Tuesday 23rd September 2025

You are hereby summoned to attend a meeting of **Sevenoaks Town Council** to be held in the **Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, TN13 3QG** on **Monday 29th September 2025 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/oLkZnenwcPA?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.

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.

Council members:

Cllr Libby Ancrum	Cllr Sally Layne
Cllr Sue Camp	Cllr Lise Michaelides
Cllr Dr Merilyn Canet	Cllr Lionel O'Hara
Cllr Tony Clayton **(Mayor and Chair)**	Cllr Claire Shea (Leader)
Cllr Catherine Daniell (Deputy Leader)	Cllr David Skinner OBE
Cllr Dr Peter Dixon	Cllr Nicholas Varley
Cllr Victoria Granville **(Deputy Mayor & Vice Chair)**	Cllr Gareth Willis
Cllr Chloe Gustard	Cllr Nigel Wightman

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	**PRESENTATION - BRITAIN IN BLOOM ENTRY** To receive presentation by Town Clerk.

2	**APOLOGIES FOR ABSENCE** To receive and note apologies for absence.
3	**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).
4	**DECLARATIONS OF INTEREST** To receive any declarations of interest from members in respect of any items of business included in this report.
5	**MINUTES OF MEETING OF SEVENOAKS TOWN COUNCIL HELD ON 1ST SEPTEMBER 2025 (attached)** To receive, adopt and sign the Minutes of the meeting of Sevenoaks Town Council held on 1st September 2025 as a true record.
6	**MINUTES OF COMMITTEES (circulated separately)** Council is asked to consider and adopt the Minutes of the following Committee meetings: **Planning & Environment Committee** • 8th September 2025 • 22nd September 2025 **Finance & Delivery Committee** • 1st September 2025 **Youth Services Committee** • 10th September 2025 **Community Assets (Open Spaces) Committee** • 15th September 2025
7	**CONCLUSION OF AUDIT 2024/2025 (circulated with Finance & Delivery Committee papers)** To note conclusion of Audit for year ended 31st March 2025: • Completion Letter • Certified Annual Governance & Accountability Return 2024/2025

	• Notice of Conclusion of Audit
8	**INTERNAL AUDIT 2025/2026 - INTERIM REPORT (circulated with Finance & Delivery Committee papers)** To receive and note Internal Audit 2025/2026 Interim Report (September 2025)
9	**REPORTS TO COUNCIL - STC REPESENTATIVES ON OUTSIDE BODIES** To receive reports from representatives on external organisations.
10	**MAYOR'S ENGAGEMENTS (attached)** To receive and note: a. Functions attended by the Mayor or his representative up to 21st September 2025 b. Forthcoming Civic Events being organised by the Mayor during 2025/2026
11	**PRESS RELEASE:** To consider any agenda item, which would be considered appropriate for a press release.

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Minutes of the meeting of the Sevenoaks Town Council
Held on Monday 1st September 2025 in Council Chamber, Town Council Offices, TN13 3QG

Livestreamed and available to view on YouTube until minutes approved by Council:
https://youtube.com/live/adzBfVcJD5o

Meeting commenced: 7.05 pm Meeting Concluded: 7.50 pm

Present:

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

In attendance: Town Clerk, Deputy Town Clerk and Responsible Finance Officer, and Senior Committee Clerk.

Members of public present: 2

Representations received from members of the public
Prior to the meeting, Michael Richardson from Good News Everyone (formerly Gideons UK) presented the Mayor with a bible for the Town Council and offered all councillors a copy of New Testament Psalms & Proverbs. The Mayor thanked him for the gifts.

Cllr Richard Streatfeild, Sevenoaks District Council & Kent County Council (KCC), gave an update on key matters:

- KCC budget consultation 2026-27 was in process
- £50m savings needed to be found in year
- Regarding Local Government Organisation, KCC Reform UK had put forward a single unitary council for Kent and Medway proposal, whilst the opposition view favoured a three unitary model
- Sevenoaks Primary School had to delay the return to school for Years 3 to 5, following vandalism of a generator and theft of cabling, KCC was working closely with the Headteacher & Trustees to reopen for all pupils
- No update yet available on East West Cycle Route, which was scheduled to finish in the Autumn

287 - APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted as noted above.

288 - REQUESTS FOR DISPENSATIONS

It was noted that all Town Councillors who were also Stag Trustees had a pre-approved dispensation, to enable them to discuss matters relating to the Stag (Minute 292 below).

