



19th March 2025

COMMUNITY ASSET WORKING GROUP

To be held in the Council Chamber, Town Council Offices,
Wednesday 26th March 2025 at 2.00pm

Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Working Group Members:

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

Quorum minimum of 3 elected members

AGENDA

1.	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	-
2.	<u>REQUESTS FOR DISPENSATIONS</u> To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).	-
3.	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this agenda.	-

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4.	<u>MINUTES OF MEETING OF COMMUNITY ASSET WORKING GROUP HELD ON 22nd January 2025</u> To receive and agree the Minutes of the Meeting of the Community Asset Working Group held on 22 nd January 2025 as a true record.	Attached
5.	<u>OPEN SPACES & CEMETERY MANAGER'S REPORT</u> To receive and consider the Open Spaces & Cemetery Manager's Report.	Attached
6.	<u>GREATNESS PARK CEMETERY – RULES & REGULATIONS</u> To receive and consider the Greatness Park Cemetery Rules & Regulations proposed amendment.	Attached
7.	<u>ALLOTMENTS REPORT</u> To receive and consider the Allotment Officer's Report.	Attached
8.	<u>COMMUNITY BUS</u> To receive and note the securing of the KCC Transport Grant for a community bus.	Attached
9.	<u>STATEMENT OF ACCOUNTS – COMMUNITY ASSETS</u> To receive and consider the Statement of Accounts for December 2024 and January 2025.	Attached
10.	<u>GREATNESS RECREATION GROUND</u> i) Notes of Greatness Recreation Ground Working Group 26 th February 2025 ii) To note updates on the Greatness Recreation Ground New Pavilion project. iii) Play Area Survey – results to date.	Attached
11.	<u>REORGANISATION OF LOCAL GOVERNMENT</u> To note the potential for transfer of local assets.	Attached
12.	<u>CURRENT MATTERS</u> To consider updates on current matters.	Attached
13.	<u>PRESS RELEASE</u> To consider any agenda item considered appropriate for a press release.	–

Sevenoaks Town Council
Minutes of the Meeting of the Community Asset Working Group
Held on 22nd January 2025 at the Town Council Offices

Meeting Commenced: 14:00

Meeting Concluded: 15:00

Present:

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

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

The quorum of 3 elected members was met.

281. Apologies for Absence

Received and accepted as noted above.

282. Requests for Dispensations

None.

283. Declarations of Interest

None.

284. Minutes of Community Asset Working Group held on 4th November 2024

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

285. Open Spaces & Cemetery Manager's Report

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

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

Other updates noted:

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

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

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

286. Allotments Report

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

287. Statement of Accounts – Community Assets

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

288. Local Government Reorganisation

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

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

289. Greatness Recreation Ground Pavilion

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

290. Green Flag Award – The Vine

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

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

291. SDC S. 106 Agreement – Indoor Cricket Facilities

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

292. Sports Strategy Working Group

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

293. Greatness Recreation Working Group

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

Sevenoaks Town Council
Minutes of the Meeting of the Community Asset Working Group
Held on 4th December 2024 at the Town Council Offices

294. Potential Twinning with Ceto

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

295. Current Matters

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

296. Press Release

None.

Community Asset Working Group
26th March 2025

Open Spaces Manager's Report

26-03-2025

Staff

Last month we managed to find a suitable candidate for the post of Open Spaces Supervisor. Roger Carloni joins us after a long and varied career, he has suitable experience of supervising a large group of staff and lives locally, we believe he will be an asset to the Council.

Training

Whilst writing this report Leigh Hunt Smith is undertaking his NPTC chainsaw proficiency course, hopefully once passed he will be able to undertake felling and processing of small trees in our woodlands.

Andrew Cotterill recently attended a Memorial Management one day course with the Institute of Crematoria and Cemetery Management to refresh his skills with dealing with potentially dangerous memorials. The course notes highlighted some useful points which will be built into our procedures and Regulations in time.

Greatness Cemetery

Last month all the memorials that failed their inspection and had not been repaired were provided with a temporary support, this is a timber tree stake driven into the ground behind the memorial and the stone is then lightly secured to the post using plastic parcel binding, this is a temporary solution until repairs are instigated.

We have also written to the right's holders of grave plots with failed memorials again and had some success in getting responses and more headstones repaired. Unfortunately, as the number being attended to is less than 10, we will still have 60+ memorials for which finding a responsible person to fund a repair is unlikely.

Knole Paddock and Raleys Field

Despite a very wet February, we have managed to slit aerate all pitches twice. The machine also helps groom and level the ground which had become severely poached, so the levels are tolerable as we approach the end of season and the switch to Cricket.

Community Asset Working Group
26th March 2025

Pitch 3, the training pitch, is in very good condition with a good dense cover of new grass and had benefitted from a season of rest. Consequently, pitch 2 has suffered from increased use and will need more renovation this spring to bring it back to a good quality playing surface for cricket or rugby.

Sadly, Wilderpark FC, our longest standing football club using the Raleys pitch every week for 40+ years have wound up the club due to lack of players last month.

We hope to attract a new team for the start of next season.

Woodlands

With increased staff numbers it has been possible to do more tidying in woodlands mainly dealing with partially fallen trees that were not a danger, these have been felled and the brush wood chipped on site and some of the cord wood bought back for future log sales.

The Vine

With the Vine being entered in Green Flag and being the core of our entry for SE and Britain in Bloom, work has been continuing with tidying and identifying areas that need improvement, following on from the works to install the uplighters soil and seed have been spread on the vine lawn to ensure the turf is level for the summer.

An area was also prepared for the Mayor to plant 5 memorial roses called 'Fellowship' to mark the national day of Covid reflection on Sunday 9th of March.

Fellowship is a repeat flowering bush rose red /orange in colour.

Mount Close Play Area/ The Meadway

On Friday 7th of March Cllr Canet, Cllr Wightman, and I met with three groups of householders in the Meadway who were interested in obtaining some of the woodland edge close to their gardens to allow them vehicular access to their front gardens. The various problems associated with this idea were discussed, this included moving a telephone pole, a streetlight, removing several mature trees and grading back the existing bank, a new complication was discovered in that the front path to the properties is probably under the ownership of West Kent Housing, The costs involved in this work are considerable, but I hope that the meeting was useful for all involved.

Community Asset Working Group
Wednesday 26th March 2025

Greatness Cemetery Rules & Regulations

Following feedback and a review of Section **9. Monuments, paragraph iii, page 12** in the Greatness Cemetery Rules & Regulations, it is recommended that due to inconsistencies in measurements and units used the wording should be amended from:

iii. Monuments –

Memorial stones may only take the form of a headstone or cross which shall not exceed 900mm (3ft) in height above ground level, 750mm (2ft 6") in width and be less than 75mm (3") or more than 300mm (1ft) in thickness. The minimum thickness recommended for structural parts of a memorial over 625mm (25") high is 50mm (2") for slate and 75mm (3") for all other stones. No kerbstone or any other form of monument or memorial whatsoever will be allowed in the Cemetery, and nothing else may be placed or erected on or over a grave except wreaths or flowers at the time of interment and a vase not exceeding 300mm (1ft) in diameter and 300mm (1ft) in height which may be placed on the garden space of a grave provided there is room for the same in such space. All headstones and crosses will be fixed at the head of the grave on a suitable foundation as required by the Council and to the approval of the Manager of the Cemetery. Memorial Headstones in the **Children's Section** shall not exceed 381mm (15") in height above ground level, 355mm (14") in width, and 305mm (12") in depth. **Double memorials/headstone** shall not exceed 900mm (36") from the ground measured from the centre, 1524mm (60") in width and 305mm (12") in depth.

to the following amended wording and format:

iii. Monuments –

Memorial stones may only take the form of a headstone or cross with the following size restrictions:

- Maximum overall **height** of 900mm (**36in**) above ground level,
- Maximum **width** of 750mm (**30in**),
- Minimum **depth** (front to back) of 75mm (3in) and maximum **depth** of 305mm (**12in**).

The minimum depth recommended for structural parts of a memorial over 625mm (25in) high is 50mm (2in) for slate and 75mm (3in) for all other stones.

No kerbstone or any other form of monument or memorial whatsoever will be allowed in the Cemetery, and nothing else may be placed or erected on or over a grave except wreaths or flowers at the time of interment and a vase not exceeding 300mm (1ft) in diameter and 300mm (1ft) in height which may be placed on the garden space of a grave provided there is room for the same in such space.

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All headstones and crosses will be fixed at the head of the grave on a suitable foundation as required by the Council and to the approval of the Manager of the Cemetery.

Memorial stones in the Children's Section are restricted to the following size:

- Maximum overall **height** of 381mm (15in) above ground level,
- Maximum **width** of 355mm (14in),
- Maximum **depth** (front to back) of and 305mm (12in).

Double memorials/headstone are restricted to the following size:

- Maximum **height** of 900mm (36in) from the ground measured from the centre,
- Maximum **width** of 1524mm (60in) in width
- Maximum **depth** of 305mm (12in) in depth.

Recommendation:

For the Town Council to confirm and approve proposed amendment to the Greatness Cemetery Rules & Regulations.

Sevenoaks Town Council
Community Asset Working Group 26nd March 2025

Allotment Officer's Report

Vacant Plots and Waiting Lists

Quakers Hall Allotments

The waiting list stands at **2** at Quakers Hall and we have welcomed **7** new tenants to the site since the last committee meeting in January.

There are currently **17** vacant plots at QHA – **7** Whole Plots, **8** half plots and **3** quarter plots.

Bradbourne Vale Allotments

We have welcomed a new tenant at the site and currently have one half plot vacant.

The current waiting list stands at **4**.

Community Payback Scheme

The Community Payback Team have attended the site on Friday 14th March and have started work on tidying and clearing pathways and overgrowth.

The team will be tending to the site on an ad hoc basis and subject to availability.

Sevenoaks Allotment Holder's Association Annual General Meeting

The rescheduled annual general meeting took place on 5th March. The yearly update report was submitted by the Sevenoaks Town Council and the increase in rent for the year 2024-2025 had been noted. A request for SAHA volunteers to assist in this year's Sevenoaks In Bloom was made.

The spring inspections are scheduled to take place in early April.

Anna Rosińska
Allotments Officer

19th March 2025

**Community Asset Working Group
Wednesday 26th March 2025**

Sevenoaks Town Council Report on Community Bus

1. Introduction

We are pleased to announce that Sevenoaks Town Council has been successful in securing a grant for the new Sevenoaks Community Bus. This will provide a much-needed transport solution for local organisations, including youth groups, community clubs, and rural residents.

2. Background

The application was submitted on 7th February 2025 for a total of £87,095 to cover the following costs:

- Ford eTransit 13-seater electric bus – £69,995
- Fixtures and fittings (Leisure battery and awning)- £2000
- Conference seating and tables – £3,500
- Safety equipment – £750
- Sign writing– £1,500
- Insurance (first year) – £4,000
- Booking and maintenance platform – £1,500
- Maintenance contingency fund – £3,000
- Promotional campaign – £850

The Town Council also committed to contributing £12,000 towards the scheme.

3. Purpose of the Scheme

The new community bus will fill a significant gap in affordable and accessible group transport for:

Youth Groups – Including HITB Youth Club and SAYT, supporting trips, workshops, and outreach activities.

Community Organisations – Providing transport for local clubs, societies, and faith groups.

Rural Residents – Ensuring those in outlying areas have access to events and services.

The bus will operate on a hire basis at £75/day, managed by Sevenoaks Town Council. Hiring organisations will provide volunteer drivers, reducing staffing costs and ensuring financial sustainability.

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4. Sustainability and Long-Term Impact

The scheme is designed to be self-sustaining through:

- Projected annual income – £5,000 from hire fees.
- Low operating costs – Estimated at £2,500 per year (insurance and maintenance).
- Community partnerships – Ongoing engagement with local organisations to promote consistent usage.
- Maintenance fund – A portion of hire fees will be allocated to cover repair costs.

5. Next Steps

Preparation (March – April 2025):

- Finalise hire rates and booking process.
- Complete the purchase and customisation of the vehicle.
- Establish partnerships with local garages for servicing and repairs.

Infrastructure Development (May – June 2025):

- Create a user-friendly booking platform.
- Develop promotional materials to increase awareness.

Launch (July 2025):

- Official launch event to introduce the community bus service.
- Begin accepting hire bookings.

6. Conclusion

This successful grant award represents a major step towards improving community transport in Sevenoaks. The scheme will enhance access to essential services, support community engagement, and provide a sustainable transport solution for local organisations and residents.



**Funded by
UK Government**





Kassia Estrada – Castillion
 Sevenoaks Town Council
 Town Council Offices
 Bradbourne Vale Road
 Sevenoaks
 Kent
 TN13 3QG

Public Transport
 Aylesford Highways Depot
 St Michael's Close
 Aylesford
 Kent
 ME20 7TZ
 Jean Molloy
 03000 411655

Ask For:
 Telephone:

Email: jean.molloy@kent.gov.uk

Date: 14th March 2025

Dear Kassia

Community Transport Grant – Kent County Council

Thank you for your application for a KCC Community Transport Grant. The grant pot this year has been partly supported through funding received from Government as part of Kent's Bus Service Improvement Plan (BSIP). This year, we have received a very high number of bids which demonstrates the strength of the sector and its importance in Kent's overall transport offer.

