**Sevenoaks Town Council**
**Minutes of the Meeting of the Community Asset Working Group**
**Held on 6th November 2024 at the Town Council Offices**

**Meeting Commenced**: 14:00 **Meeting Concluded**: 14:55

**Present:**

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

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

The quorum of 3 elected members was met.

**210. Apologies for Absence:** Received and accepted as noted above.

**211. Requests for Dispensations:** There were no requests for dispensations.

**212. Declarations of Interest:** There were no declarations of interest.

**213. Minutes of Community Asset Working Group held on 4th September 2024**
It was agreed to receive and accept the minutes as a true record.

**214. Open Spaces & Cemetery Manager's Report**
The Open Spaces & Cemetery Manager, Nicholas Cave, presented his report.

It was noted that the search for the Deputy Supervisor's post continued due to a lack of suitable candidates. The Group noted that there were small numbers of applicants and applicants not attending interviews when these were offered. A shortage of applicants was also reported by other local organisations and companies.

Training in Level 1 Football Pitch Maintenance was completed by Leigh Hunt Smith and Nicholas Cave to allow for access to The Football Foundation grant.

The start date of 25th November for repairs to the boundary wall at St Nicholas' Church was confirmed.

The Open Spaces & Cemetery Manager noted that 5 quotes had been requested from woodland management companies for the 5-year review of woodland sites and two had been received to date.

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It was also advised that the Town Centre and Upper High Street Gardens had been awarded 'Gold' and the HiTB awarded 'Thriving' in the South East in Bloom Awards. Recognition was made for The Vine Gardens for being awarded Gold as well as being the Category Winner. The Working Group thanked STC staff and volunteers who had taken part in the preparations for the judging day.

The Open Spaces & Cemetery Manager noted that the formal celebration for Longspring Wood coming into STC ownership had taken place on 28th September. Donors and the Mayor had been invited to attend.

**215. Allotments Report**

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

**RESOLVED** That a press release be published to promote allotments to the community.

**216. Statement of Accounts – Community Assets**

The Working Group had received and noted the Statement of Accounts for August and September 2024.

**217. Request to Sell or Release Land to Householders to Allow Off Road Parking**

The Working Group noted the letter received from residents of The Meadway regarding the sale or release of land at the adjacently located Mount Close Play Area. The group noted the registration of the site is awaiting completion with the Land Registry and noted the costs and difficulties with renovating the land. Health & Safety, excavation, and tree removal were some of the noted concerns.

**RESOLVED:** that the decision on the release of the land at Mount Close Play Area is to be made following a site visit.

**218. Current Matters**

The Working Group noted updates on the following current matters:

1.Greatness Recreation Ground Survey
2. Boundary Wall between the Closed Churchyard at St Nicholas Church and The Chantry House.
3. Greatness Cemetery – Headstone & Memorial Testing
4. Longspring Woods
5. Pre-Application Advice – New Access to The Vine Pavilion
6. Longspring Woods

**219. Press Release**

The Working Group noted that a Press Release is to be published on the vacancy of allotment plots at the Quakers Hall site.

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