

Friday 16<sup>th</sup> January 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 26<sup>th</sup> January 2026 at 7pm**. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note, proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/EmOyaxB3FK4?feature=share> 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](http://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 ( <b>Chair</b> )	Cllr Tony Clayton (Mayor)
Cllr Dr Peter Dixon ( <b>Vice-Chair</b> )	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**

<b>1</b>	<b>APOLOGIES FOR ABSENCE</b> To receive and note apologies for absence.
<b>2</b>	<b>REQUESTS FOR DISPENSATIONS</b> 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	<p><b>DECLARATIONS OF INTEREST</b> To receive any declarations of interest from Members in respect of any items of business included in the agenda for this meeting.</p>
4	<p><b>MINUTES OF MEETING HELD ON 10TH NOVEMBER 2025</b> To receive and note the minutes of the Community Asset Working Group meeting held on Monday 10th November 2025. (attached)</p>
5	<p><b>OPEN SPACES &amp; CEMETERY MANAGER'S REPORT</b> To receive and consider the Open Spaces &amp; Cemetery Manager's report (attached) on the following:</p> <ul style="list-style-type: none"> <li>• Staff</li> <li>• Vine Lawn</li> <li>• Vine Pond</li> <li>• Vine Uplifters</li> <li>• Woodland Management Plans</li> </ul>
6	<p><b>ALLOTMENTS REPORT</b> To receive and consider the Allotment Officer's Report. (attached)</p>
7	<p><b>SAHA RECOMMENDATION FOR SOLAR PANEL BATTERY SECURITY DOOR</b> To receive and consider the recommendation for a security door for the solar panel battery by SAHA. (attached)</p>
8	<p><b>RESPONSIBLE FINANCE OFFICER'S REPORT AND STATEMENT OF ACCOUNTS - COMMUNITY ASSETS</b> To receive and consider the Responsible Finance Officer's report and Statement of Accounts for October and November 2026. (attached)</p>
9	<p><b>ASSET MANAGEMENT POLICY</b> To review and adopt the Asset Management Policy. (attached)</p>
10	<p><b>MARKET TRADER LICENCE CONDITIONS</b> To receive and consider the proposed recommendation regarding Christmas Stalls at the Bligh's Market. (attached)</p>
11	<p><b>RUGBY PITCHES, KNOLE PADDOCK</b> To receive and consider the following in the Rugby Pitches, Knole Paddock report (attached):</p> <ul style="list-style-type: none"> <li>• To enter into funding agreement with SRFC for RFU Pitch Maintenance Grant</li> <li>• To consider obtaining specification, tenders, planning permission to replace current floodlight columns</li> <li>• and an additional floodlight.</li> <li>• To consider permission and process for installing accessible access and new gate for the access to SRFC clubhouse</li> <li>• To consider reduction of fees for hiring rugby pitches.</li> </ul>

<b>12</b>	<b>WALKING IN SEVENOAKS</b> To consider a new initiative relating to encouraging Walking in Sevenoaks. (attached)
<b>13</b>	<b>PROVISION OF CYCLE HIRE IN SEVENOAKS</b> To consider provision of cycle hire in Sevenoaks.
<b>14</b>	<b>CURRENT MATTERS</b> To note updates to Current Matters (attached)
<b>15</b>	<b>PRESS RELEASE</b> To consider any agenda item, which would be considered appropriate for a press release.

**Minutes of the meeting of the Community Assets (Open Spaces) Committee  
held on Monday 10 November 2025 in the Council Chamber, Town Council Offices, TN13  
3QG**

Livestreamed and available to view on YouTube until approved by Council:  
<https://youtube.com/live/N-7do53Oo6l?>

Meeting commenced: 19:02

Meeting Concluded: 20:49

**Present:**

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

<b>Substitute:</b>	<b>For</b>
Cllr Victoria Granville <b>(Deputy Mayor)</b>	<b>Present</b> Cllr Lise Michaelides

**In attendance:** Town Clerk, Responsible Finance Officer/Deputy Town Clerk, Open Spaces & Cemetery Manager, Open Spaces & Leisure Committee Clerk/Allotments Officer, Cllr Claire Shea, Keng Chan – SAHA representative, Doug Elish – SAHA representative.

Also present: 1 member of the public.

**435 - APOLOGIES FOR ABSENCE**

Noted above.

**436 - REQUESTS FOR DISPENSATIONS**

None received.

**437 - DECLARATIONS OF INTEREST**

None received.

**438 - MINUTES OF MEETING HELD ON 15<sup>TH</sup> SEPTEMBER 2025**

The Committee received the minutes of the Community Assets (Open Spaces) Committee meeting held on Monday 15<sup>th</sup> September 2025.

**RESOLVED:** To receive, adopt and sign the Minutes of the Community Assets (Open Spaces) Committee meeting held on 15<sup>th</sup> September 2025 as a true record.

#### **439 – OPEN SPACES & CEMETERY MANAGER’S REPORT**

The Open Spaces & Cemetery Manager updated the Committee on staff matters and advised that Mr Leigh Hunt Smith was promoted to the role of Open Spaces Supervisor and it was advised that Bryan Nichols will be joining the Open Spaces Team in the role of Groundsperson/ Gardener.

The Committee also noted updates on the Woodland Management Plans, renovation of the lawn at the Vine Gardens, and repair of equipment at the Buckhurst Play Area.

#### **440- ALLOTMENT OFFICER’S REPORT**

Councillors received the Allotment Officer’s Report which noted the number of vacant plots at Quakers Hall Allotments. It was advised that the same plots remained vacant with some being difficult to let due to limited usage and desirability (large trees growing on plots, distance to water and site access). Councillors suggested transferring description of vacant orchard plots for communal use.

#### **441- SAHA PROPOSAL FOR SOLAR PANELS AND GAZEBO AT QUAKERS HALL ALLOTMENTS**

The Committee received the proposal for Solar Panels and a Gazebo at Quakers Hall Allotments from SAHA representatives Keng Chan and Doug Elish. It was noted that the use of solar panels is expected to improve the site’s energy efficiency and eliminate the need for a diesel generator. It was noted that minor disruption would be expected during preparation, construction, and installation works all of which would be managed by SAHA on a voluntary basis.

#### **RESOLVED:**

- i)** That The Town Council give authorisation for SAHA to proceed with the Solar panel project.
- ii)** That the funding of £10,234 + VAT for the solar panel project be considered by the Town Council’s Finance & Delivery Committee and to be from the Allotment Earmarked Reserve.
- iii)** That The Town Council give authorisation for SAHA to proceed with the Gazebo project.
- iv)** That shared funding of £2,171 for the Gazebo project be considered by the Town Council’s Finance & Delivery Committee. 50% to be from the Allotment Earmarked Reserve.

#### **442- ROLLING CAPITAL PROGRAMME BUDGET AND STATEMENT OF ACCOUNTS**

Councillors received and considered the Responsible Finance Officer's Rolling Capital Programme Budget, Summary Report, and Statement of Accounts for August and September 2025.

#### **443- CRICKET PITCH COVERS**

The Committee received the request from The Ocelots to purchase movable wicket covers to replace tarpaulin sheets currently being used.

**RESOLVED:** To allow The Ocelots to purchase movable cricket covers on the condition that these are managed, insured, and stored correctly by the club.

#### **444 – GREATNESS RECREATION GROUND COMMUNITY & SPORTS PAVILION**

The Committee received the update report on the construction work of the new pavilion with a contract completion date scheduled for 1<sup>st</sup> September 2026.

Information on hoardings have been installed to inform the public of the project.

Financial payments for the contract would be agreed by the Finance & Delivery Committee.

#### **445 – SPORTS PITCHES AT KNOLE Paddock**

Councillors received the report on the sports pitches at Knole Paddock and Raleys Field. Reseeding carried out in September as well as renovation of pitch 3 was noted.

The Open Spaces & Cemetery Manager updated the Committee about the permanent and portable floodlights at the site. It was noted that repairs would be required to the permanent lights, however there was difficulty in finding a contractor to carry out repairs on lights lacking an inspection history. It was also recommended that a mixture of permanent and portable lights is available on site.

**RESOLVED:** That the following Recommendations be forwarded to the Finance & Delivery Committee:

- i) Tenders be sought for the installation of new permanent floodlights to be installed for the Rugby Pitch at the end of the season at an estimated cost of £38,000 Budget from CIL.
- ii) To not proceed with structural inspection of current permanent floodlights unless further issues arise before the end of the season.

- iii) That after a suitable demonstration and agreement with SRFC re storage and charging to purchase 2 mobile floodlights at a cost of £13,000. Budget to be from CIL.
- iv) To approach SDC to enquire if discretionary CIL fund could assist with these purchases.

#### **446 – KEEP BRITAIN TIDY- RECOMMENDATIONS TO ADDRESS DOG FOULING**

Recommendations for tackling dog fouling by Keep Britain Tidy were noted together with posters to be trialled. It was noted that Sevenoaks Town Council will be discussing the dog fouling problem and potential solutions with the Sevenoaks District Council Dog Warden.

#### **447 – COMMUNITY BUS UPDATE**

It was noted that the community bus is awaiting its IVA test following a period of recall. Delivery of the vehicle is expected to be in December after which the bus will be wrapped with appropriate branding.

#### **448 – RALEYS CAR PARK**

The Committee received and noted the report on tarmac damage to the eastern side of the car park caused by tree roots. It was noted that issue is to be addressed with urgency due to a member of the public being injured when using the car park and becoming a health and safety matter.

It was noted that STC are awaiting a response from company A for a second quote for a similar thickness of tarmac as obtained from company B.

**RESOLVED:** Recommended to the Finance & Delivery Committee that the most competitive quote is accepted once both are received to the same specification at a maximum cost of £36,125.00. Funds for the works are expected to come from CIL.

#### **449 – VINE PAVILION SKYLIGHTS**

Councillors received an update on replacements to the domed skylights located at The Vine Pavilion. Work commenced last week by the contractor and is expected to finish in 8 weeks.

#### **450 – GREATNESS RECREATION GROUND WORKING GROUP – NOTES OF MEETING**

The Committee received and noted the minutes of the Greatness Recreation Ground Working Group meeting held on 22<sup>nd</sup> October 2025.

**451 – SEVENOAKS IN BLOOM - RESULTS**

Results of the South & South East In Bloom and the Britain in Bloom competitions were noted. Councillors thanked STC staff and volunteers for their hard work in achieving Gold.

**452 – CURRENT MATTERS**

Updates to current matters were noted by the Committee.

It was noted that Cllr Granville will assist in the search for designs for the new Vine Bridge.

**453 – PRESS RELEASE**

None.

There being no further business the Chair closed the Meeting.

Signed .....  
Chair

Dated .....

**Sevenoaks Town Council  
Community Assets (Open Spaces) Committee Meeting  
26<sup>th</sup> January 2026**

## **Open Spaces and Cemetery Manager's Report**

### **Staff**

We are pleased to say that Bryan Nichols joins us as a gardener groundsman working in the OS team, he is a time served gardener groundsman and has already proved an asset to the team, it is anticipated that in time he will undertake training to drive the tractor allowing him to assist with all tasks within the team.

### **Vine Lawn**

Grass regeneration has gone well with just a couple of patches where reseeding has not been successful, these will be overseeded again in March as the temperature rises. It is anticipated that the fence will come down soon after.

### **Vine Pond**

On two occasions now we have had reports of a Heron getting under the net where it had been broken and then getting caught up before having to be released by a member of the public. A new stronger net has been fitted; however, it was noted that the painted pebbles from last summer had been thrown onto the net causing it to bow and break. We will remove the pebbles from this end of the gardens to try and prevent the problem occurring again.

### **Vine Uplighters**

We have continued to have problems with the uplighters, the installer has honoured the work and turned up promptly to repair them however we have been let down with the controlling equipment manufactured by a local company, they have supplied replacement parts FOC last week and the lights are now operating correctly.

### **Woodland Management Plans**

We have had the 5 year management plans approved by the Forestry Commission and the felling licence issued for the next 10 years, as previously advised the plan for Longspring wood is separate on this occasion, but in time and once a routine is settled into there is no reason it cannot be included with the other 7 sites in the Town.

The most significant plan objectives to note are:

- Increase Biodiversity by planting, thinning and coppicing to provide a more varied structure
- Provide an enhanced recreational experience for users by making the woodland more attractive to visit with wider, drier path networks.
- Eradicate invasive species such as rhododendron or cherry laurel to prevent their future spread.
- Maintain public safety with regular inspection of trees

**Sevenoaks Town Council**  
**Community Assets (Open Spaces) Committee Meeting**  
**26<sup>th</sup> January 2026**

The significant projects in the first 5 years are to:

- Middling Wood, compartment 3  
Continue to remove Ash as it succumbs to die back and replant with rowan and wild service tree in Yr 3
- Sevenoaks Common adjacent Fernside, compartment 6  
Fell ½ acre of over mature Sycamore coppice allow to regenerate. In Yr 2
- Sevenoaks Common, compartments 6&9  
Additional planting of rowan cherry and oak to improve diversity in Yr2
- Pontoise woodland compartment 12  
Cut a third of the central area to maintain open heath in Yrs 2,3,4,
- Mount Close, compartment 13  
To fell the poplar trees close to the boundary with neighbouring properties and replant with hazel and cherry in Yr 2
- Julians Meadow woodland, compartment 16  
Remove the cherry laurel from the roadside, replant with yew and holly in Yr 2

Projects to be completed to Longspring wood are:

- Compartment 1a Selective re-coppicing along the path edge to maintain a wide path in Yr 3
- Compartment 1b Supplementary planting of wild service trees and cherry
- Compartment 1c Coppice top third of compartment in Yr 5
- Compartment 1d supplementary planting of 20 oaks to recreated coppice with standards
- Compartment 1f scalloping of ride edge in Yr 2

# Woodland Management Plan

To be completed by the plan author:	
Woodland or property name	Sevenoaks Town Council Woodlands
Woodland Management Plan case reference	
CS WMP agreement reference <i>(if applicable)</i>	
The landowner agrees this plan as a statement of intent for the woodland	Yes
Plan author name	Nick Betts

For Forestry Commission use only:			
Plan period <i>(dd/mm/yyyy – 10 years)</i>	Approval Date:		Approved until:
5-year review date			

Revision no.	Date	Status (draft/final)	Reason for revision

### Template user support:

The functionality in this version of the management plan template has been downgraded to ensure compatibility with Word 2003. This document is not protected. Rows can be added and deleted or copied and pasted from tables where needed.

## UK Forestry Standard management planning criteria

Approval of this plan will be considered against the following UKFS criteria. Before submitting, review your plan against the criteria using the checklist below.

UKFS management plan criteria	Minimum approval requirements	Author check
<p><b>1</b></p> <p><b>Plan objectives:</b> Forest management plans should state the objectives of management and set out how an appropriate balance between social, economic, and environmental objectives will be achieved.</p>	<ul style="list-style-type: none"> <li>• Management plan objectives are stated.</li> <li>• Consideration is given to environmental, economic and social objectives relevant to the vision for the woodland.</li> </ul>	<p>Yes</p>
<p><b>2</b></p> <p><b>Forest context and important features in management strategy:</b> Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.</p>	<p>Management intentions communicated in <b>Sect. 6</b> of the management plan are in line with stated objective(s) <b>Sect. 2</b>.</p> <p>Management intentions should take account of:</p> <ul style="list-style-type: none"> <li>• Relevant features and issues identified within the woodland survey (<b>Sect. 4</b>)</li> <li>• Any potential threats to and opportunities for the woodland, as identified under woodland protection (<b>Sect. 5</b>).</li> <li>• Relevant comments received from stakeholder engagement and documented in <b>Sect. 7</b>.</li> </ul>	<p>Yes</p>
<p><b>3</b></p> <p><b>Identification of designations within and surrounding the site:</b> For designated areas, e.g. National Parks or SSSI, particular account should be taken of landscape and other sensitivities in the design of forests and forest infrastructure.</p>	<ul style="list-style-type: none"> <li>• Survey information (<b>Sect. 4</b>) identifies any designations that impact on woodland management.</li> <li>• Management intentions (<b>Sect. 6</b>) have taken account of any designations.</li> </ul>	<p>Yes</p>
<p><b>4</b></p> <p><b>Felling and restocking to improve forest structure and diversity:</b> When planning felling and restocking, the design of existing forests should be re-assessed and any necessary changes made so that they meet UKFS requirements. Forests should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context. Forests characterised by a lack of diversity, due to extensive areas of even-aged trees, should be</p>	<ul style="list-style-type: none"> <li>• Felling and restocking proposals are consistent with UKFS design principles (for example scale and adjacency).</li> <li>• Current diversity (structure, species, age structure) of the woodland has been identified through the survey (<b>Sect. 4</b>).</li> <li>• Management intentions aim to improve/ maintain current diversity (structure, species, and ages of trees).</li> </ul>	<p>Yes</p>

	progressively restructured to achieve age class range.		
5	<p><b>Consultation:</b> Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.</p>	<ul style="list-style-type: none"> <li>Stakeholder engagement is in line with current Forestry Commission guidance and recorded in <b>Sect. 7</b>. The minimum requirement is for statutory consultation to take place, and this will be carried out by the Forestry Commission.</li> <li>Plan authors undertake stakeholder engagement (ref Forestry Commission Ops Note 35) relevant to the context and setting of the woodland.</li> </ul>	Yes
6	<p><b>Plan update and review:</b> Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.</p>	<ul style="list-style-type: none"> <li>A 5-year review period is stated on the first page of the plan.</li> <li><b>Sect. 8</b> is completed with one indicator of success per management objective.</li> </ul>	Yes

## Section 1: Property details

<b>Woodland property name</b> Sevenoaks Town Council Woodlands			
<b>Name</b>	Nicholas Cave	Owner	Tenant
<b>Email</b>		<b>Contact number</b>	
<b>Agent name</b> Nick Betts			
<b>Email</b>	nick@pjconsultancy.com	<b>Contact number</b>	077107 22294
<b>County</b>	East Sussex	<a href="#">Local Authority</a>	
<b>Grid ref</b> (e.g. ST 625 785)	TQ 525 545	<b>Single Business Identifier</b>	
<b>What is the total area of this woodland management plan?</b> (in hectares)		23.85	
<b>Have you included an Inventory and Plan of Operations with this woodland management plan?</b> <i>Please use the most up to date version (v4). Older versions may have to be returned.</i>		Yes	

<p><b>Have you listed the maps associated with this woodland management plan?</b>  <i>Note: Google Maps/ images of maps will not be accepted because they are copyright protected and should not be used commercially without the appropriate licencing from Google.</i></p>	<p>Yes</p> <p>Doc 1: Compartment Survey</p> <p>Map 1: Sites Location Plan</p> <p>Map 2: Compartment Plan</p> <p>Map 3: Constraints Plan</p> <p>Map 4: Operations Plan</p>	
<p><b>Have you sent us your GIS shapefile data?</b></p> <p><b>Note:</b> this is not mandatory, but it can help speed up the processing time of your application. Instructions on how to submit your shapefile(s) are included on <a href="#">create a management plan</a>.</p>	<p>No</p>	
<p><b>Do you intend to use the information within this woodland management plan and associated Inventory and Plan of Operations to apply for the following?</b></p>	<p>Felling licence</p>	<p>Yes</p>
	<p>Thinning licence</p>	<p>No</p>
	<p>Woodland regeneration grant</p>	<p>No</p>
<p><b>You declare there is management control of the woodland detailed within the woodland management plan?</b></p>	<p>Yes</p>	
<p><b>You agree to make the woodland management plan publicly available?</b></p>	<p>Yes</p>	

## Section 2: Vision and objectives

To develop your long-term vision, you need to express as clearly as possible the overall direction of management for the woodland(s) and how you envisage it will be in the future. This covers the duration of the plan and beyond.

### 2.1 Vision

Describe your long-term vision for the woodland(s). (*Suggest 300 words max*)

The woodlands owned by Sevenoaks Town Council have been used by the local community for many years as places for relaxation and recreation. The long term vision of this plan is to continue this use whilst enhancing the woodlands to increase users enjoyment, whilst increasing biodiversity, controlling and eradicating invasive species, and providing a diverse structural and balanced age range within the woodlands to ensure future growth and protect against current and future threats.

## 2.2 Management objectives

State the objectives of management demonstrating how sustainable forest management is to be achieved. Objectives are a set of specific, quantifiable statements that represent what needs to happen to achieve the long-term vision.

