

12.05.2015

You are hereby summoned to the Annual Meeting of the Sevenoaks Town Council to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 18 May 2015 at 7.00 pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Sevenoaks Town Council's procedure for the recording meetings is available online at sevenoakstown.gov.uk or by request. Members of the public addressing the Committee but not wishing to be recorded should put this request to the Clerk at the earliest possible opportunity.



TOWN CLERK

AGENDA

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.

Apologies for absence

PUBLIC QUESTION TIME

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

The Mayor will address the Council and make the following presentations:-

- a) To thank retiring members for their service and to present a memento of office:
 - i. Presentation to Cllr Baker
 - ii. Presentation to Cllr Clack
 - iii. Presentation to Cllr Mrs London
 - iv. Presentation to Cllr Mrs Crabtree
 - v. Presentation to Cllr Mrs Dawson
- b) Mayors Award

1 ELECTION OF MAYOR

To elect the Mayor for the ensuing year

2 DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Mayor's declaration of acceptance of office

3 ELECTION OF DEPUTY MAYOR

To elect the Deputy Mayor for the ensuing year

4 DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Deputy Mayor's declaration of acceptance of office

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

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email: council@sevenoakstown.gov.uk
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- 5 DECLARATIONS OF ACCEPTANCE OF OFFICE BY COUNCILLORS
To receive and confirm all declarations of acceptance have been signed.
- 6 COUNCIL MINUTES
To receive, adopt and sign the minutes of the meeting of the Town Council held on:
 - a) 23 February 2015
 - b) 02 and 30 March 2015
 - c) 27 April 2015(Copies previously distributed and to follow 14 May 2015).
- 7 PLANNING COMMITTEE
To receive and adopt the minutes of the meetings of the Planning Committee held on:
 - a) 02, 16 and 30 March 2015
 - b) 13 and 27 April 2015(Copies previously distributed and to follow 14 May 2015).
- 8 FINANCE AND GENERAL PURPOSES COMMITTEE
To receive and adopt the minutes of the Finance and General Purposes Committees held on:
 - a) 23 February 2015
 - b) 20 April 2015(Copies previously distributed and to follow 14 May 2015).
- 9 OPEN SPACES AND LEISURE COMMITTEE
To receive and adopt the minutes of the Open Spaces and Leisure Committee held on 09 March 2013 (Copy previously distributed and to follow 14 May 2015).
- 10 TOWN PARTNERSHIP
To receive and note the minutes of the Town Partnership Committee held on 29 April 2015 (Copy previously distributed and to follow 14 May 2015).
- 11 APPOINTMENT OF STANDING COMMITTEES/SUB COMMITTEES
To appoint Standing Committees and Sub Committees (Report to follow 14 May 2015).
- 12 APPOINTMENT OF CHAIRMEN, VICE CHAIRMEN AND MEMBERS OF STANDING COMMITTEES/SUB COMMITTEES
To appoint Chairmen, Vice Chairmen and Members of Standing Committees/Sub Committees (Report to follow 14 May 2015).
- 13 REPRESENTATION ON OTHER BODIES
To elect members to serve on various statutory bodies and other organisations (Report to follow 14 May 2015).
- 14 APPROVAL OF TERMS OF REFERENCE - STANDING COMMITTEES/SUB COMMITTEES
To receive and adopt the Terms of Reference of Standing Committees and Sub Committees (Report to follow 14 May 2015).
- 15 SCHEDULE OF MEETINGS
To receive and adopt the Schedule of meetings incorporating new committee (Report to follow 14 May 2015).

16 STANDING ORDERS

To receive and adopt Standing Orders subject to the proposal that 3b be updated for Members to accept correspondence via email (document to follow 14 May 2015).

17 ANNUAL SUBSCRIPTIONS

To authorise payment of subscriptions falling to be renewed annually (Report to follow 14 May 2015).

18 GENERAL POWER OF COMPETENCE

To resolve that the Town Council having two thirds of its councillors elected on 7 May 2015 and having a Qualified Town Clerk [including S7 of CiLCA 2012] re-adopts the General Power of Competence.

19 MAYORS CADET

To appoint a Mayor's Cadet.

20 CIVIC EVENTS AND INFORMATION

a) Mayor's Engagements 2015/2016

To receive and note the functions attended by the Mayor, Deputy Mayor or representative (Report to follow 14 May 2015).

b) ii) Armed Forces Day Concert

To note a concert in aid of Help for Heroes is being held on Saturday 27 June 2015 at 7:30pm at Sevenoaks Community Centre.

21 PRESS RELEASE

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

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PROCEDURAL NOTES FOR ANNUAL GENERAL MEETING 2015

1 ELECTION OF MAYOR

- i Cllr RAIKES will request the Town Clerk to read the notice convening the Meeting.
- ii He will then invite nominations for the Office of Mayor.
- iii It will be proposed by Cllr Raikes and seconded by Cllr Parry that Cllr ARNOLD be elected Mayor for the ensuing year.
- iv Cllr Raikes will say

"Any other nominations. All those in favour that Cllr Arnold be elected to the Office of Mayor for the ensuing municipal year, please show."

To the Contrary if any"

- v Cllr Raikes will rise and say "I declare Cllr Arnold be elected Mayor of the Council for the ensuing year."
- vi Cllr Raikes will ask all Councillors present to stand and invite Cllr Arnold to come to the rostrum.
- vii Cllr Arnold will approach the rostrum and remain standing until the installation ceremony has been completed.

2 DECLARATION OF ACCEPTANCE OF OFFICE

- i Cllr Arnold will read and sign the Declaration of Acceptance of Office – all Councillors remain standing.
- ii Cllr Raikes will invite Councillors to be seated.
- iii. Town Clerk **to release chain.**
- iv. Cllr Raikes will say :-
"Cllr Arnold you have been duly nominated and unanimously elected Mayor of Sevenoaks for the ensuing year and I congratulate you upon your accession to the highest public office of this historic town. It is befitting the dignity of your position that you should wear a distinguishing badge to denote your rank. Therefore on behalf of the people of Sevenoaks and this Town Council in particular, I invest you with this Mayoral Badge of Office."
- v Cllr Raikes will then place chain of officer around Cllr Arnold's neck.
- vi Cllr Raikes will say :-
"I call upon all people to show that respect which is due to your position as Mayor of this Council and the community it represents".

- vii Cllr Raikes shakes the hand of Cllr Arnold and invites him to take his seat.
- viii Cllr Arnold will present Cllr Raikes with a memento of his year of office.
- ix Cllr Raikes will give a retiring speech prior to leaving the rostrum and taking his seat.
- x Cllr Hogarth will thank Cllr Raikes as the outgoing Mayor and welcome Cllr Arnold as the incoming Mayor.
- xi Cllr Mrs Parry will express thanks to the outgoing Mayoress, Mrs Christine Raikes for her support as Mayoress to Cllr Raikes during the past year.
- xii Cllr Arnold will express thanks for election to office.

3 ELECTION OF DEPUTY MAYOR

- i Cllr Arnold will invite nominations for the appointment of Deputy Mayor.
- ii It will be proposed by Cllr Hogarth and seconded by Cllr Piper that Cllr Eyre be elected Deputy Mayor for the ensuing year.
- iii Cllr Arnold will say :-

"Any other nominations. All those in favour that Cllr Eyre be elected to the office of Deputy Mayor for the ensuing year, please show to the contrary if any."
- iv Cllr Arnold will rise and say "I declare Cllr Eyre be elected Deputy Mayor for the ensuing year."

4 DECLARATION OF ACCEPTANCE OF OFFICE

- i Cllr Arnold will invite Cllr Eyre to approach the rostrum and come forward and read and sign the Declaration of Acceptance of Office.
- ii Cllr Arnold will then invest the Deputy Mayor with the Badge of Office and invite him to take his seat next to him on the rostrum.

Recommence Agenda at Agenda Item No 5

**Minutes of the Town Council Meeting held at Sevenoaks Town Council Offices,
On Monday 23 FEBRUARY 2015 at 7.00 p.m.**

Present: Cllr S Raikes (Mayor), Cllr S L Arnold (Deputy Mayor), Cllr C L L Baker, Cllr N J L Busvine OBE, Cllr J M Canet, Cllr G R S Clack, Cllr A Eyre, Cllr R H Hogarth, Cllr Mrs M A London, Cllr R L Piper, Cllr P E Towell, Cllr Mrs P C Walshe

In Attendance: 1 Member of the Public, Town Clerk, Responsible Finance Officer, Committee Clerk

Apologies for Absence: Cllrs Mrs M E Crabtree, Cllr A S Clayton, Mrs A E Dawson and Cllr R J Parry

PUBLIC QUESTION TIME

No members of the public posed any questions.

