

15th November 2022

You are hereby summoned to attend a meeting of the **SEVENOAKS TOWN COUNCIL** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 21st November 2022 at 7.00pm**. 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 that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtu.be/LuJEkqgAkRs> 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.



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.

AGENDA

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.

1	<u>APOLOGIES FOR ABSENCE</u> To receive and note apologies for absence.	—
2	<u>REQUESTS FOR DISPENSATIONS</u> 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).	

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	–
4	<u>MINUTES OF PREVIOUS MEETING</u> To receive, adopt and sign the Minutes of the Meeting of the Sevenoaks Town Council held on 26 th September 2022 as a true record.	Attached
5	<u>MINUTES OF COMMITTEES</u> Council is asked to consider and adopt the Minutes of the following Committee meetings:	Copies previously circulated and available on request
5.1	<u>Planning Committee</u> 3 rd October 2022 17 th October 2022 31 st October 2022	
5.2	<u>Finance & General Purposes Committee</u> 26 th September 2022	
5.3	<u>Open Spaces & Leisure Committee</u> 10 th October 2022 7 th November 2022	
5.4	<u>Community Infrastructure Committee</u> 24 th October 2022	
5.5	<u>Personnel Committee</u> 24 th October 2022	
5.6	<u>Youth Services Committee</u> 2 nd November 2022	
6	<u>STANDING ORDERS & SEALING OF DOCUMENTS</u>	Attached
7	<u>MAYOR'S ENGAGEMENTS</u> To receive and note: a) the functions attended by the Mayor or her representative up to 16th November 2022 b) the forthcoming Civic Events being organised by the Mayor during 2022/2023	Attached Attached
8	<u>PRESS RELEASE</u> To consider any agenda item which would be appropriate for a press release.	-

Sevenoaks Town Council

Minutes of the Town Council Meeting held on 26th September 2022 Council Chambers, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG

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

https://youtu.be/0pQf_IXaWE

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.30 p.m.

Cllr Rachel Parry, Mayor	Apologies	Cllr Claire Shea, Deputy Mayor (In the Chair)	Present
Cllr Libby Ancrum	Present	Cllr Keith Bonin	Present
Cllr Nicholas Busvine	Present	Cllr Sue Camp	Apologies
Cllr Dr Marilyn Canet	Present	Cllr Tony Clayton	Present
Cllr Andrew Eyre	Apologies	Cllr Victoria Granville-Baxter	Present
Cllr Roderick Hogarth	Present	Cllr Lise Michaelides	Present
Cllr Tom Morris Brown	Absent	Cllr Richard Parry	Remote attendance
Cllr Robert Piper	Apologies	Cllr Simon Raikes	Present

In Attendance: Town Clerk, Responsible Finance Officer (Remote attendance) and Senior Committee Clerk

Her Majesty Queen Elizabeth II

At the request of the Deputy Mayor, a one-minute silence was observed to pay respect following the death of Her Majesty Queen Elizabeth II on 8th September 2022

Representations received from Members of the Public:

1. Richard Hix, Trustee of Sevenoaks Welcomes Refugees, spoke in support of the proposal that the Council considers obtaining Town of Sanctuary status, as set out at Agenda Item 6. He commented on the value of the City of Sanctuary movement in encouraging communities to welcome people in need and outlined the number of families in Sevenoaks being supported by Sevenoaks Welcomes Refugees.
2. Cllr Richard Streatfeild, Kent County Councillor for Sevenoaks, advised that the County Council meeting had been postponed to 20th October following the period of mourning for HM The Queen.

He advised that the main issue for the County Council had been the withdrawal of bus routes and services and the significant impact this had during the back-to-school period. Another key matter for Sevenoaks Town was the 20mph consultation which would start on 30th September: it was noted that arrangements had been made for this to be considered at meetings of the Town Council's Planning Committee.

Sevenoaks Town Council

303. Apologies for Absence

Councillors noted the apologies submitted as shown above. Best wishes were sent to the Mayor for a speedy recovery.

