUNITY AND FOOTBALL

Founded in 1883, Sevenoaks Town FC is a cornerstone of the local community. Originally a founding member of the Kent League, the club left after just one season. After a long absence of over 110 years, it re-emerged in 2006, quickly re-establishing its presence in the football world. The club played its first recorded match against Royal Arsenal in 1893, drawing a crowd of over 1,000 spectators and showcasing its early potential and connection with the community.

Contact Sevenoaks Town Football Club:

www.sevenoakstownfc.co.uk

office@sevenoakstownfc.co.uk

A Sevenoaks Town Council Community Project



GREATNESS RECREATION GROUND

COMMUNITY SPORTS PAVILION

HISTORY OF GREATNESS RECREATION GROUND

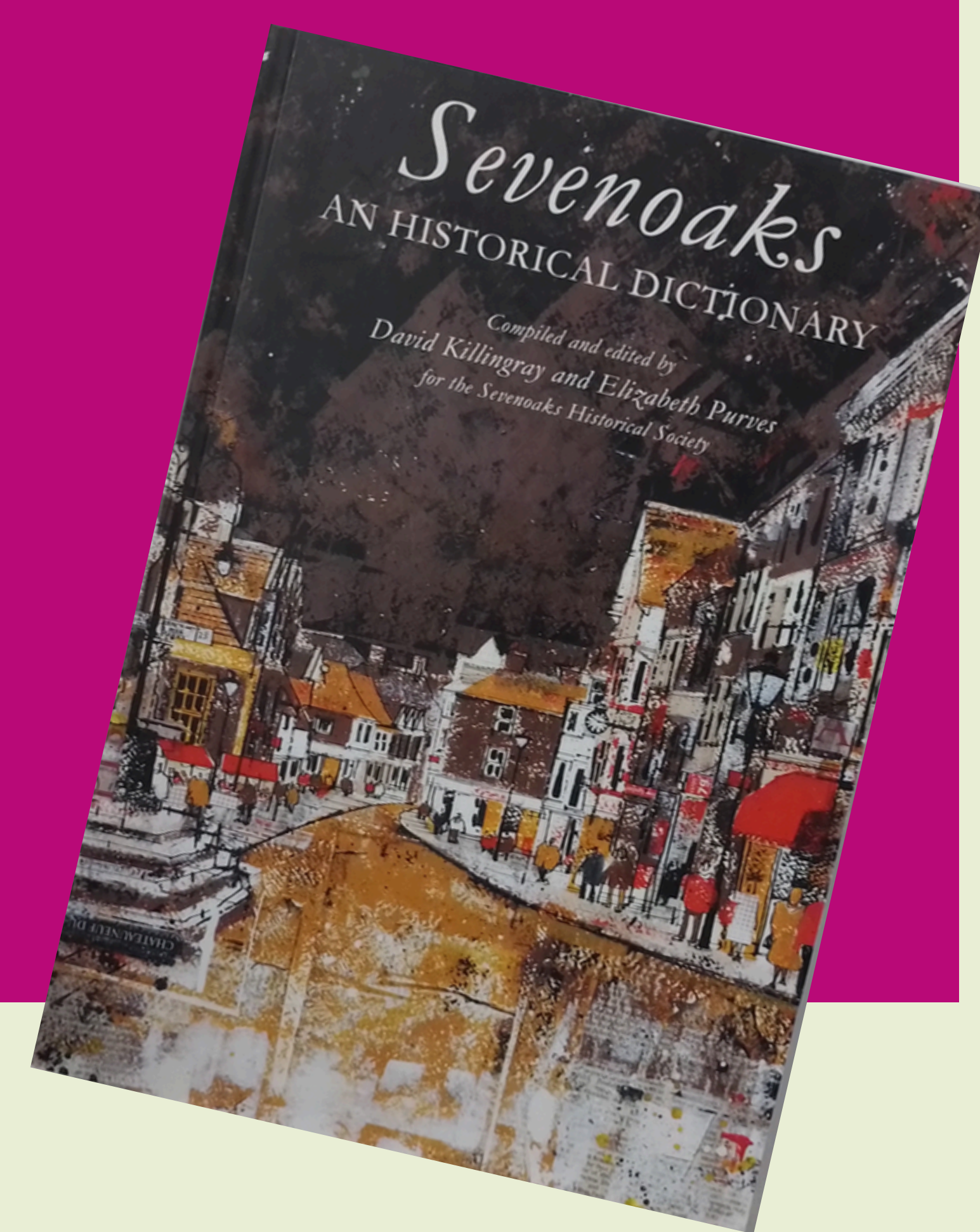
From 'Sevenoaks An Historical Dictionary' compiled and edited by David Killingray and Elizabeth Purves for the Sevenoaks Historical Society:

"[Greatness House] is believed to have been built in the 1760s by Peter Nouaille III. On Andrews and Drury's map of 1769, it appears [...] with formal gardens and a lake between it and the mill. Peter III invested heavily in the mill and the workers' cottages. With the business much in decline as industrial processes advanced, his son Peter IV closed the silk mill in about 1827 and sold the house to the Filmer family.

In 1864, Thomas Crampton, enriched by his railway business, was able to purchase the house and 81 acres of Greatness Farm and St John's Farm from the Filmers.

When Crampton died, the estate was split up. Sevenoaks Urban District Council purchased some of the land from the Filmer estate in 1914 to build the first council houses in Sevenoaks. The Council also purchased land for playing fields and a recreation ground at Greatness, ownership being transferred to Sevenoaks Town Council in 2007. A skateboard park was opened in 2008.

Greatness [House] lay derelict for many years. It was eventually acquired by a film company and in 1919 blown up in spectacular fashion to provide a dramatic scene for a film about the First World War."



A Sevenoaks Town Council Community Project



**Sevenoaks Town Council
Community Assets (Open Spaces) Committee
10th November 2025**

Knole Paddock and Raleys Field Sports Pitches

November 2025

The table below shows major works to the pitches carried out in the last 18 months. Although we budget for grass seed, fertilising and vertidrainage we have exceeded our budget for seed this year and the top dressing with sand is particularly expensive and un-budgeted.

The reseeding which was carried out in September was very successful after almost no new seed survived the summer drought, unfortunately the wet weather and heavy play is already removing it from the surface as being young it has poorly developed roots that do not survive trampling.

We opened Pitch 3 after its year of renovation with an excellent cover of grass hence the decision not to reseed or fertilise in September, but this is already being eroded by training occurring on 3 nights a week, sometimes followed by training or games on a Sunday.

We have stated to the club that we think 3 nights a week is not a sustainable level of use, and it should be limited to 2 nights and the Sunday use.

We have reached out to SRFC and Andy Silvey the GMAs regional pitch advisor for Rugby Union to try and obtain funding through a similar scheme as the Football Foundation, but we received the following reply:

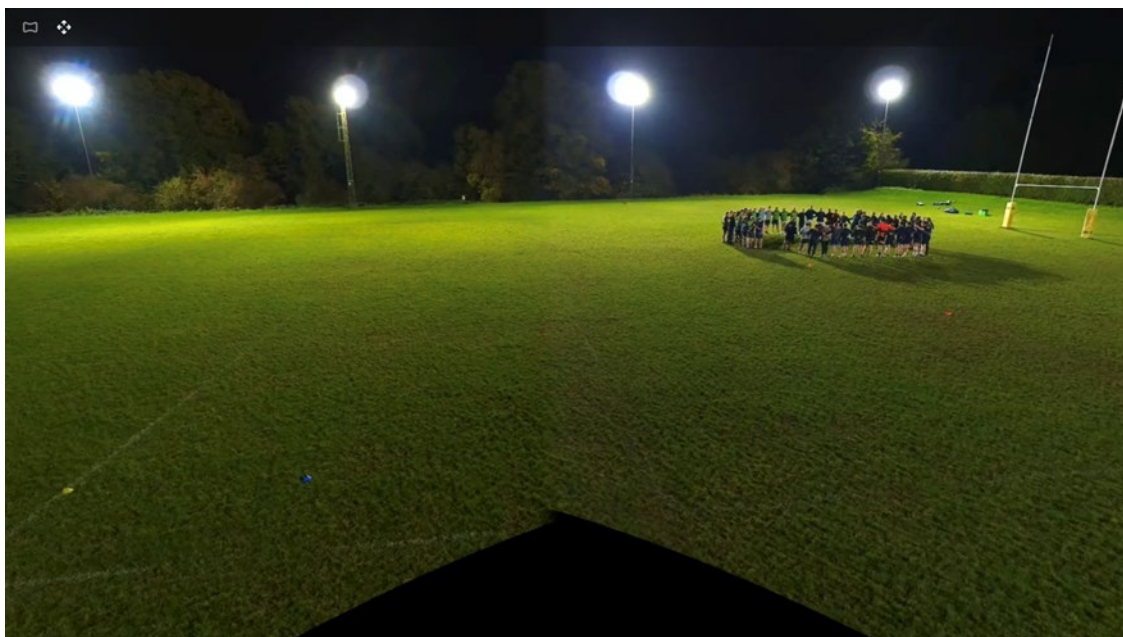
“As things stand the RFU are awaiting confirmation of the next round of funding for the Grass Pitch Maintenance Fund. Once this has been confirmed, selected clubs will be invited to apply to be part of the programme. Any club invited onto the programme will have to ensure that there is an up-to-date Pitch Power report, either through a Regional Pitch Advisor or through self-submission, as a minimum entry criterion”

We have since asked if we can carry out the Pitch Power report ourselves or whether he wanted to be involved but have not had a reply to date.

Permanent Floodlights

We have 9 of the 10 floodlights working correctly, they are mounted in pairs on 5 columns around one side and one end of the training pitch, but in trying to find a company willing to repair the failed bulb, we have found that contractors are not willing to work on old columns unless they have had a thorough professional inspection or a history of maintenance, the columns are around 30 years old, and one is likely to be older as it is of a different design with a climbing ladder rather than a lowering system.

**Sevenoaks Town Council
Community Assets (Open Spaces) Committee
10th November 2025**



We have received two quotations for inspection, which would involve visual inspection, weld testing, and a trial dig around the foundations, plus Ultrasound testing

A £8167.18 net

B £11,700.00 net

Following the inspections it would lead to a quotation for the repairs needed or to them being beyond economic repair. One of the two companies who provided the quotation were asked for an estimate on the cost of replacing the columns rather than repairing them, their guideline prices were

5 Columns hinged halfway down to allow access to change bulbs £38,000 net

5 Columns fixed requiring a MEWP for all works £20,000 net

Recommendation sought

Portable Floodlights

Sevenoaks Rugby Club still find training at night difficult as one side of the pitch is significantly brighter than the other (we cannot have floodlights on the central side of the pitch as this is also the cricket outfield) We have sought a quote to purchase 2 mobile floodlights powered by lithium ion batteries that could be move around the site to help illuminate the dark corners.

RECOMMENDATION

After a suitable demonstration and with the agreement of SRFC to purchase 2 mobile floodlights to be kept, charged and maintained by SRFC at the quoted price of £13,000 net.

**Sevenoaks Town Council
Community Assets (Open Spaces) Committee
10th November 2025**

Knole Paddock and Raleys Winter Sports Schedule of Planned Maintenance

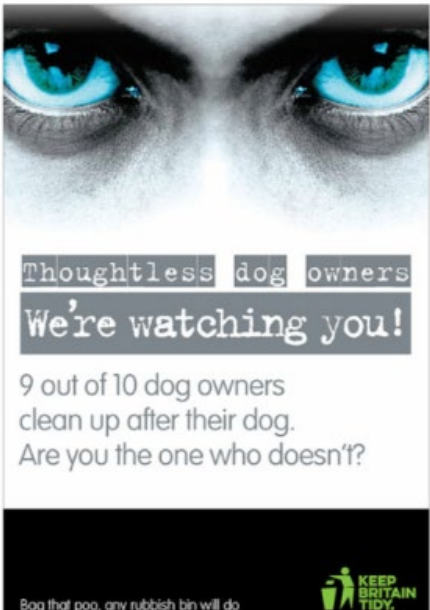
Does not include regular weekly/ monthly tasks such as grass cutting, slitting, harrowing marking out

	Pitch 1	2	3	Football
24/25				
Reseed	April	April	April	April
Weed kill			August	August
Fertilise	September		October	October
Reseed			September	
Vertidrain	October (Bournes)	October (Bournes)	October (Bournes)	October (Bournes)
25/26				
Reseed	June	June	June	June
Fertilise	August	August		August
Weed kill	September	September	September	September
Second reseeding	60%	60%		25%
Vertidrain	November	November	November	November
Top dress with sand	Booked for November		Booked for November	

Keep Britain Tidy – Recommendations to Address Dog Fouling

The issue of dog fouling was addressed in the Community Assets Committee Meeting held on 4th August 2025 where member of the public, Natalie Eacersall, advised of recommendations from Keep Britain Tidy to address the problem.

Sevenoaks Town Council is investigating best solutions and noted the following:

Recommendation	STC comment
PSPO	PSPO at The Vine already in place, however this covers only antisocial behaviour. Consultation results noted comments from members of the public concerned over not being able to walk their dogs in the area if a PSPO covers dog walking.
Sufficient Bin Provision	Sevenoaks Town has four dog waste bins as well as 14 general waste bins which can also be used.
Appropriate Signage ¹	Dog Fouling sign set up at Upper High Street Gardens. Five A3 glow-in-the-dark ‘We’re watching you’ signs ordered from Keep Britain Tidy. These posters have been highly effective in reducing dog fouling in Keep Britain Tidy’s test areas (e.g. Portsmouth had a 46% reduction in fouling). These signs will be used in areas around town, including the rear of the Plaza suite. 

1. Keep Britain Tidy recommended using ‘Watching Eyes’ posters for dog fouling signage. The whole report can be located on :
https://www.keepbritaintidy.org/sites/default/files/resource/Keeping%20an%20eye%20on%20it_Final%20report.pdf

	Sevenoaks Town Council will include a message about dog fouling in the next issue of the Sevenoaks Town Crier newsletter (Spring 2026). An image about this issue was posted on the Sevenoaks Town Council Instagram and Facebook pages on 30 October and shared across Facebook groups. We will continue to post about this issue.
Provision of dog waste bags	None.
Dog Warden	SDC Dog Warden and Councillors advised to report dog fouling to SDC.

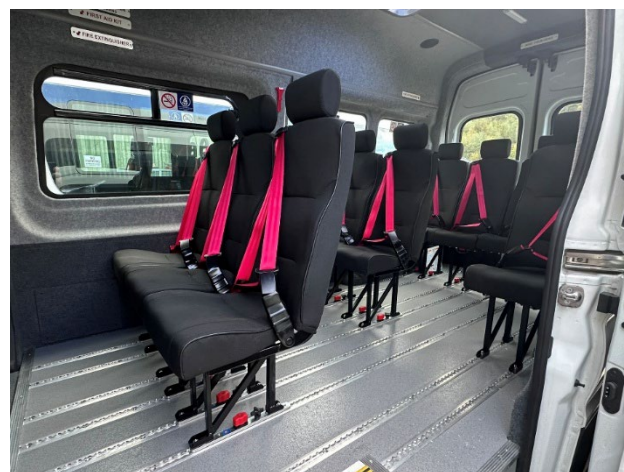
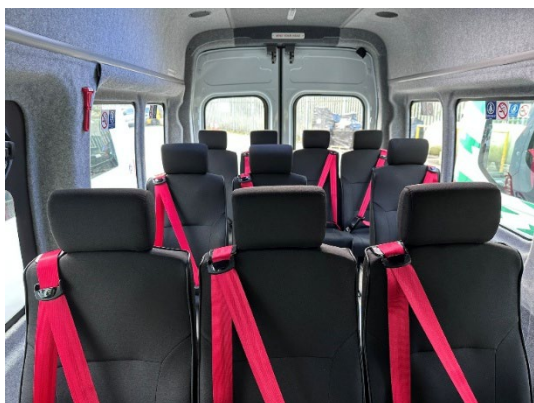
**Sevenoaks Town Council
Community Assets Committee
10th November 2025**

Community Bus Update

GM Coachwork have confirmed that the recall on the community bus has been completed, and the vehicle is progressing well. It is currently awaiting its IVA test, which has been provisionally booked with the DVSA for 25 November. The DVSA are generally reliable in keeping to their scheduled dates, so it is anticipated that the test will be completed on that day.

