

5th December 2023



You are hereby summoned to attend a meeting of the **SEVENOAKS TOWN COUNCIL** to be held at the **Bat & Ball Centre, Crampton's Road, Sevenoaks, TN14 5DN** on **Monday 11th December 2023 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 that the proceedings of this meeting will be streamed live to YouTube for the public to watch via the following link: <https://youtube.com/live/7K5Qrv0tnSs?feature=share> 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).	—
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.	—

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

4	<u>MINUTES OF PREVIOUS MEETING</u> To receive, adopt and sign the Minutes of the Meeting of the Sevenoaks Town Council held on 27 th November 2023 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> 4 th December 2023	
5.2	<u>Finance & General Purposes Committee</u> 27 th November 2023	
6	<u>ASSET OF COMMUNITY VALUE – LONGSPRING WOODS</u> To consider whether Sevenoaks Town Council submit an Intention to Bid on Land at Longspring Woods, Oak Lane/Fig Street	Attached
7	<u>SEVENOAKS TO LONDON CHARGES TO OFF PEAK RAIL FARES</u>	Cllr Clayton to report at meeting
8	<u>COUNCILLOR REPORTS – STC REPRESENTATIVES ON EXTERNAL ORGANISATIONS (If any)</u> To receive reports from representatives on external organisations. To note presentation by Cllr Camp to the National Association of Local Councils online event “Making the planning system work for local councils” on 22 nd November 2023. She discussed Sevenoaks Town Council’s recent key projects including the Sevenoaks Town Neighbourhood Plan, information on how the Town Council handles planning applications, and future projects.	–
9	<u>MAYOR’S ENGAGEMENTS</u> To receive and note: a) the functions attended by the Mayor or her representative up to 5th December 2023 b) the forthcoming Civic Events being organised by the Mayor during 2022/2023	Attached Attached
10	<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 27th November 2023
Held in the Council Chamber, Town Council Offices, TN13 3QG

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

<https://youtube.com/live/yNajs1kQiqA?feature=share>

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.47 p.m.

Cllr Claire Shea, Mayor	Present	Cllr Chloe Gustard	Present
Cllr Libby Ancrum, Deputy Mayor	Apologies	Cllr Sally Layne	Absent
Cllr Sue Camp	Present	Cllr Lionel O'Hara	Present
Cllr Dr Marilyn Canet	Present	Cllr Lise Michaelides	Present
Cllr Tony Clayton	Present	Cllr David Skinner OBE	Apologies
Cllr Catherine Daniell	Apologies	Cllr Nick Varley	Present
Cllr Peter Dixon	Present	Cllr Nigel Wightman	Present
Cllr Victoria Granville	Present	Cllr Gareth Willis From 7.08pm	Present

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

Representations received from Members of the Public:

1. Mr. P Julius submitted questions in relation to the 20mph scheme consultation, including: a request for information regarding accidents listed in the public consultation; query whether residents of Riverhead, Dunton Green, Chipstead, Otford and Seal were being consulted; and whether the format of the survey would be changed and reissued.

The Mayor responded to the points raised, explaining: the preparation of the scheme under consultation and the consultation document; the range of causes for the injury causing accidents in Sevenoaks between 2013 and 2023; she stated that residents of the areas referred to above were welcome to reply to the consultation but that as a Town Council consultation relating to Town Council policy and budget, the document was delivered only to Sevenoaks Town residents; and she discussed the impact and design of the scheme.

2. Cllr Richard Streatfeild, Sevenoaks District Council & Kent County Council (KCC), gave an update on key matters at KCC, including:
 - Budget difficulties at KCC which meant that only statutory services would be delivered. He referred to the "Securing Kent's Future – Budget Recovery Strategy" which set out action being taken.
 - Increased level of enquiries about potholes and the work undertaken
 - The new Integrated Health Strategy
 - The Adult Social Care Pressures Plan
 - SEND issues in the education services

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- Concern that grammar annexes in Sevenoaks were not able to support a sixth form offer
- Pressures on the fostering service

516 Apologies for Absence

516.1 Apologies for Absence were received and accepted as shown above.

516.2 Cllr David Skinner

RESOLVED: To provide Cllr David Skinner OBE extended Apologies of Absence in recognition of extended emergency humanitarian requirements out of the country.

