

3rd December 2019



You are hereby summoned to a Meeting of the **Sevenoaks Town Council** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 9th December 2019 starting 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 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 meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but 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 information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

AGENDA

The Mayor will address the Council and make presentations to the following award winners of Sevenoaks In Bloom 2019:

Rockdale Housing Association – Annette Whitney
Soroptomists International of Sevenoaks – Penelope Robbins, Rachel Whitewood
Isobel Groves and Robert Groves

The New Beacon School – Mike Piercy
Adrian Cheeseman
Sevenoaks Living Landscapes - Adrian Cheeseman
West Kent Housing
West Kent Mind

PUBLIC QUESTION TIME

To enable any members of the public present to draw the attention of the Town Council to any matter.

1 APOLOGIES FOR ABSENCE

To receive and note apologies for absence.

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

Town Clerk



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 items of business included in the agenda for this meeting.

4 MINUTES

To receive, adopt and sign the minutes of the meeting of the Sevenoaks Town Council held on 25th November 2019 as a true record (Copy attached)

5 REQUEST TO RESCIND RESOLUTION 197(iii) (05.08.19)

To consider the following request from the Finance and General Purposes Committee:

Minute 377(5) 25.11.19:

Resolved that the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for street lights for the last two years:

“To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.” (Minute 197 (iii) 05.08.19 refers)

6 PLANNING COMMITTEE

To receive and adopt the minutes of the meeting of the Planning Committee held on 2nd December 2019. (Copy attached)

7 FINANCE & GENERAL PURPOSES COMMITTEE

To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 25th November 2019 (copy attached)

8. PRESENTATION OF PAINTING

To receive a painting presented by the Mayor to the Council.

9 MAYOR'S ENGAGEMENTS

To receive and note:

- a) the functions attended by the Mayor or his representative during November 2019.
- b) the forthcoming Civic Events being organised by the Mayor during 2019/2020
(Copies attached)

10 PRESS RELEASE

To consider any agenda item, which would be appropriate for a press release.

Sevenoaks Town Council

Minutes of the Town Council Meeting held on 25th November 2019 Held in the Council Chamber

Meeting Commenced: 8.47 p.m.

Meeting Concluded: 8.50 p.m.

Present:

Cllr Keith Bonin	Present	Cllr Lise Michaelides	Apologies
Cllr Nicholas Busvine OBE, Mayor	Present	Cllr Tom Morris Brown	Present
Cllr Sue Camp	Present	Cllr Rachel Parry	Apologies
Cllr Dr Merilyn Canet, Deputy Mayor	Present	Cllr Richard Parry	Present
Cllr Tony Clayton	Present	Cllr Robert Piper	Present
Cllr Andrew Eyre	Present	Cllr Simon Raikes	Present
Cllr Victoria Granville Baxter	Apologies	Cllr Claire Shea	Apologies
Cllr Roderick Hogarth	Present	Cllr Edward Waite	Present

In attendance: Town Clerk, Responsible Finance Officer, Senior Committee Clerk

Public Question Time: There were no members of the public present.

The meeting was not recorded.

380. Apologies for Absence

As noted above.

381. Requests for Dispensations

There were no requests for dispensations.

382. Declarations of Interest

There were no Declarations of Interest.

383. Minutes of the Town Council Meeting held on 19th August 2019.

RESOLVED: To accept and sign the Minutes as a true record.

384. Committee Appointments

RESOLVED:

- (i) To note the resignation of Cllr Mrs R E Parry from the Community Infrastructure Committee and to approve the appointment of Cllr R L Piper;
- (ii) To write to Cllr Mrs Parry sending very best wishes for a speedy recovery; and
- (iii) To approve the request for Cllr Granville Baxter to replace Cllr Clayton as one of the Sevenoaks Town Council's representatives on the Sevenoaks Town Partnership.

- 385. Minutes of the Planning Committee Meetings held on: 12th August; 27th August; 9th September; 23rd September; 7th October; 21st October; 4th November; and 18th November 2019**

RESOLVED: To accept the Minutes as true records of the meetings.

- 386. Minutes of the Community Infrastructure Committee held on 19th August and 14th October 2019.**

RESOLVED: To accept the Minutes as true records of the meetings.

- 387. Minutes of the Personnel Committee held on 2nd September 2019**

RESOLVED: To accept the Minutes as a true record of the meeting.

- 388. Minutes of the Youth Services Committee held on 11th September and 6th November July 2019.**

RESOLVED: To accept the Minutes as true records of the meetings.

- 389. Minutes of the Open Spaces and Leisure Committee held on 30th September and 11th November 2019.**

RESOLVED: To accept the Minutes as true records of the meetings.

- 390. Minutes of the Finance & General Purposes Committee held on 16th September 2019**

RESOLVED: To accept the Minutes as a true record of the meeting.

- 391. Mayors Engagements**

Council noted the functions attended by the Mayor or his representative during August, September and October 2019 and the forthcoming Civic Events being planned by the Mayor during 2019/2020.

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

- 392. Press Release**

It was agreed not to issue a Press Release.

There being no further business the Chairman closed the Meeting.

Signed
Chairman

Dated

Minutes of the PLANNING COMMITTEE meeting held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on Monday 2nd December 2019 at 7:12 pm.