Once the vehicle has successfully passed, GM Coachwork will carry out a small amount of post-IVA work and a final valet, after which the vehicle should be ready for delivery by the second week of December. Recent photos of the minibuss showing its current condition have been provided and are attached for reference.

The branding for the new electric minibuss will align with Sevenoaks Town Council's established electric vehicle designs. The wrap will feature clear STC branding and messaging that promotes the vehicle's green credentials, emphasising its role in supporting the Council's ongoing commitment to reducing emissions and investing in environmentally responsible travel for the community.



**Sevenoaks Town Council
Community Assets (Open Spaces) Committee Meeting
10th November 2025**

Raleys Car Park

For several years the eastern side of the Raleys car park bordering the field has become more damaged by tree roots from the shelter belt of Alder trees, the damage to the tarmac and undulations have become severe and recently someone fell and injured themselves requiring hospital treatment,

We sought three quotations to have the tarmac stripped back, cutting out surface roots or levelling over roots before relaying the tarmac, then marking the white lines disturbed by this work, but to date have only received two quotations:

A	£19,800.00 net Plus, the sum of £3633.50 to reline all other car park markings which are very faded
B	£ 32,325.00 net Plus £3,800.00 net to re-line all car park markings

There is a considerable difference in price, but this is because quote one is for a thinner layer of tarmac of 50mm versus 100mm.

We have asked company A to requote for a similar thickness but are awaiting their response.

Recommendation

That the most competitive quote is accepted once both are received to the same specification at a maximum cost of £36,125.00

Both companies have carried out previous works for us to a satisfactory standard.

**Sevenoaks Town
Community Assets (Open Spaces) Committee Meeting
10th November 2025**

Vine Pavilion Skylights

The Polycarbonate domed skylights on the Vine Pavilion above Men's and Ladies shower rooms, and the kitchen had become very worn and started to crack and leak,

Initially the company that fitted them in circa 2005 were approached to replace them like-for-like, but we were let down by them due to supply problems and so a new contractor was sought, with greater thought on the matter it was decided to not use Polycarbonate again as it discolours quickly and suffers UV damage,

Toughened glass that can be walked on has been chosen, this should also have greater longevity.

The contractor started last week by removing the old domes and replacing them with temporary plywood, the 'Upstand' that supports the weight of the glass will be rebuilt to take the extra weight involved whilst the glass is manufactured, it is hoped that the project will be completed within 8 weeks.

Additional Works and Cost Implications

During the removal process, a considerable number of additional roof and surrounding structure repairs were identified. These works, along with costs associated with crane access and installation, have increased the total project expenditure to approximately £16,000, which is double the originally anticipated cost.

This work is deemed essential on health and safety grounds. In line with Standing Orders, the Chair, Vice Chair and Town Clerk are authorised to approve expenditure up to £10,000. Approval was given on 31 October 2025.

Previous Minute (305 – Vine Pavilion: Replacement Skylights)

Replacement of the skylights was originally approved in January; however, the first contractor was unable to complete the works.

Polycarbonate was determined to be insufficiently durable. Two toughened glass alternatives were considered.

£3,000 had already been accrued for this project, with the balance to be drawn from the Development Fund EMR 2025/26.

RESOLVED:

Financial Regulation 5.7 was waived, as the work is specialist and further contractors approached could not fulfil the specification.

Replacement of the skylights with flat, toughened glass rooflights was approved at a cost of £8,346, with remaining costs funded from the Development Fund EMR.

**Sevenoaks Town
Community Assets (Open Spaces) Committee Meeting
10th November 2025**

The Development Fund for this year currently holds £19,512.

The additional costs for the roof repairs and associated works will also be taken from this fund.

Sevenoaks Town Council

Minutes of the meeting of the Greatness Recreation Ground Working Group Held on Wednesday 22 October 2025 in the Council Chamber, Town Council Offices, TN13 3QG

Meeting commenced: 14:00

Meeting Concluded: 14:41

Councillors present:

Cllr Dr Marilyn Canet	Present	Cllr Tony Clayton (Mayor)	Apologies
Cllr Victoria Granville	Apologies	Cllr Claire Shea	Present
Cllr Chloe Gustard	Present		

Substitute:	For
Cllr Dr Peter Dixon	Cllr Victoria Granville

Quorum of minimum 3 elected members was met.

In attendance: Responsible Finance Officer, Open Spaces & Cemetery Manager, Open Spaces & Leisure Committee Clerk/ Allotments Officer, Paul Lansdale – Chairman of Sevenoaks Town Football Club, Cllr Alan Leaman – Sevenoaks District Council

Also present: Four members of the public

34 - APOLOGIES FOR ABSENCE

Apologies received from Cllr Victoria Granville and the Town Clerk Linda Larter.

35 - REQUESTS FOR DISPENSATIONS

None received.

36 - DECLARATIONS OF INTEREST

None received.

37 - MINUTES OF THE GREATNESS RECREATION GROUND WORKING GROUP HELD ON 28TH APRIL 2025

RESOLVED:

- 1) That minutes of the Greatness Recreation Ground Working Group held on 28th April 2025 be agreed as a true record.
- 2) That Council consider appointing Cllr Chloe Gustard to the Greatness Recreation Ground Working Group.

38 - GREATNESS RECREATION GROUND PAVILION UPDATE

It was noted that the construction of the New Pavilion started with an estimated time frame of 42 weeks until completion.

Sevenoaks Town Council

Other points of discussion noted were:

- The Sod Cutting Ceremony is scheduled to take place on 28th October. Hoardings with information about the project and history of the Greatness area are to be installed. It was advised that one of the two access points to the Skatepark will require moving.
- The Working Group discussed health and safety signage, and it was suggested that the Open Spaces Manager liaise with the contractor regarding 5mph signage.
- Drainage issues were reported and an update was requested from the contractor.
- The Working Group queried whether there was enough capacity for EV chargers in the car park.

39 - GREATNESS RECREATION GROUND NEW PLAYGROUND UPDATE

The Working Group noted the update regarding the new and relocated play area to be installed at Greatness Recreation Ground. The timetable for the new play area for tender and construction was received.

It was agreed that the next Working Group meeting would be scheduled for January 2026 to progress the project, and it is hoped that design feedback will be obtained from the Youth Forum.

40 - PRESS RELEASE

There being no further business the Chair closed the Meeting.