374. DISPENSATION

There were no requests for dispensations.

375. DECLARATIONS OF INTEREST

There were no additional declarations.

376. MINUTES OF THE TOWN COUNCIL MEETING HELD ON 12 JANUARY 2015

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

377. PLANNING COMMITTEES

RESOLVED: To receive and note

a) and adopt the Minutes of the Planning Committees held on 19th January and 2nd February 2015

b) the minutes of the Planning Committee meeting held on 16th February 2015 as a true record.

378. MINUTES OF THE FINANCE & GENERAL PURPOSES MEETING HELD ON 12 JANUARY 2015

RESOLVED: To receive, note and adopt the Minutes of the Meeting as a true record.

379. MINUTES OF THE TOWN PARTNERSHIP MEETING HELD ON 21ST JANUARY 2015

RESOLVED: To receive and note the Minutes of the Meeting as a true record.

380. MAYOR'S – CIVIC EVENTS AND INFORMATION

RESOLVED:

a) to receive and note the functions attended by the Mayor, Deputy Mayor or their representatives

b) to note the forthcoming Civic Events being organised by the Mayor during 2014/2015 be received.

381. PRESS RELEASE

RESOLVED: to issue a press release on the Mayor's Green Walk.

There being no further business the Mayor closed the Meeting at 7.09 p.m.

Signed
Mayor

Dated

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Minutes of the EXTRA ORDINARY SEVENOAKS TOWN COUNCIL MEETING held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 2nd March 2015 commencing at 8.35 p.m.

PRESENT:-

Mayor
Deputy Mayor

Cllr Simon Raikes
Cllr Stephen Arnold

Cllr C L Baker	Cllr R M C Hogarth
Cllr N J L Busvine OBE	Cllr Mrs M A London
Cllr J M Canet	Cllr R J Parry
Cllr A S Clayton	Cllr P E Towell
Cllr A Eyre	

APOLOGIES RECEIVED FROM:

Cllr G R S Clack	Cllr Mrs A E Dawson
Cllr Mrs M E Crabtree	Cllr R L Piper
	Cllr Mrs P C Walshe

410 Declaration of Interests

There were no further Declarations of Interests provided.

411 Dispensations

There had been no dispensations requested from Councillors.

412 Resolution under Standing Order 11a Rescission of previous resolution

The Town Clerk received written notification from the following four Town Councillors for the reconsideration of the resolution in Minute No 386 at the Finance & General Purposes Committee held on 23rd February 2015.

Cllr Stephen Arnold
Cllr Andrew Eyre
Cllr Richard Parry
Cllr Simon Raikes

413 Vine Café

Councillors considered the report circulated with the agenda.

RESOLVED: The Town Council uses Standing Order 11a to amend the resolution of the Finance & General Purposes Committee held on 23rd February 2015 to

Sevenoaks Town Council proceeds with appointing Contractor A to a value up to £97,970. £50,000 to be met by CETB grant and £47,970 to be met from the Town Council's Capital Reserves.

There being no further business the Mayor closed the meeting at 8.40 p.m.

Signed by the Mayor

Dated *****

Minutes of the EXTRA ORDINARY SEVENOAKS TOWN COUNCIL MEETING held at the
Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 30th March 2015
commencing at 8:14pm

PRESENT:-

Mayor
Deputy Mayor

Cllr Simon Raikes (arrived 8:17pm)
Cllr Stephen Arnold (in the Chair)

Cllr C L Baker	Cllr R M C Hogarth
Cllr N J L Busvine OBE	Cllr R J Parry
Cllr J M Canet	Cllr R L Piper
Cllr A S Clayton	Cllr P E Towell
Cllr G R S Clack	Cllr Mrs P C Walshe
Cllr A Eyre	

Also in attendance

Linda Larter MBE, Town Clerk / Chief Executive
Hugh D'Alton, Assistant Town Clerk

APOLOGIES RECEIVED FROM:

Cllr Mrs M E Crabtree	Cllr Mrs A E Dawson
Cllr Mrs M A London	

444 DECLARATION OF INTERESTS

There were no further Declarations of Interests provided.

445 DISPENSATIONS

There had been no dispensations requested from Councillors.

446 REFERENCE STANDING ORDER 14(B)

An update on legal matters relating to the sale of the Raleys Land was received and considered.

It was **UNANIMOUSLY RESOLVED** that authority be given to the Mayor and Town Clerk to sign and seal all relevant documents in relation to the sale of Raleys land

447 AUTO ENROLLMENT OF PENSIONS

An update on Auto Enrolment Pensions schemes was received.

It was **UNANIMOUSLY RESOLVED** that delegated powers be granted to the Chairman of Personnel, Chairman or Vice Chairman of Finance and General Purposes and the Responsible Finance Officer to proceed with enrolling Sevenoaks Town Council into an appropriate auto enrolment scheme and that a report be provided to a subsequent F&GP meeting.

There being no further business the Deputy Mayor closed the meeting at 8.31 p.m.

Signed by the Mayor

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Dated

Minutes of the EXTRA ORDINARY SEVENOAKS TOWN COUNCIL MEETING held at the
Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 27th April 2015
commencing at 7:54pm

PRESENT:-

Mayor
Deputy Mayor

Cllr Simon Raikes
Cllr Stephen Arnold

Cllr C L Baker	Cllr A Eyre
Cllr N J L Busvine OBE	Cllr R M C Hogarth
Cllr J M Canet	Cllr Mrs M A London
Cllr A S Clayton	Cllr R L Piper
Cllr G R S Clack	Cllr P E Towell
Cllr Mrs M E Crabtree	Cllr Mrs P C Walshe

Also in attendance

Linda Larter MBE, Town Clerk / Chief Executive
Hugh D'Alton, Assistant Town Clerk

APOLOGIES RECEIVED FROM:

Cllr Mrs A E Dawson	Cllr R J Parry
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471 DISPENSATIONS

No requests had been received.

472 DECLARATION OF INTERESTS

None

Cllr Eyre's declaration of pecuniary interest in item (3) Signing of Stag Lease was noted.

473 SIGNING OF STAG LEASE

It was **RESOLVED** that authority be granted to the Town Clerk and Mayor to sign and seal documents relating to the Stag Community Arts Centre sub-lease in accordance with Sevenoaks Town Council Standing Order 14 (b)

Cllr Towell requested that it be noted he abstained from discussion and voting on this item.

474 VINE CAFÉ

It was noted that the project was proceeding as agreed and that an update would be circulated to Councillors over the course of the week.

There being no further business the Mayor closed the meeting at 7:58pm

Signed by the Mayor

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Dated

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Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 2nd March 2015 at 7pm

Present:

Committee Members

Cllr S Arnold	Present	Cllr A Eyre	Present
Cllr C L L Baker	Present	Cllr R M C Hogarth - Chairman	Present
Cllr N J L Busvine OBE	Present	Cllr Mrs M A London	Present
Cllr J M Canet	Present	Cllr R J Parry	Arr:7:48pm
Cllr G R S Clack	Apologies	Cllr R L Piper	Apologies
Cllr A S Clayton	Arr:7:01pm	Cllr S G Raikes	Present
Cllr Mrs M E Crabtree	Apologies	Cllr P E Towell - Vice Chairman	Present
Cllr Mrs A E Dawson	Apologies	Cllr Mrs P C Walshe	Present

Also in attendance:

Town Clerk

Assistant Town Clerk

6 Members of the public

PUBLIC QUESTION TIME

The recent appeal decision for the redevelopment of the former farmers public house site on London Road was discussed, it was noted it would be reported to the next planning meeting.

400 REQUESTS FOR DISPENSATIONS

None

401 DECLARATIONS OF INTEREST

Cllr Raikes declared an interest in the following planning application and abstained from voting and discussion:

[1] 14/01562/OUT – Wildernes House, Wildernes Avenue

Cllr Canet declared a non-pecuniary interest in the following application and abstained from voting and discussion:

[21] 15/00343/FUL – The New School at West Heath, Ashgrove Road

402 DECLARATIONS OF INTEREST

Cllrs Arnold and Hogarth declared they had been lobbied in respect of planning application:

[1] 14/01562/OUT – Wildernes House, Wildernes Avenue

403 MINUTES

It was **RESOLVED** that the minutes of the meeting held on the on 16th February 2015 previously approved at Council on 23rd February 2015 be received and signed.