Present:

Committee Members

Cllr Bonin	Present	Cllr Michaelides	Present
Cllr Busvine OBE	Apologies	Cllr Morris Brown	Present
Cllr Camp - Chairman	Present	Cllr Mrs Parry	Apologies
Cllr Canet	Present	Cllr Parry	Present – Arrived 7.28pm
Cllr Clayton	Present	Cllr Piper – Vice Chairman	Present
Cllr Eyre	Apologies	Cllr Raikes	Present
Cllr Granville-Baxter	Present	Cllr Shea	Present
Cllr Hogarth	Apologies	Cllr Waite	Present

Also in attendance:

Town Clerk

Planning Committee Clerk

Planning Assistant

6 Members of the Public

PUBLIC QUESTION TIME

None

393 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

394 DECLARATIONS OF INTEREST

Councillor Shea declared a non-pecuniary interest in the following application:

[Plan no. 8] 19/03135/FUL: Land West Of 11 Hill Crest

Councillors Raikes and Piper declared a non-pecuniary interest in the following applications:

[Plan nos. 9 & 10] 19/03148/HOUSE & 19/03149/LBCALT: Whyteladies, Wildernes Avenue

395 DECLARATIONS OF LOBBYING

All Councillors, Councillor Camp excepted, declared that they had been lobbied on the following application:

[Plan no. 3] 19/02945/HOUSE: Riftwood, Oak Avenue

396 MINUTES

The Committee received the minutes of the Planning Committee meeting held on 18th November 2019, previously approved at Council on 25th November 2019. **It was RESOLVED that** that the minutes be received and signed.

397 APPEALS

(a) The Committee received notice of the submission of the following appeal:

APP/G2245/W/19/3239490 18/01007/FUL: Land Rear Of 82 Brattle Wood

INFORMATIVES:

Sevenoaks Town Council declined to comment on the original application, as the District Council had already declared it invalid by the time it went to Planning Committee on 23rd April 2018.

Sevenoaks Town Council subsequently considered the amended application at Planning Committee on 8th May 2018 and unanimously recommended refusal, on the following grounds:

- *The house is of an inappropriate design for the area.*
- *It attempts to create a new hard surface over open common land.*
- *The proposed exit onto Beechmont road is unsafe, as verified by KCC, and visibility splays cannot be improved as the adjacent land is not owned by the applicant, nor is the land within the scope of the planning application.*
- *The TPO should remain in place as it serves to protect an important tree.*

Sevenoaks Town Council also included the following informative in its recommendation:

Sevenoaks Town Council owns the Sevenoaks Common Land, including the 'track' from Beechmont Lane. Sevenoaks Town Council has not been consulted in advance of the application being submitted, nor has it provided any consent for the proposed resurfacing of common land.

It was RESOLVED that Sevenoaks Town Council would reiterate the above recommendation to the Planning Inspectorate.

(b) The Committee received notice that the following appeal had been allowed:

APP/G2245/D/19/3235455 19/00853/HOUSE: 61 The Moor Road

INFORMATIVE: *Sevenoaks Town Council recommended approval for this application at Planning Committee on 23rd April 2019. However, the application was subsequently refused permission by the District Council on 26th July 2019.*

INFORMATIVE: The Committee was pleased to note that Sevenoaks Town Council's recommendation of approval had been upheld by the Planning Inspectorate.

398 PLANNING TRAINING SESSIONS AT SEVENOAKS DISTRICT COUNCIL

The Committee received and noted the email dated 14th November 2019 from Sarah Carter at Sevenoaks District Council regarding the cancellation of the Planning Training Session on 4th December 2019 and giving details of the next session, which is due to take place as follows:

Date: Wednesday 15th January 2020
Time: 4.30pm – 6pm
Venue: The Council Chamber, Sevenoaks District Council

INFORMATIVE: Councillors Michaelides and Shea confirmed that they wished to attend on 15th January 2020.

399 SEVENOAKS DISTRICT LOCAL PLAN

The Committee received and noted the letter of support sent by Sevenoaks Town Council to James Gleave, Strategic Planning Manager at Sevenoaks District Council on 25th November 2019.

INFORMATIVE: It was noted that the Town Clerk had received an acknowledgement from the District Council, thanking Sevenoaks Town Council for its support.

400 DRAFT NEIGHBOURHOOD DEVELOPMENT PLAN (NDP)

(a) It was noted that the deadline for comments from Councillors had now passed.

INFORMATIVE: It was noted that comments submitted on the pre-consultation draft had been considered at the Sevenoaks Town Neighbourhood Plan Steering Committee Meeting which preceded Planning Committee on 2nd December 2019.

(b) It was noted that the Town Council anticipates moving forward to the next stage of the schedule for the NDP, with the preparation of the consultation material.

INFORMATIVE: It was noted that that an updated version of the comments would be put to the next Planning Committee Meeting on 16th December 2019 for ratification and any final comment, before the NDP goes out to public consultation in January 2020.

401 PLANNING APPLICATIONS

(a) The Committee received and noted comments made on applications considered under Chairman's Action, submitted to Sevenoaks District Council.

INFORMATIVE: With regards to application 19/03068/LBCALT (Bat And Ball Railway Station), the Committee received a verbal update from the Town Clerk to note that the original colour scheme proposed for the Platform 1 Passenger Shelter (Southeastern Trains livery) had since been modified to match the rest of the station. The Committee expressed its approval.

(b) The meeting was adjourned to allow members of the public to speak for three minutes on the following application, by prior arrangement:

[Plan no. 3] Riftwood, Oak Avenue – Against
[Plan no. 3] Riftwood, Oak Avenue – For

(c) The meeting was reconvened and the Committee considered planning applications received during the two weeks ending 26th November 2019. **It was resolved that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.**

402 PRESS RELEASES

None.