South & South East in Bloom Results 2025

***Please note all categories, entry names, including spelling, are as given by yourselves on your online entry form – please let me know asap if you have incorrectly named/spelt something or are in the wrong category.**

Champion of Champion

Badshot Lea Cemetery	Gold
Royal Tunbridge Wells in Bloom	Gold
Bexhill in Bloom	Gold
Limpsfield in Bloom	Gold
Arundel Castle and Gardens	Gold & Winner

Small City

Gosport In Bloom	Silver Gilt &
Winner	

Small Town

Cranbrook in Bloom	Gold
Queenborough Town Council	Gold
Wareham Community Growers	Gold
Whitchurch in Bloom	Gold & Winner

Town

Edenbridge	Silver
Billingshurst in Bloom	Silver Gilt &
Winner	

Large Town

Yateley Town Council	Silver
Swanley Town	Silver Gilt
Faversham in Bloom	Gold & Winner

Town/City Centre

Edenbridge	Silver
Fleet Town Council	Silver Gilt
Godalming Town Council	Gold
Sevenoaks Town Centre	Gold
Shaftesbury in Bloom	Gold
Farnham in Bloom	Gold & Winner

Coastal over 12,001

Dover in Bloom	Gold & Winner
-----------------------	--------------------------

Village

Charlton Village Residents Association

Gold & Winner

Large Village

Cobham

Silver Gilt

Wickham in Bloom

Gold

Eynsford in Bloom

Gold & Winner

Parish

Bembridge Parish Council

Silver

Charlwood Parish Council (Hookwood)

Silver

Charlwood Parish Council (Charlwood)

Silver Gilt

Headcorn

Silver Gilt

Kingston Lewes

Silver Gilt

Chartham Parish Council

Gold

Lancing Parish Council

Gold

Sherfield Park Parish Council

Gold

Walmer

Gold

Wilmington

Gold

Fletching Parish Council

Gold & Winner

Our Community

Gateway Community Garden - Surrey Care Trust, Reigate

Silver Gilt

Ore in bloom, Ore

Silver Gilt

space2grow, Farnham

Silver Gilt

Weyhill in Bloom, Haslemere

Silver Gilt

Inspiro WellnessN'Wellies, Basingstoke

Gold

Rooting for Andover, Andover

Gold & Winner

Common

Swanley Recreation Ground, Swanley

Silver Gilt

Porchester Common, Fareham

Gold

Tunbridge Wells Common, Tunbridge Wells

Gold & Winner

Small Conservation Area

Swanley Wildlife & Nature Group, Swanley

Silver Gilt

Basingbourne Conservation Area, Fleet

Gold

Horsea Island SSSI, Portsmouth

Gold

Oakley Park Conservation Area, Fleet

Gold

Arundel Castle & Gardens, Arundel

Gold & Winner

Conservation Area

**Millennium Wood, Edenbridge
Winner**

Silver Gilt &

Large Conservation Area

Barnett's Wood Local Nature Reserve, Tunbridge Wells
Abbey Meadows, Fareham
Coldeast Conservation Area, Fareham
Nonsuch Park, Epsom & Ewell
Reigate Heath, Reigate
Sunbury Park and Orchard Meadow, Sunbury
Warsash Common Local Nature Reserve, Fareham
Wildgrounds Nature Reserve, Gosport
JPMorgan, Bournemouth

Silver Gilt
Gold
Gold
Gold
Gold
Gold
Gold
Gold
Gold & Winner

Country Park

Holly Hill Woodland Park, Fareham
Alver Valley Country Park, Gosport
Brockhill Country Park, Hythe
Earlswood Common, Reigate
Lullingstone Country Park, Eynsford
Pegwell Bay Country Park, Ramsgate
Shorne Woods Country Park, Shorne
Tanyard Meadow, Horley
Trosley Country Park, Meopham
Samphire Hoe, Dover

Silver Gilt
Gold
Gold
Gold
Gold
Gold
Gold
Gold
Gold
Gold & Winner

Heritage Park/Garden

High Beeches Woodland and Water Garden, Haywards Heath

Denmans Garden, Arundel
Farringford Estate, Freshwater

Highdown Gardens, Worthing
Hole Park, Rolvenden
Leonardslee Lakes & Gardens, Horsham
Nonsuch Park, Epsom & Ewell
Osborne, East Cowes
Penshurst Place & Gardens, Penshurst
Riverhill Himalayan Gardens, Sevenoaks
Sir Harold Hillier Gardens, Romsey
Turkey Mill Business Park, Maidstone
Walmer Castle and Gardens, Warmer
Hever Castle and Gardens, Hever

Silver Gilt

Gold
Gold
Gold
Gold
Gold
Gold
Gold
Gold
Gold
Gold
Gold & Winner

Small Park

Bembridge Parish Council - War Memorial Gardens, Bembridge
Cascades, Ventnor

Silver Gilt
Silver Gilt

Preston Rockery, Brighton	Silver Gilt
Reigate Castle Grounds, Reigate	Silver Gilt
Station Road Community Gardens, Billingshurst	Silver Gilt
The Civic Gardens, Fareham	Silver Gilt
The Views Meadow, Fleet	Silver Gilt
Basingbourne Park, Fleet	Gold
Gostrey Meadow, Farnham	Gold
Lady Neville Recreation Ground, Banstead	Gold
Oakley Park, Fleet	Gold
Sensory Garden, Fareham	Gold
Upper High Street Gardens, Sevenoaks	Gold
Westbury Manor, Fareham	Gold
Crescent Gardens, Gosport	Gold & Winner
Park	
Redhill Memorial Park, Redhill	Gold
Stangrove Park, Edenbridge	Gold
Ventnor Park, Ventnor	Gold
Vine, Sevenoaks	Gold
Grove Ferry Picnic Site, Canterbury	Gold & Winner
Large Park	
Calthorpe Park, Fleet	Gold
Calverley Grounds, Tunbridge Wells	Gold
Stanley Park, Gosport	Gold
Phillips Memorial Park, Godalming	Gold & Winner
Large Park over 25 acres	
Reigate Priory Park, Reigate	Silver Gilt
Swanley Park, Swanley	Silver Gilt
Dunorlan Park, Tunbridge Wells	Gold
Grosvenor and Hilbert Park, Tunbridge Wells	Gold
Horsham Park, Horsham	Gold & Winner
Walled Garden	
Denmans Garden, Arundel	Gold
Farringford Estate, Freshwater	Gold
Osborne Walled Garden, East Cowes	Gold
Sunbury Walled Garden, Sunbury	Gold
Arundle Castle, Arundel	Gold & Joint
Winner	
Belmont House and Gardens, Faversham	Gold & Joint
Winner	
Business Landscape	
Bembridge Coast Hotel, Bembridge	Gold
Lakeside Coastal Village, Hayling Island	Gold

Norton Grange Coastal Village, Yarmouth	Gold
Sinah Warren Warner Leisure Hotels, Hayling Island	Gold
Turkey Mill Business Park, Maidstone	Gold
JPMorgan, Bournemouth	Gold & Winner

Churchyard

Eynsford Baptist Church, Eynsford	Silver Gilt
St Mary's Churchyard, Billingshurst	Silver Gilt

St Wulfran's Church, Ovingdean	Silver Gilt
St Bartholomew's Church, Haslemere	Gold
St Martin's Churchyard, Eynsford	Gold
St Mary's Church, Storrington	Gold

Wareham Burial Joint Committee, Wareham	Gold
Woodbury Park Cemetery, Tunbridge Wells	Gold & Winner

Small Cemetery/Crematorium

Reigate Garden of Remembrance, Reigate	Silver Gilt
Chartham Cemetery, Chartham	Gold

Fleet Cemetery, Fleet	Gold
Nightingale Cemetery, Godalming	Gold
Heathlands Cemetery, Yateley	Gold
St Marks Churchground, Gosport	Gold
Hale Cemetery	Gold & Winner

Cemetery/Crematorium

Chichester Crematorium, Chichester	Silver Gilt
Edenbridge Churchyard and Cemeteries, Edenbridge	Silver Gilt
Ashford Burial Ground, Stanwell	Gold
Staines Cemetery, Staines	Gold
Sunbury Cemetery, Sunbury	Gold
Western Road Cemetery, Haywards Heath	Gold
Porchester Crematorium, Fareham	Gold & Winner

Large Cemetery/Crematorium

Harbour View Crematorium and Woodland Burial Ground, Lytchett Minster	Gold
Redstone Cemetery, Reigate	Gold
Tunbridge Wells Cemetery and Crematorium, Tunbridge Wells	Gold
West Street Cemetery, Farnham	Gold
Eashing Cemetery, Godalming	Gold & Winner

Celebration Stations (Stations in Bloom)

Greenhithe (for Bluewater) Station	Bronze
Ash Vale Station Gardeners	Silver
Bognor Regis Station	Silver
Canterbury East Station	Silver