289 - DECLARATIONS OF INTEREST

There were no declarations of interest.

290 - MINUTES OF MEETING OF SEVENOAKS TOWN COUNCIL HELD ON 21ST JULY 2025

RESOLVED: To receive, adopt and sign the Minutes of the Meeting of Sevenoaks Town Council held on 21st July 2025 as a true record.

291 - MINUTES OF COMMITTEES

RESOLVED: To receive and adopt the Minutes of the following Committees, and the Notes of the inquorate meeting of the Planning & Environment Committee held on 11th August:

Planning & Environment Committee

- 28th July 2025
- 11th August 2025 (Notes)
- 26th August 2025

Finance & Delivery Committee

- 21st July 2025

Community Assets (Open Spaces) Committee

- 4th August 2025

292 - LOCAL GOVERNMENT REVIEW - SEVENOAKS DISTRICT COUNCIL COMMUNITY ASSET TRANSFER PROCESS

Within the Local Government Review, the Town Council submitted six Expressions of Interest to Sevenoaks District Council (SDC) for Tranche 1 of the Community Asset Transfer programme:

1. Stag Community Arts Centre
2. Hollybush Recreation Ground
3. Land at Bradbourne Vale Road – Horses field

4. Land at High Street / Market Rights
5. St John's Hill Car Park
6. St James Road Car Park

All but the Stag had received 'guidance from SDC' not to pursue but SDC also advised that Town and Parish Councils could continue along the process at their 'own risk'.

Consideration of the transfer of the Stag was to be considered at SDC's Finance & Investment Advisory Committee on 2nd September 2025, with the report recommendation proposing a 100-year lease for the Stag on a peppercorn rent to Sevenoaks Town Council.

Sevenoaks Town Council (STC) had several concerns with taking on a 100-year lease rather than the Freehold of the Stag. The proposal could provide financial disadvantages to the Town Council, and ultimately the Stag charity, for the following reasons:

- current proposals for future significant investment in the Stag would need permission from the new Unitary Authority, as would loans or entering into long-term agreements
- the lease arrangement would likely include regular rent reviews, and the new Unitary Authority could decide to demand a rent that made the Stag unviable operationally
- the proposed lease excluded the current car parking area which was vital for staff, volunteers and show 'load-ins' which often involve large trucks

The SDC report also stated that the Stag could be sold on the open market for £1.5m, however, this is not the case. STC still has a 10-year lease and there are many planning restrictions. An independent professional valuation had provided a current market value of £400k - £750k. Since 2009, when STC took over the Stag with the charity it has enabled £1.5m capital investment via grants etc. into the building. If there were concerns that STC might sell the building in the future, an overage (payment for development) could be applied to the Freehold.

Sevenoaks Town Council hopes the District Council will reconsider and transfer the Freehold of the Stag, ensuring the community retains this cultural facility, enabling continued investment for future generations, and avoiding any opportunity for it to be considered for development.

The Town Council is also at this stage continuing to progress requests for Community Asset Transfers by completing a Business Proposal for Hollybush Recreation Ground, Land at Bradbourne Vale Road (Horses Field) and Land at High Street (Market Rights). These are expected to be considered in Tranche 2.

SDC are inviting further Expression of Interest submissions for Community Asset Transfers for Tranche 2 by 12th September.

The Town Council's ongoing consultation with residents in the form of a survey asking which community assets should be requested, revealed that as of 26th August the top six were: Stag Theatre & Cinema, Hollybush Recreation Ground, Land at High Street – Market Rights, Bradbourne Lakes, Land at Bradbourne Vale (Horses Field) and The Shambles.

Council received and noted a letter from Bradbourne Residents' Association expressing reservations about the transfer of Bradbourne Lakes to the Town Council due to potential impact on the renovation project, Bradbourne Re-Bourne, and the District Council's commitments to the Heritage Lottery Fund (HLF), including the 10-year management Plan. Due to the lack of firm details at this stage the Residents' Association did not feel able to support the transfer of Bradbourne Lakes to the Town Council at this time.

It is very unfortunate that the timing of the progressing of the Bradbourne Lakes HLF Funding coincides with the Local Government Review. The timing of this could be crucial to delivery and bearing in mind the Ministry of Housing, Communities and Local Government guidance issued in July 2025 about potential financial commitments for the new Unitary Authority. The new shadow and ultimately Unitary Authority may not want to take on such commitments.