<b>No.</b>	<b>Objectives (include environmental, economic and social considerations)</b>
1	Maintain the use of the woodlands for recreation by the local community.
2	Increase the age range and structural diversity to ensure continuous canopy cover for future generations to enjoy.
3	Eradicate invasive species present within the woodlands.
4	Maintain the safety of the public using the woodlands, and adjoining 3 <sup>rd</sup> party property.
5	Increase and improve species and habitat diversity.

## Section 3: Plan review – achievements

Use this section to identify achievements made against previous plan objectives. This section should be completed at the 5-year review and could be informed through monitoring activities undertaken.

Objectives	Achievement
Maintain the use of the woodlands for recreation by the local community.	
Increase the age range and structural diversity to ensure continuous canopy cover for future generations to enjoy.	
Eradicate invasive species present within the woodlands.	
Maintain the safety of the public using the woodlands, and adjoining 3 <sup>rd</sup> party property.	
Increase and improve species and habitat diversity.	

## Section 4: Woodland survey

This section is about collecting information relating to your woodland and its location, including any statutory constraints, such as designations.

### 4.1 Description

Brief description of the woodland property:
<p><u>Woodland Locations:</u></p> <p>All of the woodlands covered by this plan are located in and around the town of Sevenoaks, Kent. They range in size from 0.30ha to 15.60ha, with the majority being fragments of woodland retained during the expansion of the town. The exception to this is Sevenoaks Common which is located to the southwest of the town in a semi-rural setting. A common feature of the woodlands is their proximity to neighbouring properties, providing a mosaic of canopy cover within the built environment.</p> <p><u>Topography and Geology:</u></p> <p>The topography of the woodlands reflect that of the wider landscape, with those located in the southern parts comprising undulating and elevated plots whilst those located in the northern part are generally gently sloping or flat.</p>

Woodland Designations:

Compartments 9 and 10 are within the Kent Downs National Landscape and compartments 3, 4, 5 and 11 are covered by Tree Preservation Orders. Compartment 15 is within a Conservation Area. Compartment 3 is classed as ancient woodland.

Management History and Composition:

All of the woodlands have regular small scale interventions as they are managed by Sevenoaks Town Councils green spaces team to provide safe space for public recreation, whilst ensuring neighbouring properties and highways are kept safe from harm. Prior to this they most probably formed part of the wider Weald woodland managed for the coppice industry. Sevenoaks was particularly badly hit by the 1987 storm due to its elevated location, and the composition of the woodlands reflects this in the limited number of mature species present.

## 4.2 Information

Use this section to identify features that are both present in your woodland(s) and where required, on land adjacent to your woodland.

It may be useful to identify known features on an accompanying map. Woodland information for your property can be found on the [Magic website](#) and the [Forestry Commission Land Information Search](#).

Feature	Within woodland(s)	Cpts	Adjacent to woodland(s)	Map no
<b><u>Biodiversity - Designations</u></b>				
<a href="#">Site of Special Scientific Interest</a>	No		No	
<a href="#">Special Area of Conservation</a>	No		No	
<a href="#">Tree Preservation Order</a>	Yes	1,3,5,11	No	3
<a href="#">Conservation Area</a>	Yes	15	No	3
<a href="#">Special Protection Area</a>	No		No	
<a href="#">Ramsar Site</a>	No		No	
<a href="#">National Nature Reserve</a>	No		No	
<a href="#">Local Nature Reserve</a>	No		No	
<a href="#">Areas of peat over 50cm deep</a>	No		No	
<a href="#">RSPB Important Bird Area</a>	No		No	
<a href="#">Higher Level Stewardship grant-funded land</a>	No		No	
<a href="#">Priority Habitats</a>	Yes/No		No	
Other (please specify):	Yes/No		No	
<b>Notes</b>				

Feature	Within woodland(s)	Cpts	Map no	Notes	
<b><u>Biodiversity - European Protected Species</u></b>					
Bat	Species (if known)	Yes	All	2	No surveys undertaken but the presence of adjacent buildings may provide roosts, and bats may use the woodlands for foraging.
Dormouse		No	All	2	No surveys undertaken but presence unlikely due to habitat and species present, and level of public activity.

Great crested newt	No	All	2	No surveys undertaken but lack of waterbodies present does not provide suitable habitat.
Otter	No	All	2	No surveys undertaken but none of the woodlands adjoin suitable watercourses.
Sand lizard	No	All	2	No surveys undertaken but habitats across the woodlands is not deemed suitable for the species.
Smooth snake	No	All	2	No surveys undertaken but habitats across the woodlands is not deemed suitable for the species.
Natterjack toad	No	All	2	No surveys undertaken but habitats across the woodlands is not deemed suitable for the species.
<b>Biodiversity – <a href="#">Priority Species</a></b>				
<a href="#">Schedule 1 Birds</a>	Species:	No		
Mammals (red squirrel, water vole, pine marten etc)	No	All	2	No surveys undertaken but unlikely present due to the woodlands being outside of natural or regional range or possessing suitable habitat.
Reptiles (grass snake, adder, common lizard etc)	Yes	All	2	No surveys undertaken but potentially likely present due to suitable habitat.
Plants	Yes	All	2	No surveys undertaken but potentially likely present.

Fungi/lichens	Yes	All	2	No surveys undertaken but potentially likely present due to presence of deadwood and other suitable habitat.
Invertebrates (butterflies, moths, beetles etc)	Yes	All	2	No surveys undertaken but potentially likely present due to suitable habitat.
Amphibians (pool frog, common toad)	Yes	All	2	No surveys undertaken but potentially likely present
Other (please specify):	Yes/No			
<b>Historic Environment</b>				
<a href="#">Scheduled Monuments</a>	No			
<a href="#">Unscheduled Monuments</a>	No			
<a href="#">Registered Parks and Gardens</a>	No			
<a href="#">Registered Battlefields</a>	No			
<a href="#">World Heritage Sites (UNESCO)</a>	No			
<a href="#">Boundaries and Veteran Trees</a>	No			
<a href="#">Listed Buildings</a>	No			
<a href="#">Burial Grounds</a>	No			
Other (please specify):	No			
<b>Landscape</b>				
<a href="#">National Character Area</a> (please specify):				
<a href="#">National Park</a>	No			
<a href="#">National Landscapes (formerly AONBs)</a>	Yes	9,10	3	
Other (please specify):	No			
<b>People</b>				
<a href="#">CROW Access</a>	No			
<a href="#">Public Rights of Way (any)</a>	Yes			
<a href="#">Common land</a>	Yes	5,6,7,8,10,11		Sevenoaks Commons
Other access provision	Yes	All	2	All woodlands are open to the public.
Public involvement	Yes	All	2	
Visitor information	Yes			Interpretation and map boards located at the roadside entrances to the informal path network.

Public recreation facilities	No			
Provision of learning opportunities	No			
Anti-social behaviour	Yes	All	2	Although no visible evidence of anti-social behaviour was seen, due to the urban nature of the woodlands it is likely that this may occur.
Other (please specify):	No			
<b>Water</b>				
<a href="#">Acid vulnerable catchments</a>	No			
Watercourses	No			
Lakes	No			
Ponds	No			
Other (please specify):	No			

### 4.3 Habitat types

This section is to consider the habitat types within your woodland(s) that might impact/ inform your management decisions. Larger non-wooded areas within your woodland should be classified according to broad habitat type. Where relevant this information should also help inform your management decisions. Woodlands should be designed to achieve a diverse structure of habitat, species and ages of trees, appropriate to the scale and context of the woodland.

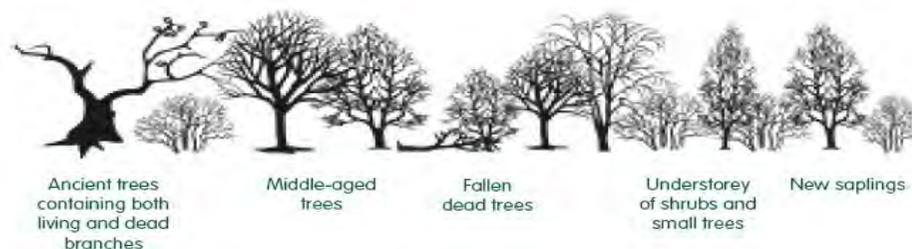
Feature	Within woodland(s)	Cpts	Map no	Notes
<b>Woodland habitat types</b>				
Ancient Semi-Natural Woodland	Yes	3	3	
Planted Ancient Woodland Site (PAWS)	No			
Semi-natural features in PAWS	No			
Lowland beech and yew woodland	No			
Lowland mixed deciduous woodland	Yes	All	Doc 1	Compartment survey
Upland mixed ash woods	No			
Upland oakwood	No			
Wet woodland	No			
Wood-pasture and parkland	No			
Other (please specify):	No			
<b>Non woodland habitat types</b>				
Blanket bog	No			
Fenland	No			
Lowland calcareous grassland	No			
Lowland dry acid grassland	No			
Lowland heath land	No			
Lowland meadows	No			
Lowland raised bog	No			
Rush pasture	No			
Reed bed	No			
Wood pasture	No			
Upland hay meadows	No			
Upland heath land	No			
Unimproved grassland	No			
Peat lands	No			
Wetland habitats	No			
Other (please specify):	No			

## 4.4 Structure

This section should provide a snapshot of the current structure of your woodland as a whole. A full inventory for your woodland(s) can be included in the separate Plan of operations spreadsheet. Ensuring woodland has a varied structure in terms of age, species, origin and open space will provide a range of benefits for the biodiversity of the woodland and its resilience. The diagrams below show an example of both uneven and even aged woodland.

Woodland type (broadleaf, conifer, coppice, intimate mix)	Percentage of mgt plan area	Age structure (even/uneven)	Notes (i.e. understory or natural regeneration present)
Broadleaf	100%	Uneven	All the woodlands in this management plan are broadleaved in nature with both native understorey and natural regeneration occurring.

Uneven-aged woodland – many wildlife habitats because of high diversity



Even-aged woodland – tidy but of low diversity



## Section 5: Woodland protection

Woodlands in England face a range of threats. This section allows you to consider the potential threats that could be facing your woodland(s). Use the simple risk assessment process below to consider any potential threats to woodland(s) and whether there is a need to take action to protect woodland(s).

**Note:** To add more tables, copy the table and paste below.

### 5.1 Risk matrix

The matrix below provides a system for scoring risk. It also indicates the advised level of action to take to help manage the threat.

<b>Impact</b>	High	Plan for action	Action	Action
	Medium	Monitor	Plan for action	Action
	Low	Monitor	Monitor	Plan for action
		Low	Medium	High
<b>Likelihood of presence</b>				

### 5.2 Plant health

Threat (e.g. <a href="#">Ash Dieback</a> , <a href="#">Phytophthora</a> , Needle Blight etc)	Ash dieback
Likelihood of presence (high/medium/low)	Medium
Impact (high/medium/low)	Low – due to the species composition present ash represent a small part of the overall population and the presence of ash dieback present more of a public safety concern than a risk to the woodlands overall health.
Response (inc protection measures)	Monitor

Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc)	Phytophthora ramorum
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Medium
Response (inc protection measures)	Monitor for signs of disease throughout the year. Contact Forestry Commission if found and follow industry best practice form Forest Research.

Threat (e.g. Ash Dieback, <i>Phytophthora</i> , Needle Blight etc)	Chestnut blight
--	-----------------

Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Medium
Response (inc protection measures)	Monitor for signs of disease annually. Contact Forestry Commission if found and follow industry best practice form Forest Research.

### 5.3 Deer

Species – Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low – due to the mostly urban nature o the woodlands deer are not thought be likely present. Sevenoaks Commons may see occasional deer during nightfall but not in damaging numbers.
Response (inc protection measures)	Monitor

### 5.4 Grey squirrels

Likelihood of presence (high/medium/low)	High
Impact (high/medium/low)	Medium
Response (inc protection measures)	Monitor – due to urban nature of the woodlands, public use and public relations issues control of squirrels is not deemed possible at present.

### 5.5 Livestock and other mammals

Threat (sheep, horse, rabbit etc)	
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low
Response (inc protection measures)	None

### 5.6 Water and soil

Threat, pollution incidents	Point pollution
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low

Response (inc protection measures)	All contractors should use spill mats when filling tools and machinery onsite.
------------------------------------	--

## 5.7 Environmental

Threat - Fire	
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Medium
Response (inc protection measures)	No arisings from tree works to left onsite, flammable fly tipped rubbish to be cleared and removed promptly

Threat - Invasive species	
Likelihood of presence (high/medium/low)	Medium
Impact (high/medium/low)	Low
Response (inc protection measures)	A programme of invasive species eradication is part of this management plan

## 5.8 Social

Threat - anti-social behaviour	
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low
Response (inc protection measures)	Monitor

## 5.9 Economic

Threat - operational costs	
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low
Response (inc protection measures)	Monitor – all proposed works are of small scale and not likely to become prohibitively expensive

## 5.10 Climate change resilience

Threat - lack of diversity	
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Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low
Response (inc protection measures)	Monitor – planting will be undertaken as part of this management plan in order to increase species diversity

Threat - uniform structure	
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low
Response (inc protection measures)	Monitor – Small scale interventions to improve diversity of structure are part of this management plan

## Section 6: Management strategy

This section requires a statement of intent, setting out how you intend to achieve your management objectives and manage important features identified within the previous sections of the plan. A detailed work programme by sub-compartment can be added to the Plan of Operations.

Management objective/feature	Management intention
Maintain the use of the woodlands for recreation by the local community.	Ongoing maintenance by the green spaces team to maintain the path networks by removing fallen trees, fly tipped rubbish, and cutting back of overgrown paths. Monitoring of the woodlands to ensure they maintain their attractive nature and employ small scale interventions if they become excessively changed, i.e. removal of increasing numbers of holly causing dense understorey shading or excessive bramble growth choking understorey.
Increase the age range and structural diversity to ensure continuous canopy cover for future generations to enjoy.	Small scale planting of native species not currently present within the woodlands.  Small scale interventions of ride scalloping and localised thinning to encourage new growth and a graduated canopy.
Eradicate invasive species present within the woodlands.	Annual hand cutting of rhododendron, annual inspection for other invasive species
Maintain the safety of the public using the woodlands, and adjoining 3 <sup>rd</sup> party property.	Annual safety inspection undertaken by appropriately qualified/trained and insured person
Increase and improve species and habitat diversity	Standing dead wood to be retained where it does not pose a threat to the visiting public. Where significant or large dead trees are identified as a hazard they should be reduced to a monolith to provide aerial deadwood habitat. Where dead trees have to be felled to reduce the risk to the public they should be left in as long lengths as possible. To prevent the risk of fire through antisocial behaviour, small diameter deadwood should be chipped onsite.  Small scale ride scalloping and thinning to provide small temporary open space, to encourage herb and shrub layers to re-establish.

	<p>Planting of seed bearing trees will be undertaken to increase the amount of food available to birds and mammals.</p>
--	---

## Section 7: Stakeholder engagement

There can be a requirement on both the Forestry Commission and the owner to undertake consultation/engagement. Refer to [Operations Note 35](#) for further information. Use this section to identify people or organisations with an interest in your woodland and record any engagement you have carried out, relative to activities identified within the plan.

Work proposal	Individual/organisation	Date contacted	Date feedback received	Response	Action
Management Plan	Forestry Commission			TBC once draft plan submitted	TBC
Management Plan	Sevenoaks Town Council	January 2025	January 2025	Desired works to various compartments	Added to management plan
Management Plan	Sevenoaks District Council			In regards to TPO trees/Conservation Areas – TBC once plan approved	TBC

## Section 8: Monitoring

Indicators of progress/success should be defined for each management objective and then checked at regular intervals. Other management activities could also be considered within this monitoring section. The data collected will help to evaluate progress.

Management objective/activities	Indicator of progress/success	Method of assessment	Frequency of assessment	Responsibility	Assessment results
Maintain the use of the woodlands for recreation by the local community.	An attractive woodland with a diverse mix of ages and species, and abundant understorey.	Visual	Annual	Greenspaces manager	Visual improvements onsite
Increase the age range and structural diversity to ensure continuous canopy cover for future generations to enjoy.	Success of new planting.  Regeneration of herb and shrub layer following small scale ride scalloping and thinning	Visual	Annual	Greenspaces manager	Visual improvements onsite
Eradicate invasive species present within the woodlands.	Annual reduction of rhododendron.  Reduction/eradication of other invasive species	Visual assessment	Annual	Greenspaces manager	Eradication of invasive species over the life of the management plan

<p>Maintain the safety of the public using the woodlands, and adjoining 3<sup>rd</sup> party property.</p>	<p>Implement tree safety works as arising from annual tree inspection</p>	<p>Annual health and safety tree inspection undertaken by suitably trained/qualified and insured individual</p>	<p>Annual</p>	<p>Arboricultural consultant under direction from Greenspaces manager</p>	<p>Undertake remedial works from inspection</p>
<p>Increase and improve species and habitat diversity</p>	<p>Herb and shrub layer coexisting with understorey and high canopy.  Presence of both aerial and ground based deadwood.  Establishment and success of fruit bearing species.  Varied habitat created by small scale thinning and ride scalloping.</p>	<p>Visual assessment</p>	<p>Annual</p>	<p>Greenspaces manager</p>	<p>Visual improvements onsite</p>

## UK Forestry Standard woodland plan assessment

For Forestry Commission office use and approval only:

UKFS management plan criteria	Minimum approval requirements	Achieved	Review notes
<p><b>Plan objectives:</b> Forest management plans should state the objectives of management and set out how an appropriate balance between social, economic, environmental objectives will be achieved.</p>	<ul style="list-style-type: none"> <li>• Management plan objectives are stated.</li> <li>• Consideration is given to environmental, economic and social objectives relevant to the vision for the woodland.</li> </ul>	<p><b>Yes/No</b></p>	
<p><b>Forest context and important features in management strategy:</b> Forest management plans should address the forest context and the forest potential and demonstrate how the relevant interests and issues have been considered and addressed.</p>	<p>Management intentions communicated in <b>Sect. 6</b> of management plan are in line with stated objective(s) in <b>Sect. 2</b>.</p> <p>Management intentions should take account of:</p> <ul style="list-style-type: none"> <li>• Relevant features and issues identified in the woodland survey (<b>Sect. 4</b>).</li> <li>• Any potential threats to and opportunities for the woodland, as identified under woodland protection (<b>Sect. 5</b>).</li> <li>• Relevant comments received from stakeholder engagement are documented in <b>Sect. 7</b>.</li> </ul>	<p><b>Yes/No</b></p>	
<p><b>Identification of designations within and surrounding the woodland site:</b></p>	<ul style="list-style-type: none"> <li>• Survey information (<b>Sect. 4</b>) identifies any designations that impact on woodland management.</li> </ul>	<p><b>Yes/No</b></p>	

<p>For designated areas, e.g. National Parks or SSSI, particular account is taken of landscape and other sensitivities in the design of forests and forest infrastructure.</p>	<ul style="list-style-type: none"> <li>• Management intentions (<b>Sect. 6</b>) have taken account of any designations.</li> </ul>		
<p><b>Felling and restocking to improve forest structure and diversity:</b> When planning felling and restocking, the design of existing forests should be re-assessed and any necessary changes made to meet UKFS requirements. Forests should be designed to achieve a diverse structure of habitat, species and age range of trees, appropriate to the scale and context. Forests characterised by a lack of diversity, due to extensive areas of even-aged trees, should be progressively restructured to achieve age class range.</p>	<ul style="list-style-type: none"> <li>• Felling and restocking proposals are consistent with UKFS design principles (for example scale and adjacency).</li> <li>• Current diversity (structure, species, age structure) of the woodland has been identified through the survey (<b>Sect. 4</b>).</li> <li>• Management intentions aim to improve/ maintain current diversity (structure, species, and ages of trees).</li> </ul>	<p><b>Yes/No</b></p>	
<p><b>Consultation:</b> Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment (Forestry) Regulations.</p>	<ul style="list-style-type: none"> <li>• Stakeholder consultation is in line with current Forestry Commission guidance and recorded in <b>Sect. 7</b>. The minimum requirement is for statutory consultation to take place, and this will be carried out by the Forestry Commission.</li> </ul>	<p><b>Yes/No</b></p>	

	<ul style="list-style-type: none"> <li>Plan authors undertake stakeholder engagement (ref Forestry Commission Ops Note 35) relevant to the context and setting of the woodland.</li> </ul>		
<p><b>Plan update and review:</b> Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.</p>	<ul style="list-style-type: none"> <li>A 5-year review period is stated on the first page of the plan.</li> <li><b>Sect. 8</b> is completed with one indicator of success identified per management objective.</li> </ul>	Yes/No	

<p><b>Approved in principle</b> This means the Forestry Commission is happy with your plan and it meets UKFS requirements.  <b>a) You do not yet have a licence to undertake any tree felling in the plan.</b>  <b>b) WMPs must be fully approved before you can apply for CS HT.</b></p>	Name (WO or FM):	Date:
<p><b>Approved</b> This means Forestry Commission is happy with your plan, it meets UKFS requirements, and we have also approved a felling licence for any tree felling in the plan (where required).</p>	Name (AO, WO or FM):	Date:

# Customer Details

You must provide this information in order for the Forestry Commission to create a felling permission from your Plan of Operations detail

## 1. Management Plan details

Woodland Property Name *	Sevenoaks Town Council Woodlands
FC or SitiAgri Reference Number *	
Grid reference e.g. SK 123 456	TQ 528 568
Nearest Town	Sevenoaks
Local Authority	Sevenoaks District Council

## 2. Applicant's details

Title	Forename	Surname	SBI (Optional)
Mr	Nicholas	Cave	
Organisation	Position	Primary contact no.	Secondary contact no
Sevenoaks Town Council	Green Spaces Manager		
Address (house name/no)	Address (Street name)	Address 3 (Town)	Address 4 (County)
Town Council Offices	Bradbourne Vale Road	Sevenoaks	Kent
Postcode	Country	Email address	
TN13 3QG	United Kingdom	openspacesmanager@sevenoakstown.gov.uk	

## 3. Agent's details

Title	Forename	Surname	
Mr	Nick	Betts	
Organisation	Position	Primary contact no.	Secondary contact no
PJC Consultancy Ltd	Senior Arboriculturalist	077107 22294	
Address (house name/no)	Address (Street name)	Address 3 (Town)	Address 4 (County)
The Watermill, The Mill Business Park	Maidstone Road	Ashford	Kent
Postcode	Country	Email address	
TN26 1AE	United Kingdom	nick@pjconsultancy.com	

\* these two fields are used to populate the titles of the template worksheets

## 4. Declaration

I hereby apply for a licence to fell trees described in the Woodland Management Plan and associated Plan of Operations referenced above.