Canterbury West Station	Silver
Dover Priory Station	Silver
Havant Train Station	Silver
Martin Mill	Silver
Petersfield Station	Silver
Salisbury Railway Station	Silver
Shanklin Station	Silver
Swanage Railway- Swanage Station	Silver
Thanet Parkway Station	Silver
Bognor Regis Station	Silver
Aldershot Civic Society Station Adoption Group	Silver Gilt
Alton Station	Silver Gilt
Bitterne Station	Silver Gilt
Brockenhurst (BCU)	Silver Gilt
Friends of Effingham Junction Railway Adopters	Silver Gilt
Incredible Edible	Silver Gilt
Rochester Station	Silver Gilt
St Leonards Warrior Square Station	Silver Gilt
Strood Station	Silver Gilt
Swanage Railway - Corfe Castle	Silver Gilt
Tonbridge Station	Silver Gilt
Wareham Station	Silver Gilt
Arundel Station	Gold
Ashurst and Colbury community Group	Gold
Deal Station	Gold
Farncombe Station	Gold
Farnham community rail volunteers	Gold
Hedge End Station	Gold
Hollingbourne Station	Gold
Lake Train Station	Gold
Margate Station	Gold
Micheldever Station	Gold
Queenborough Station	Gold
Robertsbridge Station	Gold
Sandling Station	Gold
Swanage Railway - Harmans Cross Station	Gold
Swanage Railway - Herston Community Halt	Gold
Swanage Railway - Norden Station	Gold
West Byfleet Station	Gold
Whitchurch Station	Gold
New Milton Station	Gold & Winner

It's Your Neighbourhood

Electro Gardens, St Leonards on Sea	Establishing
Love Walton-on-Thames - North	Establishing
Love Walton-on-Thames - Central	Improving
Shanklin Green Towns - Shanklin Library	Improving
Carey Hall Gardens, Wareham	Advancing

Eynsford Green Team, Eynsford Parish Council	Advancing
Friends of Your Edible Community Garden, Haywards Heath	Advancing
Major Clarke House Volunteers, Cranbrook	Advancing
New Friends of Scrase Valley, Valley Orchard, Haywards Heath	Advancing
Shanklin Green Towns - Shanklin War Memorial	Advancing
Swanage Railway- Swanage Station	Advancing
Victoria Villa Residents Group, Westbrook	Advancing
Cranborne Bloomers	Thriving
Friends of Eastern Road Nature Reserve, Lindfield	Thriving
Friends of Wareham Hospital Garden	Thriving
HLCD - Growing Community, Dartford	Thriving
Incredible Edible, Ashford	Thriving
Minding the Garden, Fleet	Thriving
Moretons Lane Community garden, Wareham	Thriving
New Milton Community Garden	Thriving
Northmoor Wildlife Haven, Wareham	Thriving
Ore in Bloom, Ore Village	Thriving
Planters at Ashurst Precinct, Ashurst	Thriving
Shanklin Green Towns - Shanklin Station	Thriving
Swanage Railway - Corfe Castle	Thriving
Swanage Railway - Herston Community Halt	Thriving
Swanage Railway - Norden Station	Thriving
The Burnham Wood Residents, Fareham	Thriving
The Friends of St Ann's Well Gardens, Brighton	Thriving
Vital Village Community Garden, Thames Ditton	Thriving
West Byfleet Community Gardening Group - Birch Green	Thriving
West Byfleet Community Gardening Group - Railway Station	Thriving
West Byfleet Community Gardening Group - Rosemount Parade	Thriving
Weyhill In Bloom, Waverly	Thriving
Woodingdean Community Association, Brighton	Thriving
Alexandra Park Greenhouse, Hastings	Outstanding
Ashurst and Colbury Community Group,	Outstanding
Badshot Lea Bloomers, Farnham	Outstanding
Blooming Marvellous Supported Adult Gardening Group, Aldershot	Outstanding
Boswell Road Residents, Crawley	Outstanding
Branksome Terrace, Poole	Outstanding
Caesar Court Residents Group, Deal	Outstanding
Cornwallis House Residents Group, Charing	Outstanding
Evernden House Borders, Cranbrook	Outstanding
Faversham Almshouses, Faversham	Outstanding
Friends of Abel's Acre, Faversham	Outstanding
Friends of Ashenground and Bolnore Woods, Haywards Heath	Outstanding
Friends of Broomhill, Rochester	Outstanding
Friends of Brunswick Square & Terrace, Brighton	Outstanding
Friends of Grosvenor and Hilbert Park, Tunbridge Wells	Outstanding
Friends of Horsham Park, Horsham	Outstanding
Friends of Ore Station, Hastings	Outstanding
Friends of Preston Park, Brighton	Outstanding

Gateway Allotment Project, Reigate	Outstanding
Hadlow Community Allotment, Hadlow	Outstanding
Hendley Drive Neighbourhood, Tunbridge Wells	Outstanding
HOUSE in the Basement, Sevenoaks	Outstanding
Inspiro Love2Grow, Basingstoke	Outstanding
Middle Row, Faversham	Outstanding
Millfield Allotment Association, Faversham	Outstanding
Oakdale Library Gardens Association, Poole	Outstanding
Play Lane Millennium Green Trust, Ryde	Outstanding
Pulborough Community Gardeners, Pulborough	Outstanding
Rolt Millennium Gardens and Abbey School, St James, Shaftesbury	Outstanding
Rooting for Andover, Andover	Outstanding
RSPB Pulborough Brooks Nature Reserve Volunteer Gardening group,	Outstanding
Sandown Castle Community Garden Group, Deal	Outstanding
Shaftesbury Health Centre Blackmore Vale Surgery	Outstanding
Shepperton Village Conservation Group	Outstanding
space2grow, Farnham	Outstanding
Stanford and Cleveland Community Garden, Brighton	Outstanding
Sunken Garden Society, Westbrook on Sea	Outstanding
Swanage Railway - Harmans Cross Station	Outstanding
Swans Yard, Shaftesbury	Outstanding
The Bourne Conservation Group, Farnham	Outstanding
The Compass Garden, East Grinstead	Outstanding
The Farncombe Initiative	Outstanding
The Friends of Coy Pond, Poole	Outstanding
The Friends of Palmeira & Adelaide, Brighton	Outstanding
The Friends of Prospect Field, Whitstable	Outstanding
The Gardening Group at Charing Surgery	Outstanding
The Hub, Englefield Green,	Outstanding
The Norfolk Square Group, Brighton	Outstanding
Wareham Town Pound	Outstanding
West Street Garden of Reflection FARNHAM	Outstanding
Wilder Bramley - Bee Garden, Bramley Village	Outstanding
Winton Library Garden, Bournemouth	Outstanding
Worth Park Gardening Club, Crawley	Outstanding

National Certificate of Distinction

Branksome Terrace
 Play Lane Millennium Green Trust
 Swans Trust

RHS Community Awards

Community Engagement Award

Play Lane Millennium Green Trust

Silver Gilt

Alexandra Park Greenhouse	Gold
Gardening with Young People Award	
Ashurst and Colbury Community Group	Silver Gilt
Inspiro Love2Grow	Silver Gilt
Royal Tunbridge Wells	Silver Gilt
West Byfleet Community Gardening Group	Silver Gilt
Gateway Community Garden - Surrey Care Trust	Gold & Winner

Health and Wellbeing Award	
Norton Grange Coastal Village	Silver Gilt &
Winner	

Sustainable Gardening Award	
Worth Park Gardening Club	Silver Gilt &
Winner	

Desktop Categories

Biodiversity Award	
Birch Green	Silver Gilt
Sunken garden Society	Silver Gilt
HMS Excellent	Gold
Inspiro	Gold
Dover in Bloom	Gold & Winner

Environmental Challenge	
New Milton Community Garden	Silver Gilt
space2grow	Silver Gilt
Eco – Minds	Gold
Eynsford	Gold
Gateway Community Garden - Surrey Care Trust	Gold & Winner

Front Garden & Balconies	
Tracy Mitchell	Silver
Erica Russell	Gold & Winner

Hotels & Guesthouses	
Lakeside Coastal Village	Silver Gilt
Bembridge Coast Hotel	Gold & Winner

