

16th November 2021

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 22nd November 2021**, at the conclusion of the Finance & General Purposes Committee commencing 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://youtu.be/jrYr7UHr4W8> 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).	-

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3	<u>DECLARATIONS OF INTEREST</u> To receive any declarations of interest from members in respect of any items of business included in this report.	—
4	<u>MINUTES</u> To receive, adopt and sign the minutes of the meeting of the Sevenoaks Town Council held on 13 th September 2021 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: <u>Planning Committee:</u> 6 th September 2021 20 th September 2021 4 th October 2021 18 th October 2021 1 st November 2021 <u>Finance & General Purposes Committee:</u> 13 th September 2021 <u>Youth Services Committee:</u> 8 th September 2021 3 rd November 2021 <u>Open Spaces & Leisure Committee:</u> 27 th September 2021 8 th November 2021 <u>Personnel Committee:</u> 25 th October 2021	Copies previously circulated and available on request
6	<u>SEVENOAKS DISTRICT TOWN & PARISH CHARTER 2021</u> To consider the draft Town and Parish Charter prepared by the District Council.	Attached
7	<u>SEVENOAKS TOWN COUNCIL'S GREEN INITIATIVE</u>	Attached
7.1	Notes of the meeting held on 6 th November 2021	
7.2	Sevenoaks Town Council's Green Community Investment Plan 2021	

8	<u>CONCLUSION OF COMPLAINTS PANEL HEARING HELD ON 7TH SEPTEMBER 2021</u>	Attached
9	<u>MAYOR'S ENGAGEMENTS</u> To receive and note: a) the functions attended by the Mayor or her representative during September and October 2021. b) the forthcoming Civic Events being organised by the Mayor during 2021/2022	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 13th September 2021 At Bat & Ball Centre, Crampton's Road, Sevenoaks

Livestreamed on YouTube

Meeting Commenced: 8.20 p.m.

Meeting Concluded: 8.44 p.m.

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

*Members attending via Zoom took part in discussion but were not permitted to vote on matters under consideration, legally they do not constitute as being "present" at the meeting.

In Attendance: Town Clerk, Responsible Finance Officer, Social Media & Events Officer, KCC Cllr Streatfield

Representations received from Members of the Public

Kent County Councillor Richard Streatfeild addressed the meeting regarding the following matters:

- Afghan Refugees
- National Bus Strategy
- Mental Health
- Place Shaping Provision
- Cycle facilities
- Parking
- STC request for KCC Land to create 'Otford Steps'

265. Apologies for Absence: as shown above.

266. Requests for Dispensations: none received.

267. Declarations of Interest: none received.

268. Minutes of the Town Council Meeting held on 2nd August 2021

RESOLVED: to accept and sign the Minutes of the Sevenoaks Town Council Meeting held on 2nd August 2021 as a true record.

Sevenoaks Town Council

269. Minutes of Committees

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

269.1 Planning Committee

RESOLVED: To receive and adopt the minutes of the meetings of the Planning Committee held on 26th July, 9th August and 23rd August 2021 as true records.

269.2 Finance and General Purposes Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Finance & General Purposes Committee held on 2nd August 2021 as a true record.

269.3. Community Infrastructure Committee

RESOLVED: To receive and adopt the minutes of the meeting of the Community Infrastructure Committee held on 16th August 2021 as a true record.

270. Review of Sevenoaks Town Council's Standing Orders

The Council considered reviewed Standing Orders and agreed final updates.

RESOLVED: That Sevenoaks Town Council Standing Orders be approved and adopted, as set out at Appendix A.

271. Review of Sevenoaks Town Council's Terms of Reference

Consideration was given to the Terms of Reference for Sevenoaks Town Council, its Committees and Sub-Committee.

The following amendments were agreed:

Finance & General Purposes Committee

2(b) (xiv) – "Sevenoaks Community Centre Administration" to be replaced with "Administration of Sevenoaks Town Council Assets available for public hire"

Planning Committee

4(e) – to add to first paragraph "and planning applications that have been delegated for a decision by the Planning Committee"

Bat & Ball Centre User Group

8 - Aims (and membership) of the Users Group to be extended to include Bat & Ball Station rooms for hire, and terms of reference amended accordingly.

RESOLVED: That subject to the amendments above, the Terms of Reference of Sevenoaks Town Council, its Committees and Sub-Committee be approved and adopted, as set out at Appendix B.

272. Mayors Engagements

The Council noted the functions attended by the Mayor or her representative during August and early September 2021 and the forthcoming Civic Events being planned by the Mayor during 2021/2022.

Sevenoaks Town Council

The Mayor advised that she was arranging bridge events in October and January in aid of her nominated charity, the MS Society.

Cllr Parry asked that consideration be given next year to commemorating Battle of Britain Day.

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

273. Press Release: None.

There being no further business the Mayor closed the meeting.

Signed
Mayor

Dated

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Sevenoaks Town Council Standing Orders

Historic

11.01.2016

22.02.2016

Adopted Resolution 410

15.05.2016

Adopted Resolution 61

15.05.2017

Adopted Resolution 64

14.05.2018

Adopted Resolution 70

13.05.2019

Adopted Resolution 62

04.05.2021

Adopted Resolution 57

SEVENOAKS TOWN COUNCIL STANDING ORDERS 2021

(ADAPTED FROM NALC MODEL STANDING ORDERS 2018 FOR ENGLAND (REVISED 2020))

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NB: standing orders in bold type contain legal and statutory requirements.

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded or presented by the Chairman.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion and shall not have effect of rescinding original or substantive motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of a motion or the mover of an amendment shall have a right of reply not exceeding 3 minutes.
- n Where a series of amendments to an original motion are carried, the mover of

the original motion shall have a right of reply (in respect of the substantive motion) either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and the decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a councillor or person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply. (The adjournment of a debate or of the meeting shall not prejudice the

mover's right of reply at the resumption).

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) is normally 15 minutes and shall not exceed 30 minutes, unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i At Council meeting person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). At Committee meeting a person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

(Those exercising their right to report on the proceedings of a meeting are required to comply with Sevenoaks Town Council's Protocol for the recording of meetings)

- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**

- p **The Mayor of the Council, if present, shall preside at a Council meeting. If the Mayor is absent from a meeting, the Deputy Mayor of the Council (if there is one) if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a Council meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
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- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
-
- *See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

(A member dissenting from a committee decision may, on request, have their name recorded as dissenting therefrom)
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and**
-

- vote on that matter.
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.** In the case of the Planning Committee and the Finance and General Purposes Committee, the quorum shall be six members.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting. The Proper Officer shall record the names of those members present and those absent and any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- x A meeting shall not exceed a period of 3.5 hours. Meetings shall commence at 7.00pm and conclude at 10.30pm unless a majority of those present by Resolution extend that closure to 11.00pm on the same day.
- y Questions
 - i. A councillor may seek an answer to a question concerning any business of the Council provided 5 clear days' notice of the question has been given to the Proper Officer.
 - ii. Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
 - iii. Every question shall be put and answered without discussion.
- 4. **Committees and sub-committees**
 - a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
 - b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
 - c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
 - d The Council may, at its annual meeting, appoint standing committees or may at any other time appoint such other committees as may be necessary, and:

- i. shall determine their terms of reference;
- ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. *shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting)*
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer by noon on the day of the meeting that they are unable to attend;

An ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting.

- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three. In the case of the Planning Committee and the Finance and General Purposes Committee, the quorum shall be six members
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take**

office.

- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor of the Council.
- f The Mayor of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until the successor is elected at the next annual meeting of the Council.
- g The Deputy Mayor of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next annual meeting of the Council.
- h In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Mayor of the Council has been elected. The current Mayor of the Council shall not have an original vote in respect of the election of the new Mayor of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Mayor of the Council has been elected. They may exercise an original vote in respect of the election of the new Mayor of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Mayor of the Council and Deputy Mayor of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Mayor of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;

- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees (and the number of members);
- vii. Appointment of members to existing committees (including, if appropriate, substitute members);
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.(and review of contributions made to expenditure incurred by other local authorities);
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

(The General Power of Competence

On 19 November 2012 [Minute271] Sevenoaks Town Council passed a resolution that It had fulfilled the criteria in order to become an eligible town council as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012/965 which came into force in April 2012 to use the General Power of Competence. The resolution must be re-affirmed at the annual meeting of the council after the ordinary election every four years.)

- xiii. Review of inventory of land and other assets including buildings and office equipment;(*to be reviewed at first meeting of Finance and General Purposes Committee following the annual meeting of the Council*)
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks; (to be reviewed at first meeting of Finance and General Purposes Committee following the annual meeting of the Council)
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure; (*to be reviewed at first meeting of Finance and General Purposes Committee following annual meeting of the Council*)

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); (to be reviewed at first meeting of Finance and general Purposes Committee following annual meeting of the Council)
 - xviii. Review of the Council's policy for dealing with the press/media; (*to be reviewed at first meeting of Finance and General Purposes Committee following annual meeting of the Council*)
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- 6. Extraordinary meetings of the council, committees and sub-committees**
- a **The Mayor of the Council may convene an extraordinary meeting of the Council at any time.**
 - b **If the Mayor of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
 - c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
 - d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by (no less than a quarter of the) members of the committee [or the sub-committee], those members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee]. (The public notice giving the time, place and agenda for such a meeting shall be signed by councillors calling the meeting.)
- 7. Previous resolutions**
- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
 - b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.
 - c Every plan/amended plan which is validated by Sevenoaks District Council is

considered by Sevenoaks Town Council on its own merits and does not recommend Approval or Refusal based on prior recommendations to previous applications and the recommendations which were provided.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the proper officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. To dispose of business, if any, remaining from the last meeting
 - iii. to move to a vote;
 - iv. to defer consideration of a motion;
 - v. to refer a motion to a particular committee or sub-committee;
 - vi. to appoint a person to preside at a meeting;
 - vii. to approve the absence of councillors;
 - viii. to change the order of business on the agenda;
 - ix. to proceed to the next business on the agenda;
 - x. to close or adjourn debate
 - xi. to refer by formal delegation a matter to a committee, sub-committee or an employee
 - xii. to require a written report;
 - xiii. to appoint a committee or sub-committee and their members;
 - xiv. to receive nominations to a committee or sub-committee;
 - xv. to dissolve a committee or sub-committee;
 - xvi. to note the minutes of a meeting of a committee or sub-committee;
 - xvii. to consider a report and/or recommendations made by a committee or a sub-committee or an employee;
 - xviii. to consider a report and/or recommendations made by an employee, professional advisor, expert or consultant;
 - xix. to authorise legal deeds to be sealed by the council's common seal;
 - xx. to authorise the payment of monies;
 - xxi. to amend a motion relevant to the original or substantive motion under consideration which will not have the effect of nullifying it;
 - xxii. to extend the time limits for speaking;
 - xxiii. to exclude the press and public from a meeting in respect of confidential

- or other information which is prejudicial to the public interest;
- xxiv. to not hear further from a councillor or a member of the public;
- xxv. to exclude a councillor or member of the public for disorderly conduct;
- xxvi. to give the consent of the Council if such consent is required by standing orders;
- xxvii. to temporarily suspend the meeting;
- xxviii. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xxix. to adjourn the meeting; or
- xxx. to close the meeting.
- xxxi. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies
- xxxii. To answer questions from councillors
- b. If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience

11. Management of information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose

confidential information or personal data without legal justification.

- e Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- f A councillor in breach of the provisions of standing order 11(d) above may be removed from a committee or a sub-committee by a resolution of the Council.
- d Recordings of meetings shall remain in the public domain until the Minutes have been accepted at a Council meeting.

