

Tuesday 17 March 2026

You are hereby summoned to attend a meeting of the **Community Asset (Open Spaces) Committee** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG** on **Monday 23rd March 2026 at 7 pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note, proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://www.youtube.com/live/j5L2BpknC7E?> and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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



Town Clerk

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

Committee Members – Quorum minimum of 3 members

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

PUBLIC QUESTIONS

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

AGENDA

1	APOLOGIES FOR ABSENCE To receive and note apologies for absence.
2	REQUESTS FOR DISPENSATIONS To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).

3	DECLARATIONS OF INTEREST To receive any declarations of interest from Members in respect of any items of business included in the agenda for this meeting.
4	MINUTES OF MEETING HELD ON 26TH JANUARY 2026 To receive and note the minutes of the Community Asset Working Group meeting held on Monday 26th January (attached).
5	ALLOTMENTS REPORT To receive and consider the Allotment Officer's Report (attached).
6	RUGBY PITCHES, KNOLE PADDOCK To receive the Rugby Pitches reports (attached) and to consider the following: <ul style="list-style-type: none"> • Pitch Maintenance • Purchase of Portable Floodlights • Tender for refurbishing Permanent Floodlights
7	RESPONSIBLE FINANCE OFFICER'S REPORT AND STATEMENT OF ACCOUNTS - COMMUNITY ASSETS To receive and consider the Responsible Finance Officer's report and Statement of Accounts for December 2025 and January 2026. (attached)
8	MARKET TRADER CODE OF CONDUCT To receive and consider the proposed recommendation regarding the official annual return of markets following the New Year's break (attached).
9	RENEWAL OF VINE PSPO To receive and consider the renewal of the Vine Public Spaces Protection Order and note the Minute from Youth Services Committee (attached).
10	WAR MEMORIAL REFURBISHMENT To receive and note the proposal for the refurbishment of the War Memorial (attached)
11	STC ASSETS SOLAR PANELS & BATTERIES To receive and consider report on Solar Panels & Batteries (attached).
12	SAHA SOLAR AND SUSTAINABILITY PROPOSAL – ADDITIONAL ELECTRICAL WORKS To receive and consider the report and request from SAHA with regards to additional electrical works (attached).
13	CURRENT MATTERS To note updates to Current Matters (attached).
14	PRESS RELEASE To consider any agenda item, which would be considered appropriate for a press release (attached).

Sevenoaks Town Council

**Minutes of the meeting of the Community Asset (Open Spaces) Committee
Held on Monday 26 January 2026 in the Council Chamber, Town Council Offices, TN13
3QG**

Livestreamed and available to view on YouTube until approved by Council:
<https://youtube.com/live/EmOyaxB3FK4?>

Meeting commenced: 19:00

Meeting Concluded: 20:35

Present:

Cllr Dr Meryllyn Canet (Chair)	Present	Cllr Tony Clayton (Mayor)	Present
Cllr Dr Peter Dixon (Vice-Chair)	Present	Cllr Lionel O’Hara	Apologies
Cllr Libby Ancrum	Present	Cllr Lise Michaelides	Present

In attendance: Town Clerk, Responsible Finance Officer, Open Spaces & Cemetery Manager, Open Spaces & Leisure Committee Clerk /Allotments Officer, Cllr Victoria Granville.

Also present: 1 Member of the Public

604 - APOLOGIES FOR ABSENCE

Noted as above.

605 - REQUESTS FOR DISPENSATIONS

None received.

606 - DECLARATIONS OF INTEREST

None received.

607 - MINUTES OF MEETING HELD ON 10TH NOVEMBER 2025

The committee received the minutes of the Community Asset (Open Spaces) Committee meeting held on Monday 10th November 2025.

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of the Community Asset (Open Spaces) Committee held on 10th November 2025 as a true record.

608 - OPEN SPACES & CEMETERY MANAGER'S REPORT

Councillors received and noted the Open Spaces & Cemetery Manager’s report. Updates were provided on the following:

- Staff – Bryan Nichols has joined the Open Spaces team.
- Vine Lawn – Fencing to be taken down in March

Sevenoaks Town Council

- Vine Pond – A new net has been fitted on the pond following two heron incidents. The net will be monitored for and efficiency assessed in the event of a further incident.
- Vine Uplifters – Uplifters now working. Local suppliers have been used.
- Woodland Management Plans – Focal works have been noted to the Committee; it was noted that the plans are realistic for completion. The councillors noted their gratitude for public donations for purchasing Longspring wood and requested a call for volunteers to assist in the woodland's maintenance during the autumn months.

It was also noted that St Thomas' Catholic Primary School are to commence a Forest School at Longspring wood shortly.

609 - ALLOTMENTS REPORT

The Committee received the Allotments Report. Asbestos disposal and the completion of the Gazebo project where noted.

It was confirmed that the trench for the Solar Panel Project has been dug.

610 - SAHA RECOMMENDATION FOR SOLAR PANEL BATTERY SECURITY DOOR

A recommendation from SAHA for a security door was received.

RESOLVED: That The Town Council give authorisation for SAHA to proceed with the purchase of the proposed security door for the cost of £617.98

611 - RESPONSIBLE FINANCE OFFICER'S REPORT AND STATEMENT OF ACCOUNTS - COMMUNITY ASSETS

Councillors received and considered the Responsible Finance Officer's Report and Statement of Accounts for October and November 2025.

612 - ASSET MANAGEMENT POLICY

The Asset Management Policy was adopted by The Committee. It was requested that statutory information/document is attached to the Policy detailing disposal requirements.

613 - MARKET TRADER LICENCE CONDITIONS

The Committee received and considered the proposed recommendation regarding Christmas stalls at the Bligh's Market.

RESOLVED: That the proposed amended Licence Conditions for market traders be adopted and to state the following:

D. BLIGH'S CHRISTMAS STALLS

Traders attending all market trading days of the extended market period in the run up to Christmas are entitled to one of the market days being free of charge.

Sevenoaks Town Council

614 - RUGBY PITCHES, KNOLE PADDOCK

The Sevenoaks Town Council's report regarding Sevenoaks Rugby Football Club & Knole Paddock Rugby Pitches was received by The Committee.

RESOLVED:

- i) That The Community Asset Committee recommends to the Finance & Delivery Committee to enter a five-year funding agreement to enable funding from the RFU to be obtained towards the improvement of rugby pitch maintenance.

RFU Grant Funding per Pitch			
Year 1	Cost	Grant Value	Club (STC) Contribution
Year 1	£3,600	£3,600	-
Year 2	£3,600	£3,600	-
Year 3	£3,600	£2,400	£1,200
Year 4	£3,600	£2,400	£1,200
Year 5	£3,600	£1,200	£2,400
Year 6	£3,600	£1,200	£2,400
Totals	£21,600	£14,400	£7,200
Total x 3 Pitches	£64,800	£43,200	£21,600

- ii) That Sevenoaks Town Council obtains quotations and planning permission for an additional (6th) floodlight column.
- iii) That Sevenoaks Town Council agrees in principle to permitting the installation of a new concrete path/ramp and access gate to improve accessibility and emergency access.
- iv) That drawings be produced, quotations for work to be obtained and costings and potential funding to be reviewed by the committee when available.

The recommendation for Sevenoaks Town Council to consider reducing pitch rental costs for SRFC was rejected. In reaching this decision, councillors were mindful of the Town Council's considerable ongoing financial investment in rugby facilities.

615 - WALKING IN SEVENOAKS

The Committee noted the report on the Walking Festival and discussed concerns over interest. Existing walking group provision was noted, and 1-2 walks were recommended for a pilot trial during the Health & Wellbeing festival subject to resources and volunteer availability.

Sevenoaks Town Council

Invitation of existing and active walking groups to the Health & Wellbeing Festival was recommended and if possible one or two walks to be arranged.

616 - PROVISION OF CYCLE HIRE IN SEVENOAKS

The Committee noted the proposal from Councillor Tony Clayton regarding long-term e-bike hire and storage in Sevenoaks targeted at commuters. E-bikes would be stored in a secured area at Sevenoaks station.

617 - CURRENT MATTERS

Updates to current matters were noted by The Committee.

618 - PRESS RELEASE

Councillors agreed that a press release is to be published on the following:

- Reiterate gratitude for public donations for purchasing the ancient Longspring wood.
- Outline plans approved recently by the Forestry Commission.
- Arrangement of Working Groups events for 2026 autumn months for clearing of invasive species of plants at Longspring wood.

There being no further business the Chair closed the Meeting.

Signed
Chair

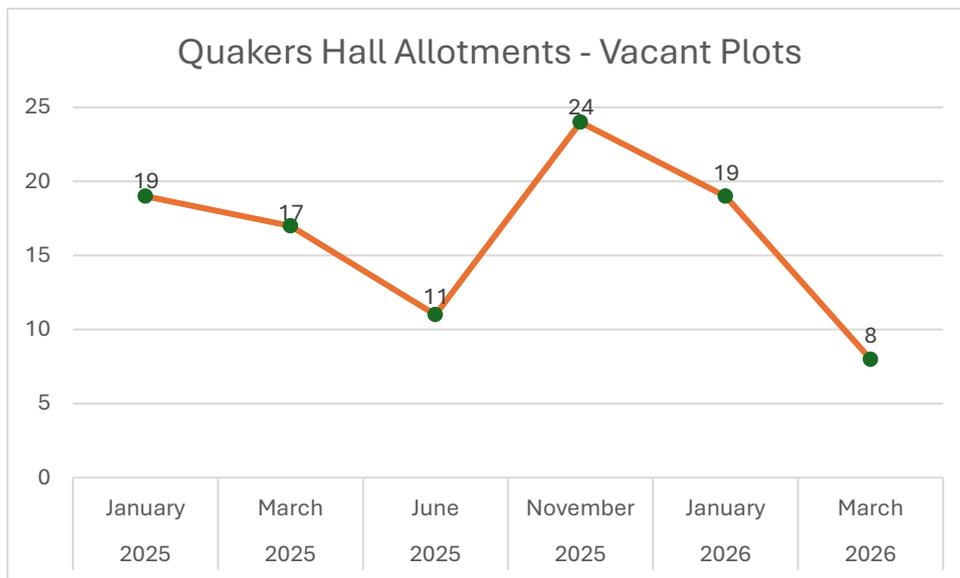
Dated

**Sevenoaks Town Council
Community Asset (Open Spaces) Committee 23rd March 2026**

Allotment Officer’s Report

Vacant Plots and Waiting Lists

The current list of vacant plots at Quakers Hall allotments stands at 8. There are currently no persons on the waiting list. The Bradbourne Vale allotments have no vacant plots and 3 persons on the waiting list.



Promotion of Sevenoaks Allotments

The allotments are currently being promoted on social media and on screens at the Sevenoaks and Bat & Ball Stations as well as The Stag and Bat & Ball centre. An advert promoting the allotments is scheduled to be placed in the next Town Crier.



**Sevenoaks Town Council
Community Asset (Open Spaces) Committee 23rd March 2026**

Water

We have reported leakage around the stopcock under the manhole to South East Water and have a scheduled appointment for an engineer to inspect the problem.

SAHA Solar Panel and Gazebo Projects

STC is grateful to SAHA for the prompt work on the solar and gazebo projects, we hope that both will be used and appreciated by tenants for years to come.

Spring Inspections

The spring inspection is due to take place between 13th and 17th April.

St John's CE Primary School – Forest School Initiative

In recent months, St John's CE Primary School have been carrying out Forest School lessons at the Quakers Allotment site – report on next page.

Anna Rosińska
Allotments Officer
13th March 2026

St John's CE Primary School – Forest School Initiative

Dead Hedging Project at Quakers Hall Allotments, Autumn / Winter 2025/26

This report sets out the delivery and achievements of a collaborative project between the St John's CE Primary School Forest School initiative and a tenant of the Quakers Hall Allotments, Sevenoaks. The project tackled a neglected area of the allotments and delivered benefits for the site, for biodiversity, and, most importantly, for around 90 of St John's' Forest School pupils. Delivery took place between November 2025 and March 2026. Assistance was also provided by David Fawkner (allotment tenant), and the project had the support of Sevenoaks Town Council (as landlord) and the Sevenoaks Allotment Holders Association (SAHA).