404 ROAD CLOSURE NOTICES

The Committee received and noted the following road closures notices:

- i. Park Lane, 8th June 2015, 5 days
- ii. Bradbourne Road, 16th February 2015, 12 days

405 SEVENOAKS DISTRICT COUNCIL PLANNING FORUM

The Committee considered representation at Sevenoaks District Council's Town and Parish forum on 18th March 2015

It was **RESOLVED** that one space be allocated to an officer, and that if any other Councillor wished to fill the remaining space they should contact the clerk directly.

406 PLANNING ENFORCEMENT

The Committee received and noted that Section 215 notices have been issued in respect of the following properties:

- i. 95 St Johns Hill
- ii. 97 St Johns Hill

407 PLANNING APPEALS

The Committee noted the inspector has dismissed the following planning appeal:

- i. 14/3001877 – Little Foxes, Solefields Road

408 PLANNING APPLICATIONS

(a) The meeting was adjourned to enable a member of the public to speak on the following applications for 3 minutes:

- i. [1] 14/01562/OUT – Wildernes House, Wildernes Avenue – For
- ii. [16] 15/00322/FUL – Land to the east of Jade Cottage, Wildernes Mount - Against

(a) The meeting was reconvened and the Committee considered planning applications received from the Sevenoaks District Council during the two weeks ending 26th February 2015 and **it was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

409 PRESS RELEASE

None

The meeting closed at 8:39pm

CHAIRMAN

Planning Applications Considered

Applications considered on 2-3-15

1	Plan Number	Planning officer	Town Councillor	Agent
	SE/14/01562/OUT	M Holmes 27-02-2015	Cllr Towell	Jennifer Ross
Applicant	House Name	Road	Locality	
Pegasus Life	Wilderness House	Wilderness Avenue	Wilderness	
Town	County	Post Code	Application date	
			09/02/15	

Development comprising (a) detailed permission for the demolition of existing buildings and structures and the construction of new/replacement floorspace, extra care accommodation for older people (class C2). Conversion of the existing grade II listed Wilderness House to provide extra care accommodation (class C2) to comprise extra care units, staff accommodation and communal facilities, including a kitchen, restaurant/bar, a gym and treatment rooms, communal lounge/library and storage facilities. Car parking for up to 128 cars for residents, visitors and staff of the extra care community. A comprehensive landscape strategy comprising communal and private spaces and gardens for use by residents of the proposed extra care community and the provision of new/replacement storage structure to house plant, maintenance equipment, mobility scooters and cycles and (b) outline permission, with all matters reserved, for the erection of three residential units (class C3).

SE/14/01562/OUT - Amended plan

Deferred from Planning Committee Meeting 23/06/14

SE/14/01562/OUT - Amended plan

Please see letter dated 8th December 2014 for full details of amendments proposed.

Amended proposal description:

Development comprising (a) detailed permission for the demolition of existing buildings and structures and the construction of new/replacement floorspace, extra care accommodation for older people (sui generis use). Conversion of the existing grade II listed Wilderness House to provide extra care accommodation (sui generis use) to comprise extra care units, staff accommodation and communal facilities, including a kitchen, restaurant/bar, a gym and treatment rooms, communal lounge/library and storage facilities. Car parking for up to 118 cars for residents, visitors and staff of the extra care community. A comprehensive landscape strategy comprising communal and private spaces and gardens for use by residents of the proposed extra care community and the provision of new/replacement storage structure to house plant, maintenance equipment, mobility scooters and cycles and (b) outline permission, with all matters reserved, for the erection of three residential units (class C3).

SE/14/01562/OUT - Amended Plan

New access into Park Lane proposed as well as access driveway within the site.

Amended proposal description:

Development comprising (a) detailed permission for the demolition of existing buildings and structures and the construction of new/replacement floorspace, extra care accommodation for older people (sui generis use). Conversion of the existing grade II listed Wilderness House to provide extra care accommodation (sui generis use) to comprise extra care units, staff accommodation and communal facilities, including a kitchen, restaurant/bar, a gym and treatment rooms, communal lounge/library and storage facilities. Car parking for up to 118 cars for residents, visitors and staff of the extra care community. The creation of a new vehicular access onto Park Lane and an access driveway. A comprehensive landscape strategy comprising communal and private spaces and gardens for use by residents of the

Planning Applications Considered

Applications considered on 2-3-15

proposed extra care community and the provision of new/replacement storage structure to house plant, maintenance equipment, mobility scooters and cycles and (b) outline permission, with all matters reserved, for the erection of three residential units (class C3). Description amended 12th Dec 2014 and 6th Feb 2015.

Item deferred to planning committee meeting 16th March 2015

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/14/03746/HOUSE	H Weston 05-03-2015	Cllr Hogarth	Mrs C Austin 07866 9622
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs V Gilmartin			109 Bradbourne Park Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				16/02/15

Loft extension and replacement of garage door with a window. New clay hung peg tiles. Installation of three velux windows. New dormers with decorative barge boards to rear elevation. Roof alterations.

SE/14/03746/HOUSE - Amended plan

Amended drawings resubmitted.

Sevenoaks Town Council recommended approval.

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/14/03781/HOUSE	H Weston 05-03-2015	Cllr Mrs London	OPEN Architecture 77958
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr T Crawley		10 Sackville Place	5 Dartford Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				13/02/15

Extension to roof terrace.

SE/14/03781/HOUSE - Amended plan

Certificate B and site plan have been amended.

Amended proposal description:

Erection of an extension to glazed family room on roof terrace to create sun room.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 2-3-15

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/14/04029/HOUSE	P Dadswell 13-03-2015	Cllr Eyre	Mrs Austin 07866962268
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr P Morgan			18 Redlands Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				23/02/15
New garage. SE/14/04029/HOUSE - Amended plan Drawings of new gates were submitted. Amended proposal description: Erection of new garage and addition of new gates.				

Sevenoaks Town Council recommended approval.

5	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/15/00054/HOUSE	P Dadswell 16-03-2015	Cllr Parry	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr J Crack			83 Britains Lane	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/02/15
Demolition of conservatory. Erection of two storey rear extension. Roof alterations.				

Sevenoaks Town Council recommended approval.

6	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/15/00064/FUL	J Russell 03-03-2015	Cllr Baker	Mrs Tasker 01689 83633
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Kentmere Homes Ltd		Land Adj To	8 Lake View Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				12/02/15
Minor material amendment to application SE/14/02700/FUL - demolition of existing single-storey side extension to No. 8 and erection of attached new dwelling with separate garage and extension of existing crossover to remove the unilateral undertaking for the development to be undertaken without payment of a contribution towards affordable housing. SE/15/00064/MMA - Amended plan. Reference number changed to: SE/15/00064/FUL Application re-validated as a full planning application to be considered without the requirement for affordable housing contribution. Amended proposal description: Demolition of existing single-storey side extension to No. 8 and erection of attached new dwelling with separate garage and extension of existing crossover.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 2-3-15

7	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00181/FUL	Mr M Holmes 16-03-2015	Cllr Hogarth	Mrs Austin 07866962268
Applicant		House Name	Road	Locality
Mr S Esposito			43-45 & 43A Dartford Road	St Johns
Town		County	Post Code	Application date
				24/02/15
Change of use of 43 - 45 Dartford Road from hairdressers to residential dwelling excluding ground floor of 45 Dartford Road which will remain a hairdressers. First floor rear extension and installation of rooflights to rear at ground floor level. Internal alterations to ground floor of 45 Dartford Road.				

Sevenoaks Town Council recommended approval.

8	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00272/FUL	H Broughton 13-03-2015	Cllr Busvine	Mr B Best 455029
Applicant		House Name	Road	Locality
Mr I McLaughlin		Williamsons	20 London Road	Town
Town		County	Post Code	Application date
				23/02/15
Change of use from commercial shop to residential.				
SE/15/00272/FUL - Amended plan				
Amended proposal description, amended drawings for the window to front dormer shown and the projection of the front seen from rear.				
Amended proposal description:				
Change of use from commercial shop (A1) to residential (C3). Remove shopfront glazing to involve the bricking-up of the front (west) and flank (east) elevations and installation of ground floor windows to the front (west) elevation. Installation of an internal staircase. Removal of internal walls to first and second floors and the installation of new partition walls. New dormer window to south elevation.				