12. Draft minutes

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
-
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the

meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b All councillors shall where possible undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- d Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- e **Dispensation requests shall be in writing and submitted prior to the meeting to the Proper Officer** 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).
- f A decision as to whether to grant a dispensation shall be by the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- g A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the**

transaction of the business;

- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

14. Code of conduct complaints

- a On receipt of an alleged breach of the Council's code of conduct, the Monitoring officer at the District Council to be advised.
- b Upon notification by the District Council that it **has found that** a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- c Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of Council of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- d The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- e **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda**

(provided the councillor has consented to service by email), and

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice.
- iii. **convene a meeting of the Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests; (and any changes to it) and keep copies of same available for inspection and forward to the Monitoring officer;
- viii. *keep proper records required before and after meetings;*
- ix. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- x. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- xi. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xii. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xiii. arrange for legal deeds to be executed (*and sealed using the Council's common seal*)
(*see also standing order 23*);

- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xvi. Refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Planning Committee in consultation with one other committee member and the Town Clerk, to have executive powers to make observations, where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Planning Officer. Where the executive power has been exercised, the observations made to the Planning Officer are to be reported to the next meeting of the Town Planning Committee or direct to the next meeting of the Town Council if sooner;
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect;
(see also standing order 23).
- xix. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders

16. Responsible financial officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply at each Finance & General Purposes Committee a statement to summarise:
 - i. the Council's income and expenditure for the most recently closed month, and any months that have closed since the previous Finance & General Purposes Committee;
 - ii. the Council's aggregate receipts and payments (or income and

expenditure) for the year to date;

- iii. the year to date balances held at the end of the month being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide at the Finance & General Purposes Committee:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the final month and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council, currently 5 days in line with agenda deadline. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.
- f **Estimates/precepts**

The Council shall approve written estimates for the coming financial year at its meeting before the end of January.

Any committee (other than Finance & General Purposes Committee) desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
 - b. Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
 - c. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
 - d. The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
 - e. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Government Contracts Finder website (or equivalent) regardless of what other means it uses to advertise the opportunity.**
 - f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
 - g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**
- 19. Handling staff matters**
- a. A matter personal to a member of staff that is being considered by any meeting is subject to standing order 11.

- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Personnel Committee of absence occasioned by illness or other reason.
- c The chairman of the Personnel Committee and Finance and General Purposes Committee or in their absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual Personal Development Plan (appraisal) of the work of the Town Clerk. It should be reported to the Personnel Committee that this has taken place.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Personnel Committee or in their absence, the vice-chairman of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised relates to the chairman or vice-chairman of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same
- i In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability,

experience or character for submission to the Council with an application for appointment.

- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

21. Responsibilities to provide information

See also standing order 22.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**
- c Inspection of documents

Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors of the Council.

22. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**
- d The Council shall have in place and keep under review, technical and

organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

- e The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- f The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- g Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

23. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

24. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

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

25. Communicating with district and county councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing

the area of the Council.

26. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

27. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c A motion to *permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two thirds of the councillors at a meeting of the council vote in favour of the same.*
- d The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible upon delivery of his declaration of acceptance of office.
- e The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.
- f A councillors failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders

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TERMS OF REFERENCE - THE TOWN COUNCIL

1 COUNCIL

The Town Council is the final authority on matters of policy and the powers of duties exercised by the Council. The Town Council will be solely responsible for the following specific functions:-

- (a) The power of raising loans and setting the precept
- (b) The power of incurring capital expenditure not specifically included in the Council's approved estimates of expenditure for the time being
- (c) The appointment or dismissal of the Town Clerk
- (d) Appointment of Committees, Chairmen and Vice Chairmen thereof
- (e) Appointment of Representatives on Outside Bodies
- (f) Annual Subscriptions
- (g) Standing Orders as to the conduct of the Council's business
- (h) The Committee Structure including terms of reference, membership etc

STANDING COMMITTEES

Sevenoaks Town Council operates and governs under a committee system with the following delegated powers.

Councillors shall be members of the Standing Committees of the Council in accordance with standing orders.

2 FINANCE AND GENERAL PURPOSES COMMITTEE

- (a) To study the long term aims and objectives of the Town Council and recommend such forward programmes and other steps as may be necessary to achieve the Council's objectives in whole or in part during specific time spans.
- (b) To consider all the following matters and have executive powers once general policy and expenditure has been approved by the Town Council.
 - (i) All financial matters and accounts for payment as provided for by the Financial Regulations
 - (ii) Annual Estimates
 - (iii) Capital Works Programme
 - (iv) Grant Aid
 - (v) Public Offices
 - (vi) Executive powers to be granted to officers and Committee Chairmen
 - (vii) Projects for the benefit of the Sevenoaks Community and to make recommendations thereon to the Council

- (viii) Annual Management letter from the Auditors
- (ix) Insurance policies
- (x) Asset Register
- (xi) Town Twinning and Liaison
- (xii) To consider any general purposes business
- (xiii) Town Partnership
- (xiv) Administration of Sevenoaks Town Council Assets available for public hire
- (xv) Christmas Lighting & Town Centre Events/Festivals
- (xvi) Markets

3 **OPEN SPACES & LEISURE COMMITTEE**

To consider all matters relating to the following items and have executive powers once general policy and expenditure has been approved by the Council.

- (a) Cemeteries
- (b) Lawn of Remembrance
- (c) Recreational Facilities
- (d) Refuse and litter collection; Grit Bins/Litter Bins
- (e) Allotments
- (f) Raleys Field, Knole Paddock, Greatness and associated developments
- (g) The Open Spaces, Woodlands and Common Areas under the Council's control
- (h) Vine Gardens/Upper High Street Gardens
- (i) Sevenoaks Common and other Open Spaces
- (j) Seats, other than seats in bus shelters
- (k) Maintenance of footpaths
- (l) Rights of Way on both footpaths and bridleways including obstructions and applications for diversions; closure or creation of rights of way and to have executive powers regarding action necessary for dealing with obstructions of right of way
- (m) Public Shelters, Bus Shelters, and to have executive powers regarding urgent action necessary in the interest of public safety in these places
- (n) Town Clocks
- (o) Public Lavatories
- (p) Any Bye Laws to be introduced by the Town Council

4 **PLANNING COMMITTEE**

- (a) To consider and have executive powers except where future policy is being formulated properly the concern of the Finance and General Purposes Committee, to deal with all Town and Country Planning matters
- (b) To consider all matters relating to redevelopment schemes including the provision of attendant roads and ancillary parking
- (c) To consider all matters relating to traffic routes designed to reduce or remove traffic from the centres of the Town and the Upper High Street
- (d) To have authority to hold additional Planning meetings on Tuesdays when the fortnightly cycle of commenting on planning applications would be impossible to adhere to owing to Bank Holidays
- (e) The Chairman of the Committee, or in his/her absence the Vice Chairman, in consultation with one other Committee Member (to be a ward member for the premises concerned) and the Town Clerk, to have executive powers to make observations in respect of planning applications referred to the Town Council, where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Planning Officer and planning applications that have been delegated for a decision by the Planning Committee.

Where this executive power has been exercised, the observations made to the Planning Officer are to be reported to the next meeting of the Town Planning Committee or direct to the next meeting of the Town Council if sooner

- (f) To consider and have executive power in respect of all matters relating to Licensing within the Parish, including licensing of premises for the sale of alcohol
- (g) The Chairman of the Committee or in his/her absence the Vice Chairman in consultation with one other Committee Member (to be a ward member for the premises concerned) and the Town Clerk to have executive powers to make observations in respect of Licensing Applications referred to the Town Council where it is not possible to convene a meeting of the Committee in time to meet the deadline date for return of observations to the Licensing Authority.

Where this executive power has been exercised the observations made to the Licensing Authority are to be reported to the next meeting of the town Planning Committee or direct to the next meeting of the Town Council if sooner

- (h) To consider all matters relating to Highways (other than footway lighting) within the area of the Town Council including parking restrictions and street car parks, street signs, street numbering, traffic movements and routes, one way systems, maintenance and cleaning
- (h) To consider all matters relating to:-
 - (i) Car Parks and car parking charges
 - (ii) Public Transport Services associated with the Town
 - (iii) Any proposed Motorway Interchanges affecting the Town
 - (iv) Rail Services

- (v) Air transport
- (i) To consider any long term aims and objectives of the Town Council in relation to the Local Plan and the Local Development Framework; Town Development and other strategic Town and Country Planning matters
- (j) All matters relating to road safety
- (k) Conservation Areas and Environmental Improvements except where relating to Town Council land and properties
- (l) Formation of Neighbourhood Plans
- (m) Tree Work Applications - The Chairman of the Committee or in his/her absence the Vice Chairman in consultation with another Committee member (to be a ward member for the site concerned) and the Town Clerk to have executive powers to make observations to the Local Planning Authority in respect of Tree Work applications (both Conservation Area and Tree Preservation Order) which the Town Council is notified of in order to maximise the opportunity to object to inappropriate works prior to a determination being reached by the Local Planning Authority.

Where this executive power has been exercised the observations made to the Local Planning Authority are to be reported to the next meeting of the Planning Committee or direct to the next meeting of the Town Council if sooner.

5 PERSONNEL COMMITTEE

To have executive authority in respect of all personnel matters, in particular:

- (a) Senior Staff appointments
- (b) The Council's establishment
- (c) Training report and evaluation

To make recommendations to Council on:-

- (d) Terms and conditions of service in respect of staff
- (e) Responsibility for all Health and Safety Matters

6 COMMUNITY INFRASTRUCTURE COMMITTEE

To oversee the project management with delegated executive powers of the projects and priorities identified in the Community Investment Plan and Town Council's Priorities once approval has been given by the Town Council.

These to include:-

- (a) Approval of tenders
- (b) Approval of contractors
- (c) Expenditure to budget agreed by Council and Finance & General Purposes Committee.
- (d) Research and make recommendations to Council for new projects
- (e) To create the list for and approve the expenditure of the Community Infrastructure Levy income on projects.
- (f) Submit Planning Applications for projects as identified.
- (g) Submit Funding Applications for projects as identified.

7. YOUTH SERVICES COMMITTEE

To consider all matters relating to the following items and have executive powers once general policy and expenditure has been approved by the Council:

- a) Sevenoaks Youth Council
- b) House in the Basement Youth Café
- c) Liaising and working with other youth service providers with aim of assessing needs and to encourage and support activities with the aim of fostering the personal development of young people.
- d) Arranging events and facilities for young people
- e) Responsible for budgets for
 - Youth Council
 - HitB Youth Café
 - Youth Grants
- f) The Youth Services Committee may co-opt non-voting members to the Committee, including two Youth Councillors.
- g) Meetings of the Youth Services Committee to be held after Youth Council meetings.
- h) A quorum of the Youth Services Committee will be three voting members.

- i) Have executive authority to award Youth Grants to the value of £250 up to the overall budget. The Committee shall not normally support applications for funding services which are the responsibility of a statutory authority nor applications for funding of a service for a period exceeding three years, nor application forms from individuals without the demonstrated support of a recognised group, club or organisation.

SUB COMMITTEE

8. Bat & Ball User Group

The aim of the Users Group is to assist the operation of the Bat & Ball Centre and Bat & Ball Station rooms for hire. The Group may suggest, where applicable, improvements or ideas. The management and day to day operation of the Centre & Station rooms are not matters for the User Group.

- (a) Membership will consist of the following representatives: -

- (i) 2 Town Councillors
- (ii) 7 User Groups

The Chief Executive/Town Clerk or an appropriate substitute will attend all meetings.

- (b) The Councillors will invite organisations who use the centre or station rooms to nominate representatives to the Group to ensure community input to the Bat & Ball Centre and Station
- (c) A Councillor is to be elected annually as Chairman of the User Group, together with one other Councillor. Should the Chairman step down during the term of office, the other Councillor will assume the role until the end of the term.
- (d) Agendas for meetings will be compiled by the Town Council
- (e) The Group will meet three times per year
- (f) The Town Council may consult the User Group, as appropriate, about any projects relating to the Bat & Ball Centre and Station
- (g) A quorum will be the Chairman, or in his absence, his representative, together with 3 other representatives.
- (h) Membership of the Group is voluntary, and no expenses or remuneration are paid.
- (i) Suggestions and / or ideas formulated by the Group for presentation to the Town Council, must be supported by a majority vote at the Groups' meeting. The Chairman if necessary will have a casting vote.
- (j) Notes of meetings to be reported to the Finance & General Purposes Committee

Sevenoaks District Town and Parish Charter 2021

Working together for the benefit of local communities within the Sevenoaks District

Introduction

Within the Sevenoaks District, there are 4 Town Councils and 27 Parish Councils. Town and Parish Councils play a valuable and essential role in an area, possessing a thorough knowledge of their local community that can help with planning and decision making in their area. We recognise that each Town and Parish has a unique character that Town and Parish councils are committed to protect and enhance.