Finished: 8.18pm

Signed
Chairman

Dated

Planning Applications Considered

Applications considered on 2-12-19

1	Plan Number	Planning officer	Town Councillor	Agent
	19/02503/ADV	S Simmons 10-12-2019	Cllr Bonin	N/A
Applicant	House Name	Road	Locality	
Mrs M Richardson	The Former Mulberry Day Ther	Emily Jackson Close	Town	
Town	County	Post Code	Application date	
			20/11/19	

Advertisement signage x 4.

19/02503/ADV - Amended plan

Proposal has been amended. Two signs removed at entrance to close. Remaining two signs (one wall mounted and one free standing) to be non-illuminated. Updated location plan and elevation plan. Additional information on wall mounting.

Amended proposal description:

Advertisement signage x 2

19/02503/ADV - Amended plan

Additional location map to show the location of the freestanding signage in relation to a nearby tree and lamppost.

Request for the SDC Conservation Officer and the SDC Arboricultural and Landscape Officer to be consulted on the proposal.

Comment

Sevenoaks Town Council recommended approval.

2	Plan Number	Planning officer	Town Councillor	Agent
	19/02508/HOUSE	Holly Pockett 10-12-2019	Cllr Waite	Mr D Dennis 240140
Applicant	House Name	Road	Locality	
Dennis		2 Nursery Close	Eastern	
Town	County	Post Code	Application date	
			20/11/19	

Garage conversion, open porch to become an internal porch, driveway to be increased and dropped kerb to be extended and alterations to fenestration, rear extension, stairs relocated at rear, privacy screen at side of stairs.

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 2-12-19

3	Plan Number	Planning officer	Town Councillor	Agent
	19/02945/HOUSE	R Fellows 10-12-2019	Cllr Piper	Mr Ghosh 02084 687105
Applicant	House Name	Road	Locality	
Mr M Rudd	Riftwood	Oak Avenue	Kippington	
Town	County	Post Code	Application date	
			20/11/19	

Demolition of garage. Erection of an annexe.

19/02945/HOUSE - Amended plan

All documents are now public. Pre-application advice labelled as Appendix A in line with the submitted Planning Statement.

Comment

Sevenoaks Town Council recommended refusal, unless the Planning Officer is satisfied that:

- The two front windows at first floor level are obscure glazed to avoid the overlooking of Ashley.
- The detailed plans demonstrate that the orientation of the building does not lead to overlooking of the front door and windows of Ashley.
- Appropriate measures are taken to safeguard the mature Oak tree situated on the site border next to the existing garage, particularly during building.

4	Plan Number	Planning officer	Town Councillor	Agent
	19/02985/FUL	Mark Mirams 12-12-2019	Cllr Michaelides	Mr R Sonnex 455066
Applicant	House Name	Road	Locality	
Mr C Upsher		26 High Street	Town	
Town	County	Post Code	Application date	
			22/11/19	

Removal of flat roof areas to existing workshops, a first floor rear extension and re-instatement of roof to a pitched, with catslide.

Comment

Sevenoaks Town Council recommended approval.

5	Plan Number	Planning officer	Town Councillor	Agent
	19/02986/LBCALT	Mark Mirams 12-12-2019	Cllr Michaelides	Mr R Sonnex 455066
Applicant	House Name	Road	Locality	
Mr C Upsher		26 High Street	Town	
Town	County	Post Code	Application date	
			22/11/19	

Removal of flat roof areas to existing workshops, a first floor rear extension and re-instatement of roof to a pitched, with catslide.

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 2-12-19

6	Plan Number	Planning officer	Town Councillor	Agent
	19/02993/HOUSE	R Fellows 04-12-2019	Cllr Eyre	N/A
Applicant		House Name	Road	Locality
Mrs McKenna		Parkstone	Clenches Farm Road	Kippington
Town		County	Post Code	Application date
				15/11/19
Demolish chimney 1s stack and tile over the roof. Replace chimney 2.				
19/02993/HOUSE - Amended plan.				
Amended proposal description:				
Rebuilding of damaged chimney and demolition of damaged chimney.				
Comment				
AWAITING CHAIRMAN'S ACTION.				

7	Plan Number	Planning officer	Town Councillor	Agent
	19/03127/HOUSE	S Simmons 09-12-2019	Cllr Morris Brown	Mr D Dennis 240140
Applicant		House Name	Road	Locality
Mr Cornwell			14 Bethel Road	Eastern
Town		County	Post Code	Application date
				19/11/19
Small rear extension with roof light, steps at front relocated for improved parking and alterations to fenestration.				
Comment				
Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that the proposed extension will not result in loss of light or amenity to no. 13 Bethel Road.				

8	Plan Number	Planning officer	Town Councillor	Agent
	19/03135/FUL	Emma Gore 04-12-2019	Cllr Dr Canet	Mr Wells 01634 786728
Applicant		House Name	Road	Locality
Mr T Kinghorn		Land West Of	11 Hill Crest	Northern
Town		County	Post Code	Application date
				14/11/19
Erection of 2 residential dwellings with new vehicular access, crossover and associated car parking.				
Comment				
Sevenoaks Town Council recommended refusal, on the following grounds:				
- Overdevelopment of the site. - There is very little amenity land for each unit. - The design is not compatible with the local area and is not in keeping with the street scene. - Highway safety concerns over the two proposed new vehicular entrances onto a busy corner, particularly as Hill Crest is a steep road and sight lines could prove inadequate.				