- I am the applicant, or an agent acting on the applicant's behalf, and have sufficient control over the land on which the trees are growing to fell the trees with or without the consent of any other person.
- Any necessary consent from any other person(s), if required, has or will be obtained.
- I am aware of the Good Practice to safeguard European Protected Species during forestry operations and the need to obtain a licence if I cannot comply with the Good Practice.
- I have considered the impact felling proposals will have on the area and diversity of habitat(s) for wild birds and legal protection given to wild birds, especially during breeding season.
- I have made the necessary checks with the local planning authorities regarding Tree Preservation Orders and Conservation Areas and Historic England regarding Scheduled Ancient Monuments.
- To the best of my knowledge and belief the information given in the Management Plan and associated Plan of Operations and felling maps is accurate and complete.

- I agree to any disclosure or exchange of information about this felling licence application with other organisations or consultees which the Forestry Commission considers necessary for the administration, monitoring, evaluation and publicising of the application or licence. Details may also be passed to successors in title to this land. I agree that information about the application, including that contained in the application or approved licence and any other relevant documentation may be made available to the public.
- I understand that the Forestry Commission will consider this felling licence application as an application for their Opinion, where appropriate (if this has not already been given) under Regulation 5 of the Environmental Impact Assessment (Forestry) (England and Wales) Regulations 1999.

I have read and understand the above declaration.

Yes
-----

Date: 

16/06/2025
------------

Print Name: 

Nick Betts
------------

**5. Data Protection**

The Forestry Commission is registered as a data controller under the Data Protection Act 1998 (Registration No: Z6542658). The Forestry Commission’s privacy policy is published on its web site: <https://www.forestry.gov.uk/forestry/infd-52ybs4>

The purpose of holding your contact information and woodland detail is to enable communication regarding your woodland and associated activities. Personal information will be held for 1 year after the end date of your approved plan and /or felling permission plan. Spatial information will continue to be held as a long term historical record of woodland management activity. This data will be held and managed by Forestry Commission England and will not be shared with any third parties. We cannot accept an unfunded plan submitted without contact details, as we require these details to allow us to progress a Felling Licence.

Do you consent to us holding your personal details for these purposes?

Yes
-----

If you wish to withdraw consent you can do so at any time by contacting FS England in writing. You have a right to lodge a complaint with the Information Commissioner’s Office: <https://ico.org.uk/>

*end of page*

## **Sevenoaks Town Council Woodlands – Compartment Survey**

### **Millpond Wood**

#### **Compartment 1a**

3.31ha

A well-stocked, attractive woodland situated close to the town centre. It has a variety of species and age classes providing amenity via a number of internal footpaths. Species present include Scots pine, sweet chestnut, alder, cherry, sycamore, silver birch and beech. Rhododendron is present in isolated groups but has yet to establish itself fully. The wood is bounded to the north, south and west by public highways and residential properties to the east.

#### **Compartment 1b**

A strip of woodland adjacent to the roadside backing onto residential properties. Species include mature larch, Corsican pine, sweet chestnut and sycamore.

### **Brittain's Lane Wood**

#### **Compartment 2a**

A triangular strip of woodland, consisting of mature sweet chestnut, oak, field maple and beech, with some hazel, ash and birch. The mature trees on the eastern boundary have been recently pollarded where they abut a footpath and adjacent residential properties.

### **Middling's Wood**

#### **Compartment 3a**

0.6ha

A mature woodland with a species mix of sweet chestnut, ash, Norway spruce, willow, hornbeam, holly and field maple. The understorey is becoming increasingly dense and congested. It is bounded to the north, east and west by residential properties, and the public highway to the west.

### **White Hart Beeches**

#### **Compartment 4a**

0.75ha

A plot of woodland entirely surrounded by residential properties. Mature beech make up the high canopy, with young birch, oak, ash, holly and field maple comprising the

understorey. Rubbish and fly tipping of garden waste from adjacent properties is present, and the existing footpath is in danger of becoming blocked by the extensive bramble growth.

### **Sevenoaks Common**

**Compartment 5a**

**Compartment 6a**

**Compartment 7a**

**Compartment 8a**

**Compartment 10a**

**Compartment 11a**

15.6 ha in total

These small compartments are separated by minor roads that run through the common. The woodland was impacted heavily by the 1987 hurricane and the majority of trees present is new growth that post-dates the storm. The mixed broadleaved species have little in the way of understorey, although sporadic recent planting has been undertaken. Species present consists primarily of pioneer types such as silver birch and sycamore and ash, with sweet chestnut also present. There is significant rhododendron growth in the adjoining wood to the south west which is in private ownership, and with the predominantly south westerly wind direction seed dispersal into the common will be an ongoing problem.

### **Pontoise Close Sand Pits**

**Compartment 12a**

1.8ha

A small compartment surrounding by residential properties and public highways, with a grassed recreational area to the southeast. Mature species include silver birch, sweet chestnut, sycamore, lime and oak. Laurel and rhododendron is starting to become established, shading out the understorey where it forms large clumps. The topography is relatively steeply sloping up to the boundaries, in line with being a colonised sand quarry.

### **Mount Close**

**Compartment 13a**

0.15ha

A small island of trees mostly comprising of grey poplar of varying age class. It is surrounded on all sides by residential properties.

### **Little Wood**

#### **Compartment 14a**

0.15ha

A small plot mostly consisting of mature alder coppice, with overstood willow, hazel and ash coppice, and silver birch regeneration.

### **Judd's Piece**

#### **Compartment 15a**

0.3ha

A triangular piece of woodland surrounded on all sides by the public highway. It contains managed grassland, seating areas and surfaced paths on its northwestern boundary, graduating to mature woodland on its southeastern boundary. Species present consist of cheery, beech, lime Scots pine and ash, with mature sweet chestnut coppice. Rhododendron is present on a large part of the site, but as it is part of this established formal recreation area its presence should be accepted.

### **Julian's Way**

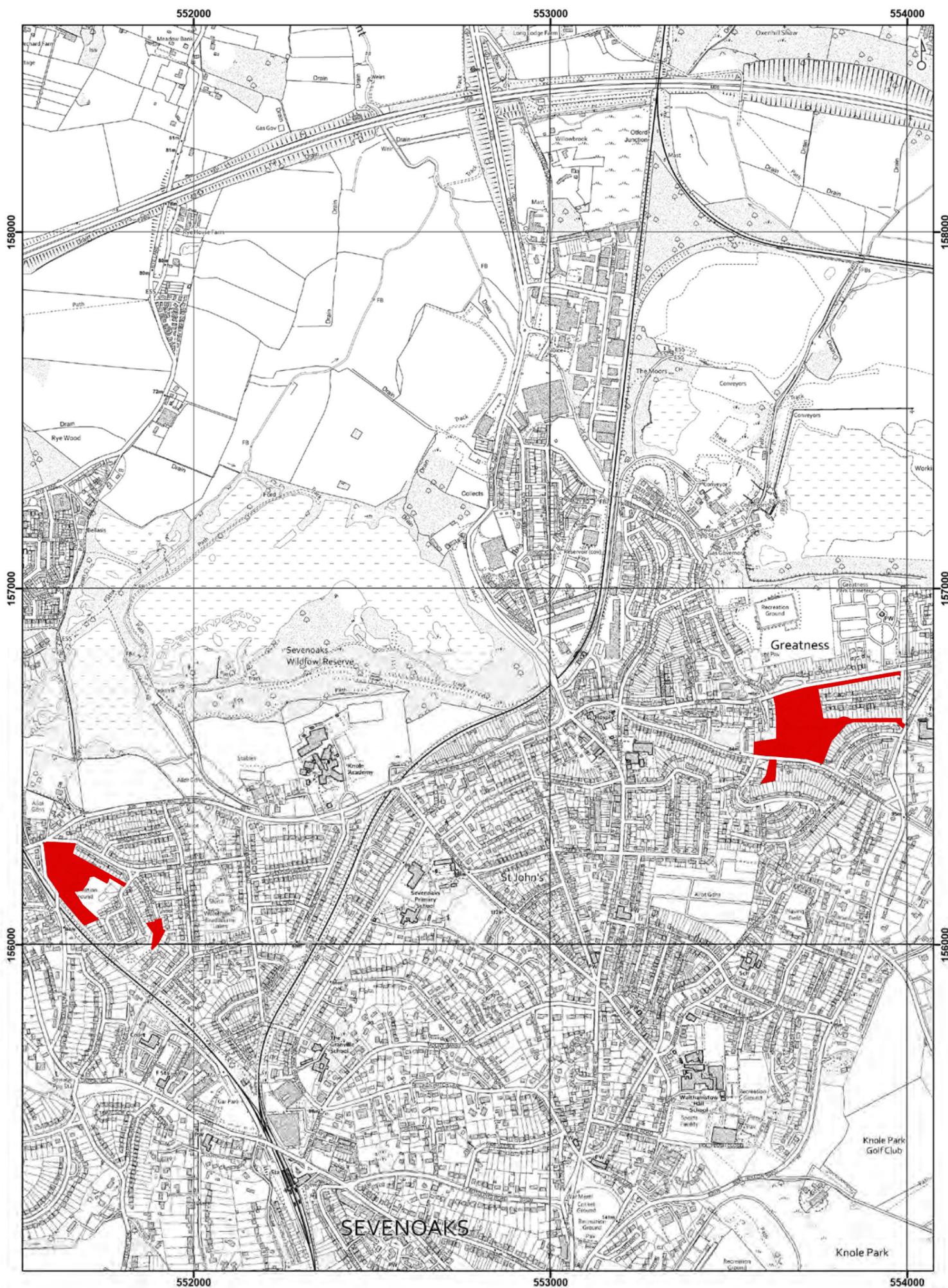
#### **Compartment 16a**

0.6ha

A wooded belt surrounding a recreational open space, it forms a thin belt adjacent to the public highway and northern aspect of the playing field comprising mature trees of English oak, lime Norway maple and Scots pine. At its northern point it consists of younger sweet chestnut, beech, oak, ash, rowan and poplar, in a wider, denser block.

MRS\_Layout\_A3Portrait

Byrony Waterman



Scale  
1:10,000



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Key:  
 Woodland Location

Drawing no: PJC/6756/25/B Rev: - Sheet number: 2 of 2

Client and site:  
Sevenoaks Town Council

Woodland under the ownership of Sevenoaks Town Council

Drawing title: Woodland Location Map

Date drawn: 16/06/2025

Scale: 1:10,000

Drawn by: NB

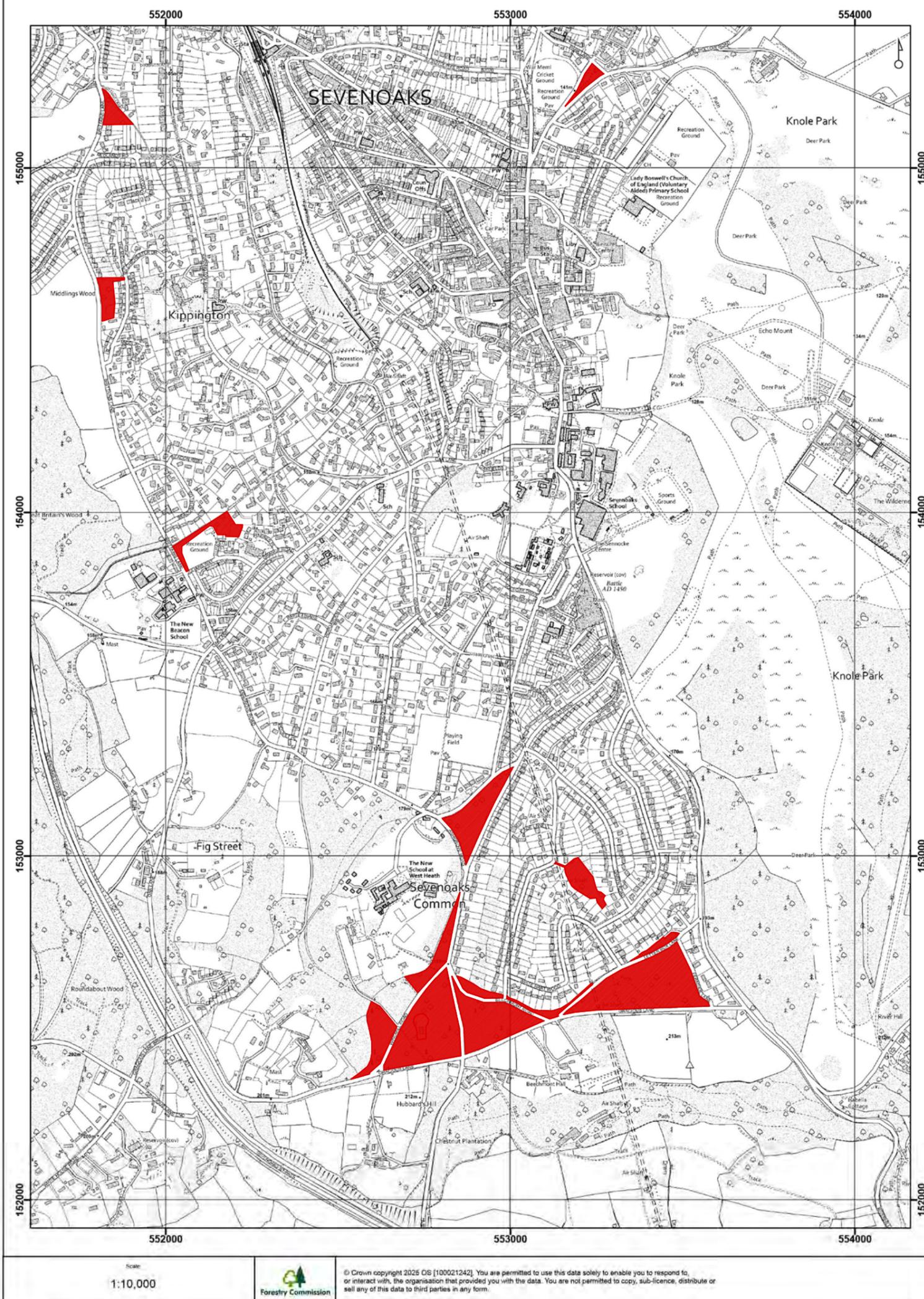
Checked by: PD



PJC Consultancy  
Rocks Yard, Victoria Road,  
Herstmonceux, Hailsham, East  
Sussex, BN27 4TQ.

t: 01323 632120  
e: contact@pjconsultancy.com  
w: www.pjconsultancy.com

MRS\_Layout\_A3Portrait  
Byrony Waterman



Key:  
Woodland Location

Drawing no: PJC/6756/25/A Rev: - Sheet number: 1 of 2

Client and site:  
Sevenoaks Town Council

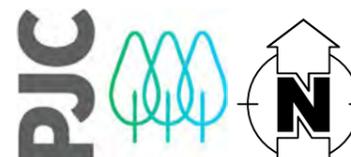
Woodland under the ownership of Sevenoaks Town Council

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Date drawn: 16/06/2025

Scale: 1:10,000

Drawn by: NB Checked by: PD

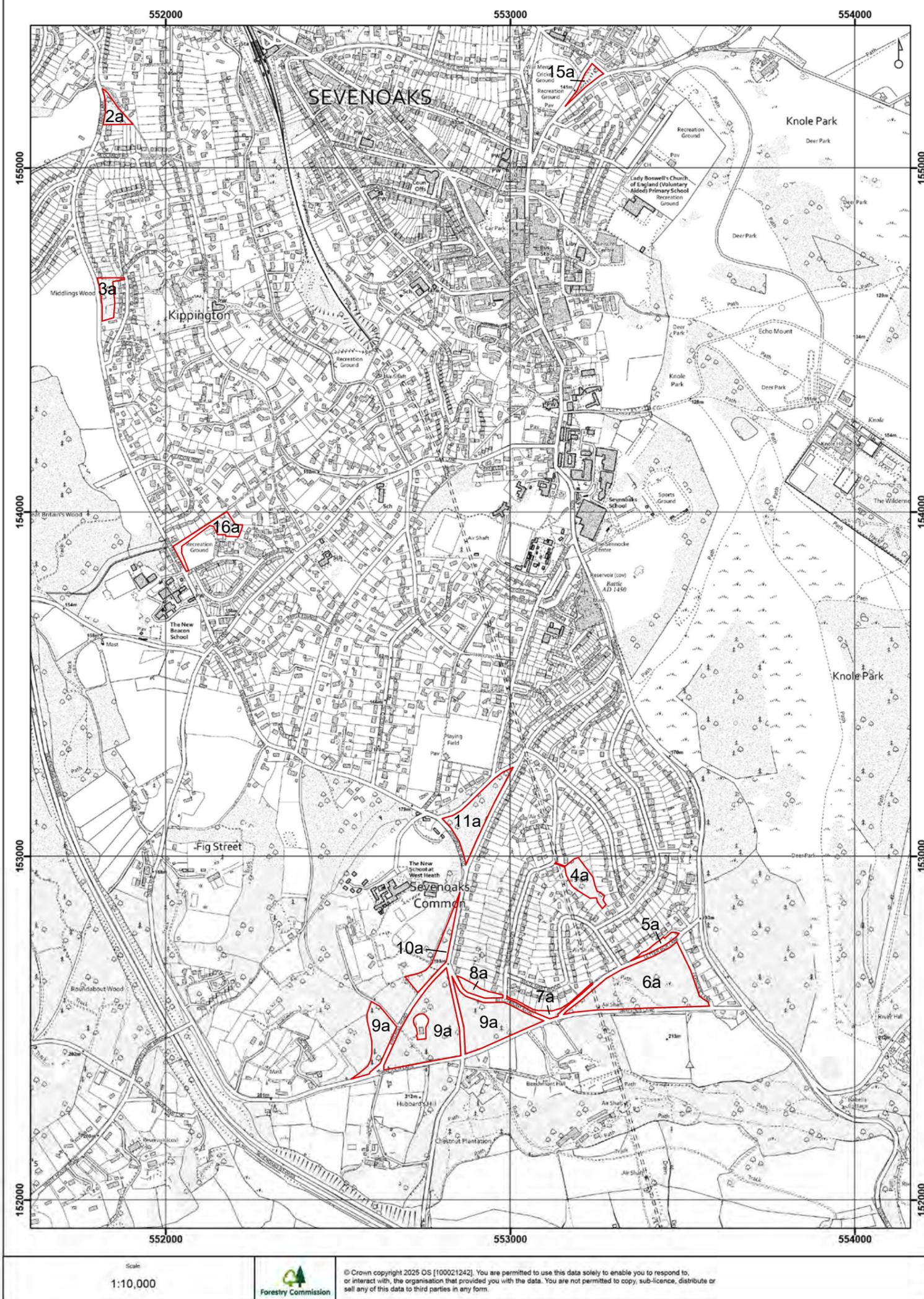


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w: [www.pjconsultancy.com](http://www.pjconsultancy.com)