We want to work closely together in partnership for the benefit of local residents. This charter has been developed between Sevenoaks District Council and the Town and Parish Councils. It acknowledges the role of District, Town & Parish Councils, providing a framework which enables us all to understand, develop and promote local needs and aspirations. It also recognises the role of the Kent Association of Local Councils (KALC) on behalf of the Towns and Parishes within the District.

This Charter is a 'living' document and its relevance and effectiveness will continue to be jointly monitored to ensure it remains of value to those it serves.

Definition

A charter is a document describing the relationship between two parties and aims to encourage good working practices. This charter represents a mutual agreement between Sevenoaks District Council and each Town and Parish Council within the district. It is a statement of intent, but not a legally binding document.

Aims

- To clearly define the expectations that both Sevenoaks District Council and the towns and parishes have of each other.
- To set out what all parties can contribute to develop and maintain good relationships.
- To mutually acknowledge the vital roles played by all parties in local democracy.
- To build collaboration and to facilitate an efficient exchange on issues affecting the District as a whole.

Our Commitment

Successful partnership working at a Town and Parish level can only be achieved if the partners understand and respect each other's roles and work to complement those roles in serving the community.

Sevenoaks District Council recognises that Town and Parish Councils are:

Comprised of voluntary

- elected Councillors (its Members) and employed Clerks, many of whom work only part-time and do not have ready access to specialist advice, unless a member of KALC
- Focused upon the interests of their residents and recognise that each Town and Parish has a unique character that the Towns and Parishes are committed to protect, and enhance
- A vital part of democratic local government, representing communities at the

Sevenoaks Town Council – 22nd November 2021

- most local level
- An important primary source of information about community history, culture, aspirations and opinions
- Providing an opportunity to foster greater community empowerment
- To be respected, treated fairly and recognised as diverse in their size and in the resources available to them
- Affected by the financial and political decisions of other tiers of government and have to work within certain constraints when fulfilling their responsibilities
- Directly, locally and immediately accessible to their residents and are readily accountable at all times.

Town and Parish Councils recognise that Sevenoaks District Council:

- Is comprised of elected District Councillors (its Members) and a full-time body of professional staff;
- Has a political basis for its elected District Councillors and the pressures of organisational continuity and development for its professional staff;
- Represents the interests of the local community at a District level;
- Has to take into account community interests wider than the Town and Parish areas; and
- Is affected by the financial and political decisions of central government and has to work within statutory limits and certain constraints when fulfilling its strategic role and responsibilities.

Key Principles

This charter is structured around the following key principles:

- 1. Communication and Information Sharing**
Communication and sharing information is an essential resource to enable effective delivery against respective responsibilities and accountabilities.
- 2. Consultation and Engagement**
Engagement is the foundation of partnership working that will underpin the relationship between the local councils.
- 3. Democracy and Community Leadership**
Working together to promote the interests of those directly affected by decisions made within the District.
- 4. Planning, Development and Environmental Protection**
To work together within the planning process for the best interests of our communities.
- 5. Service Delivery**
This recognises the shared roles and responsibilities and sets out the approach for greater partnership working to deliver excellent services.
- 6. Finance and Funding**
A commitment to demonstrate value for money when commissioning or delivering services across the District.

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7. Advice and Support

To provide support and advice and act upon the information provided.

1. Communication and Information Sharing

Sevenoaks District Council commits to:	Town and Parish Councils commit to:
Make effective use of websites and emails for timeliness, efficiency & environmental reasons and encourage members to do the same.	Make effective use of websites & emails for timeliness, efficiency & environmental reasons, and encourage Town and Parish Councillors to do the same.
Hold a publicly accessible, up-to-date list of Town and Parish Clerks and links to parish webpages on the SDC website www.sevenoaks.gov.uk	Promptly inform the District Council of any changes to this information.
Use plain English; avoid, where possible, using jargon when communicating with the Town and Parish Councils.	Use plain English, avoid using jargon and ask for clarification if an issue is unclear.
Have public links on its website to its compliments, complaints and other feedback processes.	If not already done, create processes for compliments, complaints and other feedback, and make residents aware of this.
Provide an appropriate contact within the Strategic Management Team for the Town and Parishes and keep them updated of contact detail changes.	Update the District Council with Town and Parish contact details when changes occur.
Host the quarterly Town and Parish Council meeting and hold annual meetings with each town council meeting to discuss corporate aims and other matters of mutual interest.	Be represented at joint Town and Parish meetings convened by the District Council.
Distribute a twice yearly newsletter to the Town and Parish councils relating to corporate issues and other matters of mutual interest.	Keep the District Council informed of activities in their towns and parishes.
Send by email to each Town and Parish Council a copy of relevant media releases and announcements.	Keep the District Council informed of activities in their towns and parishes.
Dedicate a Chief Officer to each clerk	To continue working relationships

2. Consultation

Sevenoaks District Council commits to:	Town and Parish Councils commit to:
We will always consult on District-wide or specific issues that affect Town and Parishes - other than in cases where SDC is bound by other statutory requirements e.g. planning applications.	Actively respond to consultations and put delegated authority mechanisms in place for issues that cannot be dealt with within this timescale.
Always acknowledge receipt of correspondence; provide estimate of when a formal response will be forthcoming, and inform Town and Parish Councils of outcomes.	Always acknowledge receipt of correspondence, other than Planning Applications.
Ensuring Parish Clerks and Chairs are notified when matters relating to the District Council may affect a particular Town or Parish.	Work together to seek mutually acceptable solutions to contentious issues.

3. Democracy and community leadership

Sevenoaks District Council commits to:	Town and Parish Councils commit to:
Where appropriate and possible, District Councillors will endeavour to attend Town and Parish council meetings regularly.	Provide District Councillors with papers for Town and Parish full Council meetings in advance.
Host a quarterly Town and Parish Council Forum with clerks - and agree agenda with Town & Parish Council clerks.	Send a Parish and Town councils' representative to this forum.
Continue to provide the public with the opportunity to speak at council meetings	Send a town/parish representative to attend Sevenoaks District Council meetings and committees when appropriate.
Enable KALC to nominate parish representatives to attend the Joint Transportation Board in accordance with the terms of reference agreed with KCC. (at present they do not have voting rights)	KALC to nominate parish representatives to attend the Joint Transportation Board.
Collate and publish the parish register of interests on behalf of the Town and Parish Councils.	Annually update the District Council of any changes to the register of interests.
Provide administrative support for Town and Parish council elections and locally raised referendums.	Advise the District council of Town/Parish vacancies and promote these locally, and support all democratic and electoral processes.
Subject to funding and where Parish Councils so request, to commission the	To work with the Rural Housing Enabler and the District Council to

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Rural Housing Enabler to provide advice on “local housing needs” and consider undertaking at least one “parish needs” survey each year	consider trying to meet any local housing needs identified, particularly in relation to the identification of potential exceptions sites.
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4. Planning, Development and Environmental Protection

Sevenoaks District Council commits to:	Town and Parish Councils commit to:
Ensure that Town and Parish Councils have every opportunity to engage in the development of the Local Plan and/or its successor(s) and any other planning guidance document.	Engage in and help engage local residents in the Local Plan development process. and/or its successor(s) and any other planning guidance document.
Inform Town and Parish Councils about, and ensure they have sight of, relevant planning applications and allow the statutory 21-day response period for comments. Note the submissions made by Parish Councils (as statutory consultees).	Submit comments within this period to enable the District Council to process applications within the timescales as set out in the legal framework of the Town and Country Planning Act.
Ensure Parishes can access the online information and the alert system, which is updated daily.	Make effective use of websites, on-line systems and emails for timeliness, efficiency and environmental reasons.
Consider comments and concerns about applications that have an impact on a specific parish or group of parishes.	Where a parish council has registered an objection to a specific application they will endeavour to send a representative to the relevant Development Control Committee meeting if it arises.
Engage with Town and Parish councils to support and assist Town and Parish councils in the neighbourhood planning process.	Work closely with the District Council and members of the community in the neighbourhood planning process.
Promote the importance and value of a quality environment and reduce negative environmental impacts across the District.	Promote the positive environmental impacts through awareness raising and encouraging environmentally positive behavioural changes.
In line with the current CIL Legislation, ensure the process of collecting CIL (Community Infrastructure Levy) and distributing due receipts is undertaken as efficiently as possible.	Engage with the district council in the spending and best use of CIL receipts for local infrastructure including monies due to Town and Parish councils.
Engage and provide advice, guidance and training regarding all aspects of CIL.	Engage with the District Council regarding CIL matters, including attending training and working within the guidance.

5. Service Delivery

Sevenoaks District Council commits to:	Town and Parish Councils commit to:
Deliver services on behalf of, and to its residents that are value for money and follow the Council's Contract Standing Orders to procure the best services at the right price.	Continue to ensure value for money when delivering local services, and where appropriate consider alternative providers and collaboration with other towns and parishes and District to deliver services.
Ensure that all service providers meet the required health, safety & safeguarding standards, with appropriate public liability insurance and risk assessments.	Ensure that all service providers meet the required health, safety & safeguarding standards, with appropriate public liability insurance and risk assessments.

6. Finance/funding

Sevenoaks District Council commits to:	Town and Parish Councils commit to:
Collect precepts as appropriate on behalf of the Town and Parish Councils.	Return any required financial info within set timescales, to allow the District Council to adhere to its statutory requirements.
Process precept and other payments to Town and Parish Councils within published time scales.	To acknowledge receipts and to provide evidence of spending of grants or reimbursements received from the District Council.
Keep Town and Parish Councils informed about any budget changes which may have a direct impact on them.	Where appropriate, discuss with the District Council any budget implications for the Town or Parish Council.

7. Advice and support

Sevenoaks District Council commits to:	Town and Parish Councils commit to:
Ensure an officer from the relevant service will respond to specific queries/issues raised by Town and Parish Councils.	Take responsibility for acting on statutory advice given by these District Council Officers on issues affecting their community.

8. Monitoring and review

Town and Parish Councils are encouraged to express their views on the content and effectiveness of this Town and Parish Charter. Feedback will be used to

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review the Parish Charter four years from its adoption. Complaints will be handled in accordance with the Sevenoaks District Council's complaints procedure.

Any comments in relation to the Charter should be directed to the Communities team, Email: communities@sevenoaks.gov.uk.

April 2021 **REVISED: 23 07 21**

**Notes of Sevenoaks Town Councillors Meeting
to discuss Green Initiatives
held on Saturday, 6th November 2021, 10 a.m. – 1 p.m.
John London Hall, Bat & Ball Centre**

Cllr Bonin	Present		Cllr Michaelides	Present
Cllr Busvine OBE	Remote Attendance		Cllr Morris Brown	Apologies
Cllr Camp	Present		Cllr Mrs Parry	Remote Attendance
Cllr Dr Canet	Present (Chair)		Cllr Parry	Present
Cllr Clayton	Remote Attendance		Cllr Piper	Remote Attendance
Cllr Eyre	Present		Cllr Raikes	Apologies
Cllr Granville Baxter	Present (left at 12 p.m.)		Cllr Shea	Present
Cllr Hogarth	Apologies		Cllr Waite	Apologies

In Attendance: Town Clerk, Deputy Town Clerk, Planning Committee Clerk

1. STC Climate Change Initiatives for its estate and assets

i) Original priorities (2019) and updates

In November 2019 Sevenoaks Town Council (STC) resolved to make the following its Number 1 Priority:

- To recognise the Government and KCC declarations for aiming for Zero Carbon.
- To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.

At the meeting it was agreed that STC should communicate more to the public about the practical local initiatives it was already undertaking and its plans for the future and that STC should take a local leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet. It was also noted that the pandemic had disrupted some of the STC original plans from 2019.

STC's overall aim was to put in place affordable and practical initiatives with long term green benefits for the local community and to encourage residents to pursue individually. Little steps together = big changes to the planet.