Planning Applications Considered

Applications considered on 2-12-19

9	Plan Number 19/03148/HOUSE	Planning officer Alexis Stanyer 09-12-2019	Town Councillor Cllr Piper (OOW)	Agent Mr Ball 01892 231172
Applicant Chris Vanns		House Name Whyteladies	Road Wilderness Avenue	Locality Wilderness
Town		County	Post Code	Application date 20/11/19
Garden room addition with link to approved extension to rear of Listed property and alterations to fenestration.				

Comment

Sevenoaks Town Council recommended approval.

10	Plan Number 19/03149/LBCALT	Planning officer Alexis Stanyer 09-12-2019	Town Councillor Cllr Piper (OOW)	Agent Mr Ball 01892 231172
Applicant Chris Vanns		House Name Whyteladies	Road Wilderness Avenue	Locality Wilderness
Town		County	Post Code	Application date 20/11/19
Garden room addition with link to approved extension to rear of Listed property and alterations to fenestration.				

Comment

Sevenoaks Town Council recommended approval.

11	Plan Number 19/03183/HOUSE	Planning officer S Simmons 12-12-2019	Town Councillor Cllr Parry	Agent Ms R Mitchell 247998
Applicant Mr & Mrs Grey		House Name	Road 7 Turners Gardens	Locality Kippington
Town		County	Post Code	Application date 22/11/19
Single storey rear extension with rooflights and alterations to fenestration.				

Comment

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 2-12-19

12	Plan Number	Planning officer	Town Councillor	Agent
	19/03211/FUL	Sean Mitchell 13-12-2019	Cllr Shea	Miss Bennion 020739958
Applicant	House Name	Road	Locality	
Industrial Property Investment	Former Builders Yard	14 Cramptons Road	Northern	
Town	County	Post Code	Application date	
			25/11/19	
Demolition of existing vacant building merchants (Sui Generis) and the erection of two new commercial units falling within Use Classes B1, B2 and/or B8, with associated car parking, servicing, access and landscaping.				

Comment

Sevenoaks Town Council recommended approval, subject to:

- The Planning Officer being satisfied that noise levels will not be greater than pre-existing levels, ensuring that this remains the case, regardless of the eventual users of the development.
- The Planning Officer limiting the window for deliveries to normal office hours, and that this should be consistent with other neighbouring industrial users.
- All fumes and noxious smells being controlled.
- The Highways Officer being satisfied that the site can safely manage the additional commercial and customer traffic that these units will bring.
- The Arboricultural Officer being satisfied with the planting scheme as proposed.

**Sevenoaks Town Council
Minutes of the Finance & General Purposes Committee
held on 25th November 2019 in the Council Chamber**

Meeting Commenced: 7.10 p.m.

Meeting Concluded: 8.45 p.m.

Present:

Cllr Keith Bonin	Present	Cllr Roderick Hogarth	Present
Cllr Nicholas Busvine OBE	Present	Cllr Tom Morris Brown	Present
Cllr Sue Camp	Present	Cllr Robert Piper	Present
Cllr Dr Marilyn Canet	Present	Cllr Simon Raikes, Chairman	Present
Cllr Tony Clayton, Vice Chairman	Present	Cllr Edward Waite (7.48pm)	Present
Cllr Andrew Eyre	Present		

In Attendance: Cllr R Parry, Town Clerk, Responsible Financial Officer, Senior Committee Clerk.

Public Question Time: There was one member of the public present.

Prior to the start of the meeting Ray Russell, Chairman of Sevenoaks Summer Festival, addressed the Committee in relation to a grant application.

The meeting was not recorded.

366. Apologies for Absence

None received

367. Requests for Dispensations

There were no requests for dispensations.

368. Declaration of Interests

Cllr. Raikes declared a pecuniary interest in respect of the Street Lights in Private Roads: Update (Minute 377 below). He took no part in the discussion and did not vote thereon. Cllr. Clayton took the chair for this item.

369. Minutes of the Finance & General Purposes Committee held on 16th September 2019.

RESOLVED: To receive and sign the Minutes as a true record of the previous meeting.

370. Finance Reports

- i) The Committee received and noted the Finance Officer's Report and variance analysis, together with the management accounts for the periods:

1st to 31st October 2019

1st to 30th September 2019

1st to 31st August 2019

Consideration was given to the hire income at Bat and Ball Station; it was agreed that a summary of bookings by month be presented to the next meeting.

The Town Clerk advised that some provision had been made within the Heritage Lottery funding to support the first five years of operation: the figure would be provided at the next meeting.

ii) Noted that balances as at 31st October 2019 were:

- a) Suppliers Accounts: £196,294.38
- b) Payroll Account: £81,587.19
- c) Petty Cash Account: £823.74

iii) Hospitality and Gift Register report

No matters to report.

RESOLVED: The Committee accepted all the presented and reviewed Financial Reports.

iv) Grant Application: Sevenoaks Summer Festival

The Committee considered a grant aid request submitted by the Sevenoaks Summer Festival.