As a result of this high number of bids, it has not been possible to support all applications, the total value of which would exceed the funding available. All applications have now been assessed against our assessment criteria and prioritised for award.

Following assessment, I am pleased to inform you that we have approved your application for **£87,095, £77,745 in capital funding and £9,350 in revenue funding**, to support the implementation of the Sevenoaks Community Bus Scheme.

Please note that all grants represent one off funding and schemes need to commence by **31st March 2026** in strict accordance with the basis of your application. In addition to reporting requirements, we will be in contact with you to offer support and understand progress. Should there be any delay to the start of your project or any variation in the activities of the planned project or budget, please contact this office immediately.

Full details of the offer, conditions and reporting can be found at the end of this letter and I would strongly advise that you read this section carefully before signing the agreement.

We particularly bring your attention to the need for all schemes to plan for a self-sustainable future which is particularly important for organisations in receipt of a revenue allocation. This year, the award of grants has been made possible owing to an allocation of Bus Service Improvement Plan funding provided through

Government. We are not able to provide an assurance that future funding can be made available to support new applications or for the ongoing support of existing schemes.

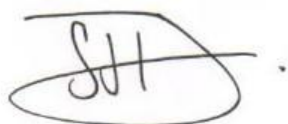
If you have any queries, then please contact Jean.molloy@kent.gov.uk

In order to accept this grant offer and enable us to make funds available, please sign and return a copy of this letter providing the requested organisation name, address and bank details.

Please be aware that due to the nature of the funding this year, for capital grants only, any published material, marketing etc related to your scheme will need to include a “funded by HM Government logo”. Branding guidance has been attached to this letter which we ask you to adhere to. Should you have any queries regarding this requirement please do not hesitate to contact us.

On behalf of the Public Transport Department, may I wish you every success with your project and I look forward to hearing about the results.

Yours sincerely



Stephen Pay
Public Transport Planning and Operations Manager

Summary of Grant and Purpose

Award: £87,095

Purpose: £77,745 capital grant to buy vehicles and equipment. £9,350 revenue grant to cover initial set up costs.

Grant to be used for: The Sevenoaks Community Bus.

Minimum Period of Operation: service to be provided for at least three years from launch/ receipt of grant.

Acceptance

By signing this letter, I confirm that I am an authorised representative of The Sevenoaks Community Bus Scheme, and have read and accepted the terms and conditions relating to the grant offer.

Name: Kassia Estrada-Castillon

Position: PA to CEO

Signature: Kassia E.C

Date: 14.03.2025

Please supply us with your banking details by 20th March 2025 so that the grant can be paid directly into the bank account of the scheme: It is vital for us to get this information in a timely manner to ensure we can award your grant.

Name on account: Sevenoaks Town Council

Account number: 23169788

Name of bank: NatWest

Sort code: 60-19-02

VAT code (if applicable): 211 2862 04

Grant Terms and conditions

The grant is offered and accepted on the following conditions (payment of the grant can be withheld or reclaimed if there is a breach to these conditions):

- It will be used solely for the purposes set out in your application.
- Any material change to the proposed use of funding or service offer must be agreed with this office in advance.
- You must notify this office of any changes that may potentially affect the eligibility of the project e.g. if your circumstances, status, ownership or constitution changes.
- Equipment purchased with the grant fund must be used for the sole purpose of your project as set out in your application. It must not be sold or transferred to anyone for a minimum of 3 years. If the project were to cease within this period, Kent County Council can transfer equipment to the value of the grant minus wear and tear, to another community transport scheme or initiative.
- You must ensure that the project is carried out in accordance with all relevant legislation and regulations, and that all necessary licences and consents for the project are obtained and maintained throughout the project period.
- Any publicity relating to the scheme funded by the capital element of the grant, will acknowledge the role of Kent County Council and the Department for Transport in supporting the service via this grant. At minimum the Council and DfT expect wording to the effect of: *<This scheme has been provided using BSIP (Bus Service Improvement Plan) Funding awarded to Kent County Council as part of the Government's National Bus Strategy>*
- You must ensure that all material relating to the scheme which is funded by the capital portion of the grant, also adheres to the attached branding guidance, includes the HM Government logo as instructed.
- You will formally acknowledge receipt and expenditure of the grant in your annual accounts.
- You will spend the money in accordance with your bid profile.
- You will promptly return any excess amount to Kent County Council.
- You will monitor and report on the progress of the project activities and project budget. Reporting will be quarterly in the first 12 months of operation and annually thereafter up to a period of 3 years.
- You will submit copies of all financial records and project records as per expenditure form.
- You will maintain an asset register of goods obtained with the grant.

- A comprehensive record must be kept on the use of this public money and all expenditure logged. (it is advisable that you keep a separate file of records for all activity relating to this project).
- Kent County Council may require the repayment of all, or part of any grant should there be any material change in the use of funding or service offer, should any part of the service not be delivered in accordance with relevant legislation or if the scheme or the actions of the scheme managers have the potential to bring the Council's reputation into disrepute.
- You will ensure that by receiving this funding you adhere to State Aid rules.

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 22/01/2025

Month No: 9

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	2,724	1,788	(936)	22,429	24,304	1,875	29,663			75.6%	
1030 Electricity recharge	0	1,000	1,000	1,295	3,000	1,706	4,054			31.9%	
1316 Raleys Car Park Permits	0	0	0	1,854	1,672	(182)	1,672			110.9%	
1850 Log Sales	0	200	200	0	350	350	754			0.0%	
1853 Adopt a Tree income	0	0	0	479	100	(379)	100			479.1%	
1990 Other Income	181	45	(136)	1,178	225	(953)	270			436.4%	
O/ Spaces & Leisure - General :- Income	2,905	3,033	128	27,235	29,651	2,416	36,513			74.6%	0
4010 Gross Pay	14,079	16,581	2,502	127,950	149,229	21,279	198,977		71,027	64.3%	
4011 Mileage	29	0	(29)	625	0	(625)	0		(625)	0.0%	
4270 Employers Pension Contribution	880	1,266	386	7,611	11,394	3,783	15,190		7,579	50.1%	
5010 Vine Area General Maintenance	0	0	0	114	0	(114)	0		(114)	0.0%	
5013 Graffiti Removal	0	0	0	200	1,357	1,157	1,357		1,157	14.7%	
5025 Lower St Johns Toilets	979	1,167	188	22,539	10,503	(12,036)	14,000		(8,539)	161.0%	13,838
5026 Greatness Rec Convenience	285	258	(27)	2,723	2,322	(401)	3,100		377	87.8%	
5030 St Nicholas Burial Ground	7,290	0	(7,290)	7,853	100	(7,753)	100		(7,753)	7853.0%	
5050 Seats And Litter Bins	0	574	574	0	1,722	1,722	2,300		2,300	0.0%	
5060 Sevenoaks Common	0	0	0	1,468	4,000	2,532	5,000		3,532	29.4%	
5065 Tree Safety Survey	0	0	0	0	4,000	4,000	4,000		4,000	0.0%	
5070 Other Woodlands	448	0	(448)	2,900	3,000	100	4,000		1,100	72.5%	
5110 Knole Paddock & Pavilion	95	340	245	775	2,380	1,605	3,500		2,725	22.1%	
5120 Knole Paddock Pitch & Grnd Mt	0	100	100	4,128	2,300	(1,828)	2,500		(1,628)	165.1%	
5310 Miscellaneous Open Spaces	500	433	(67)	4,283	3,897	(386)	5,200		917	82.4%	

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Detailed Income & Expenditure by Phased Budget Heading 22/01/2025

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5311 Security Open Spaces	2,425	2,083	(342)	21,997	18,747	(3,250)	25,000		3,004	88.0%	
5316 Skatepark Maintenance	0	0	0	84	2,000	1,916	2,000		1,916	4.2%	
5317 Raleys Car Park	0	0	0	0	422	422	422		422	0.0%	
5320 Fertilizers	0	0	0	1,274	1,000	(274)	1,500		226	84.9%	
5330 Grass Seed	0	0	0	3,379	2,500	(879)	2,500		(879)	135.1%	
5340 Plants	295	300	5	2,598	2,100	(498)	3,000		402	86.6%	
5410 Repairs & General Maintenance	112	150	38	334	1,350	1,016	1,800		1,466	18.5%	
5412 Capital Refurbishments	0	833	833	0	7,497	7,497	10,000		10,000	0.0%	
5500 Equipment Hired and New	217	583	366	3,080	5,247	2,167	7,000		3,920	44.0%	
5525 Equipment Maintenance	95	500	405	2,919	6,500	3,581	8,000		5,081	36.5%	
5550 Vehicle Expenses	92	1,792	1,700	3,013	16,128	13,115	21,500		18,487	14.0%	(20,000)
5700 Fuel	252	492	240	3,356	4,428	1,072	5,900		2,544	56.9%	
6010 Light Heat & Cleaning	0	500	500	2,116	6,700	4,584	8,500		6,384	24.9%	
6011 Electricity	0	0	0	283	0	(283)	0		(283)	0.0%	
6013 Cleaning	0	50	50	224	450	226	600		376	37.3%	
6014 Water	11	83	72	505	747	242	1,000		495	50.5%	
6101 Telephone	11	12	1	92	108	16	145		53	63.3%	
6104 Mobile Telephone	148	28	(120)	280	252	(28)	340		60	82.4%	
6105 Broadband wi-fi service	29	25	(4)	223	225	2	300		77	74.2%	
6320 Staff Training	349	750	401	2,299	2,250	(49)	3,000		701	76.6%	
6330 Welfare/Hospitality	0	52	52	514	468	(46)	625		111	82.3%	
6635 Professional Fees Licensing	0	0	0	295	300	5	300		5	98.3%	
6730 Subscriptions	0	0	0	164	180	16	180		16	91.3%	
6812 Road Dues	0	0	0	0	0	0	1,100		1,100	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 22/01/2025

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6851 Bus Shelter Maintenance	0	17	17	0	153	153	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	63	63	80		80	0.0%	
6922 Health&Safety/Risk Assessments	4	0	(4)	4	0	(4)	1,700		1,696	0.2%	
6930 Alarm Maintenance	682	0	(682)	1,061	880	(181)	880		(181)	120.6%	
6931 CCTV Maintenance	0	0	0	0	0	0	600		600	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	692	1,400	708	3,000		2,308	23.1%	
6935 Waste Bin Disposal-Waste Bins	161	225	64	2,068	2,025	(43)	2,700		632	76.6%	
6952 Protective Clothing	174	131	(43)	1,085	1,179	94	1,575		490	68.9%	
6975 Bank Charges	0	0	0	161	0	(161)	0		(161)	0.0%	
O/ Spaces & Leisure - General :- Indirect Expenditure	29,642	29,332	(310)	237,269	281,503	44,234	374,671	0	137,402	63.3%	(6,162)
Net Income over Expenditure	(26,737)	(26,299)	438	(210,034)	(251,852)	(41,818)	(338,158)				
8001 plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(26,737)	(26,299)	438	(216,196)	(251,852)	(35,656)	(338,158)				
Grand Totals:- Income	2,905	3,033	128	27,235	29,651	2,416	36,513			74.6%	
Expenditure	29,642	29,332	(310)	237,269	281,503	44,234	374,671	0	137,402	63.3%	
Net Income over Expenditure	(26,737)	(26,299)	438	(210,034)	(251,852)	(41,818)	(338,158)				
plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(26,737)	(26,299)	438	(216,196)	(251,852)	(35,656)	(338,158)				

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Detailed Income & Expenditure by Phased Budget Heading 22/01/2025

Month No: 9

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	2,244	6,581	4,337	60,698	59,229	(1,469)	78,975			76.9%	
O/ Spaces & Leisure - Cemetery :- Income	2,244	6,581	4,337	60,698	59,229	(1,469)	78,975			76.9%	0
4010 Gross Pay	9,547	8,303	(1,244)	82,888	74,727	(8,161)	99,632		16,744	83.2%	
4011 Mileage	23	0	(23)	117	0	(117)	0		(117)	0.0%	
4012 Expenses	13	0	(13)	13	0	(13)	0		(13)	0.0%	
4270 Employers Pension Contribution	779	691	(88)	7,356	6,219	(1,137)	8,290		934	88.7%	
5210 Cemetery Chapel & Office	0	0	0	232	150	(82)	150		(82)	154.9%	
5213 Memorial Stone Testing	0	0	0	5,921	0	(5,921)	0		(5,921)	0.0%	2,299
5230 Cemetery Wshop/Messroom Mtce	0	175	175	0	525	525	700		700	0.0%	
5410 Repairs & General Maintenance	6	100	94	1,661	900	(761)	1,200		(461)	138.4%	
5500 Equipment Hired and New	363	333	(30)	945	2,997	2,053	4,000		3,056	23.6%	
5525 Equipment Maintenance	1,369	750	(619)	3,127	6,750	3,623	9,000		5,873	34.7%	
5700 Fuel	45	100	55	465	900	435	1,200		735	38.8%	
6000 Rent & Rates	848	875	27	7,820	7,875	55	10,500		2,680	74.5%	
6010 Light Heat & Cleaning	0	175	175	0	1,575	1,575	2,100		2,100	0.0%	
6011 Electricity	341	0	(341)	1,241	0	(1,241)	0		(1,241)	0.0%	
6013 Cleaning	154	200	46	512	800	288	1,000		488	51.2%	
6014 Water	0	92	92	217	828	611	1,100		883	19.8%	
6101 Telephone	68	67	(1)	526	603	77	800		274	65.7%	
6104 Mobile Telephone	0	2	2	0	18	18	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	80	108	28	150		70	53.3%	
6200 Printing & Stationery	86	0	(86)	86	0	(86)	0		(86)	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 22/01/2025