517 Requests for Dispensations: none received.

518 Declarations of Interest: none received.

519 Minutes of the Meeting of Sevenoaks Town Council held on 2nd October 2023

RESOLVED: to accept and sign the minutes of the Meeting of Sevenoaks Town Council held on 2nd October 2023 as a true record.

520 Minutes of Committees

520.1 Planning Committee

520.1.1 RESOLVED: To receive and adopt the minutes of the meetings of the Planning Committee held on 9th October, 23rd October, 6th November and 20th November 2023 as true records.

520.1.2 Tarmac & KCC Liaison Group Terms of Reference and Town Council Membership

RESOLVED:

- 1) To receive and note Minute 469 of the Planning Committee held on 6th November 2023
- 2) To ratify the appointment of Cllr Shea, Cllr Dr Canet and Cllr Wightman as members of the Tarmac & KCC Liaison Group

520.2 Finance & General Purposes Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 2nd October 2023 as a true record.

520.3 Community Infrastructure Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Community Infrastructure Committee held on 30th October 2023 as a true record

520.4 Personnel Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Personnel Committee held on 30th October 2023 as a true record

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520.5 Youth Services Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Youth Services Committee held on 8th November 2023 as a true record

520.6 Open Spaces & Leisure Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Open Spaces & Leisure Committee held on 13th November 2023 as a true record.

521 Sevenoaks Town Council Priorities 2023-2027

RESOLVED: That the Sevenoaks Town Council Priorities 2023-2027, attached as Appendix A, be approved and adopted.

522 Appointment of Leader/Deputy Leader for Sevenoaks Town Council

The Council considered the process and protocol for the appointment of a Leader and Deputy Leader for the Town Council.

It was proposed by Cllr Clayton, seconded by Cllr Dr Canet, and agreed that amendments be made to the Process and Protocol (as shown in red on document attached as Appendix B)

RESOLVED:

- 1) That the Process and Protocol for Sevenoaks Town Council Leader and Deputy Leader, as amended (and attached at Appendix B) be approved and adopted;
- 2) That the Process and Protocol be reviewed at each subsequent Annual Meeting

523 Update to Freedom of Information Publication Schedule

RESOLVED: That the amendment to the Freedom of Information Publication Schedule, to include reference to video recordings of council and committee meetings, be approved and adopted.

524 Councillor Reports: Town Council Representatives on External Organisations

RESOLVED: To receive and note the reports from Cllr Clayton in respect of his attendance at ALDC/NALC Conference for Town and Parish Councillors and the South Eastern Trains Stakeholder Event.

525 Mayor's Engagements

RESOLVED: To note and accept the reports relating to Mayoral activities:

- a) functions attended by the Mayor or her representative up to 20th November 2023; and
- b) forthcoming Civic Events being organised by the Mayor during 2023-24

The Mayor and Councillors thanked staff for their work on the following very successful events: Sevenoaks Business Awards, Skatepark Reopening and Christmas Lights Switch On.

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526 Press Release: None

There being no further business the Mayor closed the meeting.

Signed
Mayor

Dated

Sevenoaks Town Council Blue Skies Draft Priorities 2023 -2027

Approved at Community Infrastructure Committee – 30th October 2023

Adopted at Sevenoaks Town Council Meeting – 27th November 2023

Ref	Priorities	Officer Comment	Draft £'000	Year 1	4 Year Term	Priority Level	Cttee
1	Character, Heritage & Identity						
	Sevenoaks Town Neighbourhood Plan						Planning
1.1	Use STNP to inform Council priorities and organisation.	A Steering Group has been convened for reviewing implementation of actions and policies.	65	*		1	
1.2	Use STNP in the STC planning process when assessing planning applications.			*		1	
1.3	Further encourage the development and evolution of the STNP for the whole Town			*		1	
1.4	As part of the evolution of the STNP, develop a Masterplan for the retail/business districts in the Town Centre and St Johns			*		1	
2	Landscape & Blue and Green Infrastructure						
	Green Community Investment Plan						
2.1.	Further develop the Green Community Investment Plan			*		1	OSL
2.2.	Extend the tree planting programme throughout the town, including working with KCC Highways to establish an inventory of sites			*		1	OSL

