

**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-7do53Oo6I?>

Meeting commenced: 19:02

Meeting Concluded: 20:49

Present:

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

Substitute:		For
Cllr Victoria Granville (Deputy Mayor)	Present	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 15TH SEPTEMBER 2025

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

RESOLVED: To receive, adopt and sign the Minutes of the Community Assets (Open Spaces) Committee meeting held on 15th 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 1st 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 22nd 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