RESOLVED:

- 1) That, subject to the Mayor being invited to open the festival, a grant request be awarded under the General Power of Competence (Localism Act 2011 Sections 1-8 refers) as follows:

Grant Ref No.	Organisation	Purpose of Award	Grant Application	Grant Approved
	Sevenoaks Summer Festival	Core funding for summer arts festival	£10,000	£5000

- 2) That the applicants be advised that, subject to funds being available, consideration may be given to a further grant application for a specific project reflecting the 50-year anniversary.

- v) The Town Clerk agreed to recirculate the CIL report from the previous meeting and to present a Capital Receipt/Reserves report to the next meeting.

371 Internal Audit Visit 1 Report

The Committee received and noted the Internal Audit Visit 1 report and congratulated the Responsible Financial Officer and her team on the successful outcome.

372. Internal Controls: Updated Financial Regulations

The Town Clerk presented revised Financial Regulations, based on updated model Financial Regulations published by NALC in August 2019.

RESOLVED: That the revised Financial Regulations, attached as **Appendix A**, be approved and adopted.

373. 2020/21 Draft Revenue Estimates and Rolling Capital Programme

The Committee considered the draft Revenue Estimates and Rolling Capital Programme 2020/21. The need to give careful consideration to increasing reserves and Capital Expenditure budgets was highlighted.

RESOLVED: That the draft Revenue Estimates and Rolling Capital Programme be adopted as the Draft Budget 2020/21 pending final review at the January 2020 meeting of this Committee.

374. Greatness Cemetery Mess Room and Workshop

At its meeting held on 11th November 2019, the Open Spaces and Leisure Committee resolved to move forward with a replacement building for the Greatness Cemetery Mess Room and Workshop; this Committee was recommended to allocate a further £20,000 to the project to meet sustainable objectives and to delegate authority to the Chairman, Vice-Chairman and Town Clerk to proceed.

RESOLVED:

- 1) That an additional £20,000 be allocated to the replacement building for the Greatness Cemetery Mess Room and Workshop; and
- 2) That authority be delegated to the Open Spaces and Leisure Committee Chairman, Vice-Chairman and Town Clerk to proceed with the project

375. Sevenoaks Town Partnership

RESOLVED: To note the Minutes of the Sevenoaks Town Partnership held on 13th November 2019.

376. Community Infrastructure Levy (CIL)

The Committee noted the CIL payment of £55,671.28 received in October 2019, of which £50,000 had been allocated to the Business Hub project (Minute 284 16.09.19 refers) and considered whether the balance of £5,671.28 should be allocated towards repairs to the Jubilee Clock. The Town Clerk undertook to prepare a report for the January meeting of this Committee, setting out the history of the clock and details of the works required to make the structure safe and to repair the clock itself.

377. Street Lights in Private Road: Update

Cllr. Clayton in the chair for this item.

An update was provided outlining progress in street light discussions with residents of private roads. Subsequent to the publication of the report, residents of Lyle Park had agreed to adopt their lights.

The Committee agreed that the requirement for payment of the last two years charges be waived in respect of Heathfield Road and recommended to Council that the Resolution requiring “all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme” (Minute 197(iii) 05.08.19 refers) be rescinded.

RESOLVED that:

- 1) It be noted that residents of Pineneedle and Lyle Park had agreed to adopt their lights and discussions were therefore concluded;
- 2) Following notification by residents of Kinncraig Drive that they would not adopt their lights, the lights be removed;
- 3) That the lights in Coombe Avenue be removed, subject to local ward members ascertaining whether one light needs to be retained for safety purposes;
- 4) The 15 households in Woodside Road be asked whether they would form a group to administer payments to the Town Council; and
- 5) That the Council be asked to rescind the following Resolution, removing the requirement for residents of Heathfield Road to pay outstanding charges for the last two years:
 “To all private roads entering into the scheme to also be charged from the time that the last road entered into the scheme.” (Minute 197 (iii) 05.08.19 refers)

378. Current Matters and Priorities

RESOLVED

- 1) To note the contents of the reports relating to Current Matters; and
- 2) To adopt the updated Priorities agreed at the Blue Skies discussion in September 2019.

379. Press Release

Press Release to be issued regarding the grant award of £5000 to the Sevenoaks Summer Festival

There being no further business the Chairman of the Committee closed the Meeting.