Shop Fronts and Workplaces
Godalming Youth Service

Gold & Winner

Wildflowers and Weeds

Whitchurch in Bloom

Gateway Community Garden - Surrey Care Trust

Bembridge Coast Hotel

Silver Gilt

Gold

Gold & Winner

Community Champions Award
Church

John Butler- Storrington

The Outstanding Contribution Award
Cleveland

Debbie Prior - Stanford &

Judges Award
House

Judith Mills, Evenden

Trustees Award
Riverhill Himalayan Gardens

Misako Kasahara -

Chairman's Award
Garden

Hever Castle - Valley

		Name of Entry: Sevenoaks Town Council - Sevenoaks Town Centre									
		Judges: Peter Every									
		Date of Assessment: 11/07/2025									
Urban Marking Sheet											
Category: Category: BID, Town Centre or City Centre / Urban Community (Indicate appropriate category)											
MAXIMUM OF 10 POINTS PER SUB SECTION											
A Horticulture 40%	A1	9	A2	9	A3	9	A4	9	Total Marks in Sections A, B & C		Medal Level in Sections A, B & C
B Environment 30%	B1	9	B2	9	B3	9					
C Community 30%	C1	9	C2	9	C3	9					
Total Score out of 100:		90	Overall Medal Awarded:					Gold			
Medal Guide: Gold, Excellent 85-100 Points; Silver Gilt, Very Good 75-84 Points; Silver, Good 60-74 Points; Bronze, Satisfactory 50-59 Points. 49 Points and below – no medal awarded.											

Introduction and Overall Impression:

The focus for this years entry is biodiversity and planting for pollinators and this featured heavily at all sites visited on the tour demonstrating increasing biodiversity and improving habitats is possible anywhere with space for planting. Sevenoaks in Bloom are well organised with different groups getting involved from the very young to the more matures members of the community. The plant choice was excellent and on occasions demonstrated a sense of humour in particular Bobs Bonkers Bugs at Rockdale.

Judges Feedback Section A – Horticulture:

The theme of the planting is reflected across many of the sites in the tour, notable examples were the planting at Rockdale with a mixture of edibles and ornamentals, all the planting looked healthy and disease free. It was delightful to see the mix of ages getting involved with a nursery class and older students displaying artwork and installations around the site, the students from Walthamstow Hall exhibited a display and expressed an interest in being more involved with the community which should be encouraged. The bed at the station maintained by the Soroptimists who took on a challenging site in the middle of the car park, this had been replanted since my last visit with the use of Perovskia (now Salvia yangii) and bronze fennel which on the day of the visit was alive with insects, an excellent choice of plants which will tolerate dry conditions. A new planting adjacent the station entrance had recently been planted and will, overtime, fill out but further planting will help to fill in the gaps. The barrier troughs were planted with traditional seasonal bedding sourced from a local supplier and appeared to be full, do be mindful of dead heading as one or two spent flower heads were noted. It was a pleasure to meet Martin again at West Kent Housing who continues with Incredible edible theme who manages to cultivate a selection fruit and vegetables which the community can pick and use. It was a pleasure to meet so many enthusiastic gardeners and everyone should be proud of keeping up this high standard.

Judges Feedback Section B – Environment:

Once again no evidence of litter or graffiti with street furniture well maintained. It was noted some shops had entered into the spirit of bloom but not all, this can be challenging but as noted last year involvement can be as simple as a poster in the window. The Councils commitment to addressing climate change is set out in the in the portfolio and the neighbourhood development plan, it was clear efforts are being made during the tour with plant selection to enhance biodiversity and drought tolerance demonstrated throughout. The Council invested in a new resin bound surface in the Vine which has lifted the area and made the area accessible for visitors with mobility issues, it was noted a Clematis armandi was starting to suffer and should be consider for replacement. It was noted in the portfolio the Council has invested in two electric vehicles for open spaces staff and battery powered hand held equipment. The Councils commitment to climate change is clear in the actions already put in place.

Judges Feedback Section C – Community:

It was a pleasure to meet so many volunteers on the tour and it was clear bloom is thriving with all ages and abilities included. The addition of a Community Engagement officer will only help to boost volunteering and encourage new groups and schools to become involved. A special mention must go to Willow who crocheted the top of the post box in the high street, this was a fun and different way to be involved. On this occasion it was possible to meet some students from Trinity school who's art installation in the Vine was well thought out and put together. The inclusion of the seed swap box is an excellent way for the community to share and exchange spare seeds and encourage others to take part. There is a lot of evidence of communication with the community utilising a variety of methods including town magazine, notice boards and social media channels. This was a enjoyable second visit and a pleasure to see how the town has progressed since last year. Well done to all involved.



South & South East in Bloom Small Park/Park/Large Park of the Year Award 2025

Sevenoaks Town Council - Upper High Street Gardens

SECTION A - Making Way for People		Max Points	Actual Points
Access for all- Fit for purpose, appropriateness and practicality of accesses and path network.		15	14
Signage and visitor information		15	13
SECTION B– Design		Max Points	Actual Points
Appearance and practicality of layout		20	19
SECTION C– Welfare of Park Users		Max Points	Actual Points
Staff/voluntary presence *		10	9
Control of dog fouling		10	10
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)		Max Points	Actual Points
Maintenance of facilities *		25	24
SECTION E - Maintenance (Quality of horticultural and sports turf maintenance)		Max Points	Actual Points
Judges should ascertain if there is evidence of concern, checks and solutions for Armillaria, Ash Die Back, Phytophthora, Box Blight etc.			
Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas especially tree health.		25	22
SECTION F –Maintenance of hard landscape features		Max Points	Actual Points
Paths, benches, bins, play areas and artificial surfaces		10	9
Control of litter, graffiti & vandalism		10	10
SECTION G– Environmental sustainability (Management of natural resources)		Max Points	Actual Points
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *		20	18
SECTION H–Conservation		Max Points	Actual Points

Management of natural features, wildlife and flora *

20

19

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

Volunteering & promotion of the park as a community resource

20

12

Maximum Points Available 200

Total Points Awarded 179

Award Nomination Gold

Areas of Achievement

This is a delightful small park located off the busy high street providing a quiet area for the local community to spend time in a green open space. the mix of trees and shrubs are well maintained and appear to be healthy with no evidence of pests and disease. Since my last visit the tired rose bed has been re-planted and now provides a splash of colour to the garden. The large trees are maintained by a local contractor with the rest of the garden looked after by the town Council. Although close to the main road the shrubs and trees filtered any noise from traffic. The shelter at the rear of the park provides a covered seating area and benches around the park are well located and maintained. The hard landscaping and path network are in good condition and on my visit no evidence of litter or dog fouling.

Areas for Development

Very little needed to improve the park, however, the lawns are maintained as ornamental lawns being cut once per week, perhaps consider relaxing the mowing regime to allow any wildflowers in the lawn to flower which can be a valuable source of nectar for foraging insects. Litter bins were evident in the park but consider the opportunities to introduce recycling bins, its appreciated this may take time and a need to educate the public. With the changing climate do consider the choice of plants and trees, think about species that will tolerate some drought conditions in the summer. This is a wonderful small park that is looked after with pride, well done to all involved.

