Monday, 28th July 2025

You are hereby summoned to attend a meeting of the **Community Assets (Open Spaces) Committee** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, TN13 3QG on Monday 4th August 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/fxy4g0oP0s8 and may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording of meetings is available online at sevenoakstown.gov.uk or by request.

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

L. Lake

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:

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

Quorum minimum of three members

PUBLIC QUESTIONS

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

AGENDA.

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

3	**DECLARATIONS OF INTEREST** To receive any declarations of interest from Members in respect of any items of business included in the agenda for this meeting.
4	**MINUTES OF MEETING HELD ON 23RD JUNE 2025** To receive and note the minutes of the Community Asset Working Group meeting held on Wednesday 23rd June 2025 (attached).
5	**WOODLAND MANAGEMENT PLANS** To receive and note the Woodland Management plans (attached).
6	**STATEMENT OF ACCOUNTS - COMMUNITY ASSETS** To receive and consider the RFO's summary report and the Statement of Accounts for April, May, and June 2025 (attached).
7	**GREATNESS RECREATION GROUND COMMUNITY & FOOTBALL PAVILION (attached)** To receive and note the Greatness Recreation Ground Community & Football Pavilion report (attached).
8	**PLAY AREAS CAPITAL INVESTMENT PROGRAMME** To receive and consider the Play Areas Capital Investment Programme report and its recommendation (attached).
9	**VINE BRIDGE** To receive the report on The Vine bridge and consider the recommendation of its refurbishment (attached).
10	**OAST HOUSE PROPOSAL (Report to follow)** To receive and consider the Oast House Proposal (report to follow).
11	**ELECTRIC MINIBUS UPDATE** To receive and note the update report on the community bus (attached).
12	**DOG FOULING** The receive and note correspondence regarding dog fouling in Sevenoaks (attached).
13	**CURRENT MATTERS** To note updates to Current Matters (attached).
14	**PRESS RELEASE** To consider any agenda item, which would be considered appropriate for a press release.

Minutes of the meeting of the Community Asset (Open Spaces) Committee
Held on Monday 23 June 2025 in the Council Chamber, Town Council Offices, TN13 3QG

Due to a technical difficulty, this meeting was unable to be livestreamed and uploaded to YouTube.

Meeting commenced: 19:01 Meeting Concluded: 19:52

Present:

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

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

No members of the public were present.
Public Questions: None.

161 - CHAIR AND VICE-CHAIR

The Committee noted that at the Annual Town Council meeting held on 12th May 2025 the following appointments were made:

Chair: Cllr Dr Merilyn Canet
Vice-Chair: Cllr Dr Peter Dixon

162 - TERMS OF REFERENCE

The Terms of Reference of the Community Assets (Open Spaces) Committee, adopted at the Annual Town Council Meeting 12th May 2025 were received and noted.

163 - APOLOGIES FOR ABSENCE

Noted as above.

164 - REQUESTS FOR DISPENSATIONS

None received.

165 - DECLARATIONS OF INTEREST

None received.

166 - MINUTES OF MEETING HELD ON 26TH MARCH 2025

The Committee received the minutes of the Community Asset Working Group meeting held on Wednesday 26th March 2025. It was noted that the date in the header (page 3) required amending.

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of the Community Asset Working Group held on 26th March 2025 as a true record subject to the above amendment.

167 - OPEN SPACES & CEMETERY MANAGER'S REPORT

Councillors received and noted the Open Spaces & Cemetery Manager's report.

167.1 Staff

It was noted that the previous Open Spaces Supervisor had left the position after two months of employment at Sevenoaks Town Council; however, the position was filled shortly after by Mark Jones.

167.2 Knole Paddock and Raleys Field

It was noted that new grass seed had been sown at Raleys Field and Knole Paddock following several weeks of drought and that cricket bookings were currently at full capacity.

167.3 Vine Gardens

Updates regarding the Vine were noted, including an update on the resurfacing of the Patio around the pond. It was expected that works would commence the following week. It was also noted that the Green Flag judging had taken place on 15th May with the judge, the Open Spaces & Cemetery Manager, and the Open Spaces & Leisure Committee Clerk present.

168 - ALLOTMENTS REPORT

The Committee received and considered the Allotment Officer's Report. Councillors thanked the Community Payback Team for their work at the Quakers Hall allotments and were grateful for their contribution to the community.

168.1 Allotment Rent

RESOLVED:

1) To recommend to the Finance & Delivery Committee that 2026/2027 allotment rents for Quakers Hall Allotments be increased by no more than 4.5% ie to 25p per square metre.

2) To recommend to the Finance & Delivery Committee that 2026/2027 allotment rents for Bradbourne Vale Allotments be increased by no more than 4.5% ie to 24p per square metre.
3) That any increase be communicated to the tenants in September along with their renewal letter and invoice, with the increase effective from 1st October 2026.

168.2 Spring Inspection and Eviction Process
It was noted that the current inspection and eviction process was being re-evaluated to find possible way of streamlining the process.

168.3 Sevenoaks In Bloom
It was noted that a vegetable and fruit bed had been planted at The Vine Gardens to promote STC's allotments in preparation for the Britain in Bloom competition.

169 - STATEMENT OF ACCOUNTS - COMMUNITY ASSETS

The Committee received the Statement of Accounts for February and March 2025 and requested a variation report as well as a summary report for future committee meetings.

RESOLVED: That the accounts to 28th February and 21st March 2025 be received and noted.

170 - PADEL COURT PROVISION

The Committee considered Padel Court provision in Sevenoaks, including the opening of three new courts at Polhill Garden Centre in December and three more due for delivery at Hollybush Recreation Ground (owned by Sevenoaks District Council). It was noted that investigations into the feasibility of delivering Padel courts on Town Council owned land had concluded that potential sites would be unable to obtain planning permission.

171 - GREATNESS RECREATION GROUND COMMUNITY & FOOTBALL PAVILION

The Committee received and noted the Greatness Recreation Ground Community & Football Pavilion report; it was noted that the grant applications to the Football Foundation and Stadium Fund had been successful and that nearly £2m of external funding had been achieved. Construction of the new pavilion was estimated to commence in Autumn 2025 and not finish until at least May 2026. It was noted that further fundraising would be required for fitting out and finishing the facility as well as landscaping etc.

It was also noted that subject to another CIL application, the children's play area would be relocated.

172 - CURRENT MATTERS

The updates on current matters were noted by the Committee.

173 - PRESS RELEASE

None.

There being no further business the Chair closed the Meeting.

Signed …….. Dated ……..
Chair

Sevenoaks Town Council Woodlands – Compartment Survey

Millpond Wood

Compartment1a

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.

Brttain'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

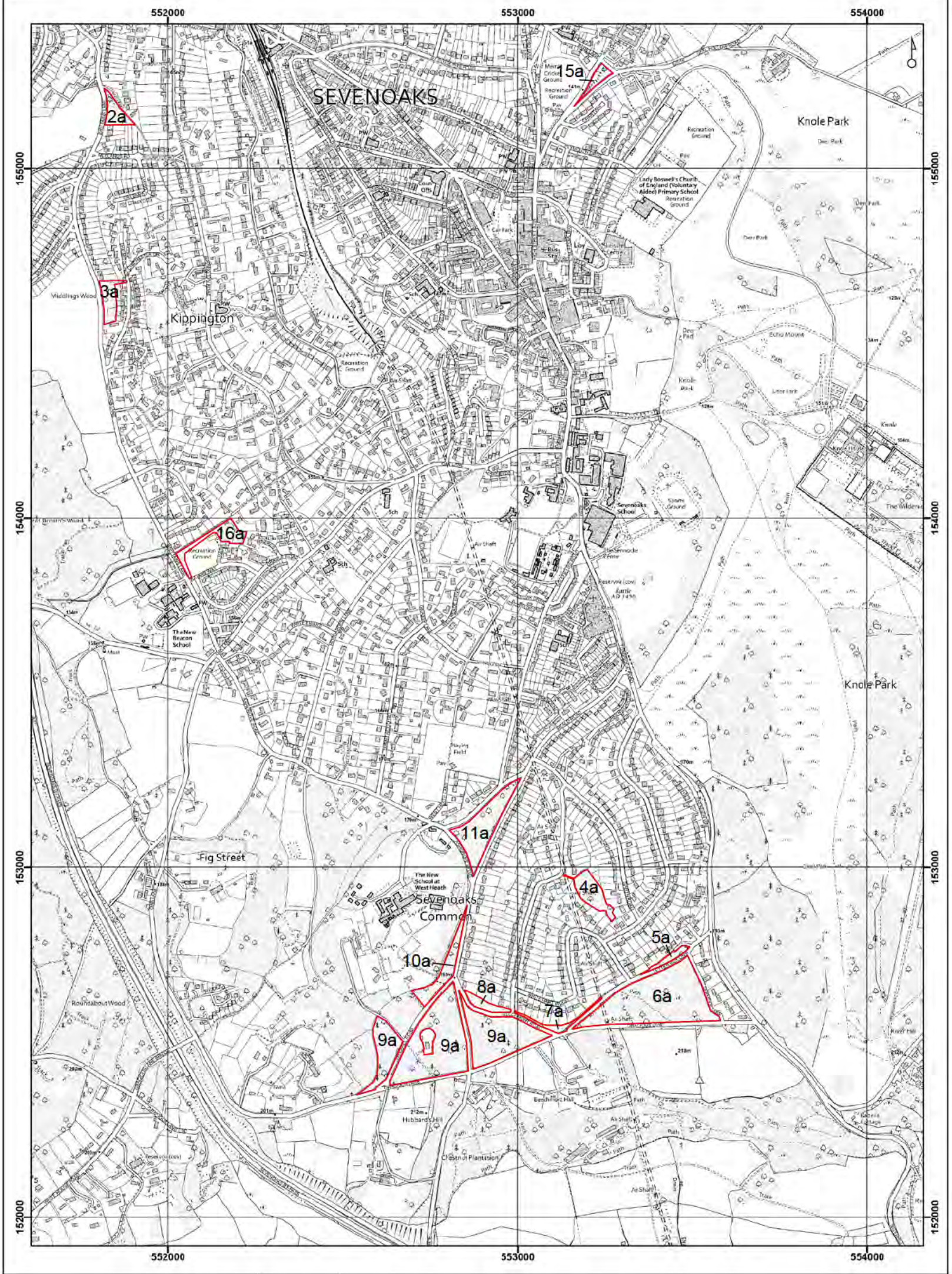
Compartment 16a

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

Bryony Waterman



Scale: 1:10,000

Forestry Commission

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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

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

t: 01323 832120
e: contact@pjcconsultancy.com
w: www.pjcconsultancy.com

MRS_Layout_A3Portrait

Bryony Waterman



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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

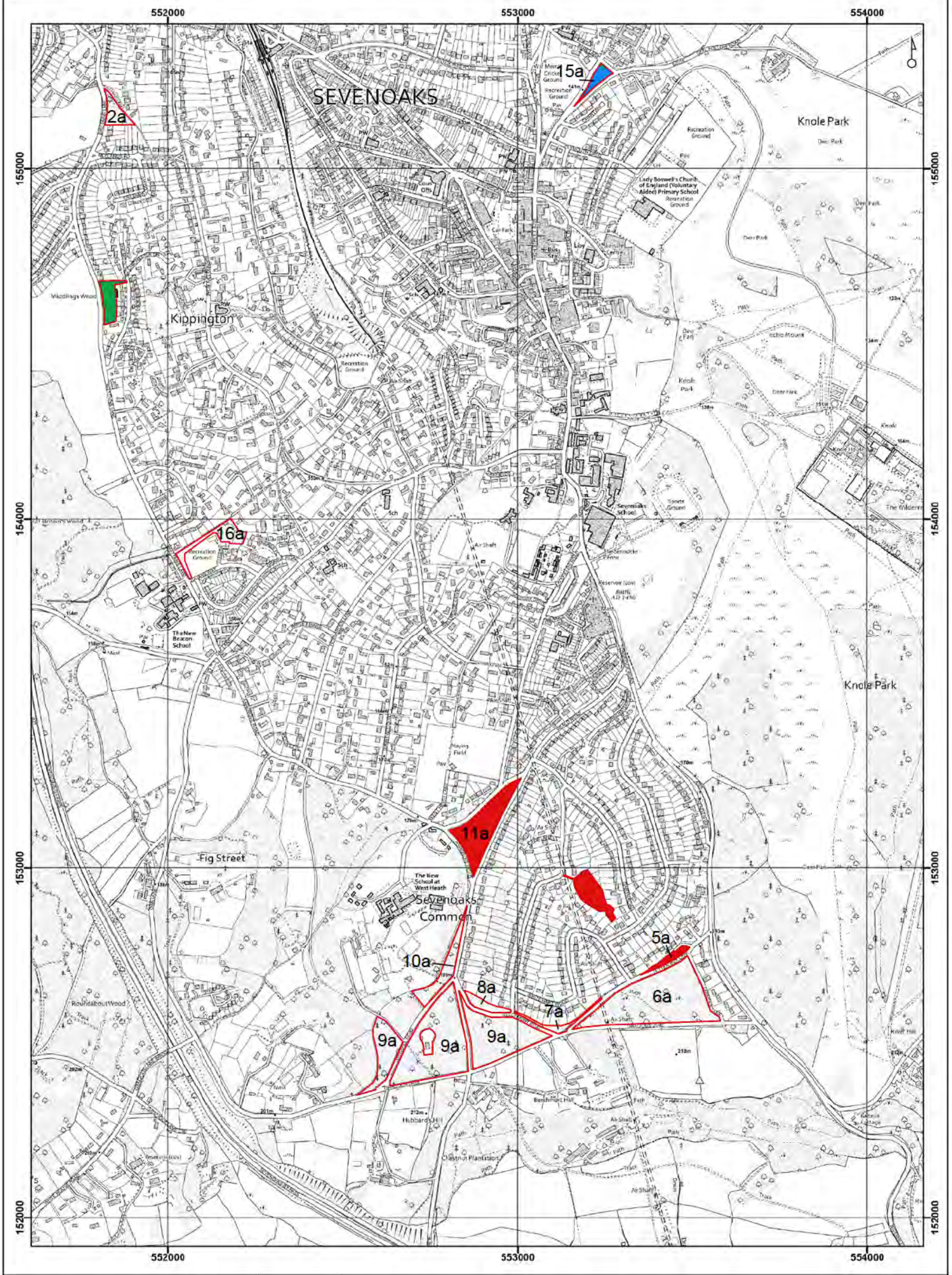
Drawn by: NB **Checked by:** PD

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MRS_Layout_A3Portrait

Bryony 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

Drawing title: Constraints Map

Date drawn: 16/06/2025

Scale: 1:10,000

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

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Rocks Yard, Victoria Road,
Herstmonceux, Hailsham, East
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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 *(if applicable)*		
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 *(dd/mm/yyyy – 10 years)*	**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
1	**Plan objectives:** 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.	• Management plan objectives are stated. • Consideration is given to environmental, economic and social objectives relevant to the vision for the woodland.	Yes
2	**Forest context and important features in management strategy:** 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.	Management intentions communicated in ***Sect. 6*** of the management plan are in line with stated objective(s) ***Sect. 2***. Management intentions should take account of: • Relevant features and issues identified within the woodland survey (***Sect. 4***) • Any potential threats to and opportunities for the woodland, as identified under woodland protection (***Sect. 5***). • Relevant comments received from stakeholder engagement and documented in ***Sect. 7***.	Yes
3	**Identification of designations within and surrounding the site:** 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.	• Survey information (***Sect. 4***) identifies any designations that impact on woodland management. • Management intentions (***Sect. 6***) have taken account of any designations.	Yes
4	**Felling and restocking to improve forest structure and diversity:** 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	• Felling and restocking proposals are consistent with UKFS design principles (for example scale and adjacency). • Current diversity (structure, species, age structure) of the woodland has been identified through the survey (***Sect. 4***). • Management intentions aim to improve/ maintain current diversity (structure, species, and ages of trees).	Yes