(NOTE: Safeguarding prevents the use of pictures with recognisable children's faces in this report.)

WHAT IS FOREST SCHOOL

Forest School (FS) is a learning ethos that uses the outdoors to promote confidence, self-esteem and independence in children. Forest School delivery can provide improved confidence, behaviour, concentration, independence, resilience, creativity and teamwork for participants. St John's CE Primary School, which adjoins the Quakers Hall Allotments, embraced the Forest School ethos in 2024. It employs an FS Leader (Ed Grobel) to engage all the School's pupils in FS throughout the academic year; and is passionate about developing the whole child, not just their academic ability. St John's has undertaken FS activities at the Allotments since March 2025, with this report covering a specific FS site project from November 2025 to March 2026.



THE ISSUE ON THE ALLOTMENTS



South of plot 38A, a non-edible fruit-bearing tree of unknown provenance (*Prunus cerasifera* or *P. cerasus*?) had grown into a very large, multi-stemmed tree that had outgrown its location. It was casting considerable shade onto adjoining plots, and impacted crop growth on the overshadowed areas. Shade was also cast over apple trees in a small area of unallocated "no man's land" north of the tree. Consequently, cropping on these apple trees was severely impacted and the no man's land was neglected. The tree needed major pruning, but no single allotment tenant had responsibility for the tree and the work involved was considerable.

THE SOLUTION

Simon and Christine Aguss are the tenants of Plot 38A. Simon spent his career working in the UK conservation sector, including the development of some early FS initiatives. Simon and Ed Grobel are neighbours and Simon saw the potential for a collaborative, multi-benefit project around this overgrown tree with St John's' Forest School.

The tree had four limbs growing from ground level, as well as numerous, smaller suckers. Three limbs had significant leans on them, and evidence of basal fungal infection suggested they were at risk of splitting out and falling. These limbs and suckers were felled to ground level; leaving a significantly reduced crown and one upright limb. A wide range of variable-sized timber was generated. None of this was directly burnt: instead, it was put to a range of positive uses, hence avoiding the direct generation of any global heating emissions.

- Some straight branches were made into short stakes.
- These stakes were used to delineate a dead hedge¹, which was filled with all the smaller brash and twigs from the felled branches.
- Medium-sized branches were utilised to cover a hedgehog hibernaculum, as well as generate a habitat pile for amphibians / reptiles.
- Big limbs were sectioned up to create seat stools for FS activities on site.
- Remaining big limbs were taken for firewood by two allotment holders.



¹ A dead hedge is a sustainable structure constructed by stacking or weaving dead woody debris - such as tree prunings - between two parallel rows of vertical stakes. The hedge acts as a natural, eco-friendly, and cost-effective structure; providing essential habitat for insects, birds, and small mammals.

DELIVERY



- Simon and Christine Aguss carried out most of the felling of the standing tree by bowsaw. FS pupils were not present during this felling for obvious safety reasons.
- David Fawkner (allotment tenant) provided chainsaw services to cut down and section up the biggest limbs for the seat stools (in exchange for some firewood!).
- Three St John's FS sessions were undertaken, led by Ed Grobel and supported by Simon:
 - ✓ 12 December 2025; Year 5 pupils.
 - ✓ 23 January 2026: Year 6 pupils.
 - ✓ 13 March 2026: Year 3 pupils.

Each session was attended by approx. 30 pupils, plus a Teaching Assistant and three to four parent helpers.

- At each session, each pupil spent around one hour working under Simon Aguss' supervision on the dead hedging project. Each pupil:
 - ✓ Learnt how to work in pairs to safely use a bowsaw to section up medium-sized branches.
 - ✓ Learnt how to safely use loppers to cut smaller material and produce the twiggy material for the dead hedge.
 - ✓ Learnt how to build the dead hedge and what the biodiversity and climate benefits were of this approach, compared to the alternative of burning felled material on a bonfire.
 - ✓ Learnt co-operation and team-working skills as part of the delivery.
 - ✓ Additionally, in March, the Year 3 group were shown a hedgehog hibernaculum box built by Simon and subsequently installed next to the dead hedge. This installation location is adjacent to a small wildlife pond previously installed by the tenant of Plot 38B, and the branches that were used to cover the hibernaculum double as shelter for frogs and toads.
- Ed Grobel concurrently ran on-site fire-pit / fire-building sessions for the pupils. These included safe fire operation, whittling, and cooking over an open fire (roasted chestnuts, marshmallows, potatoes and, for one lucky group, allotment sprouts turned in a pan with balsamic vinegar!).



OUTPUTS



- Three days of Forest School activities delivered on site.
- Approximately 90 pupils undertook a range of FS activities and learning.
- One overgrown tree pruned back to reduce excessive shading to adjacent allotment areas.
- A dead hedge of approx. nine metres length created with the felled material.
- One hedgehog hibernaculum installed and amphibian / reptile habitat created.
- (In spring and autumn 2026, a meadow wildflower seed mix will be over-sown into the no-man's land near the dead hedge; incorporating yellow rattle to reduce grass competition.)

OUTCOMES

- A collaborative approach between allotment holders and St John's CE School has brought a neglected area of "no-man's land" back into productive allotment use, plus delivered benefits to nearby tenanted plots.
- Outdoor knowledge and skills acquired by St John's' primary school children; with additional benefits to confidence, teamwork and social skills.
- Greater knowledge of, and engagement with, the Quakers Hall allotments by the local community.
- Sustainable re-use of timber and brash from necessary tree pruning on site, as an alternative to bonfire disposal. This has avoided smoke / air pollution for allotment tenants / neighbours, and avoided greenhouse gases' generation.
- Habitat and biodiversity benefits delivered at the allotments.
- Benefits accrued for both Sevenoaks Town Council and SAHA, without the need for time or financial resource input from either organisation.



Open Spaces and Cemetery Managers Report

Pitch Maintenance

The condition of all four winter sports pitches continues to be a concern after the prolonged periods of wet weather.

Pitch 1 - Poorer than previous years with several areas where play has damaged the top surface, the additional seeding done in October was all worn away before Christmas.

Pitch 2 - less than 50% grass cover so all further play is on wet mud and continues to damage the surface.

Pitch 3 - Despite being rated as 'Good' rather than 'Poor' by the RFU's own inspection, and after a year of resting and work, is now less than 60% grass cover and is almost as poor as it was when we took it out of use in 2024.

Post Christmas the club did reduce or cancel midweek training on pitch 3 but by then the damage was already extensive.

The principal problem is SRFC's reluctance to cancel training when the weather is very poor, it is understandable as they do not want to disappoint the large number of players they have, but equally they do not want to always be playing on pitches that are barely acceptable. The consequence is that damage is done which does not recover during the dormant season.

Pitch 4 - (Football) is less than 75% grass cover

But we have managed to slit and rake level all pitches once in February and again in March. We will continue to try and gently level and prepare the surface ready for the major levelling and re seeding in April/May.

We are waiting to hear if SRFC have been successful with the grant application as this will determine when and how much top dressing we can apply after seeding.

Cricket bookings have been made for the whole season and again demand for the cricket is strong with 3-4 games every weekend.

A preliminary meeting with the Ocelots took place to discuss the storage of the proposed wicket covers and an agreement covering this provision was signed.

Community Asset (Open Spaces) Committee – 23rd March 2026
Sevenoaks Town Council

Knole Paddock and Raleys Winter Sports Schedule of planned maintenance

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

2024/2025	Pitch 1	Pitch 2	Pitch 3	Football Pitch
Reseed	April	April	April	April
Weed kill			August	August
Fertilise	September		October	October
Reseed			September	
Vertidrain	October (Bournes)	October (Bournes)	October (Bournes)	October (Bournes)
2025/2026	Pitch 1	Pitch 2	Pitch 3	Football Pitch
Reseed	June	June	June	June
Fertilise	August	August		August
Weed kill	September	September	September	September
Second reseed	60%	60%		25%
Vertidrain	November	November	November	November
26/27 TBC				

Open Spaces & Cemetery Manager's Report

Purchase of Portable Floodlights

I was invited by Epsom and Ewell colts FC to look at portable 'Ritelite' floodlights (<https://ritelite.co.uk/product/quad-pod-sport/>) they purchased and use at Nescot college, I also discussed how they got on with them with a member of the club.

The lights are very good and produce a good level of light. Considering they are 6.5m tall, half the height of our permanent columns, they are very heavy. Quoted 237kg so although they can be folded down and have transport wheels, this is not at all practical on damp ground. The units at Nescot looked as if they had been in position for a few months.

The Lithium battery unit comes with a transporting barrow, I was advised this had broken and was modified by Ritelite FOC but it appeared that they were now using a sack barrow, but again even moving this on damp ground would be difficult.

It would be highly unlikely that the units could be folded down and returned to a point where they could be chained up each night, the battery will have to be taken in and recharged on each occasion, so that at least they would be safe from theft.

The consequence of leaving them in situ is that the turf will deteriorate and we will have to move them around by a few metres each month to prevent permanent damage, at the end of the Rugby season we would then have to move them to the edge of the field as they would otherwise sit within the cricket outfield, causing a hazard.

Responsibility for insuring the units will have to be confirmed, and that insurance is even available for an unsecured item described as portable.

Ritelite sell a more portable system called Sportslite:

<https://riteliteportablelighting.co.uk/sports-lite-training-kit-for-rugby/>

This stands 3.0 m tall and so does not illuminate so far, but has the advantage of being light enough to carry with the batteries held within the light unit but with an impressive 4hr 20m run time, Casting light less far we would probably need to buy 4 units to achieve a similar effect to the 2 Quad pod 65 columns.

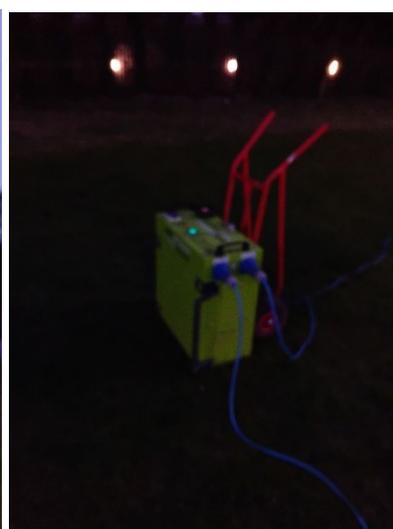
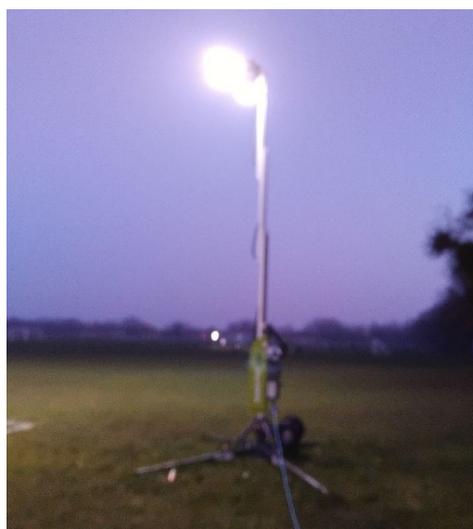
Community Asset (Open Spaces) Committee – 23rd March 2026

Sevenoaks Town Council

RITELITE (SYSTEMS) LTD – 6 Light Kit Quotation

Quantity	Product Code	Description	Net Price each (ex tax)	Total (ex tax)
1	LSPL/6KIT/NC/4 H	SPORTS LITE 6 KIT - 4H 20M (CHARGERS SEPARATE)	£3458.70	£3458.70
1	LSPL/6WAYCHARGER200	SPORTS-LITE 6 WAY FAST CHARGER	£249.00	£249.00
			Sub-Total (ex tax)	£3707.70
			Shipping	£0.00
			Total Tax Amount	£741.54
			Grand Total	£4449.24

RECCOMENDATION: Sevenoaks Town Council to Consider the Purchase of 6 portable floodlights (Sports-LITE) at a cost of £4449.24 to be used at Knole Paddock and Raleys Field.