Results

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



South & South East in Bloom Small Park/Park/Large Park of the Year Award 2025

Sevenoaks Town Council - Vine

SECTION A - Making Way for People		Max Points	Actual Points
Access for all- Fit for purpose, appropriateness and practicality of accesses and path network.		15	14
Signage and visitor information		15	13
SECTION B– Design		Max Points	Actual Points
Appearance and practicality of layout		20	17
SECTION C– Welfare of Park Users		Max Points	Actual Points
Staff/voluntary presence *		10	9
Control of dog fouling		10	0
SECTION D– Facilities (Appropriate provision, accessibility and appearance of facilities)		Max Points	Actual Points
Maintenance of facilities *		25	23
SECTION E - Maintenance (Quality of horticultural and sports turf maintenance)		Max Points	Actual Points
Judges should ascertain if there is evidence of concern, checks and solutions for Armillaria, Ash Die Back, Phytophthora, Box Blight etc.			
Trees, shrubs, herbaceous, seasonal planting, ponds & lakes and sports areas especially tree health.		25	23
SECTION F –Maintenance of hard landscape features		Max Points	Actual Points
Paths, benches, bins, play areas and artificial surfaces		10	9
Control of litter, graffiti & vandalism		10	10
SECTION G– Environmental sustainability (Management of natural resources)		Max Points	Actual Points
Planting schemes which are achieving sustainability, reducing the use of scarce resources such as water and peat *		20	18
SECTION H–Conservation		Max Points	Actual Points

Management of natural features, wildlife and flora *

20

17

SECTION I - Community Involvement

Max Points	Actual Points
------------	---------------

Volunteering & promotion of the park as a community resource

20

17

Maximum Points Available 200

Total Points Awarded 170

Award Nomination Gold

Areas of Achievement

Since my last visit there has been considerable investment into the paths surface around the pond area with the introduction of a bound resin surface. This has made the area more accessible and safer removing trip hazards from the old crazy paved surface as well as improving the look of the area. It was a pleasure to meet the Soroptimists again and view the hard work as well as the students from Trinity school who added interest with their art installation, the continuing theme running through the park was celebrating bugs, this was an excellent way to include members of the community both young and old to become involved. Although not seen a new lighting scheme has been introduced to light up features in the park using different colour lights which adds another dimension as well as making the area safe in the evenings for people to walk through. All the buildings and furniture were in a good state of repair and the recycling bins were noted.

Areas for Development

It was clear during my visit a considerable amount of work has gone i to raising the standards in the park and it will be interesting to see how the park develops over the coming year. Do consider the impact of climate change when selecting planting and in particular trees, consider species that will tolerate some drought conditions. The rustic bridge is in need of some attention although it was explained consultation with the conservation officer had taken place on the best course of action. It was noted a Clematis armandi was struggling and a replacement should be considered in the event it does not recover. With a number of buildings in the park consider the opportunities for water harvesting, in particular the veg bed used to promote the allotments, this may set a good example to allotment tenants. Overall it was a pleasure to walk around the park and meet so many interesting people, well done to the Town Cryer in full regalia for coping in the heat, as noted last year this park is a valuable much loved asset to the town. Well done and thanks you for making my visit so enjoyable.

Results

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



31.10.25

546 words

Press release: Sevenoaks in Bloom wins four awards at RHS Britain in Bloom

With images attached separately of Britain in Bloom award ceremony.

Sevenoaks achieved remarkable success at the RHS Britain in Bloom Awards on Friday 31st October, held in Brighton. Sevenoaks in Bloom won four awards, as well as a Gold standard in the Town Centres & City Centres category, recognising the outstanding community effort.

The town's campaign won a Judges' Highlight Award, celebrating important partnerships, particularly with Rockdale Housing Association. The hard work Rockdale Housing Association's staff and residents put into creating a stunning garden was recognised again as their Head Gardener, Annette Whitney, was awarded the Community Champion award. Annette Whitney commented, *"Thank you to everyone who was involved, it was a major community effort from all at Rockdale"*.

The Sevenoaks in Bloom team was also delighted that two young volunteers in the community won Young Champion awards – Willow and Bonnie. Willow Loudon, a talented crafter, crocheted two intricate post box toppers that brought joy to the town centre. Bonnie and her friend Emma took part in a sponsored litter pick to raise funds, which they used to buy plants for the Vine Gardens.

Sevenoaks was chosen as the South & South East regional representative in the Town Centres & City Centres category of the national finals. The Sevenoaks in Bloom 2025 campaign theme was 'Celebrating Bugs', highlighting the importance of pollinators through planting schemes designed for bees, butterflies, and other insects, alongside edible planting.

Britain in Bloom is a nationwide gardening competition that inspires communities to make positive changes to their local environment through horticultural, environmental and community action. Community involvement is a huge part of the competition, and it was incredible to see the Sevenoaks community rally together. Volunteers aged from two to 100 were involved – school pupils, gardeners, local businesses, crafters, and the Town Council's Open Spaces team all went the extra mile.

Local crafters from Knole U3A, Knit and Natter, Sevenoaks Soroptimists, Rockdale Housing Association and other craft groups created charming knitted bees, butterflies and caterpillars which were exhibited around the town.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk



Town Clerk

Many young children contributed hand-painted bug rocks, which were displayed at the Vine. Sevenoaks Day Nursery and 15th Sevenoaks (Otford) Beaver Scout supplied many of these, as well as local kids who attended Town Council events over the summer. Pupils from Walthamstow Hall School and tots from Oakley Day Nursery helped out with Rockdale's garden display.

Year 10 students at Weald of Kent Grammar School created stunning withie sculptures of dragonflies and a snail. An amazing wire insect sculpture was created by Year 12 students from Trinity School. St John's Primary School Year 2 Forest School made clay bugs and minibeasts, which were on display at House in the Basement youth café, along with LEGO flowers and other crafts created by young people.

Community pride continued beyond creative displays, with residents and organisations maintaining planters and baskets across the town. Sevenoaks Soroptimists tended to flowerbeds at the Vine and station, while West Kent Housing and Southeastern worked to keep their areas of the town looking beautiful. Other businesses in Sevenoaks also contributed as their staff volunteered to keep the town looking fabulous.

The Mayor of Sevenoaks, Cllr Tony Clayton, said *'Thank you to all our volunteers, partner organisations and businesses who made Sevenoaks in Bloom such a success, and for the support provided by this year's sponsor, The Purelake Group.'*

End

Note to editor

For more information, please contact:

Lily Goodwin

Community Engagement Manager

Sevenoaks Town Council

01732 459 953

communityeng@sevenoakstown.gov.uk



**RHS Britain in Bloom
UK Finals Marking Sheet 2025**

Name of entry: Sevenoaks in Bloom	Judging Date: 12th August 2025
Category: Town Centres & City Centres	Judges: Richard Budge & Alan Hulme

Horticultural Achievement (40%)	Silver Gilt
Environmental Responsibility (30%)	Silver Gilt
Community Participation (30%)	Gold
Overall	Gold

Introduction and Overall Impression

Sevenoaks is an ancient market town situated in the County of Kent in the South of England with a population of around 29,000. It was 1987 when six of the seven oaks which had been planted in around 1902 to celebrate the coronation of King Edward were blown down in the great storms with only one surviving tree: now 123 years old and known as the King Oak.

Sevenoaks proved itself to have a strong community throughout, engaging with the young and old in many projects, with this year's theme celebrating bugs and bees.

There were many outstanding individual people and projects during our visit, and it was encouraging to see young people actively engaged in their environment, from letterbox toppers to children raising money for planting, and probably one of the youngest town criers in the country.

There was a real strong sense of pride throughout the whole of Sevenoaks, from the displays that we saw to the people that we met. This was also strongly supported by a very professionally produced portfolio, full of interesting facts and information and how the community and the local authorities work together. Also interesting in the portfolio, was the huge increase in volunteer hours in 2025 and the review of the past year, along with a future development plan that shows you intend to keep striving forward.

We would like to take this opportunity to congratulate you on your passionate and inspirational motivation and achieving a national Gold award. It was very well deserved.

SECTION A – Horticulture

Achievements:

The planting displays in and around the town centre and upper High Street gardens were very cheerful with 93 baskets, 36 troughs and one flower tower which had been supplied unplanted by a local contractor on behalf of the local authority who also conducted and carried out the watering of these. It proved to be much more cost effective to the local authority than doing it in-house.

It was pleasing to see so many volunteers undertaking horticultural duties in Vine Park and the use of sustainable planting in the recently refurbished top end of the gardens complemented by than your permeable pathways.

The encouragement of the youth at the house in the basement cafe and how they've been involved in planting the rail planters which included vegetables which they use within the cafe was pleasing to hear about. The council should be pleased with their investment in this area and supporting the youth of Sevenoaks.