304. Requests for Dispensations

304.1 None received in respect of agenda items at this meeting.

304.2 Dispensation as Dual Hatted Councillor

RESOLVED:

That, in accordance with Sevenoaks Town Council's Standing Order 13 and under Section 33 of the Localism Act 2011, the following Town Councillors have requested and been granted a Dispensation as a dual hatted Councillor to allow them to discuss and vote on matters where the only reason they would otherwise be prevented from taking part in discussion and voting is due to either:

- their membership of Sevenoaks District Council i.e. it does not permit Councillors to take part in discussion and voting automatically if they have a declaration of pecuniary interest unrelated to their membership of Sevenoaks District Council;

Councillor Bonin
Councillor Canet
Councillor Clayton
Councillor Eyre
Councillor Hogarth
Councillor Raikes

- their role as a Trustee of the Stag Community Arts Centre i.e. it does not permit Councillors to take part in discussion and voting automatically if they have a declaration of pecuniary interest unrelated to their membership of the Stag Community Arts Centre Board of Trustees:

Councillor Ancrum
Councillor Busvine
Councillor Camp
Councillor Shea
Councillor Bonin
Councillor Granville-Baxter
Councillor Mrs Parry
Councillor Hogarth
Councillor Raikes
Councillor Canet
Councillor Clayton
Councillor Parry
Councillor Piper

These dispensations will be valid until the next Town Council Election in May 2023.

Sevenoaks Town Council

305. Declarations of Interest: none received.

306. Minutes of the Meeting of Sevenoaks Town Council held on 18th July 2022
RESOLVED: to accept and sign the Minutes of the Meeting of Sevenoaks Town Council held on 18th July 2022 as a true record.

307. Minutes of Committees
Council was asked to consider and adopt the Minutes of Committees as follows.

307.1 Planning Committee
RESOLVED: To receive and adopt the minutes of the meetings of the Planning Committee held on 11th July, 25th July, 8th August, 22nd August and 5th September 2022 as true records.

307.2 Finance & General Purposes Committee
RESOLVED: To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 18th July 2022 as a true record.

307.3 Youth Services Committee
RESOLVED: To receive and adopt the minutes of the meeting of the Youth Services Committee held on 7th September as a true record.

308 Town of Sanctuary
Consideration was given to the proposal, submitted by Cllr Ancrum, that the Town Council consider obtaining "Town of Sanctuary" status for Sevenoaks.

It was noted that much of the criteria was already happening by a variety of organisations, including the Town Council, and the process would provide recognition and publicity to all the work that was being done to assist refugees in Sevenoaks.

RESOLVED: That the Town Council initiate the setting up of a Working Group, inviting persons interested to be involved, to undertake the process for obtaining Town of Sanctuary status.

309. Mayor's Engagements
RESOLVED: To note and accept the reports relating to Mayoral activities:
a) the functions attended by the Mayor or her representative during August to 4th September 2022
b) the forthcoming Civic Events being organised by the Mayor during 2022/23

310. Press Release
RESOLVED: To issue a press release regarding the setting up of a Working Group to undertake the process for obtaining Town of Sanctuary status.

There being no further business the Mayor closed the meeting.

Signed
Mayor

Dated

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Sevenoaks Town Council Meeting - 21st November 2022

Standing Orders & Sealing of Documents

Sevenoaks Town Council has the following Standing Order in relation to sealing of official documents. Following Council resolution all sealed documents are consecutively numbered and details entered into the Seal Register which is also signed by the Mayor and Town Clerk.

15 b xviii. Proper Officer

Retain custody of the Seal of the Council (if there is one) which shall not be used without a resolution to that effect

24. Execution and Sealing of Legal Deeds

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) Subject to Standing Order 24 a) the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who should sign the deed as witnesses.

From time to time the Town Council via the Mayor is asked to verify residents' documents for overseas pensions etc. Where possible the Town Council will emboss the document without using a seal, however this is not always acceptable to the relevant authorities and a seal is needed.

RECOMMENDED:

- i) Delegated authority is provided to the Mayor and Town Clerk to 'seal' the personal documents as required subject to a separate register of records being maintained.

- ii) Standing Order 24 b) be amended to reflect current practice as follows:

Subject to Standing Order 24 a) the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of *the Mayor* who should sign the deed as a witness.