	Priority	Update	Green Initiative Meeting 6.11.21	Committee
1	Consideration of an Environment Committee (or add to Terms of Reference for Committee) to create an Action Plan to review the following points.	Due to resource requirements to address COVID-19 a new separate Committee has not been created and the Town Council has integrated Climate Change and Carbon Neutral initiatives and reviews within its day-to-day operation and staffing.	It was agreed that a separate additional committee was not necessary. Against each initiative the relevant committee would be identified.	
2	Reducing cars / traffic particularly in relation to school traffic.	The NDP is progressing to referendum and includes relevant proposals. STC is committed to working with the Darent Valley Community Rail Partnership (DVCRP) to encourage more local sustainable travel.	It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan. It was also noted that STC were supportive of School Safety & Travel Schemes. It was suggested that STC arrange a meeting between schools to discuss these and review the overall school travel congestion.	Planning
3	STC's new buildings to be as sustainable and eco-friendly as possible. Existing buildings to be more sustainable with reduced carbon footprint where practicable.	The new Bat & Ball Centre is as eco-friendly as possible. • Rebuild instead of new build. • Eco friendly and sustainable materials. • Solar panels. • Motion sensor lighting. • Additional insulation. • Improved heating and ventilation systems.	It was agreed to research costs and practicalities for the following on STC buildings: • Solar panels. • Motion sensor lighting. • Additional insulation. • Improved heating and ventilation systems. • Energy audit for each building	CIC

	Priority	Update	Green Initiative Meeting 6.11.21	Committee
4	Include planting of more trees, where possible fruit and nut trees.	In 2020 STC planted 790 trees. Plans for 2021 are progressing. A new initiative to encourage public to Adopt a Tree has also been launched.	Noting: Right Tree – Right Place 1,000 tree whips were due to be planted in November 2021. STC would keep a running total – clearly available for public to view e.g. on its website. Where there used to be tree lined avenues, public could be encouraged via resident associations to plant trees in their front gardens. STC could provide grants for trees. Noted the Queen’s Jubilee Tree Canopy initiative.	OSL
5	Continue to promote Refill Scheme and Sevenoaks Plastic Free Pledge.	STC will continue to promote the Refill Scheme encouraging people to use refillable bottles rather than plastic; install as many drinking water facilities as possible and encourage businesses to provide free drinking water. STC will commit to reducing the use of single use plastic across all its facilities. STC will continue to campaign and support campaigns for reducing litter and encouraging more recycling. STC will raise awareness of these matters to all users of its facilities. This had been on hold due to the pandemic, has started to be promoted again.	In addition, it was noted that plastic promotional banners were printed using vegetable ink. STC would be participating in a recycling scheme for the banners for them to be used as flooring for horse stables, dumbbells, traffic cones, punch bags etc. It was also noted that they could be used on allotments to suppress weeds. Leaflets, promotional material being printed on sustainable, part recycled – 100% recycled stock. The Bat & Ball Café would be starting monthly Vegan nights to promote alternative food options.	F&GP

	Priority	Update	Green Initiative Meeting 6.11.21	Committee
6	Cycle racks / planters to be installed.	New facilities to park 30 bikes have been installed at the Bat & Ball Centre. Previously also at Bat & Ball Station. Discussions are in place with KCC for the installation of cycle racks, which double as planters, in the town centre. Cycle planters will be installed at STC office / Business Hub site.		CIC
7	Install drinking fountains where possible at STC sites.	Drinking water refill facilities have been installed at the new Bat & Ball Centre and Bat & Ball Station Café. External drinking water refill facilities will be installed at The Vine Gardens and Greatness Recreation Ground during 2021.		OSL
8	Increased safety for pedestrians and cycles.	The NDP is progressing to referendum and includes relevant proposals.	It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan	Planning
9	NDP Transport Strategy recommendations including 20mph, one-way system in town centre and shared space.	The NDP is progressing to referendum and includes relevant proposals.	It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan	Planning
10	Link STC open spaces together with 'green routes.	The NDP is progressing to referendum and includes relevant proposals.	It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan	Planning
11	Encourage increased use of public transport – buses and trains – by having improved facilities including live running information.	The NDP is progressing to referendum and includes relevant proposals.	It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan	Planning

	Priority	Update	Green Initiative Meeting 6.11.21	Committee
12	Electric Vehicles Install electric car charging points at STC sites.	The infrastructure for electric charging points has been installed at the Bat & Ball Centre and STC Office / Business Hub site and it is hoped that these will soon be operational. STC has purchased its first electric vehicle for use by its Town Wardens.	STC replacement vehicles to be electric wherever possible	OSL
13	Consider enabling community initiatives for sustainable living e.g., Toy Library, Zero Waste Shop, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources e.g., nappies.	STC will – where possible – support and develop community initiatives for sustainable living.	Work with partners including SDC and Abacus	F&GP

ii) **New 2021 proposals from Councillors**

Ref	Cllr	Proposal	Officer Comments / Updates	Green Initiative Meeting 6.11.21	Committee
14	Cllr Bonin	Sponsor a 'build a compost heap' campaign	How do you sponsor a compost bin? It's a good idea, but could be repeating information that is already out there by people like the RHS and Garden Organic	Research how to signpost residents to existing schemes, including subsidised compost bins. Lobby SDC for collection of food waste from homes.	F&GP?
15	Cllr Bonin	Install more solar panels on STC buildings	Costings can be obtained for consideration. Solar on the new messroom/store at the Cemetery	See 3 above	CIC

			Solar on the Knole paddock pavilion, (previously avoided as worried about cricket and rugby balls breaking the panels but if it could be done, it's a large south facing roof and not shaded.		
16	Cllr Bonin	Commission a feasibility study for a cycle path from Bat & Ball to Dunton Green mainline station		Obtain costs Lobby for inclusion in KCC / SDC Cycling Strategies / Movement Strategy / LC Whip Liaise with Dunton Green Parish Council Note potential benefits to current and new residents, commuting to London and commuting locally to schools.	CIC
17	Cllr Bonin	Regenerate Sevenoaks Common with a new tree planting program	Comment from OS Manager: <i>The Common, I think we have the right balance between those who want open recreational space (Glades) and tree canopy cover, nearly all the planting we do is understory planting like Hazel as there is no room for more large trees, But there will be some more opportunities soon following the felling of 10 + mature, but diseased Beech trees this winter identified in the recent Quaife report. The O/S report also includes a paragraph about the Employee volunteering day on the 9th of Nov (300 saplings)</i>	See 4 above Also noted that some Cllrs preferred areas of trees to be removed from the common to create glades similar to prior to 1987 storm.	
18	Cllr Bonin	Make sites on STC car parks available for a car sharing company; if a contract can be agreed, install electric vehicle charging points to accommodate	St John's car park has a car hire company (assisted by STC in utilities) it would be good if this could be extended to a car club.	It was generally agreed that a Car Club operating similar to other towns should be supported by STC, potentially by grant funding, but not operated by STC.	CIC

			Other town councils have assisted similar projects by providing grant funding to enable parishioners to use at discounted rates. Examples include Henley Town Council and Falmouth Town Council. Car Charging points have been installed at the car park at Bat & Ball Centre and are due to be installed at STC office / Business Hub site.		
19	Cllr Piper	I would push SDC to adopt those ideas that were outlined in that presentation to us by Environmental Health e.g., all houses to have hedges alongside the pavement, more trees, ask SDC to review the 1m rule between homes if 2 storeys so that air flow disperses pollutants --and currently nil (i.e., to the border) if only one storey etc.		It was agreed that STC would review its policies for Planning Committee recommendations: • Sustainable boundaries e.g., hedging • Porous front drives • Trees – planting 2 for each 1 removed • Signs – not internally illuminated – light pollution and energy. • 1m boundary distance • NDP Policies It was hoped that the Tarmac development with NDP policies would be a showcase of environmental initiatives.	Planning
20	Cllr Granville Baxter	Sustainable Travel I would tend to put the emphasis on Community assets. I believe that SDC are already looking into electric bike hubs, so development of cycle routes and green corridors would be symbiotic. The regenerative effect on the town of consequent		See 2 above	

		reduction in car usage will result organically. Bus use – how can we make the service irresistible? School drop-offs – how can we make car-share / bus travel more compelling than it is/ We all have our own experience of traffic in the morning, mine of the chaos a Hollybush as parents drop their children off as close to the school as possible. Leg campaign?			
21	Cllr Clayton	Full comments attached as an appendix Transport / Access Homes / Buildings		Considerable discussion took place about current and future cycling infrastructure noting the current restrictions of historic narrow roads etc in Sevenoaks. STC would continue wherever possible to work with SDC / KCC and other agencies to improve local cycling provision. STC to liaise with encourage Knole Estates to create a cycle path across its land. Also see 12 and 16 above. It was noted that other Transition Towns had initiated Energy Audits for homes. Agreed to research further and signpost residents to such	Planning

		Consumption		initiatives and provide information for practical cost effective solutions for residents to improve energy use in their own homes. It was noted that Sevenoaks has a 'Foodsave' system in place for businesses to offer excess foods to avoid wastage and was used by many local organisations. Discussion took place about definition of CO2 – Cllr Parry would provide information following the meeting. The benefits of undertaking a Carbon baseline study for STC was discussed. Overall, it was thought it would be helpful if the information for Sevenoaks Town could be extracted from the SDC study for the district. Rather than spending funds on such a study STC invest in more practical measures for the community.	
22	Cllr Canet	Support and leadership for those trying to reduce food waste, grow their own.		Noted Mayor's Give it a Grow promotion.	
23	Cllr Canet	Reduce consumption with toy repair workshops, clothes adaptations, skills that may have been lost.		Agreed that STC could facilitate a programme of informal education events – sewing / mending; repairs; home cooking; gardening etc. With the aim of Reduce, Reuse & Recycle	
24	Cllr Canet	STC has the buildings where these things could happen,		Agreed that STC has some facilities which could be used to assist the overall plan.	

		and the Open spaces team and allotments have the knowledge to share. Small steps but they can make a difference.			
25	Cllr Shea			Consider creation of a Town App to indicate quickest walking and cycling routes. It was noted that google currently provided this. Information on signage to include walking and cycling routes – include QR codes where possible – noted for future signage.	OSL & CIC
26	Cllr Shea			STC should purchase more electric vehicles for its fleet and consider hydrogen for the future. Could STC introduce a salary sacrifice scheme for electric cars or bikes for employees. It was agreed to discuss with SDC. See 12 above.	

iii) STC Officer 2021 Proposals

Ref	Proposals	Green Initiative Meeting Comments	
27	No 8 Bus – seek funding for Provision of electric bus ½ hourly service Evening operation	Subject to funding availability – agreed increased bus usage was important.	CIC
28	Cycle renting for locals and visitors – collection and drop off.	Noted that this was being considered by SDC. If not progressed STC to review again.	CIC

	DVCRP were looking into this, but it is thought SDC is now leading on this – no details available		
29	Scrapbox facility – building and volunteers needed. Good example in Norwich: - <i>The aim of Scrapbox is to educate people about the re-use of clean, safe Commercial and Industrial 'waste' as re-usable resources. Scrapbox collects from businesses waste materials such as 'overs', reject goods, ends of ranges etc. which would otherwise be thrown away and makes them available for art, craft, drama, technology and even recycling lessons.</i> <i>To help delay resources being sent to landfill or incineration, which takes time and energy.</i> <i>Organisations and individuals then pay affordable amounts for the resources they purchase for their projects. Particularly useful to groups who provide art, crafting, music, drama, and technology activities for communities such as schools, nurseries, care homes, crafting groups for the elderly and vulnerable plus community artists etc.</i>	Agreed overall would be beneficial. Discussion to take place with SDC and Abacus	CIC
30	Resource (6 month Kickstart employee?) for progressing Climate Emergency Action Planning Tool for Local Government / Carbon Audit (part of SDCs?) and other related actions.	Agreed additional resources were needed to progress STC plans	Personnel
31	Knole paddock pavilion, rainwater harvesting to provide irrigation to Cricket and Rugby pitches in summer	Subject to funding and budget, can be carried out within STC current operation.	OSL
32	Knole Paddock pavilion, Bring forward replacement of water heaters	Subject to funding and budget, can be carried out within STC current operation.	OSL
33	Bring forward purchasing of electric vehicles and plant where possible, the first JCB e- excavator is available now.	Subject to funding and budget, can be carried out within STC current operation. See 12 above	OSL

34	Carryout an energy audit on the older buildings	Subject to funding and budget, can be carried out within STC current operation. See 3 above	CIC
35	Advertise for farm land for a new community Woodland/ Orchard, talk to other organisations about leasing land for woodland?	Very rarely, but occasionally land does come up for sale in Sevenoaks. The land would normally be auctioned. Currently STC would find it difficult to consider, consult and agree funding to meet auction timeline. Agreed STC wanted to consider putting in place process and 'in principle' resolution to enable STC to obtain additional land if it could be used for community benefit e.g. additional woodland or community orchard.	Council

2. Climate Change initiatives encouraging residents to be involved

It was noted that the following meeting was taking place on 13th November 2021

- Sevenoaks Climate Action Network Meeting

The following from the beginning of the meeting was also reiterated: At the meeting it was agreed that STC should communicate more to the public about the practical local initiatives it was already undertaking and its plans for the future and that STC should take a local leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet. It was also noted that the pandemic had disrupted some of the STC original plans from 2019.