Sevenoaks Town Council would be submitting an Expression of Interest for the Community Asset Transfer as an additional "safety net" in case there is a need for a different "successor Council" at the time of the HLF decision in relation to Local Government Review.

Discussion took place about The Shambles and how this cultural area could be maintained by the Town Council.

RESOLVED that Sevenoaks Town Council:

1) strongly confirms its preference for the transfer of the Freehold of the Stag rather than a lease
2) submits Expressions of Interest for Bradbourne Lakes and The Shambles in SDC Tranche 2
3) continues to review appropriate assets which should be transferred to the local council – noting that these negotiations may need to be required to take place with the new shadow Unitary Council.

293 - SEVENOAKS LAWN TENNIS CLUB, LAND REGISTRY DOCUMENT

RESOLVED: That the signing and sealing of Sevenoaks Lawn Tennis Club Land Registry document, removing the charge in relation to the loan discharged by the Club some years ago, be approved.

294 - FREEDOM OF INFORMATION REQUEST

RESOLVED: To note the request received under the Freedom of Information Act 2000 for details of houses in multiple occupation. The matter was outside the remit of the Town Council and applicant was advised to contact Sevenoaks District Council, the appropriate authority for housing and licensing matters.

295 - COMPLETED MATTERS BY COMMITTEES

RESOLVED: To receive and note schedule of actions completed by Committees since the election of the current Council in May 2023.

296 - REPORTS TO COUNCIL - STC REPESENTATIVES ON OUTSIDE BODIES

Cllr Michaelides reported that she was the new representative on the CPRE Sevenoaks Committee and had attended a recent meeting. It was an active group, with one of its tasks being to review planning applications.

297 - MAYOR'S ENGAGEMENTS

The Mayor thanked the Deputy Mayor and other colleagues for their help in attending events on his behalf when he was unable to.

RESOLVED: To receive and note:

1. Functions attended by the Mayor or his representative up to 24th August 2025
2. Forthcoming Civic Events being organised by the Mayor during 2025/2026

298 - PRESS RELEASE

RESOLVED: that a press release be issued in respect of Sevenoaks District Council's Community Asset Transfer Process and the Town Council's concerns regarding the District's proposal to offer the Town Council a 100- year lease of the Stag rather than transferring the freehold.

There being no further business the Mayor closed the Meeting.

Signed …….. Dated ……..
Mayor

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Sevenoaks Town Council – 29th September 2025

Events Attended – 2025/2026

Mayor: Councillor Tony Clayton
Deputy Mayor: Councillor Victoria Granville
& Mayors Representatives

Day & Time	Date	Organisation & Event/Venue	Attended by	
Sun 7.30	18 May	Sevenoaks Symphony Orchestra – Concert in the Pamoja Hall at Sevenoaks School	Mayor & Mayoress	1
Thurs 7.00	22 May	Mayor of Dartford Turkish Night	Mayor & Mayoress	2
Fri 9.30	23 May	Lady Boswell's School – 350th Anniversary of inception of the school	Mayor & Mayoress	3
Sun 10.30	25 May	Sevenoaks Bowling Club – Open Day	Mayor	4
Thurs 2.00	29 May	Cherry themed luncheon – Wildernesse House	Mayor	5
Thurs 5.45	29 May	Meet and Greet the Friends of Pontoise at the Bat and Ball Centre	Mayor & Mayoress	6
Fri 7.00	30 May	Friends of Pontoise Gala Dinner in the Harry Garrett Hall	Mayor & Mayoress	7
Sat 10.00	31 May	Friends of Pontoise v Sevenoaks – Best Bakery Challenge	Mayor & Mayoress	8
Wed 12.00	4 June	Celebration of the Darent Valley Partnership Scheme	Mayor & Mayoress	9
Thurs 7.00	5 June	League of Friends of Sevenoaks Hospital – AGM	Deputy Mayor & Cllr Michaelides	10
Fri 10.00	13 June	The Sevenoaks Business Show	Mayor	11
Fri 12.30	13 June	The 5th Anniversary of the Sevenoaks Medical Centre	Mayor	12
Fri 3.00	13 June	Memorial Service for Roger Walshe	Mayor	13
Sun 3.15	15 June	Mayor of Medway – Choral Evensong at Rochester Cathedral	Mayor & Mayoress	14
Mon 10.00	16 June	Raising the Refugee Flag on the Vine	Mayor	15
Mon 11.00	16 June	OPENING OF Premier Alarms new premises at 9 London Road	Mayor	16
Mon 5.00	16 June	SWR – Desperate Journeys	Mayor	17
Sat 11.00	21 June	Open the Sevenoaks Festival	Mayor	18
Sun 10.30	22 June	Civic Service at the Drive Methodist Church	Mayor & Mayoress	19
Mon 10.20	23 June	SDC – Fly the Flag for Armed Forces Dag	Mayor	20
Wed 2.00	25 June	Chairman SDC – Tour of Castle Farm, Shoreham	Mayor & Mayoress	21
Sat 10.00	28 June	Sevenoaks Society – Community Open Day	Mayor	22