	progressively restructured to achieve age class range.		
5	**Consultation:** Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.	• Stakeholder engagement is in line with current Forestry Commission guidance and recorded in ***Sect. 7***. The minimum requirement is for statutory consultation to take place, and this will be carried out by the Forestry Commission. • Plan authors undertake stakeholder engagement (ref Forestry Commission Ops Note 35) relevant to the context and setting of the woodland.	Yes
6	**Plan update and review:** Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	• A 5-year review period is stated on the first page of the plan. • ***Sect. 8*** is completed with one indicator of success per management objective.	Yes

Section 1: Property details

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

Have you listed the maps associated with this woodland management plan? ***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.*	Yes Doc 1: Compartment Survey Map 1: Sites Location Plan Map 2: Compartment Plan Map 3: Constraints Plan Map 4: Operations Plan	
Have you sent us your GIS shapefile data? **Note**: 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 create a management plan.	No	
Do you intend to use the information within this woodland management plan and associated Inventory and Plan of Operations to apply for the following?	Felling licence	Yes
	Thinning licence	No
	Woodland regeneration grant	No
You declare there is management control of the woodland detailed within the woodland management plan?	Yes	
You agree to make the woodland management plan publicly available?	Yes	

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.

No.	Objectives (include environmental, economic and social considerations)
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 3rd 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 3rd 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:
Woodland Locations: 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. Topography and Geology: 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.

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
Biodiversity - Designations				
Site of Special Scientific Interest	No		No	
Special Area of Conservation	No		No	
Tree Preservation Order	Yes	1,3,5, 11	No	3
Conservation Area	Yes	15	No	3
Special Protection Area	No		No	
Ramsar Site	No		No	
National Nature Reserve	No		No	
Local Nature Reserve	No		No	
Areas of peat over 50cm deep	No		No	
RSPB Important Bird Area	No		No	
Higher Level Stewardship grant-funded land	No		No	
Priority Habitats	Yes/No		No	
Other (please specify):	Yes/No		No	
Notes				

Feature		Within woodland(s)	Cpts	Map no	Notes
Biodiversity - European Protected Species					
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.
Biodiversity – Priority Species				
Schedule 1 Birds	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			
Historic Environment				
Scheduled Monuments	No			
Unscheduled Monuments	No			
Registered Parks and Gardens	No			
Registered Battlefields	No			
World Heritage Sites (UNESCO)	No			
Boundaries and Veteran Trees	No			
Listed Buildings	No			
Burial Grounds	No			
Other (please specify):	No			
Landscape				
National Character Area (please specify):				
National Park	No			
National Landscapes (formerly AONBs)	Yes	9,10	3	
Other (please specify):	No			
People				
CROW Access	No			
Public Rights of Way (any)	Yes			
Common land	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			
Water				
Acid vulnerable catchments	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
Woodland habitat types				
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			
Non woodland habitat types				
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.

Impact	High	Plan for action	Action	Action
	Medium	Monitor	Plan for action	Action
	Low	Monitor	Monitor	Plan for action
		Low	Medium	High
		Likelihood of presence		

5.2 Plant health

Threat (e.g. Ash Dieback, *Phytophthora*, 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, *Phytophthora*, 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, *Phytophthora*, 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	

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 3rd 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.

	Planting of seed bearing trees will be undertaken to increase the amount of food available to birds and mammals.

Section 7: Stakeholder engagement

There can be a requirement on both the Foresty 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

Maintain the safety of the public using the woodlands, and adjoining 3rd party property.	Implement tree safety works as arising from annual tree inspection	Annual health and safety tree inspection undertaken by suitably trained/qualified and insured individual	Annual	Arboricultural consultant under direction from Greenspaces manager	Undertake remedial works from inspection
Increase and improve species and habitat diversity	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.	Visual assessment	Annual	Greenspaces manager	Visual improvements onsite

UK Forestry Standard woodland plan assessment

For Forestry Commission office use and approval only:

UKFS management plan criteria	Minimum approval requirements	Achieved	Review notes
Plan objectives: Forest management plans should state the objectives of management and set out how an appropriate balance between social, economic, environmental objectives will be achieved.	• Management plan objectives are stated. • Consideration is given to environmental, economic and social objectives relevant to the vision for the woodland.	**Yes/No**	
Forest context and important features in management strategy: 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.	Management intentions communicated in ***Sect.6*** of management plan are in line with stated objective(s) in ***Sect. 2***. Management intentions should take account of: • Relevant features and issues identified in the woodland survey (***Sect. 4***). • Any potential threats to and opportunities for the woodland, as identified under woodland protection (***Sect. 5***). • Relevant comments received from stakeholder engagement are documented in ***Sect. 7***.	**Yes/No**	
Identification of designations within and surrounding the woodland site:	• Survey information (***Sect. 4***) identifies any designations that impact on woodland management.	**Yes/No**	

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.	• Management intentions (***Sect. 6***) have taken account of any designations.		
Felling and restocking to improve forest structure and diversity: 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.	• Felling and restocking proposals are consistent with UKFS design principles (for example scale and adjacency). • Current diversity (structure, species, age structure) of the woodland has been identified through the survey (***Sect. 4***). • Management intentions aim to improve/ maintain current diversity (structure, species, and ages of trees).	**Yes/No**	
Consultation: 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.	• Stakeholder consultation is in line with current Forestry Commission guidance and recorded in ***Sect. 7***. The minimum requirement is for statutory consultation to take place, and this will be carried out by the Forestry Commission.	**Yes/No**	

	• Plan authors undertake stakeholder engagement (ref Forestry Commission Ops Note 35) relevant to the context and setting of the woodland.		
Plan update and review: Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	• A 5-year review period is stated on the first page of the plan. • ***Sect. 8*** is completed with one indicator of success identified per management objective.	**Yes/No**	

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

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.



MRS_Layout_A3Landscape

Daniel Webber

Scale 1:2,500

Forestry Commission

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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 rhodododrendron 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.
Sellective 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.

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 **Checked by:** PD

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

t: 01323 832120
e: contact@pjcconsultancy.com
w: www.pjcconsultancy.com

Woodland Management Plan

To be completed by the plan author:		
Woodland or property name	**Longspring Wood**	
Woodland Management Plan case reference		
CS WMP agreement reference *(if applicable)*		
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 *(dd/mm/yyyy – 10 years)*	**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
1	**Plan objectives:** 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.	• Management plan objectives are stated. • Consideration is given to environmental, economic and social objectives relevant to the vision for the woodland.	Yes
2	**Forest context and important features in management strategy:** 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.	Management intentions communicated in ***Sect. 6*** of the management plan are in line with stated objective(s) ***Sect. 2***. Management intentions should take account of: • Relevant features and issues identified within the woodland survey (***Sect. 4***) • Any potential threats to and opportunities for the woodland, as identified under woodland protection (***Sect. 5***). • Relevant comments received from stakeholder engagement and documented in ***Sect. 7***.	Yes
3	**Identification of designations within and surrounding the site:** 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.	• Survey information (***Sect. 4***) identifies any designations that impact on woodland management. • Management intentions (***Sect. 6***) have taken account of any designations.	Yes
4	**Felling and restocking to improve forest structure and diversity:** 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	• Felling and restocking proposals are consistent with UKFS design principles (for example scale and adjacency). • Current diversity (structure, species, age structure) of the woodland has been identified through the survey (***Sect. 4***). • Management intentions aim to improve/ maintain current diversity (structure, species, and ages of trees).	Yes

	progressively restructured to achieve age class range.		
5	**Consultation:** Consultation on forest management plans and proposals should be carried out according to forestry authority procedures and, where required, the Environmental Impact Assessment Regulations.	• Stakeholder engagement is in line with current Forestry Commission guidance and recorded in ***Sect. 7***. The minimum requirement is for statutory consultation to take place, and this will be carried out by the Forestry Commission. • Plan authors undertake stakeholder engagement (ref Forestry Commission Ops Note 35) relevant to the context and setting of the woodland.	Yes
6	**Plan update and review:** Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	• A 5-year review period is stated on the first page of the plan. • ***Sect. 8*** is completed with one indicator of success per management objective.	Yes

Section 1: Property details

Woodland property name		Longspring wood	
Name	Nick Cave	Owner	Tenant
Email		**Contact number**	
Agent name *(if applicable)*			
Email	Nick Betts	**Contact number**	077107 22294
County	East Sussex	Local Authority	Sevenoaks District Council
Grid ref *(e.g. ST 625 785)*	TQ 522 529	**Single Business Identifier**	
What is the total area of this woodland management plan? *(in hectares)*		7.26	
Have you included an Inventory and Plan of Operations with this woodland management plan? *Please use the most up to date version (v4). Older versions may have to be returned.*		Yes	

Have you listed the maps associated with this woodland management plan? ***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.*	Doc 1: Compartment Description Map 1: Location Plan Map 2: Compartment Plan Map 3: Designations Plan Map 4: Work Plan	
Have you sent us your GIS shapefile data? **Note**: 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 create a management plan.	No	
Do you intend to use the information within this woodland management plan and associated Inventory and Plan of Operations to apply for the following?	Felling licence	Yes
	Thinning licence	No
	Woodland regeneration grant	No
You declare there is management control of the woodland detailed within the woodland management plan?	Yes	
You agree to make the woodland management plan publicly available?	Yes	

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*)

Sevenoaks Town Council purchased the woodland in 2023 as part of its Green Community Investment Plan. The site is accessed via existing public rights of way and is located close to Sevenoaks Common, another council owned asset, and the Council considered Longspring Wood to be a valuable addition to its open green spaces collection.

The Councils long term wishes are to increase the biodiversity of all its woodlands whilst improving visitors recreational experience.

By the end of this management plan it is envisaged that biodiversity will have increased by additional planting, the age structure and compistion of compartments will have been improved by sensitive low intervention silvicultural methods, and invasive species will have been eradicated. Further to these outcomes, the recreational experience to users of the wood will have increased by improving access, and by providing them a more diverse environment to enjoy.

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.

No.	Objectives (include environmental, economic and social considerations)
1	Increase biodiversity, by planting, thinning and coppicing to provide a more varied structure.
2	Provide an enhanced recreational experience for users by making the woodland more attractive to visit, with wider, drier path networks.
3	Eradicate invasive species to prevent their future spread.
4	Increase public safety as the woodland has gone from private ownership to public accessible open space.

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
Increased biodiversity Wider range of species present at the site Increase in ground flora present	Wider range of species present at the site – monitoring of new planting success. Increase in ground flora present – visual assessment after ride/path scalloping and coppicing.
Ease of movement through the woodlands – drier ride/path network following scalloping and widening.	Ease of movement through the woodlands – drier ride/path network following scalloping and widening.
Eradicate invasive species	A reduction of visible signs of rhododendron growth
Increased public safety	No dead, dying or dangerous trees within falling distance of the ride/path network

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:

Woodland Location:

The woodland is located to the south west of Sevenoaks town centre on the edge of the settlement. Grazing land is situated to the north and east, with a playing field and residential properties to the west, and a small wooded belt and residential properties to the south.

Topograpghy and Geology:

The topography is typical of the area with high ground and steep sloping valley sides. The woodland itself is almost entirely made up of sweet chestnut coppice reflecting the historical woodland industries of the High Weald. There is an existing ride network with additional informal footpaths and desire lines, as well as a public right of way along the northern boundary.

Woodland Designations:

The woodland falls within the Kent Downs National Landscape and is classed as ancient and semi natural.

Management History and Composition:

The woodland is almost entirely sweet chestnut coppice, which has been worked and harvested routinely. There are very few oak standards remaining which could be the result of the 1987 hurricane which caused considerable tree loss to the local area. Two compartments have been very recently coppiced with good coppice regrowth, giving the woodland a diverse structure. One compartment comprises unworked non-coppice woodland of native broadleaf species. The remaining coppiced compartment is about to reach a harvestable size.