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Events Attended – 2022/2023

Mayor: Councillor Mrs Rachel Parry

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 12.00	11 May	Women of Kent Luncheon	Mayor
Mon 9.00	16 May	McDonalds Restaurant Otford – Spring Clean Litter Event	Mayor & Consort
Mon 2.00	16 May	Mayor of Swale – Afternoon Tea and Tour of the Old Forge War Time House	Mayor & Consort
Tues 11.00	24 May	Mayor of Tunbridge Wells – Visit the Amelia Centre followed by Lunch	Mayor & Consort
Wed 10.15	25 May	Service of Thanksgiving and Celebration for the life of Dorothy Ann Allen MBE at Canterbury Cathedral	Mayor & Consort
Tues 10.30	31 May	Judging of the Best Dressed Window Competition for the Platinum Jubilee with Dawn Blee and Mike Reid	Mayor & Deputy Mayor
Thur 11.40	2 Jun	Emily Jackson House – Planting a Tree for the Queen’s Platinum Jubilee	Mayor
Thurs 8.45	2 June	Beacon Lighting for the Queen’s Platinum Jubilee	Mayor
Fri 12.00	3 June	Big Picnic Lunch to Celebrate Queen’s Platinum Jubilee at the Vine Gardens	Mayor & Consort
Sat 10.30	4 June	Prize Giving for the Best Dressed Window Competition for the Platinum Jubilee	Mayor
Mon 1.45	6 June	Kippington Nursing Home – Planting a tree for the Queens Platinum Jubilee	Mayor
Tues 11.00	6 June	Welcome SERCAF members to the meeting at Bat and Ball Station	Mayor
Tues 7.30	7 June	The League of Friends of Sevenoaks Hospital – Annual General Meeting in the Hospital Dining Room	Mayor & Consort
Wed 7.00	8 June	SAYT Trustees’ Meeting – The Chairman’s house, Otford	Mayor & Consort
Fri 6.30	10 June	Sevenoaks Business Awards at the Bat and Ball Centre	Mayor & Consort
Thur 6.30	16 June	Kent Armed Forces Briefing 2022 at Regimental Headquarters, Maidstone	Mayor & Consort
Sun 9.30	12 June	900 th Anniversary Celebrations - St Nicholas Church	Mayor & Consort
Sat 11.00	18 June	Opening of the Sevenoaks Festival in Bligh’s Meadow	Mayor
Sat 11.30	18 June	Sevenoaks Festival – Manned the STC stall for two hours	Mayor & Consort
Sat 8.00	18 June	Concert in aid of Sevenoaks Samaritans at St Luke’s Church	Mayor & Consort
Sun 7.30	19 June	Sevenoaks Philharmonic Choir – “The Armed Man” at the Stag	Mayor & Consort
Sun	19 June	Blue Flamingo Music – Vanity Ball in the Plaza Suite, Stag Theatre	Mayor & Consort
Mon 9.45	20 June	Armed Forces Day Flag Raising Ceremony at Sessions Square, County Hall, Maidstone	Mayor & Consort
Mon 10.15	20 June	Chairman SDC – Fly the Flag for Armed Forces Day	Mayor & Consort

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 10.00	22 June	900 Years of Sevenoaks – Exhibition at the Kaleidoscope Gallery	Mayor & Consort
Wed 7.30	22 June	Sevenoaks Historical Society Event at St Nicholas Church	Mayor & Consort
Sat 9.50	25 June	Armed Forces Day – Flag raising ceremony at the Vine Flagpole	Mayor & Consort
Sat 6.30	25 June	Sevenoaks Three Arts Festival Concert at the Ship Theatre, Walthamstow Hall Senior School	Mayor & Consort
Sun 11.00	26 June	Civic Service at St Nicholas Church	Mayor & Consort
Wed 11.30	29 June	Photocall for the Stag town Take over Event	Mayor
Wed 12.30	29 June	West Heath School – Celebration in honour of HM Queen Elizabeth II Platinum Jubilee	Mayor & Consort
Fri 7.30	1 July	Sevenoaks Festival performance at the Stag of Mrs Churchill - My Life with Winston	Mayor & Consort
Sat 6.30	2 July	Chance to Dance – Summer Performance at the Stag Theatre	Mayor & Consort
Sun 6.30	3 July	Mayor of East Grinstead – Civic Service	Mayor & Consort
Sun 7.30	3 July	Festival Finale – Swinging at the Cotton Club	Deputy Mayor
Sat 7.00	9 July	Eynsford Concert Band Concert inspired by life and times of Winston Churchill	Mayor & Consort
Sun 3.30	10 July	Time 2 Shine Project – Musical event fundraising to support a project with people from Ukraine	Mayor & Consort
Wed 11.00	13 July	Mayor of Medway – “Call the Midwife” tout at Chatham Historic Dockyard	Mayor & Consort
Thurs 1.30	14 July	Prize Giving Ceremony at West Heath School	Mayor & Consort
Fri 9.00	15 July	South East in Bloom – Judging at the Stag	Mayor & Consort
Tues 10.35	19 July	Trinity School – Celebration Service and Chapel Dedication	Mayor & Consort
Tues 7.00	19 July	Mayor of Folkestone – Night at the Museum	Mayor & Consort
Wed 2.00	20 July	The Lord Mayor of Canterbury – Afternoon Tea on the terrace	Mayor & Consort
Sat 3.00	23 July	Chairman SDC – Civic Service at St Mary’s Kippington	Mayor & Consort
Thur 7.00	28 July	Mayor of Dartford – BBQ at the Malt Shovel	Deputy Mayor & Guest
Fri 4.30	29 July	Unveiling of the New Statue in Blighs Meadow, Sevenoaks	Mayor & Consort
Sat 7.30	30 July	The Lydian Orchestra – Concert at Tonbridge Parish Church	Mayor & Consort
Mon 1.00	1 Aug	Peppercorn Rent Ceremony at the Vine Cricket Ground with Lord Sackville	Mayor & Consort
Wed 6.30	3 AUG	Cotes Restaurant – Meal to entertain Bloom Judges and ‘thank you’ to the Bloom Steering Group	Mayor & Consort
Sat 2.00	6 Aug	Shrievalty Association of Canterbury – Hog Roast at Strode Park	Mayor & Consort
Thur 10.00	11 Aug	Family Fun Day at Greatness Recreation Ground	Mayor & Consort
Fri 10.00	12 Aug	Arts & Crafts Workshop at Bat and Ball Station	Mayor & Consort
Fri 5.30	12 Aug	Mayor of Dartford – Bowls Evening	Mayor & Consort
Wed 2.00	17 Aug	Family Fun Day at the Vine Gardens	Mayor & Consort