Tender for Refurbishing Permanent Floodlights

1. Background

A tender was submitted on the Government portal for the supply and installation of 5 Floodlighting Columns using current LED floodlights and a further 1 new column and floodlights at Raleys Field, off Plymouth Drive, Sevenoaks, Kent TN13 3RP.

£38k has been allocated from the CIL budget.

2. Tenders Received

One tender was received giving two options.

Option 1	A fully compliant 6 mast scheme, as per the scope (5 new masts reusing existing locations and LED fittings, 1 new mast location with new Kingfisher Lighting LED fittings).	£62,499.42
Option 2	a 5 mast system with new LEDs could meet the Council's specification and be more cost effective than a 6 mast system retaining existing LEDs. As such, option 2 is an alternate 5 mast system, compliant with the requirement of 100 lux (4 new mast reusing existing locations with new Kingfisher Lighting LED fittings, 1 new mast location with new Kingfisher Lighting LED fittings).	£60,577.53.

The Open Spaces Manager will give a verbal update at the meeting.

This page has been left blank intentionally

This page has been left blank intentionally

**Sevenoaks Town Council – Community Asset (Open Spaces) Committee
Finance Officer's Report
Financial report for the period ended 30th November 2025**

1. Summary

As at the end of January, the year-to-date position shows a surplus of £2,087.

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

- Other Woodland: Expenditure is £5,687 above the annual budget, primarily due to additional tree works identified following the tree safety report.
- Cemetery (Income): Income has reached target (£1,656 above annual budget), reflecting higher-than-anticipated receipts.
- Cemetery (Health & Safety): Expenditure exceeds the annual budget by £1,563 due to works carried out on the lightning conductor at a cost of £3,080, as identified through the health and safety audit.
- Vine Gardens: General maintenance costs are £4,332 above the annual budget, largely attributable to unbudgeted bridge repairs and fencing works totalling £4,382.
- Vine Café: The café is currently operating at a deficit of £21,338, which is being met from budget surplus. Arrangements for 2026/2027 financial year are being processed.

2. Net Comparisons

Cost Centre	January 2025 (Actual)	January 2026 (Actual)	Budget
Open Spaces & Leisure – General	-£240,902	-£264,463	-£284,988
Cemetery	-£64,478	-£51,267	-£72,024
Allotments	-£181	£2,408	£4,243
Street Lighting	-£19,485	-£20,576	-£13,553
Vine Ground	-£36,959	-£37,831	-£40,563

3. Open Spaces & Leisure (General)

- Letting of facilities is positive year to date.

Community Asset (Open Spaces) Committee

- Woodland is over budget annually by nearly £5,687, it looks as though this will be absorbed by underspend in other budgets.
- Expenditure is £22,314 under budget year to date.

4. Cemetery

- Cemetery income is positive, it is currently at 102%.
- The health & safety nominal is £2,328 over its annual budget due to work being undertaken to the lightning conductor at a cost of £3,080, this was picked up in the health & safety audit.

5. Allotments

- Allotment income is a little under budget but still in an overall surplus of £2,408.

6. Street Lighting/ In Bloom

- In Bloom costs were £2,211 over the annual budget.

7. Vine Grounds

The general maintenance nominal is £4,332 over its annual budget due to £4,382 for the bridge repairs and fence works that were unbudgeted.

8. Use of Contingency

Monies spent

2025/2026 - £62k	
Stag Evaluation	5,950
Vine Café - Dishwasher	1580
Wordpress Website Upgrade	6,300
Total allocated	13,830

9. Outstanding Debts

There is approximately £500 outstanding on allotment payments and these are being chased.

19/01/2026

Sevenoaks Town Council

Page 1

08:44

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

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</u> O/ Spaces & Leisure - General											
1022 Letting & Hire of Facilities	3,208	2,625	(583)	22,297	20,125	(2,172)	28,000			79.6%	
1030 Electricity recharge	0	950	950	1,198	2,850	1,652	3,800			31.5%	
1316 Raleys Car Park Permits	0	0	0	1,900	1,742	(158)	1,739			109.3%	
1350 Revenue Grant income	0	0	0	2,666	0	(2,666)	0			0.0%	
1550 Insurance Claims	0	0	0	8,488	0	(8,488)	0			0.0%	8,488
1853 Adopt a Tree income	0	0	0	479	102	(377)	102			469.8%	
1990 Other Income	369	46	(323)	1,821	230	(1,591)	276			659.8%	
O/ Spaces & Leisure - General :- Income	3,577	3,621	44	38,849	25,049	(13,800)	33,917			114.5%	8,488
4010 Gross Pay	18,018	17,032	(986)	149,671	153,288	3,617	204,378		54,707	73.2%	
4011 Mileage	29	67	38	602	603	1	800		198	75.2%	
4012 Expenses	0	0	0	25	0	(25)	0		(25)	0.0%	
4270 Employers Pension Contribution	1,039	1,380	341	8,736	12,420	3,684	16,558		7,822	52.8%	
5013 Graffiti Removal	0	0	0	248	1,000	752	1,000		752	24.8%	
5025 Lower St Johns Toilets	405	1,196	791	12,623	10,764	(1,859)	14,350		1,727	88.0%	
5026 Greatness Rec Convenience	333	265	(68)	2,698	2,385	(313)	3,177		479	84.9%	
5030 St Nicholas Burial Ground	0	0	0	107	102	(5)	102		(5)	105.2%	
5050 Seats And Litter Bins	303	589	286	303	1,767	1,464	2,357		2,054	12.9%	
5060 Sevenoaks Common	0	0	0	1,147	5,124	3,977	5,125		3,978	22.4%	
5065 Tree Safety Survey	0	0	0	0	4,100	4,100	4,100		4,100	0.0%	
5070 Other Woodlands	480	0	(480)	10,787	3,075	(7,712)	4,100		(6,687)	263.1%	1,240
5110 Knole Paddock & Pavilion	0	359	359	1,874	2,513	639	3,587		1,713	52.2%	
5120 Knole Paddock Pitch & Grnd Mt	0	214	214	1,873	1,926	53	2,562		689	73.1%	

19/01/2026

Sevenoaks Town Council

Page 2

08:44

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

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
5310 Miscellaneous Open Spaces	62	442	380	5,289	3,978	(1,311)	5,300		11	99.8%	840
5311 Security Open Spaces	2,738	2,333	(405)	24,774	20,997	(3,777)	28,000		3,226	88.5%	
5316 Skatepark Maintenance	0	0	0	8	2,054	2,046	2,050		2,042	0.4%	
5317 Raleys Car Park	0	0	0	550	440	(110)	439		(111)	125.3%	
5320 Fertilizers	72	0	(72)	2,076	1,020	(1,056)	1,537		(539)	135.1%	
5330 Grass Seed	0	0	0	3,904	2,046	(1,858)	2,562		(1,342)	152.4%	
5340 Plants	117	769	652	3,104	2,307	(797)	3,075		(29)	101.0%	
5410 Repairs & General Maintenance	65	154	89	383	1,386	1,003	1,845		1,462	20.8%	
5412 Capital Refurbishments	0	667	667	0	6,003	6,003	8,000		8,000	0.0%	
5500 Equipment Hired and New	196	598	402	1,615	5,382	3,767	7,175		5,560	22.5%	
5525 Equipment Maintenance	48	941	893	3,409	6,586	3,177	8,000		4,591	42.6%	
5550 Vehicle Expenses	408	1,003	595	2,938	9,027	6,089	12,037		9,099	24.4%	(10,000)
5700 Fuel	222	504	282	3,138	4,536	1,398	6,047		2,909	51.9%	
6010 Light Heat & Cleaning	0	726	726	0	6,534	6,534	8,712		8,712	0.0%	
6011 Electricity	0	0	0	8,765	0	(8,765)	0		(8,765)	0.0%	
6013 Cleaning	17	51	34	415	459	44	615		200	67.4%	
6014 Water	49	85	36	960	765	(195)	1,025		65	93.6%	
6016 Contractor Payments	0	0	0	2,113	0	(2,113)	0		(2,113)	0.0%	
6101 Telephone	0	12	12	0	108	108	149		149	0.0%	
6104 Mobile Telephone	30	29	(1)	143	261	118	348		205	41.2%	
6105 Broadband wi-fi service	29	26	(3)	258	234	(24)	307		49	84.1%	
6320 Staff Training	0	769	769	635	2,307	1,672	3,075		2,440	20.7%	
6330 Welfare/Hospitality	19	53	34	208	477	269	640		432	32.5%	
6460 Publicity & Democratic notices	0	0	0	260	0	(260)	0		(260)	0.0%	

19/01/2026

Sevenoaks Town Council

Page 3

08:44

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

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
6635 Professional Fees Licensing	0	26	26	10	234	224	308		298	3.2%	
6730 Subscriptions	0	0	0	430	185	(245)	185		(245)	232.5%	
6812 Road Dues	0	0	0	0	0	0	1,128		1,128	0.0%	
6851 Bus Shelter Maintenance	0	17	17	0	153	153	205		205	0.0%	
6900 Sundry Expenses	0	7	7	0	63	63	82		82	0.0%	
6922 Health&Safety/Risk Assessments	120	0	(120)	1,234	0	(1,234)	1,700		466	72.6%	
6930 Alarm Maintenance	0	0	0	741	904	163	902		161	82.1%	
6931 CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934 Waste Bin Collection-Dog Bins	728	769	41	2,184	2,307	123	3,075		891	71.0%	
6935 Waste Bin Disposal-Waste Bins	579	230	(349)	2,268	2,070	(198)	2,767		499	82.0%	
6952 Protective Clothing	0	133	133	627	1,197	570	1,600		973	39.2%	
O/ Spaces & Leisure - General :- Indirect Expenditure	26,105	31,446	5,341	263,135	283,087	19,952	375,701	0	112,566	70.0%	(7,920)
Net Income over Expenditure	(22,528)	(27,825)	(5,297)	(224,286)	(258,038)	(33,752)	(341,784)				
8001 plus Transfer from EMR	0	0	0	(7,920)	0	7,920	0				
8002 less Transfer to EMR	0	0	0	8,488	0	(8,488)	0				
Movement to/(from) Gen Reserve	(22,528)	(27,825)	(5,297)	(240,694)	(258,038)	(34,320)	(341,784)				
Grand Totals:- Income	3,577	3,621	44	38,849	25,049	(13,800)	33,917			114.5%	
Expenditure	26,105	31,446	5,341	263,135	283,087	19,952	375,701	0	112,566	70.0%	
Net Income over Expenditure	(22,528)	(27,825)	(5,297)	(224,286)	(258,038)	(33,752)	(341,784)				
plus Transfer from EMR	0	0	0	(7,920)	0	7,920	0				
less Transfer to EMR	0	0	0	8,488	0	(8,488)	0				
Movement to/(from) Gen Reserve	(22,528)	(27,825)	(5,297)	(240,694)	(258,038)	(17,344)	(341,784)				

19/01/2026

Sevenoaks Town Council

Page 1

08:45

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

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	5,885	6,500	615	76,036	58,500	(17,536)	78,000			97.5%	
O/ Spaces & Leisure - Cemetery :- Income	5,885	6,500	615	76,036	58,500	(17,536)	78,000			97.5%	0
4010 Gross Pay	8,726	8,791	65	78,525	79,119	594	105,490		26,965	74.4%	
4011 Mileage	23	0	(23)	116	0	(116)	0		(116)	0.0%	
4012 Expenses	13	0	(13)	124	0	(124)	0		(124)	0.0%	
4270 Employers Pension Contribution	818	735	(83)	7,299	6,615	(684)	8,818		1,519	82.8%	
5210 Cemetery Chapel & Office	0	0	0	0	76	76	153		153	0.0%	
5230 Cemetery Wshop/Messroom Mtce	0	179	179	13	537	524	717		704	1.9%	
5410 Repairs & General Maintenance	0	102	102	2,728	918	(1,810)	1,230		(1,498)	221.8%	
5500 Equipment Hired and New	0	342	342	1,459	3,078	1,619	4,100		2,641	35.6%	
5525 Equipment Maintenance	0	750	750	1,215	6,750	5,535	9,000		7,785	13.5%	
5700 Fuel	113	102	(11)	631	918	287	1,230		599	51.3%	
6000 Rent & Rates	848	875	27	7,970	7,875	(95)	10,500		2,530	75.9%	
6011 Electricity	728	179	(549)	1,695	1,611	(84)	2,152		457	78.8%	
6013 Cleaning	141	208	67	496	817	321	1,025		529	48.4%	
6014 Water	0	94	94	390	846	456	1,127		737	34.6%	
6016 Contractor Payments	0	0	0	147	0	(147)	0		(147)	0.0%	
6101 Telephone	79	68	(11)	662	612	(50)	820		158	80.8%	
6104 Mobile Telephone	0	2	2	0	18	18	26		26	0.0%	
6105 Broadband wi-fi service	10	13	3	90	117	27	154		64	58.4%	
6240 Computer/ Data Base/WP's	224	0	(224)	1,331	685	(646)	686		(645)	194.0%	
6320 Staff Training	0	384	384	269	1,152	883	1,537		1,268	17.5%	