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
Biodiversity - Designations				
Site of Special Scientific Interest	No		No	
Special Area of Conservation	No		No	
Tree Preservation Order	No		No	
Conservation Area	No		No	
Special Protection Area	No		No	
Ramsar Site	No		No	
National Nature Reserve	No		No	
Local Nature Reserve	No		No	
Areas of peat over 50cm deep	No		No	
RSPB Important Bird Area	No		No	
Higher Level Stewardship grant-funded land	No		No	
Priority Habitats	Yes		No	
Other (please specify):	No		No	
Notes				

Feature		Within woodland(s)	Cpts	Map no	Notes
Biodiversity - European Protected Species					
Bat	Species (if known)	Yes	1b	2	No surveys undertaken, but potentially present in mature trees with roost features
Dormouse		No			No surveys undertaken but unlikely due to species composition
Great crested newt		No			No surveys undertaken but unlikely due to no water bodies present
Otter		No			No surveys undertaken but

				unlikely due to no water bodies present
Sand lizard	No			No surveys undertaken but unlikely due to type of habitat present
Smooth snake	No			No surveys undertaken but unlikely due to type of habitat present
Natterjack toad	No			No surveys undertaken but unlikely due to no water bodies present
Biodiversity – Priority Species				
Schedule 1 Birds	Species:	No		
Mammals (red squirrel, water vole, pine marten etc)		No		No surveys undertaken but unlikely due to species range and type of habitat present
Reptiles (grass snake, adder, common lizard etc)		Yes	All	No surveys undertaken but likely present
Plants		Yes	All	No surveys undertaken but likely present
Fungi/lichens		Yes	All	No surveys undertaken but likely present
Invertebrates (butterflies, moths, beetles etc)		Yes	All	No surveys undertaken but likely present
Amphibians (pool frog, common toad)		No		No surveys undertaken but unlikely due to no water bodies present
Other (please specify):		Yes/No		
Historic Environment				
Scheduled Monuments		No		
Unscheduled Monuments		No		
Registered Parks and Gardens		No		
Registered Battlefields		No		
World Heritage Sites (UNESCO)		No		

Boundaries and Veteran Trees	No			
Listed Buildings	No			
Burial Grounds	No			
Other (please specify):	No			
Landscape				
National Character Area (please specify):				
National Park	No			
National Landscapes (formerly AONBs)	Yes	All		Kent Downs National Landscape
Other (please specify):	No			
People				
CROW Access	No			
Public Rights of Way (any)	Yes	1a,1b		Byway open to all traffic
Common land	No			
Other access provision	Yes	All		Informal path network
Public involvement	Yes	All		Likely to be part of future activities
Visitor information	Yes	1a		Information board at entrance to woodland
Public recreation facilities	No			
Provision of learning opportunities	Yes	All		Likely to be part of future activities
Anti-social behaviour	Yes	1a		Fly tipping of garden waste from adjoining properties
Other (please specify):	No			
Water				
Acid vulnerable catchments	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.

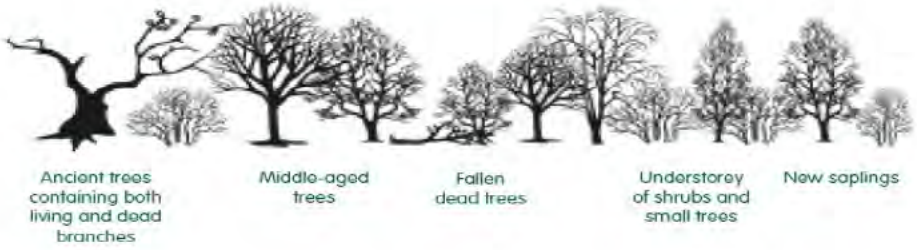
Feature	Within woodland(s)	Cpts	Map no	Notes
Woodland habitat types				
Ancient Semi-Natural Woodland	Yes	All	3	
Planted Ancient Woodland Site (PAWS)	No			
Semi-natural features in PAWS	No			
Lowland beech and yew woodland	No			
Lowland mixed deciduous woodland	Yes	All	3	
Upland mixed ash woods	No			
Upland oakwood	No			
Wet woodland	No			
Wood-pasture and parkland	No			
Other (please specify):	No			
Non woodland habitat types				
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	24.3	Uneven	A mix of mature trees with good growth of understorey of varying age classes
Coppice	75.7	Uneven	Much of the wood is sweet chestnut coppice ranging in age from very recently coppiced to mature stools

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.

Impact	High	Plan for action	Action	Action
	Medium	Monitor	Plan for action	Action
	Low	Monitor	Monitor	Plan for action
		Low	Medium	High
		Likelihood of presence		

5.2 Plant health

Threat (e.g. Ash Dieback, *Phytophthora*, Needle Blight etc)	Ash dieback
Likelihood of presence (high/medium/low)	Medium
Impact (high/medium/low)	Low
Response (inc protection measures)	As the number of ash present is very low, remedial felling works should be undertaken only as a response to public safety

Threat (e.g. Ash Dieback, *Phytophthora*, Needle Blight etc)	Pytopthora ramorum
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	High
Response (inc protection measures)	Monitor for sign of disease on annual basis. Inform Forestry Commission if evident and refer to updated advice from Forest Research for best practice guidance at the time.

5.3 Deer

Species – Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low
Response (inc protection measures)	Small numbers of Roe have been seen during site visits, but a visual assessment of the ride network for deer tracks, and fraying signs and feeding indicators do not indicate a high deer population.

5.4 Grey squirrels

Likelihood of presence (high/medium/low)	High
Impact (high/medium/low)	Low
Response (inc protection measures)	As this a public woodland perceived response to squirrel culling may be not be in the best interests of the Council.

5.5 Livestock and other mammals

Threat (sheep, horse, rabbit etc)	Low
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low
Response (inc protection measures)	Non

5.6 Water and soil

Threat (soil erosion, acidification of water, pollution incidents etc)	Low
Likelihood of presence (high/medium/low)	Low
Impact (high/medium/low)	Low
Response (inc protection measures)	None

5.7 Environmental

Threat (pollution, fire, flood, wind, invasive species etc)	Wind- due to its elevated position the site may be more prone to high winds and therefor risk of windthrow Fire – Public access may increase fire risk Invasive species – Rhododendron is present on site.
Likelihood of presence (high/medium/low)	Wind – medium Fire – low Invasive species - high
Impact (high/medium/low)	Wind – Potentially high Fire – high Invasive species – medium
Response (inc protection measures)	Wind – ensure any felling does not increase remaining trees risk of windthrow Fire – vigilance of ranger team for evidence of any unauthorised fire sites Invasive species – removal of rhododendron forms part of this management plan

5.8 Social

Threat (rights of way, CROW, permissive access, events sporting rights, anti-social behaviour etc)	Rights of way, open access, antisocial behaviour
Likelihood of presence (high/medium/low)	Rights of way, open access – high Antisocial behaviour - low
Impact (high/medium/low)	Medium
Response (inc protection measures)	Regular site monitoring by ranger team

5.9 Economic

Threat (timber forecasting, markets, products, operational costs etc)	Woodland will not be managed for financial gain
Likelihood of presence (high/medium/low)	low
Impact (high/medium/low)	low
Response (inc protection measures)	None

5.10 Climate change resilience

Threat (uniform structure, provenance, lack of diversity etc)	Uniform species – lack of diversity
Likelihood of presence (high/medium/low)	High
Impact (high/medium/low)	Moderate
Response (inc protection measures)	Planting will be undertaken as part of this management to increase diversity of species present and improve age structure

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
Increasing biodiversity	Planting of fruit bearing species to encourage birds and mammals to fee in the woodland. Planting of additional tree species to increase species count. Ride widening and scalloping to allow a more diverse herb and shrub layer to establish. Planting of oak standards throughout the coppiced areas to reestablish coppice with standards sylvicultural practice.
Improving recreational visitor experience	Ride widening and scalloping to aid drying out of ride and path network and to make them more accessible.
Removal of invasive species	Annual cutting and pulling of Rhododendron woody growth and saplings to attempt eradication of species. Annual visual checks for other invasive species.
Protecting Public Safety	Annual visual check for dead, dangerous and dying trees by the green spaces team or appointed contractor.

Section 7: Stakeholder engagement

There can be a requirement on both the Foresty 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
All proposed works	Sevenoaks Town Council	28/01/2025	29/01/2025	Positive	Proceed with proposed management plan

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
Increasing biodiversity	Monitoring of new planting and growth of herb and shrub layer following ride scalloping and widening	Visual assessment	Annually during the growing season	Green spaces team – Sevenoaks Town Council	Written records
Improving recreation visitor experience	Paths more frequently used and drier throughout the year	Visual assessment	Monthly	Green spaces team – Sevenoaks Town Council	Written records
Removal of invasive species	Reduction in growth of rhododendron	Visual assessment	Annually	Green spaces team – Sevenoaks Town Council	Written records
Protecting public safety	Reduction in numbers of dead dying and dangerous trees	Visual assessment	Annually	Green spaces team – Sevenoaks Town Council or suitably qualified contractor	Written records

UK Forestry Standard woodland plan assessment

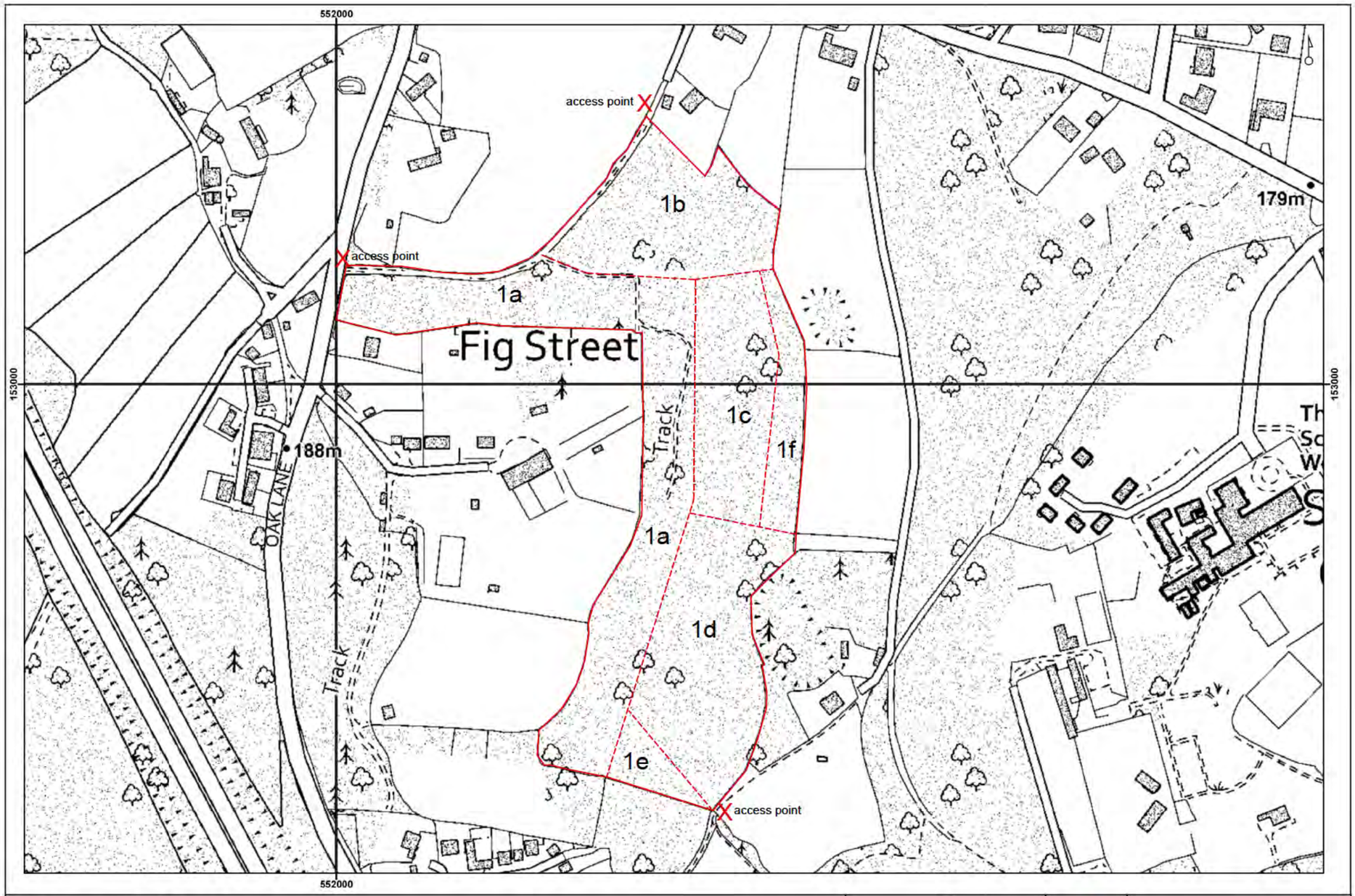
For Forestry Commission office use and approval only:

UKFS management plan criteria	Minimum approval requirements	Achieved	Review notes
Plan objectives: Forest management plans should state the objectives of management and set out how an appropriate balance between social, economic, environmental objectives will be achieved.	• Management plan objectives are stated. • Consideration is given to environmental, economic and social objectives relevant to the vision for the woodland.	**Yes/No**	
Forest context and important features in management strategy: 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.	Management intentions communicated in ***Sect.6*** of management plan are in line with stated objective(s) in ***Sect. 2***. Management intentions should take account of: • Relevant features and issues identified in the woodland survey (***Sect. 4***). • Any potential threats to and opportunities for the woodland, as identified under woodland protection (***Sect. 5***). • Relevant comments received from stakeholder engagement are documented in ***Sect. 7***.	**Yes/No**	
Identification of designations within and surrounding the woodland site:	• Survey information (***Sect. 4***) identifies any designations that impact on woodland management.	**Yes/No**	

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.	• Management intentions (***Sect. 6***) have taken account of any designations.		
Felling and restocking to improve forest structure and diversity: 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.	• Felling and restocking proposals are consistent with UKFS design principles (for example scale and adjacency). • Current diversity (structure, species, age structure) of the woodland has been identified through the survey (***Sect. 4***). • Management intentions aim to improve/ maintain current diversity (structure, species, and ages of trees).	**Yes/No**	
Consultation: 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.	• Stakeholder consultation is in line with current Forestry Commission guidance and recorded in ***Sect. 7***. The minimum requirement is for statutory consultation to take place, and this will be carried out by the Forestry Commission.	**Yes/No**	

	• Plan authors undertake stakeholder engagement (ref Forestry Commission Ops Note 35) relevant to the context and setting of the woodland.		
Plan update and review: Management of the forest should conform to the plan, and the plan should be updated to ensure it is current and relevant.	• A 5-year review period is stated on the first page of the plan. • ***Sect. 8*** is completed with one indicator of success identified per management objective.	**Yes/No**	

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



MRS_Layout_A3Landscape

Daniel Webber

Scale 1:2,500

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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

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

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

1. Summary

Sevenoaks Town Council's year-to-date position at the end of June gives a revenue surplus of £52,104.