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Byrony Waterman



Key:  
 Compartment

Drawing no: PJC/6756/25/A Rev: - Sheet number: 1 of 2

Client and site:  
 Sevenoaks Town Council

Woodland under the ownership of Sevenoaks Town Council

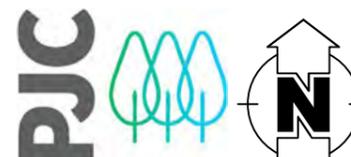
Drawing title: Compartment Map

Date drawn: 16/06/2025

Scale: 1:10,000

Drawn by: NB

Checked by: PD



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 w: [www.pjconsultancy.com](http://www.pjconsultancy.com)

MRS\_Layout\_A3Portrait

Byrony Waterman



Scale  
1:10,000



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Key:  
 Compartment

Drawing no: PJC/6756/25/B Rev: - Sheet number: 2 of 2

Client and site:  
 Sevenoaks Town Council

Woodland under the ownership of Sevenoaks Town Council

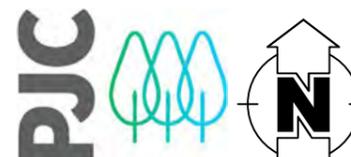
Drawing title: Compartment Map

Date drawn: 16/06/2025

Scale: 1:10,000

Drawn by: NB

Checked by: PD

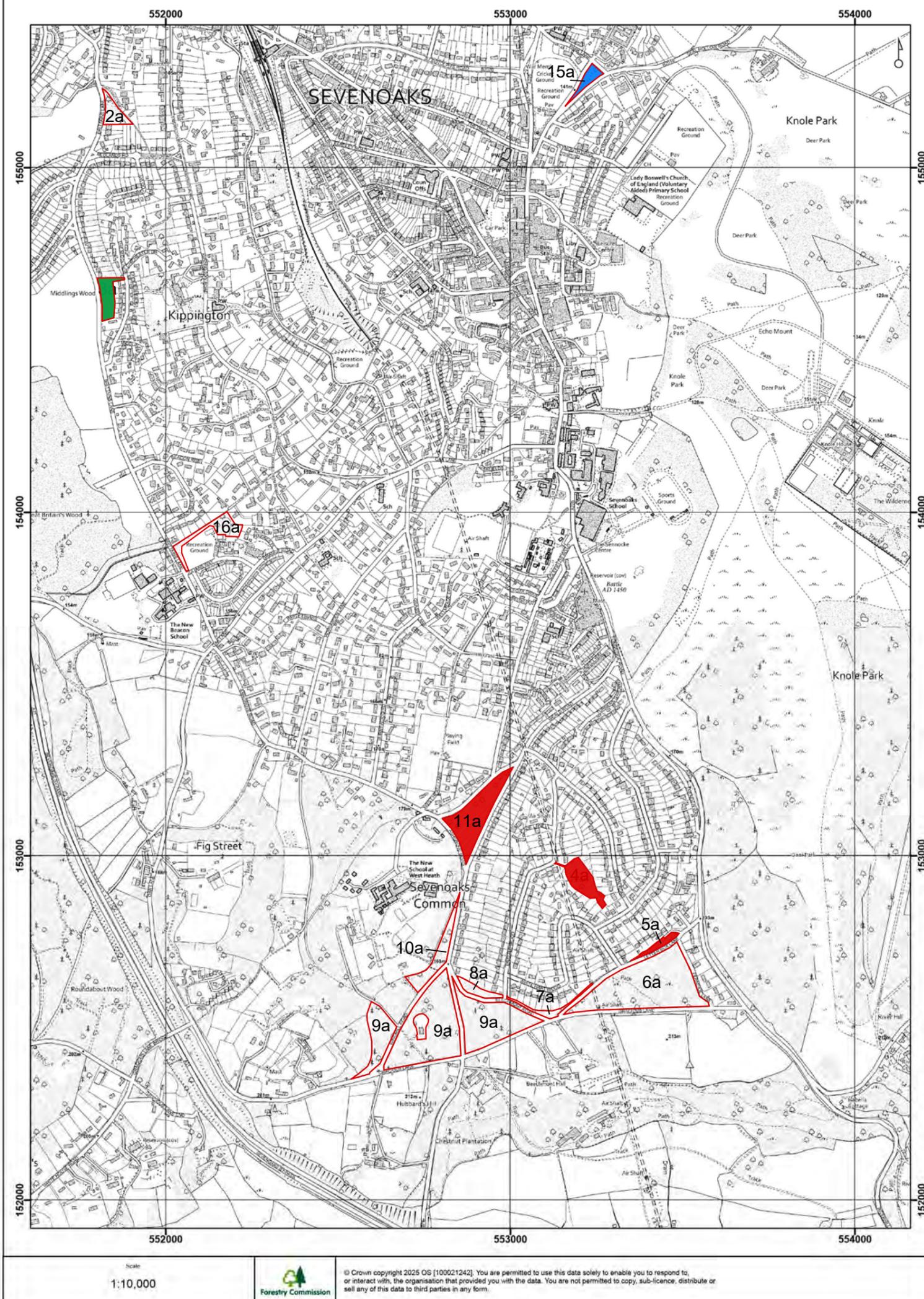


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 w: www.pjconsultancy.com

MRS\_Layout\_A3Portrait

Byrony Waterman



- Key:**
- Compartment
  - Tree Preservation Order
  - Conservation Order
  - Ancient Woodland

- Tree Preservation Area Titles:**
- Compartment 3:** 68/002A/TPO
  - Compartment 4:** 59/002/TPO
  - Compartment 5:** 84/010/TPO
  - Compartment 11:** 80/001/TPO

Drawing no: PJC/6756/25/A Rev: - Sheet number: 1

**Client and site:**  
Sevenoaks Town Council

Woodland under the ownership of Sevenoaks Town Council

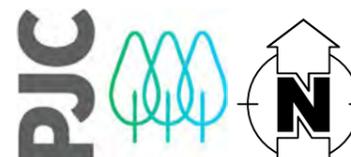
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**Date drawn:** 16/06/2025

**Scale:** 1:10,000

**Drawn by:** NB

**Checked by:** PD

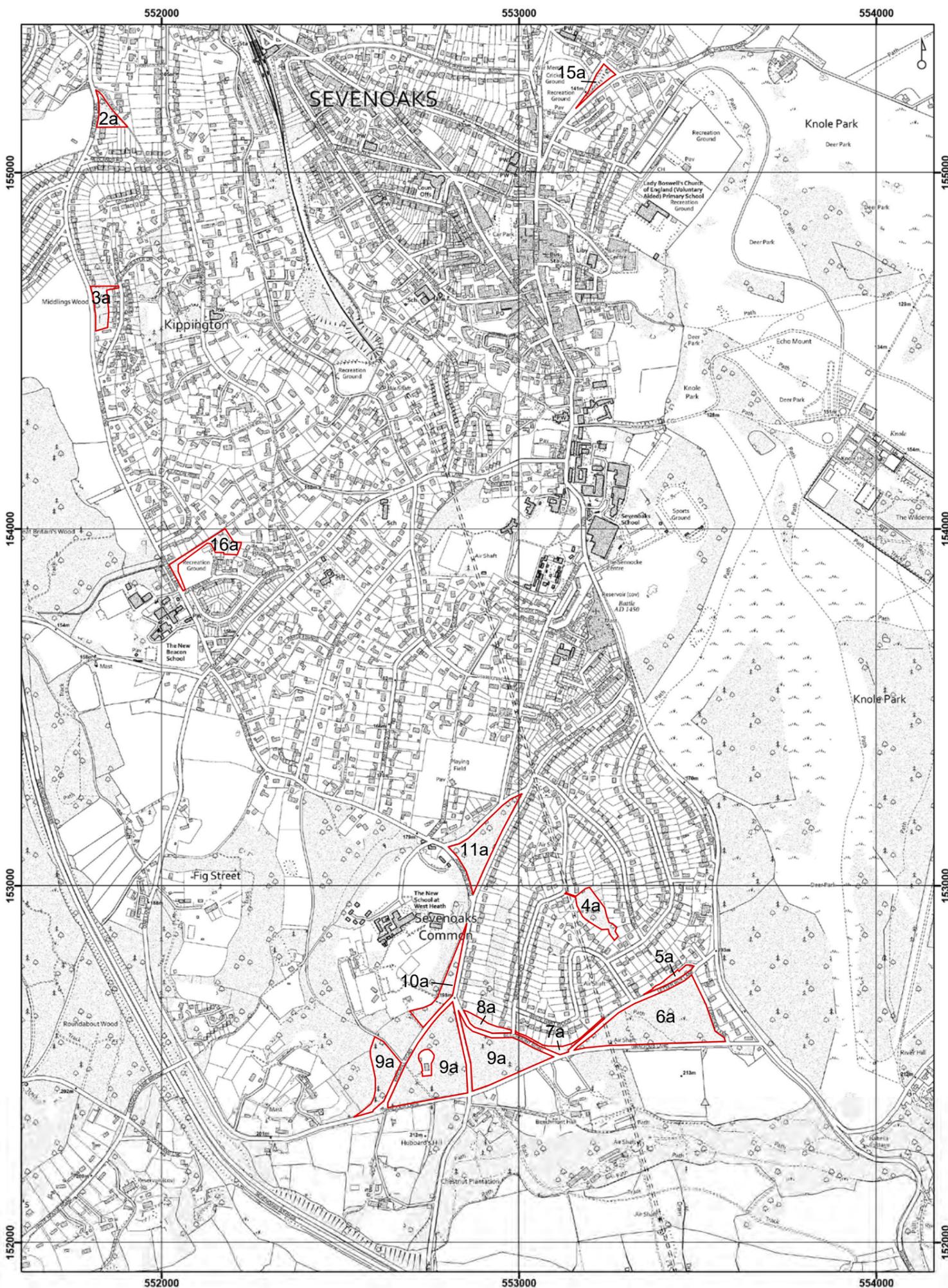


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**Key:**  
 Compartment

- Compartment 2a:** Undertake annual visual check for invasive species. Undertake Condition and safety survey every two years.
- Compartment 3a:** Undertake annual visual check for invasive species. Undertake Condition and safety survey every two years. Remove ash infected by ash dieback on annual basis. Remove rhododendron and laurel annually. Plant 5no Sorbus torminalis in years 3.
- Compartment 4a:** Undertake annual visual check for invasive species. Undertake Condition and safety survey every two years. Clear flytipped rubbish. Brushcut bramble 4m either side of path annually to encourage herb layer to re-establish.

- Compartment 5a:** Undertake annual visual check for invasive species. Undertake Condition and safety survey every two years. Undertake small scale thin to create glades in years 2 and 6. Plant 5no Prunus avium, 5no Sorbus acuparia and 5no Quercus robur in year 2.
- Compartment 6a:** Undertake annual visual check for invasive species. Undertake Condition and safety survey every two years. Coppice 1/2 acre adjacent to Fernside in year 2.
- Compartment 7a:** Undertake annual visual check for invasive species. Undertake Condition and safety survey every two years.
- Compartment 8a:** Undertake annual visual check for invasive species. Undertake Condition and safety survey every two years.

- Compartment 9a:** Undertake annual visual check for invasive species. Undertake Condition and safety survey every two years. Undertake small scale thin to create glades in years 2 and 6. Plant 5no Prunus avium, 5no Sorbus acuparia and 5no Quercus robur in year 2.
- Compartment 10a:** Undertake annual visual check for invasive species. Undertake Condition and safety survey every two years.
- Compartment 11a:** Undertake annual visual check for invasive species. Undertake Condition and safety survey every two years.
- Compartment 12a:** Undertake annual visual check for invasive species. Undertake Condition and safety survey every two years.

- Compartment 15a:** Undertake annual visual check for invasive species. Undertake Condition and safety survey every two years.
- Compartment 16a:** Undertake annual visual check for invasive species. Undertake Condition and safety survey every two years. Remove laurel form road frontage in year 2. replant with 6no Taus baccata and 6no Ilex aquifolium.

**Drawing no:** PJC/6756/25/A    **Rev:** -    **Sheet number:** 1 of 2

**Client and site:**  
 Sevenoaks Town Council  
 Woodland under the ownership of Sevenoaks Town Council

**Drawing title:** Operations Map

**Date drawn:** 16/06/2025

**Scale:** 1:10,000

**Drawn by:** NB    **Checked by:** PD

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### **Longspring Wood – Compartmental Details**

**Description:** A deciduous woodland of 7.26 hectares, predominantly made up of sweet chestnut coppice of varying age of rotation, with English oak, beech and sweet chestnut standards.

**1a** A level plot of 2.61ha comprising of sweet chestnut coppice recently cut with excellent regrowth. The plot borders 3rd party to the south and west, and a public right of way to the north. A small number of English oak and beech standards are preset throughout. There a small number of semi pollards which may have been historically mark past boundaries or change of ownership. Dumping of garden waste is occurring in places, increasing the risk of non-native and invasive species becoming introduced to the woodland.

**1b** 1.77ha, consisting of mature English oak with an understorey of holly, birch, sweet chestnut and hazel. It slopes gently down from west to east, and abuts the public right of way to the north.

**1c** A compartment of 0.93ha consisting of maturing sweet chestnut coppice with English oak standards, with sporadic understorey of holly, birch and hazel. The plot is on a gentle slope downwards from west east. Rhododendron is present in isolated patches.

**1d** A large compartment of 1.18ha comprising of entirely sweet chestnut coppice, very recently cut. Regrowth is very successful with no sign of browsing by deer. The plot slopes gently downwards from west to east, with a third-party property located on the eastern boundary.

**1e** A small plot of 0.19ha made up of sweet chestnut coppice, again recently cut, with beech and sweet chestnut standards on the southern boundary.

**1f** A long thin compartment of 0.57ha, recently cut sweet chestnut coppice with English oak standards on the eastern boundary. The plot is generally flat and level.

Sub-Cpt Record				Work Programme									
Cpt	Sub-Cpt	Area (Ha)		Species	Designations	Activity	Years						Notes
		Gross	Net				1	2	3	4	5	6 - 10	
1	a	2.61	2.61	SC	AWS	Carry out rhododendron control, hand cutting larger stems and pulling young growth. Monitor rhododendron gowing on northern boundary. Write to adjacent land owner about flytipping of garden waste. Selective recoppice of stools adacent to main north/south ride in years 3 and 6 to maintain ease of access and drier rides.	X	X	X	X	X	X	
1	b	1.77	1.77	MB	AWS	Carry out rhododendron control, hand cutting larger stems and pulling young growth. Plant 6x wild service trees and 6x wild cherry in year 2.	X	X	X	X	X	X	
1	c	0.93	0.93	SC	AWS	Carry out rhododendron control, hand cutting larger stems and pulling young growth. Scalloping of ride edge in year 2 to open up lower footpath bordering 1f. Coppice top third of compartment in year 5. Coppice lower third of compartment in year 7.	X	X	X	X	X	X	
1	d	1.18	1.18	SC	AWS	Carry out rhododendron control, hand cutting larger stems and pulling young growth. Planting of 20 no 1.75-2m rootballed English, (Quercus robur) in year 2 to recreate coppice with standard silvicultural practice. Selective recoppice of stools adacent to main north/south ride in years 3 and 6 to maintain ease of access and drier rides.	X	X	X	X	X	X	
1	e	0.19	0.19	SC	AWS	Carry out rhododendron control, hand cutting larger stems and pulling young growth	X	X	X	X	X	X	
1	f	0.57	0.57	SC	AWS	Carry out rhododendron control, hand cutting larger stems and pulling young growth. Scalloping of ride edge in year 2 to open up lower footpath bordering 1d.	X	X	X	X	X	X	



Longspring Wood

Sevenoaks Common

Gracious Lane

Hubbard's Hill

Weald Place

Drawing no: PJC/6755/25/A Rev: - Sheet number: 1 of 1

Client and site:  
Sevenoaks Town Council

Longspring Wood  
Sevenoaks  
Kent

Drawing title: Location Plan

Date drawn: 11/05/2025

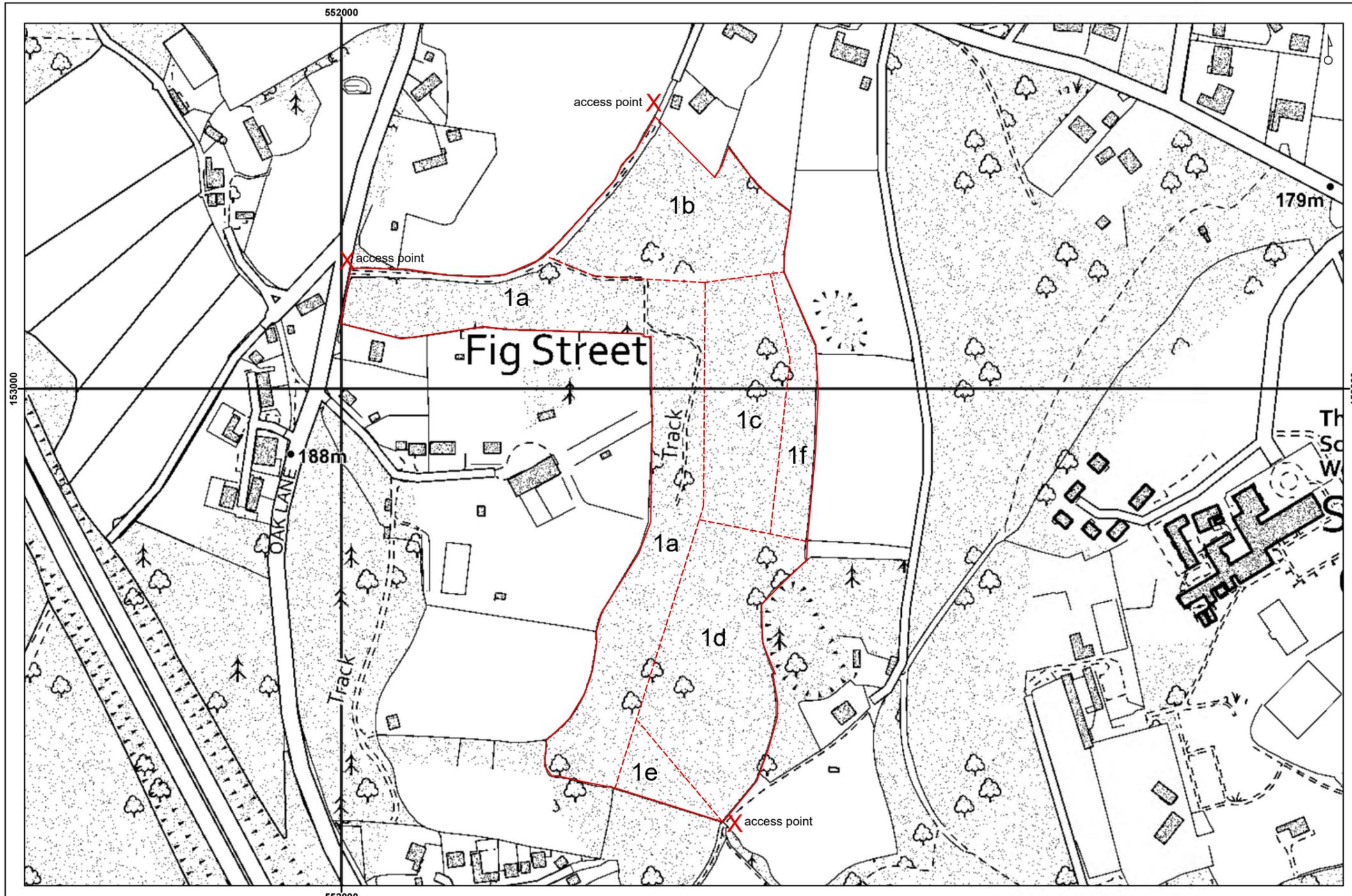
Scale: Not to scale

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Drawing no: PJC/6755/25/A Rev: - Sheet number: 1 of 1