19/01/2026

Sevenoaks Town Council

Page 2

08:45

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

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
6330 Welfare/Hospitality	0	26	26	157	234	77	307		150	51.2%	
6500 Goods for Resale	44	11	(33)	666	99	(567)	128		(538)	520.3%	
6720 Books and Periodicals	0	0	0	0	52	52	52		52	0.0%	
6730 Subscriptions	0	0	0	125	205	80	205		80	61.0%	
6802 Trees Plants Turf & Fertilizer	0	750	750	1,492	2,250	758	3,000		1,508	49.7%	
6822 Roads Path & Boundaries	0	0	0	0	654	654	871		871	0.0%	
6832 Lawn/Wall of Remembrance	0	31	31	0	93	93	123		123	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	3,828	1,125	(2,703)	1,500		(2,328)	255.2%	
6930 Alarm Maintenance	0	145	145	995	1,305	310	1,742		747	57.1%	
6932 Cemetery Security	635	512	(123)	5,719	4,608	(1,111)	6,150		431	93.0%	
6935 Waste Bin Disposal-Waste Bins	265	111	(154)	948	999	51	1,332		384	71.2%	
6952 Protective Clothing	0	58	58	183	522	339	700		517	26.1%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	<u>12,667</u>	<u>14,468</u>	<u>1,801</u>	<u>119,273</u>	<u>123,890</u>	<u>4,617</u>	<u>164,875</u>	<u>0</u>	<u>45,602</u>	<u>72.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,782)</u>	<u>(7,968)</u>	<u>(1,186)</u>	<u>(43,237)</u>	<u>(65,390)</u>	<u>(22,153)</u>	<u>(86,875)</u>				
Grand Totals:- Income	5,885	6,500	615	76,036	58,500	(17,536)	78,000			97.5%	
Expenditure	12,667	14,468	1,801	119,273	123,890	4,617	164,875	0	45,602	72.3%	
Net Income over Expenditure	<u>(6,782)</u>	<u>(7,968)</u>	<u>(1,186)</u>	<u>(43,237)</u>	<u>(65,390)</u>	<u>(22,153)</u>	<u>(86,875)</u>				
Movement to/(from) Gen Reserve	<u>(6,782)</u>	<u>(7,968)</u>	<u>(1,186)</u>	<u>(43,237)</u>	<u>(65,390)</u>	<u>(22,153)</u>	<u>(86,875)</u>				

19/01/2026

Sevenoaks Town Council

Page 1

08:45

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

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>23 O/ Spaces & Leisure- Allotment</u>											
1010 Rental Income	20	0	(20)	1,427	1,636	209	1,636			87.2%	
1047 QH Allotments Income	(7)	0	7	8,327	8,759	432	8,759			95.1%	
O/ Spaces & Leisure- Allotment :- Income	<u>14</u>	<u>0</u>	<u>(14)</u>	<u>9,753</u>	<u>10,395</u>	<u>642</u>	<u>10,395</u>			<u>93.8%</u>	<u>0</u>
4010 Gross Pay	654	500	(154)	5,459	4,500	(959)	6,000	541		91.0%	
4270 Employers Pension Contribution	82	33	(49)	706	297	(409)	400	(306)		176.6%	
5410 Repairs & General Maintenance	0	0	0	130	0	(130)	0	(130)		0.0%	
5500 Equipment Hired and New	97	0	(97)	97	0	(97)	0	(97)		0.0%	
6002 QH Allotments Costs	6	0	(6)	1,080	0	(1,080)	0	(1,080)		0.0%	1,132
6014 Water	62	243	181	441	729	288	973	532		45.3%	
6300 Computer Software	0	2	2	0	18	18	25	25		0.0%	
6730 Subscriptions	0	0	0	0	0	0	62	62		0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	73	73	73	73		0.0%	
6935 Waste Bin Disposal-Waste Bins	0	0	0	7	0	(7)	0	(7)		0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<u>901</u>	<u>778</u>	<u>(123)</u>	<u>7,919</u>	<u>5,617</u>	<u>(2,302)</u>	<u>7,533</u>	<u>0</u>	<u>(386)</u>	<u>105.1%</u>	<u>1,132</u>
Net Income over Expenditure	<u>(888)</u>	<u>(778)</u>	<u>110</u>	<u>1,835</u>	<u>4,778</u>	<u>2,943</u>	<u>2,862</u>				
8001 plus Transfer from EMR	0	0	0	1,132	0	(1,132)	0				
Movement to/(from) Gen Reserve	<u>(888)</u>	<u>(778)</u>	<u>110</u>	<u>2,967</u>	<u>4,778</u>	<u>1,811</u>	<u>2,862</u>				

19/01/2026

Sevenoaks Town Council

Page 2

08:45

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

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	14	0	(14)	9,753	10,395	642	10,395			93.8%	
Expenditure	901	778	(123)	7,919	5,617	(2,302)	7,533	0	(386)	105.1%	
Net Income over Expenditure	<u>(888)</u>	<u>(778)</u>	<u>110</u>	<u>1,835</u>	<u>4,778</u>	<u>2,943</u>	<u>2,862</u>				
plus Transfer from EMR	0	0	0	1,132	0	(1,132)	0				
Movement to/(from) Gen Reserve	<u>(888)</u>	<u>(778)</u>	<u>110</u>	<u>2,967</u>	<u>4,778</u>	<u>1,811</u>	<u>2,862</u>				

19/01/2026

Sevenoaks Town Council

Page 1

08:45

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

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	0	0	0	9,000			0.0%	
1550 Insurance Claims	0	0	0	4,485	0	(4,485)	0			0.0%	
1990 Other Income	0	0	0	0	1,000	1,000	1,000			0.0%	
1997 In Bloom Income	0	0	0	2,850	0	(2,850)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,335</u>	<u>1,000</u>	<u>(6,335)</u>	<u>10,000</u>			<u>73.4%</u>	<u>0</u>
6861 Public Clock Maintenance	1,213	0	(1,213)	2,528	205	(2,323)	205		(2,323)	1233.0%	
6862 Street Lighting	524	0	(524)	8,742	0	(8,742)	11,000		2,258	79.5%	
6865 In Bloom Costs	38	0	(38)	16,559	14,348	(2,211)	14,350		(2,209)	115.4%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<u>1,776</u>	<u>0</u>	<u>(1,776)</u>	<u>27,829</u>	<u>14,553</u>	<u>(13,276)</u>	<u>25,555</u>	<u>0</u>	<u>(2,274)</u>	<u>108.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,776)</u>	<u>0</u>	<u>1,776</u>	<u>(20,494)</u>	<u>(13,553)</u>	<u>6,941</u>	<u>(15,555)</u>				
Grand Totals:- Income	0	0	0	7,335	1,000	(6,335)	10,000			73.4%	
Expenditure	1,776	0	(1,776)	27,829	14,553	(13,276)	25,555	0	(2,274)	108.9%	
Net Income over Expenditure	<u>(1,776)</u>	<u>0</u>	<u>1,776</u>	<u>(20,494)</u>	<u>(13,553)</u>	<u>6,941</u>	<u>(15,555)</u>				
Movement to/(from) Gen Reserve	<u>(1,776)</u>	<u>0</u>	<u>1,776</u>	<u>(20,494)</u>	<u>(13,553)</u>	<u>6,941</u>	<u>(15,555)</u>				

19/01/2026

Sevenoaks Town Council

Page 1

08:46

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

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	440	1,536	1,096	1,538			28.6%	
1211 Sale of Goods	24	0	(24)	24	0	(24)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	1,000	0	(1,000)	4,000	2,691	(1,309)	3,587			111.5%	
1870 Vine Club Insurance Contrib.	0	0	0	666	382	(284)	382			174.3%	
O/Spaces & Leisure-Vine Ground :- Income	<u>1,024</u>	<u>0</u>	<u>(1,024)</u>	<u>5,130</u>	<u>4,609</u>	<u>(521)</u>	<u>5,507</u>			<u>93.2%</u>	<u>0</u>
4010 Gross Pay	2,192	2,125	(67)	19,467	19,125	(342)	25,505	6,038		76.3%	
4270 Employers Pension Contribution	77	119	42	681	1,071	390	1,427	746		47.7%	
5010 Vine Area General Maintenance	36	214	178	6,897	1,926	(4,971)	2,565	(4,332)		268.9%	
5015 Vine Pavilion maintenance	0	0	0	0	205	205	205	205		0.0%	
5020 Vine Public Convenience	333	1,167	834	7,395	10,503	3,108	14,000	6,605		52.8%	
5410 Repairs & General Maintenance	0	68	68	207	612	405	820	613		25.3%	
5500 Equipment Hired and New	0	0	0	315	2,058	1,743	2,056	1,741		15.3%	
6014 Water	28	43	15	254	387	133	512	258		49.7%	
6460 Publicity & Democratic notices	0	0	0	619	0	(619)	0	(619)		0.0%	
6635 Professional Fees Licensing	0	0	0	70	215	145	215	145		32.6%	
6868 Summer Concerts	0	0	0	3,740	3,690	(50)	3,690	(50)		101.4%	
6869 Special Events	0	0	0	0	143	143	143	143		0.0%	
6922 Health&Safety/Risk Assessments	0	83	83	0	747	747	1,000	1,000		0.0%	
6931 CCTV Maintenance	0	0	0	0	748	748	748	748		0.0%	
6935 Waste Bin Disposal-Waste Bins	65	82	17	483	738	255	984	501		49.1%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	<u>2,732</u>	<u>3,901</u>	<u>1,169</u>	<u>40,128</u>	<u>42,168</u>	<u>2,040</u>	<u>53,870</u>	<u>0</u>	<u>13,742</u>	<u>74.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,708)</u>	<u>(3,901)</u>	<u>(2,193)</u>	<u>(34,998)</u>	<u>(37,559)</u>	<u>(2,561)</u>	<u>(48,363)</u>				

19/01/2026

Sevenoaks Town Council

Page 2

08:46

Detailed Income & Expenditure by Phased Budget Heading 19/01/2026

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	1,024	0	(1,024)	5,130	4,609	(521)	5,507			93.2%	
Expenditure	2,732	3,901	1,169	40,128	42,168	2,040	53,870	0	13,742	74.5%	
Net Income over Expenditure	<u>(1,708)</u>	<u>(3,901)</u>	<u>(2,193)</u>	<u>(34,998)</u>	<u>(37,559)</u>	<u>(2,561)</u>	<u>(48,363)</u>				
Movement to/(from) Gen Reserve	<u>(1,708)</u>	<u>(3,901)</u>	<u>(2,193)</u>	<u>(34,998)</u>	<u>(37,559)</u>	<u>(2,561)</u>	<u>(48,363)</u>				