For the Community Asset (Open Spaces) Committee the biggest variances to budget to date are as follows, with full analysis in Appendix 2:

- Cemetery: Income is £8,000 above budget YTD.
- Open Spaces Street Lighting: the public clock maintenance budget is £835 above budget due to fixing the clock this is expensive as they have to use a cherry picker.

2. Quarterly Net Comparisons

Cost Centre	June 2024 (Actual)	June 2025 (Actual)
Open Spaces & Leisure – General	-£64,233	-£75,239
Cemetery	-£7,951	-£12,966
Allotments	-£1,569	-£3,213
Street Lighting	-£8,407	-£1,620
Vine Ground	-£7,304	-£8,265

3. Open Spaces & Leisure (General)

- Open Spaces income is performing well £3,848 above budget YTD. There is one outstanding debt amounting to £4,638 which will be settled in September when the new subs are received for the sports team.

- Open Spaces: the grass seed nominal is £787 over its annual budget but this should be offset by grant funding from the Football Foundation, this is due to pitch improvements at Knole Paddock.

- Zurich stopped the payment that it had previously agreed for the works to the Chantry wall which were undertook in the last financial year, STC queried this and they have now agreed the payment which should be received shortly for approximately £8,000.

- Total expenditure under cost centre 21 (Open Spaces General) is £3k under budget YTD.

- Buckhurst Play Area is situated in the Environmental Park on land leased from Knole Estates. The lease is due to expire this year and is currently being negotiated for a new lease up to 2034. It was noted that in the last couple of weeks, the play area has suffered considerable vandalism, resulting in some areas being closed off which is unfortunate as summer school holidays are about to begin. The annual ROSPA report has also identified numerous wear and tear issues which need to be replaced as a matter of urgency. Some of the wear and tear relates to the use of wooden equipment in this play area, some wooden timbers sited within metal sleeve have rotted and failed suddenly. The wear and tear issues also include substantial repairs required to the safety matting under the popular zip wire. £25,000 has been allocated from CIL to enable the Buckhurst Play Area and minor improvements to other play areas to be restored to good working order.

4. Cemetery

- Income is £8,000 above budget YTD.

- The repairs and general maintenance budget is already £1,418 over its annual budget but this is due to emergency lighting being installed at the chapel and the mess room, this was a recommendation of the fire risk assessment.

5. Allotments

- Invoices for allotment rentals are scheduled to be distributed at the end of August or the beginning of September. Preparatory work has been carried out to coordinate with tenants intending to relinquish their plots, ensuring these can be reallocated to other interested residents.

6. Vine Grounds

- The space has been revitalised with a new ground surface made of Recycle Bound Resin, many residents have contacted STC with positive comments.

7. Open Spaces – Street Lighting/ Public Clock

- £2,850 has been received as income for In Bloom.

- The public clock expenditure is £835 over budget due to the clock showing the wrong time, this has now been rectified.

8. Use of Contingency

<u>Monies spent</u>

No monies have been spent as at 30th June 2025.

9. Outstanding Debts

An outstanding debt of £5k for the drainage works on Sevenoaks Common, the money was being paid by Sevenoaks District Council through a grant but no monies have yet been received. This has now been escalated to the Deputy Chief Executive and Corporate Director of Finance at SDC.

14/06/2025
22:09

Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

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
21	O/ Spaces & Leisure - General											
1022	Letting & Hire of Facilities	7,953	2,625	(5,328)	7,953	2,625	(5,328)	28,000			28.4%	
1030	Electricity recharge	0	0	0	0	0	0	3,800			0.0%	
1316	Raleys Car Park Permits	1,742	1,742	0	1,742	1,742	0	1,739			100.2%	
1853	Adopt a Tree income	0	0	0	0	0	0	102			0.0%	
1990	Other Income	105	46	(59)	105	46	(59)	276			37.9%	
	O/ Spaces & Leisure - General :- Income	**9,800**	**4,413**	**(5,387)**	**9,800**	**4,413**	**(5,387)**	**33,917**			**28.9%**	**0**
4010	Gross Pay	17,985	17,032	(953)	17,985	17,032	(953)	204,378		186,393	8.8%	
4011	Mileage	0	67	67	0	67	67	800		800	0.0%	
4270	Employers Pension Contribution	907	1,380	473	907	1,380	473	16,558		15,651	5.5%	
5010	Vine Area General Maintenance	70	0	(70)	70	0	(70)	0		(70)	0.0%	
5013	Graffiti Removal	0	0	0	0	0	0	1,000		1,000	0.0%	
5025	Lower St Johns Toilets	1,253	1,196	(57)	1,253	1,196	(57)	14,350		13,097	8.7%	
5026	Greatness Rec Convenience	285	265	(20)	285	265	(20)	3,177		2,892	9.0%	
5030	St Nicholas Burial Ground	0	0	0	0	0	0	102		102	0.0%	
5050	Seats And Litter Bins	0	0	0	0	0	0	2,357		2,357	0.0%	
5060	Sevenoaks Common	0	0	0	0	0	0	5,125		5,125	0.0%	
5065	Tree Safety Survey	0	0	0	0	0	0	4,100		4,100	0.0%	
5070	Other Woodlands	232	1,025	793	232	1,025	793	4,100		3,868	5.7%	
5110	Knole Paddock & Pavilion	1,338	0	(1,338)	1,338	0	(1,338)	3,587		2,249	37.3%	
5120	Knole Paddock Pitch & Grnd Mt	107	214	107	107	214	107	2,562		2,455	4.2%	
5310	Miscellaneous Open Spaces	0	442	442	0	442	442	5,300		5,300	0.0%	
5311	Security Open Spaces	2,650	2,333	(317)	2,650	2,333	(317)	28,000		25,350	9.5%	

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		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
5316	Skatepark Maintenance	0	0	0	0	0	0	2,050		2,050	0.0%	
5317	Raleys Car Park	0	0	0	0	0	0	439		439	0.0%	
5320	Fertilizers	1,287	0	(1,287)	1,287	0	(1,287)	1,537		250	83.7%	
5330	Grass Seed	3,234	0	(3,234)	3,234	0	(3,234)	2,562		(672)	126.2%	
5340	Plants	164	0	(164)	164	0	(164)	3,075		2,911	5.3%	
5410	Repairs & General Maintenance	88	154	66	88	154	66	1,845		1,757	4.8%	
5412	Capital Refurbishments	0	667	667	0	667	667	8,000		8,000	0.0%	
5500	Equipment Hired and New	51	598	547	51	598	547	7,175		7,124	0.7%	
5525	Equipment Maintenance	1,597	0	(1,597)	1,597	0	(1,597)	8,000		6,403	20.0%	
5550	Vehicle Expenses	760	1,003	243	760	1,003	243	12,037		11,277	6.3%	
5700	Fuel	593	504	(89)	593	504	(89)	6,047		5,454	9.8%	
6010	Light Heat & Cleaning	0	726	726	0	726	726	8,712		8,712	0.0%	
6011	Electricity	3,253	0	(3,253)	3,253	0	(3,253)	0		(3,253)	0.0%	
6013	Cleaning	45	51	6	45	51	6	615		570	7.3%	
6014	Water	90	85	(5)	90	85	(5)	1,025		935	8.8%	
6101	Telephone	0	12	12	0	12	12	149		149	0.0%	
6104	Mobile Telephone	15	29	14	15	29	14	348		333	4.3%	
6105	Broadband wi-fi service	29	26	(3)	29	26	(3)	307		278	9.3%	
6320	Staff Training	555	0	(555)	555	0	(555)	3,075		2,520	18.0%	
6330	Welfare/Hospitality	129	53	(76)	129	53	(76)	640		511	20.1%	
6460	Publicity & Democratic notices	100	0	(100)	100	0	(100)	0		(100)	0.0%	
6635	Professional Fees Licensing	0	26	26	0	26	26	308		308	0.0%	
6730	Subscriptions	535	0	(535)	535	0	(535)	185		(350)	289.2%	
6812	Road Dues	0	0	0	0	0	0	1,128		1,128	0.0%	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

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
6851	Bus Shelter Maintenance	0	17	17	0	17	17	205		205	0.0%	
6900	Sundry Expenses	0	7	7	0	7	7	82		82	0.0%	
6922	Health&Safety/Risk Assessments	294	0	(294)	294	0	(294)	1,700		1,406	17.3%	
6930	Alarm Maintenance	0	0	0	0	0	0	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	0	0	0	3,075		3,075	0.0%	
6935	Waste Bin Disposal-Waste Bins	15	230	215	15	230	215	2,767		2,752	0.5%	
6952	Protective Clothing	29	133	104	29	133	104	1,600		1,571	1.8%	
O/ Spaces & Leisure - General :- Indirect Expenditure		**37,688**	**28,275**	**(9,413)**	**37,688**	**28,275**	**(9,413)**	**375,701**	**0**	**338,013**	**10.0%**	**0**
Net Income over Expenditure		**(27,888)**	**(23,862)**	**4,026**	**(27,888)**	**(23,862)**	**4,026**	**(341,784)**				
Grand Totals:- Income		**9,800**	**4,413**	**(5,387)**	**9,800**	**4,413**	**(5,387)**	**33,917**			**28.9%**	
Expenditure		**37,688**	**28,275**	**(9,413)**	**37,688**	**28,275**	**(9,413)**	**375,701**	**0**	**338,013**	**10.0%**	
Net Income over Expenditure		**(27,888)**	**(23,862)**	**4,026**	**(27,888)**	**(23,862)**	**4,026**	**(341,784)**				
Movement to/(from) Gen Reserve		**(27,888)**	**(23,862)**	**4,026**	**(27,888)**	**(23,862)**	**4,026**	**(341,784)**				

14/06/2025
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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

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
22	O/ Spaces & Leisure - Cemetery											
1700	Cemetery Income	14,586	6,500	(8,086)	14,586	6,500	(8,086)	78,000			18.7%	
	O/ Spaces & Leisure - Cemetery :- Income	**14,586**	**6,500**	**(8,086)**	**14,586**	**6,500**	**(8,086)**	**78,000**			**18.7%**	**0**
4010	Gross Pay	8,791	8,791	(0)	8,791	8,791	(0)	105,490		96,699	8.3%	
4011	Mileage	18	0	(18)	18	0	(18)	0		(18)	0.0%	
4270	Employers Pension Contribution	797	735	(62)	797	735	(62)	8,818		8,021	9.0%	
5210	Cemetery Chapel & Office	0	0	0	0	0	0	153		153	0.0%	
5230	Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	717		717	0.0%	
5410	Repairs & General Maintenance	128	102	(26)	128	102	(26)	1,230		1,102	10.4%	
5500	Equipment Hired and New	1,053	342	(711)	1,053	342	(711)	4,100		3,047	25.7%	
5525	Equipment Maintenance	0	750	750	0	750	750	9,000		9,000	0.0%	
5700	Fuel	61	102	41	61	102	41	1,230		1,169	5.0%	
6000	Rent & Rates	851	875	24	851	875	24	10,500		9,649	8.1%	
6011	Electricity	577	179	(398)	577	179	(398)	2,152		1,575	26.8%	
6013	Cleaning	0	0	0	0	0	0	1,025		1,025	0.0%	
6014	Water	0	94	94	0	94	94	1,127		1,127	0.0%	
6101	Telephone	71	68	(3)	71	68	(3)	820		749	8.6%	
6104	Mobile Telephone	0	2	2	0	2	2	26		26	0.0%	
6105	Broadband wi-fi service	10	13	3	10	13	3	154		144	6.5%	
6240	Computer/ Data Base/WP's	46	76	30	46	76	30	686		640	6.6%	
6320	Staff Training	0	0	0	0	0	0	1,537		1,537	0.0%	
6330	Welfare/Hospitality	115	26	(89)	115	26	(89)	307		192	37.3%	
6500	Goods for Resale	171	11	(160)	171	11	(160)	128		(43)	133.6%	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

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
6720	Books and Periodicals	0	0	0	0	0	0	52		52	0.0%	
6730	Subscriptions	110	205	95	110	205	95	205		95	53.7%	
6802	Trees Plants Turf & Fertilizer	0	0	0	0	0	0	3,000		3,000	0.0%	
6822	Roads Path & Boundaries	0	218	218	0	218	218	871		871	0.0%	
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	123		123	0.0%	
6922	Health&Safety/Risk Assessments	123	0	(123)	123	0	(123)	1,500		1,378	8.2%	
6930	Alarm Maintenance	0	145	145	0	145	145	1,742		1,742	0.0%	
6932	Cemetery Security	635	512	(123)	635	512	(123)	6,150		5,515	10.3%	
6935	Waste Bin Disposal-Waste Bins	81	111	30	81	111	30	1,332		1,251	6.1%	
6952	Protective Clothing	2	58	56	2	58	56	700		698	0.3%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure		**13,639**	**13,415**	**(224)**	**13,639**	**13,415**	**(224)**	**164,875**	**0**	**151,236**	**8.3%**	**0**
Net Income over Expenditure		**947**	**(6,915)**	**(7,862)**	**947**	**(6,915)**	**(7,862)**	**(86,875)**				
Grand Totals:- Income		**14,586**	**6,500**	**(8,086)**	**14,586**	**6,500**	**(8,086)**	**78,000**			**18.7%**	
Expenditure		**13,639**	**13,415**	**(224)**	**13,639**	**13,415**	**(224)**	**164,875**	**0**	**151,236**	**8.3%**	
Net Income over Expenditure		**947**	**(6,915)**	**(7,862)**	**947**	**(6,915)**	**(7,862)**	**(86,875)**				
Movement to/(from) Gen Reserve		**947**	**(6,915)**	**(7,862)**	**947**	**(6,915)**	**(7,862)**	**(86,875)**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