Signed
Chairman

Dated

Events Accepted/Attended – 2019/2020

Mayor: Councillor Nick Busvine

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 10:30	15 May	Chairman & Vice Chairman Sevenoaks District Council, Chartwell Walk	Mayor
Sat 11:00	18 May	Maidstone's Civic Parade and Service, Maidstone	Mayor
Sun 09:00	19 May	Hill Climb 2019, Friends of Valence School	Deputy Mayor
Sun 7:30	19 May	Sevenoaks Symphony Orchestra, Stag Theatre	Mayor
Fri 7:30	24 May	Kentish Opera, production of Carmen, Stag Theatre	Deputy Mayor
Tues 08:00	28 May	Professionals Networking Breakfast, Rivermere	Deputy Mayor
Wed 10:00	29 May	Love your Local Market, Sevenoaks	Mayor
Thurs – Sun	30 May – 2 June	Friends of Pontoise, visit to Pontoise, France	Deputy Mayor
Fri 3:00	31 May	Bouncy Kingdom, Greatness Recreation Ground	Mayor
Mon 12:00	3 June	Rockdale Housing Association AGM	Deputy Mayor
Tues 7:30	4 June	The League of Friends of Sevenoaks Hospital, Annual General Meeting, Sevenoaks Hospital	Mayor
Thurs 11.00	6 June	D-Day Commemoration Wreath Laying	Mayor
Thurs 6:30	6 June	Annual Exhibition, Sevenoaks Camera Club, Sevenoaks Library	Mayor
Fri 3:00	7 June	Martin Dix Retirement Tea Party, Community Centre	Mayor
Sun 3:00	9 June	Shakespeare's As you Like It, Saint Hill Manor, East Grinstead	Deputy Mayor
Tues 7:00	11 June	Mrs Ann Allen MBE, Civic Reception, Kent County Council, County Hall, Maidstone	Mayor
Thurs 5:30	13 June	Knocker & Foskett, Summer Garden Party	Deputy Mayor
Thurs 6:00	13 June	Kent Armed Forces Briefing 2019, Regimental Headquarters, Maidstone	Mayor
Sun 6:30	15 June	Hospice in the Weald Moonlight Walk, The Vine Gardens TN13 3UH	Mayor & Mayoress
Sun 2.00	16 June	Incoming Mayor of Surrey Heath – Civic Service	Mayor
Tues 8:00	17 June	Sevenoaks Scout Group, AGM, 4 th Sevenoaks Scout Group Headquarters, Mill Lane	Mayor
Wed 10:00	19 June	Spadework, West Malling	Mayor
Wed 2:00	19 June	Sevenoaks Society Heritage Community Exhibition – Kaleidoscope Gallery	Mayor
Wed 3:30	19 June	Vine Ramp Opening	Mayor
Thurs PM	20 June	Lord Lieutenant, Viscount De L'Isle – Farewell Event	Mayor & Mayoress
Sat 11.00	22 June	Open the Sevenoaks Summer Festival	Mayor & Mayoress
Sat 6.30	22 June	Sevenoaks Three Arts Festival – Present the Awards	Mayor
Sun 10:00	23 June	Sevenoaks Festival Eucharist, St Luke's Church	Mayor
Sun 3:00	23 June	Civic Service, St Thomas's	Mayor & Mayoress
Tues 8:00	25 June	Professionals Networking Breakfast, Rivermere	Deputy Mayor
Tues 5:15	25 June	Baldwins Travel Summer Party, Riverhill Gardens	Deputy Mayor
Thurs 6:00	27 June	Summer Reception, Sevenoaks Chamber of Commerce, Wildernesse House	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 10:30	28 June	Opening Coolings Summer Showcase Flower Exhibition, Coolings Gardeners Garden Centre	Mayor
Fri 12:30	28 June	National Care Home Day, Rivermere	Deputy Mayor
Fri 7:30	28 June	Sevenoaks Welcomes Refugess – Fundraising Guitar Concert at the Vine Baptist Church	Mayor & Mayoress
Sat 10.00	29 June	Armed Forces Day	Mayor
Sat 11:00	29 June	Walthamstow Hall School, Prize Giving	Mayor
Sat 6:30	29 June	Astra 2 Regional Swimming Gala, Sevenoaks Leisure Centre	Deputy Mayor
Sat 7.30	29 June	Fun Quiz Night to raise awareness of Prostate Cancer – Walthamstow Junior School Hall	Mayor & Mayoress
Sun 3:00	30 June	Celebrate 30 Years of Toddler Group, Vine Evangelical Church, Hitchen Hatch Lane	Deputy Mayor
Sun 7:00	30 June	Chance to Dance, Stag Theatre	Mayor
Wed 8:00	3 July	Sevenoaks Summer Festival Quiz, St Lukes Hall	Mayor & Mayoress
Fri 10:00	5 July	In Bloom Judging Day	Mayor
Fri 3:00	5 July	High Sheriff of Kent, Garden Party, The King's School, Canterbury	Mayor
Sat 2:00	6 July	Summer Lawn Party to celebrate 20 th Anniversary, West Heath School	Mayor
Mon	8 July	Mayor's Cocktail Party	Mayor
Wed 11:15	10 July	The Addams Family production at The Oaks Theatre, Knole Academy	Mayor
Thurs 12.00	11 July	Vine Cricket Club – Chance to Shine Charity Cricket Match and Lunch	Deputy Mayor
Fri 7:15	12 July	Scouts Meeting in Council Chamber	Mayor
Sat 7:00	13 July	Friends of Rheinbach Buffet Supper	Deputy Mayor
Sun 2:30	14 July	Mayor of Margate, Civic Service, Margate	Mayor
Mon 4.00	15 Jul	Dorothy Parrott Meeting in the Town Council Chamber	Mayor
Tues 6.30	16 July	Sevenoaks District Scouts – Silver Awards presentation	Deputy Mayor