Client and site:  
Sevenoaks Town Council  
  
Longspring Wood  
Sevenoaks  
Kent

Drawing title: Compartment Plan

Date drawn: 10/05/2025

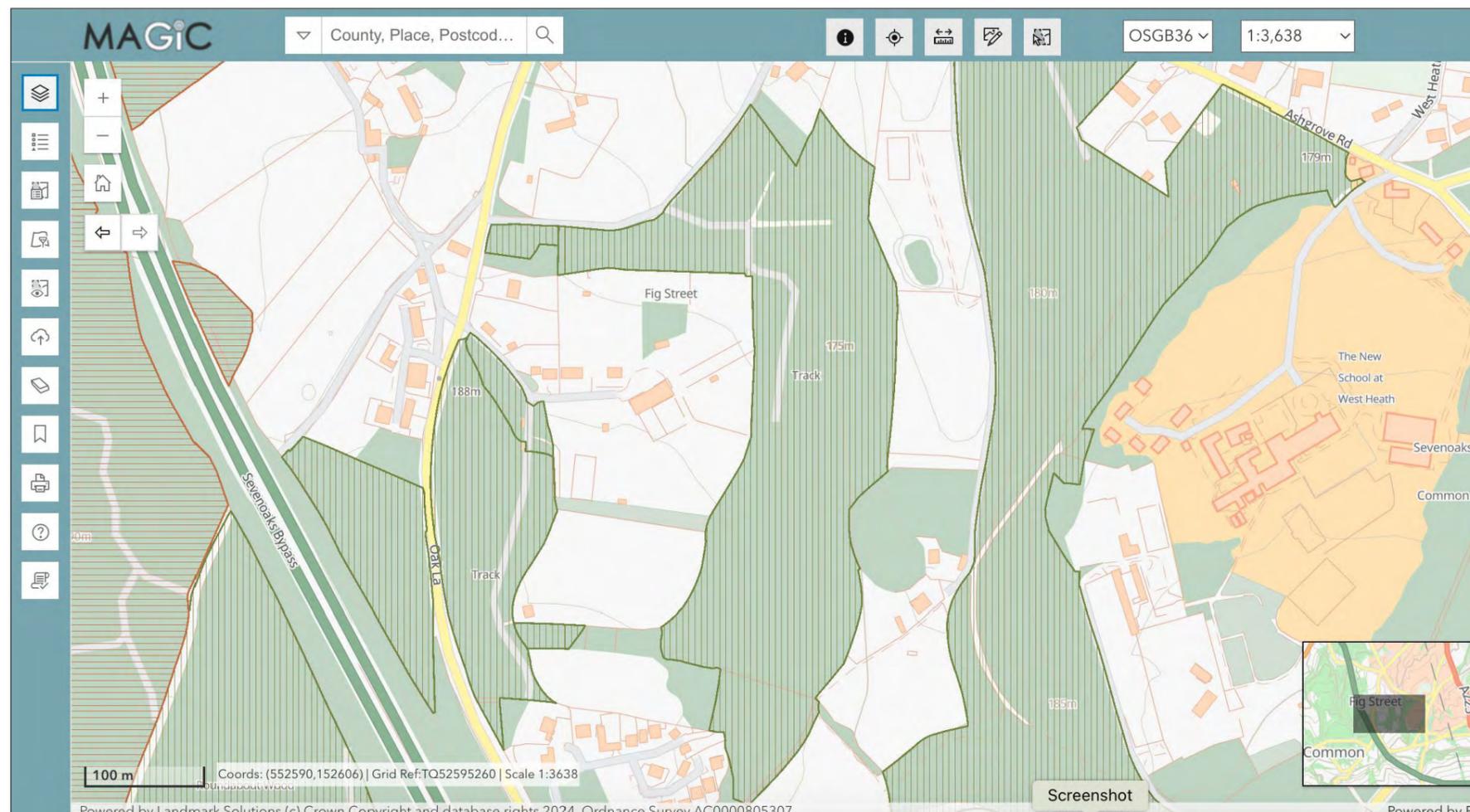
Scale: 1:2,500

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Hatched green area denotes ancient semi natural woodland designation

Drawing no: PJC/6755/25/A Rev: - Sheet number: 1 of 1

Client and site:  
Sevenoaks Town Council

Longspring Wood  
Sevenoaks  
Kent

Drawing title: Designations Plan

Date drawn: 10/05/2025

Scale: Not to scale

Drawn by: NB Checked by: PD

### Works Plan

Compartment 1a:

Undertake annual rhododendron control.  
Selective coppicing of stools adjacent to main north/south ride in years 3 and 6 to maintain ease of access and provide drier ride network.

Compartment 1b:

Undertake annual rhododendron control.  
Planting of species set out in work programme to be undertaken in year 2.

Compartment 1c:

Undertake annual rhododendron control.  
Scalloping of ride edges in year 2 to open up lower footpath.  
Coppice top third of compartment in year 5, and bottom third in year 7.

Compartment 1d:

Undertake annual rhododendron control.  
Planting of species as set out in work programme.  
Selective coppice of stools adjacent to main north/south ride in years 3 and 6 to maintain ease of access and drier ride network.

Compartment 1e:

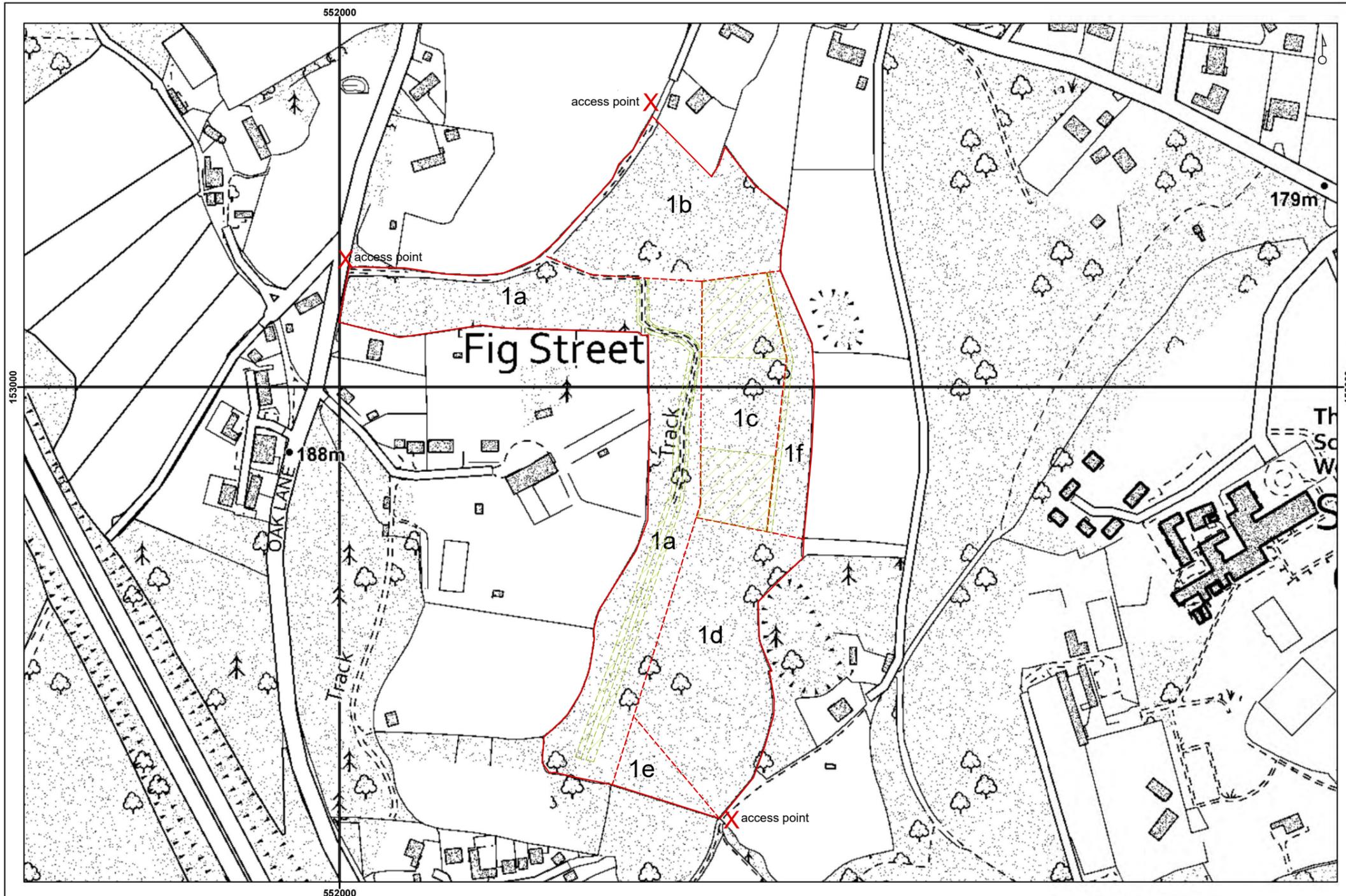
Undertake annual rhododendron control.

Compartment 1f:

Undertake annual rhododendron control.  
Scallop ride edge in year 2 to open up lower footpath bordering 1d.

Key:

 Area of tree works as set out above.



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Drawing no: PJC/6755/25/A Rev: - Sheet number: 1 of 1

Client and site:  
Sevenoaks Town Council

Longspring Wood  
Sevenoaks  
Kent

Drawing title: Works Plan

Date drawn: 10/05/2025

Scale: 1:2,500

Drawn by: NB

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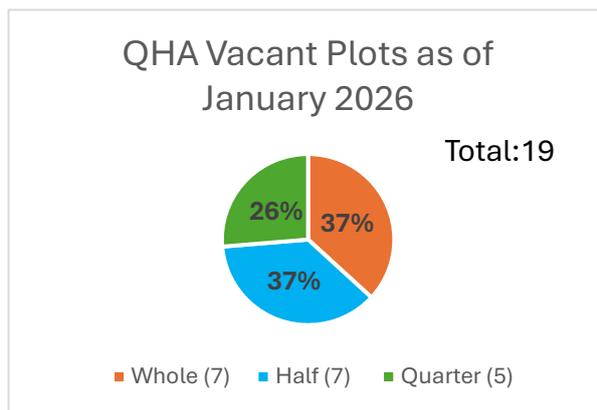
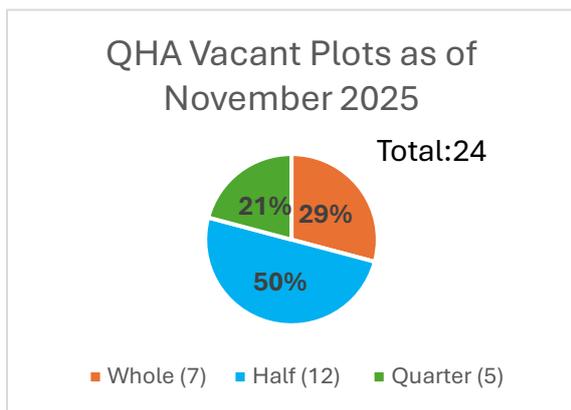
**Sevenoaks Town Council  
Community Asset (Open Spaces) Committee, 26<sup>th</sup> January 2026**

**Allotment Officer’s Report**

**Vacant Plots and Waiting List**

QHA – 6 new tenants have joined the Quakers Hall Allotment site since November 2025. The waiting list currently stands at 3 and we will be promoting allotment plots in the next Town Crier as well as on social media.

BVR- 2 new tenants have joined the Bradbourne Vale allotments, with one half plot remaining vacant. 2 persons remaining on waiting list.



**Asbestos at QHA**

Several tenants have reported finding asbestos on their plots at QHA, they have been collected and disposed of by Asbestos Waste Solutions in December.

**Gazebo Project**

SAHA have confirmed that the Gazebo has been installed and has been officially opened in December by the Mayor.



**Solar Panel Project**

SAHA have provided an update on the project and noted that the trench from the trading centre to the block of sheds is almost complete. The solar panels are expected to be installed by early February.

Anna Rosińska  
Allotments Officer

# Solar and Sustainability Proposal – Security Door Recommendation

**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 January 2026

---

## Executive Summary

Following 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, this document provides a clear and detailed recommendation for the installation of an additional internal security door.

During the original presentation it was noted that enhanced physical security would be required to protect the PV and battery equipment. At that time, detailed specifications were not available. This proposal addresses that requirement.

It is recommended that a **purpose-made steel security door** be installed behind the existing external locker door. This approach retains the current outward appearance while significantly improving resistance to theft, forced entry and vandalism.

For security reasons, installation of the solar and battery equipment will only proceed **once the new steel door has been installed and secured.**

**Estimated total cost (including VAT and delivery): £617.98**

---

## Rationale for Door Selection

Several options were considered, including solid hardwood and standard steel doors. These were discounted due to one or more of the following constraints:

- Requirement for a **reduced-height door** to suit the existing locker opening
- Need for the door to **open behind the existing external door**
- Requirement for **enhanced security** appropriate for electrical equipment
- Long-term durability with minimal maintenance

A bespoke steel security doorset provides the most suitable and robust solution.

---

## Recommended Supplier

**Latham's Steel Security Doorsets Ltd** manufactures high-quality steel security doors that can be tailored to exact dimensional requirements, including custom door height and hardware selection.

This supplier offers: - Made-to-measure steel doorsets - Proven security performance - Suitable finishes for outdoor or semi-external locations

Supplier reference: <https://www.lathamssteeldoors.co.uk/steel-security-doors/security-steel-door/>

## Technical Specification

**Door Size (original):** 795 mm (W) × 2020 mm (H)

**Reduced Height:** Yes – reduced to **1950 mm**

**Handing (viewed externally):** Right-hand hinged, opening outwards

**Colour / Finish:** Latham's White (stock colour)

**Hardware & Features:** - Handle: HOOPLY™ 201208 (x1) - Security trim: External (x1) - Fixing kit: Included (x1) - Rain deflector: Not required

## Installation

The door will be installed by SAHA volunteers once delivered. Installation will be carried out behind the existing locker door so that:

- The external appearance of the site remains unchanged
- The steel door is not directly exposed to weather
- An additional layer of security is provided

## Cost Breakdown (Including VAT)

Item	Cost
Steel security doorset (custom height)	£509.98
Delivery (economy)	£108.00
<b>Total</b>	<b>£617.98</b>

**Delivery address:** Sevenoaks, Kent, TN13 3TR (Actual address will be supplied when ordering)

## Risk Assessment and Mitigation

Risk	Likelihood	Impact	Mitigation Measures
Theft or vandalism of PV and battery equipment	Medium	High	Installation of a bespoke internal steel security door provides a robust physical barrier. Equipment installation will only proceed once the door is in place and secured.
Forced entry through existing locker door	Medium	High	The steel security door will be installed behind the existing locker door, creating a layered security approach without altering the external appearance of the site.
Damage to equipment due to unauthorised access	Low	High	Restricted access via lockable steel door; access limited to authorised committee members only.
Weather-related deterioration of security measures	Low	Medium	Door installed internally, protected from direct exposure. Steel construction ensures long-term durability with minimal maintenance.
Project delay due to security concerns	Low	Medium	Door specification confirmed and supplier identified in advance; volunteer installation planned prior to PV equipment delivery.

## Conclusion

The installation of a bespoke steel security door represents a proportionate, cost-effective and low-risk mitigation measure that aligns with Sevenoaks Town Council's expectations for safeguarding publicly funded infrastructure.

The proposal addresses identified risks associated with theft, vandalism and unauthorised access, while maintaining the visual character of the allotment site and minimising ongoing maintenance requirements.

Approval of this recommendation will enable the solar PV and battery project to proceed in a secure, responsible and well-managed manner.

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

## 1. Summary

As at the end of November, the year-to-date position shows a surplus of £21,789.

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

- Open Spaces: Grass seed is £1,342 over its annual budget.
- Cemetery: The health & safety nominal is £2,328 over its annual budget due to work being carried out to the lightning conductor at a cost of £3,080, this was reported through the health & safety audit.
- Cemetery: Income is £18,151 above budget YTD.
- Vine Café shows a £14,165 deficit, currently offset by the available budget surplus.

## 2. Net Comparisons

Cost Centre	November 2024 (Actual)	November 2025 (Actual)	Compared to Budget
Open Spaces & Leisure – General	-£189,460	-£218,166	-£230,213
Cemetery	-£47,581	-£36,455	-£57,422
Allotments	£1,334	£3,854	£5,556
Street Lighting	-£19,152	-£18,718	-£13,553
Vine Ground	-£28,972	-£33,290	-£33,658

## 3. Open Spaces & Leisure (General)

- Letting of facilities is positive year to date.
- Woodland is over budget annually by nearly £5k, it looks as though this will be absorbed by underspend in other budgets.
- Expenditure is £14,610 under budget year to date.

#### 4. Cemetery

- Cemetery income is positive, it is currently at 89.9% whereas you would expect it to be at roughly 67%.

#### 5. Allotments

- Allotment income is a little under budget but still in an overall surplus of £3,854.

#### 6. Street Lighting/ In Bloom

- In Bloom costs were £2,171 over the annual budget.

#### 7. Vine Grounds

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

#### 8. Use of Contingency

##### Monies spent

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

#### 9. Outstanding Debts

There are no outstanding debts more than 3 months old.

26/11/2025

## Sevenoaks Town Council

Page 1

09:45

## Detailed Income &amp; Expenditure by Phased Budget Heading 26/11/2025

Month No: 7

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>21 O/ Spaces &amp; Leisure - General</u>											
1022 Letting & Hire of Facilities	3,520	2,625	(895)	15,923	14,875	(1,048)	28,000			56.9%	
1030 Electricity recharge	0	0	0	1,198	1,900	702	3,800			31.5%	
1316 Raleys Car Park Permits	8	0	(8)	1,854	1,742	(112)	1,739			106.6%	
1550 Insurance Claims	0	0	0	8,488	0	(8,488)	0			0.0%	8,488
1853 Adopt a Tree income	479	102	(377)	479	102	(377)	102			469.8%	
1990 Other Income	138	46	(92)	1,453	184	(1,269)	276			526.3%	
<b>O/ Spaces &amp; Leisure - General :- Income</b>	<b>4,146</b>	<b>2,773</b>	<b>(1,373)</b>	<b>29,395</b>	<b>18,803</b>	<b>(10,592)</b>	<b>33,917</b>			<b>86.7%</b>	<b>8,488</b>
4010 Gross Pay	15,175	17,032	1,857	116,175	119,224	3,049	204,378	88,203		56.8%	
4011 Mileage	0	67	67	543	469	(74)	800	257		67.9%	
4012 Expenses	0	0	0	25	0	(25)	0	(25)		0.0%	
4270 Employers Pension Contribution	905	1,380	475	6,763	9,660	2,897	16,558	9,795		40.8%	
5013 Graffiti Removal	0	0	0	248	1,000	752	1,000	752		24.8%	
5025 Lower St Johns Toilets	547	1,196	649	10,112	8,372	(1,740)	14,350	4,238		70.5%	
5026 Greatness Rec Convenience	0	265	265	1,482	1,855	373	3,177	1,695		46.7%	
5030 St Nicholas Burial Ground	0	0	0	107	102	(5)	102	(5)		105.2%	
5050 Seats And Litter Bins	0	0	0	0	1,178	1,178	2,357	2,357		0.0%	
5060 Sevenoaks Common	567	0	(567)	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	2,556	1,025	(1,531)	10,307	3,075	(7,232)	4,100	(6,207)		251.4%	1,240
5110 Knole Paddock & Pavilion	0	359	359	1,821	1,795	(26)	3,587	1,766		50.8%	
5120 Knole Paddock Pitch & Grnd Mt	0	214	214	923	1,498	575	2,562	1,639		36.0%	
5310 Miscellaneous Open Spaces	(1,065)	442	1,507	4,891	3,094	(1,797)	5,300	409		92.3%	840