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
23	O/ Spaces & Leisure- Allotment											
1010	Rental Income	0	0	0	0	0	0	1,636			0.0%	
1047	QH Allotments Income	0	0	0	0	0	0	8,759			0.0%	
	O/ Spaces & Leisure- Allotment :- Income	**0**	**0**	**0**	**0**	**0**	**0**	**10,395**			**0.0%**	**0**
4010	Gross Pay	657	500	(157)	657	500	(157)	6,000		5,343	10.9%	
4270	Employers Pension Contribution	79	33	(46)	79	33	(46)	400		321	19.7%	
6002	QH Allotments Costs	583	0	(583)	583	0	(583)	0		(583)	0.0%	
6014	Water	306	0	(306)	306	0	(306)	973		667	31.5%	
6300	Computer Software	0	2	2	0	2	2	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	0	0	73		73	0.0%	
	O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**1,625**	**535**	**(1,090)**	**1,625**	**535**	**(1,090)**	**7,533**	**0**	**5,908**	**21.6%**	**0**
	Net Income over Expenditure	**(1,625)**	**(535)**	**1,090**	**(1,625)**	**(535)**	**1,090**	**2,862**				
	Grand Totals:- Income	**0**	**0**	**0**	**0**	**0**	**0**	**10,395**			**0.0%**	
	Expenditure	**1,625**	**535**	**(1,090)**	**1,625**	**535**	**(1,090)**	**7,533**	**0**	**5,908**	**21.6%**	
	Net Income over Expenditure	**(1,625)**	**(535)**	**1,090**	**(1,625)**	**(535)**	**1,090**	**2,862**				
	Movement to/(from) Gen Reserve	**(1,625)**	**(535)**	**1,090**	**(1,625)**	**(535)**	**1,090**	**2,862**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

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
26	Open Spaces-Street Lighting/Ge											
1480	Streetlighting income	0	750	750	0	750	750	9,000			0.0%	
1990	Other Income	0	250	250	0	250	250	1,000			0.0%	
1997	In Bloom Income	2,850	0	(2,850)	2,850	0	(2,850)	0			0.0%	
	Open Spaces-Street Lighting/Ge :- Income	**2,850**	**1,000**	**(1,850)**	**2,850**	**1,000**	**(1,850)**	**10,000**			**28.5%**	**0**
6861	Public Clock Maintenance	1,040	0	(1,040)	1,040	0	(1,040)	205		(835)	507.3%	
6862	Street Lighting	343	0	(343)	343	0	(343)	11,000		10,657	3.1%	
6865	In Bloom Costs	79	422	343	79	422	343	14,350		14,271	0.6%	
	Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**1,462**	**422**	**(1,040)**	**1,462**	**422**	**(1,040)**	**25,555**	**0**	**24,093**	**5.7%**	**0**
	Net Income over Expenditure	**1,388**	**578**	**(810)**	**1,388**	**578**	**(810)**	**(15,555)**				
	Grand Totals:- Income	**2,850**	**1,000**	**(1,850)**	**2,850**	**1,000**	**(1,850)**	**10,000**			**28.5%**	
	Expenditure	**1,462**	**422**	**(1,040)**	**1,462**	**422**	**(1,040)**	**25,555**	**0**	**24,093**	**5.7%**	
	Net Income over Expenditure	**1,388**	**578**	**(810)**	**1,388**	**578**	**(810)**	**(15,555)**				
	Movement to/(from) Gen Reserve	**1,388**	**578**	**(810)**	**1,388**	**578**	**(810)**	**(15,555)**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

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
29	O/Spaces & Leisure-Vine Ground											
1208	Other Events Income	0	256	256	0	256	256	1,538			0.0%	
1805	Tea Kiosk Rental & Pavilion	1,000	897	(103)	1,000	897	(103)	3,587			27.9%	
1870	Vine Club Insurance Contrib.	0	0	0	0	0	0	382			0.0%	
	O/Spaces & Leisure-Vine Ground :- Income	**1,000**	**1,153**	**153**	**1,000**	**1,153**	**153**	**5,507**			**18.2%**	**0**
4010	Gross Pay	1,981	2,125	144	1,981	2,125	144	25,505		23,524	7.8%	
4270	Employers Pension Contribution	71	119	48	71	119	48	1,427		1,356	5.0%	
5010	Vine Area General Maintenance	8	214	206	8	214	206	2,565		2,557	0.3%	
5015	Vine Pavilion maintenance	0	0	0	0	0	0	205		205	0.0%	
5020	Vine Public Convenience	1,024	1,167	143	1,024	1,167	143	14,000		12,976	7.3%	
5410	Repairs & General Maintenance	63	68	5	63	68	5	820		757	7.7%	
5500	Equipment Hired and New	230	343	113	230	343	113	2,056		1,826	11.2%	
6014	Water	103	43	(60)	103	43	(60)	512		409	20.2%	
6635	Professional Fees Licensing	0	0	0	0	0	0	215		215	0.0%	
6868	Summer Concerts	0	0	0	0	0	0	3,690		3,690	0.0%	
6869	Special Events	41	143	102	41	143	102	143		102	28.5%	
6922	Health&Safety/Risk Assessments	0	83	83	0	83	83	1,000		1,000	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	748		748	0.0%	
6935	Waste Bin Disposal-Waste Bins	64	82	18	64	82	18	984		920	6.5%	
	O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**3,585**	**4,387**	**802**	**3,585**	**4,387**	**802**	**53,870**	**0**	**50,285**	**6.7%**	**0**
	Net Income over Expenditure	**(2,585)**	**(3,234)**	**(649)**	**(2,585)**	**(3,234)**	**(649)**	**(48,363)**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 1

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	**1,000**	**1,153**	**153**	**1,000**	**1,153**	**153**	**5,507**			**18.2%**	
Expenditure	**3,585**	**4,387**	**802**	**3,585**	**4,387**	**802**	**53,870**	**0**	**50,285**	**6.7%**	
Net Income over Expenditure	**(2,585)**	**(3,234)**	**(649)**	**(2,585)**	**(3,234)**	**(649)**	**(48,363)**				
Movement to/(from) Gen Reserve	**(2,585)**	**(3,234)**	**(649)**	**(2,585)**	**(3,234)**	**(649)**	**(48,363)**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 2

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
21	O/ Spaces & Leisure - General											
1022	Letting & Hire of Facilities	1,352	875	(477)	9,305	3,500	(5,805)	28,000			33.2%	
1030	Electricity recharge	0	0	0	0	0	0	3,800			0.0%	
1316	Raleys Car Park Permits	17	0	(17)	1,758	1,742	(16)	1,739			101.1%	
1853	Adopt a Tree income	0	0	0	0	0	0	102			0.0%	
1990	Other Income	0	0	0	105	46	(59)	276			37.9%	
	O/ Spaces & Leisure - General :- Income	**1,369**	**875**	**(494)**	**11,168**	**5,288**	**(5,880)**	**33,917**			**32.9%**	**0**
4010	Gross Pay	15,551	17,032	1,481	33,536	34,064	528	204,378		170,842	16.4%	
4011	Mileage	88	67	(21)	88	134	46	800		712	11.0%	
4270	Employers Pension Contribution	965	1,380	415	1,872	2,760	888	16,558		14,686	11.3%	
5010	Vine Area General Maintenance	95	0	(95)	165	0	(165)	0		(165)	0.0%	
5013	Graffiti Removal	0	0	0	0	0	0	1,000		1,000	0.0%	
5025	Lower St Johns Toilets	720	1,196	476	1,973	2,392	419	14,350		12,377	13.8%	
5026	Greatness Rec Convenience	285	265	(20)	569	530	(39)	3,177		2,608	17.9%	
5030	St Nicholas Burial Ground	80	0	(80)	80	0	(80)	102		22	78.0%	
5050	Seats And Litter Bins	0	0	0	0	0	0	2,357		2,357	0.0%	
5060	Sevenoaks Common	580	0	(580)	580	0	(580)	5,125		4,545	11.3%	
5065	Tree Safety Survey	0	0	0	0	0	0	4,100		4,100	0.0%	
5070	Other Woodlands	90	0	(90)	322	1,025	703	4,100		3,778	7.9%	
5110	Knole Paddock & Pavilion	0	0	0	1,338	0	(1,338)	3,587		2,249	37.3%	
5120	Knole Paddock Pitch & Grnd Mt	145	214	69	252	428	176	2,562		2,310	9.8%	
5310	Miscellaneous Open Spaces	38	442	405	38	884	847	5,300		5,263	0.7%	
5311	Security Open Spaces	2,738	2,333	(405)	5,388	4,666	(722)	28,000		22,612	19.2%	

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		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
5316	Skatepark Maintenance	8	510	502	8	510	502	2,050		2,042	0.4%	
5317	Raleys Car Park	0	0	0	0	0	0	439		439	0.0%	
5320	Fertilizers	0	510	510	1,287	510	(777)	1,537		250	83.7%	
5330	Grass Seed	0	0	0	3,234	0	(3,234)	2,562		(672)	126.2%	
5340	Plants	208	0	(208)	372	0	(372)	3,075		2,703	12.1%	
5410	Repairs & General Maintenance	42	154	112	130	308	178	1,845		1,715	7.0%	
5412	Capital Refurbishments	0	667	667	0	1,334	1,334	8,000		8,000	0.0%	
5500	Equipment Hired and New	17	598	581	67	1,196	1,129	7,175		7,108	0.9%	
5525	Equipment Maintenance	78	941	863	1,675	941	(734)	8,000		6,325	20.9%	
5550	Vehicle Expenses	965	1,003	38	1,725	2,006	281	12,037		10,312	14.3%	
5700	Fuel	204	504	300	796	1,008	212	6,047		5,251	13.2%	
6010	Light Heat & Cleaning	0	726	726	0	1,452	1,452	8,712		8,712	0.0%	
6011	Electricity	0	0	0	3,253	0	(3,253)	0		(3,253)	0.0%	
6013	Cleaning	85	51	(34)	130	102	(28)	615		485	21.1%	
6014	Water	155	85	(70)	245	170	(75)	1,025		780	23.9%	
6101	Telephone	0	12	12	0	24	24	149		149	0.0%	
6104	Mobile Telephone	15	29	14	30	58	28	348		318	8.6%	
6105	Broadband wi-fi service	29	26	(3)	57	52	(5)	307		250	18.7%	
6320	Staff Training	0	0	0	555	0	(555)	3,075		2,520	18.0%	
6330	Welfare/Hospitality	0	53	53	129	106	(23)	640		511	20.1%	
6460	Publicity & Democratic notices	0	0	0	100	0	(100)	0		(100)	0.0%	
6635	Professional Fees Licensing	0	26	26	0	52	52	308		308	0.0%	
6730	Subscriptions	(105)	0	105	430	0	(430)	185		(245)	232.5%	
6812	Road Dues	0	0	0	0	0	0	1,128		1,128	0.0%	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 2

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
6851	Bus Shelter Maintenance	0	17	17	0	34	34	205		205	0.0%	
6900	Sundry Expenses	0	7	7	0	14	14	82		82	0.0%	
6922	Health&Safety/Risk Assessments	0	0	0	294	0	(294)	1,700		1,406	17.3%	
6930	Alarm Maintenance	0	0	0	0	0	0	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	0	0	0	3,075		3,075	0.0%	
6935	Waste Bin Disposal-Waste Bins	32	230	198	47	460	413	2,767		2,720	1.7%	
6952	Protective Clothing	0	133	133	29	266	237	1,600		1,571	1.8%	
O/ Spaces & Leisure - General :- Indirect Expenditure		**23,107**	**29,211**	**6,104**	**60,795**	**57,486**	**(3,309)**	**375,701**	**0**	**314,906**	**16.2%**	**0**
Net Income over Expenditure		**(21,738)**	**(28,336)**	**(6,598)**	**(49,627)**	**(52,198)**	**(2,571)**	**(341,784)**				
Grand Totals:- Income		**1,369**	**875**	**(494)**	**11,168**	**5,288**	**(5,880)**	**33,917**			**32.9%**	
Expenditure		**23,107**	**29,211**	**6,104**	**60,795**	**57,486**	**(3,309)**	**375,701**	**0**	**314,906**	**16.2%**	
Net Income over Expenditure		**(21,738)**	**(28,336)**	**(6,598)**	**(49,627)**	**(52,198)**	**(2,571)**	**(341,784)**				
Movement to/(from) Gen Reserve		**(21,738)**	**(28,336)**	**(6,598)**	**(49,627)**	**(52,198)**	**(2,571)**	**(341,784)**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 2

