

Sevenoaks Town Council

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

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

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

Meeting commenced: 19:01

Meeting Concluded: 19:48

Present:

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

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

One member of the public was present.

335 - APOLOGIES FOR ABSENCE

Apologies received from Cllr Ancrum and The Open Spaces Manager.

336 - REQUESTS FOR DISPENSATIONS

None received.

337 - DECLARATIONS OF INTEREST

None received.

338 - MINUTES OF MEETING HELD ON 4TH AUGUST 2025

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

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

339 - STATEMENT OF ACCOUNTS - COMMUNITY ASSETS

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

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

340 - DRAFT PROPOSED CHARGES FOR 2026-2027

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

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

341 - OAST HOUSE

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

342 - WAR MEMORIAL

Councillors received the update on the War Memorial.

RESOLVED:

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

343 - VINE BRIDGE

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

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

RESOLVED:

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

344 - KENT COUNTY COUNCIL CAPITAL GRANT FOR SPORT

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

345 - SUMMER THEATRE SHOWS

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

346 - FUTURE WORKING GROUP MEETINGS

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

Sevenoaks Town Council

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

347 - CURRENT MATTERS

Updates on current matters were noted by the Committee.

348 - PRESS RELEASE

None.

There being no further business the Chair closed the Meeting.

Signed
Chair

Dated

DRAFT

Cemetery Charges 01.04.2026 to 31.03.2027

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2026

(All prices are inclusive of VAT)

TARIFF CATEGORIES

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

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

RESIDENT

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

NON-RESIDENT

Any non-parishioner

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

Cemetery Charges 01.04.2026 to 31.03.2027

GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2026

(All prices are inclusive of VAT)

	Resident (£)	Non-Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required) *visual tributes over 25 pictures incur an additional cost of £50	206.00 264.00	206.00 264.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	213.00 222.00	213.00 222.00
Double headstones	425.00 442.00	425.00 442.00
Additional inscriptions after first interment	146.00 152.00	146.00 152.00
Tablets, scrolls, bird baths and books up to 15 inches in height	161.00 167.00	161.00 167.00
To replace a memorial with similar or smaller memorial	58.00 60.00	58.00 60.00
Memorial removal and disposal fee	129.00 134.00	129.00 134.00
Notes to Memorial permits		
1. Kerbstones and border stones are NOT permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased). 2. Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above. 3. Memorial prices will rise above inflation to cover additional costs for inspection. 4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.		
WALL OF REMEMBRANCE		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	159.00 165.00	159.00 165.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	308.00 320.00	924.00 961.00
Additional inscription to existing plaque	62.00 64.00	62.00 64.00
LAWN OF REMEMBRANCE		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	221.00 230.00	663.00 690.00
Interment of ashes (digging charge)	105.00 109.00	315.00 328.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	192.00 200.00	192.00 200.00

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Sevenoaks Town Council

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

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

Charging for Pre-Booked:

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

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

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

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2026

CHARGES GENERAL CATEGORIES

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

GENERAL OPEN SPACES CHARGES DRAFT FROM 1 APRIL 2026

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

DRAFT

Markets Fees and Charges 01.04.2025 to 31.03.2026

FEES & CHARGES FROM 1 APRIL 2026

(Prices exclude VAT)

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