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2.3	Encourage greater use of solar panels including through the planning system and provision of information to households.				*	2	OSL
2.4	Improve access to Mill Pond Woods (new steps)		5		*	3	OSL
2.5	Consider if Vine Pavilion could be enhanced for wider use.	Vine Pavilion has covenants restricting to sports use.			*	3	Planning
3	Movement and Public Realm						
3.1.	Conduct further 20 mph Consultation and implement outcome.	Consultation taking place 1 st November – 14 th December 2023	130	*		1	Planning/CIC
3.2	Work with KCC and SDC to encourage cycling safety and experience including by - Adding more routes - Starting an E-bike scheme - Providing secure storage - Reducing HGV traffic in town				*	2	
3.3.	Work with KCC and SDC to improve pedestrian safety and experience including by				*	2	Planning

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Ref	Priorities	Officer Comment	Draft £'000	Year 1	4 Year Term	Priority Level	Cttee
	- Improving safety around the station - Improving safety on the High Street - A crossing of Dartford Road at The Vine - Crossings of Seal Hollow Road at possibly multiple points - Reducing HGV traffic in the Town		25		*	2	
3.4.	Electrify the No 8 Orbital Bus	CIL Application with SDC	300	*		1	CIC
3.5.	Public Realm & Wayfinding Improve signage across the Town.	CIL Application with SDC	170		*	2	CIC
3.6.	Renovate street signs.				*	2	
3.7.	Provide digital notice boards in the Town Centre and Station				*	2	
4	Local Economy						
4.1.	Develop Business Improvement District (BID) – work with local businesses and SDC to establish a BID		TBC	*		1	TT/ F&GP

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4.2	Encourage SEN Employment				*	2	TT/ F&GP
4.3.	Encourage apprenticeships and work experience.				*	2	
4.4.	Markets – develop Market within Sevenoaks to reflect its Market Town status. Work with SDC to improve offering including increased scope, more variety, more days and possible indoor market.				*	2	F&GP?
5	Community & Culture						
5.1.	Engagement Engage with communities on all key initiatives, for example. - 20 mph - Masterplan - Greatness Quarry development - Infrastructure budgeting	STC as a general principle will liaise and consult with as many people as possible, via involvement in Working Parties, surveys, public consultation, topic-based groups e.g., Sports Panel, Youth Council.		*		1	All
5.2.	Art and culture Support Stag Community Arts Centre development as the key	Cultural Strategy includes Stag recognition and other current and new cultural proposals.		*		1	OSL

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5.3.	part of the Town Cultural Quarter						
	Support art exhibitions including local initiatives and street performance.				*	2	
5.4	Support annual Music, Arts and Literature Festivals				*	2	
	Youth Provision						Youth/OSL
5.5	Support current Youth Facilities and if possible, extend.	STC 100% funds HitB Youth Café Retaining current is a financial challenge.		*		1	
5.6	As part of above, consider how to provide Girl Friendly Places				*	2	
5.7	Also consider how further to support School Workshops				*	2	
5.8	Also consider provision of Natural Play areas	STC has a Play Policy can be expanded to include this.			*	2	
5.9	Consider and implement outcome of Greatness Recreation Ground consultation.				*	2	