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
22	O/ Spaces & Leisure - Cemetery											
1700	Cemetery Income	3,608	6,500	2,892	18,194	13,000	(5,194)	78,000			23.3%	
	O/ Spaces & Leisure - Cemetery :- Income	**3,608**	**6,500**	**2,892**	**18,194**	**13,000**	**(5,194)**	**78,000**			**23.3%**	**0**
4010	Gross Pay	8,766	8,791	25	17,557	17,582	25	105,490		87,933	16.6%	
4011	Mileage	0	0	0	18	0	(18)	0		(18)	0.0%	
4270	Employers Pension Contribution	835	735	(100)	1,632	1,470	(162)	8,818		7,186	18.5%	
5210	Cemetery Chapel & Office	0	0	0	0	0	0	153		153	0.0%	
5230	Cemetery Wshop/Messroom Mtce	0	0	0	0	0	0	717		717	0.0%	
5410	Repairs & General Maintenance	0	102	102	128	204	76	1,230		1,102	10.4%	
5500	Equipment Hired and New	38	342	305	1,090	684	(406)	4,100		3,010	26.6%	
5525	Equipment Maintenance	325	750	425	325	1,500	1,175	9,000		8,675	3.6%	
5700	Fuel	45	102	57	106	204	98	1,230		1,124	8.6%	
6000	Rent & Rates	848	875	27	1,699	1,750	51	10,500		8,801	16.2%	
6011	Electricity	(357)	179	536	220	358	138	2,152		1,932	10.2%	
6013	Cleaning	82	200	118	82	200	118	1,025		943	8.0%	
6014	Water	253	94	(159)	253	188	(65)	1,127		874	22.5%	
6101	Telephone	71	68	(3)	142	136	(6)	820		678	17.3%	
6104	Mobile Telephone	0	2	2	0	4	4	26		26	0.0%	
6105	Broadband wi-fi service	10	13	3	20	26	6	154		134	13.0%	
6240	Computer/ Data Base/WP's	46	76	30	91	152	61	686		595	13.3%	
6320	Staff Training	0	0	0	0	0	0	1,537		1,537	0.0%	
6330	Welfare/Hospitality	0	26	26	115	52	(63)	307		192	37.3%	
6500	Goods for Resale	29	11	(18)	200	22	(178)	128		(72)	156.4%	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 2

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
6720	Books and Periodicals	0	0	0	0	0	0	52		52	0.0%	
6730	Subscriptions	105	0	(105)	215	205	(10)	205		(10)	104.9%	
6802	Trees Plants Turf & Fertilizer	24	0	(24)	24	0	(24)	3,000		2,976	0.8%	
6822	Roads Path & Boundaries	0	0	0	0	218	218	871		871	0.0%	
6832	Lawn/Wall of Remembrance	0	0	0	0	0	0	123		123	0.0%	
6922	Health&Safety/Risk Assessments	0	375	375	123	375	253	1,500		1,378	8.2%	
6930	Alarm Maintenance	519	145	(374)	519	290	(229)	1,742		1,223	29.8%	
6932	Cemetery Security	635	512	(123)	1,271	1,024	(247)	6,150		4,879	20.7%	
6935	Waste Bin Disposal-Waste Bins	0	111	111	81	222	141	1,332		1,251	6.1%	
6952	Protective Clothing	0	58	58	2	116	114	700		698	0.3%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure		**12,275**	**13,567**	**1,292**	**25,914**	**26,982**	**1,068**	**164,875**	**0**	**138,961**	**15.7%**	**0**
Net Income over Expenditure		**(8,666)**	**(7,067)**	**1,599**	**(7,719)**	**(13,982)**	**(6,263)**	**(86,875)**				
Grand Totals:- Income		**3,608**	**6,500**	**2,892**	**18,194**	**13,000**	**(5,194)**	**78,000**			**23.3%**	
Expenditure		**12,275**	**13,567**	**1,292**	**25,914**	**26,982**	**1,068**	**164,875**	**0**	**138,961**	**15.7%**	
Net Income over Expenditure		**(8,666)**	**(7,067)**	**1,599**	**(7,719)**	**(13,982)**	**(6,263)**	**(86,875)**				
Movement to/(from) Gen Reserve		**(8,666)**	**(7,067)**	**1,599**	**(7,719)**	**(13,982)**	**(6,263)**	**(86,875)**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 2

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
23	O/ Spaces & Leisure- Allotment											
1010	Rental Income	0	0	0	0	0	0	1,636			0.0%	
1047	QH Allotments Income	104	0	(104)	104	0	(104)	8,759			1.2%	
	O/ Spaces & Leisure- Allotment :- Income	**104**	**0**	**(104)**	**104**	**0**	**(104)**	**10,395**			**1.0%**	**0**
4010	Gross Pay	577	500	(77)	1,234	1,000	(234)	6,000		4,766	20.6%	
4270	Employers Pension Contribution	71	33	(38)	150	66	(84)	400		250	37.5%	
6002	QH Allotments Costs	4	0	(4)	587	0	(587)	0		(587)	0.0%	
6014	Water	4	0	(4)	311	0	(311)	973		662	32.0%	
6300	Computer Software	0	2	2	0	4	4	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	0	0	73		73	0.0%	
	O/ Spaces & Leisure- Allotment :- Indirect Expenditure	**657**	**535**	**(122)**	**2,281**	**1,070**	**(1,211)**	**7,533**	**0**	**5,252**	**30.3%**	**0**
	Net Income over Expenditure	**(553)**	**(535)**	**18**	**(2,177)**	**(1,070)**	**1,107**	**2,862**				
	Grand Totals:- Income	**104**	**0**	**(104)**	**104**	**0**	**(104)**	**10,395**			**1.0%**	
	Expenditure	**657**	**535**	**(122)**	**2,281**	**1,070**	**(1,211)**	**7,533**	**0**	**5,252**	**30.3%**	
	Net Income over Expenditure	**(553)**	**(535)**	**18**	**(2,177)**	**(1,070)**	**1,107**	**2,862**				
	Movement to/(from) Gen Reserve	**(553)**	**(535)**	**18**	**(2,177)**	**(1,070)**	**1,107**	**2,862**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 2

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
26	Open Spaces-Street Lighting/Ge											
1480	Streetlighting income	0	750	750	0	1,500	1,500	9,000			0.0%	
1990	Other Income	0	250	250	0	500	500	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	**0**	**1,000**	**1,000**	**2,850**	**2,000**	**(850)**	**10,000**			**28.5%**	**0**
6861	Public Clock Maintenance	0	0	0	1,040	0	(1,040)	205		(835)	507.3%	
6862	Street Lighting	1,573	0	(1,573)	1,916	0	(1,916)	11,000		9,084	17.4%	
6865	In Bloom Costs	433	422	(11)	512	844	332	14,350		13,838	3.6%	
6869	Special Events	267	0	(267)	267	0	(267)	0		(267)	0.0%	
	Open Spaces-Street Lighting/Ge :- Indirect Expenditure	**2,273**	**422**	**(1,851)**	**3,735**	**844**	**(2,891)**	**25,555**	**0**	**21,820**	**14.6%**	**0**
	Net Income over Expenditure	**(2,273)**	**578**	**2,851**	**(885)**	**1,156**	**2,041**	**(15,555)**				
	Grand Totals:- Income	**0**	**1,000**	**1,000**	**2,850**	**2,000**	**(850)**	**10,000**			**28.5%**	
	Expenditure	**2,273**	**422**	**(1,851)**	**3,735**	**844**	**(2,891)**	**25,555**	**0**	**21,820**	**14.6%**	
	Net Income over Expenditure	**(2,273)**	**578**	**2,851**	**(885)**	**1,156**	**2,041**	**(15,555)**				
	Movement to/(from) Gen Reserve	**(2,273)**	**578**	**2,851**	**(885)**	**1,156**	**2,041**	**(15,555)**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 2

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
29	O/Spaces & Leisure-Vine Ground											
1208	Other Events Income	0	256	256	0	512	512	1,538			0.0%	
1805	Tea Kiosk Rental & Pavilion	0	0	0	1,000	897	(103)	3,587			27.9%	
1870	Vine Club Insurance Contrib.	0	0	0	0	0	0	382			0.0%	
	O/Spaces & Leisure-Vine Ground :- Income	**0**	**256**	**256**	**1,000**	**1,409**	**409**	**5,507**			**18.2%**	**0**
4010	Gross Pay	2,190	2,125	(65)	4,172	4,250	78	25,505		21,333	16.4%	
4270	Employers Pension Contribution	76	119	43	147	238	91	1,427		1,280	10.3%	
5010	Vine Area General Maintenance	419	214	(205)	427	428	1	2,565		2,138	16.6%	
5015	Vine Pavilion maintenance	0	205	205	0	205	205	205		205	0.0%	
5020	Vine Public Convenience	854	1,167	313	1,878	2,334	456	14,000		12,122	13.4%	
5410	Repairs & General Maintenance	0	68	68	63	136	73	820		757	7.7%	
5500	Equipment Hired and New	0	343	343	230	686	456	2,056		1,826	11.2%	
6014	Water	2	43	41	106	86	(20)	512		406	20.6%	
6635	Professional Fees Licensing	0	0	0	0	0	0	215		215	0.0%	
6868	Summer Concerts	600	0	(600)	600	0	(600)	3,690		3,090	16.3%	
6869	Special Events	(41)	0	41	0	143	143	143		143	0.0%	
6922	Health&Safety/Risk Assessments	0	83	83	0	166	166	1,000		1,000	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	748		748	0.0%	
6935	Waste Bin Disposal-Waste Bins	0	82	82	64	164	100	984		920	6.5%	
	O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	**4,101**	**4,449**	**348**	**7,687**	**8,836**	**1,150**	**53,870**	**0**	**46,184**	**14.3%**	**0**
	Net Income over Expenditure	**(4,101)**	**(4,193)**	**(92)**	**(6,687)**	**(7,427)**	**(741)**	**(48,363)**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 20/05/2025

Month No: 2

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**	**256**	**256**	**1,000**	**1,409**	**409**	**5,507**			**18.2%**	
Expenditure	**4,101**	**4,449**	**348**	**7,687**	**8,836**	**1,150**	**53,870**	**0**	**46,184**	**14.3%**	
Net Income over Expenditure	**(4,101)**	**(4,193)**	**(92)**	**(6,687)**	**(7,427)**	**(741)**	**(48,363)**				
Movement to/(from) Gen Reserve	**(4,101)**	**(4,193)**	**(92)**	**(6,686)**	**(7,427)**	**(740)**	**(48,363)**				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 21/07/2025

Month No: 3

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
21	O/ Spaces & Leisure - General											
1022	Letting & Hire of Facilities	514	875	361	10,848	7,000	(3,848)	28,000			38.7%	
1030	Electricity recharge	0	950	950	0	950	950	3,800			0.0%	
1316	Raleys Car Park Permits	8	0	(8)	1,767	1,742	(25)	1,739			101.6%	
1853	Adopt a Tree income	0	0	0	0	0	0	102			0.0%	
1990	Other Income	1,145	46	(1,099)	1,249	92	(1,157)	276			452.6%	
	O/ Spaces & Leisure - General :- Income	**1,667**	**1,871**	**204**	**13,864**	**9,784**	**(4,080)**	**33,917**			**40.9%**	**0**
4010	Gross Pay	17,989	17,032	(957)	51,525	51,096	(429)	204,378		152,853	25.2%	
4011	Mileage	125	67	(58)	213	201	(12)	800		587	26.6%	
4270	Employers Pension Contribution	1,030	1,380	350	2,902	4,140	1,238	16,558		13,656	17.5%	
5010	Vine Area General Maintenance	116	0	(116)	281	0	(281)	0		(281)	0.0%	
5013	Graffiti Removal	0	0	0	0	0	0	1,000		1,000	0.0%	
5025	Lower St Johns Toilets	11	1,196	1,185	1,984	3,588	1,604	14,350		12,366	13.8%	
5026	Greatness Rec Convenience	0	265	265	854	795	(59)	3,177		2,323	26.9%	
5030	St Nicholas Burial Ground	28	0	(28)	107	0	(107)	102		(5)	105.2%	
5050	Seats And Litter Bins	0	589	589	0	589	589	2,357		2,357	0.0%	
5060	Sevenoaks Common	0	0	0	580	0	(580)	5,125		4,545	11.3%	
5065	Tree Safety Survey	0	4,100	4,100	0	4,100	4,100	4,100		4,100	0.0%	
5070	Other Woodlands	0	0	0	1,366	1,025	(341)	4,100		2,734	33.3%	
5110	Knole Paddock & Pavilion	477	359	(118)	1,815	359	(1,456)	3,587		1,772	50.6%	
5120	Knole Paddock Pitch & Grnd Mt	0	214	214	252	642	390	2,562		2,310	9.8%	
5310	Miscellaneous Open Spaces	1,820	442	(1,378)	1,871	1,326	(545)	5,300		3,430	35.3%	
5311	Security Open Spaces	3,136	2,333	(803)	8,523	6,999	(1,524)	28,000		19,477	30.4%	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 21/07/2025

Month No: 3

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
5316	Skatepark Maintenance	0	510	510	8	1,020	1,012	2,050		2,042	0.4%	
5317	Raleys Car Park	0	440	440	0	440	440	439		439	0.0%	
5320	Fertilizers	9	510	501	1,296	1,020	(276)	1,537		241	84.3%	
5330	Grass Seed	0	0	0	3,349	0	(3,349)	2,562		(787)	130.7%	
5340	Plants	145	769	624	1,065	769	(296)	3,075		2,010	34.6%	
5410	Repairs & General Maintenance	14	154	140	144	462	318	1,845		1,701	7.8%	
5412	Capital Refurbishments	0	667	667	0	2,001	2,001	8,000		8,000	0.0%	
5500	Equipment Hired and New	26	598	572	93	1,794	1,701	7,175		7,082	1.3%	
5525	Equipment Maintenance	68	941	873	1,790	1,882	92	8,000		6,210	22.4%	
5550	Vehicle Expenses	39	1,003	964	1,764	3,009	1,245	12,037		10,273	14.7%	
5700	Fuel	527	504	(23)	1,516	1,512	(4)	6,047		4,531	25.1%	
6010	Light Heat & Cleaning	0	726	726	0	2,178	2,178	8,712		8,712	0.0%	
6011	Electricity	0	0	0	3,253	0	(3,253)	0		(3,253)	0.0%	
6013	Cleaning	57	51	(6)	319	153	(166)	615		296	51.9%	
6014	Water	662	85	(577)	906	255	(651)	1,025		119	88.4%	
6016	Contractor Payments	270	0	(270)	270	0	(270)	0		(270)	0.0%	
6101	Telephone	0	12	12	0	36	36	149		149	0.0%	
6104	Mobile Telephone	0	29	29	45	87	42	348		303	12.9%	
6105	Broadband wi-fi service	29	26	(3)	86	78	(8)	307		221	28.0%	
6320	Staff Training	80	769	689	635	769	134	3,075		2,440	20.7%	
6330	Welfare/Hospitality	0	53	53	129	159	30	640		511	20.1%	
6460	Publicity & Democratic notices	0	0	0	100	0	(100)	0		(100)	0.0%	
6635	Professional Fees Licensing	0	26	26	0	78	78	308		308	0.0%	
6730	Subscriptions	0	185	185	430	185	(245)	185		(245)	232.5%	