Sevenoaks Town Council recommended refusal due to the proposal resulting in the loss of prime retail floor space within the town centre and the unwelcome precedent this development would set.

Planning Applications Considered

Applications considered on 2-3-15

9	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00273/LBCALT	H Broughton 13-03-2015	Cllr Busvine	Mr B Best 455029
Applicant	House Name	Road	Locality	
Mr I McLaughlin	Williamsons	20 London Road	Town	
Town	County	Post Code	Application date	
			23/02/15	

Change of use from commercial shop to residential.

SE/15/00273/LBCALT - Amended plan

Amended proposal description, amended drawings for windows to front dormer shown and the projection of the front seen from rear.

Amended proposal description:

Change of use from commercial shop (A1) to residential (C3). Remove shopfront glazing to involve the bricking-up of the front (west) and flank (east) elevations and installation of ground floor windows to the front (west) elevation. Installation of an internal staircase. Removal of internal walls to first and second floors and the installation of new partition walls. New dormer window to south elevation.

Sevenoaks Town Council recommended refusal due to the proposal resulting in the loss of prime retail floor space within the town centre and the unwelcome precedent this development would set.

10	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00288/HOUSE	P Dadswell 03-03-2015	Cllr Baker	Mrs K Morris 0790335655
Applicant	House Name	Road	Locality	
Mr & Mrs McLoughlin		23 Broomfield Road	Northern	
Town	County	Post Code	Application date	
			11/02/15	

Demolish 2 single storey side and rear conservatories. Replace with a single storey rear extension, single storey front porch and double storey side extension.

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied that materials will be in keeping with the existing house and surrounding area.

Planning Applications Considered

Applications considered on 2-3-15

11	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00288/HOUSE	P Dadswell 16-03-2015	Cllr Baker	Mrs K Morris 0790335655
Applicant		House Name	Road	Locality
Mr & Mrs McLoughlin			23 Broomfield Road	Northern
Town		County	Post Code	Application date
				24/02/15
Demolish 2 single storey side and rear conservatories. Replace with a single storey rear extension, single storey front porch and double storey side extension. SE/15/00288/HOUSE - Amended plan Certificate B signed instead of A.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied that materials will be in keeping with the existing house and surrounding area.

12	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00289/HOUSE	R Fellows 27-02-2015	Cllr Canet	Mr S Riaz 01707 877354
Applicant		House Name	Road	Locality
Miss M Barrett			5 Silk Mills Close	Northern
Town		County	Post Code	Application date
				09/02/15
New single storey conservatory on the rear elevation.				

Sevenoaks Town Council recommended approval.

13	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00291/HOUSE	H Weston 03-03-2015	Cllr Towell	Mr J Bale 01689 836855
Applicant		House Name	Road	Locality
Mr & Mrs Spencer			9 Crawshay Close	Northern
Town		County	Post Code	Application date
				11/02/15
Two storey side/rear extension with roof extension over.				

Sevenoaks Town Council recommended refusal as the 2 storey extension is within 1m of the boundary.

Planning Applications Considered

Applications considered on 2-3-15

14	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00298/HOUSE	P Dadswell 05-03-2015	Cllr Clack	Mr Shreeve 01892 89111
Applicant	House Name	Road	Locality	
Mr & Mrs van der Plas		12 Vine Court Road	Eastern	
Town	County	Post Code	Application date	
			13/02/15	
a) Erection of attached garage including drive and new crossover with dropped kerb and removal of existing large shed. b) Single storey extension to north c) Re-building of original chimney stack d) Removal of existing external metal staircase e) Extension of existing brick boundary wall, metal railings, gates and external landscaping f) Re-positioning of shed including reduction in size				

Sevenoaks Town Council recommended approval subject to satisfactory landscaping and tree protection, the conservation officer being satisfied with proposed materials, and the District Council being satisfied with the dropping of the pavement in particular in relation to the loss of a parking space.

15	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00320/HOUSE	P Dadswell 02-03-2015	Cllr Baker	N/A
Applicant	House Name	Road	Locality	
Mr I Oversby		14 Pontoise Close	Northern	
Town	County	Post Code	Application date	
			10/02/15	

The erection of a 1.8 metre high closed board garden fence to surround back garden.

Sevenoaks Town Council recommended approval.

16	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00322/FUL	J Russell 11-03-2015	Cllr Clayton	Mr Mineham 01634 2265
Applicant	House Name	Road	Locality	
Molecomb Investments LLP	Land To The East of Jade Cott	Wilderness Mount	Eastern	
Town	County	Post Code	Application date	
			19/02/15	

The erection of a new dwelling, garage and access drive.

Sevenoaks Town Council recommended refusal of this proposal on the grounds that it is substantially larger in built form than either of its neighbours, constituting overdevelopment of the site and will result in insufficient amenity space for future occupants of the property. It faces neighbouring properties rather than facing the road as they do. It is therefore contrary to guidance set out in the Sevenoaks Residential Character Area Assessment, out of character with adjoining houses, and because of the five bay entrance and garden frontages facing both Cleve and Keilour will detract from their residential amenity. The proposed dwelling is not in sympathy with either of the neighbouring Bailey Scott houses, Keilour in red brick Georgian style, and Cleve in Kent vernacular style. Both Keilour and Cleve reflect the predominant style of the Wilderness conservation area opposite. Although the section plans included with the application show the height of the roof to be comparable to Cleve and Keilour there are three second floor dormers overlooking Cleve, four rooflights looking towards Keilour and two looking up to Jade Cottage itself.

Planning Applications Considered

Applications considered on 2-3-15

17	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00325/HOUSE	P Dadswell 27-02-2015	Cllr Canet	Mr C Rayner 461806
Applicant		House Name	Road	Locality
Mr & Mrs Jenkinson			11 Heathfield Road	Northern
Town		County	Post Code	Application date
				09/02/15
Single storey rear extension; Loft conversion with rear dormer and front rooflights; alterations to fenestration on side elevation.				

Sevenoaks Town Council recommended approval.

18	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00328/HOUSE	H Broughton 09-03-2015	Cllr Mrs London	N/A
Applicant		House Name	Road	Locality
Mr J Donald			53 The Drive	Town
Town		County	Post Code	Application date
				17/02/15
3 bay Parking area (Retrospective).				

Sevenoaks Town Council recommended approval.

19	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00331/HOUSE	P Dadswell 02-03-2015	Cllr Hogarth	Mr L Lowden 505336
Applicant		House Name	Road	Locality
Mr & Mrs Smith			60 St Johns Road	St Johns
Town		County	Post Code	Application date
				10/02/15
The erection of an attached double garage.				

Application no longer valid

20	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00338/FUL	Mr A Byrne 03-03-2015	Cllr Busvine	Mr Fender 07713157755
Applicant		House Name	Road	Locality
Epicurus House Ltd		Epicurus House	1-3 Akehurst Lane	Town
Town		County	Post Code	Application date
				12/02/15
Proposed change of use of existing office building, to six residential apartments including external alterations and remodelling.				

//Awaiting chairman's action//

Planning Applications Considered

Applications considered on 2-3-15

21	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00343/FUL	H Broughton 13-03-2015	Cllr Eyre	Lydia Parsons 079771185
Applicant		House Name	Road	Locality
Mr M Faulkner		The New School At West Heath	Ashgrove Road	Kippington
Town		County	Post Code	Application date
				23/02/15
To retain a temporary Portakabin Limited modular building currently being used as additional classroom accommodation. To be hired from Portakabin Limited for a further 3 year period. (Retrospective).				

Sevenoaks Town Council recommended refusal as the proposals do not improve or enhance the green belt.

22	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00356/HOUSE	H Weston 13-03-2015	Cllr Parry	Mr R Reid 741417
Applicant		House Name	Road	Locality
Mr P Yu			5 Farnaby Drive	Kippington
Town		County	Post Code	Application date
				23/02/15
Erection of two storey front and rear extension, and two roof extensions along the sides together with a new entrance porch and internal re-modelling.				

Sevenoaks Town Council recommended approval.

23	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00365/FUL	H Broughton 16-03-2015	Cllr Busvine	Mr Newton 01449 741600
Applicant		House Name	Road	Locality
Mr Z Peake			143C High Street	Town
Town		County	Post Code	Application date
				24/02/15
Change of use to an Insurance Brokers office.				

Sevenoaks Town Council recommended approval.