Month No: 9

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
6240 Computer/ Data Base/WP's	186	0	(186)	(780)	670	1,450	670		1,450	(116.5%)	
6320 Staff Training	0	375	375	0	1,125	1,125	1,500		1,500	0.0%	
6330 Welfare/Hospitality	0	25	25	340	225	(115)	300		(40)	113.4%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	0	10	10	215	90	(125)	125		(90)	172.2%	
6720 Books and Periodicals	0	0	0	0	50	50	50		50	0.0%	
6730 Subscriptions	0	0	0	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	901	800	(101)	2,301	2,400	99	3,000		699	76.7%	
6822 Roads Path & Boundaries	0	0	0	0	660	660	850		850	0.0%	
6832 Lawn/Wall of Remembrance	59	30	(29)	95	90	(5)	120		25	78.8%	
6922 Health&Safety/Risk Assessments	15	0	(15)	278	1,125	847	1,500		1,222	18.5%	
6930 Alarm Maintenance	0	425	425	1,451	1,700	249	1,700		249	85.4%	
6932 Cemetery Security	563	500	(63)	5,065	4,500	(565)	6,000		935	84.4%	
6935 Waste Bin Disposal-Waste Bins	81	108	27	877	972	95	1,300		423	67.5%	
6952 Protective Clothing	67	58	(9)	588	522	(66)	700		112	83.9%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	15,522	14,206	(1,316)	123,857	119,304	(4,553)	157,862	0	34,005	78.5%	2,299
Net Income over Expenditure	(13,279)	(7,625)	5,654	(63,159)	(60,075)	3,084	(78,887)				
8001 plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(13,279)	(7,625)	5,654	(60,860)	(60,075)	785	(78,887)				

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Detailed Income & Expenditure by Phased Budget Heading 22/01/2025

Month No: 9

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	2,244	6,581	4,337	60,698	59,229	(1,469)	78,975			76.9%	
Expenditure	15,522	14,206	(1,316)	123,857	119,304	(4,553)	157,862	0	34,005	78.5%	
Net Income over Expenditure	(13,279)	(7,625)	5,654	(63,159)	(60,075)	3,084	(78,887)				
plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(13,279)	(7,625)	5,654	(60,860)	(60,075)	785	(78,887)				

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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	1,206	1,559	353	1,559			77.4%	
1047 QH Allotments Income	(50)	0	50	7,954	8,342	388	8,342			95.4%	
O/ Spaces & Leisure- Allotment :- Income	(50)	0	50	9,161	9,901	740	9,901			92.5%	0
4010 Gross Pay	603	317	(286)	4,847	2,853	(1,994)	3,800		(1,047)	127.6%	
4270 Employers Pension Contribution	75	15	(60)	607	135	(472)	180		(427)	337.3%	
5410 Repairs & General Maintenance	0	0	0	1,097	0	(1,097)	0		(1,097)	0.0%	1,013
6002 QH Allotments Costs	(24)	0	24	574	0	(574)	0		(574)	0.0%	
6014 Water	238	238	(0)	76	714	638	950		874	8.0%	
6300 Computer Software	0	0	0	803	20	(783)	20		(783)	4012.5%	
6620 Legal Expenses	0	0	0	1,500	0	(1,500)	0		(1,500)	0.0%	
6730 Subscriptions	0	0	0	0	0	0	60		60	0.0%	
6900 Sundry Expenses	0	0	0	280	0	(280)	0		(280)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	70	70	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	893	570	(323)	9,783	3,792	(5,991)	5,080	0	(4,703)	192.6%	1,013
Net Income over Expenditure	(943)	(570)	373	(622)	6,109	6,731	4,821				
8001 plus Transfer from EMR	0	0	0	1,013	0	(1,013)	0				
Movement to/(from) Gen Reserve	(943)	(570)	373	391	6,109	5,718	4,821				

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Detailed Income & Expenditure by Phased Budget Heading 22/01/2025

Month No: 9

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	(50)	0	50	9,161	9,901	740	9,901			92.5%	
Expenditure	893	570	(323)	9,783	3,792	(5,991)	5,080	0	(4,703)	192.6%	
Net Income over Expenditure	(943)	(570)	373	(622)	6,109	6,731	4,821				
plus Transfer from EMR	0	0	0	1,013	0	(1,013)	0				
Movement to/(from) Gen Reserve	(943)	(570)	373	391	6,109	5,718	4,821				

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Detailed Income & Expenditure by Phased Budget Heading 22/01/2025

Month No: 9

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	2,267	0	(2,267)	12,043			18.8%	2,260
1550 Insurance Claims	0	0	0	2,891	0	(2,891)	0			0.0%	
1990 Other Income	0	0	0	3,789	0	(3,789)	1,000			378.9%	2,409
1997 In Bloom Income	0	0	0	1,200	0	(1,200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	10,147	0	(10,147)	13,043			77.8%	4,669
5410 Repairs & General Maintenance	0	0	0	7,081	3,251	(3,830)	3,251		(3,830)	217.8%	
6861 Public Clock Maintenance	(27)	0	27	1,598	200	(1,398)	200		(1,398)	798.8%	
6862 Street Lighting	688	1,417	729	3,962	12,753	8,791	17,000		13,038	23.3%	
6865 In Bloom Costs	0	0	0	12,651	14,000	1,349	14,000		1,349	90.4%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	661	1,417	756	25,291	30,204	4,913	34,451	0	9,160	73.4%	0
Net Income over Expenditure	(661)	(1,417)	(756)	(15,144)	(30,204)	(15,060)	(21,408)				
8002 less Transfer to EMR	0	0	0	4,669	0	(4,669)	0				
Movement to/(from) Gen Reserve	(661)	(1,417)	(756)	(19,813)	(30,204)	(19,729)	(21,408)				
Grand Totals:- Income	0	0	0	10,147	0	(10,147)	13,043			77.8%	
Expenditure	661	1,417	756	25,291	30,204	4,913	34,451	0	9,160	73.4%	
Net Income over Expenditure	(661)	(1,417)	(756)	(15,144)	(30,204)	(15,060)	(21,408)				
less Transfer to EMR	0	0	0	4,669	0	(4,669)	0				
Movement to/(from) Gen Reserve	(661)	(1,417)	(756)	(19,813)	(30,204)	(10,391)	(21,408)				

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Detailed Income & Expenditure by Phased Budget Heading 22/01/2025

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	0	0	1,280	1,500	220	1,500			85.3%	
1350 Revenue Grant income	0	0	0	9,228	0	(9,228)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	875	0	(875)	3,500	2,625	(875)	3,500			100.0%	
1870 Vine Club Insurance Contrib.	0	0	0	462	367	(95)	367			126.0%	
O/Spaces & Leisure-Vine Ground :- Income	875	0	(875)	14,470	4,492	(9,978)	5,367			269.6%	0
4010 Gross Pay	1,981	1,866	(115)	18,648	16,794	(1,854)	22,398		3,750	83.3%	
4270 Employers Pension Contribution	72	112	40	665	1,008	343	1,344		679	49.5%	
5010 Vine Area General Maintenance	1,004	208	(796)	2,356	1,872	(484)	2,500		144	94.2%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	902	1,000	98	6,421	9,000	2,579	12,000		5,579	53.5%	
5410 Repairs & General Maintenance	0	67	67	23	603	580	800		777	2.8%	
5500 Equipment Hired and New	0	0	0	0	2,004	2,004	2,006		2,006	0.0%	
6011 Electricity	0	0	0	529	0	(529)	0		(529)	0.0%	
6014 Water	105	42	(63)	309	378	69	500		191	61.9%	
6200 Printing & Stationery	0	0	0	385	0	(385)	0		(385)	0.0%	
6635 Professional Fees Licensing	0	0	0	70	210	140	210		140	33.3%	
6868 Summer Concerts	0	0	0	3,596	3,600	4	3,600		4	99.9%	
6869 Special Events	0	0	0	0	140	140	140		140	0.0%	
6873 Vine Lighting Project	0	0	0	24,135	0	(24,135)	0		(24,135)	0.0%	10,923
6922 Health&Safety/Risk Assessments	0	0	0	0	1,100	1,100	1,100		1,100	0.0%	
6931 CCTV Maintenance	0	0	0	0	730	730	730		730	0.0%	
6935 Waste Bin Disposal-Waste Bins	64	80	16	481	720	239	960		479	50.1%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	4,128	3,375	(753)	57,617	38,359	(19,258)	48,488	0	(9,129)	118.8%	10,923
Net Income over Expenditure	(3,253)	(3,375)	(122)	(43,147)	(33,867)	9,280	(43,121)				
8001 plus Transfer from EMR	0	0	0	10,923	0	(10,923)	0				

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Detailed Income & Expenditure by Phased Budget Heading 22/01/2025

Month No: 9

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(3,253)	(3,375)	(122)	(32,224)	(33,867)	(1,643)	(43,121)				
Grand Totals:- Income	875	0	(875)	14,470	4,492	(9,978)	5,367			269.6%	
Expenditure	4,128	3,375	(753)	57,617	38,359	(19,258)	48,488	0	(9,129)	118.8%	
Net Income over Expenditure	(3,253)	(3,375)	(122)	(43,147)	(33,867)	9,280	(43,121)				
plus Transfer from EMR	0	0	0	10,923	0	(10,923)	0				
Movement to/(from) Gen Reserve	(3,253)	(3,375)	(122)	(32,224)	(33,867)	(1,643)	(43,121)				

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Detailed Income & Expenditure by Phased Budget Heading 27/02/2025

Month No: 10

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	(1,177)	1,788	2,965	21,252	26,092	4,840	29,663			71.6%	
1030 Electricity recharge	0	0	0	1,295	3,000	1,706	4,054			31.9%	
1316 Raleys Car Park Permits	8	0	(8)	1,862	1,672	(190)	1,672			111.4%	
1850 Log Sales	0	200	200	0	550	550	754			0.0%	
1853 Adopt a Tree income	0	0	0	479	100	(379)	100			479.1%	
1990 Other Income	0	0	0	1,178	225	(953)	270			436.4%	
O/ Spaces & Leisure - General :- Income	(1,169)	1,988	3,157	26,066	31,639	5,573	36,513			71.4%	0
4010 Gross Pay	13,970	16,581	2,611	141,920	165,810	23,890	198,977		57,057	71.3%	
4011 Mileage	12	0	(12)	636	0	(636)	0		(636)	0.0%	
4270 Employers Pension Contribution	878	1,266	388	8,490	12,660	4,170	15,190		6,700	55.9%	
5010 Vine Area General Maintenance	(113)	0	113	2	0	(2)	0		(2)	0.0%	
5013 Graffiti Removal	0	0	0	200	1,357	1,157	1,357		1,157	14.7%	
5025 Lower St Johns Toilets	(1,722)	1,167	2,889	20,817	11,670	(9,147)	14,000		(6,817)	148.7%	13,838
5026 Greatness Rec Convenience	1,411	258	(1,153)	4,134	2,580	(1,554)	3,100		(1,034)	133.4%	
5030 St Nicholas Burial Ground	0	0	0	7,853	100	(7,753)	100		(7,753)	7853.0%	
5050 Seats And Litter Bins	0	0	0	0	1,722	1,722	2,300		2,300	0.0%	
5060 Sevenoaks Common	0	0	0	1,468	4,000	2,532	5,000		3,532	29.4%	
5065 Tree Safety Survey	0	0	0	0	4,000	4,000	4,000		4,000	0.0%	
5070 Other Woodlands	896	1,000	104	3,796	4,000	204	4,000		204	94.9%	
5110 Knole Paddock & Pavilion	0	340	340	775	2,720	1,945	3,500		2,725	22.1%	
5120 Knole Paddock Pitch & Grnd Mt	0	50	50	4,128	2,350	(1,778)	2,500		(1,628)	165.1%	
5310 Miscellaneous Open Spaces	954	433	(521)	5,236	4,330	(906)	5,200		(36)	100.7%	

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Detailed Income & Expenditure by Phased Budget Heading 27/02/2025