Day & Time	Date	Organisation & Event/Venue	Attending
Thurs 10.45	18 Aug	Opening of the re-furbished Hillingdon Rise Play Area	Mayor & Consort
Thur 5.30	18 Aug	Mayor of Gravesham – Meopham Valley Vineyard	Mayor & Consort
Fri 10.45	19 Aug	Opening of the re-furbished Julian’s Meadow Play Area	Mayor & Consort
Mon 11.30	22 Aug	Opening of the Kent Blaxill store on the Vestry Estate	Mayor & Consort
Wed 1.50	24 Aug	The Gingerbread Man – Free Theatre Show at Pontoise Play Area	Mayor & Consort
Thurs 1.50	25 Aug	The Gingerbread Man & Free Theatre Show at the Bat and Ball Centre	Mayor & Consort
Thurs 7.00	25 Aug	Westerham Sea Cadets – Barbecue at Chipstead Sailing Club	Mayor & Consort
Fri	26 Aug	Visit to Sevenoaks Day Nursery	Mayor & Consort
Fri 6.30	26 Aug	Mayor of Swanley – Jubilee Firework Event	Mayor & Consort
Sat 6.00	27 Aug	The Stag’s Town take Over – Aretha Franklin, Vine Gardens	Mayor & Consort
Mon 2.00	29 Aug	The Stag’s Town Take Over – The West End Live on the Vine	Mayor & Consort
Sat 10.00	3 Sept	Merchant Navy Day Flag Raising Ceremony on the Vine	Mayor & Consort
Sun 11.30	4 Sept	Mayor of Tenterden – Civic Service	Mayor & Consort
Wed 2.45	7 Sept	Mayor of Maidstone – Garden Party at the Orangery, Turkey Mill.	Mayor & Consort
Fri 9.00	9 Sept	Chairman Sevenoaks DC – Fly the Flag for Emergency Services Day	Deputy Mayor
Fri 10.45	9 Sept	Mayors of New Romney & Lydd – Trip on the world’s smallest railway.	Mayor & Consort
Sat 10.00	10 Sept	Service of Thanksgiving for Her Majesty Queen Elizabeth II at St Nicholas Church	Mayor & Consort
Sat 10.00	10 Sept	Open the Autumn Vegan Market at the Vine	Mayor & Consort
Sat 11.45	10 Sept	Open the Sevenoaks Players 100 Years of Theatre Exhibition at the Kaleidoscope Gallery.	Mayor & Consort
Sat 6.00	10 Sept	Annual General Meeting of Sevenoaks District Scout Council	Mayor & Consort
Sun 3.15	11 Sept	Reading of the Proclamation of the Accession of King Charles III at the Vine War Memorial	Mayor & Consort
Wed 2.00	14 Sept	Visit to Emily Jackson House to speak to residents following the death of Her Majesty Queen Elizabeth II also to sign Book of Condolence	Mayor & Consort
Thurs 11.00	15 Sept	Visit to Hollybush Day Centre (AGE UK) to speak to attendees following the death of Her Majesty Queen Elizabeth II also to sign Book of Condolence	Mayor & Consort
Thurs 2.30	15 Sept	Visit to Kippingtons Nursing Home to speak to residents following the death of Her Majesty Queen Elizabeth II also to sign Book of Condolence	Mayor & Consort
Fri 11.00	16 Sept	Visit to Weald Heights Care Home to speak to residents following the death of Her Majesty Queen Elizabeth II also to sign Book of Condolence	Mayor & Consort