Fri 5.00	19 July	Live on the Vine	Mayor
Sun 12:00	21 July	Open Summer Fair, Valence School	Deputy Mayor
Wed 3.00	24 July	Mayor of Maidstone – Garden Party at the Orangery, Turkey Mill	Mayor
Wed 7:00	24 July	The Festival Theatre, Hever Castle	Mayor & Mayoress
Wed 7:30	24 July	AGM, West Kent Mind	Deputy Mayor
Thurs 11.20	25 July	Installation of Archbishop John Wilson as the eleventh Bishop of the ~Roman Catholic Archdiocese of Southwark	Mayor
Sat 2:30	27 July	Chairman's Afternoon Tea, Tandridge District Council, Blanchmans Farm, Warlingham	Mayor & Mayoress
Sat 6.15	27 July	Sevenoaks in Bloom Awards at Coolings Nursery, Knockholt	Mayor & Mayoress
Mon 1.45	29 July	Tour of Eltham Palace and afternoon tea	Deputy Mayor and Guest
Tues 8.00	30 July	Rivermere Networking Breakfast	Deputy Mayor
Wed 2:00	31 July	Greatness Playdate, Greatness Recreation	Mayor
Fri TBA	2 Aug	ABF The Soldiers Charity - Beating Retreat, Royal Military Academy Sandhurst	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 12:30	3 Aug	Skatepark Jam, Greatness	Mayor
Wed 2:00	7 Aug	Hillingdon Playdate	Mayor
Wed 2:00	28 Aug	Pontoise Playdate	Mayor
Fri 9.40	30 Aug	Chairman SDC – Fly the Red Ensign in advance of Merchant Navy Day	Mayor
Fri 7.00	30 Aug	Sevenoaks District Sports Council – Presentation evening at Hollybush Indoor Bowls Centre	Mayor
Sun	1 Sept	Launch of the Community Rail Partnership	Mayor
Tues 10.00	3 Sept	Merchant Navy Day – Fly the Red Ensign at the Vine Flagpole	Mayor
Tues 2.30	3 Sept	Emerson Grange Care Home – 1 st Birthday	Deputy Mayor
Wed 6./30	4 Sept	The Drive Methodist Church – Service to Welcome new Minister	Mayor
Fri 2.00	6 Sept	Soroptimist International Sevenoaks Literacy Event	Mayor
Wed 7:00	11 Sept	An Evening Vineyard Tour with Wine Tasting, Chairman of Sevenoaks District Council, The Mount Vineyard	Mayor & Mayoress
Fri 6:30	13 Sept	Business Awards, Knole Academy	Mayor & Mayoress
Sun 10:00	15 Sept	Ferrari Event at the Vine	Mayor & Mayoress
Sun 8.00	15 Sept	Stag Art Festival – New Writing Night	Mayor
Wed 3.00	18 Sept	Stag Arts Festival/ 10 th Anniversary of the Stag/Unveil statue of Stag	Mayor
Thurs 11.30	19 Sept	Sevenoaks School Foundation – Opening of the new boarding house	Deputy Mayor
Sat 10.00	21 Sept	Heritage Open Day at Bat and Ball Station	Mayor
Sat 7:00	21 Sept	Royal British Legion, Autumn Dinner & Dance, Tenterden	Mayor & Mayoress
Mon 7.30	23 Sept	Sevenoaks Literary Festival – Kate Williams – Rival Queens	Mayor
Tues 7.30	24 Sept	Sevenoaks Literary Festival – Henry Hemmings – Our Man in New York	Mayor
Wed 7.00	25 Sept	Mayor of Bromley – Charity Appeal Dinner	Mayor & Mayoress
Fri 9.30	27 Sept	Thackray Williams – Macmillan Coffee Morning	Mayor
Fri 11.00	27 Sept	Leaders – Macmillan Coffee Morning	Mayor
Fri 1.00	27 Sept	Harry Garrett, Freeman – Funeral	Mayor
Fri 2.00	27 Sept	Mayor of Swanley – Afternoon Tea	Deputy Mayor
Sat 9.30	28 Sept	Mayor of Tenterden – Archive Day	Mayor & Mayoress
Sun 7.00	29 Sept	Sevenoaks Town Partnership – Book Launch at the Stag Plaza Suite	Mayor
Mon 9.30	30 Sept	Opening of the Ramp at Bat and Ball Station	Mayor
Thurs 4.00	3 Oct	Sevenoaks Bookshop – Young Readers Literary Festival	Mayor
Fri 11.00	4 Oct	The High Sheriff of Kent – Justice Service	Mayor
Sat 9.15	5 Oct	Pink Week Run – Start the Run	Mayor
Mon 10.00	7 Oct	Sevenoaks District Seniors Action Forum – Coffee Morning	Deputy Mayor
Wed 7.10	9 Oct	Frank Marshal Award and Presentation	Mayor
Thurs 11.30	10 Oct	Chamber of Commerce AGM	Deputy Mayor
Sat 5.15	12 Oct	Mayor of Faversham – Faversham Carnival	Mayor & Mayoress
Sun 10.00	13 Oct	The Lewis Project – The Abbey Road Event	Mayor
Fri 7.30	18 Oct	SSAFA Kent Choir Concert in Rochester Cathedral	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 7.00	1 Nov	Final Concert Kent International Piano Courses	Mayor & Mayoress
Sat TBA	2 Nov	Fireworks Night	Mayor
Mon 4:00	4 Nov	Dorothy Parrott Meeting in the Town Council Chamber	Deputy Mayor
Fri 7.00	8 Nov	Sevenoaks Players performance of Jesus Christ Superstar at the Stag Theatre	Mayor & Mayoress
Sat 7.00	9 Nov	Murder Mystery event at Bat and Ball station	Mayor & Mayoress
Sun	10 Nov	Remembrance Day – The Vine War Memorial	Mayor & Mayoress
Sun 2.15	10 Nov	Swanley Town Council – Remembrance Day Service and Parade	Mayor