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5311 Security Open Spaces	2,425	2,083	(342)	24,421	20,830	(3,591)	25,000		579	97.7%	
5316 Skatepark Maintenance	0	0	0	84	2,000	1,916	2,000		1,916	4.2%	
5317 Raleys Car Park	0	0	0	0	422	422	422		422	0.0%	
5320 Fertilizers	0	0	0	1,274	1,000	(274)	1,500		226	84.9%	
5330 Grass Seed	0	0	0	3,379	2,500	(879)	2,500		(879)	135.1%	
5340 Plants	0	500	500	2,598	2,600	2	3,000		402	86.6%	
5410 Repairs & General Maintenance	60	150	90	394	1,500	1,106	1,800		1,406	21.9%	
5412 Capital Refurbishments	0	833	833	0	8,330	8,330	10,000		10,000	0.0%	
5500 Equipment Hired and New	512	583	71	3,592	5,830	2,238	7,000		3,408	51.3%	
5525 Equipment Maintenance	669	500	(169)	3,588	7,000	3,412	8,000		4,412	44.9%	
5550 Vehicle Expenses	185	1,792	1,607	3,198	17,920	14,722	21,500		18,302	14.9%	(20,000)
5700 Fuel	329	492	163	3,685	4,920	1,235	5,900		2,215	62.5%	
6010 Light Heat & Cleaning	0	500	500	2,116	7,200	5,084	8,500		6,384	24.9%	
6011 Electricity	1,003	0	(1,003)	1,286	0	(1,286)	0		(1,286)	0.0%	
6013 Cleaning	0	50	50	224	500	276	600		376	37.3%	
6014 Water	15	83	68	520	830	310	1,000		480	52.0%	
6101 Telephone	11	12	1	103	120	17	145		42	71.3%	
6104 Mobile Telephone	15	28	13	295	280	(15)	340		45	86.8%	
6105 Broadband wi-fi service	22	25	3	244	250	6	300		56	81.4%	
6320 Staff Training	525	0	(525)	2,824	2,250	(574)	3,000		176	94.1%	
6330 Welfare/Hospitality	29	52	23	543	520	(23)	625		82	86.9%	
6635 Professional Fees Licensing	0	0	0	295	300	5	300		5	98.3%	
6730 Subscriptions	0	0	0	164	180	16	180		16	91.3%	
6812 Road Dues	0	0	0	0	0	0	1,100		1,100	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 27/02/2025

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6851 Bus Shelter Maintenance	0	17	17	0	170	170	200		200	0.0%	
6900 Sundry Expenses	0	7	7	0	70	70	80		80	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	4	0	(4)	1,700		1,696	0.2%	
6930 Alarm Maintenance	0	0	0	1,061	880	(181)	880		(181)	120.6%	
6931 CCTV Maintenance	0	0	0	0	0	0	600		600	0.0%	
6934 Waste Bin Collection-Dog Bins	692	700	8	1,383	2,100	717	3,000		1,617	46.1%	
6935 Waste Bin Disposal-Waste Bins	594	225	(369)	2,662	2,250	(412)	2,700		38	98.6%	
6952 Protective Clothing	166	131	(35)	1,251	1,310	59	1,575		324	79.4%	
6975 Bank Charges	0	0	0	161	0	(161)	0		(161)	0.0%	
O/ Spaces & Leisure - General :- Indirect Expenditure	23,538	29,858	6,320	260,806	311,361	50,555	374,671	0	113,865	69.6%	(6,162)
Net Income over Expenditure	(24,706)	(27,870)	(3,164)	(234,740)	(279,722)	(44,982)	(338,158)				
8001 plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(24,706)	(27,870)	(3,164)	(240,902)	(279,722)	(38,820)	(338,158)				
Grand Totals:- Income	(1,169)	1,988	3,157	26,066	31,639	5,573	36,513			71.4%	
Expenditure	23,538	29,858	6,320	260,806	311,361	50,555	374,671	0	113,865	69.6%	
Net Income over Expenditure	(24,706)	(27,870)	(3,164)	(234,740)	(279,722)	(44,982)	(338,158)				
plus Transfer from EMR	0	0	0	(6,162)	0	6,162	0				
Movement to/(from) Gen Reserve	(24,706)	(27,870)	(3,164)	(240,902)	(279,722)	(38,820)	(338,158)				

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Detailed Income & Expenditure by Phased Budget Heading 27/02/2025

Month No: 10

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	9,650	6,581	(3,069)	70,348	65,810	(4,538)	78,975			89.1%	
O/ Spaces & Leisure - Cemetery :- Income	9,650	6,581	(3,069)	70,348	65,810	(4,538)	78,975			89.1%	0
4010 Gross Pay	9,029	8,303	(726)	91,917	83,030	(8,887)	99,632		7,715	92.3%	
4011 Mileage	0	0	0	117	0	(117)	0		(117)	0.0%	
4012 Expenses	0	0	0	13	0	(13)	0		(13)	0.0%	
4270 Employers Pension Contribution	820	691	(129)	8,177	6,910	(1,267)	8,290		113	98.6%	
5210 Cemetery Chapel & Office	0	0	0	232	150	(82)	150		(82)	154.9%	
5213 Memorial Stone Testing	0	0	0	5,921	0	(5,921)	0		(5,921)	0.0%	2,299
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	525	525	700		700	0.0%	
5410 Repairs & General Maintenance	12	100	88	1,673	1,000	(673)	1,200		(473)	139.4%	
5500 Equipment Hired and New	0	333	333	945	3,330	2,386	4,000		3,056	23.6%	
5525 Equipment Maintenance	0	750	750	3,127	7,500	4,373	9,000		5,873	34.7%	
5700 Fuel	46	100	54	511	1,000	489	1,200		689	42.6%	
6000 Rent & Rates	848	875	27	8,668	8,750	82	10,500		1,832	82.6%	
6010 Light Heat & Cleaning	0	175	175	0	1,750	1,750	2,100		2,100	0.0%	
6011 Electricity	595	0	(595)	1,837	0	(1,837)	0		(1,837)	0.0%	
6013 Cleaning	8	0	(8)	520	800	280	1,000		480	52.0%	
6014 Water	0	92	92	217	920	703	1,100		883	19.8%	
6101 Telephone	59	67	8	585	670	85	800		215	73.1%	
6104 Mobile Telephone	0	2	2	0	20	20	25		25	0.0%	
6105 Broadband wi-fi service	10	12	2	90	120	30	150		60	60.0%	
6200 Printing & Stationery	0	0	0	86	0	(86)	0		(86)	0.0%	

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Detailed Income & Expenditure by Phased Budget Heading 27/02/2025

Month No: 10

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
6210 Postage & Courier	8	0	(8)	8	0	(8)	0		(8)	0.0%	
6240 Computer/ Data Base/WP's	34	0	(34)	(746)	670	1,416	670		1,416	(111.4%)	
6320 Staff Training	866	0	(866)	866	1,125	259	1,500		634	57.7%	
6330 Welfare/Hospitality	28	25	(3)	369	250	(119)	300		(69)	122.8%	
6460 Publicity & Democratic notices	0	0	0	25	0	(25)	0		(25)	0.0%	
6500 Goods for Resale	8	10	2	224	100	(124)	125		(99)	178.8%	
6720 Books and Periodicals	0	0	0	0	50	50	50		50	0.0%	
6730 Subscriptions	0	0	0	195	200	5	200		5	97.5%	
6802 Trees Plants Turf & Fertilizer	18	0	(18)	2,319	2,400	81	3,000		681	77.3%	
6822 Roads Path & Boundaries	0	90	90	0	750	750	850		850	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	95	90	(5)	120		25	78.8%	
6922 Health&Safety/Risk Assessments	0	0	0	278	1,125	847	1,500		1,222	18.5%	
6930 Alarm Maintenance	0	0	0	1,451	1,700	249	1,700		249	85.4%	
6932 Cemetery Security	676	500	(176)	5,742	5,000	(742)	6,000		258	95.7%	
6935 Waste Bin Disposal-Waste Bins	161	108	(53)	1,039	1,080	41	1,300		261	79.9%	
6952 Protective Clothing	40	58	18	628	580	(48)	700		72	89.7%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	13,268	12,291	(977)	137,125	131,595	(5,530)	157,862	0	20,737	86.9%	2,299
Net Income over Expenditure	(3,618)	(5,710)	(2,092)	(66,777)	(65,785)	992	(78,887)				
8001 plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(3,618)	(5,710)	(2,092)	(64,478)	(65,785)	(1,307)	(78,887)				

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Detailed Income & Expenditure by Phased Budget Heading 27/02/2025

Month No: 10

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	9,650	6,581	(3,069)	70,348	65,810	(4,538)	78,975			89.1%	
Expenditure	13,268	12,291	(977)	137,125	131,595	(5,530)	157,862	0	20,737	86.9%	
Net Income over Expenditure	(3,618)	(5,710)	(2,092)	(66,777)	(65,785)	992	(78,887)				
plus Transfer from EMR	0	0	0	2,299	0	(2,299)	0				
Movement to/(from) Gen Reserve	(3,618)	(5,710)	(2,092)	(64,478)	(65,785)	(1,307)	(78,887)				

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Detailed Income & Expenditure by Phased Budget Heading 27/02/2025

Month No: 10

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	1,206	1,559	353	1,559			77.4%	
1047 QH Allotments Income	(114)	0	114	7,840	8,342	502	8,342			94.0%	
O/ Spaces & Leisure- Allotment :- Income	(114)	0	114	9,047	9,901	854	9,901			91.4%	0
4010 Gross Pay	597	317	(280)	5,444	3,170	(2,274)	3,800		(1,644)	143.3%	
4270 Employers Pension Contribution	65	15	(50)	672	150	(522)	180		(492)	373.4%	
5410 Repairs & General Maintenance	0	0	0	1,097	0	(1,097)	0		(1,097)	0.0%	1,097
6002 QH Allotments Costs	76	0	(76)	650	0	(650)	0		(650)	0.0%	275
6014 Water	79	0	(79)	154	714	560	950		796	16.2%	
6300 Computer Software	0	0	0	803	20	(783)	20		(783)	4012.5%	
6620 Legal Expenses	0	0	0	1,500	0	(1,500)	0		(1,500)	0.0%	
6730 Subscriptions	0	0	0	0	0	0	60		60	0.0%	
6900 Sundry Expenses	0	0	0	280	0	(280)	0		(280)	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	70	70	70		70	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	816	332	(484)	10,599	4,124	(6,475)	5,080	0	(5,519)	208.6%	1,372
Net Income over Expenditure	(930)	(332)	598	(1,553)	5,777	7,330	4,821				
8001 plus Transfer from EMR	359	0	(359)	1,372	0	(1,372)	0				
Movement to/(from) Gen Reserve	(571)	(332)	239	(181)	5,777	5,958	4,821				

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Detailed Income & Expenditure by Phased Budget Heading 27/02/2025

Month No: 10

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	(114)	0	114	9,047	9,901	854	9,901			91.4%	
Expenditure	816	332	(484)	10,599	4,124	(6,475)	5,080	0	(5,519)	208.6%	
Net Income over Expenditure	(930)	(332)	598	(1,553)	5,777	7,330	4,821				
plus Transfer from EMR	359	0	(359)	1,372	0	(1,372)	0				
Movement to/(from) Gen Reserve	(571)	(332)	239	(181)	5,777	5,958	4,821				

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Detailed Income & Expenditure by Phased Budget Heading 27/02/2025

Month No: 10

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	2,267	0	(2,267)	12,043			18.8%	2,260
1550 Insurance Claims	0	0	0	2,891	0	(2,891)	0			0.0%	
1990 Other Income	0	0	0	3,789	0	(3,789)	1,000			378.9%	2,409
1997 In Bloom Income	0	0	0	1,200	0	(1,200)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	0	0	0	10,147	0	(10,147)	13,043			77.8%	4,669
5410 Repairs & General Maintenance	0	0	0	7,081	3,251	(3,830)	3,251		(3,830)	217.8%	
6861 Public Clock Maintenance	(735)	0	735	862	200	(662)	200		(662)	431.1%	
6862 Street Lighting	388	1,417	1,029	4,350	14,170	9,820	17,000		12,650	25.6%	
6865 In Bloom Costs	19	0	(19)	12,670	14,000	1,330	14,000		1,330	90.5%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	(328)	1,417	1,745	24,963	31,621	6,658	34,451	0	9,488	72.5%	0
Net Income over Expenditure	328	(1,417)	(1,745)	(14,816)	(31,621)	(16,805)	(21,408)				
8002 less Transfer to EMR	0	0	0	4,669	0	(4,669)	0				
Movement to/(from) Gen Reserve	328	(1,417)	(1,745)	(19,485)	(31,621)	(21,474)	(21,408)				
Grand Totals:- Income	0	0	0	10,147	0	(10,147)	13,043			77.8%	
Expenditure	(328)	1,417	1,745	24,963	31,621	6,658	34,451	0	9,488	72.5%	
Net Income over Expenditure	328	(1,417)	(1,745)	(14,816)	(31,621)	(16,805)	(21,408)				
less Transfer to EMR	0	0	0	4,669	0	(4,669)	0				
Movement to/(from) Gen Reserve	328	(1,417)	(1,745)	(19,485)	(31,621)	(12,136)	(21,408)				