24	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00387/MMA	J Russell 05-03-2015	Cllr Piper	Mr A Barrett 452200
Applicant		House Name	Road	Locality
Mr & Mrs Marriott		Winter Ride	2 Rosefield	Kippington
Town		County	Post Code	Application date
				16/02/15
Minor material amendment to application SE/14/02735 for the demolition of existing house and erection of detached dwelling - to show elevation changes to the house to incorporate additional dormer window to garage, dormer window to eastern elevation, sky light to main roof and addition of a chimney stack.				

//Awaiting Chairman's Action//

Planning Applications Considered

Applications considered on 2-3-15

25	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00397/MMA	J Russell 09-03-2015	Cllr Piper	Offset Architects 753333
Applicant		House Name	Road	Locality
Mr T Kinghorn		Bay Tree Cottage	37 Oakhill Road	Kippington
Town		County	Post Code	Application date
				18/02/15
Minor material amendment to application 14/03664/FUL for the demolition of the existing detached property and the erection of a replacement detached dwelling, and the sub-division of the plot and the construction of a new adjacent detached property to show a simplified roof structure and improved internal layout and erect a detached garage.				

//Awaiting Chairman's Action//

26	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00429/CONVAR	H Broughton 09-03-2015	Cllr Piper	Mr Garland 01892 724542
Applicant		House Name	Road	Locality
Mr & Mrs Glen			3 Croft Way	Kippington
Town		County	Post Code	Application date
				18/02/15
Variation of condition 2 (materials) and 4 (approved plan) of SE/14/01414/HOUSE to Demolition of existing garage and construction of single storey and two storey front, side and rear extensions (including new garage). Alterations and extensions to drive, paths and patio areas. With amendment to render finishing to the external first floor elevation and part of the side elevation.				

//Awaiting Chairman's Action//

27	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00452/HOUSE	H Weston 12-03-2015	Cllr Canet	Mr Dennis 617033
Applicant		House Name	Road	Locality
Mr J Wilde			44 And 46 Cramptons Road	Northern
Town		County	Post Code	Application date
				23/02/15
Erection of a single storey rear extension with four velux windows to 44 and 46 Cramptons road.				
SE/15/00452/HOUSE: Amended Consultation (For Information Only) - Received by STC 25.02.15				
Site address amended and no. 46 added.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 2-3-15

28	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00467/FUL	Mr A Byrne 12-03-2015	Cllr Busvine	Offset Architects 753333
Applicant		House Name	Road	Locality
Shalford Pears Ltd		Burford House	44 London Road	Town
Town		County	Post Code	Application date
				23/02/15
Redevelopment of the existing office building, including the re-cladding of the principal London Road elevation, the construction of a new refuse store with minor landscaping and internal alterations.				

Sevenoaks Town Council recommended approval subject to materials being sympathetic to the nearby listed building.

29	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00483/FUL	Mr A Byrne 16-03-2015	Cllr Busvine	Offset Architects 753333
Applicant		House Name	Road	Locality
Shalford Pears Ltd		Burford House	44 London Road	Town
Town		County	Post Code	Application date
				24/02/15
Redevelopment of the existing office building, including the recladding of the principal London Road elevation, the construction of a new recessed top floor extension, the construction of a new refuse store with minor landscaping and internal alterations.				

Sevenoaks Town Council recommended approval subject to materials being sympathetic to the nearby listed building.

30	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00485/HOUSE	H Weston 13-03-2015	Cllr Raikes	Offset Architects 753333
Applicant		House Name	Road	Locality
Mr & Mrs Tarasheva		Wellingtonia	Linden Chase	St Johns
Town		County	Post Code	Application date
				24/02/15
Conversion of existing garage into habitable accommodation including new window positions and construction of new detached double garage				

Sevenoaks Town Council had no objection to the proposed conversion of the internal garage to living space, but recommended refusal to the external garage on the following grounds:

Detrimental to the street scene

Contrary to guidance set out in the residential character area assessment

The Town Council requested that Arboricultural officer be consulted to ensure the retention of the tree.

Planning Applications Considered

Applications considered on 2-3-15

31	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00489/FUL	Mr M Holmes 13-03-2015	Mrs London	OPEN Architecture 77958
Applicant		House Name	Road	Locality
Development Securities Ltd		Tubs Hill House	London Road	Town
Town		County	Post Code	Application date
				24/02/15
Modifications to the existing facade including associated landscaping works.				
Sevenoaks Town Council recommended approval of the recladding.				

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 16th March 2015 at 7pm

Present:

Committee Members

Cllr S Arnold	Present	Cllr A Eyre	Present
Cllr C L L Baker	Present	Cllr R M C Hogarth - Chairman	Present
Cllr N J L Busvine OBE	Apologies	Cllr Mrs M A London	Present
Cllr J M Canet	Left 7:40pm	Cllr R J Parry	Present
Cllr G R S Clack	Apologies	Cllr R L Piper	Present
Cllr A S Clayton	Apologies	Cllr S G Raikes	Present
Cllr Mrs M E Crabtree	Left 7:55pm	Cllr P E Towell - Vice Chairman	Present
Cllr Mrs A E Dawson	Apologies	Cllr Mrs P C Walshe	Present

Also in attendance:

Town Clerk
Assistant Town Clerk

PUBLIC QUESTION TIME

None

427 REQUESTS FOR DISPENSATIONS

None

428 DECLARATIONS OF INTEREST

Cllr Eyre declared a disclosable pecuniary interest and abstained from discussion and voting on planning application:

[11] 15/00625/HOUSE – 61 Britains Lane

Cllr Towell declared a non-pecuniary interest and abstained from voting and discussion on planning application:

[7] 15/00499/FUL – 224 Seal Road

429 MINUTES

It was **RESOLVED** that the minutes of the meeting held on the on 2nd March 2015 be adopted and signed subject to the following amendment:

- '408 Planning Applications
 - (a) *The Schedule of comments forwarded to Sevenoaks District Council under Chairman's Action was received and noted.*
 - (b) *The meeting was adjourned...*

430 ADOPTION OF SEVENOAKS DISTRICT COUNCIL PLANNING DOCUMENTS

The Committee noted the attached schedule of documents recently adopted by Sevenoaks District Council.

It was noted that the Assistant Clerk would be attending the District Council Planning Forum on 18th March 2015 where an updated on the implications of these new adopted documents was expected, and that a report and slides provided at the forum would be brought to a future Planning Committee meeting for member's information.

431 PLANNING APPEALS

(a) The Committee noted that the Inspector had allowed the following planning appeal:

- i. 14/2222635 – Former Site of the Farmers, London Road

It was **RESOLVED** that a letter be sent to the Minister, copies to the Planning Inspectorate, expressing disappointment at the lack of regard the Inspector had for the application's detrimental impact on a key gateway into the Town.

(b) The Committee considered supporting Sevenoaks District Council on the following appeal:

- i. 15/3004059 – 3 Holly Bush Lane

It was **RESOLVED** that Sevenoaks Town Council support Sevenoaks District Council's refusal of this application by means of written representation.

432 UPDATE ON BAT & BALL CENTRE ARCHITECTURAL COMPETITION

It was RESOLVED under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.

The Committee received a verbal update on the 70 submissions received as part of the current architectural competition for the redesign of the Sevenoaks Community Centre.

It was **RESOLVED** that the discussion in relation to the project be referred to a future Finance and General Purposes meeting for further consideration and debate.

433 NDP CONSULTATION AT ANNUAL TOWN MEETING

The Committee received and considered draft copies of banners relating to Neighbourhood Development Plan discussions for display at the Annual Town Meeting produced by an external consultant.

It was **RESOLVED** that due to the number of modifications required the printing and display of the banners be deferred to a future consultation event, date to be confirmed. Discussions will take place with the consultant to action suggested modifications.

434 PLANNING APPLICATIONS

(a) It was noted the application for Wildernes House deferred from the last meeting would be considered at the Planning Committee meeting on the 30th March 2015, a presentation for Councillors would be taking place at 6pm prior to the meeting.

(b) The Committee considered planning applications received from the Sevenoaks District Council during the two weeks ending 12th March 2015 and it **was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

435 PRESS RELEASE
None

The meeting closed at 8:10pm
CHAIRMAN

Planning Applications Considered

Applications considered on 16-3-15

1	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00331/HOUSE	P Dadswell 20-03-2015	Cllr Hogarth	Mr L Lowden 505336
Applicant	House Name	Road	Locality	
Mr & Mrs Smith		60 St Johns Road	St Johns	
Town	County	Post Code	Application date	
			02/03/15	
The erection of an attached double garage.				
SE/15/00331/HOUSE - Amended plan				
The scale bars now measure correctly.				