Mon	11 Nov	Armistice Day - Lay crosses on War Graves at Greatness Cemetery	Mayor
Mon 7.00	11 Nov	Mayor of Dartford – Dinner at JAFFALONG	Mayor & Mayoress
Tues 7.15	12 Nov	Re-launch of the Banana Leaf Restaurant	Mayor & Mayoress
Thurs 7.00	14 Nov	Masonic Province of West Kent – Presentation at Giacomo’s Restaurant	Mayor & Deputy Mayor
Sat 3.00	16 Nov	Mayor of Sandwich – Folk & Fizz event	Mayor & Mayoress
Sun 3.00	17 Nov	Sevenoaks Symphony Orchestra – Concert at Stag Theatre	Mayor & Mayoress
Wed 11.00	20 Nov	Rose Planting at Bat and Ball Station	Mayor
Wed 6.30	20 Nov	Cheese and Wine Tasting Evening	Mayor & Mayoress
Thurs 6.15	21 Nov	Sevenoaks Brushworks Annual Exhibition	Mayor
Fri 9.00	22 Nov	Armed Forces Breakfast Meeting at Bat and Ball Station	Mayor
Fri 7.00	22 Nov	Guide Dogs for the Blind Cheese and Wine Evening	Mayor & Deputy Mayor
Sat 10.30	23 Nov	The Friars, Aylesford Priory – Christmas Fayre	Mayor
Sat 7.00	23 Nov	Sevenoaks Lions Charter Dinner Dance at Wildernesse Golf Club	Mayor & Mayoress
Sat 7.30	23 Nov	The Henry Desmond Orchestra – An Evening at the Musicals	Deputy Mayor
Sun 12.00	24 Nov	Chairman SDC – Curry Lunch at Rajdani	Deputy Mayor
Thurs 11:00	28 Nov	Tree Planting – 3rd in stand of 7 at Sevenoaks Common	Mayor
Fri 7.30 am	29 Nov	Emily Jackson House – Breakfast Meeting	Mayor & Deputy Mayor
Fri 7:00	29 Nov	Christmas Light Switch On	Mayor
Sat 7.00	30 Nov	Walthamstow Hall – Performance of Mary Stuart	Mayor
Mon 6.45	2 Dec	Imago – Community Carol Service at St Luke’s Church	Mayor and Mayoress
Tues 4.00	3 Dec	Switch on Christmas Lights at Bat and Ball Station	Mayor
Fri 7.00	6 Dec	Mayor of Bexley – Tudor Christmas Evening	Mayor & Mayoress
Sat 12.00	7 Dec	Emily Jackson House – Christmas Fete	Mayor
Sat 7.00	7 Dec	VIP Launch of Aladdin at the Stag Theatre	Mayor
Sun 6.00	8 Dec	Mencap Sevenoaks – Carols at the Mencap Hall	Mayor
Mon 11.00	9 Dec	Judging Best Dressed Christmas Window	Mayor
Mon 7.00	9 Dec	Christmas Council Meeting	Mayor & Mayoress
Fri	13 Dec	Westerham Sea Cadets – Annual Awards Evening	Mayor
Sun 12.00	15 Dec	Sevenoaks Hockey Club – President’s Cocktail Party	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Mon 11.00	16 Dec	Present Awards for Best Dressed Window	Mayor
Mon 12.30	16 Dec	Sevenoaks Almshouse Charity – Christmas Lunch at Sevenoaks School	Mayor
Mon 5.00	16 Dec	Tonbridge Grammar School – Annual Prize Giving	Mayor
Wed 6.00	18 Dec	Staff Christmas Meal – Pop in and say a few words	Mayor
Fri 5:30	20 Dec	Rivermere Residential Home – Christmas Concert & Buffet Supper	Mayor
Sat 7.30	21 Dec	The Lydian Orchestra – Winter Concert in the Pamoja Hall	Mayor & Mayoress
Tues 11.15 pm	24 Dec	Midnight Service at St Nicholas Church	Mayor
Wed 12.00	25 Dec	Age UK – Christmas Lunch at Hollybush Court Day Centre	Mayor & Mayoress
2020			
Wed 9.30	8 Jan	Trinity School – Coffee and Tour of the School with Dr Pawson Headmaster	Mayor & Deputy Mayor
Sun 9.00	12 Jan	Margate Charter Trustees– Blessing of the Seas Ceremony	Mayor
Sat 6:30	8 Feb	Annual Quiz Night in the Plaza	Mayor & Mayoress
Mon 10:45	9 Mar	Fly the Flag for Commonwealth Day – Town Council Offices/The Vine?	Mayor
Fri PM	24 Mar	Mayor of Tenterden – Climb to the Top of St Mildred's Church Tower	Mayor

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2019 – 2020

**The Mayor of Sevenoaks Councillor Nick Busvine OBE
Provisional Dates for Mayoral Events**

May/June 2019 6th June D-Day Commemoration Wreath Laying 23rd June Civic Service at St Thomas's Church 29th June Raise the Flag for Armed Forces Day	July 2019 8th July Cocktail Party at The Vine 19th July Live on the Vine	August 2019
September 2019 15th September 2019 Ferrari Event at The Vine	October 2019	November 2019 10th November Remembrance Day The Vine War Memorial Cheese & Wine Tasting 20th November 2019 22nd November Veterans Breakfast 28th November Tree Planting 29th November Christmas Lights Switch On
December 2019 3rd December Christmas Lights Switch On Bat and Ball Station	January 2020 Staff Fundraising Lunch	February 2020 8th February Quiz Night
March 2020 9th March Fly the Flag for Commonwealth Day	April 2020 Tour of Knole House 22nd April	May 2020 6th May Luncheon at Chevening 8th May VE Day 75

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