Sevenoaks Town Council

Minutes of the meeting of the Community Asset (Open Spaces) Committee
Held on Monday 26 January 2026 in the Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until approved by Council:
https://youtube.com/live/EmOyaxB3FK4?

Meeting commenced: 19:00 Meeting Concluded: 20:35

Present:

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

In attendance: Town Clerk, Responsible Finance Officer, Open Spaces & Cemetery Manager, Open Spaces & Leisure Committee Clerk /Allotments Officer, Cllr Victoria Granville.

Also present: 1 Member of the Public

604 - APOLOGIES FOR ABSENCE

Noted as above.

605 - REQUESTS FOR DISPENSATIONS

None received.

606 - DECLARATIONS OF INTEREST

None received.

607 - MINUTES OF MEETING HELD ON 10TH NOVEMBER 2025

The committee received the minutes of the Community Asset (Open Spaces) Committee meeting held on Monday 10th November 2025.

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of the Community Asset (Open Spaces) Committee held on 10th November 2025 as a true record.

608 - OPEN SPACES & CEMETERY MANAGER'S REPORT

Councillors received and noted the Open Spaces & Cemetery Manager's report. Updates were provided on the following:

- Staff – Bryan Nichols has joined the Open Spaces team.
- Vine Lawn – Fencing to be taken down in March

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- Vine Pond – A new net has been fitted on the pond following two heron incidents. The net will be monitored for and efficiency assessed in the event of a further incident.
- Vine Uplifters – Uplighters now working. Local suppliers have been used.
- Woodland Management Plans – Focal works have been noted to the Committee; it was noted that the plans are realistic for completion. The councillors noted their gratitude for public donations for purchasing Longspring wood and requested a call for volunteers to assist in the woodland's maintenance during the autumn months.

It was also noted that St Thomas' Catholic Primary School are to commence a Forest School at Longspring wood shortly.

609 - ALLOTMENTS REPORT

The Committee received the Allotments Report. Asbestos disposal and the completion of the Gazebo project where noted.

It was confirmed that the trench for the Solar Panel Project has been dug.

610 - SAHA RECOMMENDATION FOR SOLAR PANEL BATTERY SECURITY DOOR

A recommendation from SAHA for a security door was received.

RESOLVED: That The Town Council give authorisation for SAHA to proceed with the purchase of the proposed security door for the cost of £617.98

611 - RESPONSIBLE FINANCE OFFICER'S REPORT AND STATEMENT OF ACCOUNTS - COMMUNITY ASSETS

Councillors received and considered the Responsible Finance Officer's Report and Statement of Accounts for October and November 2025.

612 - ASSET MANAGEMENT POLICY

The Asset Management Policy was adopted by The Committee. It was requested that statutory information/document is attached to the Policy detailing disposal requirements.

613 - MARKET TRADER LICENCE CONDITIONS

The Committee received and considered the proposed recommendation regarding Christmas stalls at the Bligh's Market.

RESOLVED: That the proposed amended Licence Conditions for market traders be adopted and to state the following:

D. BLIGH'S CHRISTMAS STALLS

Traders attending all market trading days of the extended market period in the run up to Christmas are entitled to one of the market days being free of charge.

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614 - RUGBY PITCHES, KNOLE PADDOCK

The Sevenoaks Town Council's report regarding Sevenoaks Rugby Football Club & Knole Paddock Rugby Pitches was received by The Committee.

RESOLVED:

i) That The Community Asset Committee recommends to the Finance & Delivery Committee to enter a five-year funding agreement to enable funding from the RFU to be obtained towards the improvement of rugby pitch maintenance.

RFU Grant Funding per Pitch			
Year 1	Cost	Grant Value	Club (STC) Contribution
Year 1	£3,600	£3,600	-
Year 2	£3,600	£3,600	-
Year 3	£3,600	£2,400	£1,200
Year 4	£3,600	£2,400	£1,200
Year 5	£3,600	£1,200	£2,400
Year 6	£3,600	£1,200	£2,400
Totals	£21,600	£14,400	£7,200
Total x 3 Pitches	£64,800	£43,200	£21,600

ii) That Sevenoaks Town Council obtains quotations and planning permission for an additional (6th) floodlight column.

iii) That Sevenoaks Town Council agrees in principle to permitting the installation of a new concrete path/ramp and access gate to improve accessibility and emergency access.

iv) That drawings be produced, quotations for work to be obtained and costings and potential funding to be reviewed by the committee when available.

The recommendation for Sevenoaks Town Council to consider reducing pitch rental costs for SRFC was rejected. In reaching this decision, councillors were mindful of the Town Council's considerable ongoing financial investment in rugby facilities.

615 - WALKING IN SEVENOAKS

The Committee noted the report on the Walking Festival and discussed concerns over interest. Existing walking group provision was noted, and 1-2 walks were recommended for a pilot trial during the Health & Wellbeing festival subject to resources and volunteer availability.

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Invitation of existing and active walking groups to the Health & Wellbeing Festival was recommended and if possible one or two walks o be arranged.

616 - PROVISION OF CYCLE HIRE IN SEVENOAKS

The Committee noted the proposal from Councillor Tony Clayton regarding long-term e-bike hire and storage in Sevenoaks targeted at commuters. E-bikes would be stored in a secured area at Sevenoaks station.

617 - CURRENT MATTERS

Updates to current matters were noted by The Committee.

618 - PRESS RELEASE

Councillors agreed that a press release is to be published on the following:

- Reiterate gratitude for public donations for purchasing the ancient Longspring wood.
- Outline plans approved recently by the Forestry Commission.
- Arrangement of Working Groups events for 2026 autumn months for clearing of invasive species of plants at Longspring wood.

There being no further business the Chair closed the Meeting.

Signed …….. Dated ……..
Chair

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