Continued over page

26/11/2025

Sevenoaks Town Council

09:45

Detailed Income & Expenditure by Phased Budget Heading 26/11/2025

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5311 Security Open Spaces	2,738	2,333	(405)	19,386	16,331	(3,055)	28,000		8,614	69.2%	
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	2,004	1,020	(984)	1,537		(467)	130.4%	
5330 Grass Seed	0	0	0	3,904	2,046	(1,858)	2,562		(1,342)	152.4%	
5340 Plants	625	0	(625)	1,996	1,538	(458)	3,075		1,079	64.9%	
5410 Repairs & General Maintenance	83	154	71	305	1,078	773	1,845		1,540	16.5%	
5412 Capital Refurbishments	0	667	667	0	4,669	4,669	8,000		8,000	0.0%	
5500 Equipment Hired and New	581	598	17	1,076	4,186	3,110	7,175		6,099	15.0%	
5525 Equipment Maintenance	158	941	783	2,129	4,704	2,575	8,000		5,871	26.6%	
5550 Vehicle Expenses	60	1,003	943	2,531	7,021	4,490	12,037		9,506	21.0%	(10,000)
5700 Fuel	244	504	260	2,429	3,528	1,099	6,047		3,618	40.2%	
6010 Light Heat & Cleaning	0	726	726	0	5,082	5,082	8,712		8,712	0.0%	
6011 Electricity	4,632	0	(4,632)	8,765	0	(8,765)	0		(8,765)	0.0%	
6013 Cleaning	0	51	51	380	357	(23)	615		235	61.7%	
6014 Water	(26)	85	111	1,075	595	(480)	1,025		(50)	104.9%	
6016 Contractor Payments	1,549	0	(1,549)	1,819	0	(1,819)	0		(1,819)	0.0%	
6101 Telephone	0	12	12	0	84	84	149		149	0.0%	
6104 Mobile Telephone	15	29	14	113	203	90	348		235	32.6%	
6105 Broadband wi-fi service	0	26	26	172	182	10	307		135	56.1%	
6320 Staff Training	0	0	0	635	1,538	903	3,075		2,440	20.7%	
6330 Welfare/Hospitality	11	53	42	189	371	182	640		451	29.6%	
6460 Publicity & Democratic notices	0	0	0	100	0	(100)	0		(100)	0.0%	
6635 Professional Fees Licensing	10	26	16	10	182	172	308		298	3.2%	

26/11/2025

## Sevenoaks Town Council

Page 3

09:45

## Detailed Income &amp; Expenditure by Phased Budget Heading 26/11/2025

Month No: 7

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	119	119	205		205	0.0%	
6900 Sundry Expenses	0	7	7	0	49	49	82		82	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	844	0	(844)	1,700		856	49.6%	
6930 Alarm Maintenance	0	0	0	0	300	300	902		902	0.0%	
6931 CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934 Waste Bin Collection-Dog Bins	0	0	0	728	1,538	810	3,075		2,347	23.7%	
6935 Waste Bin Disposal-Waste Bins	383	230	(153)	1,536	1,610	74	2,767		1,231	55.5%	
6952 Protective Clothing	94	133	39	587	931	344	1,600		1,013	36.7%	
O/ Spaces & Leisure - General :- Indirect Expenditure	<b>29,842</b>	<b>29,575</b>	<b>(267)</b>	<b>208,247</b>	<b>222,487</b>	<b>14,240</b>	<b>375,701</b>	<b>0</b>	<b>167,454</b>	<b>55.4%</b>	<b>(7,920)</b>
<b>Net Income over Expenditure</b>	<b>(25,696)</b>	<b>(26,802)</b>	<b>(1,106)</b>	<b>(178,852)</b>	<b>(203,684)</b>	<b>(24,832)</b>	<b>(341,784)</b>				
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				
<b>Movement to/(from) Gen Reserve</b>	<b>(25,696)</b>	<b>(26,802)</b>	<b>(1,106)</b>	<b>(195,261)</b>	<b>(203,684)</b>	<b>(25,400)</b>	<b>(341,784)</b>				
Grand Totals:- Income	4,146	2,773	(1,373)	29,395	18,803	(10,592)	33,917			86.7%	
Expenditure	29,842	29,575	(267)	208,247	222,487	14,240	375,701	0	167,454	55.4%	
<b>Net Income over Expenditure</b>	<b>(25,696)</b>	<b>(26,802)</b>	<b>(1,106)</b>	<b>(178,852)</b>	<b>(203,684)</b>	<b>(24,832)</b>	<b>(341,784)</b>				
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				
<b>Movement to/(from) Gen Reserve</b>	<b>(25,696)</b>	<b>(26,802)</b>	<b>(1,106)</b>	<b>(195,261)</b>	<b>(203,684)</b>	<b>(8,423)</b>	<b>(341,784)</b>				

26/11/2025

## Sevenoaks Town Council

Page 1

09:45

## Detailed Income &amp; Expenditure by Phased Budget Heading 26/11/2025

Month No: 7

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>22 O/ Spaces &amp; Leisure - Cemetery</u>											
1700 Cemetery Income	5,350	6,500	1,150	63,808	45,500	(18,308)	78,000			81.8%	
O/ Spaces & Leisure - Cemetery :- Income	5,350	6,500	1,150	63,808	45,500	(18,308)	78,000			81.8%	0
4010 Gross Pay	8,419	8,791	372	61,015	61,537	522	105,490	44,475		57.8%	
4011 Mileage	0	0	0	93	0	(93)	0	(93)		0.0%	
4012 Expenses	111	0	(111)	111	0	(111)	0	(111)		0.0%	
4270 Employers Pension Contribution	765	735	(30)	5,675	5,145	(530)	8,818	3,143		64.4%	
5210 Cemetery Chapel & Office	0	0	0	0	76	76	153	153		0.0%	
5230 Cemetery Wshop/Messroom Mtce	0	0	0	0	358	358	717	717		0.0%	
5410 Repairs & General Maintenance	24	102	78	2,728	714	(2,014)	1,230	(1,498)		221.8%	
5500 Equipment Hired and New	352	342	(10)	1,442	2,394	952	4,100	2,658		35.2%	
5525 Equipment Maintenance	0	750	750	1,195	5,250	4,055	9,000	7,805		13.3%	
5700 Fuel	41	102	61	471	714	243	1,230	759		38.3%	
6000 Rent & Rates	848	875	27	6,274	6,125	(149)	10,500	4,226		59.8%	
6011 Electricity	0	179	179	777	1,253	476	2,152	1,375		36.1%	
6013 Cleaning	0	0	0	325	609	284	1,025	700		31.7%	
6014 Water	0	94	94	53	658	605	1,127	1,074		4.7%	
6101 Telephone	76	68	(8)	509	476	(33)	820	311		62.1%	
6104 Mobile Telephone	0	2	2	0	14	14	26	26		0.0%	
6105 Broadband wi-fi service	0	13	13	60	91	31	154	94		39.0%	
6240 Computer/ Data Base/WP's	189	0	(189)	1,107	685	(422)	686	(421)		161.4%	
6320 Staff Training	0	0	0	269	768	499	1,537	1,268		17.5%	
6330 Welfare/Hospitality	0	26	26	157	182	25	307	150		51.2%	

Continued over page

26/11/2025

Sevenoaks Town Council

09:45

Detailed Income & Expenditure by Phased Budget Heading 26/11/2025

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6500 Goods for Resale	186	11	(175)	560	77	(483)	128		(432)	437.4%	
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	505	0	(505)	1,478	1,500	22	3,000		1,522	49.3%	
6822 Roads Path & Boundaries	0	218	218	0	654	654	871		871	0.0%	
6832 Lawn/Wall of Remembrance	0	0	0	0	62	62	123		123	0.0%	
6922 Health&Safety/Risk Assessments	3,150	0	(3,150)	3,828	750	(3,078)	1,500		(2,328)	255.2%	
6930 Alarm Maintenance	0	145	145	995	1,015	20	1,742		747	57.1%	
6932 Cemetery Security	635	512	(123)	4,448	3,584	(864)	6,150		1,702	72.3%	
6935 Waste Bin Disposal-Waste Bins	240	111	(129)	634	777	143	1,332		698	47.6%	
6952 Protective Clothing	32	58	26	74	406	332	700		626	10.5%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	15,573	13,134	(2,439)	94,402	96,131	1,729	164,875	0	70,473	57.3%	0
Net Income over Expenditure	(10,223)	(6,634)	3,589	(30,595)	(50,631)	(20,036)	(86,875)				
Grand Totals:- Income	5,350	6,500	1,150	63,808	45,500	(18,308)	78,000			81.8%	
Expenditure	15,573	13,134	(2,439)	94,402	96,131	1,729	164,875	0	70,473	57.3%	
Net Income over Expenditure	(10,223)	(6,634)	3,589	(30,595)	(50,631)	(20,036)	(86,875)				
Movement to/(from) Gen Reserve	(10,223)	(6,634)	3,589	(30,595)	(50,631)	(20,036)	(86,875)				

26/11/2025

Sevenoaks Town Council

Page 1

09:46

Detailed Income & Expenditure by Phased Budget Heading 26/11/2025

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>23 O/ Spaces &amp; Leisure- Allotment</u>											
1010 Rental Income	24	0	(24)	1,414	1,636	222	1,636			86.4%	
1047 QH Allotments Income	222	0	(222)	8,327	8,759	432	8,759			95.1%	
O/ Spaces & Leisure- Allotment :- Income	<u>246</u>	<u>0</u>	<u>(246)</u>	<u>9,741</u>	<u>10,395</u>	<u>654</u>	<u>10,395</u>			<u>93.7%</u>	<u>0</u>
4010 Gross Pay	627	500	(127)	4,233	3,500	(733)	6,000		1,767	70.5%	
4270 Employers Pension Contribution	72	33	(39)	541	231	(310)	400		(141)	135.2%	
5410 Repairs & General Maintenance	86	0	(86)	130	0	(130)	0		(130)	0.0%	
6002 QH Allotments Costs	344	0	(344)	1,569	0	(1,569)	0		(1,569)	0.0%	538
6014 Water	104	0	(104)	832	486	(346)	973		141	85.5%	
6300 Computer Software	0	2	2	0	14	14	25		25	0.0%	
6730 Subscriptions	0	0	0	0	0	0	62		62	0.0%	
6922 Health&Safety/Risk Assessments	0	0	0	0	73	73	73		73	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<u>1,232</u>	<u>535</u>	<u>(697)</u>	<u>7,305</u>	<u>4,304</u>	<u>(3,001)</u>	<u>7,533</u>	<u>0</u>	<u>228</u>	<u>97.0%</u>	<u>538</u>
Net Income over Expenditure	<u>(987)</u>	<u>(535)</u>	<u>452</u>	<u>2,436</u>	<u>6,091</u>	<u>3,655</u>	<u>2,862</u>				
8001 plus Transfer from EMR	0	0	0	538	0	(538)	0				
Movement to/(from) Gen Reserve	<u>(987)</u>	<u>(535)</u>	<u>452</u>	<u>2,974</u>	<u>6,091</u>	<u>3,117</u>	<u>2,862</u>				
Grand Totals:- Income	246	0	(246)	9,741	10,395	654	10,395			93.7%	
Expenditure	1,232	535	(697)	7,305	4,304	(3,001)	7,533	0	228	97.0%	
Net Income over Expenditure	<u>(987)</u>	<u>(535)</u>	<u>452</u>	<u>2,436</u>	<u>6,091</u>	<u>3,655</u>	<u>2,862</u>				
plus Transfer from EMR	0	0	0	538	0	(538)	0				
Movement to/(from) Gen Reserve	<u>(987)</u>	<u>(535)</u>	<u>452</u>	<u>2,974</u>	<u>6,091</u>	<u>3,117</u>	<u>2,862</u>				

26/11/2025

Sevenoaks Town Council

09:46

Detailed Income & Expenditure by Phased Budget Heading 26/11/2025

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>26</u> <u>Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	0	9,000			0.0%	
1550 Insurance Claims	0	0	0	100	0	(100)	0			0.0%	
1990 Other Income	0	0	0	0	1,000	1,000	1,000			0.0%	
1997 In Bloom Income	0	0	0	2,850	0	(2,850)	0			0.0%	
Open Spaces-Street Lighting/Ge :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,950</u>	<u>1,000</u>	<u>(1,950)</u>	<u>10,000</u>			<u>29.5%</u>	<u>0</u>
6861 Public Clock Maintenance	45	0	(45)	1,315	0	(1,315)	205		(1,110)	641.3%	
6862 Street Lighting	4,739	0	(4,739)	7,795	0	(7,795)	11,000		3,205	70.9%	
6865 In Bloom Costs	(436)	0	436	16,076	14,348	(1,728)	14,350		(1,726)	112.0%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<u>4,348</u>	<u>0</u>	<u>(4,348)</u>	<u>25,186</u>	<u>14,348</u>	<u>(10,838)</u>	<u>25,555</u>	<u>0</u>	<u>369</u>	<u>98.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,348)</u>	<u>0</u>	<u>4,348</u>	<u>(22,236)</u>	<u>(13,348)</u>	<u>8,888</u>	<u>(15,555)</u>				
Grand Totals:- Income	0	0	0	2,950	1,000	(1,950)	10,000			29.5%	
Expenditure	4,348	0	(4,348)	25,186	14,348	(10,838)	25,555	0	369	98.6%	
Net Income over Expenditure	<u>(4,348)</u>	<u>0</u>	<u>4,348</u>	<u>(22,236)</u>	<u>(13,348)</u>	<u>8,888</u>	<u>(15,555)</u>				
Movement to/(from) Gen Reserve	<u>(4,348)</u>	<u>0</u>	<u>4,348</u>	<u>(22,236)</u>	<u>(13,348)</u>	<u>8,888</u>	<u>(15,555)</u>				

26/11/2025

Sevenoaks Town Council

09:47

Detailed Income & Expenditure by Phased Budget Heading 26/11/2025

Month No: 7

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>29 O/Spaces &amp; Leisure-Vine Ground</u>											
1208 Other Events Income	0	0	0	440	1,536	1,096	1,538			28.6%	
1805 Tea Kiosk Rental & Pavilion	0	897	897	3,000	2,691	(309)	3,587			83.6%	
1870 Vine Club Insurance Contrib.	0	0	0	666	382	(284)	382			174.3%	
O/Spaces & Leisure-Vine Ground :- Income	0	897	897	4,106	4,609	503	5,507			74.6%	0
4010 Gross Pay	1,981	2,125	144	15,154	14,875	(279)	25,505	10,351		59.4%	
4270 Employers Pension Contribution	71	119	48	528	833	305	1,427	899		37.0%	
5010 Vine Area General Maintenance	0	214	214	6,860	1,498	(5,362)	2,565	(4,295)		267.5%	
5015 Vine Pavilion maintenance	0	0	0	0	205	205	205	205		0.0%	
5020 Vine Public Convenience	195	1,167	972	4,867	8,169	3,302	14,000	9,133		34.8%	
5410 Repairs & General Maintenance	130	68	(62)	207	476	269	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	32	43	11	232	301	69	512	280		45.4%	
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	581	581	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	0	82	82	352	574	222	984	632		35.8%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	2,410	3,901	1,491	32,945	34,366	1,421	53,870	0	20,925	61.2%	0
Net Income over Expenditure	(2,410)	(3,004)	(594)	(28,839)	(29,757)	(918)	(48,363)				

26/11/2025

## Sevenoaks Town Council

Page 2

09:47

## Detailed Income &amp; Expenditure by Phased Budget Heading 26/11/2025

Month No: 7

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	0	897	897	4,106	4,609	503	5,507			74.6%	
Expenditure	2,410	3,901	1,491	32,945	34,366	1,421	53,870	0	20,925	61.2%	
Net Income over Expenditure	<u>(2,410)</u>	<u>(3,004)</u>	<u>(594)</u>	<u>(28,839)</u>	<u>(29,757)</u>	<u>(918)</u>	<u>(48,363)</u>				
Movement to/(from) Gen Reserve	<u>(2,410)</u>	<u>(3,004)</u>	<u>(594)</u>	<u>(28,839)</u>	<u>(29,757)</u>	<u>(918)</u>	<u>(48,363)</u>				

05/01/2026

Sevenoaks Town Council

Page 1

11:43

Detailed Income & Expenditure by Phased Budget Heading 05/01/2026

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>21 O/ Spaces &amp; Leisure - General</u>											
1022 Letting & Hire of Facilities	3,166	2,625	(541)	19,089	17,500	(1,589)	28,000			68.2%	
1030 Electricity recharge	0	0	0	1,198	1,900	702	3,800			31.5%	
1316 Raleys Car Park Permits	46	0	(46)	1,900	1,742	(158)	1,739			109.3%	
1350 Revenue Grant income	2,666	0	(2,666)	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	0	0	0	1,453	184	(1,269)	276			526.3%	
<b>O/ Spaces &amp; Leisure - General :- Income</b>	<b>5,878</b>	<b>2,625</b>	<b>(3,253)</b>	<b>35,272</b>	<b>21,428</b>	<b>(13,844)</b>	<b>33,917</b>			<b>104.0%</b>	<b>8,488</b>
4010 Gross Pay	15,478	17,032	1,554	131,653	136,256	4,603	204,378	72,725		64.4%	
4011 Mileage	29	67	38	573	536	(37)	800	227		71.6%	
4012 Expenses	0	0	0	25	0	(25)	0	(25)		0.0%	
4270 Employers Pension Contribution	934	1,380	446	7,697	11,040	3,343	16,558	8,861		46.5%	
5013 Graffiti Removal	0	0	0	248	1,000	752	1,000	752		24.8%	
5025 Lower St Johns Toilets	2,106	1,196	(910)	12,218	9,568	(2,650)	14,350	2,132		85.1%	
5026 Greatness Rec Convenience	883	265	(618)	2,365	2,120	(245)	3,177	812		74.4%	
5030 St Nicholas Burial Ground	0	0	0	107	102	(5)	102	(5)		105.2%	
5050 Seats And Litter Bins	0	0	0	0	1,178	1,178	2,357	2,357		0.0%	
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	0	0	0	10,307	3,075	(7,232)	4,100	(6,207)		251.4%	1,240
5110 Knole Paddock & Pavilion	53	359	306	1,874	2,154	280	3,587	1,713		52.2%	
5120 Knole Paddock Pitch & Grnd Mt	950	214	(736)	1,873	1,712	(161)	2,562	689		73.1%	

05/01/2026

## Sevenoaks Town Council

Page 2

11:43

## Detailed Income &amp; Expenditure by Phased Budget Heading 05/01/2026

Month No: 8

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5310 Miscellaneous Open Spaces	336	442	106	5,227	3,536	(1,691)	5,300		73	98.6%	840
5311 Security Open Spaces	2,650	2,333	(317)	22,036	18,664	(3,372)	28,000		5,964	78.7%	
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	2,004	1,020	(984)	1,537		(467)	130.4%	
5330 Grass Seed	0	0	0	3,904	2,046	(1,858)	2,562		(1,342)	152.4%	
5340 Plants	991	0	(991)	2,988	1,538	(1,450)	3,075		87	97.2%	
5410 Repairs & General Maintenance	14	154	140	318	1,232	914	1,845		1,527	17.3%	
5412 Capital Refurbishments	0	667	667	0	5,336	5,336	8,000		8,000	0.0%	
5500 Equipment Hired and New	344	598	254	1,419	4,784	3,365	7,175		5,756	19.8%	
5525 Equipment Maintenance	1,233	941	(292)	3,361	5,645	2,284	8,000		4,639	42.0%	
5550 Vehicle Expenses	0	1,003	1,003	2,531	8,024	5,493	12,037		9,506	21.0%	(10,000)
5700 Fuel	487	504	17	2,916	4,032	1,116	6,047		3,131	48.2%	
6010 Light Heat & Cleaning	0	726	726	0	5,808	5,808	8,712		8,712	0.0%	
6011 Electricity	0	0	0	8,765	0	(8,765)	0		(8,765)	0.0%	
6013 Cleaning	18	51	33	397	408	11	615		218	64.6%	
6014 Water	(164)	85	249	911	680	(231)	1,025		114	88.9%	
6016 Contractor Payments	294	0	(294)	2,113	0	(2,113)	0		(2,113)	0.0%	
6101 Telephone	0	12	12	0	96	96	149		149	0.0%	
6104 Mobile Telephone	0	29	29	113	232	119	348		235	32.6%	
6105 Broadband wi-fi service	57	26	(31)	230	208	(22)	307		77	74.8%	
6320 Staff Training	0	0	0	635	1,538	903	3,075		2,440	20.7%	
6330 Welfare/Hospitality	0	53	53	189	424	235	640		451	29.6%	
6460 Publicity & Democratic notices	160	0	(160)	260	0	(260)	0		(260)	0.0%	