Sevenoaks Town Council recommended approval.

2	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00344/FUL	H Broughton 18-03-2015	Cllr Hogarth OOW	N/A
Applicant	House Name	Road	Locality	
Mr Hugh D' Alton	Band Practice Room	Holly Bush Lane	Eastern	
Town	County	Post Code	Application date	
			02/03/15	
Refurbishment, extension & changes to fenestration to band practice room currently used for storage, to facilitate conversion into a Community Cafe (use class A3).				

As the land owner and applicant Sevenoaks Town Council declined to comment on this application.

3	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00423/LBCALT	H Broughton 23-03-2015	Cllr Mrs London	Ms Leonard 01173169451
Applicant	House Name	Road	Locality	
National Trust	Knole House	Knole	Town	
Town	County	Post Code	Application date	
			03/03/15	
Installation of insulation to the Brewhouse Roof (Retrospective).				

Sevenoaks Town Council recommended approval.

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00466/FUL	Mr M Holmes 18-03-2015	Cllr Mrs London	Mr D Pope 02078 374477
Applicant	House Name	Road	Locality	
Development Securities Ltd	Tubs Hill House	London Road	Town	
Town	County	Post Code	Application date	
			27/02/15	
Change of use from Class B1(a) Offices to Residential Use (Class C3).				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 16-3-15

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00468/LBCALT	Mr A Byrne 20-03-2015	Cllr Busvine	Offset Architects 753333
Applicant		House Name	Road	Locality
Shalford Pears (Property) Ltd		Burford House	44 London Road	Town
Town		County	Post Code	Application date
				03/03/15
Redevelopment of the existing office building, including the re-cladding of the principal London Road elevation, the construction of a new refuse store with minor landscaping and internal alterations.				

Sevenoaks Town Council recommended approval.

6	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00484/LBCALT	Mr A Byrne 20-03-2015	Cllr Busvine	Offset Architects 753333
Applicant		House Name	Road	Locality
Shalford Pears (Property) Ltd		Burford House	44 London Road	Town
Town		County	Post Code	Application date
				03/03/15
Redevelopment of the existing office building, including the recladding of the principal London Road elevation, the construction of a new recessed top floor extension, the construction of a new refuse store with minor landscaping and internal alterations.				

Sevenoaks Town Council recommended approval.

7	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00499/FUL	Mr M Holmes 26-03-2015	Cllr Canet	Mr Hadley 01689 836334
Applicant		House Name	Road	Locality
Macey Consultancy Ltd			224 Seal Road	Northern
Town		County	Post Code	Application date
				09/03/15
Demolition of existing dwelling and erection of 2 detached dwellinghouses with integral garages.				

Sevenoaks Town Council recommended approval.

8	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00508/FUL	Mr M Holmes 23-03-2015	Cllr Parry	Mr Bedford 01892 750018
Applicant		House Name	Road	Locality
Walter Global Holdings Ltd		Land Rear Of	53 Oakhill Road	Kippington
Town		County	Post Code	Application date
				04/03/15
Erection of a detached dwelling and new access.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 16-3-15

9	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00560/HOUSE	R Fellows 26-03-2015	Cllr Hogarth	Mr P French 669094
Applicant	House Name	Road	Locality	
Miss S Alexander		31 Hitchen Hatch Lane	St Johns	
Town	County	Post Code	Application date	
			06/03/15	
The erection of a single storey side extension and alterations to the fenestration.				

Sevenoaks Town Council recommended approval.

10	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00617/HOUSE	H Weston 25-03-2015	Cllr Baker	Mr Bale 01689 836855
Applicant	House Name	Road	Locality	
Mr Batchelor		129 Bradbourne Vale Road	Northern	
Town	County	Post Code	Application date	
			05/03/15	
Demolition of existing garage and erection of a two storey rear extension with single storey side and part front extension.				

Sevenoaks Town Council recommended refusal due to concerns with regards to the scale of the rear two storey extension unless the planning officer is satisfied there will not be an unacceptable loss of amenity or privacy to neighbouring properties.

11	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00625/HOUSE	P Dadswell 26-03-2015	Cllr Piper	Mr Bressan 779580
Applicant	House Name	Road	Locality	
Mr N Law		61 Britains Lane	Kippington	
Town	County	Post Code	Application date	
			06/03/15	
Partial demolition of the rear of property and erection of one single storey extension.				

Sevenoaks Town Council recommended approval.

//informative: The Town Council requested that the hedge between 61 and 63 be maintained, as CGI mockups appeared to indicate a reduction in screening//

12	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00633/HOUSE	H Weston 27-03-2015	Cllr Busvine	Mr W Glass 832430
Applicant	House Name	Road	Locality	
Mr & Mrs Weare	Austens Cottage	South Park	Town	
Town	County	Post Code	Application date	
			09/03/15	
Erection of a single storey extension to east elevation and two storey extension to north elevation. Conversion of loft creating master bedroom and erection of porch to front entrance. Removal of existing chimney. New electric gates to driveway entrance and additional parking space. Alterations to fenestration.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 16-3-15

13	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/15/00642/HOUSE	H Broughton 27-03-2015	Cllr Eyre	Mrs Austin 07866962268
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr E Piper			23 Downsview Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/03/15
Demolition of conservatory. Rear double storey extension. Alterations to roof and fenestration.				

Sevenoaks Town Council recommended approval subject to the extension not extending closer than 1m to the boundary.

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 30th March 2015 at 7pm

Present:

Committee Members

Cllr S Arnold	Present	Cllr A Eyre	Present
Cllr C L L Baker	Present	Cllr R M C Hogarth - Chairman	Present
Cllr N J L Busvine OBE	Present	Cllr Mrs M A London	Left 8:00pm
Cllr J M Canet	Present	Cllr R J Parry	Arrived: 7:15pm
Cllr G R S Clack	Present	Cllr R L Piper	Present
Cllr A S Clayton	Present	Cllr S G Raikes	Apologies
Cllr Mrs M E Crabtree	Apologies	Cllr P E Towell - Vice Chairman	Present
Cllr Mrs A E Dawson	Apologies	Cllr Mrs P C Walshe	Present

Also in attendance:

Town Clerk
Assistant Town Clerk
2 Members of the public

PUBLIC QUESTION TIME

None

436 REQUESTS FOR DISPENSATIONS

None

437 DECLARATIONS OF INTEREST

Cllr Hogarth declared a disclosable pecuniary interest and abstained from discussion and voting on planning application:

[5] 15/00574/FUL – 71 Dartford Road

438 MINUTES

It was **RESOLVED** that the minutes of the meeting held on the on 16th March 2015 be approved and signed.

439 SEVENOAKS DISTRICT TOWN AND PARISH PLANNING FORUM

(a) The Committee received and considered a summary of items covered as part of the Town and Parish Planning Forum.

It was requested that an electronic link to new planning policy documents be circulated to all Councillors.

(b) The Committee received and noted the slides used at the Town and Parish Planning forum.

440 PLANNING APPEALS

The Committee considered supporting Sevenoaks District Council on the following appeal:

i. 15/3002219 – 1 Pinewood Avenue

It was **RESOLVED** that Sevenoaks Town Council support Sevenoaks District Council's refusal of this application by means of written representation.

441 ROAD CLOSURES

The Committee receive and noted the following road closure notices:

- i. Hillingdon Avenue
- ii. Ashgrove Road

442 PLANNING APPLICATIONS

(a) The Committee received and noted the schedule of comments forwarded to Sevenoaks District Council under Chairman's Action.