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5.10	Education Consider how to address the shortage of Children's Nurseries	STC currently supports a children's nursery with a 25-year peppercorn lease. STC could create a planning policy (STNP) to support the needs for children's nurseries.			*	3	
5.11	Since the town is a major education hub, consider with other stakeholders whether a Tertiary Facility (e.g., university annex) could be developed.	STC could create a planning policy (STNP) to support this.			*	3	
5.12	Events Reinstate Town Fireworks if possible.	Conversation taking place with Sevenoaks School			*	2	F&GP?
5.13	Hold Town event in 5/2024 (STC's 50 th anniversary) to raise the profile of STC amongst residents.			*		1	
5.14	Hold 80 th D Day Commemoration in 6/2024			*		1	
5.15	Consider a programme of other themed town centre events.	Additional resources would be required.			*	3	

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6	Sports and Recreation						
6.1	Work with local sports clubs and groups to create an integrated Town sports strategy.	Arrangements in place	(200) 87.5	*		2	OSL/F&GP/CIC
6.2	Develop a Town sports promotion policy – perhaps a sport week.	Part of Sports Strategy Review.			*	2	
6.3	Consider how additional sports facilities might become available.	Part of Sports Strategy Review			*	3	
6.4	Consider how new activities e.g. Padel can be facilitated.	Part of Sports Strategy Review			*	3	
6.5	Support building of a new Greatness Football Pavilion , to include a community café.	Planning Permission obtained. CIL Bid to SDC.		*		1	
6.6	Provide outdoor games e.g., chess, table tennis	Currently provided in some locations, expand as resources become available.			*	3	
7	Development and Housing						
7.1	Work with Tarmac, KCC and SDC to maximise the public benefit from the Greatness Quarry redevelopment (including affordable housing, road improvements, the Oast House, schooling and public health)	STC member of Liaison Group STNP principles outlined.	TBC	*		1	Planning

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Ref	Priorities	Officer Comment	Draft £'000	Year 1	4 Year Term	Priority Level	Cttee
7.2.	Consider long term plan to move STC offices, freeing current site for housing.	STC took the decision that it would not move premises for at least 10 years and to invest in the site spending £250k on restoring old building for Business Hub. Further investment is being considered for retro fitting carbon reduction initiatives. The investment would not be worthwhile if the buildings are to be demolished.	50	*	*	3	Planning/CIC
7.3	Refurbish St John's public toilets.	Funding agreed.			*	1	
7.4	Identify and list Community Assets	STC has a good Asset Register of its assets. Ongoing for new applications for applying for Community Assets of Value.				2	
7.5	Press for development of derelict or underused sites in Town as identified in the STNP including Farmers, Edwards, BT, Waterworks	STNP Policy.			*	2	Planning

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Ref	Priorities	Officer Comment	Draft £'000	Year 1	4 Year Term	Priority Level	Cttee
7.6	Lobby for better provision of public health facilities including better GP coverage and the future of Sevenoaks Hospital				*	3	?
7.7	Only approve qualifying developments that include affordable housing.	STC can recommend approval on this basis.		*		1	Planning

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Leader and Deputy Leader of the Council Process & Protocol

In the unusual situation where all councillors on Sevenoaks Town Council are from a single party, to ensure transparency, clarity and accountability in the way the Council operates, for life of the current Council the following Process & Protocol for Sevenoaks Town Council Leader and Deputy be adopted and reviewed at each subsequent Annual meeting.

PROCESS

Leader of the Council

1. The Annual Council Meeting **may** elect a Councillor as Leader of the Council, at the same time they may elect a Deputy Leader of the Council.
2. The Leader of the Council may be replaced at any meeting of Full Council. Motion to replace the Leader must be notified in the Agenda.
3. The Leader of the Council will usually be the Leader of the largest political group of Councillors.
4. The Leader is the most senior Councillor of the Council politically. The Leader will lead the decision-making process at Councillor level and liaise with the Town Clerk on those issues, forward plans and matters of policy or strategic direction. The Leader has no legal status or civic and ceremonial responsibilities.
5. The Town Clerk may use the Leader and **chairs of Committees** as a 'sounding board' in advance of formal consideration of any matter to assist in gauging likely Councillor reaction to a proposal,
6. The Deputy Leader can deputise for any actions normally carried out by the Leader.