STC's overall aim was to put in place affordable and practical initiatives with long term green benefits for the local community and to encourage residents to pursue individually. Little steps together = big changes to the planet.

3. NALC Report – Town & Parish Councils involvement in addressing Climate Change

The NALC Report – Town & Parish Councils involvement in addressing Climate Change had been circulated with the agenda.

4. Next Steps & Actions Agreed

1	Town Crier	Next issue include a double page spread for STC to communicate more to the public about the initiatives it was already undertaking and its plans for the future and that STC aim was to take a local leadership role in helping the local community to help the planet. It was also noted that the pandemic had disrupted some of the STC original plans from 2019.	
2	'Green' Community Investment Plan	To create a 'Green' Community Investment Plan setting out aims and objectives – to be an appendix to the current 2019 – 2023 Community Investment Plan. The 'Green' Community Investment Plan to be heavily promoted providing information about STC aims and objectives and encouraging stakeholders, partner organisations, resident associations, community and voluntary groups, schools, and residents to work with STC on these and other initiatives they may have.	
3	Grant Fund for Green Initiatives	STC to create Grant Fund (similar to Community Resilience Fund) to be able to provide grant funding for Green Initiatives e.g., planting trees.	F&GP
4	STC Website	Clearly identify STC Green Initiatives and plans	F&GP
5	Staffing	Recruit additional resource / 6 month Kickstart employee (government funded) for progressing	Personnel

		Climate Emergency Action Planning Tool for Local Government / Carbon Audit (potential extract from SDCs audit) and STC's Green Community Investment Plan aims and objectives.	
6	Planning Policies	It was agreed that STC would review its policies for Planning Committee recommendations: • Sustainable boundaries e.g., hedging • Porous front drives • Trees – planting 2 for each 1 removed • Signs – not internally illuminated – light pollution and energy. • NDP Policies	Planning
7	Land Acquisition	Agreed STC wanted to consider putting in place process and 'in principle' resolution to enable STC to obtain additional land if it could be used for community benefit e.g. additional woodland or community orchard.	Council

Climate / Zero Carbon projects for STC's Investment Programme

Objectives, and funding

The Councillors' meeting on 6th November to develop a new Community Investment Programme focused on Climate / Zero Carbon and the NDP should aim to create gains for the community. The NDP promotes active travel - walking and cycling, sustainable transport, 'greening' Sevenoaks streets, open spaces, and public places, creating local facilities to avoid the need for travel, and other policies for sustainable living.

The last CIP was financed by asset sales, borrowing, grants and community infrastructure levy - both STC's own CIL and bids for CIL from SDC. Future plans will need to focus on current capital reserves, CIL receipts and other income. Grants will be important. If we want SDC CIL we will need to reflect the District Council's new priorities - no more on 'community facilities' like Bat & Ball Centre, and more on Zero Carbon projects and basic infrastructure to support housing development. To get SDC CIL we need to match fund.

Options

It's worth considering how far we should:

- focus on reducing STCs carbon footprint. *or* to help the whole community cut CO2
- have a few big visible projects *or* a range which reach more people
- invest in things STC can own, *or* in community assets like Otford's traffic calming
- tackle all the main factors of net CO2 production for Sevenoaks - transport, buildings, consumption, food, and offsetting green planting *or* just one or two

This framework may help set the actions seen in other towns and parishes in context:

CO2 Factors	Possible STC own investments	Community assets
Transport / Access	Electric bus (with Go Coach) Electric bike hire fleet EV charge points on STC sites	Traffic calming / safe streets Pedestrian crossings Cycling and walking routes Real time bus information to encourage use
Homes / Buildings	Insulation / Solar installations on all STC property; Heat pumps	Energy audits / advice for households (Hythe Transition Town example)
Consumption		Community enterprise for sharing / recycling - toys, repair shop, etc
Food chain	Extend allotments	Community enterprise for food rescue (Hythe Transition Town example)
CO2 reduction	Planting projects on STC land Acquire more green space to raise biodiversity	Sponsor planting on other land Promote 'green routes' through Sevenoaks

Some of these initiatives would require collaboration with other tiers - SDC and / or KCC. For example SDC is already looking at electric bike hire, but the nearby example where it has already started - East Sussex - is based on a number of local partners ebook.com/413423659462470/posts/1052882722183224/. The Otford traffic calming example required collaboration with KCC, but the parish took the lead in determining the scope of the project and employing the consultants to get results the community wanted.

We might want to collaborate with other parishes. For example, a safe Otford - Sevenoaks cycle route (part of the Sevenoaks Cycle Strategy) is being promoted by members of Otford Parish Council; it is more likely to make progress, and meet today's safety standards, if it is locally driven.

It is clear that schools have been among the strongest supporters of moves to slow and regulate traffic to help their students walk or cycle. Both primary and secondary (state and private) schools have backed various petitions and this can help public engagement.

The experience of Transition Towns like Hythe and Lewes is that community enterprise can be a valuable part of carbon reduction, drawing skills and volunteer input from local residents. Hythe's food rescue scheme brings together food banks, local businesses and volunteer groups to rescue food from farms and food suppliers, and put it into local supply chains. Its energy reduction advice to householders uses software acquired from local authorities and applied by volunteer experts. Toy libraries and repair cafes are usually run as social enterprises too.

Drawing on local expertise will be essential to make progress, to design the best solutions and develop community support. Local businesses like Go Coach have been enthusiastic supporters of new initiatives, and recruiting more who can help should not be difficult. There are also local organisations able to mobilise people with technical knowledge on transport, energy, building, food, recycling, communications and other necessary inputs. Many of these civil society organisations, like U3A, Sevenoaks Women's Forum, the Chamber of Commerce and others have individuals or groups willing to contribute.

I suggest we should aim for a programme which is firm enough to make a clear statement about what the Town Council wants to achieve and is also flexible enough to attract the community input which will make it a success.

Tony Clayton 29/10/2021

QR Code



Sevenoaks
TOWN council

DRAFT Green Community

Investment Plan 2021

Appendix to Community Investment Plan 2019 – 2023

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1. Summary

In November 2019 Sevenoaks Town Council (STC) resolved to make the following its Number 1 Priority:

- To recognise the Government and KCC declarations for aiming for Zero Carbon.
- To integrate this within the vision and throughout the Neighbourhood Development Plan (NDP) and within the Town Council's general operation.

Unfortunately, the COVID-19 pandemic had disrupted some of the STC original plans from 2019. It had intended that its Annual Public Town Meeting scheduled for March 2019 would have focused on Climate Change initiatives and included representation from locally interested groups. On the night of the meeting, it had to be cancelled due to an enforced closure of public buildings.

At a meeting in November 2021, Councillors met to review STC's original 2019 climate change initiatives and considered additional and new proposals. It was agreed that STC should communicate more to the public about the practical local initiatives it was already undertaking and its plans for the future and that STC should take a local leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet.

Friends of the Earth states: *"Parish and Town Councils may not be as powerful as local authorities, but they can 'do their bit' in addressing the climate and nature emergency and be a force for change."*

Impact: Community Carbon Calculator – provides the following information as at November 2021

Sevenoaks	
20.1t CO ₂ e* per-household consumption footprint (p.a.)	
EMISSIONS BREAKDOWN (t CO₂e)	
Consumption of goods and services	7.17
Housing	4.48
Food and diet	4.36
Travel	4.02

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Waste	0.03
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*CO₂e stands for "carbon dioxide equivalent" and is a standard unit of measurement in carbon accounting. It expresses the impact of a number of different gases collectively as a common unit.

STC's overall aim is to put in place affordable and practical initiatives with long term green benefits for the local community and to encourage residents to pursue individually. Little steps together, reducing Sevenoaks carbon consumption footprint = big changes to the planet.

STC's Green Community Investment Plan (appendix to STC Community Investment Plan 2019 – 2023) brings together all of its climate change initiatives to publicise to and involve the local community and progress practical delivery under the following five themes:

- Theme 1 Buildings
- Theme 2 Transport & Movement
- Theme 3 Making Sevenoaks Greener
- Theme 4 Consumption
- Theme 5 Information & Access to information

2. STC Community Investment Plan 2019 - 2023

In 2014 Sevenoaks Town Council (STC) set out its first ambitious £4m Community Investment Plan to restore and improve community facilities. Building on the success of that Community Investment Plan the 2019 second document continued with the original 2014 plan and set out additional priorities for the next four years.

STC remains mindful of the financial resources required to maintain current community facilities and meet the ambitions of its Community Investment Plan and also to be adaptable for future opportunities which benefit residents of the town.

The Community Investment Plan enables public and partner organisations to be aware and comment on the STC's long term plans. The Community Investment Plan and related strategies has also assisted STC in being successful in obtaining external funding for its capital projects.

It should be noted that capital projects are in addition to STC's provision and maintenance of community facilities, for a full list of these community facilities please see www.sevenoakstown.gov.uk

The capital projects are normally delivered 'in house' by professional staff supported by appropriate paid professionals e.g., architects, and quantity surveyors. The STC staff carry

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out these roles in addition to their ‘day job’ which is maintaining and administering community facilities. This creates real value for money but does mean the availability of all resources need to be considered when implementing ambitious plans.

2014 Community Investment Plan

Ref	Project	Funds Invested	Funded by	Status
1	Replacement of Raleys Gym – investment into new facilities at Sencio Leisure Centre	£95,000	Sale of Raleys	Completed
2	Replacement of Indoor Cricket School – funds provided to Sevenoaks District Council in s.106 agreement	£150,000	Sale of Raleys	Funds moved to SDC as part of s.106 agreement
3	Café on the Vine – restored historic building and brought back into useful community use.	£150,000	ICET grant and STC reserves.	Completed
4	New Play Area near the Town Centre – Buckhurst Play Area	£100,000	Sale of Raleys CETB grant	Completed
5	Greatness Recreation Ground – new public toilet, fencing, additional benches and play equipment.	£50,000	CIL ICET grant	Completed
6	Multi Use Games Area (to replace tennis courts at Community Centre) awaiting construction of new centre	£100,000	Sale of Raleys	Completed
7	‘Free’ recreational facilities – additional play equipment at Kippington Meadow	£4,000	Kent County Council Cllr Crabtree Member grant.	Completed
8	Sports Strategy The Sports Strategy involving 40 local sports clubs has been completed and is an appendix to the Neighborhood Development Plan. 3G Football Pitch installed at Greatness 3G Rugby Pitch at Knole Paddock 3G Hockey Pitch at Hollybush (contribution)	 £450,000 £500,000 £50,000	Sale of Raleys Sevenoaks Mayor’s Fund	 Completed Planning Permission refused. Completed
9	Neighbourhood Development Plan Completed to draft stage awaiting Local Plan development. Masterplan for Northern Sevenoaks developed and supported by approximate 70% of local community. Provides plan for regeneration and investment in the area.	£100,000 £150,000	STC Budget KCC s.106 (Sainsbury development) and	Development Stage

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	No. 8 Bus – orbital bus route connecting residential areas to town centre. Winner of UK Community Bus 2018.		community transport fund.	
10	Stag Community Arts Centre (STC has a 25-year lease) Capital investment including air handling system	£150,000	Sale of Raleys	Completed
11	Bat & Ball Centre Refurbishment and extension of old building	£2,750,000 (Core cost)	Sale of Raleys £1.2m CIL Public Works Loan Board	Completed
	Total capital investment into community facilities	£4,649,000		

Projects not included in 2014 original Community Investment Plan

Ref	Project	Funds Invested	Funded by	Status
13	Bat & Ball Station building refurbishment (25-year peppercorn lease)	£1,452,000	Heritage Lottery Fund CIL Railway Heritage Trust STC Budget	Completed
	New Access Ramp to Platform 1	£60,000	CIL	completed
	Cycle racks at station entrance.	£29,000	CIL	completed
	Cycle racks on community centre land adjacent to ramp.	£45,000	CIL	completed
	New Pedestrian Access to Otford Road	£35,000	CIL	awaiting KCC permission
	Additional capital investment into community facilities	£1,621,000		

2019 Community Investment Plan

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	Bat & Ball Centre - to be completed Refurbishment and extension of old building (see 11 above)			
14	Sevenoaks Business Hub	£265,400	STC Budget	Completed
15	Development of Darent Valley Community Rail Partnership	£3,000 p.a.	STC Budget	Completed

	2014 Capital Investment Plan into community facilities	£4,649,000		
	Additional total Capital Investment Plan into community facilities	£1,621,000		
	2019 Capital Investment Plan into community facilities	£268,400		
	Total Community Investment	£6,538,400		

The STC 2021 Green Community Investment Plan moves away from primarily investing in community facilities and towards investing in the local environment and making Sevenoaks greener.