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 21/07/2025

Month No: 3

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
6812	Road Dues	0	0	0	0	0	0	1,128		1,128	0.0%	
6851	Bus Shelter Maintenance	0	17	17	0	51	51	205		205	0.0%	
6900	Sundry Expenses	0	7	7	0	21	21	82		82	0.0%	
6922	Health&Safety/Risk Assessments	0	0	0	294	0	(294)	1,700		1,406	17.3%	
6930	Alarm Maintenance	0	0	0	0	0	0	902		902	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	615		615	0.0%	
6934	Waste Bin Collection-Dog Bins	0	769	769	728	769	41	3,075		2,347	23.7%	
6935	Waste Bin Disposal-Waste Bins	322	230	(92)	830	690	(140)	2,767		1,937	30.0%	
6952	Protective Clothing	300	133	(167)	330	399	69	1,600		1,270	20.6%	
O/ Spaces & Leisure - General :- Indirect Expenditure		**27,279**	**37,191**	**9,912**	**91,654**	**94,677**	**3,023**	**375,701**	**0**	**284,047**	**24.4%**	**0**
Net Income over Expenditure		**(25,612)**	**(35,320)**	**(9,708)**	**(77,790)**	**(84,893)**	**(7,103)**	**(341,784)**				
Grand Totals:- Income		**1,667**	**1,871**	**204**	**13,864**	**9,784**	**(4,080)**	**33,917**			**40.9%**	
Expenditure		**27,279**	**37,191**	**9,912**	**91,654**	**94,677**	**3,023**	**375,701**	**0**	**284,047**	**24.4%**	
Net Income over Expenditure		**(25,612)**	**(35,320)**	**(9,708)**	**(77,790)**	**(84,893)**	**(7,103)**	**(341,784)**				
Movement to/(from) Gen Reserve		**(25,612)**	**(35,320)**	**(9,708)**	**(77,790)**	**(84,893)**	**(7,103)**	**(341,784)**				

		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
22	O/ Spaces & Leisure - Cemetery											
1700	Cemetery Income	9,566	6,500	(3,066)	28,920	19,500	(9,420)	78,000			37.1%	
	O/ Spaces & Leisure - Cemetery :- Income	9,566	6,500	(3,066)	28,920	19,500	(9,420)	78,000			37.1%	0
4010	Gross Pay	8,714	8,791	77	26,271	26,373	102	105,490		79,219	24.9%	
4011	Mileage	19	0	(19)	37	0	(37)	0		(37)	0.0%	
4270	Employers Pension Contribution	808	735	(73)	2,441	2,205	(236)	8,818		6,377	27.7%	
5210	Cemetery Chapel & Office	0	0	0	0	0	0	153		153	0.0%	
5230	Cemetery Wshop/Messroom Mtce	0	179	179	0	179	179	717		717	0.0%	
5410	Repairs & General Maintenance	2,520	102	(2,418)	2,696	306	(2,390)	1,230		(1,466)	219.1%	
5500	Equipment Hired and New	0	342	342	1,090	1,026	(64)	4,100		3,010	26.6%	
5525	Equipment Maintenance	841	750	(91)	1,166	2,250	1,084	9,000		7,834	13.0%	
5700	Fuel	62	102	40	168	306	138	1,230		1,062	13.6%	
6000	Rent & Rates	848	875	27	3,395	2,625	(770)	10,500		7,105	32.3%	
6011	Electricity	217	179	(38)	437	537	100	2,152		1,715	20.3%	
6013	Cleaning	0	200	200	82	400	318	1,025		943	8.0%	
6014	Water	(200)	94	294	53	282	229	1,127		1,074	4.7%	
6101	Telephone	62	68	6	204	204	(0)	820		616	24.9%	
6104	Mobile Telephone	0	2	2	0	6	6	26		26	0.0%	
6105	Broadband wi-fi service	10	13	3	30	39	9	154		124	19.5%	
6240	Computer/ Data Base/WP's	46	76	30	137	228	91	686		549	19.9%	
6320	Staff Training	0	384	384	0	384	384	1,537		1,537	0.0%	
6330	Welfare/Hospitality	0	26	26	115	78	(37)	307		192	37.3%	
6500	Goods for Resale	0	11	11	200	33	(167)	128		(72)	156.4%	

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		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
6720	Books and Periodicals	0	0	0	0	0	0	52		52	0.0%	
6730	Subscriptions	0	0	0	215	205	(10)	205		(10)	104.9%	
6802	Trees Plants Turf & Fertilizer	27	750	723	769	750	(19)	3,000		2,231	25.6%	
6822	Roads Path & Boundaries	0	0	0	0	218	218	871		871	0.0%	
6832	Lawn/Wall of Remembrance	0	31	31	0	31	31	123		123	0.0%	
6922	Health&Safety/Risk Assessments	0	0	0	123	375	253	1,500		1,378	8.2%	
6930	Alarm Maintenance	42	145	103	995	435	(560)	1,742		747	57.1%	
6932	Cemetery Security	635	512	(123)	1,906	1,536	(370)	6,150		4,244	31.0%	
6935	Waste Bin Disposal-Waste Bins	161	111	(50)	322	333	11	1,332		1,010	24.2%	
6952	Protective Clothing	0	58	58	2	174	172	700		698	0.3%	
O/ Spaces & Leisure - Cemetery :- Indirect Expenditure		14,812	14,536	(276)	42,854	41,518	(1,336)	164,875	0	122,021	26.0%	0
Net Income over Expenditure		(5,246)	(8,036)	(2,790)	(13,934)	(22,018)	(8,084)	(86,875)				
Grand Totals:- Income		9,566	6,500	(3,066)	28,920	19,500	(9,420)	78,000			37.1%	
Expenditure		14,812	14,536	(276)	42,854	41,518	(1,336)	164,875	0	122,021	26.0%	
Net Income over Expenditure		(5,246)	(8,036)	(2,790)	(13,934)	(22,018)	(8,084)	(86,875)				
Movement to/(from) Gen Reserve		(5,246)	(8,036)	(2,790)	(13,934)	(22,018)	(8,084)	(86,875)				

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Detailed Income & Expenditure by Phased Budget Heading 21/07/2025

Month No: 3 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
23	O/ Spaces & Leisure- Allotment											
1010	Rental Income	0	0	0	0	0	0	1,636			0.0%	
1047	QH Allotments Income	11	0	(11)	115	0	(115)	8,759			1.3%	
	O/ Spaces & Leisure- Allotment :- Income	11	0	(11)	115	0	(115)	10,395			1.1%	0
4010	Gross Pay	522	500	(22)	1,756	1,500	(256)	6,000		4,244	29.3%	
4270	Employers Pension Contribution	77	33	(44)	227	99	(128)	400		173	56.7%	
6002	QH Allotments Costs	344	0	(344)	930	0	(930)	0		(930)	0.0%	243
6014	Water	104	243	139	415	243	(172)	973		558	42.6%	
6300	Computer Software	0	2	2	0	6	6	25		25	0.0%	
6730	Subscriptions	0	0	0	0	0	0	62		62	0.0%	
6922	Health&Safety/Risk Assessments	0	73	73	0	73	73	73		73	0.0%	
	O/ Spaces & Leisure- Allotment :- Indirect Expenditure	1,047	851	(196)	3,328	1,921	(1,407)	7,533	0	4,205	44.2%	243
	Net Income over Expenditure	(1,036)	(851)	185	(3,213)	(1,921)	1,292	2,862				
8001	plus Transfer from EMR	243	0	(243)	0	0	0	0				
	Movement to/(from) Gen Reserve	(793)	(851)	(58)	(3,213)	(1,921)	1,292	2,862				
	Grand Totals:- Income	11	0	(11)	115	0	(115)	10,395			1.1%	
	Expenditure	1,047	851	(196)	3,328	1,921	(1,407)	7,533	0	4,205	44.2%	
	Net Income over Expenditure	(1,036)	(851)	185	(3,213)	(1,921)	1,292	2,862				
	plus Transfer from EMR	243	0	(243)	0	0	0	0				
	Movement to/(from) Gen Reserve	(793)	(851)	(58)	(3,213)	(1,921)	1,292	2,862				

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Sevenoaks Town Council

Detailed Income & Expenditure by Phased Budget Heading 21/07/2025

Month No: 3

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
26	Open Spaces-Street Lighting/Ge											
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	250	250	0	750	750	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	0	250	250	2,950	750	(2,200)	10,000			29.5%	0
6861	Public Clock Maintenance	0	0	0	1,040	0	(1,040)	205		(835)	507.3%	
6862	Street Lighting	552	0	(552)	2,732	0	(2,732)	11,000		8,268	24.8%	
6865	In Bloom Costs	450	2,954	2,504	4,378	3,798	(580)	14,350		9,973	30.5%	
6869	Special Events	(267)	0	267	0	0	0	0		0	0.0%	
	Open Spaces-Street Lighting/Ge :- Indirect Expenditure	735	2,954	2,219	8,149	3,798	(4,351)	25,555	0	17,406	31.9%	0
	Net Income over Expenditure	(735)	(2,704)	(1,969)	(5,199)	(3,048)	2,151	(15,555)				
	Grand Totals:- Income	0	250	250	2,950	750	(2,200)	10,000			29.5%	
	Expenditure	735	2,954	2,219	8,149	3,798	(4,351)	25,555	0	17,406	31.9%	
	Net Income over Expenditure	(735)	(2,704)	(1,969)	(5,199)	(3,048)	2,151	(15,555)				
	Movement to/(from) Gen Reserve	(735)	(2,704)	(1,969)	(5,199)	(3,048)	2,151	(15,555)				

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Sevenoaks Town Council

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Detailed Income & Expenditure by Phased Budget Heading 21/07/2025

Month No: 3

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
29	O/Spaces & Leisure-Vine Ground											
1208	Other Events Income	0	256	256	0	768	768	1,538			0.0%	
1805	Tea Kiosk Rental & Pavilion	1,000	0	(1,000)	2,000	897	(1,103)	3,587			55.8%	
1870	Vine Club Insurance Contrib.	666	382	(284)	666	382	(284)	382			174.3%	
	O/Spaces & Leisure-Vine Ground :- Income	1,666	638	(1,028)	2,666	2,047	(619)	5,507			48.4%	0
4010	Gross Pay	2,153	2,125	(28)	6,325	6,375	50	25,505		19,180	24.8%	
4270	Employers Pension Contribution	75	119	44	222	357	135	1,427		1,205	15.5%	
5010	Vine Area General Maintenance	150	214	64	682	642	(40)	2,565		1,883	26.6%	
5015	Vine Pavilion maintenance	0	0	0	0	205	205	205		205	0.0%	
5020	Vine Public Convenience	5	1,167	1,162	2,738	3,501	763	14,000		11,262	19.6%	
5410	Repairs & General Maintenance	0	68	68	63	204	141	820		757	7.7%	
5500	Equipment Hired and New	0	343	343	230	1,029	799	2,056		1,826	11.2%	
6014	Water	2	43	41	107	129	22	512		405	20.9%	
6635	Professional Fees Licensing	70	15	(55)	70	15	(55)	215		145	32.6%	
6868	Summer Concerts	725	0	(725)	1,645	0	(1,645)	3,690		2,045	44.6%	
6869	Special Events	0	0	0	0	143	143	143		143	0.0%	
6922	Health&Safety/Risk Assessments	0	83	83	0	249	249	1,000		1,000	0.0%	
6931	CCTV Maintenance	0	0	0	0	0	0	748		748	0.0%	
6935	Waste Bin Disposal-Waste Bins	64	82	18	209	246	37	984		775	21.2%	
	O/Spaces & Leisure-Vine Ground :- Indirect Expenditure	3,244	4,259	1,015	12,289	13,095	806	53,870	0	41,581	22.8%	0
	Net Income over Expenditure	(1,578)	(3,621)	(2,043)	(9,624)	(11,048)	(1,425)	(48,363)				

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	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	1,666	638	(1,028)	2,666	2,047	(619)	5,507			48.4%	
Expenditure	3,244	4,259	1,015	12,289	13,095	806	53,870	0	41,581	22.8%	
Net Income over Expenditure	(1,578)	(3,621)	(2,043)	(9,624)	(11,048)	(1,425)	(48,363)				
Movement to/(from) Gen Reserve	(1,578)	(3,621)	(2,043)	(9,624)	(11,048)	(1,424)	(48,363)				

Sevenoaks Town Council
Community Asset (Open Spaces) Committee Meeting 4th August 2025

Greatness Recreation Ground Community & Football Pavilion

Sevenoaks Town Council and Sevenoaks Town Football Club have been informed that they have been successful in their grant applications to the Football Foundation and Stadium Fund. This means that nearly £2m external funding has been successfully achieved for this project.

	Nov-23	Jun-25
STFC	150,000	200,000
SDC CIL	787,500	787,500
STC	87,500	87,500
Football Foundation	800,000	759,100
Premier League Stadium Fund	150,000	150,000
	1,975,000	**1,984,100**
Project Budget	1,975,000	1,960,000

Sevenoaks Town Council have appointed a Quantity Surveyor and Employers Agent. A Letter of Intent has also been provided to Lengard Contractors to prepare prelims for the JCT Contract. These prelims will also enable the production of Gantt Charts and Cash Flow Charts. It is expected that all of this work will be completed by the end of August 2025 enabling construction work to start on site September / October 2025.