LEADER PROTOCOL

Introduction

This protocol aims to ensure that the Leader and the Town Clerk are guided by a set of ground rules designed to maintain high standards of public accountability, mutual respect, and an understanding of the Council's decision-making structures. If a Deputy Leader has been elected, this protocol shall also apply when the Deputy is acting in place of the Leader.

1. General Principles

- i) In accordance with the Statutory Code of Conduct, the Leader must not use Council resources for party political purposes. The Leader must uphold the political impartiality of the Town Clerk, and not ask the Town Clerk to act in any

Sevenoaks Town Council – 27th November 2023

way which would conflict with the Council's Officer Professional Code of Conduct, Protocol on Member / Officer relationships, or Conditions of Service.

- ii) The Leader does not have line management responsibilities for the Town Clerk and should not issue management instructions to the Town Clerk.
- iii) Where a decision is required following discussion between the Leader and the Town Clerk, the matter will be submitted to Council or a Committee for consideration, unless the matter is already delegated to the Town Clerk in consultation with the Leader.
- iv) Matters wholly within the responsibility of the Town Clerk, or which have been delegated to the Town Clerk without consultation requirements, may still be discussed between the Leader and the Town Clerk.
- v) In undertaking their roles, the Leader and Town Clerk should respect the following principles:

Principle 1 As a 'visible' and accountable elected representative, with defined responsibilities, the Leader will need to be properly briefed on all significant aspects of the work of the Council. The Town Clerk should ensure a proper information flow so as to ensure that the Leader can effectively 'lead'.

Principle 2 Good communications can be best achieved through planned and programmed meetings and briefing arrangements. On the basis that the Town Clerk should be ensuring that the information needs of the Leader are met. The Leader, should in turn, seek to avoid making requests for unanticipated briefings.

Principle 3 The Leader (and all the Councillors) should channel significant requests for information, advice, and other support via the Town Clerk (or in absence Deputy Town Clerk – in which case the Town Clerk will be copied into requests). Other arrangements may apply as agreed and established between the Leader and the Town Clerk. The Leader shall not approach other staff directly with requests for information (except in the cases of emergency in the absence of the Town Clerk and Deputy Town Clerk) or seek to commission work from individual staff, as this may confuse day-to-day line management accountabilities.

Principle 4 The Leader may work with the Town Clerk and or the other senior managers in the development of policies and programmes.

Principle 5 All Councillors have collective responsibility to the Council for the conduct of employment policy, and the Council acts as the employing body for all Council staff. Employment policies, having been set by the Council, are implemented via the Town Clerk.

Principle 6 When a report to Committee or Council is being prepared, the Leader is entitled to discuss issues with the Town Clerk and with other officers concerning the contents of such reports and the framing of recommendations. Whilst the Leader may wish to make suggestions on content and drafting, the Leader should not attempt to edit out or

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override any content of reports which the Town Clerk or other officer feels is important to put before the Council.

Principle 7 When the Leader (and all Councillors) wish to put forward proposals of their own, it is the responsibility of the Councillor (via the Town Clerk) to produce a report to the relevant Committee for consideration. The Town Clerk may wish, and has a right, to add comments to such reports.

Principle 8 The Town Clerk, managers and other officers exercise statutory functions and have individual responsibilities. The Leader should understand and respect these roles.

2 The Leader and Fellow Councillors

- i) The distinctive role of the Mayor, Committee Chairs and Councillors are already well established at the Town Council.
- ii) The Leader should ensure to consult as necessary with colleagues in the early stages of formulating proposals. Committee Chairs, in particular, should be consulted on issues relevant to their Committee and the Mayor should be involved in any civic related matters or issues which may affect the conduct of Council meetings.

Principle 9 Nothing in these arrangements shall infringe:

- the right and duty of each individual councillor to speak and vote according to their best judgement
- the right of all councillors to information and guidance from Council officers, or
- the duty of Council officers to support each councillor with equal consideration

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Asset of Community Value – Longspring Woods

Community Right to Bid – Consideration of whether Sevenoaks Town Council submit an Intention to Bid on Land at Longspring Woods, Oak Lane/Fig Street

The following two plots of woodland, outlined and hatched orange, were nominated by the Town Council as Assets of Community Value on 8th August 2023, with confirmation of its successful registration on 25th September 2023. The grounds for its successful registration were confirmed by the District Council to be that the land both currently furthers the social wellbeing and recreational interests of the community, as well as there being reasonable expectation for it to continue to do so.