3. Theme 1 - Buildings

3.1 Sevenoaks Town Council's buildings and assets

STC when constructing new buildings will aim for them to be as sustainable and eco-friendly as possible. Existing buildings to be more sustainable with reduced carbon footprint where practicable.

The new Bat & Ball Centre is as eco-friendly as possible.

- Rebuild instead of new build.
- Eco friendly and sustainable materials.
- Solar panels.
- Motion sensor lighting.
- Additional insulation.
- Improved heating and ventilation systems.

STC has agreed to research costs and practicalities for the following for its buildings:

- Solar panels.
- Motion sensor lighting.
- Additional insulation.
- Improved heating and ventilation systems.
- Energy audit for each building



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3.2. Draft Sevenoaks Neighbourhood Development Plan

The Sevenoaks Neighbourhood Development Plan (NDP) can be viewed at sevenoaksndp.wordpress.com and is currently at draft stage in preparation for a referendum. Following a hoped-for successful referendum an Action and Implementation Plan would be the next step.

The NDP is based upon a vision and accompanying set of objectives. An important focus for the plan is to improve the health and well-being of the people that live within the NDP area. The plan also recognises the importance of addressing the nationally declared climate emergency. The NDP draws upon the town's existing strengths, reflects the positive qualities identified by the local community and identifies a number of challenges and opportunities.

These include the potential to:

Respond positively to climate change and encourage a more sustainable approach to both land use and lifestyle choices.	Deliver a sustainable expansion at Greatness, on land currently being worked to extract gravel by Tarmac Ltd (subject to release from Green Belt) in order to deliver new homes to meet local needs.
Enhance and preserve the town's heritage assets and special open spaces.	Unlock new opportunity for leisure, recreation, and community infrastructure – including a new watersports lake as part of this development.
Enhance the arrival experience into the town to create a more welcoming impression.	Grow the town's economy and support the creation of new jobs.
Enhance the town's network of roads, footpaths and cycling routes to improve connections and create a safer and more attractive environment for users.	Deliver new community assets including a new community centre at Bat & Ball and new health and education provision.
Improve access to, and better connect, the town's open spaces	Deliver enhanced recreational and sports facilities for the town.
Regenerate and revitalise the Northern Sevenoaks area around Bat & Ball Station	Enhance the town's thriving cultural scene.

Objective 14: to promote high quality development that enhances the town and consolidates vacant or underutilised land.

Objective 15: to deliver a range of new homes to meet local needs.

Objective 16: to provide homes that are energy efficient and minimise environmental impact.

3.3. Energy Audits for Buildings

STC will carry out Energy Audits for its buildings. It is noted that other Transition Towns had initiated Energy Audits for homes. STC will research further and signpost

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residents to such initiatives and provide practical cost effective solutions for residents to improve energy use in their own homes.

4. Theme 2 – Transport & Movement

4.1 Reducing cars / traffic particularly in relation to school traffic

The NDP is progressing to referendum and includes relevant proposals. It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan – see section 3.2. for further details.

4.2 Cycle Racks

New facilities to park 30 bikes have been installed at the Bat & Ball Centre. Previously also at Bat & Ball Station.

Plans are in place with KCC for the installation of cycle racks, which double as planters, in the town centre. Cycle planters will be installed at STC office / Business Hub site.



STC will consider opportunities to install cycle racks on the rest of its estate and public open spaces.

4.3 Increase safety for pedestrians and cyclists

The NDP is progressing to referendum and includes relevant proposals. It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan – see section 3.2. for further details.

4.4. Proposals for 20 mph, one way systems, and shared space

The NDP is progressing to referendum and includes relevant proposals. It was noted that subject to a successful referendum the NDP would then move to an Action and Implementation Plan – see section 3.2. for further details.

4.5. Encourage increased use of public transport – buses and trains – by having improved Facilities

STC wants to encourage increased use of public transport – buses and trains – by having improved facilities.

STC is committed to working with the Darent Valley Community Rail Partnership (DVCRP) to encourage more local sustainable travel. The DVCRP aims to

- Brings together six separate stations: Swanley, Eynsford, Shoreham, Otford, Bat & Ball and Sevenoaks
- Encourages passengers to visit local tourism attractions along the line
- Connecting communities to their railway and boosting local economy
- Working to improve station facilities, accessibility, and the natural environment
- Linking the use of the train to sustainable modes of transport e.g., walking and cycling

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- Raising awareness of local heritage and culture including the artist Samuel Palmer

Subject to funding availability – STC considers proposals to increased bus usage is important. Building on the success of the introduction of the No 8 Bus and subject to funding availability STC would want the provision to move to a half hourly provision and available in the evening. STC would also support where possible other bus initiatives. STC provides the wooden bus shelters within the town.

4.6. Electric Vehicles & Charging Points

STC has purchased its first electric vehicle and will continue to invest in electrical vehicles and equipment where possible as it replaces its vehicles.

STC aims to install electric car charging points at its sites. Electric charging points have been installed at the Bat & Ball Centre and it is hoped will soon be installed at the STC Office / Business Hub site.



4.7 Feasibility study for cycle path from Bat & Ball Station to Dunton Green Station

Within the Northern Sevenoaks Masterplan commissioned by STC was a proposal to link Bat & Ball Station and Dunton Green Station via a cycle path. STC believes there are potential benefits to current and new residents, commuting to London and commuting locally to schools. STC want to continue to investigate the feasibility of this and will be obtain costs for a professional Feasibility Study.

STC will also lobby for the inclusion of the proposal in KCC / SDC Cycling Strategies / Movement Strategy / LC WIP and also liaise with Dunton Green Parish Council.

4.8. Car Club and Car Sharing

A Car Club operating similar to other towns should be supported by STC, potentially by grant funding, but not operated by STC.

4.9 Create liaison between individual schools' safety and travel schemes to reduce overall town congestion

STC are supportive of School Safety & Travel Schemes and will seek to arrange a meeting between schools to discuss these and review the overall school travel congestion.

4.10 Encourage cycle path across Knole Estate

STC to liaise with and encourage Knole Estates to create a cycle path across its land.

4.11 Programme of installing QR codes on signposts identifying walking and cycling routes

STC will include and encourage other providers to provide information on signage to include walking and cycling routes – include QR codes where possible.

4.12 Continue to support Cycling Strategy for Sevenoaks

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STC would continue wherever possible to work with SDC / KCC and other agencies to improve local cycling provision. STC would also support schemes that enables cycle renting.

4.13 Draft Sevenoaks Neighbourhood Development Plan

Objective 6: to work with the District Council, and Kent County Council, in consultation with neighbouring Parish Councils, to identify a long term strategic approach to transport in Sevenoaks to respond to and mitigate any impact of new development on the existing network.

Objective 7: to promote a co-ordinated approach to transport and movement that encourages use of sustainable transport modes, including walking and cycling, and reducing pollution levels, whilst ensuring that the centre is still accessible by car.

5 Theme 3 – Making Sevenoaks Greener

5.1 Trees (Noting: Right Tree – Right Place)

A particular feature of Sevenoaks is its trees. Sevenoaks is famed for its oaks but there are many other species and individual trees that are important to the character and ecology of the town.

STC maintains and manages more than 38 hectares of public open space of which approximately 26 hectares are covered in trees. STC wants to plant more trees and where possible fruit and nut trees.

In 2020 STC planted 790 trees and plans for 2021 are progressing with over 300 planned up to November. STC would keep a running total – clearly available for public to view e.g., on its website and linked to the national database.

Where there used to be tree lined avenues, STC will encourage the public via resident associations to plant trees in their front gardens (subject to KCC permission). STC will consider providing grants for trees to voluntary organisations and will support the Queen's Jubilee Tree Canopy initiative.

When there is a need to fell trees STC will repurpose for posts and bollards where possible.

5.2. Adopt a Tree

In 2021 STC launched an Adopt a Tree in Sevenoaks project.

Why Adopt a Tree?

- Trees benefit the local environment
- Help improve air quality
- Provide homes for wildlife
- Food for insects
- are visually attractive

Where can the trees be planted?

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There is a list available of land owned and maintained by Sevenoaks Town Council. These areas vary in size and many of the trees to be planted would be understory trees and hedgerow bushes, but all of them would be extremely beneficial to the local environment.

Can I plant the tree myself?

If your tree is going to be planted in a Town Council park or open space, then you can come along and help with the planting. If your tree is going on a roadside verge, unfortunately you will not be able to help as safety guidelines must be followed when working on a public highway.

The Choice of Tree

It is important that the right tree is chosen for the right location to enhance its chance of flourishing. Native species will be chosen for the most part with an emphasis on fruit and nut trees. You are encouraged to water and nurture your tree and watch it grow over the years.

The Cost

Your tree can be planted at one of our parks and following the planting, you will receive a certificate with a picture of the newly planted tree and a plan showing its location. If you would like to be in the photograph, this can be arranged. Individual plaques are not provided, but if you would like to provide your own, we can attach to the stake. Standard tree - £100 (10/12 cm bare root wrapped tree). This price includes purchase of the tree, digging a hole for its roots, adding compost, installing an irrigation pipe, backfilling, mulching, and staking.

Planting

The best months for planting trees are December and January. So that we can plant new trees during this time, our deadline for applications is 30th September. This gives enough time to order the trees agree and mark the final locations and organise planting.

Once the tree is planted Sevenoaks Town Council will be responsible for maintaining the tree. Please be aware that we cannot guarantee the lifetime of the tree, and we will not be able to replace any trees, which do not establish themselves. If the tree is near your home, you can increase its chances of survival by giving it water during periods of drought and hot weather. For queries, please email osl@sevenoakstown.gov.uk

5.3 Link Sevenoaks open spaces together with 'green routes'

Via its NDP proposals STC will improve access to, and better connect, the town's open spaces

5.4 Give it a Grow project

In 2020 the Mayor, Cllr Dr Canet launched the Give it a Grow project encouraging all residents to become involved in making Sevenoaks greener.



5.5 Sevenoaks in Bloom and STC Planting

The annual Sevenoaks in Bloom garden competition plays a vital role in celebrating and directing focus onto the value of plants and their impact on the community and environment. This in turn transforms areas into better places to live, work and visit and help to make residents, businesses, and communities proud of their town. STC will continue with its edible gardening project. Including edible foods within planting in public open spaces and encouraging residents to pick and use. Planting will be chosen that encourages bees. STC are indebted to its many volunteers who participate in helping to make Sevenoaks in Bloom a success.