The project has had to be Valued Engineered to reduce the specification and budget. Further funds will need to be obtained for the fitting out of the new pavilion and associated landscaping including any works to the car park.

It addition Sevenoaks Town Council has been successful in obtaining £100,000 of CIL funding application towards relocating and installing a new £250,000 children's play area which would enable an increase in the car parking area. The timetable for this will relate to the main contract.

Sevenoaks Town Council

Community Asset (Open Spaces) Committee 4th August 2025

Play Equipment Capital Programme

Background

Sevenoaks Town Council owns and maintains several play areas within the town, Greatness Recreation Ground, Hillingdon Recreation Ground and Julian's Meadow were inherited from SDC in 2008.

The Town Council pays for repairs, general maintenance, H&S checks from its annual revenue budget. Capital investment for new and upgraded equipment is normally subject to being successful with external grants, capital income and in recent years CIL income.

The lifespan of a play area is normally 7 – 10 years.

In 2021 the Town Council agreed the following programme of capital investment subject to availability of funds.

Play Area	Last Capital Investment	Expenditure	Target Date	Proposed Budget
Hillingdon Rise Rec Ground	2008	£35,000	2021	£50,000
Julian's Meadow	2008	£35,000	2022	£50,000
Greatness Rec Ground	2008 2018	£50,000 £10,000	2023	£50,000
Buckhurst Play Area	2016	£100,000	2024	£50,000
Vine Play Area	2016	£10,000	2021	£10,000
Kippington Meadow	2018	£3,000	2025	£5,000
Pontoise	2019	£10,000	2026	£30,000
Mount Close	2020	£20,000	2027	£30,000
		£273,000		**£275,000**
Skateboard Park at Greatness	2008 2024 Annually	£100,000 £65,000 £5,000 maintenance		

Update - Hillingdon Rise Recreation Ground and Julian's Meadow

The Improvements to were completed.

Update – Greatness Recreation Ground

The improvements to the play facilities have been the subject of considerable public consultation including moving the location. Also awaiting results of a CIL Board funding application. Due to the success of the CIL Board funding application there is a £250,000 budget for the new play facilities. This is considerably higher than other play areas to include the new infrastructure for a new location. The play area consultation

and installation timetable will become part of the project management relating to the construction of the new pavilion.

Update – Buckhurst Play Area

Buckhurst Play Area is situated in the Environmental Park. The Environmental Park is land leased from Knole Estates. The lease is due to expire this year and is currently being negotiated for a new lease up to 2034.

In the last couple of weeks, the play area has suffered from considerable vandalism. This has resulted in some areas being closed off which is unfortunate as summer school holidays are about to begin. The annual ROSPA report has also identified numerous wear and tear issues which need to be replaced as a matter of urgency. Some of the wear and tear relates to the use of wooden equipment in this play area, some wooden timbers sited within metal sleeve have rotted without evidence and then fail suddenly. The wear and tear issues also include substantial repairs required to the safety matting under the popular zip wire.

At the Finance & Delivery Committee held on 14th July 2025 it was agreed that £25,000 be allocated from CIL to enable the Buckhurst Play Area and minor improvements to other play areas to be restored to good working order.

RECOMMENDATION: That the Community Asset Committee review the programme for improvements to Play Areas and make recommendations to the Finance & Delivery Committee.

Sevenoaks Town Council

Community Asset (Open Spaces) Committee 4th August 2025

Bridge in Vine Gardens



The bridge over the pond in the Vine Gardens links the two areas of the Gardens. It is within a Conservation Area and therefore is required to be considered in this light when any repairs or refurbishments are undertaken.

Within the SDC Vine Conservation Area Appraisal and Management Plan it is noted that "*The pleasure gardens have a rustic feel with a timber bridge and pergola that supports a magnificent wisteria…*"

The wooden bridge by its nature requires constant maintenance and this is done as and when required. It was last fully refurbished in 2016.

There are some current planks on the walkway and underpinnings which will be repaired asap as H&S issues.

It is recommended that a full refurbishment is carried out, this would cost in the region of £25,000 - £30,000. The bridge would need to be closed off for approximately three weeks.

RECOMMENDATION: That a tender process is entered into for the full refurbishment of the bridge, retaining the same character.

Sevenoaks Town Council
Community Assets (Open Spaces) Committee
4th August 2025

Electric Mini Bus - Update

The latest update from the manufacturer confirms that the base vehicle has been called off for delivery. However, this process has been temporarily put on hold due to a nationwide recall on all electric Ford Transits. Once the recall has been addressed by the dealership, the base vehicle will be delivered to the manufacturer and conversion work will commence immediately thereafter.

A further update will be provided once the recall has been resolved and progress resumes.



Sevenoaks Town Council

Community Asset (Open Spaces) Committee 4th August 2025

Dog Fouling in Sevenoaks

Cllr Granville has requested that the Committee consider the following communication from a local resident:

Dear Sevenoaks Town Council,

It saddens me to have to write about such an unpleasant subject, but this weekend was the final straw. The amount of dog mess in Sevenoaks is ruining our picturesque market town.

It was extremely upsetting to see how much dog fouling was evident in Sevenoaks over the weekend, if it wasn't so disgusting it would be a joke as walking down the high street with a buggy was like doing the slalom to dodge countless mess. It was also evident in The Vine; in the beautifully recently renovated garden/pond area with sweet displays for children, it was on the playing fields (during a cricket match!) and most distressingly, on Friday it was right by the toddlers play area. I'm sure the Britain in Bloom judges wouldn't be very impressed if they saw this.

Unfortunately, this is not a one off. Living in the heart of Sevenoaks town centre means I know this is a long standing and continuing problem both in town and the outskirts. It seems to worsen over the weekend and there are also "hot spots" which would indicate the same people are continually allowing their dog to foul.

This is a significant health hazard as detailed by Keep Britain Tidy:

"Dog fouling is not only deeply unpleasant, it is dangerous. Whilst rare, contact with dog excrement can cause toxocariasis – a nasty infection that can lead to dizziness, nausea, asthma and even blindness or seizures."

Recently I had visitors to Sevenoaks from Tunbridge Wells and London. They were appalled at how bad the dog fouling is here. It was quite frankly embarrassing, especially as Sevenoaks is supposed to be an aspirational place to live. Instead, I find walking around the area extremely stressful and frustrating, especially when I'm with my 3 year old child. I have to constantly dodge mess and check every inch of where my child is playing, because there will always be dog mess around. I believe this issue has worsened over the last few years, which could partly be due to the rise in dog ownership during the pandemic.

How can this situation be improved? What can be done to encourage owners to do the right thing and pick up their dog's mess? Off the top of my head can there be more signage? More dog bins with doggy bags provided? Employ a park warden? Actual fines being issued? Sevenoaks needs to be cleaned up, as the dog fouling problem is a health hazard to the community, and it is bringing the look of the town down.

Keep Britain Tidy has solutions and actions to help eradicate this issue…

Sevenoaks Town Council

Community Asset (Open Spaces) Committee 4th August 2025

"Dog mess is an emotive issue and one of the most unacceptable and offensive types of litter on our streets. Our research shows dog fouling is the issue the public are most concerned about.

Whether it's our research-led campaigns, our innovations, our legal advice, or our work with land managers and dog charities we are working hard to tackle the issue.

We want to see dog fouling all but eradicated by 2030. We will continue to develop and support campaigns or initiatives focusing on dog owners' reasonability and supporting the concept of 'any bin will do'.

We will support local authorities in incentivising citizen action or implementing new rules under PSPOs requiring dog owners to carry poo bags, and lobby for sufficient finance to support local authorities in effective investigation and enforcement.

We want government to ensure that local authorities receive the necessary funding to enable an effective investigation and enforcement service, maintaining an effective deterrent against dog fouling. We want all local authorities to provide an effective network of bins in known dog walking areas and dog fouling hot-spots, capable of receiving dog waste and ensure they are serviced regularly.

We want local authorities to maintain an effective enforcement service and make full use of current controls, such as PSPOs, to ensure that dogs and dog waste are effectively controlled.

And we want NGOs (in particular animal charities such as Dogs Trust, Battersea and RSPCA) to continue in their efforts to raise the issue of dog fouling with their customers, ensure that advice on dog fouling is made available at the time animals are homed and support our national awareness campaigns.

And we are making a difference. By changing behaviours and creating solutions we've helped reduce dog-fouling by up to 77%, helping people feel proud of where they live." **Email us: network.enquiries@keepbritaintidy.org**
I urge you to liaise with Keep Britain Tidy to access their support and advice regarding this issue. More info can be found at their website here:
https://www.keepbritaintidy.org/local-authorities/reduce-litter/dog-fouling

Thank you for listening to my concerns.

I look forward to hearing from you with regard to solutions.

Many thanks
Kind regards

Sevenoaks Town Council
Community Assets (Open Spaces) Committee– 23rd June 2025

CURRENT MATTERS
(formerly of Community Asset Working Group)

NB: updates in green (and italics)

156 OSL 05.07.21	Greatness Recreation Ground Management and Improvement Plan	Meeting with stakeholders was held on 08.10.2021. It was agreed that a survey would be produced in 2022. The survey will be part of the professional consultant's work required by the Football Foundation to progress the proposed new pavilion. STFC and STC jointly appointed consultant for public consultation in January 2023. Pending update. Public Consultation regarding current use and improvements to Greatness Recreation Ground commenced on 8 August and was due to close on 15 September 2023 but extended for one week to enable residents receiving notification via the Town Crier time to respond. **RESOLVED:** 1) To note the Greatness Recreation Survey results received to be circulated at a future meeting. **2)** That the Town Council applies for a Premises Licence for Greatness Recreation Ground.
353.3 OSL 18.09.23		
4 Greatness Recreation Ground Working Party 25.04.2024	Greatness Recreation Ground Survey	Survey results considered by Greatness Recreation Ground Working Party on 24th April 2024. Following actions progressed: • New Friends of Greatness Recreation Ground being promoted. • New Survey about relocation of play area. Friends of Greatness Recreation Ground Information Poster is being redesigned. Play Area Relocation Survey - The Government held the applications for the Community Ownership Fund and have not yet decided if they will proceed with this funding. Redesigned Friends of Greatness Poster has been circulated and included in the Greatness Play Area Survey. Survey has been distributed and information posters circulated locally. RESOLVED: To close the Greatness Recreation Ground Play Area Survey and progress subject to funding the relocation of the playground and outdoor gym equipment. ***Completed.***
Greatness Recreation Ground Working Group 26.02.2024 Greatness Recreation Ground Working Group 28.04.2025		

8 Community Assets (Open Spaces) Committee 04.08.2025	Greatness Recreation Ground Play Area (& Gym)	***Due to the success of the CIL Board funding application there is a £250,000 budget for the new play facilities.***
352 OSL 18. 675 OSL 12.02.2409.23	Planting of Trees	It was noted that the Town Council had planted 1318 trees over the past 4 years. **RESOLVED** that: 1) KCC be contacted to enquire about planting trees on road verges; 2) Permission be sought from KCC to plant trees at the bottom of Seal Hollow Road and the whole of Blackhall Lane with 60 - 80 trees; 3) Permission be sought from KCC to plant trees at Hillingdon Avenue; 4) Councillors be provided with consultation leaflets to consult with local residents where appropriate; 5) The Town Council work through the inventory of all Town Council land (excluding the already fully planted woods) to assess the scope for more tree planting; and 6) Consideration be given to extra resources to irrigate the trees each summer for the first three years. KCC have confirmed the following: Planting on road verges owned by the KCC is prohibited by third parties. It has been agreed that some available funds will be used to plant more trees in Hillingdon Avenue in upcoming years. Cllr Wightman advised that Kent County Council (KCC) had confirmed that trees could not be planted on KCC owned verges by other parties. However, KCC could plant trees on behalf of the Town Council at a fee and several trees could be planted free of charge. KCC had confirmed 14 locations at Hillingdon Avenue where trees could be planted. Cllr Clayton reported that West Kent Housing Association (WKHA) was interested in tree planting at Hillingdon Avenue and that other WKHA locations could be discussed. Discussions had not yet taken place with Sevenoaks District Council. *Trees planted in available locations on Hillingdon Ave winter 24/25* ***Completed.***

668.10 OSL 12.02.24 Community Assets (Open Spaces) Committee 04.08.2025	Woodland Management	**RESOLVED:** 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. ***See Agenda Item 5*** ***Woodland Management Plans received and to be reviewed for possible actions.***
674 OSL 12.02.24	Pre-Application Advice – New Access to The Vine Pavilion	**RESOLVED** that the Town Council: 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 Christopher Park. Next steps – STC to action the above prior to below. **2)** continues with the planning application of the new access due to its significant public benefit. ***Ongoing.***
677 OSL 12.02.24	Sevenoaks Lawn Tennis Club (SLTC) Proposal for Padel Courts on Town Council Land	**RESOLVED** that: 1) the proposal for the creation of Padel Courts, and related implications for other sports be considered by the Sevenoaks Sports Strategy review group; 2) Sevenoaks Padel be invited to join the Sports Strategy Group; and 3) Subject to the above, Sevenoaks Town Council obtain pre-planning advice and consider the financial impact of the proposal. Response from Sport England received had advised of the following: "Statutory consultee role It is considered that the loss of the playing field, namely the rugby training area, would not meet exception 5. It is likely that Sport England would raise an objection to a subsequent planning application for development in the form set out." Exception 5 is defined as: "The proposed development is for an indoor or outdoor facility for sport, the provision of which would be of sufficient benefit to the development of sport as to outweigh the detriment caused by the loss, or prejudice to the use, of the area of playing field."

Community Assets (Open Spaces) Committee 23.07.2025		See Agenda Item 10 Padel court provision no longer being pursued (locations not viable). ***Completed.***
Community Asset WG 26.03.2025	Community Bus	Funding for electric minibus has been successful, a total of £87,095 has been secured.