Continued over page

05/01/2026

Sevenoaks Town Council

11:43

Detailed Income & Expenditure by Phased Budget Heading 05/01/2026

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6635 Professional Fees Licensing	0	26	26	10	208	198	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	136	136	205		205	0.0%	
6900 Sundry Expenses	0	7	7	0	56	56	82		82	0.0%	
6922 Health&Safety/Risk Assessments	270	0	(270)	1,114	0	(1,114)	1,700		586	65.5%	
6930 Alarm Maintenance	741	604	(137)	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	0	(728)	1,456	1,538	82	3,075		1,619	47.3%	
6935 Waste Bin Disposal-Waste Bins	153	230	77	1,689	1,840	151	2,767		1,078	61.0%	
6952 Protective Clothing	40	133	93	627	1,064	437	1,600		973	39.2%	
O/ Spaces & Leisure - General :- Indirect Expenditure	28,784	29,154	370	237,031	251,641	14,610	375,701	0	138,670	63.1%	(7,920)
Net Income over Expenditure	(22,906)	(26,529)	(3,623)	(201,758)	(230,213)	(28,455)	(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	(22,906)	(26,529)	(3,623)	(218,166)	(230,213)	(29,023)	(341,784)				
Grand Totals:- Income	5,878	2,625	(3,253)	35,272	21,428	(13,844)	33,917			104.0%	
Expenditure	28,784	29,154	370	237,031	251,641	14,610	375,701	0	138,670	63.1%	
Net Income over Expenditure	(22,906)	(26,529)	(3,623)	(201,758)	(230,213)	(28,455)	(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	(22,906)	(26,529)	(3,623)	(218,166)	(230,213)	(12,047)	(341,784)				

05/01/2026

Sevenoaks Town Council

11:43

Detailed Income & Expenditure by Phased Budget Heading 05/01/2026

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>22 O/ Spaces &amp; Leisure - Cemetery</u>											
1700 Cemetery Income	6,343	6,500	157	70,151	52,000	(18,151)	78,000			89.9%	
O/ Spaces & Leisure :- Income	<u>6,343</u>	<u>6,500</u>	<u>157</u>	<u>70,151</u>	<u>52,000</u>	<u>(18,151)</u>	<u>78,000</u>			<u>89.9%</u>	<u>0</u>
4010 Gross Pay	8,783	8,791	8	69,798	70,328	530	105,490		35,692	66.2%	
4011 Mileage	0	0	0	93	0	(93)	0		(93)	0.0%	
4012 Expenses	0	0	0	111	0	(111)	0		(111)	0.0%	
4270 Employers Pension Contribution	807	735	(72)	6,482	5,880	(602)	8,818		2,336	73.5%	
5210 Cemetery Chapel & Office	0	0	0	0	76	76	153		153	0.0%	
5230 Cemetery Wshop/Messroom Mtce	13	0	(13)	13	358	345	717		704	1.9%	
5410 Repairs & General Maintenance	0	102	102	2,728	816	(1,912)	1,230		(1,498)	221.8%	
5500 Equipment Hired and New	17	342	325	1,459	2,736	1,277	4,100		2,641	35.6%	
5525 Equipment Maintenance	20	750	730	1,215	6,000	4,785	9,000		7,785	13.5%	
5700 Fuel	47	102	55	518	816	298	1,230		712	42.1%	
6000 Rent & Rates	848	875	27	7,122	7,000	(122)	10,500		3,378	67.8%	
6011 Electricity	190	179	(11)	968	1,432	464	2,152		1,184	45.0%	
6013 Cleaning	30	0	(30)	355	609	254	1,025		670	34.6%	
6014 Water	337	94	(243)	390	752	362	1,127		737	34.6%	
6016 Contractor Payments	147	0	(147)	147	0	(147)	0		(147)	0.0%	
6101 Telephone	74	68	(6)	583	544	(39)	820		237	71.1%	
6104 Mobile Telephone	0	2	2	0	16	16	26		26	0.0%	
6105 Broadband wi-fi service	20	13	(7)	80	104	24	154		74	51.9%	
6240 Computer/ Data Base/WP's	0	0	0	1,107	685	(422)	686		(421)	161.4%	
6320 Staff Training	0	0	0	269	768	499	1,537		1,268	17.5%	

05/01/2026

Sevenoaks Town Council

Page 2

11:43

Detailed Income & Expenditure by Phased Budget Heading 05/01/2026

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6330 Welfare/Hospitality	0	26	26	157	208	51	307		150	51.2%	
6500 Goods for Resale	62	11	(51)	622	88	(534)	128		(494)	486.2%	
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	14	0	(14)	1,492	1,500	8	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	0	0	0	62	62	123		123	0.0%	
6922 Health&Safety/Risk Assessments	0	375	375	3,828	1,125	(2,703)	1,500		(2,328)	255.2%	
6930 Alarm Maintenance	0	145	145	995	1,160	165	1,742		747	57.1%	
6932 Cemetery Security	635	512	(123)	5,083	4,096	(987)	6,150		1,067	82.7%	
6935 Waste Bin Disposal-Waste Bins	49	111	62	683	888	205	1,332		649	51.3%	
6952 Protective Clothing	109	58	(51)	183	464	281	700		517	26.1%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure	12,203	13,291	1,088	106,605	109,422	2,817	164,875	0	58,270	64.7%	0
Net Income over Expenditure	(5,860)	(6,791)	(931)	(36,455)	(57,422)	(20,967)	(86,875)				
Grand Totals:- Income	6,343	6,500	157	70,151	52,000	(18,151)	78,000			89.9%	
Expenditure	12,203	13,291	1,088	106,605	109,422	2,817	164,875	0	58,270	64.7%	
Net Income over Expenditure	(5,860)	(6,791)	(931)	(36,455)	(57,422)	(20,967)	(86,875)				
Movement to/(from) Gen Reserve	(5,860)	(6,791)	(931)	(36,455)	(57,422)	(20,967)	(86,875)				

05/01/2026

## Sevenoaks Town Council

Page 1

11:44

## Detailed Income &amp; Expenditure by Phased Budget Heading 05/01/2026

Month No: 8

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>23 O/ Spaces &amp; Leisure- Allotment</u>											
1010 Rental Income	(7)	0	7	1,407	1,636	229	1,636			86.0%	
1047 QH Allotments Income	6	0	(6)	8,333	8,759	426	8,759			95.1%	
O/ Spaces & Leisure- Allotment :- Income	<u>(1)</u>	<u>0</u>	<u>1</u>	<u>9,740</u>	<u>10,395</u>	<u>655</u>	<u>10,395</u>			<u>93.7%</u>	<u>0</u>
4010 Gross Pay	572	500	(72)	4,805	4,000	(805)	6,000		1,195	80.1%	
4270 Employers Pension Contribution	84	33	(51)	625	264	(361)	400		(225)	156.1%	
5410 Repairs & General Maintenance	0	0	0	130	0	(130)	0		(130)	0.0%	
6002 QH Allotments Costs	(496)	0	496	1,073	0	(1,073)	0		(1,073)	0.0%	1,132
6014 Water	(453)	0	453	379	486	107	973		594	38.9%	
6300 Computer Software	0	2	2	0	16	16	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	7	0	(7)	7	0	(7)	0		(7)	0.0%	
O/ Spaces & Leisure- Allotment :- Indirect Expenditure	<u>(287)</u>	<u>535</u>	<u>822</u>	<u>7,018</u>	<u>4,839</u>	<u>(2,179)</u>	<u>7,533</u>	<u>0</u>	<u>515</u>	<u>93.2%</u>	<u>1,132</u>
Net Income over Expenditure	<u>286</u>	<u>(535)</u>	<u>(821)</u>	<u>2,722</u>	<u>5,556</u>	<u>2,834</u>	<u>2,862</u>				
8001 plus Transfer from EMR	594	0	(594)	1,132	0	(1,132)	0				
Movement to/(from) Gen Reserve	<u>880</u>	<u>(535)</u>	<u>(1,415)</u>	<u>3,854</u>	<u>5,556</u>	<u>1,702</u>	<u>2,862</u>				

05/01/2026

## Sevenoaks Town Council

Page 2

11:44

## Detailed Income &amp; Expenditure by Phased Budget Heading 05/01/2026

Month No: 8

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	(1)	0	1	9,740	10,395	655	10,395			93.7%	
Expenditure	(287)	535	822	7,018	4,839	(2,179)	7,533	0	515	93.2%	
Net Income over Expenditure	<u>286</u>	<u>(535)</u>	<u>(821)</u>	<u>2,722</u>	<u>5,556</u>	<u>2,834</u>	<u>2,862</u>				
plus Transfer from EMR	594	0	(594)	1,132	0	(1,132)	0				
Movement to/(from) Gen Reserve	<u>880</u>	<u>(535)</u>	<u>(1,415)</u>	<u>3,854</u>	<u>5,556</u>	<u>1,702</u>	<u>2,862</u>				

05/01/2026

## Sevenoaks Town Council

Page 1

11:44

## Detailed Income &amp; Expenditure by Phased Budget Heading 05/01/2026

Month No: 8

## Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>26 Open Spaces-Street Lighting/Ge</u>											
1480 Streetlighting income	0	0	0	0	0	0	9,000			0.0%	
1550 Insurance Claims	4,385	0	(4,385)	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>4,385</u>	<u>0</u>	<u>(4,385)</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	0	205	205	1,315	205	(1,110)	205		(1,110)	641.3%	
6862 Street Lighting	423	0	(423)	8,218	0	(8,218)	11,000		2,782	74.7%	
6865 In Bloom Costs	445	0	(445)	16,521	14,348	(2,173)	14,350		(2,171)	115.1%	
Open Spaces-Street Lighting/Ge :- Indirect Expenditure	<u>868</u>	<u>205</u>	<u>(663)</u>	<u>26,053</u>	<u>14,553</u>	<u>(11,500)</u>	<u>25,555</u>	<u>0</u>	<u>(498)</u>	<u>102.0%</u>	<u>0</u>
Net Income over Expenditure	<u>3,517</u>	<u>(205)</u>	<u>(3,722)</u>	<u>(18,718)</u>	<u>(13,553)</u>	<u>5,165</u>	<u>(15,555)</u>				
Grand Totals:- Income	4,385	0	(4,385)	7,335	1,000	(6,335)	10,000			73.4%	
Expenditure	868	205	(663)	26,053	14,553	(11,500)	25,555	0	(498)	102.0%	
Net Income over Expenditure	<u>3,517</u>	<u>(205)</u>	<u>(3,722)</u>	<u>(18,718)</u>	<u>(13,553)</u>	<u>5,165</u>	<u>(15,555)</u>				
Movement to/(from) Gen Reserve	<u>3,517</u>	<u>(205)</u>	<u>(3,722)</u>	<u>(18,718)</u>	<u>(13,553)</u>	<u>5,165</u>	<u>(15,555)</u>				

05/01/2026

Sevenoaks Town Council

Page 1

11:51

Detailed Income & Expenditure by Phased Budget Heading 05/01/2026

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>29 O/Spaces &amp; Leisure-Vine Ground</u>											
1208 Other Events Income	0	0	0	440	1,536	1,096	1,538			28.6%	
1805 Tea Kiosk Rental & Pavilion	0	0	0	3,000	2,691	(309)	3,587			83.6%	
1870 Vine Club Insurance Contrib.	0	0	0	666	382	(284)	382			174.3%	
O/Spaces & Leisure-Vine Ground :- Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>4,106</u>	<u>4,609</u>	<u>503</u>	<u>5,507</u>			<u>74.6%</u>	<u>0</u>
4010 Gross Pay	2,121	2,125	4	17,275	17,000	(275)	25,505		8,230	67.7%	
4270 Employers Pension Contribution	75	119	44	603	952	349	1,427		824	42.3%	
5010 Vine Area General Maintenance	0	214	214	6,860	1,712	(5,148)	2,565		(4,295)	267.5%	
5015 Vine Pavilion maintenance	0	0	0	0	205	205	205		205	0.0%	
5020 Vine Public Convenience	2,195	1,167	(1,028)	7,062	9,336	2,274	14,000		6,938	50.4%	
5410 Repairs & General Maintenance	0	68	68	207	544	337	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	(6)	43	49	226	344	118	512		286	44.2%	
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	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	664	664	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	66	82	16	418	656	238	984		566	42.5%	
O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	<u>4,451</u>	<u>3,901</u>	<u>(550)</u>	<u>37,396</u>	<u>38,267</u>	<u>871</u>	<u>53,870</u>	<u>0</u>	<u>16,474</u>	<u>69.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,451)</u>	<u>(3,901)</u>	<u>550</u>	<u>(33,290)</u>	<u>(33,658)</u>	<u>(368)</u>	<u>(48,363)</u>				

05/01/2026

Sevenoaks Town Council

Page 2

11:51

Detailed Income & Expenditure by Phased Budget Heading 05/01/2026

Month No: 8

Cost Centre Report

	Current Month Actual	Current Month Budget	Current Month Variance	Year To Date Actual	Year To Date Budget	Year To Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	0	0	0	4,106	4,609	503	5,507			74.6%	
Expenditure	4,451	3,901	(550)	37,396	38,267	871	53,870	0	16,474	69.4%	
Net Income over Expenditure	<u>(4,451)</u>	<u>(3,901)</u>	<u>550</u>	<u>(33,290)</u>	<u>(33,658)</u>	<u>(368)</u>	<u>(48,363)</u>				
Movement to/(from) Gen Reserve	<u>(4,451)</u>	<u>(3,901)</u>	<u>550</u>	<u>(33,290)</u>	<u>(33,658)</u>	<u>(368)</u>	<u>(48,363)</u>				

## Adopted at Community Asset (Open Spaces) Committee –



### Asset Management Policy

#### INTRODUCTION

Sevenoaks Town Council has a duty to ensure that the investment in assets is properly managed, controlled and recorded. This Asset Management Policy (AMP) will guide future decisions on the use, retention, protection, disposal, and acquisition of property assets to meet the strategic plans of the Council. It also seeks to ensure that assets including property, fleet, plant, operational equipment, and other resources are sustainably and efficiently managed, remain fit for purpose, provide value for money and support Community use.

The AMP is not an asset register of all the property or other interests held by the Council, it is a document that sets out a transparent coordinated approach to managing its assets to meet requirements and supports future decision. Sevenoaks Town Council will maintain a fixed asset register of items of value more than £300.00. The register will be held electronically by the Town Clerk, updated annually and reported as part of the Annual Statement of Accounts.

#### Objectives

The Objectives of the Asset Management Plan are to:

- Ensure that assets are managed to meet statutory requirements, are fit for purpose and are in a good standard of condition in accordance with condition surveys – to be reviewed every 5 years.
- Manage assets in a sustainable and cost-effective way.
- Protect and optimise the value of the Council's assets whether operational or non-operational.
- Provide a coordinated approach to asset management across the Council reflecting service needs.
- Manage the assets to give due consideration to increasing revenue income and/or reducing revenue costs.
- Meet the needs of the local community through the provision of facilities whether it is for recreation and social interaction.

#### RESPONSIBILITIES

The Town Clerk has responsibility for the Council's property resources and assets.

## **Adopted at Community Asset (Open Spaces) Committee –**

The Clerk is supported in this role by the Deputy Clerk, Open Spaces Manager and Facilities Manager. The responsibilities of the role are as follows:

- To address the function and contribution of the Council's property portfolio as a resource supporting the delivery of objectives
- To plan for use and provision of the Council's property assets.
- To be responsible for putting the necessary maintenance plans in place
- To be responsible for ensuring that the Council's maintenance plans are maintained and updated.
- Ensure that the council's maintenance plans are properly implemented

The Community Asset (Open Spaces) Committee and Finance and Delivery Committee will take all decisions or make recommendations on resources and priorities, acquisitions, disposals and capital investment where it has delegated power to undertake this. Certain items will need to be referred to Full Council for consideration.

### **ASSET DATA**

The Council maintains information on the various types of assets that it holds:

- Land in its various uses (freehold & leasehold)
- Property holdings (freehold & leasehold)
- Plant
- Vehicles
- Machinery
- Play areas (equipment)
- Civic regalia
- Operational equipment including IT, hand tools, pa system etc.

A central asset register is held and maintained. This where applicable will include a record of equipment supplier's information and any warranties.

It is a requirement of the Transparency Code that the Town Council list all its land and building assets which are published on the Town Council's website.

### **INSURANCE**

It is the responsibility of the Responsible Finance Officer to ensure that at the end of every month any acquisitions or disposals are reported to the Council's insurance company with a thorough review at the end of each annual insurance period.

### **PLANNED MAINTENANCE PROGRAMME**

As part of the Asset Management Policy, the Council will devise and maintain a five-year planned maintenance programme for all properties, any acquisitions/disposals and carry out a review of operational needs and uses of its

## Adopted at Community Asset (Open Spaces) Committee –

entire property portfolio. This is informed by an asset review programme every five years of the Councils land and buildings holdings.

### VALUATION

The method by which asset valuation will be decided for first registration on the Fixed Asset Register is at acquisition cost. The recorded value of the asset will not change from year to year until disposal of the asset. At which time, the asset will remain on the Fixed Asset Register as a 'disposed asset' and will display a nil value against the item.

The commercial concepts of depreciation, impairment adjustment and re-evaluation are not required for this method of asset valuation. This method of valuation is outlined in the SAPPP Practitioners Guide.

### THE FIXED ASSET REGISTER

The Town Council's Fixed Asset Register will contain the following information:

- A description of the asset, including the date on which it was acquired.
- The location of the asset
- The market value, where appropriate
- The replacement value for insurance purposes
- The disposal amount realised from the sale (if applicable)
- The date of disposal

The Responsible Finance Officer shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations. This will be reviewed annually by Full Council at the May meeting.

### FINANCING OF NEW ASSETS

The Council will consider the acquisition of new assets and the maintenance requirements of its current assets on a regular basis, and at a minimum of once a year. When the requirement for any new asset has been identified, the Town Council will consider a range of funding sources including:

- From the Precept
- From earmarked reserves
- From a grant
- From sponsorship
- From a donation
- From a loan\*
- Public subscription (fundraising)

## Adopted at Community Asset (Open Spaces) Committee –

- Community Infrastructure Levy (CIL)

### HEALTH & SAFETY

Steps are taken continually to ensure that properties comply with legislative and regulatory requirements. On-going programmes of compliance testing to measure and control risk are in place to address key issues relating to:

- Gas installation testing – tested annually
- Electrical installation testing – tested on a 5-year rolling programme
- Legionella testing – tested annually
- Asbestos management – ongoing management; and
- Fire risk assessments and general health and safety audits – ongoing management.

Additionally, the Council has a schedule of safety inspections for public access land, equipment, and fleet. This includes but not limited to:

- Open spaces and recreational facilities – full monthly inspection
- Play equipment – visual weekly with full monthly inspection
- Fleet – Daily checks, annual service and MOT /inspection

### REPLACEMENT OF VEHICLE/S - MACHINERY AND OTHER ASSETS

The Town Council will introduce and maintain a replacement plan and programme for vehicles, plant, machinery, play equipment and other assets used during service delivery. In this way, the potential cost of replacements can be fed into the Councils Financial Planning and be considered by the Finance & Delivery Committee.

Regular inspections and records will be maintained by the Council in accordance with statutory legislation.

### SUSTAINABILITY

The Council will consider ways to reduce the service costs of an asset, increase income from an asset and share assets or services for the benefit of the community wherever it is lawful, possible, and appropriate to do so.

### DISPOSAL

No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters

**Adopted at Community Asset (Open Spaces) Committee –**

such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

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

**Bligh's Christmas Stalls**

Every year, Sevenoaks Town Council organises additional market trading days during the Christmas period at the location of the Bligh's Saturday Market. These stalls are an extension of the Saturday Bligh's market with the same number of stalls (5 cabins and 5 gazebo pitches). In the past the additional market days would run for a different number of days every year, with the most recent two starting from 11<sup>th</sup> December and ending on 24<sup>th</sup> December (14 continuous days of trading).

Traders who attend all days of the extended market period have been historically entitled to one of the days being free of charge, to formalise this rule we recommend the following:

**RECOMMENDATION:**

**To consider and adopt the attached amended Licence Conditions document with changes marked in blue and noted below:**

**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 MARKET TRADERS' LICENCE CONDITIONS**

These conditions relate to the Saturday Bligh's Market, Saturday High Street Market and Wednesday Buckhurst Lane Car Park Market in Sevenoaks. They also apply to Casual Market Traders.

Note: The Markets Officer (or Sevenoaks Town Council representative) is an individual appointed by the Council to run the day-to-day operation of the market. They are authorised to enforce, in partnership with the Council, these conditions.