This decision to nominate the land was agreed as per the following Minute number on 24th July 2023:

243 Land for Sale, Off Oak Lane, Fig Street

The Town Council's attention had been brought to an area of land currently used for woodland which was being sold and community use displaced. It was noted that the land was currently under offer. It was also noted that the adjoining land currently used as a playing field was owned by Kent County Council freehold with a 125-year leasehold as of 2014 to the Kent Catholic Schools Partnership.

RESOLVED:

- 1) *To progress, if possible, the registration of both areas of land as Assets of Community Value; and*
- 2) *To monitor the sale of the land and if comes on the market again, the Town Council to pursue purchase as per its Green Community Investment Plan.*

The Town Council has since received the following notification from Sevenoaks District Council on 27th November 2023:

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On Thursday 23 November, the agent acting for the owners of Longspring Wood, registered as an Asset of Community Value, informed us that the land was for sale. The land is currently under offer, but now that we have received formal notification, a 6-week moratorium has been placed on the sale to allow community groups to bid for the land if they wish.

The moratorium ends on 4 January; if the Town Council is interested in submitting a bid, the Intention to Bid form can be found on our Community Rights webpage.

The Town Council is therefore asked to decide whether it wishes to submit an **intention** to bid, with the deadline to do so being **4th January 2024**. **This does not constitute an obligation to bid or purchase the property but extends the moratorium by six months in order to allow communities/the Town Council the time to prepare a bid and prepare a business plan.**

RECOMMENDATION:

- a) To approve confirmation by the Town Council of its intention to bid, as per its Green Community Investment Plan; and
- b) To consider creation of a Working Group to aid in the preparation of a formal bid and business plan, to be approved by a future Town Council meeting.

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Events Attended – 2023/2024

Mayor: Councillor Claire Shea

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 10.30	13 May	Darent Valley Photographic Exhibition at Bat & Ball Station	Mayor & Deputy
Thur 5.45	18 May	Meet and Greet Friends of Pontoise at Bat and Ball Centre	Deputy
Fri 7.00	19 May	Friends of Pontoise Gala Dinner in the Harry Garrett Hall	Mayor & Cllr Varley
Sat 7.00	20 May	Sevenoaks Welcomes Refugees – Concert in Ship Theatre, Walthamstow Hall	Deputy
Sun 7.30	21 May	Sevenoaks Symphony Orchestra – Concert at the Pamoja Hall	Mayor & Guest
Mon 9.00	22 May	Opening of the new Specsavers Store	Mayor
Thur 10.30	25 May	Mayor of Maidstone – Scenic Cruise & Tour of Allington Castle	Mayor & Guest
Sat 10.00	27 May	Presentation of Shield to Billy Westley – 40 Years as a stallholder in the Market	Mayor & Cllr Clayton
Sun 10.30	28 May	Sevenoaks Indoor and Outdoor Bowls Club – Big Bowls Weekend	Mayor
Tues 5.00	6 June	Birketts informal drinks and canapes evening	Mayor
Sun 3.00	11 June	Church of Scientology, Saint Hill Manor – Shakespeare Open Air Theatre – A Comedy of Errors	Mayor & Guest
Tues 4.00	13 June	Presentation of Safari Voucher at Bat & Ball Sports	Mayor
Tues 6.00	13 June	Thank You Event for Sevenoaks Town Neighbourhood Plan	Mayor
Mon 10.30	19 June	Sevenoaks DC – Fly the Flag for Armed Forces Day	Mayor
Tues 8.00	20 June	Sevenoaks Welcomes Refugees – Film Night “The Breadwinner” at the Stag	Mayor
Thurs 7.30	22 June	Annual General Meeting – League of Friends of Sevenoaks Hospital	Mayor
Sat 6.30	24 June	Sevenoaks Three Arts Festival – Festival Cup Winners Concert at Walthamstow Hall	
Sun 6.45	25 June	Chance to Dance – Summer Performance at the Stag	Deputy Mayor
Wed 11.30	28 June	Kippington Nursing Home – Open week	Mayor
Thur 2.00	29 June	Weald Heights Care Home – Summer Festival	Mayor
Fri 9.45	30 June	South & South East in Bloom Judging	Mayor
Sat 7.00	1 July	D’Vine Singers – Community Concert	Deputy Mayor
Sat 1.00	1 July	Sevenoaks Primary School – Colour Fest & Colour Run	Mayor
Sat 7.30	1 July	Sevenoaks Philharmonic Choir and Sevenoaks Symphony Orchestra – Verdi’s Requiem at the Stag	Mayor
Sun 5.30	2 July	Kentish Opera – Opera Gala at Chiddingstone Castle	Mayor