Sevenoaks Town Council – 29th September 2025

Day & Time	Date	Organisation & Event/Venue	Attended by	
Sat 7.30	28 June	Sevenoaks Philharmonic Society and Sevenoaks Symphony Orchestra – Concert at the Stag Theatre	Deputy Mayor & Consort	23
Sat 7.00	28 June	Armed Forces Day Concert at the Stag Theatre	Mayor & Mayoress	24
Sun 6.30	29 June	Sevenoaks Three Festival – The Festival Cup Winners Concert	Mayor & Mayoress	25
Thurs 12.00	3 July	Photo shoot Vine Gardens – South East in Bloom With flowers then planting	Mayor & Deputy	26
Thurs 2.00	3 July	Present Awards to the winners of the Best Dressed Window competition	Mayor	27
Thurs 4.00	3 July	Photoshoot with girl and her mother – Post Box cover	Mayor	28
Thurs 5.00	3 July	Birketts Office Warming drinks	Mayor	29
Thurs 7.00	3 July	Mayor of Dartford – Chinese Meal at the Peking Garden Restaurant	Deputy Mayor & Consort	30
Fri 2.00	4 July	Sevenoaks Senior Action Forum AGM at Sevenoaks Indoor Bowls Centre- Hollybush	Mayor	31
Sat 11.30	5 July	Peppercorn Rent Ceremony at The Vine Cricket Pavilion	Mayor	32
Mon 4.00	7 July	Dorothy Parrott meeting – Town Council Chamber	Mayor	33
Wed 2.00	9 July	Mayor of the Borough of Maidstone's Annual Garden Party	Cllr Michaelides + 1	34
Wed 6.00	9 July	Sevenoaks Youth Council Meeting	Deputy Mayor	35
Thurs 1.00	10 July	West Heath School – Prize Giving and Art Exhibition	Deputy Mayor & Cllr Canet	36
Thurs 6.00	10 July	Chamber of Commerce – Summer Soiree at Penshurst Place and Gardens	Deputy Mayor and Consort	37
Thurs 10.00 13.00	11 July	Britain in Bloom Judging Day HITB	Deputy	38
Sun 3.00	13 July	Chairman SDC – Civic Service- St Edmund King & Martyr, Fawkham Road, West Kingsdown, Sevenoaks, TN15 6AX	Mayor and Mayoress	39
Thurs 6.00	17 July	Sevenoaks Camera Club Annul Exhibition 2025 Private View	Deputy Mayor.	40
Sun 14:30	20 July	Opening of Sevenoaks Bandstand	Deputy Mayor	41
Fri 11.00	25 July	Greatness Skate Park Event	Deputy + Local Members	42
Fri 14.00	25 July	Save the Date- Mayor of Swale - Guided Tour of Shurland Castle	Cllr Ancrum and Cllr Skinner	43
Sat 7:30pm	26 July	Lydian Orchestra's Summer Concert- Unity Hall, Southborough	Deputy Mayor	44