09/03/2026

Sevenoaks Town Council

Page 1

16:47

Detailed Income & Expenditure by Phased Budget Heading 09/03/2026

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	2,298	2,625	327	24,595	22,750	(1,845)	28,000			87.8%	
1030 Electricity recharge	920	0	(920)	2,117	2,850	733	3,800			55.7%	
1316 Raleys Car Park Permits	0	0	0	1,900	1,742	(158)	1,739			109.3%	
1350 Revenue Grant income	0	0	0	2,666	0	(2,666)	0			0.0%	
1550 Insurance Claims	0	0	0	8,488	0	(8,488)	0			0.0%	8,488
1850 Log Sales	227	0	(227)	227	0	(227)	0			0.0%	
1853 Adopt a Tree income	0	0	0	479	102	(377)	102			469.8%	
1990 Other Income	0	0	0	1,821	230	(1,591)	276			659.8%	
<u>O/ Spaces & Leisure - General :- Income</u>	<u>3,444</u>	<u>2,625</u>	<u>(819)</u>	<u>42,293</u>	<u>27,674</u>	<u>(14,619)</u>	<u>33,917</u>			<u>124.7%</u>	<u>8,488</u>
4010 Gross Pay	17,795	17,032	(763)	167,466	170,320	2,854	204,378	36,912		81.9%	
4011 Mileage	0	67	67	602	670	68	800	198		75.2%	
4012 Expenses	10	0	(10)	35	0	(35)	0	(35)		0.0%	
4270 Employers Pension Contribution	1,035	1,380	345	9,771	13,800	4,029	16,558	6,787		59.0%	
5013 Graffiti Removal	0	0	0	248	1,000	752	1,000	752		24.8%	
5025 Lower St Johns Toilets	2,094	1,196	(898)	14,717	11,960	(2,757)	14,350	(367)		102.6%	
5026 Greatness Rec Convenience	344	265	(79)	3,042	2,650	(392)	3,177	135		95.8%	
5030 St Nicholas Burial Ground	0	0	0	107	102	(5)	102	(5)		105.2%	
5050 Seats And Litter Bins	0	0	0	303	1,767	1,464	2,357	2,054		12.9%	
5060 Sevenoaks Common	0	0	0	1,147	5,124	3,977	5,125	3,978		22.4%	
5065 Tree Safety Survey	0	0	0	0	4,100	4,100	4,100	4,100		0.0%	
5070 Other Woodlands	240	1,025	785	11,027	4,100	(6,927)	4,100	(6,927)		269.0%	1,240
5110 Knole Paddock & Pavilion	0	359	359	1,874	2,872	998	3,587	1,713		52.2%	

09/03/2026

Sevenoaks Town Council

Page 2

16:47

Detailed Income & Expenditure by Phased Budget Heading 09/03/2026

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
5120 Knole Paddock Pitch & Grnd Mt	0	214	214	1,873	2,140	267	2,562		689	73.1%	
5310 Miscellaneous Open Spaces	484	442	(42)	5,773	4,420	(1,353)	5,300		(473)	108.9%	840
5311 Security Open Spaces	2,738	2,333	(405)	27,512	23,330	(4,182)	28,000		488	98.3%	
5316 Skatepark Maintenance	0	0	0	8	2,054	2,046	2,050		2,042	0.4%	
5317 Raleys Car Park	0	0	0	550	440	(110)	439		(111)	125.3%	
5320 Fertilizers	0	0	0	2,076	1,020	(1,056)	1,537		(539)	135.1%	
5330 Grass Seed	0	0	0	3,904	2,046	(1,858)	2,562		(1,342)	152.4%	
5340 Plants	0	0	0	3,104	2,307	(797)	3,075		(29)	101.0%	
5410 Repairs & General Maintenance	49	154	105	432	1,540	1,108	1,845		1,413	23.4%	
5412 Capital Refurbishments	0	667	667	0	6,670	6,670	8,000		8,000	0.0%	
5500 Equipment Hired and New	9	598	589	1,624	5,980	4,356	7,175		5,551	22.6%	
5525 Equipment Maintenance	152	941	790	3,561	7,527	3,966	8,000		4,439	44.5%	
5550 Vehicle Expenses	63	1,003	941	3,001	10,030	7,029	12,037		9,036	24.9%	(10,000)
5700 Fuel	309	504	195	3,447	5,040	1,593	6,047		2,600	57.0%	
6010 Light Heat & Cleaning	0	726	726	0	7,260	7,260	8,712		8,712	0.0%	
6011 Electricity	1,000	0	(1,000)	9,765	0	(9,765)	0		(9,765)	0.0%	
6013 Cleaning	0	51	51	415	510	95	615		200	67.4%	
6014 Water	17	85	68	977	850	(127)	1,025		48	95.3%	
6016 Contractor Payments	0	0	0	2,113	0	(2,113)	0		(2,113)	0.0%	
6101 Telephone	0	12	12	0	120	120	149		149	0.0%	
6104 Mobile Telephone	80	29	(51)	224	290	66	348		124	64.2%	
6105 Broadband wi-fi service	29	26	(3)	287	260	(27)	307		20	93.5%	
6210 Postage & Courier	3	0	(3)	3	0	(3)	0		(3)	0.0%	
6320 Staff Training	492	0	(492)	1,127	2,307	1,180	3,075		1,948	36.6%	

09/03/2026

Sevenoaks Town Council

Page 3

16:47

Detailed Income & Expenditure by Phased Budget Heading 09/03/2026

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
6330 Welfare/Hospitality	0	53	53	208	530	322	640		432	32.5%	
6460 Publicity & Democratic notices	0	0	0	260	0	(260)	0		(260)	0.0%	
6635 Professional Fees Licensing	0	26	26	10	260	250	308		298	3.2%	
6730 Subscriptions	0	0	0	430	185	(245)	185		(245)	232.5%	
6812 Road Dues	0	0	0	0	0	0	1,128		1,128	0.0%	
6851 Bus Shelter Maintenance	0	17	17	0	170	170	205		205	0.0%	
6900 Sundry Expenses	0	7	7	0	70	70	82		82	0.0%	
6922 Health&Safety/Risk Assessments	17	0	(17)	1,251	0	(1,251)	1,700		449	73.6%	
6930 Alarm Maintenance	0	0	0	741	904	163	902		161	82.1%	
6931 CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	2,184	2,307	123	3,075		891	71.0%	
6935 Waste Bin Disposal-Waste Bins	255	230	(25)	2,523	2,300	(223)	2,767		244	91.2%	
6952 Protective Clothing	0	133	133	627	1,330	703	1,600		973	39.2%	
O/ Spaces & Leisure - General :- Indirect Expenditure	27,213	29,575	2,362	290,348	312,662	22,314	375,701	0	85,353	77.3%	(7,920)
Net Income over Expenditure	(23,769)	(26,950)	(3,181)	(248,055)	(284,988)	(36,933)	(341,784)				
8001 plus Transfer from EMR	0	0	0	(7,920)	0	7,920	0				
8002 less Transfer to EMR	0	0	0	8,488	0	(8,488)	0				
Movement to/(from) Gen Reserve	(23,769)	(26,950)	(3,181)	(264,463)	(284,988)	(37,502)	(341,784)				

09/03/2026

Sevenoaks Town Council

Page 4

16:47

Detailed Income & Expenditure by Phased Budget Heading 09/03/2026

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	3,444	2,625	(819)	42,293	27,674	(14,619)	33,917			124.7%	
Expenditure	27,213	29,575	2,362	290,348	312,662	22,314	375,701	0	85,353	77.3%	
Net Income over Expenditure	<u>(23,769)</u>	<u>(26,950)</u>	<u>(3,181)</u>	<u>(248,055)</u>	<u>(284,988)</u>	<u>(36,933)</u>	<u>(341,784)</u>				
plus Transfer from EMR	0	0	0	(7,920)	0	7,920	0				
less Transfer to EMR	0	0	0	8,488	0	(8,488)	0				
Movement to/(from) Gen Reserve	<u>(23,769)</u>	<u>(26,950)</u>	<u>(3,181)</u>	<u>(264,463)</u>	<u>(284,988)</u>	<u>(20,525)</u>	<u>(341,784)</u>				

09/03/2026

Sevenoaks Town Council

Page 1

16:48

Detailed Income & Expenditure by Phased Budget Heading 09/03/2026

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	3,620	6,500	2,880	79,656	65,000	(14,656)	78,000			102.1%	
O/ Spaces & Leisure :- Income	<u>3,620</u>	<u>6,500</u>	<u>2,880</u>	<u>79,656</u>	<u>65,000</u>	<u>(14,656)</u>	<u>78,000</u>			<u>102.1%</u>	<u>0</u>
4010 Gross Pay	8,589	8,791	202	87,114	87,910	796	105,490		18,376	82.6%	
4011 Mileage	4	0	(4)	120	0	(120)	0		(120)	0.0%	
4012 Expenses	0	0	0	124	0	(124)	0		(124)	0.0%	
4270 Employers Pension Contribution	809	735	(74)	8,108	7,350	(758)	8,818		710	92.0%	
5210 Cemetery Chapel & Office	0	0	0	0	76	76	153		153	0.0%	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	13	537	524	717		704	1.9%	
5410 Repairs & General Maintenance	65	102	37	2,793	1,020	(1,773)	1,230		(1,563)	227.1%	
5500 Equipment Hired and New	0	342	342	1,459	3,420	1,961	4,100		2,641	35.6%	
5525 Equipment Maintenance	264	750	486	1,479	7,500	6,021	9,000		7,521	16.4%	
5700 Fuel	0	102	102	631	1,020	389	1,230		599	51.3%	
6000 Rent & Rates	848	875	27	8,818	8,750	(68)	10,500		1,682	84.0%	
6011 Electricity	0	179	179	1,695	1,790	95	2,152		457	78.8%	
6013 Cleaning	14	0	(14)	510	817	307	1,025		515	49.7%	
6014 Water	0	94	94	390	940	550	1,127		737	34.6%	
6016 Contractor Payments	0	0	0	147	0	(147)	0		(147)	0.0%	
6101 Telephone	71	68	(3)	733	680	(53)	820		87	89.4%	
6104 Mobile Telephone	0	2	2	0	20	20	26		26	0.0%	
6105 Broadband wi-fi service	10	13	3	100	130	30	154		54	64.9%	
6240 Computer/ Data Base/WP's	0	0	0	1,331	685	(646)	686		(645)	194.0%	
6320 Staff Training	0	0	0	269	1,152	883	1,537		1,268	17.5%	

09/03/2026

Sevenoaks Town Council

Page 2

16:48

Detailed Income & Expenditure by Phased Budget Heading 09/03/2026

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
6330 Welfare/Hospitality	55	26	(29)	212	260	48	307		95	69.1%	
6500 Goods for Resale	25	11	(14)	691	110	(581)	128		(563)	539.8%	
6720 Books and Periodicals	0	0	0	0	52	52	52		52	0.0%	
6730 Subscriptions	0	0	0	125	205	80	205		80	61.0%	
6802 Trees Plants Turf & Fertilizer	0	0	0	1,492	2,250	758	3,000		1,508	49.7%	
6822 Roads Path & Boundaries	0	218	218	0	872	872	871		871	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	0	93	93	123		123	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	3,828	1,125	(2,703)	1,500		(2,328)	255.2%	
6930 Alarm Maintenance	0	145	145	995	1,450	455	1,742		747	57.1%	
6932 Cemetery Security	690	512	(178)	6,409	5,120	(1,289)	6,150		(259)	104.2%	
6935 Waste Bin Disposal-Waste Bins	153	111	(42)	1,101	1,110	9	1,332		231	82.6%	
6952 Protective Clothing	53	58	5	236	580	344	700		464	33.7%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	11,650	13,134	1,484	130,922	137,024	6,102	164,875	0	33,953	79.4%	0
Net Income over Expenditure	(8,030)	(6,634)	1,396	(51,267)	(72,024)	(20,757)	(86,875)				
Grand Totals:- Income	3,620	6,500	2,880	79,656	65,000	(14,656)	78,000			102.1%	
Expenditure	11,650	13,134	1,484	130,922	137,024	6,102	164,875	0	33,953	79.4%	
Net Income over Expenditure	(8,030)	(6,634)	1,396	(51,267)	(72,024)	(20,757)	(86,875)				
Movement to/(from) Gen Reserve	(8,030)	(6,634)	1,396	(51,267)	(72,024)	(20,757)	(86,875)				