### **A. REGULAR MARKET TRADERS**

1. All Market Traders must hold a Market Trader's Licence issued by Sevenoaks Town Council, and agree to abide by the Licence Conditions.
2. The Licence will be issued in the personal name of the Market Trader(s) (maximum two names) and is not transferable.
3. The Licence holder and his/her employees left in sole charge of the stall must be over 18 years of age.
4. The Licence will run annually from 1 April to 31 March and will be renewed every 12 months. The Licence is subject to two weeks' notice of termination by either the Council or the Licence Holder.
5. The Licence may only be transferred into the name of the Licence holder's immediate family ie. spouse/partner, parent or child, subject to the consent of the Markets Officer.
6. Long-term Market Traders may be permitted to 'sell' their pitches. Notification must be given to the Markets Officer in advance of any transactions taking place.

### **ANY OTHER TRANSFER OR ANY UNAUTHORISED TRANSFER WILL RENDER THE LICENCE INVALID**

7. Licence to specify:
  - a. Licence Number.
  - b. The range of goods to be sold – subject to the approval of Markets Officer.
  - c. The name of the Market Trader.
8. Payment of fees
  - a. The daily rental will be set by the Council.

- b. Pitches are to be paid for in advance of attendance at the Market. The preferred method of payment is via weekly Standing Order, with payment due the day before the market day (eg Friday for Saturday markets and Tuesday for Wednesday markets).
- c. Any table, rail, rack, stand or floor space approved by the Markets Officer, and occupied for the display of goods for sale beyond the extend of the stall frame (including roof overhang) shall be charged extra at a rate to be fixed by the Markets Officer. The use of any unauthorised space beyond the stall may result in the cancellation of the Licence.
- d. The Council reserves the right to increase fees annually having given 28 days' notice of the increase.

#### 9. Non-Occupation of the stall

- a. Non-occupation of the stall for reasons other than certified sickness must not exceed four market days in any licenced year (1 April to 31 March) except in exceptional circumstances and with prior approval of the Markets Officer.
- b. Planned absences, such as holidays, must be notified to the Markets Officer in writing no less than two weeks before the start of the absence.
- c. Failure to attend the market without approval (a 'no-show') will result in the Market Trader being charged the full daily rate.
- d. The Council reserves the right to allow a Casual Market Trader to occupy the stall of the Regular Market Trader in the event of a 'no-show'.
- e. The licence will terminate in the event of four consecutive absences by a Market Trader which are not considered acceptable by the Markets Officer.

#### 10. Insurance

Evidence is required of a current Public Liability Insurance of not less than £5,000,000 per claim. A current certificate of this insurance should be available for inspection, if required, by any authorised Officer of the Council on every market day. Where staff are employed by the Market Trader then, by law, a current Employer's Liability Insurance must be displayed so that it is clearly visible to all employees.

#### 11. Stall Identification

Market Traders must display a trading name, Licence number and Sevenoaks Town Council's Licence. This must be clearly visible from the front of the stall.

## 12. Conduct

- a. The Licensee and all Casual Market Traders are required to comply with these 'Licence Conditions' and 'Code of Conduct' along with all reasonable instructions given by the Markets Officer.

- b. Set-up and take-down of market stalls is as follows:

**Wednesday Market:** Set-up from 6am. Market opens at 8am and closes at 2pm. No trader may take down their stall before 2pm.

**Saturday High Street Market:** Set-up from 6am. Market opens at 9am and closes at 3pm. No trader may take down their stall before 3pm.

**Saturday Bligh's Market:** Set-up from 6am. Market opens at 9am and closes at 4pm. No trader may take down their stall before 4pm.

- c. All vehicles must be removed from all markets by 6pm (5pm in winter).

## 13. Market Trader/Council

- a. The Market Trader acknowledges that they use the pitch as a licensee and that no relationship of landlord and tenant is created between the Council and the Market Trader by this licence.
- b. The Council retains control, possession and management of the pitch and the Market Trader has no right to exclude the Council from the pitch.
- c. The Council is not liable for (subject to 13d. below) – the death or injury to the Market Trader or his employees; any theft, damage, destruction or loss of the Market Trader's possession; any losses, claims, demands, actions, proceedings, damages, cost of expenses or other liability incurred by the Market Trader or its employees in the exercise or purported exercise of the right granted or any loss or damage suffered by the Market Trader or its employees as a result of any cause beyond the Council's control that prevents the Market Trader from using the pitch.
- d. Nothing in clause 13c above shall limit or exclude the Council's liability for – death or personal injury or damage to property caused by negligence on the part of the Council or its employees or agents, or any matter in respect of which it would be unlawful for the Council to exclude or restrict its liability.
- e. The Market Trader shall indemnify the Council against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liability in any way arising from this licence, breach of the Market Trader's obligations or exercise of any of the rights granted in this licence.

- f. The parties irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this licence or its subject matter or formation (including non-contractual disputes or claims).

**B. REVOCATION/WITHDRAWAL OF LICENCE**

In the event of a Market Trader consistently disregarding the conditions of the Licence including adherence to the 'Code of Conduct' the Markets Officer may revoke their Market Trader's Licence forthwith.

A Market Trader whose Licence is revoked under this Clause may appeal to the Town Clerk at Sevenoaks Town Council whose decision will be final.

**C. CASUAL MARKET TRADERS**

Casual Market Traders may hold a licence at the market for a maximum of three months. After this period, they must hold a permanent licence if they wish to continue trading on the market.

Current fees applicable will be notified in writing to Casual Market Traders on the grant of the licence to them.

Fees are payable a week in advance.

Following the first month, provided all fees have been settled on time,-a weekly standing order may be set up. See clause 8b.

**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.

**E. CANCELLATION OF MARKET**

The Council and/or the Markets Officer has the right to cancel a market day if adverse weather makes the holding of a market unsafe for Market Traders or the public. No fees will be payable in these circumstances.

The Council has the right to cancel a market day if force majeure prevents holding a market. No fees are payable in these circumstances.

Signed on behalf of the Market Trader ..... Dated .....

Signed on behalf of Sevenoaks Town  
Council

.....

Dated.....

## STC Report re SRFC & Knole Paddock Rugby Pitches

### RFU Funding Opportunity

The RFU is offering the opportunity to apply for 6 years of grant funding (reducing annually) specifically for rugby pitch maintenance and relating to the Pitch Power Report provided in 2025. Please see details below of funding below.

SRFC would 1) apply for grant funding, 2) appoint external contractor (agreed with STC) to provide identified works, 3) administer all paperwork and payments, claims and information for RFU, 4) seek match funding as detailed as a grant from STC.

At the liaison meeting in January between SRFC and STC it was agreed that SRFC would progress the RFU grant application by closing date, end of January for top dressing x 3 pitches for regular top dressing and Rootszone (70 / 30).

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

**RECOMMENDED:** The Community Asset Committee recommends to the Finance & Delivery Committee to enter into the following five year funding agreement to enable funding from the RFU to be obtained towards the improvement of rugby pitch maintenance.

### Floodlighting

#### Portable Floodlights

A product had been chosen which seems suitable although some operational concerns relating to weight of equipment and its portable nature.

NC & AB to arrange site visit of portable lights in situ at Epsom asap and discuss potential operational concerns.

If above deemed to be addressed STC to order and pay for portable lights (as previously agreed).

### Permanent Floodlights

Columns for floodlights were no longer fit for purpose.

STC had sought an 'emergency CIL grant from SDC for £26,000 which they were mindful to approve but subject to quotations and planning permission in place.

SRFC asked if an additional floodlight could be provided, it was noted that finances currently were unlikely to be available, however quotations for this and planning permission would be sought, subject to STC's agreement.

**RECOMMENDED:** STC considers obtaining quotations and planning permission for an additional (6<sup>th</sup>) floodlight column and lighting.

### **Accessible Access to SRFC Clubhouse and Additional Emergency Access to Field**

SRFC would like to improve access via a ramp / concrete pathway to improve facilities to the clubhouse and make it DDA Accessible. At the same time replacing gate from car park and providing secondary emergency access. Map to follow.

#### **RECOMMENDED:**

1. 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.
2. Drawings be produced, quotations for work to be obtained and costings and potential funding to be reviewed by the Committee when available.

### **SRFC request for reduction of Pitch Hire Fees**

SRFC have informed the Town council that they had a substantial deficit in the past financial year. SRFC would like Sevenoaks Town Council to consider reducing pitch rental costs for them.

Currently the pitch rental costs for the rugby pitch are:

<b>Rugby (Winter Sport)</b>	<b>Per Session (£)</b>
<b>Pitch hire per game inclusive of use of pavilion facilities</b>	
Weekday games - Adults	131.00
Weekday games - Juniors	74.00
Weekend games - Adults	155.00
Weekend games - Juniors	99.00
<b>Pitch hire per game exclusive of use of pavilion facilities</b>	
Weekday games - Adults	90.00
Weekday games - Juniors	56.00

Weekend games - Adults	113.00
Weekend games - Juniors	79.00
Mini Tournaments	173.00
Junior Training Areas	48.00
Adult Training per hour	39.00
Outside Rugby clubs-normal fee plus	39.00
<b>Sports Camps</b>	
Small Sports Camps	99.00
Larger Sports Camps	131.00
	<b>Per Session (£)</b>
<b>Other Uses: Use of Pavilion for Social Purposes</b>	
<b>including showers (minimum charge 2 hours)</b>	
Per hour - Adults	41.00
Per hour - Juniors	20.00
<b>excluding showers (minimum charge 2 hours)</b>	
Per hour - Adults	27.00
Per hour - Juniors	14.00

**RECOMMENDED:** Sevenoaks Town Council to consider reducing pitch rental costs for SRFC.

### Background Information

Historically SRFC was a community based rugby club based at Knole Paddock. It owns its club house on land leased from STC.

It used the rugby pitches on a 'pay and play basis'. Knole Paddock and Raleys Field are also used by other sports and as a public open space.

The rugby club has become more successful in recent years now employing a Sports Director and paying players. It is understood that this has put a financial strain on the club.

The growth of the club including women's rugby has also increased use of facilities e.g. training pitches and STC's pavilion.

Original Usage	Current Usage
Training 2 sessions per week @ 2 hrs	Training 3 sessions per week @ 2 hrs
Sundays 10 – 12 p.m.	Sundays 9 – 12 p.m.
Length of Season	Length of Season

1 <sup>st</sup> week of September – 1 <sup>st</sup> week of April	1 <sup>st</sup> week of September – often request for May 2 <sup>nd</sup> week  <i>This creates 3 week delay for start of cricket season and 3 week delay for repairs to rugby pitches, moving this closer to drought season normally starting in June.</i>
Training Pitch not used	Now used extensively in all weather (often to detriment of pitch). Used 3 times this season up to Dec 2025 (against STC requests of expected damage – SRFC response ‘ they will manage this to avoid damage to training pitch’.

**Planned Maintenance**

STC has a planned maintenance schedule (see below) for the rugby pitches which has been shared with SRFC many times.

**Knole Paddock and Raleys Winter Sports Schedule of planned maintenance**

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 .

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

STC have taken on board the RFU Recommendations in its 2025 report at an additional cost of approximately £17,000 (1% of Precept). Weather permitting will be added into the maintenance schedule.

In addition to revenue and maintenance expenditure STC are progressing with addressing the problem inherited floodlighting and car park tree roots problem @ £84,000. Please see below for summary of Income & Expenditure.

**Knole Paddock Rugby Pitches**

Average Yearly Expenditure

STC groundsman salary costs	7,200	average 532 hours per annum
Pavilion	3,000	
Pitch & Ground Maintenance	4,200	
Car Park	600	
Fertilizer	1,300	
Grass Seed	4,000	
	<u>20,300</u>	

RFU Recommendations

2025 report being introduced

Height of grass cutting recommendation	0	
herbicide weed treatment	0	as current
Decompaction, additional	1,000	
Top Dressing, additional	12,000	
Overseeding, additional	3,120	
Fertilizer, additional	1,000	
Slitting	0	STC in house
	<u>17120</u>	

Average income from SRFC 22,000

Planned Capital Expenditure

Temporary Floodlights	13,000
New Permanent Floodlights	38,000
Car Park repairs	33,000
	<u>84,000</u>

## Pilot Walking Festival Sevenoaks

First meeting of stakeholders – 5<sup>th</sup> January 2026

Present – Tony Clayton, Elizabeth Purves, Victoria Granville and Clare Allen

It was agreed to explore setting up a walking festival in Sevenoaks. Initially this is to be part of the planned well-being festival at the end of May 2026. Due to the timescales, it was agreed to start very small with a pilot scheme and review and evaluate afterwards.

It was agreed to call a meeting of potential stakeholders, including the Town Council, local walking groups, the Community Rail Partnership and the National Trust.

Follow up meeting with stakeholders.

Suggested discussion points -

- Outline what you have in mind and where the idea came from
- Explain this will be a small-scale pilot scheme to test the water for potential future events
- Let them know what you need from them (practical help and resource)
- Establish buy-in from enough of the key players
- Obtain specific offers of help
- Engage a subset of people to form a task and finish group

Task and Finish Group

1. Establish clear aims and objectives for the project with the desired outcomes and measurable targets

Since this is being added to a well-being festival, it could be that the focus is on encouraging people to start walking or walk more. It could also go wider.

2. Establish the initial scope of the project.

Since it is a three-day bank holiday weekend, it might be good to have 2 walks per day. A total of 6 walks could be quite manageable in the time frame.

3. Identify your key audiences.

If your focus is on people not currently walking these could be -

- People who are busy during the day working or with caring responsibilities
- Ethnic minorities
- People with minor health issues or recovering from illness
- People who are anxious and lacking confidence to go walking by themselves
- People who don't know the area and don't know where to start

You also need to reach out to

- Newcomers to the town
- Occasional walkers
- Moderate walkers
- Experienced walkers

Different groups will need a different approach

#### 4. Organise the programme

Look at a range of walks, consider including –

- gentle, friendly day time walks
- evening walks for those not available during the day. This is less relevant for a weekend festival but might be important later.
- Linear walks using public transport (train to a station and walk back to Sevenoaks)
- Circular walks starting and finishing at a rail station
- Longer distance walks
- Special interest walks (nature, wildlife etc.)
- Walks in the town (include Knole Park)
- Walks in local villages

Identify potential walk leaders who are experienced, (preferably already trained) and able to be welcoming, friendly and non-judgemental. The aim is for the walkers to have a really enjoyable walk and be keen to continue. You will also need a backmarker for each walk

Decide on maximum numbers, whether dogs (on leads) are able to join, are the walks suitable for (accompanied) children, those with mobility needs etc. etc.

Agree the walks making sure you have a good variety – some in the town and others outside. Carefully plan where walkers could park their cars, or encourage use of buses or trains where appropriate. Think about terrain and likely speed. There needs to be a ranking system for how difficult the walk is and how fast.

The evening walks could potentially start and finish at a local hostelry, with the opportunity for walkers to stay for refreshments afterwards if they wish. If the pub could offer parking for walkers, this would be even better. In return they get the extra sales and some promotion.

Set up a booking system

Set up a GDPR compliant database of potential walkers. If possible, get potential walkers to pre-register for festival information.

Ensure the event will be covered by public liability insurance and set up a protocol for the festival which will be shared with walk leaders. Ensure that leaders are trained and keep a register

Set up a marketing strategy based on engaging a different, wider section of the population. Produce a festival guide or brochure online and a paper flyer.

After the event – send simple questionnaires to participants and walk leaders. Use the data to evaluate the success.

## **Walking in Sevenoaks Campaign**

### **Current Provision**

1. Sevenoaks Society Walks
2. Town Team – digital Town Trail
3. SDC – Every Step Counts
4. Town Team – themed Trails via businesses (approx. 2 per year)
5. Stickers – around Vine =  $\frac{3}{4}$  mile
6. KCC Explore Kent Walking Map
7. Key Sites e.g. Knole, Wildlife Reserve, Public Open Spaces
8. Organised Charity Walks e.g. Moonlight Walk
9. Darent Valley Community Rail Partnership walks

### **Future Provision**

1. Wayfinding signage indicating approximate times to destinations
2. STNP walking route proposals
3. Dartford Road Pedestrian Crossing
4. Town Crier Guided Walks
5. Health & Wellbeing Event 30<sup>th</sup> May 2026

Sevenoaks Town Council  
Community Assets (Open Spaces) Committee– 10<sup>th</sup> November 2025

**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 (&amp; 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 receive.</p>
<p>Community Assets (Open Spaces) Committee 04.08.2025</p> <p><i>Greatness Recreation Ground Working Group 14.01.2026</i></p>	<p>Greatness Recreation Ground Community &amp; 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><i>Works are approximately 10 days ahead of schedule with steel works expected to be completed by end of week.</i></p>
<p>668.10 OSL 12.02.24</p> <p>Community Assets (Open Spaces) Committee 04.08.2025</p> <p><i>“ “ 26.01.2026</i></p>	<p>Woodland Management</p>	<p><b>RESOLVED:</b> To obtain a minimum of 3 quotes for a 5-year review of existing woodland sites and potentially new woodlands, to include submissions to obtain a new felling license and possible access to grants, at an estimated cost of £3,000.</p> <p>Woodland Management Plans received and to be reviewed for possible actions.</p> <p><i>Management plans received and reviewed with prioritized works noted in agenda item 5.</i></p>
<p>674 OSL 12.02.24</p>	<p>Pre-Application Advice – New Access to The Vine Pavilion</p>	<p><b>RESOLVED</b> that the Town Council:</p> <p>1) Discuss the application further with the Conservation Officer and the architect; and Completed, conservation officer declined to look at proposals further and advised STC to liaise with case officer</p>

Sevenoaks Town Council  
Community Assets (Open Spaces) Committee– 10<sup>th</sup> November 2025

		<p>Christopher Park. Next steps – STC to action the above prior to below.</p> <p><b>2)</b> 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>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>Community Assets (Open Spaces) Committee 15.09.2025</p> <p><i>December 2025</i></p>	<p>Resurfacing of Raleys Car Park</p>	<p>3 Quotes are currently being sought for the resurfacing and levelling of the Raleys Car Park.</p> <p><i>Relevelling works have been completed.</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><b>i)</b> 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><b>ii)</b> That public consultation take place regarding the design.</p> <p><b>iii)</b> That once specification is agreed, to obtain tenders via normal procurement process.</p> <p><b>iv)</b> That cost once identified, to be considered by the Town Council’s Finance &amp; 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>

Sevenoaks Town Council  
Community Assets (Open Spaces) Committee– 10<sup>th</sup> November 2025

<p>Community Assets (Open Spaces) Committee 15.09.2025</p>	<p>War Memorial</p>	<p><b>RESOLVED:</b>  <b>i)</b>That ‘Selecta DNA’ grease be removed from the metal statue.  <b>ii)</b>That the inscriptions be cleaned.  <b>iii)</b>To proceed with the use of Smart Water (now DeterTech) to protect the War Memorial.</p>
<p>Community Assets (Open Spaces) Committee 04.08.2025</p> <p>Community Assets (Open Spaces) Committee 15.09.2025</p>	<p>Oast House</p>	<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><b>RESOLVED:</b> 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>
<p>Community Assets (Open Spaces) Committee 04.08.2025</p> <p><i>December 2025</i></p>	<p>Dog Fouling</p>	<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><b>RESOLVED:</b>  <b>i)</b>Review and implement where possible Keep Britain Tidy recommendations.  <b>ii)</b>Raise Awareness on Social Media.  <b>iii)</b>Provide Animal Welfare Officer contact details to resident.</p> <p><i>Dog Fouling campaign poster from Keep Britain Tidy have been implemented, notices for reporting to SDC will be put up shortly.</i></p>
<p>Community Assets (Open Spaces) Committee 04.08.2025</p>	<p>Play Areas Capital Investment Programme</p>	<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><b>RESOLVED:</b>  <b>i)</b>That the Community Assets Committee review the future programme for improvements to Play Areas and make recommendations to the Finance &amp; Delivery Committee.  <b>ii)</b>Progress with refurbishment of Buckhurst Lane Play Area and Kippington Meadow Play Area.</p>

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<p><i>Greatness                  Recreation                  Ground Working                  Group                  14.01.2026</i></p>		<p><b>iii)</b>Progress with obtaining tender for public consultation for new relocated Greatness Recreation Ground Play Area.</p> <p><i>Project Timeline received with tenders to be received by March 2026.</i></p>
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