(b) The meeting was adjourned to enable members of the public to speak for 3 minutes on the following applications:

- I. [3] 15/00522/FUL – Sevenoaks School, High Street - FOR

(c) The meeting was reconvened and the Committee considered planning applications received from the Sevenoaks District Council during the two weeks ending 26th March 2015 and **it was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

443 PRESS RELEASE

None

The meeting closed at 8:14pm

CHAIRMAN

Planning Applications Considered

Applications considered on 30-3-15

1	Plan Number	Planning officer	Town Councillor	Agent
	SE/14/01562/OUT	M Holmes 27-02-2015		Jennifer Ross
Applicant	House Name	Road	Locality	
Pegasus Life	Wildernesse House	Wildernesse Avenue	Wildernesse	
Town	County	Post Code	Application date	
			09/03/15	

Development comprising (a) detailed permission for the demolition of existing buildings and structures and the construction of new/replacement floorspace, extra care accommodation for older people (class C2). Conversion of the existing grade II listed Wildernesse House to provide extra care accommodation (class C2) to comprise extra care units, staff accommodation and communal facilities, including a kitchen, restaurant/bar, a gym and treatment rooms, communal lounge/library and storage facilities. Car parking for up to 128 cars for residents, visitors and staff of the extra care community. A comprehensive landscape strategy comprising communal and private spaces and gardens for use by residents of the proposed extra care community and the provision of new/replacement storage structure to house plant, maintenance equipment, mobility scooters and cycles and (b) outline permission, with all matters reserved, for the erection of three residential units (class C3).

SE/14/01562/OUT - Amended plan

Deferred from Planning Committee Meeting 23/06/14

SE/14/01562/OUT - Amended plan

Please see letter dated 8th December 2014 for full details of amendments proposed.

Amended proposal description:

Development comprising (a) detailed permission for the demolition of existing buildings and structures and the construction of new/replacement floorspace, extra care accommodation for older people (sui generis use). Conversion of the existing grade II listed Wildernesse House to provide extra care accommodation (sui generis use) to comprise extra care units, staff accommodation and communal facilities, including a kitchen, restaurant/bar, a gym and treatment rooms, communal lounge/library and storage facilities. Car parking for up to 118 cars for residents, visitors and staff of the extra care community. A comprehensive landscape strategy comprising communal and private spaces and gardens for use by residents of the proposed extra care community and the provision of new/replacement storage structure to house plant, maintenance equipment, mobility scooters and cycles and (b) outline permission, with all matters reserved, for the erection of three residential units (class C3).

SE/14/01562/OUT - Amended Plan

New access into Park Lane proposed as well as access driveway within the site.

Amended proposal description:

Development comprising (a) detailed permission for the demolition of existing buildings and structures and the construction of new/replacement floorspace, extra care accommodation for older people (sui generis use). Conversion of the existing grade II listed Wildernesse House to provide extra care accommodation (sui generis use) to comprise extra care units, staff accommodation and communal facilities, including a kitchen, restaurant/bar, a gym and treatment rooms, communal lounge/library and storage facilities. Car parking for up to 118 cars for residents, visitors and staff of the extra care community. The creation of a new vehicular access onto Park Lane and an access driveway. A comprehensive landscape strategy comprising communal and private spaces and gardens for use by residents of the

Planning Applications Considered

Applications considered on 30-3-15

proposed extra care community and the provision of new/replacement storage structure to house plant, maintenance equipment, mobility scooters and cycles and (b) outline permission, with all matters reserved, for the erection of three residential units (class C3). Description amended 12th Dec 2014 and 6th Feb 2015.

SE/14/01562/OUT - Amended plan

Deferred from Planning Committee Meeting 02/03/15

Sevenoaks Town Council, while welcoming the extensive consultation with local residents and local councils, recommended refusal on the ground that the lack of information with regards to the design of the sylvan heritage block could result in harm to the character of the Green Belt, AONB, Grade II listed building, and Conservation Area.

The Town Council would welcome the submission of a revised full planning application for the site setting out the revised design of the Sylvan Heritage block demonstrating that the design has been arrived at in consultation with local residents and will not harm the character of the Green Belt, AONB, Grade II listed building, and Conservation Area.

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/15/00368/MMA	J Russell 31-03-2015	Cllr Busvine	Mr Wells 01634786728
	<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
	Mr S Miles	Glendale	South Park	Town
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				11/03/15

Minor material amendment to application Ref SE/14/01439/FUL (Demolition of the existing house and the erection of a replacement) to show a second floor within roof space, chimney to move further back into sitting room, two rear dormers and one dormer on garden elevation, roof pitch reduced from 43 degrees to 40 degrees, installation of windows to basement, increase the size of windows to bedroom 4 lobby and bathroom, solid tiled roof to breakfast room instead of glass, relocate the velux's, additional window to kitchen, dwarf wall added to dining/conservatory and to kitchen/breakfast in lieu of full height glazing and light well to gym on front elevation.

Sevenoaks Town Council recommended approval.

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/15/00522/FUL	Mr A Byrne 01-04-2015	Cllr Mrs London	Ms Bardos 02074907704
	<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>
	Mr A Burton	Sevenoaks School	High Street	Town
	<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				16/03/15

Demolition of two existing school buildings and removal of one temporary building. Erection of a new building containing science and technology teaching departments, multipurpose spaces, sixth form centre and offices. Creation of a new landscaped pedestrian area. Landscaping and planting associated with the proposals.

Sevenoaks Town Council recommended approval subject to the Planning Officer being satisfied the views from Knole Park will not be detrimentally affected.

Planning Applications Considered

Applications considered on 30-3-15

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00524/HOUSE	P Dadswell 30-03-2015	Cllr Parry	Mr Bush 740778
Applicant		House Name	Road	Locality
Mr G Sankar			19 Croft Way	Kippington
Town		County	Post Code	Application date
				11/03/15
Demolition of existing conservatory; erection of first floor side extension and single-storey side and rear extension; conversion of loft to habitable space; insertion of dormer window to rear; front bay windows to be removed and replaced with square bay windows; widening of driveway.				

Sevenoaks Town Council recommended approval.

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00574/FUL	Mr M Holmes 13-04-2015		N/A
Applicant		House Name	Road	Locality
Mr A Parsons			71 Dartford Road	St Johns
Town		County	Post Code	Application date
				24/03/15
Change of use from D1 and B1 usage to residential dwelling C3.				

Sevenoaks Town Council recommended refusal due to the loss of viable employment space.

6	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00613/FUL	J Russell 31-03-2015	Cllr Eyre	Mr Best 455029
Applicant		House Name	Road	Locality
Mr S Price			3 Garth Road	Kippington
Town		County	Post Code	Application date
				12/03/15
Demolition of existing dwelling and construction of 2 No. detached dwellings with integral garages.				

Sevenoaks Town Council recommended refusal on the following grounds:

- Overdevelopment of the site
- Loss of amenity to neighbouring properties through overlooking to the rear.
- The proposal is contrary to the recommendations contained in the Residential Character Area Assessment SPD

7	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00637/ADV	J Russell 31-03-2015	Cllr Busvine	Mr McMullan 0777001711
Applicant		House Name	Road	Locality
Ms S Dawson			113-117 High Street	Town
Town		County	Post Code	Application date
				11/03/15
Installation of 1 x timber fascia with individually halo lit lettering and 1 x timber projecting sign (non - illuminated).				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 30-3-15

8	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/15/00649/LBCALT	H Weston 30-03-2015	Cllr Busvine	Mr Merrett 455470
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Sevenoaks Almshouse Charity		Sevenoaks Place	High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				11/03/15
Installation of satellite dishes to rear of each Almshouse block.				

Sevenoaks Town Council recommended approval subject to the approval of the Conservation Officer.

9	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/15/00649/LBCALT	H Weston 09-04-2015	Cllr Busvine	Mr Merrett 455470
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Sevenoaks Almshouse Charity		Sevenoaks Place	High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				24/03/15

Installation of satellite dishes to rear of each Almshouse block.

SE/15/00649/LBCALT - Amended plan

Resubmitted drawings

Amended proposal description:

Installation of satellite dishes to rear of Almshouse Blocks (Sevenoaks Place).

Sevenoaks Town Council recommended approval subject to the approval of the Conservation Officer.

10	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/15/00679/HOUSE	H Weston 01-04-2015	Cllr Mrs Walshe	Mr D Burr 742200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Hashiguchi			67 Seal Hollow Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				12/03/15

Demolition of car port and erection of a single storey side extension, with a roof light to the rear roof slope.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 30-3-15

11	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00705/HOUSE	P Dadswell 06-04-2015	Cllr Hogarth	Mr Newton 358362
Applicant		House Name	Road	Locality
Mr S Drake			40 Camden Road	St Johns
Town		County	Post Code	Application date
				17/03/15
Erection of a two storey side extension, alterations to front elevation and rear dormer.				

Sevenoaks Town Council recommended approval.

12	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00719/MMA	H Weston 06-04-2015	Cllr Eyre	Mr Sonnex 455066
Applicant		House Name	Road	Locality
Mr D Rose			74 Brattle Wood	Kippington
Town		County	Post Code	Application date
				17/03/15
Minor material amendment to SE/14/00269/HOUSE (The erection of a two storey extension to the front elevation and new tiled porch) to show a single storey extension (800mm) to front garage.				