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STC in its horticultural processes will minimise the use of fungicides and pesticides and create a Biodiversity Policy. Sustainable planting will also be used.

5.5 Sustainable boundaries

STC is aware of the considerable environmental benefits to creating sustainable boundaries to properties e.g., hedging compared to fencing. STC will review its following policies for Planning Committee recommendations (it should be noted that STC does not make the final decision relating to planning applications, this is with Sevenoaks District Council, the Planning Authority):

- Sustainable boundaries e.g., hedging
- Porous front drives
- Trees – planting 2 for each 1 removed
- Signs – not internally illuminated – light pollution and energy.
- 1m boundary distance

5.6 Streetlighting to LED provision

STC owns and maintains some of the streetlighting in Sevenoaks and has been putting in place a plan of conversion to LED.

Where floodlights are provided on STC land it will be planned to move to LED and decrease light pollution.

Christmas Lights will also be planned to move to LED.

5.7 Acquisition of Land

Very rarely, but occasionally land does come up for sale in Sevenoaks. STC will consider putting in place process and ‘in principle’ resolution to enable STC to obtain additional land if it could be used for community benefit e.g., additional woodland or community orchard.

5.8. Draft Sevenoaks Neighbourhood Development Plan

Objective 4: to recognise the significant contribution that trees and hedgerows make to the town’s character and biodiversity.

Objective 5: to protect, improve and enhance access to existing publicly accessible open spaces and create new publicly accessible open spaces and green infrastructure.

6 Theme 4 - Consumption

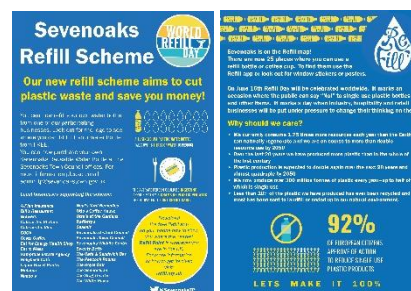
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6.1 Promote Refill Scheme

STC will continue to promote the Refill Scheme encouraging people to use refillable bottles rather than plastic; install as many drinking water facilities as possible and encourage businesses to provide free drinking water.

STC will continue to lobby for drinking fountains to be provided at Railway Stations.



6.2. Sevenoaks Plastic Free Pledge

In response to the global problem of plastic pollution, Sevenoaks Town Council and Sevenoaks Youth Council have committed to phasing out single-use plastic across all its facilities. This also means it strongly encourages groups and organisations to find alternatives to single use plastic when using Town Council venues.



We recognise that crowded events such as fetes, parties etc real glasses can provide a safety hazard. In these circumstances STC encourages the use of sturdy plastic cups that can be cleaned and reused and ultimately can be recycled.

Where single use items are unavoidable, we encourage the public to provide genuine compostable alternatives, and take responsibility for their proper disposal.

STC will continue to campaign and support campaigns for reducing litter and encouraging more recycling.

STC will raise awareness of these matters to all users of its facilities.

STC would be participating in a recycling scheme for the banners for them to be used as flooring for horse stables, dumbbells, traffic cones, punch bags etc. It was also noted that they could be used on allotments to suppress weeds.

6.3. Installation of drinking fountains

Drinking water refill facilities have been installed at the new Bat & Ball Centre and Bat & Ball Station Café.

External drinking water refill facilities will be installed at The Vine Gardens and Greatness Recreation Ground during 2021 / 2022.

6.4 Enabling community initiatives for sustainable living e.g., Toy Library, Community Orchards, Community Cycle Workshops, Repair Café, promotion of alternative resources e.g., nappies.

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STC will – where possible – support and develop community initiatives for sustainable living. STC will work with partners including KCC, SDC and Abacus to progress this provision.

6.5 Zero Waste Shop – research viability and support provision in Sevenoaks

STC would support the provision of a Scrapbox* facility, working to reduce waste. It was noted that a building and volunteers would be needed. STC to work with KCC, SDC and Abacus to try and progress a project.

Good example in Norwich: - The aim of Scrapbox is to educate people about the re-use of clean, safe Commercial and Industrial 'waste' as re-usable resources. Scrapbox collects from businesses waste materials such as 'overs', reject goods, ends of ranges etc. which would otherwise be thrown away and makes them available for art, craft, drama, technology and even recycling lessons. The project helps to delay resources being sent to landfill or incineration, which takes time and energy.

Organisations and individuals then pay affordable amounts for the resources they purchase for their projects. Particularly useful to groups who provide art, crafting, music, drama, and technology activities for communities such as schools, nurseries, care homes, crafting groups for the elderly and vulnerable plus community artists etc.

6.6. Food Waste

Sevenoaks currently operates a Foodsafe scheme where supermarkets and other businesses offer surplus, close to sell by date to voluntary organisations. STC will support this where possible.

6.7. Supporting Businesses

Via the Town Team which includes membership from Sevenoaks District Council, Chamber of Commerce, local stakeholders, and businesses there is an appetite to coordinate and support local businesses in progressing likeminded climate change initiatives. This could include commercial waste services, recycling, green electricity, carbon offsets. Sevenoaks doesn't currently have a BID (Business Improvement District), however there is much that can be learned from BIDs in other locations on such projects.

7. Theme 5 – Information & Access to Information

7.1 Signpost residents to existing schemes e.g., compost provision, energy audits

Bearing in mind that “Household consumption is responsible for more than 60% of global greenhouse gas emissions.” (Gale, 2020, *The Sustainable(ish) Living Guide*). STC will research how to signpost residents to existing schemes, including subsidised compost bins. STC is aware that there is considerable information available from many sources and that sometimes public want this filtered and diluted to enable them to consider their own personal practical measures to make a difference to the climate change agenda.

7.2 Facilitate a Reduce, Reuse & Recycle programme of informal education events – sewing / mending; repairs; plant based home cooking; gardening

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STC could facilitate a programme of informal education events – sewing / mending; repairs; home cooking; gardening etc, with the aim of Reduce, Reuse & Recycle

7.3. Information to enable residents to make practical and changes

STC will aim to increase communication to the public about the practical local initiatives it was already undertaking and its plans for the future and to take a local leadership role, providing information about simple measures that can be taken in helping the local community to Reduce, Reuse and Recycle to help the planet.

STC's overall aim was to put in place affordable and practical initiatives with long term green benefits for the local community and to encourage residents to pursue individually. Little steps together = big changes to the planet.

STC will clearly identify its Green Initiatives and plans on its website and on social media however is also aware that not all its residents have easy access to or able to use 'smart phones', 'apps' and the 'wider internet' and will bear in mind methods of communication to avoid where possible 'digital exclusion'.

8. Implementation

8.1. Produce Green Community Investment Plan and publicise widely

STC to create a 'Green' Community Investment Plan setting out aims and objectives – to be an appendix to the current 2019 – 2023 Community Investment Plan.

The 'Green' Community Investment Plan to be heavily promoted providing information about STC aims and objectives and encouraging stakeholders, partner organisations, resident associations, community and voluntary groups, schools, and residents to work with STC on these and other initiatives they may have.

8.2. Create STC Green Grant Fund for voluntary organisations

STC to create Grant Fund (similar to Community Resilience Fund) to be able to provide grant funding for Green Initiatives e.g., planting trees.

8.3. Recruitment of Kickstart employee (government funded) to work on projects identified within the Green Community Investment Plan

STC to recruit additional resource / 6 month Kickstart employee (government funded) for administration relating to progressing projects identified within the Green Community Investment Plan aims and objectives.

8.4. Neighbourhood Development Plan (NDP) referendum if successful move to NDP Action Plan

The Sevenoaks Neighbourhood Development Plan (NDP) is currently at draft stage in preparation for a referendum. Following a hoped for successful referendum an Action and Implementation Plan would be the next step.

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8.5 Review STC Planning Committee Recommendations policy

STC is aware of the considerable environmental benefits to creating sustainable boundaries to properties e.g., hedging compared to fencing. STC will review its following policies for Planning Committee recommendations (it should be noted that STC does not make the final decision relating to planning applications, this is with Sevenoaks District Council, the Planning Authority):

- Sustainable boundaries e.g., hedging
- Porous front drives
- Trees – planting 2 for each 1 removed
- Signs – not internally illuminated – light pollution and energy.
- 1m boundary distance

8.6 Agree procedure for appropriate Land Acquisition

STC will consider putting in place process and ‘in principle’ resolution to enable STC to obtain additional land if it could be used for community benefit e.g., additional woodland or community orchard.

8.7. Involve the next generation

The Youth in a Changing Climate Report 2021 from Groundwork indicates the following key findings:

- Young people do not need convincing about the threat posed by climate change; almost all young people feel that tackling climate change is important to them personally.
- Most young people want to be involved in climate action and feel that knowing more about local environmental activity would help them to do so.
- Young people are less confident in their knowledge about climate change; most feel that they do not learn enough about climate change in school, with documentaries and social media more likely to be their primary source of knowledge.
- The pandemic created a greater opportunity for some young people to explore nature and learn about climate change independently and by connecting with groups online, but also made it more difficult for some other young people to engage because of worries about work and health.

STC will continue to work with Sevenoaks Youth Council, local schools, local youth groups to encourage involvement in local community environment and climate change initiatives.

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9. Where does the money come from?

Wherever possible Sevenoaks Town Council aims to provide community facilities at the lowest cost possible to reduce the burden on the tax payer. At the same time providing the facilities that the community wants and needs. This is often achieved by volunteers assisting in this for which the Town Council continues to remain grateful.

There are some facilities which are not commercially viable including maintenance of public open spaces and play areas, these do not generate income as they are free for public use.

Sevenoaks Town Council has a policy that wherever possible external funding should be sought initially for Capital Projects. External funding could be from grants, sponsorship, and Community Infrastructure Levy (CIL). The Sevenoaks Town Council has a good track record for obtaining external funding for projects.

Where does the £1,858,154, 2021 – 2022 Sevenoaks Town Council budget come from?

Annual Precept £1,239,898	Income from Services £557,482	Reserves £60,774
67% Of the budget comes from the domestic ratepayer's precept (council tax). The Town Council does not receive any portion of business rates or government grants.	30% Of the budget comes from fees and services such as community halls, sports pitches, markets, cemetery, and cafes.	3% Of the budget will be from Town Council reserves. £41,075* supports Bat & Ball Station project during initial years of opening, and £39,700* funds the No 8 bus, offset by an increase of (£20,000) revenue reserves. External grant funds*

10. How can I make a comment or become involved?

Comments on the Green Community Investment Plan can be forwarded to the Town Clerk, Sevenoaks Town Council, Council Offices, Bradbourne Vale Road, Sevenoaks, Kent TN13 3QG. Alternatively emailed to townclerk@sevenoakstown.gov.uk

The Town Council holds weekly meetings at its premises above and each meeting has a time allotted for the public to address Councillors. A schedule of meetings can be obtained from the website at www.sevenoakstown.gov.uk or by contacting the Town Council on 01732 459953 or emailing council@sevenoakstown.gov.uk

Sevenoaks Town Council wherever possible will include public participation in its projects and currently there are opportunities for the public to be involved via the following – please contact the offices if these are of interest to you:

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- Friends Groups – Cemetery, Parks & Open Spaces, Bat & Ball Station
- Bat & Ball Centre / Bat & Ball Station User Group
- Sevenoaks Youth Council (11-18 Age)
- Sevenoaks in Bloom
- Give it a Grow campaign – using and learning gardening skills
- Sevenoaks Town Team
- Repair Café proposal – volunteers would be needed with sewing, woodwork etc repair skills

Conclusion of Complaints Panel Hearing held on 7th September 2021

The Sevenoaks Town Council's Complaint Panel consisting of Cllr Simon Raikes (Chairman), Cllr Keith Bonin and Cllr Richard Parry met on 7th September 2021 to consider [REDACTED] Complaint registered on 19th June 2021 relating to an incident that happened on Raleys Field on [REDACTED]

[REDACTED] and Mr Cave (STC's Open Spaces Manager) both addressed the Panel, and the Town Clerk was present for procedure matters and to take notes.