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Detailed Income & Expenditure by Phased Budget Heading 27/02/2025

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>29 O/Spaces & Leisure-Vine Ground</u>											
1208 Other Events Income	0	0	0	1,280	1,500	220	1,500			85.3%	
1350 Revenue Grant income	0	0	0	9,228	0	(9,228)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	0	875	875	3,500	3,500	0	3,500			100.0%	
1870 Vine Club Insurance Contrib.	0	0	0	462	367	(95)	367			126.0%	
O/Spaces & Leisure-Vine Ground :- Income	0	875	875	14,470	5,367	(9,103)	5,367			269.6%	0
4010 Gross Pay	1,825	1,866	41	20,473	18,660	(1,813)	22,398		1,925	91.4%	
4270 Employers Pension Contribution	67	112	45	732	1,120	388	1,344		612	54.5%	
5010 Vine Area General Maintenance	114	208	94	2,470	2,080	(390)	2,500		30	98.8%	
5015 Vine Pavilion maintenance	0	0	0	0	200	200	200		200	0.0%	
5020 Vine Public Convenience	2,648	1,000	(1,648)	9,069	10,000	931	12,000		2,931	75.6%	
5410 Repairs & General Maintenance	0	67	67	23	670	647	800		777	2.8%	
5500 Equipment Hired and New	0	0	0	0	2,004	2,004	2,006		2,006	0.0%	
6011 Electricity	0	0	0	529	0	(529)	0		(529)	0.0%	
6014 Water	0	42	42	309	420	111	500		191	61.9%	
6200 Printing & Stationery	0	0	0	385	0	(385)	0		(385)	0.0%	
6635 Professional Fees Licensing	0	0	0	70	210	140	210		140	33.3%	
6868 Summer Concerts	0	0	0	3,596	3,600	4	3,600		4	99.9%	
6869 Special Events	0	0	0	0	140	140	140		140	0.0%	
6873 Vine Lighting Project	0	0	0	24,135	0	(24,135)	0		(24,135)	0.0%	10,923
6922 Health&Safety/Risk Assessments	0	0	0	0	1,100	1,100	1,100		1,100	0.0%	
6931 CCTV Maintenance	0	0	0	0	730	730	730		730	0.0%	
6935 Waste Bin Disposal-Waste Bins	80	80	(0)	561	800	239	960		399	58.5%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	4,735	3,375	(1,360)	62,352	41,734	(20,618)	48,488	0	(13,864)	128.6%	10,923
Net Income over Expenditure	(4,735)	(2,500)	2,235	(47,882)	(36,367)	11,515	(43,121)				
8001 plus Transfer from EMR	0	0	0	10,923	0	(10,923)	0				

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Detailed Income & Expenditure by Phased Budget Heading 27/02/2025

Month No: 10

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(4,735)	(2,500)	2,235	(36,959)	(36,367)	592	(43,121)				
Grand Totals:- Income	0	875	875	14,470	5,367	(9,103)	5,367			269.6%	
Expenditure	4,735	3,375	(1,360)	62,352	41,734	(20,618)	48,488	0	(13,864)	128.6%	
Net Income over Expenditure	(4,735)	(2,500)	2,235	(47,882)	(36,367)	11,515	(43,121)				
plus Transfer from EMR	0	0	0	10,923	0	(10,923)	0				
Movement to/(from) Gen Reserve	(4,735)	(2,500)	2,235	(36,959)	(36,367)	592	(43,121)				

**Minutes of the Meeting of the Greatness Recreation Ground Working Group
Held on 26th February 2025 at the Town Council Offices**

Meeting Commenced: 2.00 p.m.

Meeting Concluded: 2:52 p.m.

Present: (Quorum minimum of 3 members)

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

Substitute		For
Cllr Nigel Wightman	Present	Cllr Victoria Granville

Also in Attendance:

Georgina Jackson - Deputy Town Clerk/Responsible Finance Manager, Nicholas Cave - Open Spaces and Cemetery Manager, Anna Rosińska - Open Spaces & Leisure Committee Clerk, Paul Lansdale – Chair of Sevenoaks Football Club, Carol Wallace – Member of the Public, Clare Cloke – Member of the Public.

329. Apologies for Absence

Apologies and substitutions noted above.

330. Requests for Dispensations

There were no requests for dispensations.

331. Declarations of Interest

There were no declarations of interest.

332. Minutes of the Greatness Recreation Ground Working Group held on 18th December 2024

RESOLVED: The minutes of the Greatness Recreational Working Group held on 18th December 2024 were agreed as a true record.

333. Greatness Recreation Ground Play Area Survey

The Working Group noted the update on the Play Area Survey. It was confirmed that further circulation and promotion of the survey was necessary and will be carried out. Members of the public, Clare Cloke and Carol Wallace, have offered their assistance in leaflet distribution.

It was advised to the group that there is currently no completion deadline for the survey.

334. Friends of Greatness Recreation Ground Group

An update on the status of the Friends of Greatness Recreation Ground Group was noted. The group requested that the Terms of Reference be presented at the next meeting.

335. Current Matters

Current Matters were noted. Paul Lansdale updated the Working Group on parking at Greatness Recreation Ground. It was agreed to refer the parking issue to the Planning Committee and advise of the need for double yellow lines at the junction of Mill Lane and A25. It was also agreed to arrange a meeting with Hope Church to explore possible solutions.

336. Press Release

None.

337. Dates of Future Meetings

The following future meeting dates were noted:

Monday 28th April 2025: 2pm

There being no further business the Chair closed the meeting.

Sevenoaks Town Council

Greatness Pavilion

1. Background

A valued engineering process has taken place with most of the changes being pitch side.

2. Original Tenders

Tender documents were published on Contracts Finder portal by Sevenoaks Town Council on 31st May 2024. Tender returns from three tenderers were received by Sevenoaks Town Council and sent to Academy for tender analysis on 22nd July 2024.

One more tender was received on 24th September 2024 after the tender return date. It was agreed by the Employer that this tender was also acceptable

Contractor	Total
Contractor 1	£2,541,251.13
Contractor 2	£3,351,263.13
Contractor 3	£3,535,644.54
Contractor 4	£4,249,590.00

3. Form of Contract

The Form of Agreement to be entered into between the parties was confirmed to be an unamended version of the JCT Design and Build Contract 2024 Edition. Design and Build Contract is chosen because the design team is looking for the D&B contractor to assist with the final design changes as part of the value engineering of the project and use their experience to get the project completed within budget by negotiating with the subcontractors and suppliers. The Employer also transfers risk better placed with the Contractor.

4. Shortlist of Tenderers

Preliminary tender analysis and arithmetical check were carried out for all tender returns.

After discussion with the Employer, it was agreed that two contractors were shortlisted to further tender analysis due to their price competitiveness. There were many exclusions in one tender and contractor 4 very high. Therefore, their tenders were not considered for further tender analysis.

5. Value Engineering

Due to budget constraints, value engineering exercise was carried out by the design team.

Community Asset Working Group
26th March 2025

After value engineering, only the shell and core of the two-storey new clubhouse building will be constructed with the below ground drainage. External Works only includes the localised landscaping around the club house building. The car park is excluded in the tender scope.

Value engineering items also included the following:

- a) Reduced cantilevered roof
- b) Reduced extent of curtain wall
- c) Revision of external cladding to fairfaced brickwork
- d) Alternative lift
- e) Reduced specification for finishes
- f) Revision to 1st floor layout

6. Re-Tender

The updated design information was prepared by the design team for re-tender. The tender documents were issued to two contractors on 29th November 2024. The two tenderers submitted their tenders on 20th December 2024:

Contractor	Total
Contractor 1	£2,235,200.50
Contractor 2	£2,204,193.17

7. Tender Interview

As the tender prices still exceeded the budget, tender interviews were arranged with both tenderers to discuss the constraints and explore options for further cost savings at Academy's office. Tender interview was held on 30th January 2025 and 3rd February 2025.

After the tender interview, both tenderers submitted their updated tender sums with further cost saving options as summarised below:

Contractor	Total
Contractor 1	£1,688,105.02
Contractor 2	£1,582,508.73

8. Tender Validity

The tenderer is to keep their tender open for consideration for not less than 90 days from the tender return date.

9. Evaluation Criteria

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On 17th March it was noted that Contractor 2 had not complied with all of the evaluation criteria and so would be unable to proceed with the tender.

10. Conclusion

In view of the above, the Employer would require the following funding to undertake the construction of the shell and core of the two-storey new clubhouse with associated below ground drainage and services works:

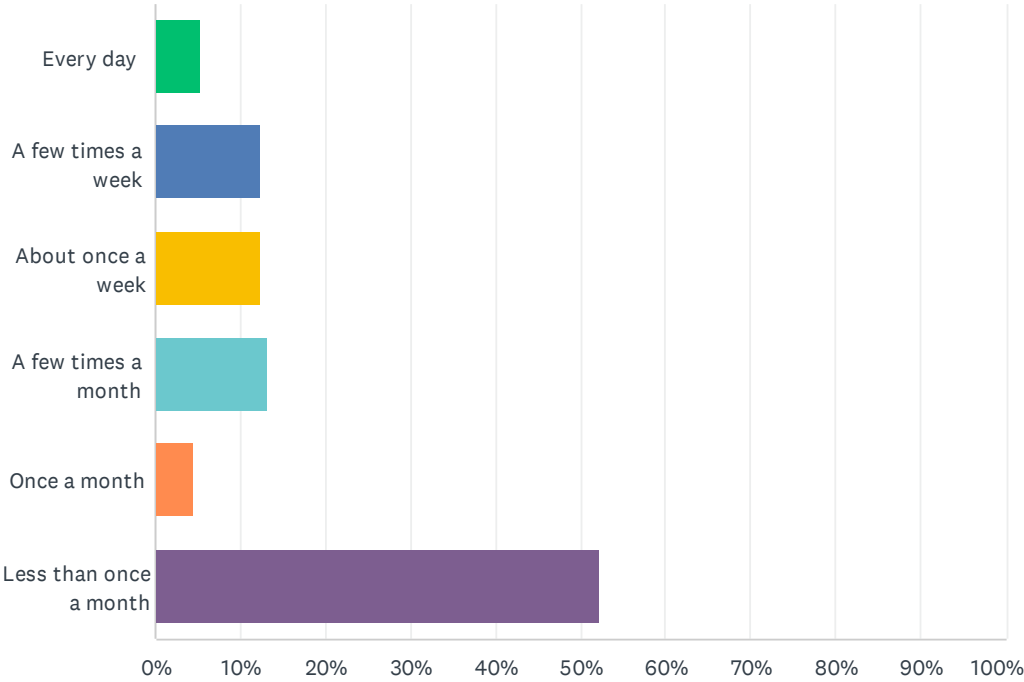
Funding for New Clubhouse Construction	Amount
Target Construction Cost including Contingencies	£1,800,000.00
Professional Fees	£153,600.00
Total Funding for New Clubhouse Construction:	£1,953,600.00
Say:	£1,960,000.00

Recommendation

To note the updated position on Greatness Pavilion.

Q1 How often do you, your family, or friends use the current play area?

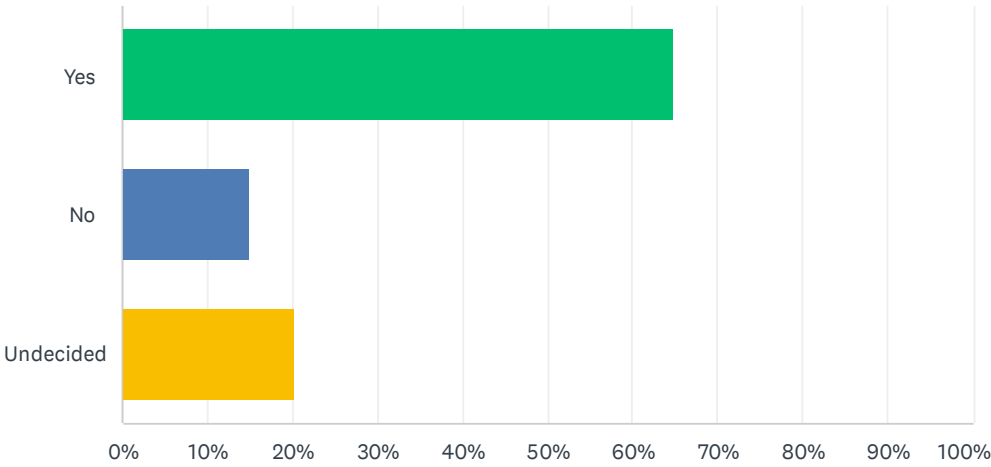
Answered: 113 Skipped: 4



ANSWER CHOICES	RESPONSES	
Every day	5.31%	6
A few times a week	12.39%	14
About once a week	12.39%	14
A few times a month	13.27%	15
Once a month	4.42%	5
Less than once a month	52.21%	59
TOTAL		113

Q2 Looking at the map above do you support the relocation of the play area to the proposed site?