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 2.30	16 Sept	Visit to Gloucester House Care home to speak to residents following the death of Her Majesty Queen Elizabeth II also to sign Book of Condolence	Mayor & Consort
Sat 10.30	17 Sept	Visit to Rockdale Residential Care Home to speak to residents following the death of Her Majesty Queen Elizabeth II also to sign Book of Condolence	Mayor & Consort
Sun 7.55	18 Sept	Vigil at the Vine Flagpole on the eve of the funeral of Her late Majesty Queen Elizabeth II	Mayor & Consort
Tues 11.30	20 Sept	Present of the Parklets by Warners outside the Post Office	Mayor & Consort
Fri 8.30	23 Sept	South and South East In Bloom Awards at Farnham	Mayor & Nicholas Cave
Fri 10.30	23 Sept	League of Friends of Sevenoaks Hospital – Opening of Tea Room	Deputy Mayor
Fri 6.00	23 Sept	Royal British Legion Kent County Centenary Dinner at Mercure Great Danes Hotel	Mayor & Consort
Sat 7.30	23 Sept	Mayor of Bromley – A Night of Classic movie Themes at the Palace Cancelled	Mayor & Consort
Sun 1.30	24 Sept	Tea Dance at the Plaza Suite in aid of SAYT	Mayor & Consort
Sat 2.00	1 Oct	Open Day at Halstead Primary School	Mayor & Consort
Tues 10.30	4 Oct	Judging Christmas Lights Competition in Town Council Chamber	Mayor & Deputy Mayor
Wed 7.00	5 Oct	Sevenoaks Counselling – Annual Open Meeting	Mayor & Consort
Thurs 10.45	6 Oct	Mayor of New Romney – Celebrate September on Romney Marsh – Mayor’s Train Journey	Mayor & Consort
Fri 12.00	7 Oct	D’Vine Singers 8 th Birthday celebration	Mayor & Consort
Fri 7.00	7 Oct	Henry Desmond Orchestra Concert to mark the 100 th Anniversary of Royal British Legion	Mayor & Consort
Sat 6.30	8 Oct	Lord Mayor of Canterbury – Murder Mystery Dinner Cancelled	Mayor & Consort
Mon 12.00	10 Oct	Britain in Bloom Awards Ceremony	Mayor
Thurs 6.30	13 Oct	SERFCA – Presentation of Awards Ceremony at Salomons Estate	Mayor & Consort
Fri 9.45	14 Oct	Sevenoaks Business Show	Mayor & Consort
Sat 7.00	15 Oct	Pre-recorded BBC Radio Kent Interview via zoom to talk about the 1987 Storm and the damage it caused at the Vine	Mayor
Fri 6.30	4 Nov	Guide Dogs for the Blind Cheese and Wine Evening	Mayor & Consort
Sat 6.00	5 Nov	Sevenoaks Round Table Fireworks event	Mayor & Consort
Fri 11.00	11 Nov	Armistice Day – Lay Crosses on the War Graves at Greatness Cemetery.	Mayor & Consort
Fri 7.30	11 Nov	Sevenoaks Players – Performance of HMS Pinafore at the Stag	Mayor & Consort
Sun 10.45	13 Nov	Remembrance Day Service and Parade at the Vine War Memorial	Mayor & Consort
Sun 3.00	13 Nov	Sevenoaks Symphony Orchestra – Classical Music Concert at the Stag	Mayor & Consort
Wed 7.00	16 Nov	Mayor of Gravesham – Chinese Meal at Twin Dynasty	Mayor & Consort



2022 – 2023

The Mayor of Sevenoaks Councillor Mrs Rachel Parry
Provisional Dates for Mayoral Events

May/June 2022 25th June Armed Forces Day 26th June Civic Service	July 2022	August 2022
September 2022 3rd September Merchant Navy Day 15th September Battle of Britain Day 16th September Cocktail Party The above events cancelled due to National Mourning	October 2022	November 2022 3rd November Luncheon at Chevening 11th November Armistice Day 13th November Remembrance Day Tree Planting
December 2022	January 2023	February 2023
March 2023 8th March International Women's Day Lunch 13th March Commonwealth Day 11th March Quiz Night 29th March Tour of Knole House	April 2023 End of Term Reception	May 2023