09/03/2026

Sevenoaks Town Council

Page 1

16:48

Detailed Income & Expenditure by Phased Budget Heading 09/03/2026

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	42	0	(42)	1,469	1,636	167	1,636			89.8%	
1047 QH Allotments Income	54	0	(54)	8,380	8,759	379	8,759			95.7%	
O/ Spaces & Leisure- Allotment :- Income	<u>96</u>	<u>0</u>	<u>(96)</u>	<u>9,849</u>	<u>10,395</u>	<u>546</u>	<u>10,395</u>			<u>94.8%</u>	<u>0</u>
4010 Gross Pay	540	500	(40)	5,999	5,000	(999)	6,000	1		100.0%	
4270 Employers Pension Contribution	73	33	(40)	780	330	(450)	400	(380)		194.9%	
5410 Repairs & General Maintenance	0	0	0	130	0	(130)	0	(130)		0.0%	
5500 Equipment Hired and New	0	0	0	97	0	(97)	0	(97)		0.0%	
6002 QH Allotments Costs	(4)	0	4	1,075	0	(1,075)	0	(1,075)		0.0%	1,132
6014 Water	46	0	(46)	487	729	242	973	486		50.0%	
6300 Computer Software	0	2	2	0	20	20	25	25		0.0%	
6730 Subscriptions	0	0	0	0	0	0	62	62		0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	73	73	73	73		0.0%	
6935 Waste Bin Disposal-Waste Bins	0	0	0	7	0	(7)	0	(7)		0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<u>655</u>	<u>535</u>	<u>(120)</u>	<u>8,574</u>	<u>6,152</u>	<u>(2,422)</u>	<u>7,533</u>	<u>0</u>	<u>(1,041)</u>	<u>113.8%</u>	<u>1,132</u>
Net Income over Expenditure	<u>(559)</u>	<u>(535)</u>	<u>24</u>	<u>1,276</u>	<u>4,243</u>	<u>2,967</u>	<u>2,862</u>				
8001 plus Transfer from EMR	0	0	0	1,132	0	(1,132)	0				
Movement to/(from) Gen Reserve	<u>(559)</u>	<u>(535)</u>	<u>24</u>	<u>2,408</u>	<u>4,243</u>	<u>1,835</u>	<u>2,862</u>				

09/03/2026

Sevenoaks Town Council

Page 2

16:48

Detailed Income & Expenditure by Phased Budget Heading 09/03/2026

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	96	0	(96)	9,849	10,395	546	10,395			94.8%	
Expenditure	655	535	(120)	8,574	6,152	(2,422)	7,533	0	(1,041)	113.8%	
Net Income over Expenditure	<u>(559)</u>	<u>(535)</u>	<u>24</u>	<u>1,276</u>	<u>4,243</u>	<u>2,967</u>	<u>2,862</u>				
plus Transfer from EMR	0	0	0	1,132	0	(1,132)	0				
Movement to/(from) Gen Reserve	<u>(559)</u>	<u>(535)</u>	<u>24</u>	<u>2,408</u>	<u>4,243</u>	<u>1,835</u>	<u>2,862</u>				

09/03/2026

Sevenoaks Town Council

Page 1

16:48

Detailed Income & Expenditure by Phased Budget Heading 09/03/2026

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	0	0	0	9,000			0.0%	
1550 Insurance Claims	0	0	0	4,485	0	(4,485)	0			0.0%	
1990 Other Income	0	0	0	0	835	835	1,000			0.0%	
1997 In Bloom Income	0	0	0	2,850	0	(2,850)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>7,335</u>	<u>835</u>	<u>(6,500)</u>	<u>10,000</u>			<u>73.4%</u>	<u>0</u>
6861 Public Clock Maintenance	(755)	0	755	1,773	205	(1,568)	205	(1,568)		864.8%	
6862 Street Lighting	837	0	(837)	9,579	0	(9,579)	11,000	1,421		87.1%	
6865 In Bloom Costs	0	0	0	16,559	14,348	(2,211)	14,350	(2,209)		115.4%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<u>82</u>	<u>0</u>	<u>(82)</u>	<u>27,911</u>	<u>14,553</u>	<u>(13,358)</u>	<u>25,555</u>	<u>0</u>	<u>(2,356)</u>	<u>109.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(82)</u>	<u>0</u>	<u>82</u>	<u>(20,576)</u>	<u>(13,718)</u>	<u>6,858</u>	<u>(15,555)</u>				
Grand Totals:- Income	0	0	0	7,335	835	(6,500)	10,000			73.4%	
Expenditure	82	0	(82)	27,911	14,553	(13,358)	25,555	0	(2,356)	109.2%	
Net Income over Expenditure	<u>(82)</u>	<u>0</u>	<u>82</u>	<u>(20,576)</u>	<u>(13,718)</u>	<u>6,858</u>	<u>(15,555)</u>				
Movement to/(from) Gen Reserve	<u>(82)</u>	<u>0</u>	<u>82</u>	<u>(20,576)</u>	<u>(13,718)</u>	<u>6,858</u>	<u>(15,555)</u>				

09/03/2026

Sevenoaks Town Council

Page 1

16:49

Detailed Income & Expenditure by Phased Budget Heading 09/03/2026

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	440	1,536	1,096	1,538			28.6%	
1211 Sale of Goods	0	0	0	24	0	(24)	0			0.0%	
1805 Tea Kiosk Rental & Pavilion	0	897	897	4,000	3,588	(412)	3,587			111.5%	
1870 Vine Club Insurance Contrib.	0	0	0	666	382	(284)	382			174.3%	
O/Spaces & Leisure-Vine Ground :- Income	<u>0</u>	<u>897</u>	<u>897</u>	<u>5,130</u>	<u>5,506</u>	<u>376</u>	<u>5,507</u>			<u>93.2%</u>	<u>0</u>
4010 Gross Pay	1,981	2,125	144	21,448	21,250	(198)	25,505	4,057		84.1%	
4270 Employers Pension Contribution	71	119	48	751	1,190	439	1,427	676		52.7%	
5010 Vine Area General Maintenance	0	214	214	6,897	2,140	(4,757)	2,565	(4,332)		268.9%	
5015 Vine Pavilion maintenance	0	0	0	0	205	205	205	205		0.0%	
5020 Vine Public Convenience	984	1,167	183	8,379	11,670	3,291	14,000	5,621		59.8%	
5410 Repairs & General Maintenance	0	68	68	207	680	473	820	613		25.3%	
5500 Equipment Hired and New	0	0	0	315	2,058	1,743	2,056	1,741		15.3%	
6014 Water	18	43	25	273	430	158	512	240		53.2%	
6460 Publicity & Democratic notices	0	0	0	619	0	(619)	0	(619)		0.0%	
6635 Professional Fees Licensing	0	0	0	70	215	145	215	145		32.6%	
6868 Summer Concerts	(320)	0	320	3,420	3,690	270	3,690	270		92.7%	
6869 Special Events	0	0	0	0	143	143	143	143		0.0%	
6922 Health&Safety/Risk Assessments	17	83	66	17	830	813	1,000	983		1.7%	
6931 CCTV Maintenance	0	0	0	0	748	748	748	748		0.0%	
6935 Waste Bin Disposal-Waste Bins	83	82	(1)	566	820	254	984	418		57.5%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	<u>2,833</u>	<u>3,901</u>	<u>1,068</u>	<u>42,961</u>	<u>46,069</u>	<u>3,108</u>	<u>53,870</u>	<u>0</u>	<u>10,909</u>	<u>79.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,833)</u>	<u>(3,004)</u>	<u>(171)</u>	<u>(37,831)</u>	<u>(40,563)</u>	<u>(2,732)</u>	<u>(48,363)</u>				

09/03/2026

Sevenoaks Town Council

Page 2

16:49

Detailed Income & Expenditure by Phased Budget Heading 09/03/2026

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	0	897	897	5,130	5,506	376	5,507			93.2%	
Expenditure	2,833	3,901	1,068	42,961	46,069	3,108	53,870	0	10,909	79.7%	
Net Income over Expenditure	<u>(2,833)</u>	<u>(3,004)</u>	<u>(171)</u>	<u>(37,831)</u>	<u>(40,563)</u>	<u>(2,732)</u>	<u>(48,363)</u>				
Movement to/(from) Gen Reserve	<u>(2,833)</u>	<u>(3,004)</u>	<u>(171)</u>	<u>(37,831)</u>	<u>(40,563)</u>	<u>(2,732)</u>	<u>(48,363)</u>				

This page has been left blank intentionally

This page has been left blank intentionally

**Sevenoaks Town Council
Community Assets (Open Spaces) Committee Meeting
23rd March 2026**

**Market Trader's Code of Conduct– Annual return of Bligh's Market following New
Year Break**

The Saturday Bligh's market runs from the first Saturday of February until Christmas Eve. To formalise this, the following recommendation is made:

RECOMMENDATION:

To consider and adopt the attached amended Code of Conduct document with changes marked in blue and noted below:

7. Markets will officially run from the first Saturday of February until (and including) Christmas Eve. Traders who wish to trade throughout January will be expected to adhere to the same absence and non-occupation of stall rules as applied through the official trading period of the year (e.g. provision of two weeks' notice for planned absences).

SEVENOAKS TOWN COUNCIL MARKET TRADERS' CODE OF CONDUCT

1. The markets are operated by Sevenoaks Town Council and supervised by the Council's Markets Officer (or Sevenoaks Town Council representative).
2. Each Market Trader shall conduct their business in such a manner as to ensure compliance with all relevant statutory requirements, particularly (but not exclusively) those relating to Health and Safety and (where appropriate) Food Hygiene.
3. Market Traders shall trade only in the range of goods specified in their Licence and no Trader will be given the exclusive rights to sell any item, type of item, or range of items on the market.
4. Market Traders shall refrain from offensive or unduly noisy behaviour, including 'pitching' their wares, and shall not use amplifiers, loudspeakers or any music or sound reproduction equipment unless specifically approved by the Markets Officer.
5. If any part of the Market Trader's display is considered by the Markets Officer to be likely to cause offence to the public or be in breach of any statutory requirements, the Trader shall be required to remove it. Market Traders must comply with all reasonable instructions given by the Markets Officer.
6. No Market Trader's vehicle will be allowed onto the site before 6.00am on the day of the market and all equipment and vehicles must be removed by 6.00pm (5.00pm during winter months) at the end of the market.
7. Markets will officially run from the first Saturday of February until (and including) Christmas Eve. Traders who wish to trade throughout January will be expected to adhere to the same absence and non-occupation of stall rules as applied through the official trading period of the year (e.g. provision of two week's notice for planned absences).

Exceptions to the above are:

- a) Vehicles fitted for the sale of refrigerated foods and are approved by the Markets Officer.
- b) Trailers that form part of the stall and are approved by the Markets Officer.

NB: Vehicles and trailers permitted to stand on the market must comply with all Health and Safety regulations and must not cause any obstruction to other Market Traders or the general public.

8. Market Traders shall not
 - a) Relocate stalls from specified positions.
 - b) Offer discounts to any employees, officers or agents of the Council.

Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG
Tel: 01732 459953 Email: osl@sevenoakstown.gov.uk

- 9. Market Traders shall be responsible for the supply and fittings of their own stalls and stall sheets must be of an acceptable standard and appearance to the Markets Officer.
- 10. Litter – The Council does not provide for litter clearance. Market Traders must therefore collect and remove from the market all litter or other waste arising from, or around, their stall and make their own arrangements for its safe and appropriate disposal. The public litter bins are not to be used for market waste. Market Traders who do not meet this requirement will have their Market Trader’s Licence revoked.
- 11. Market Traders must arrive by 9.00am to secure their stall. After 9.30am the stall may be let to another Trader.

Signed on behalf of the Market Trader Dated

Signed on behalf of Sevenoaks Town Council Dated.....