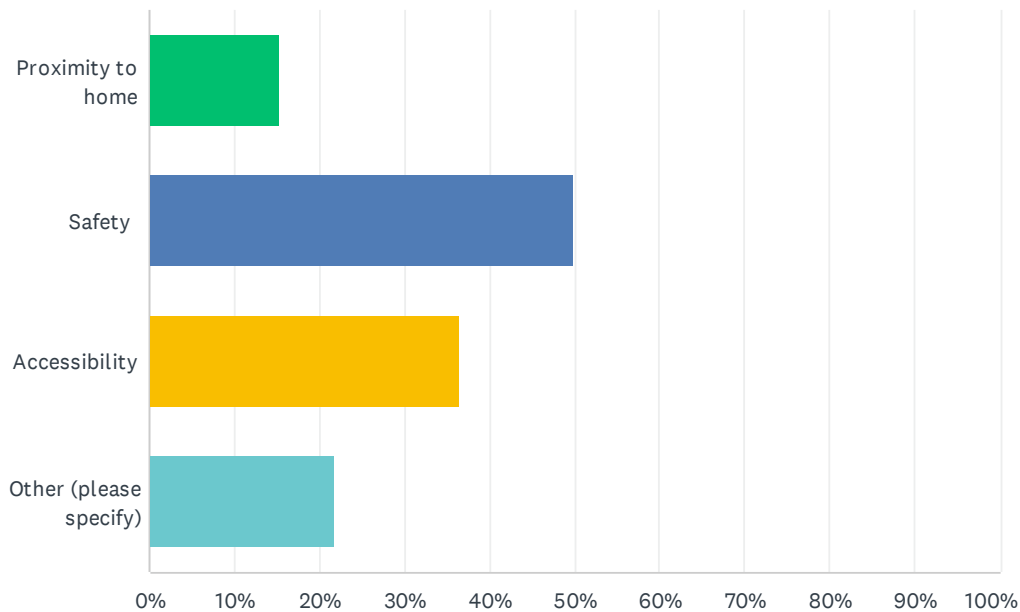
Answered: 114 Skipped: 3



ANSWER CHOICES		RESPONSES	
Yes		64.91%	74
No		14.91%	17
Undecided		20.18%	23
TOTAL			114

Q3 What do you like about the new location of the play area? (Please select all that apply)

Answered: 110 Skipped: 7



ANSWER CHOICES	RESPONSES
Proximity to home	15.45% 17
Safety	50.00% 55
Accessibility	36.36% 40
Other (please specify)	21.82% 24
Total Respondents: 110	

#	OTHER (PLEASE SPECIFY)	DATE
1	Avoids crossing the car park	3/14/2025 3:36 PM
2	Pointless	3/14/2025 2:38 PM
3	Proximity to cafe and toilets	3/10/2025 10:48 PM
4	The space it will occupy is where are the weekend overflow parking was meant to be located. As a resident of Mill Lane I am suffering with the overflow parking outside my house and sometimes blocking my driveway. The maximum amount of parking on site is essential.	3/6/2025 9:01 AM
5	near to cafe	3/5/2025 4:54 PM
6	I don't like it more	3/3/2025 7:17 AM
7	Upgrade	3/2/2025 11:14 PM
8	N/A	3/2/2025 7:47 PM
9	The existing locations are fine costs could be used on other projects	3/1/2025 4:24 PM
10	Nothing, it's hidden from the road and too close to housing	2/27/2025 10:20 AM
11	Out of way from car park	2/26/2025 10:54 PM

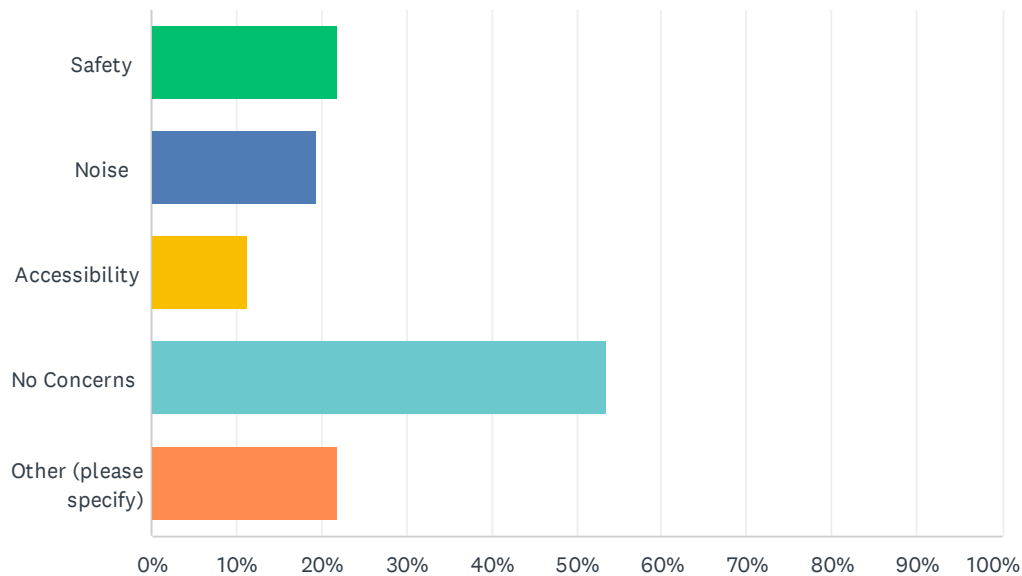
Greatness Recreation Ground Play Area Survey

Agenda Item 10

12	You currently have to walk across the car park to access the playground. One of the gates opens straight into the carpark the other near to the main road	2/26/2025 10:07 PM
13	Bigger	2/26/2025 8:53 PM
14	No comment	2/26/2025 8:36 PM
15	Moving the play area will, probably mean an application to enlarge the car park,will follow rather quickly	2/26/2025 7:28 PM
16	Seems protected from the sun in the summer	2/26/2025 3:50 PM
17	Nothing	2/26/2025 2:01 PM
18	Proximity to café and toilets	2/26/2025 1:43 PM
19	Away from road/carpark	2/26/2025 1:24 PM
20	None	2/19/2025 3:42 PM
21	Proximity to toilets and cafe	1/21/2025 8:22 AM
22	Not right by a car park	1/20/2025 8:46 PM
23	The steep banks edging that area are dangerous. Either fence them off or an escapee toddler will slip, fall and be injured.	1/20/2025 8:28 PM
24	Nothing	1/20/2025 5:26 PM

Q4 What concerns do you have, if any, about the proposed new location? (Please tick all that apply)

Answered: 114 Skipped: 3



ANSWER CHOICES	RESPONSES	
Safety	21.93%	25
Noise	19.30%	22
Accessibility	11.40%	13
No Concerns	53.51%	61
Other (please specify)	21.93%	25
Total Respondents: 114		

#	OTHER (PLEASE SPECIFY)	DATE
1	Will it be adequately light	3/16/2025 1:15 PM
2	Whilst it is away from the car park, it is out of the way and may mean users are left feeling vulnerable to potential attacks or the playground being vandalised as it is in the shadow of the football ground and bushes.	3/14/2025 3:36 PM
3	Removing the mini football pitch and cost	3/14/2025 2:38 PM
4	Possibly a bit further for mums with buggies to walk especially if they have several children with them	3/5/2025 4:54 PM
5	Soaks council rubbish at playgrounds	3/3/2025 7:00 PM
6	Children around the car park area is not a good idea	3/1/2025 4:24 PM
7	Proximity to housing and out of site from road	2/27/2025 10:20 AM
8	New equipment/updated play area needed	2/26/2025 10:37 PM
9	Will it be the exact same equipment? Ideally some new equipment for older children would be valued.	2/26/2025 9:04 PM
10	Hidden out the way, may encourage unsocialable behaviour	2/26/2025 7:10 PM

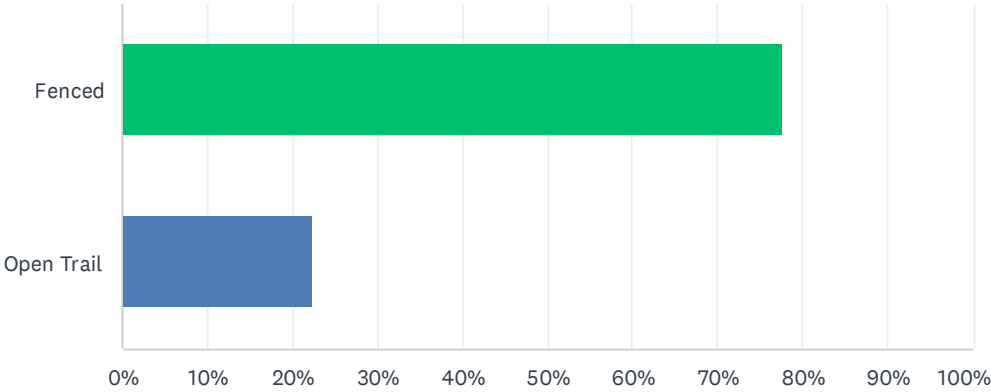
Greatness Recreation Ground Play Area Survey

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11	Currently the play area is very close to the car park which can be dangerous. My concern about moving it is that often people let their dogs run around off lead and out of control near the football pitch, and my dog phobic child cannot go near them. If we have to go past loose dogs it would become inaccessible. Also I have ME/CFS and sometimes cannot walk more than a very short distance from the car.	2/26/2025 6:51 PM
12	Seems that the size it's been reduced. Considering the enormous size of the football area, the playground should be bigger . It's not clear the access route. Seems like you still have to walk across the parking to get there	2/26/2025 3:50 PM
13	Slightly hidden from view so could be a safety issue. Current location is visible from all angles	2/26/2025 3:29 PM
14	Proximity to housing	2/26/2025 1:44 PM
15	Would there be a paved/mud free path to access it? Otherwise it will make access with buggies etc more difficult in the winter across grass/mud.	2/26/2025 1:24 PM
16	The slopes edging that area are steep and dangerous. A young child could slip, fall and be injured.	2/19/2025 5:09 PM
17	When the football games are being played there maybe loud noises from the crowds that could worry the younger children	1/27/2025 9:48 PM
18	I do not see where the current 'futsal' or mini goals are being relocated to? Where can children play non-organised football with goals if they are not part of the Sevenoaks Town Football Club	1/21/2025 3:09 PM
19	anti-social behaviour because its not as near to the main road as the original placing is?	1/21/2025 11:20 AM
20	Removal of futbol goals. They are used quite frequently by local children and by visiting clubs warming up.	1/21/2025 8:23 AM
21	It's quite common for dog walkers to do a loop of the football ground, so will make that space quite tight if there is a playground in the way. For that reason i also absolutely think the play area should be fenced in, as many children (and some adults!) are frightened of dogs.	1/21/2025 8:22 AM
22	At the moment that's an area where dogs do their business and owners leave it everywhere- it's completely disgusting- so this would hopefully be an improvement.	1/20/2025 8:46 PM
23	The slopes edging that area are steep and dangerous. A young child could slip, fall and be injured.	1/20/2025 8:30 PM
24	Child Safety. Concern that the proposed location is less visible and there is a risk that the play equipment will be subject to increased anti social behaviour.	1/20/2025 6:42 PM
25	We don't want another building	1/20/2025 5:26 PM

Q5 Would you prefer the play area to be:

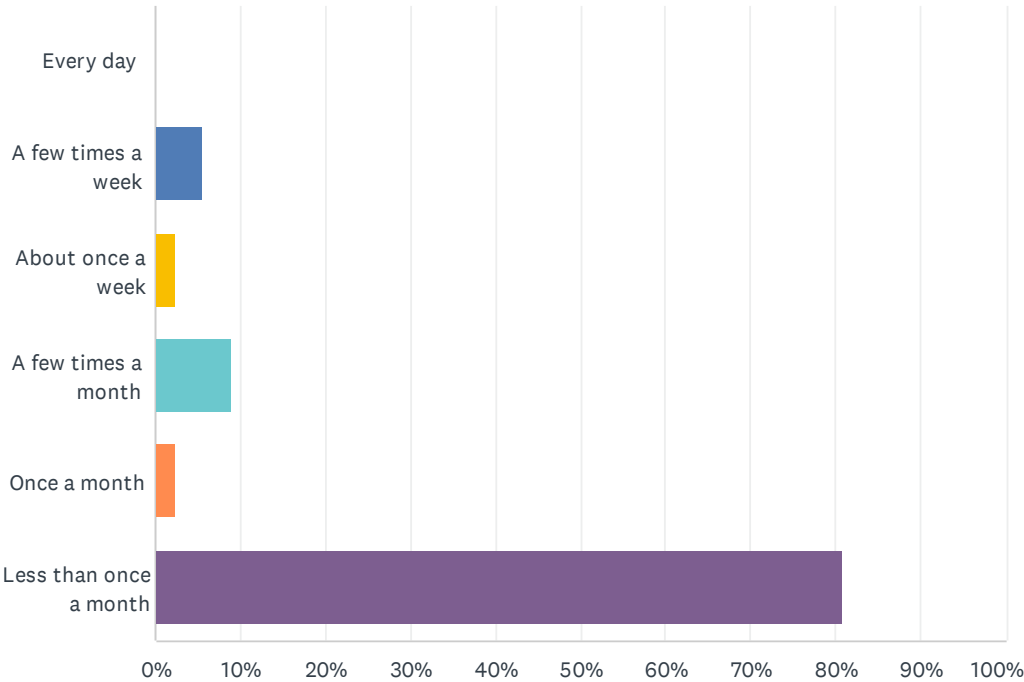
Answered: 112 Skipped: 5



ANSWER CHOICES	RESPONSES	
Fenced	77.68%	87
Open Trail	22.32%	25
TOTAL		112

Q6 How often do you, your family, or friends use the current outdoor gym?