Agenda Item 10a

Sevenoaks Town Council – 29th September 2025

Day & Time	Date	Organisation & Event/Venue	Attended by	
Mon 7.00 for 7.30pm	28 July	Mayor of Swanley- Indian Meal- Namaste Swanley	Deputy Mayor & Consort	45
Tues 2.00	29 July	Chairman SDC – Tour and Afternoon Tea at Chevening House £60pp	Cllr Michaelides Cllr Camp	46
Mon 10.30	4 Aug	Family Fun Day at Greatness Recreation Ground	Local Cllrs	47
Tues 17.00	05 Aug	Launch of summer programme- Millwall FC Community Trust- Greatness Rec	Deputy Mayor	48
Wed 2.00	06 Aug	Scouting & Guiding – Kent International Jamboree at Kent County Showground, Detling	Cllr Gustard	49
Wed 4.30	06 Aug	Ightham Mote – IM40 Garden Party – 40 years since it was gifted to the National Trust	Deputy Mayor + Lesley Lee	50
Tues 9.00	12 Aug	Britain in Bloom Judging Day	Deputy Mayor	51
Wed 12.00-3pm	13 Aug	Tour of Lullingstone Castle- SDC Chairman	Deputy Mayor & Consort	52
Fri 11.00	15 Aug	VJ Day Flag Raising – The Vine	Mayor & Cllrs	53
Tues 2.00	19 Aug	Unveil Plaque – Weald Heights Care home	Mayor	54
Tues 2.00 Wed 2.00 Thurs 2.00 Fri 2.00	19 Aug 20 Aug 21 Aug 22 Aug	Free Children's Theatre Show - Fungi Frida & the Myco Heroes Bat & Ball Centre Pontoise Play Area Greatness Rec Centre Vine Gardens	Ward Cllrs Mayor&Mayoress&Deputy	55
Wed 10.00	20 Aug	Thameswater Visit with Cllrs	Mayor& Cllrs	56
Wed 1.30	20 Aug	Launch of Chatty Café scheme at Café on the Vine	Mayor	57
Fri 6.00	22 Aug	Swanley Town Council's 1812 Night at Swanley Park- BACS arranged	Cllr Canet + Clare Cheveley	58
Sat 11.00	30 Aug	Mayor of Faversham – International Hop Festival	Cllr Michaelides & Cllr Ancrum	59
Mon 6.30	1 Sept	Gideons Presentation in the Council Chamber	Mayor	60
Wed 9.45	3 Sept	Flag Raising for Merchant Navy Day at District Council Offices	Mayor	61
Wed 11.00	3 Sept	RBLI 106th Tommy Tea Birthday event	Mayor & Mayoress	62
Wed 5.30	3 Sept	Mayor of Gravesham – Wine Tasting	Mayor & Mayoress	63
Thurs 10.00	4 Sept	Medway NEUROTECH 25 at The Pilkington Building Universities at Medway	Mayor & Cllr Varle	64
Sun 3.00	7 Sept	Closing Summer Bandstand	Mayor	65

Agenda Item 10a

Sevenoaks Town Council – 29th September 2025

Day & Time	Date	Organisation & Event/Venue	Attended by	
Tues 9.30	9 Sept	Fly a Flag for 999 day at SDC offices	Mayor	66
Tues 10.30	9 Sept	Visit to the Kent Air Ambulance Base at Rochester City Airport.	Deputy Mayor & Consort	67
Tues 1.15	9 Sept	Anniversary Party of the Forget-me-not Café	Mayor & Mayoress	68
Thurs 9.15	11 Sept	Protection Against Stalking Conference in Tunbridge Wells	Mayor	69
Sat 1.00	13 Sept	Mayor of Folkestone – Afternoon Tea	Mayor & Mayoress	70
Sun	14 Sept	3rd Sevenoaks Scouts – The Riverhead Carnival	Mayor & Mayoress	71
Thurs 10.00	18 Sept	Speaker of Lewisham – Tales & Tours at Beckenham Palace Park	Mayor & Mayoress	72
Thurs 2.00	18 Sept	Ashdown Travel – Grand Opening of new Travel Agent in Sevenoaks	Mayor	73
Thurs 3.00	18 Sep	Lord MAYOR OF Canterbury – Garden Party at Whitstable Castle	Cllr O'Hara	74
Sun 3.30	21 Sept	Annual Meeting of Sevenoaks District Council	Mayor	75

2025 – 2026

The Mayor of Sevenoaks Councillor Tony Clayton
Provisional Dates for Mayoral Events

May/June 2025 Civic Service Sunday 22nd June Civic Service Armed Forces Day	**July 2025** Saturday 5th July Peppercorn Rent Ceremony	**August 2025**
September 2025 3rd September Merchant Navy Day	**October 2025**	**November 2025** Sunday 9th November Remembrance Day Tuesday 11th November Armistice Day Tree Planting
December 2025	**January 2026**	**February 2026** Quiz Night Saturday 7th February
March 2026 Friday 6th March International Women's Day Lunch Thursday 19th March Mayor's Concert at Stag Theatre 10th March Commonwealth Day	**April 2026** Mayor's Volunteers Thank You Reception Wednesday 22nd April Tour of Knole House	**May 2026** May Luncheon at Chevening House

Follow the Mayor on Twitter @sevenoaksmayor