This page has been left blank intentionally

This page has been left blank intentionally

Sevenoaks Town Council

Community Asset Committee – 23rd February 2026

Vine – Public Space Protection Order (PSPO)

The current PSPO on the Vine is due to expire in July 2026. **Sevenoaks Town Council are asked to consider whether it wishes for this to be renewed**, bearing in mind the final decision rests with Sevenoaks District Council.

The matter has previously been discussed by the Youth Services Committee who are generally in favour of keeping the PSPO in place, however would like the Youth Councillors perspective too.

The local police have stated from a policing perspective; they would like it renewed and provided the following report in August 2024.

We are pleased to share some positive news regarding the ongoing efforts to tackle Anti-Social Behaviour (ASB) at The Vine in Sevenoaks. Over the past year or so, many of you have expressed concerns regarding Anti-Social-Behaviour typically occurring on Friday and Saturday nights, including large gatherings of youths, fighting, underage drinking, drug use, criminal damage and excessive noise. Your reports have been crucial in helping us address these issues effectively.

In response to these concerns, the police and partner agencies have taken a range of actions, and we are delighted to report a significant decrease in ASB-related incidents at The Vine.



Action Taken

- 1. Increased Police Presence:** Dispersal orders were placed over the summer of 2023, allowing officers to disperse groups causing disturbances. These measures played a significant role in reducing large gatherings.
- 2. Collaboration with Partners:** We established a tasking and finish group which met to coordinate efforts between the police, the local council, and other stakeholders. The actions and progress were recorded on a proactive management plan (PMP), which provided police with a single place to record their problem solving and investigation management activity.
- 3. Enhanced Patrols:** British Transport Police (BTP) increased their patrols on Friday nights at Sevenoaks train station, alongside Railway Enforcement Officers (REOs). Local beat officers, supported by the Neighbourhood Tasking Force (NTF) and Local Policing Team (LPT) also prioritised The Vine as part of their red route patrols.
- 4. Improved Security:** The town council upgraded lighting and enhanced CCTV coverage around The Vine's Band Stand.
- 5. Public Space Protection Order (PSPO):** A PSPO was approved and implemented in February 2024.
- 6. Ongoing Enforcement:** Police have issued ASB sanctions to persons causing issue in the area, ensuring that offenders are held accountable.
- 7. School Engagement:** Officers have engaged with local schools to raise awareness about the issues at The Vine, encouraging students to take responsibility and avoid becoming involved in anti-social behaviour.

Crime reduction: statistics

Thanks to these combined efforts, we have seen a **93.3% reduction** in calls related to nuisance youths at The Vine. Between January 1st and July 16th, 2023, there were 15 calls from the public regarding ASB. In 2024, during the same period, only one call was received. This dramatic decrease is a testament to the effectiveness of the measures put in place and the cooperation between the police, partner agencies, and the community.

PC Nick Hubbard said: *“ASB is at the heart of neighbourhood policing, and this particular hotspot area has been a priority for months. The police have worked hard with local partners to try and reduce the issues and improve the quality of life for those affected and will continue to monitor the situation over the summer months to ensure that these positive trends continue.*

**Sevenoaks Town Council
Community Asset Committee 23rd March 2026**

War Memorial Refurbishment Update

It has been previously discussed that there is an inherent problem with the design of the war memorial resulting in staining and disfiguration of the names inscribed.

It has been difficult to find a professional conservator who is willing to address this problem.

The Town Council have however now accepted a quotation (£6,970.00) from a specialised Metal Conservator for the following. We are currently liaising with the Conservation Officer regarding this.

- Remove all dirt, grease, grime and failed coating using super-heated water system (DOFF cleaning) Thin corrosion layer using gel cleaning and prepare surface for repatination by hand
- Repatinate bronze to a traditional dark coinage shade
- Apply three coats of micro-crystalline wax, hot, buffing to a soft, satin finish in keeping with the sculpture's original finish
- Access: scaffold, erected by council

This page has been left blank intentionally

This page has been left blank intentionally

Solar PV and Battery Storage

1. Purpose of Report

To present quotations obtained for solar photovoltaic (PV) and/or battery storage systems for Council-owned buildings, in accordance with the adopted Sevenoaks Town Council Green Community Investment Plan 2024, which prioritises improving the sustainability and energy performance of Council buildings.

The Committee is asked to consider the quotations received and determine whether to progress to detailed design, funding allocation, or further procurement steps.

2. Background

The Green Community Investment Plan identifies decarbonisation of Council buildings as a key objective. Installing solar PV and/or battery storage would:

- Reduce operational carbon emissions
- Lower exposure to rising energy costs
- Improve long-term financial resilience
- Demonstrate civic leadership on climate action

Quotations were therefore requested for four buildings. Four formal proposals have been received and are summarised below.

	Town Council Offices	Business Hub	Knole Paddock Pavilion	Knole Paddock Rugby Pavilion
Solar Panel Installation	Yes (10.7 kw)	No	Yes (13.8 kw)	Yes (30.36 kw)
Battery	62.1 kwh	62.1 kwh	No	74.53 kwh
Cost (excluding VAT)	£55k	£40k	£17,840	£47,853
Estimated Payback	9 years	5 years 11 months	7 years 7 months	4 years 2 months
Energy from Solar	13%	0%	106%	79%

Decision Required

To consider and agree whether to move forward with the proposed solar panel and battery storage project.

This page has been left blank intentionally

This page has been left blank intentionally

Solar and Sustainability Proposal – Additional Electrical Works

Applicant: Sevenoaks Allotments Holders Association (SAHA)

Site Address: Quaker’s Hall Lane Allotments, Sevenoaks, Kent

Grid Reference: 51°17’03.3”N 0°11’55.1”E

Date: 15 March 2026

Executive Decision Summary

Sevenoaks Allotments Holders Association (SAHA) seeks approval for a small package of additional electrical works to enhance the usability and monitoring of the recently installed solar PV system at Quaker’s Hall Lane Allotments.

The proposed works include installing several power sockets at the gazebo and Trading Centre and providing a dedicated power supply for a 4G router to enable continuous monitoring of the solar installation.

These improvements will maximise the benefit of the Council-funded renewable energy system, support volunteers who operate the Trading Centre, and provide practical facilities for allotment members.

Total one-off cost: £1,123.24 (including VAT)

Estimated ongoing SIM cost: £10 per month

SAHA seeks approval to proceed with the proposed works so that the solar installation can deliver its full environmental and community benefit.

1. Purpose of Proposal

Following the successful approval and funding from Sevenoaks Town Council for the installation of a small-scale solar photovoltaic (PV) system with battery storage at Quaker’s Hall Lane Allotments, the Sevenoaks Allotments Holders Association (SAHA) proposes a small number of additional electrical works.

These works will maximise the benefit of the renewable electricity generated by the PV system and ensure the installation can be safely and effectively used by allotment members throughout the year.

The proposal focuses on improving access to the renewable energy generated onsite, supporting volunteers who operate the Trading Centre (TC), and enabling remote monitoring of the PV system to ensure its long-term reliability and efficient operation.

2. Community Benefits

The proposed improvements will provide several benefits to the allotment community and support the objectives of sustainability and community engagement.

Key benefits include:

- **Improved access to renewable energy:** Allotment holders will be able to charge battery-powered tools and mobile phones directly from electricity generated onsite.
- **Support for volunteers:** Improved facilities for volunteers who staff the Trading Centre, particularly during colder months.
- **Encouragement of community interaction:** Power access at the gazebo and Trading Centre will create a shared space where members can gather and interact.
- **Better monitoring of the PV system:** Permanent internet connectivity will allow volunteers to monitor the system remotely, ensuring reliable operation and quick identification of any issues.
- **Maximising value of public funding:** The improvements ensure the solar installation funded by the Council is fully utilised and delivers the greatest benefit to allotment members.

SAHA committee members and allotment volunteers have expressed strong support for these improvements, recognising that they will increase the practical use and community benefit of the Council-funded solar installation.

3. Summary of Proposed Works

The following electrical improvements are proposed:

1. Installation of a weatherproof external socket at the gazebo for charging tools and mobile devices.
2. Installation of an external socket at the front of the Trading Centre for occasional events and outdoor use.
3. Installation of an internal socket near the Trading Centre desk to support a potential future far-infrared heater panel.
4. Installation of a dedicated socket within the electrical locker to power a 4G router for PV system monitoring.

All electrical work will be carried out by a qualified electrician who will test the installation and provide the required certification upon completion.

4. Detailed Description of Works

4.1 Gazebo External Socket

The PV system supplier has provided a suitable armoured cable to connect the rear of the Trading Centre to the gazebo structure.

Volunteers have already completed trenching work and buried the cable across the allotment plot with the permission and assistance of the relevant plot holder.

A qualified electrician will terminate the cable at the gazebo post and install a weatherproof dual outdoor socket incorporating USB charging outlets. An RCBO will also be installed within the consumer unit to ensure appropriate circuit protection.

This will allow allotment members to conveniently charge tool batteries and mobile devices while working on their plots.

4.2 Front External Socket (Trading Centre)

A weatherproof external socket will be installed at the front of the Trading Centre building.

The socket will be supplied via a short spur (approximately 2 metres) from an existing internal socket before exiting through the external wall. This outlet will support small electrical items such as lighting or equipment during community activities and occasional events.

4.3 Internal Socket Near the Trading Centre Desk

During colder months the Trading Centre can become uncomfortable for volunteers working at the desk.

To support volunteer comfort, an additional internal socket will be installed above the desk area. The socket will be spurred from the existing socket near the sink, with the cable routed across the ceiling and terminated on the internal front wall.

This will allow the future installation of a small energy-efficient far-infrared heater panel if required.

4.4 Socket Installation in the Electrical Locker

The consumer unit located within the electrical locker already has a spare RCBO available.

A dual socket will be installed and connected to this circuit to power a dedicated 4G router which will provide internet connectivity for the PV inverter monitoring system.

5. PV System Monitoring

The solar inverter is capable of uploading performance data to an online monitoring platform; however, a continuous internet connection is required for this feature to function.

At present, volunteers occasionally provide temporary connectivity using a mobile phone hotspot, which only allows limited real-time monitoring.

The installation of a mains-powered 4G Wi-Fi router with a mobile data SIM card will provide continuous internet access for the inverter. This will allow the system to automatically upload operational data approximately every five minutes.

Volunteers will therefore be able to monitor energy generation, battery performance, and system health remotely using the monitoring application.

6. Supplier and Compliance

Several electricians have responded to the request for quotation. A final selection is pending.

All responding electricians have confirmed that they:

- Hold appropriate electrical qualifications
- Carry public liability insurance
- Will test the installation upon completion
- Will provide the required electrical certification

This ensures the installation will comply with current electrical safety standards.

7. Cost Breakdown (Including VAT)

Item	Cost
Labour	£648.00
Electrical materials	£310.80
4G Wi-Fi router	£164.44
Total	£1,123.24

8. Ongoing Costs

Estimated mobile data SIM subscription: **£10 per month**

This cost will enable continuous monitoring of the solar PV system.

9. Sustainability and Environmental Impact

The proposed improvements support the wider sustainability objectives of the solar PV installation and maximise the benefit of renewable energy generated onsite.

By enabling allotment members to charge battery-powered tools and devices directly at the allotment site using solar-generated electricity, the proposal reduces the need for charging equipment at home using grid electricity. This helps increase the proportion of renewable energy used by the allotment community.

Providing reliable monitoring of the PV system also ensures the installation continues to operate efficiently, allowing volunteers to quickly identify any issues that may affect energy generation or battery performance.

Overall, these small additional works help ensure that the original solar investment delivers its full environmental benefit for the community.

10. Site Layout Overview

The electrical additions are small extensions to the existing PV system installation located at the Trading Centre (TC).

Proposed locations include:

- **Gazebo:** Weatherproof dual socket with USB charging supplied via armoured cable from the rear of the Trading Centre.
- **Front of Trading Centre:** External weatherproof socket to support community activities and occasional events.
- **Inside Trading Centre (Front Desk Area)** This will provide potential future provision for a small energy-efficient far-infrared heater panel if required.
- **Electrical Locker:** Internal socket to power a 4G Wi-Fi router providing internet connectivity for inverter monitoring.