[REDACTED] complaint summarised was

1. Wanted STC to provide improved notices on public open spaces to remind dog owners about their personal responsibility to keep dogs under control.
2. Wanted reflective learning practice for STC employee in speaking to members of the public with dignity and accuracy.
3. [REDACTED] would like an apology from the member of staff, whom he believes acted inappropriately. He made it clear that he didn't feel that disciplinary action against any member of staff was necessary.
4. Wanted acknowledgement that his presence on the Raleys Field was appropriate and acceptable.

The Complaint Panel's Findings were:

1. The Panel apologised that [REDACTED] and [REDACTED] had an upsetting experience whilst visiting a public open space managed by Sevenoaks Town Council. It was perfectly reasonable for [REDACTED] to play football with [REDACTED] in Raleys Field, outside of areas which were being cultivated.
2. It was accepted that [REDACTED] acted in good faith and avoided the rugby and cricket pitches when placing his football poles between the pitch and the pavilion. It was not his intention that either he or [REDACTED] would enter into any restricted space.
3. The Panel also acknowledged that given the position of the football poles and the fact that the pitch is only 12m away from the pavilion it was reasonable for the groundsman to take the view that [REDACTED] activities had the potential to encroach onto the rugby pitch. Football play after all is not confined to the width of the football goal.
4. The groundsman acted in good faith when talking to the dog owner and it is not believed that he deliberately mis-informed the dog owner. His role as groundsman does not require him to be able to distinguish between civil and criminal acts. When speaking to the dog owner the Panel believed that he was trying to diffuse the situation, at the time. The Panel

also noted that grounds staff do not have legal training and will be cautioned about giving such advice in the future.

5. Sevenoaks Town Council will liaise with the District Council's Dog Warden about erecting appropriate signage for dog owners to keep their dogs under control in public open spaces.
 6. When cultivating grass areas in public open spaces in the future, clear and adequate signage will be used to indicate the areas which members of the public are asked not to use.
 7. The Town Council will invest in providing additional Customer Service training for staff.
 8. The groundsman feels that he acted in good faith and did not lie and does not wish to convey a personal apology to [REDACTED] and Sevenoaks Town Council is not able to enforce an apology from a member of staff.
-

Sevenoaks Town Council – 22nd November 2021

Events Accepted/Attended – 2021/2022

Mayor: Councillor Dr Marilyn Canet

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 1.30	12 May	Visit to Trinity School – Creation Care ‘Growing Hope’ Garden	Mayor & Cllr Michaelides
Fri 6.00	14 May	Les Amis de Sevenoaks and the Friends of Pontoise – Zoom Meeting	Mayor
Mon 2.15	24 May	War Graves Week – Lay crosses at Greatness Cemetery	Mayor & Cllr Granville Baxter
Sun 2.30	30 May	Joint Open Day at Sevenoaks Bowls Club	Mayor
Sun 7.45	30 May	Concert Major to Minor live at the Stag	Mayor & Jill Webster
Sat 10.00	5 June	Vegan Market in Buckhurst Lane Car Park	Mayor
Tues 4.00	8 June	Opening of the Business Hub	Mayor
Thurs 2.00	10 June	Visit to Lady Boswell’s Primary School	Mayor
Thurs 4.15	10 June	Celebrate Steph Harrison’s achievement of walking 100 miles for Breast Cancer Now	Mayor
Thurs 5.45	10 June	Kent Armed Forces Briefing – Zoom meeting	Mayor
Sat 10.30	12 June	St Nicholas Church – Churches Count on Nature	Mayor
Mon 13.25	14 June	Visit to St Thomas’s Catholic Primary School to inform the children about the role of Mayor and the work of the Town Council	Mayor
Wed 10.00	16 June	Visit to Sevenoaks Primary School to see the Forest School, wildlife pond and allotment areas	Mayor
Thurs 1.00	17 June	Meeting with the Directors of Sevenoaks Bowls Club	Mayor
Fri 9.00	18 June	Visit to Sevenoaks School to see Y 11 Geography presentations	Mayor
Tues 11.50	22 June	Grand Opening of The Fish Shop	Mayor & Cllr Michaelides
Thurs 6.00	24 June	Disability at Work Zoom meeting	Deputy Mayor
Sun 10.00	27 June	Mayor of Dartford’s Civic Service	Deputy Mayor & Cllr Richard Parry
Wed 5.00	30 June	Age UK Retirement Reception for Gillian Shepherd-Coates	Deputy Mayor & Cllr Richard Parry
Sat 5.45	3 July	Chance to Dance performance at the Stag Theatre	Deputy Mayor & Cllr Richard Parry
Sat 7.30	3 July	Sevenoaks Music Club – Concert at Walthamstow Hall	Cllr. Simon Raikes & Mrs Christine Raikes
Mon 11.00	5 July	NHS Social Care & Frontline Workers’ Day – Raise the Flag on the Vine	Deputy Mayor
Mon 2.00	12 July	Opening of the ‘Bee Hotel’ at the Pound	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Thurs 9.30	15 July	Meet and Greet Judges – Sevenoaks in Bloom	Mayor
Sat 3.00	17 July	Chairman of Sevenoaks D C – Civic Service at St Luke’s Church, Eardley Road	Mayor, Deputy Mayor & Cllr Richard Parry
Sat 7.30	17 July	The Lydian Orchestra Concert at St Peter & St Paul Church, Tonbridge	Mayor & Mr & Mrs Ken Clarke
Thurs 7.30	22 July	Mayor of Dartford – Evening at Eifes Turkish Restaurant	Mayor & Guest
Sun 9.00	25 July	Official Opening of the Bat and Ball Centre	Mayor
Wed 10.30	28 July	Mayor of Maidstone’s Scenic Cruise	Mayor & Guest
Thurs 12.30	29 July	Unveiling of the National Railway Heritage Awards Plaque	Mayor
Thurs 1.30	29 July	Chairman SDC – From Commune to Consummate at St Julians lu8b	Mayor & Guest
Sun s.00	1 Aug	Mayor of Ashford – Civic Service	Deputy Mayor & Cllr Richard Parry
Wed 12.00	4 Aug	Tour of Wildernes House and Lunch in Pavilion Restaurant	Mayor
Sat 7.00	7 Aug	Mayor of Bexley – Charity Appeal Launch BBQ	Mayor & Guest
Thurs 7.00	12 Aug	Mayor of Dartford – Come and Meet the Mayor	Mayor & Guest
Fri 11.00	13 Aug	Peppercorn Rent Ceremony	Mayor
Tues 11.00	17 Aug	Free Family Fun Day at Greatness Recreation Ground	Mayor
Wed 2.00	18 Aug	Lady Mayoress of Canterbury – Afternoon Tea at Tower House	Mayor & Guest
Fri 3.00	20 Aug	Mayor Sandwich – Garden Party	Mayor & Guest
Thurs 12.00	26 Aug	Boxing 4 Parkinson’s & Dementia Road Show at the Vine Gardens	Mayor
Thurs 2.00	26 Aug	Greatness Recreation Ground – Alice in Wonderland	Mayor
Fri 6.00	27 Aug	Mayor of Swanley – 1812 Night	Mayor & Guest
Sun 2.00	29 Aug	Chairman of Tandridge District Council – Reception, Tea with Music	Mayor & Guest
Mon 3.00	30 Aug	Live on the Vine – West End Stars- Magical Musicals	Mayor
Fri 10.00	3 Sept	Merchant Navy Day – Flag Raising ceremony at the Vine Flagpole	Mayor
Fri 12.00	3 Sept	Non Visible Disability Initiative at Rochester Cathedral	Mayor
Sun 12.00	5 Sept	Mayor of Tenterden – Civic Service	Deputy Mayor & Cllr. Richard Parry
Sat 6.00	11 Sept	Annual General Meeting of Sevenoaks District scout Council	Mayor
Wed 2.30	15 Sept	Tea Dance at the Bat and Ball Centre	Mayor
Tues 10.00	21 Sept	Wildernes Golf Club – Present Awards	Mayor
Wed 9.45	22 Sept	Sevenoaks Business Show at the Bat and Ball Centre	Mayor
Sat 2.30	25 Sept	Open the Sevenoaks Literary Festival at the Kippington Centre	Mayor
Sat 3.45	25 Sept	Celebrate the completion of the new building and the work of Jean Sowten BEM over the last 30 years	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Mon 10.00	27 Sept	Opening of the Bug Hotel at the Bat and Ball Centre with children from the Sevenoaks Day Nursery	Mayor
Wed 7.30	29 Sept	Sevenoaks Counselling – Annual Open Meeting	Mayor
Thur 10.30	30 Sept	Visit to Rockdale and tour of their garden	Mayor
Sat 2.00	2 Oct	Alumnae Reunion	Mayor
Thur 11.00	7 Oct	Sevenoaks District Seniors Action Forum – Silver Day Celebrations	Mayor
Thur 12.30	7 Oct	Chairman SDC – Visit to Eagle Heights	Deputy Mayor & Councillor Richard Parry
Fri 11.00	8 Oct	Justice Service for the County of Kent at Rochester Cathedral	Mayor & Linda Larter
Fri 5.00	8 Oct	Greatness Recreation Ground Consultation	Mayor
Tues 7.30	12 Oct	Presentation for Sevenoaks Soroptimists at Rockdale	Mayor
Wed 1.30	13 Oct	Chairman SDC – Visit to Coblands Garden Centre	Mayor & Mrs Gail Clark
Fri 6.30	15 Oct	Penny Wood Tours In Bloom Awards at the Bat and Ball Centre	Mayor
Sun 4.00	17 Oct	Sevenoaks Symphony Orchestra – Concert at the Stag Theatre	Mayor
Wed 10.00	20 Oct	Chamber of Commerce Annual General Meeting via Zoom	Mayor
Thur 12.00	21 Oct	Join the Soroptimists at the Vine for the dedication of their tree planted for their Centenary year	Mayor
Thur 7.00	21 Oct	Join the Mayor of Tunbridge Wells at the Simla Cuisine restaurant, Paddock Wood.	Mayor
Fri 10.15	22 Oct	Mayor of Ashford – visit to the Big Cat Sanctuary	Mayor & Guest
Sat 10.00	30 Oct	Placing of Poppies on the Vine Railings in commemoration of the end of WW! In 2018	Mayor
Sat 6.30	30 Oct	Kentish Opera performance of The Pirates of Penzance at the Stag Theatre	Mayor
Sun 1.00	31 Oct	Judging the Halloween Fancy Dress Competition at The Vine	Mayor
Sun 8.00	31 Oct	Elaine Delmar concert at Walthamstow Hall School	Mayor
Wed 2.00	3 Nov	M S Society social gathering in the John London Hall at the Bat & Ball Centre	Mayor
Wed 6.00	3 Nov	Welcome the newly Elected Youth Councillors to their first meeting	Mayor
Thurs 7.00	4 Nov	SDC Chairman’s convivial evening at the Bricklayers Arms, Chipstead.	Mayor & guest
Sat 5.30	6 Nov	Sevenoaks Round Table Fireworks - Lead the procession from the High Street to the Venue	Mayor
Wed 7.30	10 Nov	Sevenoaks Society - Annual General Meeting via Zoom	Mayor
Thur 10.50	11 Nov	Armistice Day – Lay Crosses on the War Graves at Greatness Cemetery	Mayor
Sat 10.30	13 Nov	Vegan Market in the Vine Gardens	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Sun 10.30	14 Nov	Remembrance Day Service and Parade at the Vine War Memorial	Mayor
Sun 2.00	14 Nov	Remembrance Day Service and Parade at the War Memorial, St Mary's Church, Swanley.	Mayor



2021 – 2022

The Mayor of Sevenoaks Councillor Dr Merilyn Canet Provisional Dates for Mayoral Events

May/June 2021 26 th June Armed Forces Day	July 2021 5 th July NHS & Frontline Workers Day	August 2021
September 2021 3 rd September Merchant Navy Day 14 th September Bowls Match	October 2021	November 2021 11 th November Armistice Day 14 th November Remembrance Day Tree Planting
December 2021	January 2022 Staff Fundraising Lunch	February 2022 12 th February Quiz Night
March 2022 14 th March Commonwealth Day	April 2022 20 th April Tour of Knole House	May 2022 4 th May Luncheon at Chevening

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