The jewel in the crown of our visit was Rockdale village. Annette is the head gardener for Rockdale Housing which is a site of retirement flats and nursing home for retirement age residents of Sevenoaks. She has implemented so many things to engage the residents that live in the housing or the homes themselves and engaged them in every aspect of horticulture. Many of the residents were keen and passionate gardeners when they had larger properties of their own but find gardening beneficial to the health well-being and it also provides exercise.

Annette has implemented various areas where the residents can be responsible for either sustainable planting planters full of annual displays and even a small fruit and vegetable area where the residents are encouraged to harvest their produce.

The residents have also been engaged in arts projects where they have all been involved in making bugs to display around the whole site, along with pictures and paintings which have been displayed in the grounds.

Recommendations:

Possible consideration in route planning would avoid parking in the council offices car park, which was rather untidy. This would have saved walking back up through the town centre and back down the same area. It might have been better to drop the judges off and allow them to move on and then meet them at the bottom of the hill again, as this would have saved some time.

It was also noticed along the tour route that trader involvement wasn't possibly as good as it could have been in times gone by. There was lots of evidence of empty brackets and judges would suggest removing these for any future judging unless the businesses can be encouraged to display baskets.

SECTION B – Environment

Judges Feedback Section B – Environment: *(Please expand space as required to fit judging comments).*

Achievements:

The streets of Sevenoaks were very clean and tidy along with most of the street furniture, but there could be improvement in some areas.

There had been lots of installations of bug hotels in trees, planters, parks and gardens to encourage wildlife into these areas but also the bug and bee theme was prevalent throughout the whole of our tour, either bees and bugs knitted and tied to rails, and painted stones in planters. Many of the residents in Rockdale had found talents they had long forgotten in arts and crafts with Bobs Bonkers Bugs, to the stag beetle drawing that had been printed and displayed, created by Barry Soadon.

There were discussions along the tour along with evidence in the portfolio of the refill scheme, plastic free pledge along with the commitment to planting more trees and where possible fruit and nut trees. Also, leading on from this section, was the town's plan on carbon reduction by installing electric charging points the local authority running electric vehicles to the future installation of cycle rack planters and encouragement of more cycling within the area.

Recommendations:

Some of the street furniture would have benefited from a wash and repaint. This was seen on the bins and also we did note a little graffiti and fly posting along the route.

SECTION C – Community**Achievements:**

When judging Sevenoaks the judges were very impressed with how you had engaged with both with the young and older people of the town from the work in the youth centre, to the work at Rockdale with the work of Annette Whitney.

We also had the opportunity to meet two very inspiring young girls who in their own individual way had undertaken small projects which had significantly improved their local environment.

Firstly, we saw the wonderful work of Willow, who had been busy knitting post box toppers. She was only aged 11 and learned to knit when she was 7, she also knitted for our visit as judges, two pin-on flowers, attached is a copy of her work and a picture of her. Secondly, we met Jody, who a taken it upon herself to start raising money to help improve the environment in and around the bandstand at the vine gardens. She had an undertaken (off her own back) a sponsored litter pick and managed to raise £50, which she then spent on buying plants to go in the planters on each side of the steps, once again attached is a picture of the planter and Jodie.

Then we met the Soroptomist, who volunteers their time in many of the community spaces in the town, making vast improvements; also a great opportunity for the volunteers to make new friendships along the way.

There were many fine examples of public awareness that the town was representing the South and South East in the national In Bloom campaign with posters erected in the railway station, the national Britain in Bloom banner on display as you left the station, to various notices around the town celebrating the work of volunteers for the campaign. Also not forgetting the window display in the chocolate shop, with their wonderful handmade sweets.

Recommendations:

Although in the portfolio in the development plan it mentions seeking sponsorship and donations from businesses, and exploring future grant funding availability, it was felt that there could have been more of an emphasis on how funds were raised via fundraising events, Council precept and other ways that the In Bloom campaign is funded.

Sevenoaks Town Council

Sevenoaks in Bloom Meeting 10th November 2025

Potential anniversaries/events/national celebrations happening in 2026:

- 100-year birthday of David Attenborough
- Claude Monet died 100 years ago (link to his nature paintings - water lilies etc?)
- FIFA World Cup
- Women's T20 Cricket World Cup in England

100 years since Winnie the Pooh was written (but may be tricky to use images due to Copyright)

Sevenoaks Town Council
Community Assets (Open Spaces) Committee– 10th November 2025

CURRENT MATTERS

(formerly of Community Asset Working Group)

NB: updates in green (and italics)

8 Community Assets (Open Spaces) Committee 04.08.2025 Greatness Recreation Ground WG 22.10.2025	Greatness Recreation Ground Play Area (& Gym)	Due to the success of the CIL Board funding application there is a £250,000 budget for the new play facilities. Timetable for tender and construction of play area receive.
<i>Community Assets (Open Spaces) Committee 04.08.2025</i>	<i>Greatness Recreation Ground Community & Football Pavilion</i>	<i>It was noted that a Quantity Surveyor and Employers Agent was appointed with construction work to start in September/October 2025. Councillors also noted that STC was successful in obtaining £100,000 of CIL funding towards relocating and installing the Children's Play Area at Greatness Recreation Ground with the total budget being £250,000 for the project.</i>
668.10 OSL 12.02.24 Community Assets (Open Spaces) Committee 04.08.2025	Woodland Management	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. Woodland Management Plans received and to be reviewed for possible actions.
674 OSL 12.02.24	Pre-Application Advice – New Access to The Vine Pavilion	RESOLVED that the Town Council: 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. <i>Ongoing.</i>
676 OSL 12.02.24	Proposal to Collaborate with SDC, KCC and West	RESOLVED: To explore the proposal and to approach the different organisations for their opinions.

93

Sevenoaks Town Council
Community Assets (Open Spaces) Committee– 10th November 2025

Community Assets (Open Spaces) Committee 15.09.2025	War Memorial	RESOLVED: <i>i)That 'Selecta DNA' grease be removed from the metal statue. ii)That the inscriptions be cleaned. iii)To proceed with the use of Smart Water (now DeterTech) to protect the War Memorial.</i>
Community Assets (Open Spaces) Committee 04.08.2025	Oast House	<i>The Committee received the feasibility report for the Oast House, the purposes of the report were to indicate that the facilities originally identified can be accommodated in the building (section 11) and to outline to Tarmac the intended community use of the building and request that negotiations for the Freehold of the building being handed to Sevenoaks Town Council commence.</i> RESOLVED: <i>To outline to Tarmac the intended community use of the building and request that negotiations for the Freehold of the building (and ancillary area for car parking and outdoor space) be handed to Sevenoaks Town Council commence.</i>
Community Assets (Open Spaces) Committee 15.09.2025		<i>The Committee received the update report on the Oast House Business Proposal.</i>
Community Assets (Open Spaces) Committee 04.08.2025	Dog Fouling	<i>Councillors received and noted correspondence from a local resident regarding dog fouling in Sevenoaks (see Public Question Time section). The Councillors were grateful to the member of the public for taking the time to contact them on the matter.</i> RESOLVED: <i>i)Review and implement where possible Keep Britain Tidy recommendations. ii)Raise Awareness on Social Media. iii)Provide Animal Welfare Officer contact details to resident.</i>
Community Assets (Open Spaces) Committee 04.08.2025	Play Areas Capital Investment Programme	<i>The Play Areas Capital Investment Programme report was received by the committee. It was noted that repairs and refurbishment projects for several play areas were overdue, and an update of the play equipment capital programme was necessary.</i> RESOLVED: <i>i)That the Community Assets Committee review the future programme for improvements to Play Areas and make recommendations to the Finance & Delivery Committee. ii)Progress with refurbishment of Buckhurst Lane Play Area and Kippington Meadow Play Area.</i>

Sevenoaks Town Council
Community Assets (Open Spaces) Committee– 10th November 2025

		<i>iii)Progress with obtaining tender for public consultation for new relocated Greatness Recreation Ground Play Area.</i>
--	--	--