These installations are short cable runs from the existing consumer unit and will be protected using RCBO circuit protection.

11. Safety and Risk Management

All works will be undertaken by a qualified electrician and will comply with current UK electrical safety standards.

Key safety measures include:

- Use of **weatherproof outdoor sockets** suitable for external environments
- Installation of **RCBO protection** within the consumer unit
- Use of **armoured cable** for underground supply to the gazebo
- Electrical testing and certification upon completion of the works
- Installation carried out by **insured and qualified electricians**

These measures ensure that the installation remains safe for allotment members while protecting the electrical system from faults or environmental conditions.

12. Value for Money

The additional works represent a modest additional investment that *maximises* the benefit of the Council's existing solar PV installation.

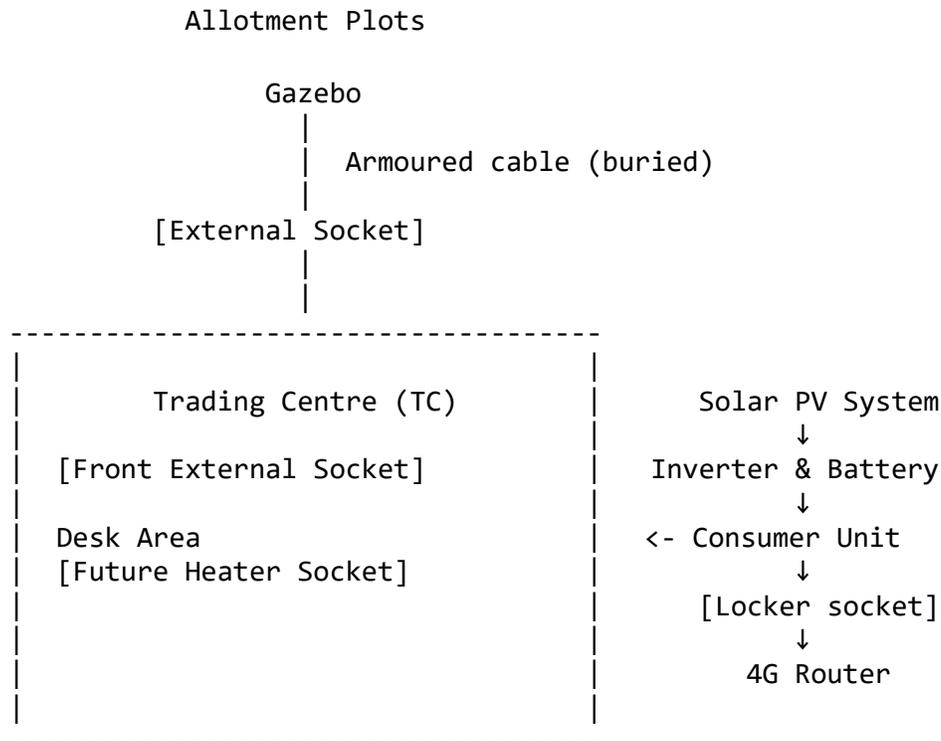
For a total cost of **£1,123.24**, the improvements will:

- Enable practical everyday use of solar-generated electricity by allotment members
- Improve volunteer working conditions within the Trading Centre
- Provide facilities that support community activities
- Ensure the PV system can be remotely monitored to maintain performance and reliability

Without these additions, much of the renewable electricity generated onsite would remain under utilised. The proposal therefore ensures that the original public investment in the solar PV system continues to deliver maximum benefit to the allotment community.

13. Simplified Site Diagram

The diagram below illustrates the approximate relationship between the Trading Centre, gazebo, and proposed electrical additions.



This layout shows how the proposed sockets extend from the existing electrical installation within the Trading Centre while maintaining safe protected circuits.

14. Alignment with Council Climate and Community Objectives

This proposal aligns with the broader environmental and community priorities typically supported by local authorities, including Sevenoaks Town Council.

The additional works help ensure that the previously funded solar PV installation delivers maximum benefit by increasing the practical use of renewable electricity generated onsite. By enabling allotment members to charge tools and devices directly from solar power, the project encourages greater use of clean energy and supports local climate action goals.

The proposal also strengthens the role of the allotments as a community space. Providing power access at the gazebo and Trading Centre will support volunteers, enable small community activities, and encourage social interaction between allotment holders.

In addition, reliable monitoring of the PV system through a permanent internet connection will help ensure the installation continues to operate efficiently and deliver long-term environmental value for the community.

Overall, the proposal supports three key council priorities:

- **Climate action:** Maximising the use of locally generated renewable energy.
- **Community wellbeing:** Improving facilities used by volunteers and allotment members.
- **Responsible stewardship of public funding:** Ensuring the solar installation funded by the Council is fully utilised and effectively monitored.

15. Conclusion

These additional electrical improvements will ensure the solar PV system installed at Quaker's Hall Lane Allotments can be fully utilised by the allotment community.

The proposal supports sustainability by maximising the use of renewable electricity generated onsite while also improving the facilities available to volunteers and allotment members.

Providing convenient charging points, improved volunteer facilities, and reliable remote monitoring will ensure the installation continues to deliver value for the community and the original investment made by Sevenoaks Town Council.

SAHA respectfully submits this proposal for consideration and approval.

Sevenoaks Town Council
Community Asset (Open Spaces) Committee– 23rd March 2026

CURRENT MATTERS

(formerly of Community Asset Working Group)

NB: updates in green (and italics)

<p>8 Community Assets (Open Spaces) Committee 04.08.2025</p> <p>Greatness Recreation Ground WG 22.10.2025</p>	<p>Greatness Recreation Ground Play Area (& Gym)</p>	<p>Due to the success of the CIL Board funding application there is a £250,000 budget for the new play facilities.</p> <p>Timetable for tender and construction of play area received.</p> <p><i>Tenders to be reviewed in March 2026.</i></p>
<p>Community Assets (Open Spaces) Committee 04.08.2025</p> <p>Greatness Recreation Ground Working Group 14.01.2026</p>	<p>Greatness Recreation Ground Community & Football Pavilion</p>	<p>It was noted that a Quantity Surveyor and Employers Agent was appointed with construction work to start in September/October 2025.</p> <p>Councillors also noted that STC was successful in obtaining £100,000 of CIL funding towards relocating and installing the Children’s Play Area at Greatness Recreation Ground with the total budget being £250,000 for the project.</p> <p>Works are approximately 10 days ahead of schedule with steel works expected to be completed by end of week.</p>
<p>668.10 OSL 12.02.24</p> <p>Community Assets (Open Spaces) Committee 04.08.2025</p> <p>“ “ 26.01.2026</p>	<p>Woodland Management</p>	<p><i>RESOLVED:</i> <i>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.</i></p> <p><i>Woodland Management Plans received and to be reviewed for possible actions.</i></p> <p><i>Management plans received and reviewed -no major works needed. Coppicing and rhododendron control.</i></p>
<p>674 OSL 12.02.24</p>	<p>Pre-Application Advice – New Access to The Vine Pavilion</p>	<p>RESOLVED that the Town Council:</p> <p>1) Discuss the application further with the Conservation Officer and the architect; and</p> <p>Completed, conservation officer declined to look at proposals further and advised STC to liaise with case officer</p>

**Sevenoaks Town Council
Community Asset (Open Spaces) Committee– 23rd March 2026**

		<p>Christopher Park. Next steps – STC to action the above prior to below.</p> <p>2) continues with the planning application of the new access due to its significant public benefit.</p> <p><i>Ongoing.</i></p>
<p>Community Asset WG 26.03.2025</p> <p><i>Community Assets (Open Spaces) Committee 04.08.2025</i></p> <p>13.01.2026</p> <p><i>13.03.2026</i></p>	<p>Community Bus</p>	<p>Funding for electric minibus has been successful, a total of £87,095 has been secured.</p> <p><i>It was noted to the Council that the delivery of the minibus would be delayed due to a nationwide recall on all electric Ford Transits. STC is awaiting further updates.</i></p> <p><i>Minibus has been wrapped in branded vinyl and collected.</i></p> <p><i>Licence for the Community Bus has now arrived and the bus is now ready for hire.</i></p>
<p>Community Assets (Open Spaces) Committee 04.08.2025</p> <p>Community Assets (Open Spaces) Committee 15.09.2025</p> <p>05.11.2025</p>	<p>The Vine Bridge</p>	<p>RESOLVED: That a tender process is entered into for the full refurbishment of the bridge, with consideration of a more modern design subject to meeting planning and conservation requirements.</p> <p>STC RESOLVED:</p> <p>i) That The Town Council considers the most cost-effective manner to obtain a professional design and specification for a new modernised bridge in keeping with the Vine Gardens.</p> <p>ii) That public consultation take place regarding the design.</p> <p>iii) That once specification is agreed, to obtain tenders via normal procurement process.</p> <p>iv) That cost once identified, to be considered by the Town Council's Finance & Delivery Committee.</p> <p>STC is awaiting on information from the Bradbourne Lakes Project Manager about the bridges they will be commissioning. This may assist with the design and procurement process.</p> <p><i>An alternative Bridge designer has been approached.</i></p>
<p>Community Assets (Open Spaces) Committee 15.09.2025</p>	<p>War Memorial</p>	<p>RESOLVED:</p> <p>i) That 'Selecta DNA' grease be removed from the metal statue.</p> <p>ii) That the inscriptions be cleaned.</p> <p>iii) To proceed with the use of Smart Water (now DeterTech) to protect the War Memorial.</p> <p><i>Order for refurbishment work has been given.</i></p>

Sevenoaks Town Council
Community Asset (Open Spaces) Committee– 23rd March 2026

Community Assets (Open Spaces) Committee 04.08.2025 Community Assets (Open Spaces) Committee 15.09.2025	Oast House	<p>The Committee received the feasibility report for the Oast House, the purposes of the report were to indicate that the facilities originally identified can be accommodated in the building (section 11) and to outline to Tarmac the intended community use of the building and request that negotiations for the Freehold of the building being handed to Sevenoaks Town Council commence.</p> <p>RESOLVED: To outline to Tarmac the intended community use of the building and request that negotiations for the Freehold of the building (and ancillary area for car parking and outdoor space) be handed to Sevenoaks Town Council commence.</p> <p>The Committee received the update report on the Oast House Business Proposal.</p>
Community Assets (Open Spaces) Committee 04.08.2025 December 2025	Dog Fouling	<p>Councillors received and noted correspondence from a local resident regarding dog fouling in Sevenoaks (see Public Question Time section).</p> <p>The Councillors were grateful to the member of the public for taking the time to contact them on the matter.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) Review and implement where possible Keep Britain Tidy recommendations. ii) Raise Awareness on Social Media. iii) Provide Animal Welfare Officer contact details to resident. <p>Dog Fouling campaign poster from Keep Britain Tidy have been implemented, notices for reporting to SDC will be put up shortly.</p>
Community Assets (Open Spaces) Committee 04.08.2025	Play Areas Capital Investment Programme	<p>The Play Areas Capital Investment Programme report was received by the committee. It was noted that repairs and refurbishment projects for several play areas were overdue, and an update of the play equipment capital programme was necessary.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> i) That the Community Assets Committee review the future programme for improvements to Play Areas and make recommendations to the Finance & Delivery Committee. ii) Progress with refurbishment of Buckhurst Lane Play Area and Kippington Meadow Play Area. iii) Progress with obtaining tender for public consultation for new relocated Greatness Recreation Ground Play Area.

Sevenoaks Town Council
 Community Asset (Open Spaces) Committee– 23rd March 2026

		<i>Refurbishment for Buckhurst Play Area Completed.</i>
Community Assets (Open Spaces) Committee 26.01.2026	The Vine Gardens	<i>Vine Lawn Fencing to be taken down in March.</i> <i>A new net has been fitted on the pond.</i> <i>Vine Uplighters have been fixed.</i>
Community Assets (Open Spaces) Committee 26.01.2026	Knole Paddock and Raleys Field	<i>See Agenda Item 9 –</i> <i>i)Purchase of portable floodlights.</i> <i>ii)Tender for refurbishing permanent floodlights.</i> <i>iii) Pitch Maintenance</i>