Sevenoaks Town Council – 11th December 2023

Day & Time	Date	Organisation & Event/Venue	Attending
Mon 10.30	3 July	Rockdale Housing Assoc – Garden & Tour/Art & Craft Exhibition by residents	Mayor
Sat 5.00	8 July	Sevenoaks Sings – Picnic on the Vine	Mayor
Thurs 5.30	13 July	Knole Academy – Production of Little Shop of Horrors	Deputy
Sun 4.00	16 July	Mayor of Swanley – Meal at The Thai Emperor	Mayor
Sat 7.30	29 July	The Lydian Orchestra – Summer Concert	Deputy & Guest
Mon 10.00	31 July	Family Fun Day at Greatness Recreation Ground	Mayor
Tues 2.00	22 Aug	Goldilocks and Friends at the Bat and Ball Centre	Mayor
Wed 2.00	23 Aug	Goldilocks and Friends at Pontoise Park	Mayor
Thurs 2.00	24 Aug	Goldilocks and Friends at Greatness Recreation Ground	Mayor
Fri 11.00	25 Aug	Crufts event at Weald Heights Care Home	Deputy
Fri 2.00	25 Aug	Goldilocks and Friends at The Vine Gardens	Deputy
Fri 6.00	25 Aug	Mayor of Swanley – 40 th Anniversary Firework Event	Deputy + 1
Fri 9.45	1 Sept	Chairman SDC – Fly the Red Ensign for Merchant Navy Day	Mayor
Mon 1.00	4 Sept	Rockdale Housing Assoc. 75 th Anniversary Celebration	Mayor
Mon 10.00	4 Sept	Mayor of Hawkinge – Visit Battle of Britain Museum	Deputy +1
Wed 12.00	6 Sept	Photoshoot with Panto Cast	Mayor
Fri 8.50	8 Sept	Sevenoaks D C – Fly the 999 Day Flag	Mayor
Sat 2.00	9 Sept	Bradbourne Residents Association – Picnic in the Park	Mayor
Sun 2.00	10 Sept	Garden Party at the Bat and Ball Centre	Mayor
Sun 6.00	10 Sept	Stag Youth Theatre project – Film in a week	Mayor + 1
Wed 11.00	13 Sept	Mayor of Medway – Call the Midwife Tour at Chatham Dockyard	Mayor + 1
Wed 6.00	13 Sept	Final meeting of the youth Council 2021 – 2023	Mayor
Fri 10.00	15 Sept	Guide Dogs for the Blind – Blindfold Walk	Mayor
Mon 1.00	18 Sept	Visit to Sevenoaks School – Tour of the campus with the Headmaster, Jesse Elzinga	Mayor
Fri 5.30	22 Sept	Chairman SDC – Tour of the Eden Valley Museum	Mayor
Fri 10.00	29 Sept	South & South East in Bloom Awards at Wisley	Mayor + 1
Tues 7.00	3 Oct	Sevenoaks Counselling – Annual Open Meeting	
Wed	4 Oct	Sevenoaks Chamber of Commerce – Networking meeting at the Bat and Ball Centre	Mayor
Mon 10.00	9 Oct	Judge entries to the Christmas Lights Competition	Mayor
Fri 9.30	13 Oct	Mayor of Tunbridge Wells – Charity Clay Shoot	Mayor & Guest
Sat 5.30	14 Oct	Mayor of Faversham – Carnival and Torchlight Procession	Mayor & Guest
Wed 2.00	18 Oct	Gloucester House Care home – Opening of the Reminiscence Shops	Mayor
Fri 6.00	20 Oct	Sevenoaks Business Awards at the Bat and Ball Centre	Mayor