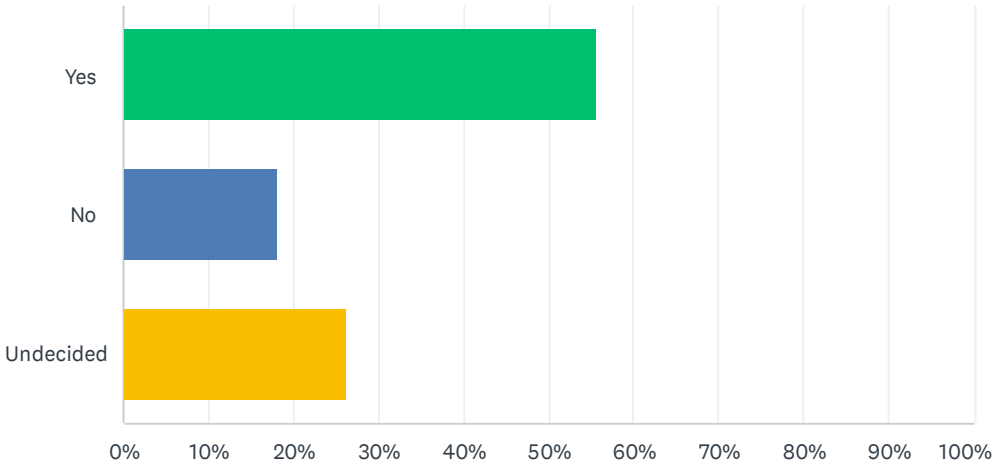
Answered: 89 Skipped: 28



ANSWER CHOICES	RESPONSES	
Every day	0.00%	0
A few times a week	5.62%	5
About once a week	2.25%	2
A few times a month	8.99%	8
Once a month	2.25%	2
Less than once a month	80.90%	72
TOTAL		89

Q7 Looking at the map above do you support the relocation of the outdoor gym to the proposed site?

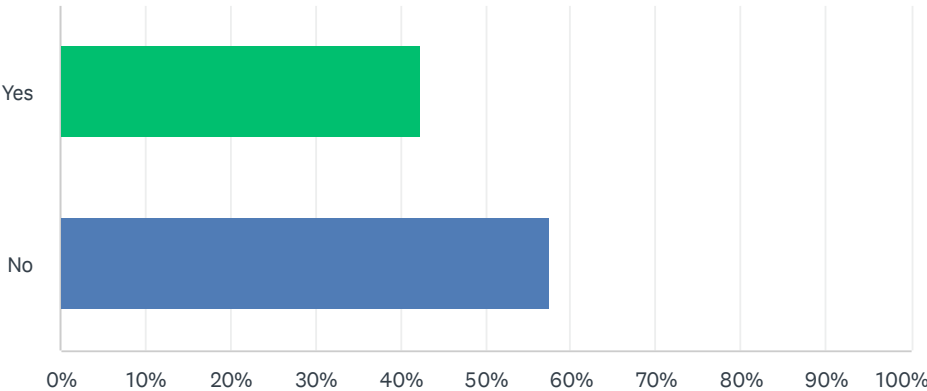
Answered: 88 Skipped: 29



ANSWER CHOICES	RESPONSES	
Yes	55.68%	49
No	18.18%	16
Undecided	26.14%	23
TOTAL		88

Q8 Would you prefer the Gym equipment to remain in current location and have a path installed?

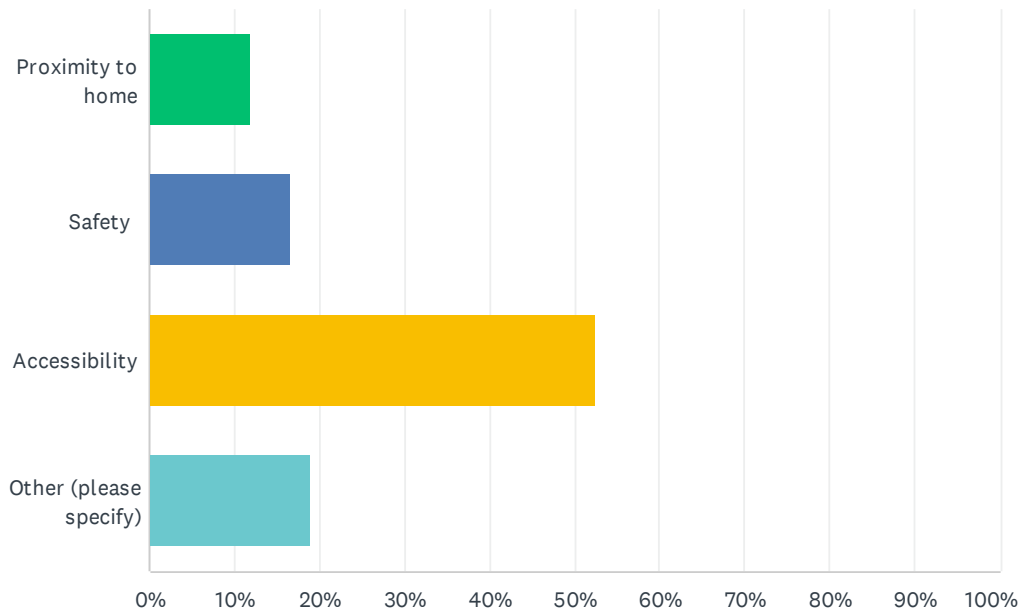
Answered: 87 Skipped: 30



ANSWER CHOICES		RESPONSES	
Yes		42.53%	37
No		57.47%	50
TOTAL			87

Q9 What do you like about the new location of the outdoor gym?

Answered: 84 Skipped: 33



ANSWER CHOICES	RESPONSES	
Proximity to home	11.90%	10
Safety	16.67%	14
Accessibility	52.38%	44
Other (please specify)	19.05%	16
TOTAL		84

#	OTHER (PLEASE SPECIFY)	DATE
1	Dont care	3/3/2025 7:03 PM
2	I don't have a preference	3/3/2025 7:19 AM
3	Na	3/2/2025 11:15 PM
4	Never seen anybody use it	3/2/2025 7:49 PM
5	Indifferent	2/27/2025 9:09 PM
6	Nothing	2/27/2025 10:21 AM
7	Better location than current. Is there an option to space out the equipment to make it a gym trail like dunton green? Or if in one place give it something that will encourage people to look after it?	2/26/2025 9:06 PM
8	I dont	2/26/2025 8:37 PM
9	It's a waste of money, i've never seen anyone use it. Plus some of it doesn't work	2/26/2025 8:04 PM
10	Not appropriate	2/26/2025 3:55 PM
11	Nothing	2/26/2025 2:01 PM
12	N/A	2/26/2025 1:46 PM
13	Proximity to cafe and toilets	2/26/2025 1:46 PM

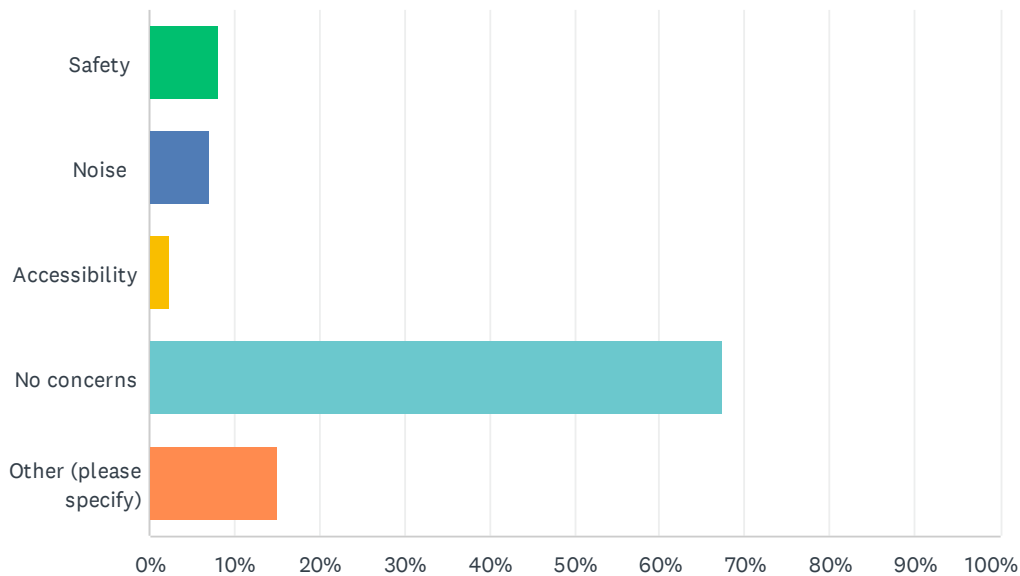
Greatness Recreation Ground Play Area Survey

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14	Nothing	2/19/2025 5:13 PM
15	n/a	2/19/2025 3:43 PM
16	I do not like the new proposed location	1/21/2025 6:47 AM

Q10 What concerns do you have, if any, about the proposed new location of the outdoor gym? (Please tick all that apply)

Answered: 86 Skipped: 31



ANSWER CHOICES	RESPONSES	
Safety	8.14%	7
Noise	6.98%	6
Accessibility	2.33%	2
No concerns	67.44%	58
Other (please specify)	15.12%	13
TOTAL		86

#	OTHER (PLEASE SPECIFY)	DATE
1	Unnecessary	3/14/2025 2:40 PM
2	Bit close to the car park where everyone could be looking at you	3/5/2025 4:55 PM
3	Dont care	3/3/2025 7:03 PM
4	Never seen anybody use it	3/2/2025 7:49 PM
5	It isn't possible to tick all	2/26/2025 8:37 PM
6	Damage	2/26/2025 8:04 PM
7	It seems over exposed	2/26/2025 3:55 PM
8	Proximity to housing. These facilities have a habit of attracting undesirables after dark.	2/26/2025 1:46 PM
9	the new location is too exposed and is more likely to be vandalised	2/25/2025 10:27 PM
10	To close to houses and road. Users may feel self conscious. Would be better where proposed playground site is. New playground would be better on existing gym site.	2/19/2025 5:13 PM
11	n/a	2/19/2025 3:43 PM
12	It will be far more accessible, safer to use, closer to car park	1/23/2025 11:53 AM

13 Overlooked by car park

Q11 Please share any other comments you have below:

Answered: 43 Skipped: 74

#	RESPONSES	DATE
1	I question both the necessity of this proposal and the cost .	3/14/2025 2:40 PM
2	None	3/10/2025 10:49 PM
3	Moving the playground is an ok idea. If the choice was to move it vs refurbish it - the latter would be the top choice	3/8/2025 9:52 PM
4	Please dont repeat the terrible playground designs of hollybush pls no kore all-metal primary-coloured monstrosities.	3/3/2025 7:03 PM
5	Please ensure the playground is visible to the residential area, to prevent vandalism.	3/3/2025 7:19 AM
6	.	3/2/2025 11:15 PM
7	Another waste of money	3/2/2025 7:49 PM
8	Existing play area should be a car park extension, too many cars double parking in mill lane when football is on and it's dangerous	3/2/2025 9:14 AM
9	There's too much focus on football amenities. Not everyone is playing football and this green area should be adequately organised do that other sports activities can be played.	2/28/2025 4:16 PM
10	None	2/27/2025 9:09 PM
11	Bigger Car park needed as cars park on both sides of Mill Lane at weekends when football is on	2/27/2025 4:14 PM
12	Please invest as much money in this area as the council have at Hollybush. Please also consult local parents on the design of the playground itself, as the new Hollybush equipment is a downgrade from what it was originally. Thank you	2/27/2025 1:36 PM
13	None	2/27/2025 9:16 AM
14	Current playground isn't suitable to small children as close proximity to road. In the new park it would be advantageous to install some cctv as the area is often taken over by youths/ alcohol abusers which becomes unpleasant place to take children to.	2/27/2025 8:58 AM
15	current location allows for better privacy in a more secluded area. The proposed location is very open with everyone using the parking and roads nearby will see what's happening in the open gym which may scare away a good number of people from using it, including me	2/27/2025 6:46 AM
16	Was the location of the outdoor gym consulted on in the first place?	2/26/2025 10:55 PM
17	Play area is used a lot by many but isn't sufficient enough for the amount of traffic it gets, needs to be updated and have age appropriate climbing frames for everyone.	2/26/2025 10:39 PM
18	I like the plan of the path from the main gate to the park. This is also needed to make more parking available. The local roads and car park become extremely busy. This leads to it becoming unsafe and we then avoid the park and playground during Saturday and Sunday morning as it is so busy with cars parking everywhere including on the pavements.	2/26/2025 10:11 PM
19	Na	2/26/2025 9:58 PM
20	I think if you surveyed that you were going to remove the outdoor gym, you wouldn't get any objections.....	2/26/2025 8:04 PM
21	No other comments	2/26/2025 7:30 PM
22	Greatness Rec is such a lovely space, but feels neglected and we often drive to other playgrounds even though this is 5 min walk from home. I know others also feel the same. There is also often broken glass in the playground so being relocated to a more quiet area may encourage more anti social behaviour at night?	2/26/2025 7:12 PM
23	The current park could be much improved - much of it is too difficult for little ones but too boring for older children. Can't go wrong with swings, a proper slide, a roundabout and a proper seesaw! Look to Grosvenor & Hilbert park for inspiration.	2/26/2025 6:53 PM