Sevenoaks Town Council – 11th December 2023

Day & Time	Date	Organisation & Event/Venue	Attending
Tues 2.00	24 Oct	Weald Heights Care Home – Understanding Dementia	Mayor
Tues 11.00	24 Oct	Opening of the refurbished Greatness Skate Park	Mayor
Wed 6.00	1 Nov	First youth Council Meeting following the Elections	Mayor
Sat 6.00	4 Nov	Sevenoaks Indian Community -Diwali Party at the Bat and Ball Centre	Mayor
Mon 7.00	6 Nov	Mayor of Maidstone – Charity Dinner at Bliss Bar and Restaurant	Mayor +
Thurs 6.00	9 Nov	Cook – Informal Gathering	Deputy Mayor
Sat 11.00	11 Nov	Armistice Day – Laying Crosses at Greatness Cemetery	Mayor
Sun 11.00	12 Nov	Remembrance Sunday	Mayor
Thurs 2.00	16 Nov	Mayor of Faversham – Visit to the Kent Police Museum and Faversham Charters & Magna Carta	Mayor + 1
Sat 7.00	18 Nov	Mayor of Medway – Evening of Nepalese Culture and Cuisine	Mayor + 1
Sun 3.00	19 Nov	Sevenoaks Symphony Orchestra – Concert at the Stag Theatre	Mayor
Fri 6.00	24 Nov	Christmas Lights Switch-on	Mayor
Sat 2.00	25 Nov	Bradbourne Residents Association – Open New Duck Feeder at Bradbourne Lakes Park	Mayor
Sat 7.00	25 Nov	Sevenoaks Lions Charter Dinner at Wildernesse Golf Club	Mayor + 1
Sun 10.30	26 Nov	Sevenoaks Welcomes Refugees Winter Party	Mayor
Sun 11.00	26 Nov	West Heath School Christmas Fair	Mayor
Wed	29 Nov	Mayor of Margate – Private conducted tour of Hornby Hobbies	Mayor + 1
Sat 7.30	2 Dec	Sevenoaks Philharmonic Choir Ceremony of Carols at St Nicholas Church, Sevenoaks	Mayor + 1
Sun 6.00	3 Dec	Mencap Carols and Mince Pies in the Mencap Hall	Mayor
Mon 7.00	4 Dec	Community Carols involving groups across Sevenoaks including PHAB, Primary Schools and WKM Skiffle at St Luke's Church	Mayor
Tues 11.00	5 Dec	Judging of the Best Dressed Christmas Window	Mayor



2023 – 2024

The Mayor of Sevenoaks Councillor Claire Shea
Provisional Dates for Mayoral Events

May/June 2023 24 th June Armed Forces Day	July 2023 Friday 21 st June Peppercorn Rent Ceremony	August 2023
September 2023 3 September Merchant Navy Day Sunday 10 th September Mayor's Garden Party at Bat & Ball Centre	October 2023	November 2023 Saturday 11 November Armistice Day Sunday 12 November Remembrance Day Tree Planting
December 2023	January 2024	February 2024
March 2024 8 March International Women's Day Lunch Monday 11 March Commonwealth Day Quiz Night Saturday 16 March	April 2024 End of Term Reception Wednesday 17 April Tour of Knole House Saturday 27 April Mayors Charities Concert at The Stag Theatre	May 2024

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