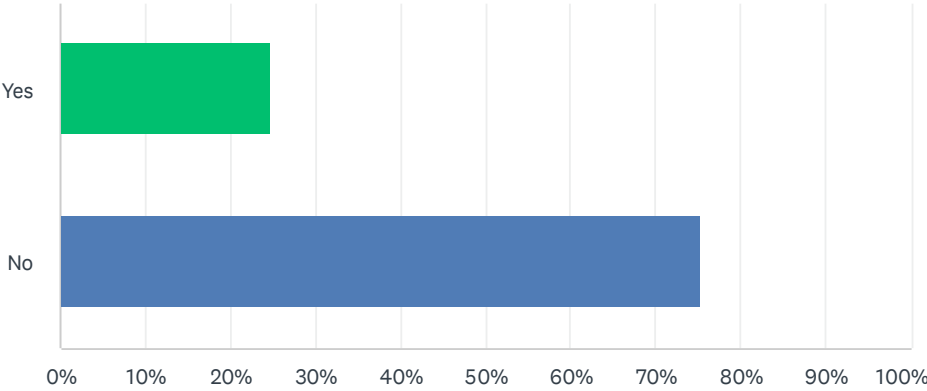
Greatness Recreation Ground Play Area Survey

Agenda Item 10

24	That would be great if play area will be better and having more activities for children	2/26/2025 6:43 PM
25	Please improve the play equipment	2/26/2025 6:41 PM
26	Just wanted to note that the play area isn't used by us because at its current state does not provide enough for our children. Furthermore it's close to road nearby therefore I don't feel it's safe to use it. We live on seal road and find it frustrating that there are no nearby playgrounds to be used by our children	2/26/2025 4:21 PM
27	None	2/26/2025 4:04 PM
28	The playground is in need of an upgrade, the current equipment is very limited. It should be fence + hedges. Consider use of natural elements, sand pits and alternative safety surface as rubber surface has proved to be toxic specially during summer and hot days.	2/26/2025 3:55 PM
29	1. Would there be more seating areas where the gym is currently located? 2. Could the bins be fox proofed to prevent spread of rubbish?	2/26/2025 3:31 PM
30	It's better that the children's play area is fenced so dogs can't get into it.	2/26/2025 2:54 PM
31	The extra car parking spaces is much needed	2/26/2025 2:50 PM
32	N/A	2/26/2025 1:46 PM
33	What is the reason for the relocation of these amenities? Is it for access to the proposed Quarry developments?	2/26/2025 1:46 PM
34	NA	2/26/2025 1:38 PM
35	It is imperative that a new playground is fenced, as the rec has such heavy use by dogs and owners who unfortunately do not pick up their dog waste. I would sincerely hope that the relocation would mean new playground equipment. We have been living in the area for almost 10 years and it's perfectly situated for us, but the equipment is incredibly tired with very little for older children. It would be wonderful to see it regenerated with the relocation, costs permitting.	2/26/2025 1:26 PM
36	Car park is very overcrowded especially on weekends.	2/26/2025 1:06 PM
37	perhaps moving the play area next to the current outdoor gym would be beneficial to all.	2/25/2025 10:27 PM
38	If the play area was where the gym currently is it could be open trail and parent would have clear line of sight to skate park and field where older siblings may play.	2/19/2025 5:13 PM
39	It's not easy	1/27/2025 9:50 PM
40	Could we have a larger playground with more equipment maybe sandpit	1/22/2025 1:21 PM
41	na	1/22/2025 9:56 AM
42	N/A	1/22/2025 9:48 AM
43	No comments	1/13/2025 12:36 PM

Q12 Would you be interested in becoming involved in Friends of Greatness Recreation Ground? (See poster at the end of this survey for more details)

Answered: 85 Skipped: 32



ANSWER CHOICES	RESPONSES	
Yes	24.71%	21
No	75.29%	64
TOTAL		85

Sevenoaks Town Council Community Asset Working Group 26th March 2025

Local Govt Reorganisation & Assets

There is still a good deal of uncertainty about the Government two proposals for Local Government Reform

- 1) **Devolution** - creation of Strategic Authority and Elected Mayor and
- 2) **Reorganisation** and creation of Unitary Authorities.

It has been confirmed that Kent is not within the fast track for Devolution and therefore a timetable is not available.

Local government reorganisation process has started. District and Borough Councils have to submit outline plans in March 2025 for proposals for disbanding and creating new Unitary authorities. It is anticipated that Sevenoaks District Council (SDC) will combine with Maidstone Borough Council, Tonbridge & Malling Borough Council and Tunbridge Wells Borough Council. A more detailed plan is required in November 2025. The government is expected to provide a decision and timetable relating to these plans in November / December 2025.

In the meantime, SDC is working with town and parish councils to enable the protecting and providing assets locally via transfers. The default position being all assets transfer to new Unitary Authority. This will not be an easy process due to resources required to produce Business Proposals for each asset and current legislation.

STC Next steps

- Planning Committee determine priority for submitting Expression of Interest and Business Proposals for assets to be worked up bearing in mind STC current and future resources.
- Public consultation with Resident Associations and via Town Crier issue.
- SDC addressed Sevenoaks Annual Town Public Meeting 17th March 2025.
- SDC submission dates below consideration of Asset transfer

	Round 1	Round 2
Application opens	6 th May 2025	1 st September 2025
Application deadline	30 th June 2025	31 st October 2025
Finance & Investment Advisory Committee	2 nd September 2025	6 th January 2026
SDC Cabinet	18 th September 2025	15 th January 2026
SDC Council	19 th November 2025	24 th February 2026

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

CURRENT MATTERS

(formerly of Open Spaces & Leisure Committee)

NB: updates in green

156 OSL 05.07.21	Greatness Recreation Ground Management and Improvement Plan	<p>Meeting with stakeholders was held on 08.10.2021. It was agreed that a survey would be produced in 2022.</p> <p>The survey will be part of the professional consultant's work required by the Football Foundation to progress the proposed new pavilion.</p> <p>STFC and STC jointly appointed consultant for public consultation in January 2023.</p> <p>Pending update.</p> <p>Public Consultation regarding current use and improvements to Greatness Recreation Ground commenced on 8 August and was due to close on 15 September 2023 but extended for one week to enable residents receiving notification via the Town Crier time to respond.</p>
353.3 OSL 18.09.23	Greatness Recreation Ground Survey	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1) To note the Greatness Recreation Survey results received to be circulated at a future meeting. 2) That the Town Council applies for a Premises Licence for Greatness Recreation Ground.
4 Greatness Recreation Ground Working Party 25.04.2024		<p>Survey results considered by Greatness Recreation Ground Working Party on 24th April 2024.</p> <p>Following actions progressed:</p> <ul style="list-style-type: none"> • New Friends of Greatness Recreation Ground being promoted. • New Survey about relocation of play area. <p>Friends of Greatness Recreation Ground Information Poster is being redesigned.</p> <p>Play Area Relocation Survey - The Government held the applications for the Community Ownership Fund and have not yet decided if they will proceed with this funding.</p>
Greatness Recreation Ground Working Group 26.02.2024		<p>Redesigned Friends of Greatness Poster has been circulated and included in the Greatness Play Area Survey.</p> <p>Survey has been distributed and information posters circulated locally.</p>
210 OSL	Sevenoaks Sports Strategy Review	<p>The timeline for production of the second Sports Strategy is dependent on items raised during the consultation.</p>

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

10.07.23 7.07.2024 STSS WG 12.02.2025 STSS WG		<p>The first meeting took place 4th October 2023.</p> <p>Next meeting to be held once responses from a planned questionnaire are available. However, waiting on SDC who are doing their own audit to avoid question replication.</p> <p>Questionnaire launched 22nd January.</p> <p>Ongoing liaison with stakeholders.</p> <p>Second Sevenoaks Sports Strategy Review has been finalised and circulated.</p>
352 OSL 18.09.23	Planting of Trees	<p>It was noted that the Town Council had planted 1318 trees over the past 4 years.</p> <p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) KCC be contacted to enquire about planting trees on road verges; 2) Permission be sought from KCC to plant trees at the bottom of Seal Hollow Road and the whole of Blackhall Lane with 60 - 80 trees; 3) Permission be sought from KCC to plant trees at Hillingdon Avenue; 4) Councillors be provided with consultation leaflets to consult with local residents where appropriate; 5) The Town Council work through the inventory of all Town Council land (excluding the already fully planted woods) to assess the scope for more tree planting; and 6) Consideration be given to extra resources to irrigate the trees each summer for the first three years. <p>KCC have confirmed the following: Planting on road verges owned by the KCC is prohibited by third parties. It has been agreed that some available funds will be used to plant more trees in Hillingdon Avenue in upcoming years.</p>
668.33 OSL 12.02.24	Greatness Cemetery – Headstone & memorial testing	<p>Stability testing of Headstones and Memorials would need to be completed shortly as the last testing was completed five years ago. The cost of £2,299 would be met from the Rolling Capital Programme budget.</p> <p>Inspection survey completed. Letters partially sent to rights holders of graves with unsafe headstones/memorials on 20th June 2024.</p>

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Min 88 17.07.24		<p>Letters to rights holders have been sent, it is noted that many rights holders have passed away or addresses for them are incomplete therefore numbers of responses expected are low.</p> <p>RESOLVED: To investigate and seek quotations for the securing of headstones which have failed their stability testing after all methods of contacting family members have been exhausted.</p> <p>See agenda Item 5</p>
668.10 OSL 12.02.24	Woodland Management	<p>RESOLVED: To obtain a minimum of 3 quotes for a 5-year review of existing woodland sites and potentially new woodlands, to include submissions to obtain a new felling license and possible access to grants, at an estimated cost of £3,000.</p> <p>See Agenda Item 5</p>
674 OSL 12.02.24	Pre-Application Advice – New Access to The Vine Pavilion	<p>RESOLVED that the Town Council:</p> <ol style="list-style-type: none"> 1) Discuss the application further with the Conservation Officer and the architect; and Completed, conservation officer declined to look at proposals further and advised STC to liaise with case officer Christopher Park. Next steps – STC to action the above prior to below. 2) continues with the planning application of the new access due to its significant public benefit. <p>Ongoing.</p>
675 OSL 12.02.24	Tree Planting at Hillingdon Rise and Hillingdon Rise Play Area	<p>Cllr Wightman advised that Kent County Council (KCC) had confirmed that trees could not be planted on KCC owned verges by other parties. However, KCC could plant trees on behalf of the Town Council at a fee and several trees could be planted free of charge. KCC had confirmed 14 locations at Hillingdon Avenue where trees could be planted.</p> <p>Cllr Clayton reported that West Kent Housing Association (WKHA) was interested in tree planting at Hillingdon Avenue and that other WKHA locations could be discussed. Discussions had not yet taken place with Sevenoaks District Council.</p> <p>KCC have completed planting approximately 70+ trees in Sevenoaks.</p>
676 OSL	Proposal to Collaborate with SDC,	<p>RESOLVED: To explore the proposal and to approach the different organisations for their opinions.</p>

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12.02.24	KCC and West Kent Housing to Share Grass Cutting Costs	
677 OSL 12.02.24	Sevenoaks Lawn Tennis Club (SLTC) Proposal for Padel Courts on Town Council Land	<p>RESOLVED that:</p> <ol style="list-style-type: none"> 1) the proposal for the creation of Padel Courts, and related implications for other sports be considered by the Sevenoaks Sports Strategy review group; 2) Sevenoaks Padel be invited to join the Sports Strategy Group; and 3) Subject to the above, Sevenoaks Town Council obtain pre-planning advice and consider the financial impact of the proposal. <p>Response from Sport England received had advised of the following:</p> <p>“Statutory consultee role It is considered that the loss of the playing field, namely the rugby training area, would not meet exception 5. It is likely that Sport England would raise an objection to a subsequent planning application for development in the form set out.”</p> <p>Exception 5 is defined as: “The proposed development is for an indoor or outdoor facility for sport, the provision of which would be of sufficient benefit to the development of sport as to outweigh the detriment caused by the loss, or prejudice to the use, of the area of playing field.”</p>