Sevenoaks Town Council recommended approval.

13	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00727/HOUSE	H Weston 06-04-2015	Cllr Towell	Anderson North 522455
Applicant		House Name	Road	Locality
Mr R Williams			12 Weavers Lane	Northern
Town		County	Post Code	Application date
				18/03/15
Part single/part two storey side extension, single storey front extension and first floor rear extension				

Sevenoaks Town Council recommended approval.

14	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00754/HOUSE	H Weston 08-04-2015	Cllr Mrs London	Design & Build 01689889
Applicant		House Name	Road	Locality
Mr B De Pascalis		Linton	66 The Drive	Town
Town		County	Post Code	Application date
				19/03/15
Erection of a two storey side and rear extension. Increase the height of main roof, incorporating loft rooms with dormer windows. with front material elevation changes.				

Sevenoaks Town Council recommended approval subject to the Planning Officer being satisfied with the amendments.

Planning Applications Considered

Applications considered on 30-3-15

15	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/15/00764/HOUSE	H Weston 08-04-2015	Cllr Clayton	Mr Garland 01892724542
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Mr C Pearson		35 Vine Court Road	Eastern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			24/03/15	
Demolition of rear conservatory, shed and removal of existing first floor side extension. Proposed single storey rear extension, proposed first floor side/rear extension, alterations to front and rear dormers and internal alterations. Construction of new rear patio area.				

Sevenoaks Town Council would not object to this application subject to:

- STC conservation officer being satisfied that the extensions meet the tests for the conservation area, are subservient to the original building and do not change its character
- Materials and finishes being matched to the original house
- STC planning officer being satisfied that there is no impact on the neighbours at no 33, and no overlooking from the enlarged dormers.

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Sevenoaks Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 13th April 2015 at 7.00 p.m.

Present:

Committee Members

Cllr S Arnold	Present	Cllr A Eyre	Present
Cllr C L L Baker	Present	Cllr R M C Hogarth, Chairman	Present
Cllr N J L Busvine OBE	Present	Cllr Mrs M A London	Present
Cllr J M Canet	Apologies	Cllr R J Parry	Left at 7.10 p.m.
Cllr G R S Clack	Apologies	Cllr R L Piper	Apologies
Cllr A S Clayton	Present	Cllr P E Towell, Vice Chairman	Apologies
Cllr Mrs A E Dawson	Apologies	Cllr Mrs P C Walshe	Present

Also in Attendance: Town Clerk and 6 members of the public

PUBLIC QUESTION TIME

None

444. **REQUESTS FOR DISPENSATIONS**
None

445. **DECLARATIONS OF INTEREST**
Cllr Crabtree declared an interest in Planning Application 83 -107 Bradbourne Road and a Pecuniary Interest in the following two planning applications and stated that she would leave the room whilst consideration took place – Planning Application 12 Knole Road and Planning Appeal 9 Knole Road.

Cllr Raikes stated that he had been lobbied in relation to the Planning Application for 83 – 107 Bradbourne Road.

Cllr Mrs Walshe stated that she had been lobbied in relation to Planning Applications for 12 Knole Road and Dawning House.

446. **MINUTES OF THE PLANNING COMMITTEE HELD ON 16TH MARCH 2015**
RESOLVED: that the Minutes of the Planning Committee held on 16th March 2015 be approved and signed as a true record.

447. **PLANNING APPEALS**

- a) The Planning Committee noted the submission of the following householder appeal – 15/3005741 – 9 Knole Road. It was also noted that Sevenoaks Town Council's comment on the application had already been forwarded to the

inspector with the application pack and there was no further opportunity to make further representation on this appeal.

- b) The Planning Committee received and noted the inspector had allowed the following appeal – 14/3001312 – Land west of 9 Mount Harry.

448. TREE PRESERVATION ORDER

The Planning Committee received and noted the making of the following draft Tree Preservation Order – Hollym, Clenches Farm Lane.

449. PLANNING APPLICATIONS

The meeting was adjourned to enable members of the public to speak for 3 minutes on the following applications:-

a) (12)	SE/15/00819/FUL	83 – 107 Bradbourne Road	FOR
b) (12)	SE/15/00819/FUL	83 – 107 Bradbourne Road	AGAINST
c) (18)	15/00912/HOUSE	12 Knole Road	AGAINST
d) (19)	15/00936/CONVAR	Dawning House, Seal Hollow Rd	FOR
e) (19)	15/00936/CONVAR	Dawning House, Seal Hollow Rd	AGAINST

The meeting was reconvened.

The Committee considered planning applications received from the Sevenoaks District Council during the two weeks ending the 9th April 2015 and it was **RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

450. PRESS RELEASE

None

The meeting closed at 8.15 p.m.

Chairman

Dated

Planning Applications Considered

Applications considered on 13-4-15

1	Plan Number	Planning officer	Town Councillor	Agent
	SE/14/04017/FUL	J Russell 22-04-2015	Cllr Busvine	Mrs E Temple 01344 667 630
Applicant	House Name	Road	Locality	
Ms E Harris	2 Locks Yard	High Street	Town	
Town	County	Post Code	Application date	
			02/04/15	

Demolition of existing dwelling and erection of 2 x 2 bed flats.

SE/14/04017/FUL - Amended plan

Certificate B has already been completed. But new site location plan with No. 98 outlined in blue.

Sevenoaks Town Council recommended approval subject to the grant of permission being conditional on remedial works being carried out to the shared 'yard' area to provide safe pedestrian access for future residents which does not currently exist due to the poor and deteriorating surface, and subject to the conservation officer being satisfied with the design and materials proposed.

2	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00337/HOUSE	P Dadswell 30-03-2015	Cllr Raikes	Mr Bullock
Applicant	House Name	Road	Locality	
Mr A Overd		4 Vine Avenue	St Johns	
Town	County	Post Code	Application date	
			10/03/15	

Single storey side extension.

Sevenoaks Town Council recommended approval subject to the hedge screening being retained at its existing height in perpetuity, and the District's Arboricultural Officer being satisfied with the loss of the Larch.

Planning Applications Considered

Applications considered on 13-4-15

3	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00338/FUL	Mr A Byrne 15-04-2015	Cllr Busvine	Mr Fender 07713157755
Applicant		House Name	Road	Locality
Epicurus House Ltd		Epicurus House	1-3 Akehurst Lane	Town
Town		County	Post Code	Application date
				27/03/15
Proposed change of use of existing office building, to six residential apartments including external alterations and remodelling. SE/15/00338/FUL - Amended plan Please note that the description of the proposed development has been changed, to make it clear that the development includes extensions to the building. Amended proposal description: Extensions, external alterations and remodelling to existing building. Change of use of building from offices to six residential apartments.				

Sevenoaks Town Council recommended approval, subject to materials being satisfactory to the Conservation Officer and provided that the impact on the street scene is not changed.

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00394/ADV	Mr A Byrne 17-04-2015	Cllr Busvine	N/A
Applicant		House Name	Road	Locality
Ms M Harris		Basement Carpark M&S	66 London Road	Town
Town		County	Post Code	Application date
				31/03/15
Retention of car park signs.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 13-4-15

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00547/HOUSE	P Dadswell 14-04-2015	Cllr Clayton	N/A
Applicant	House Name	Road	Locality	
Mr J Sheret		1 Little Wood	Eastern	
Town	County	Post Code	Application date	
			25/03/15	
Demolition of existing garage and conservatory. Erection of new double storey side extension including addition of window to side. New roof design including roof light. Construction of rear conservatory.				

Sevenoaks Town Council recommended approval, provided that:

1. Sevenoaks District Council Planning Officer is satisfied that a two-storey building on the boundary will not damage the amenity of houses in Hillingdon Rise
2. Sevenoaks District Council Planning Officer is satisfied with the impact on the street scene
3. The existing screening beech hedge, which is high and in the garden of the house to the south, is left intact.

6	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00631/HOUSE	H Weston 17-04-2015	Cllr Towell	N/A
Applicant	House Name	Road	Locality	
Mr A Miedzinski		11 Crawshay Close	Northern	
Town	County	Post Code	Application date	
			30/03/15	
Demolition of existing single garage, and erection of 2 storey domestic side and rear extension incorporating single garage.				

//Awaiting Chairman's Action//

Comments to follow.

7	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00692/FUL	J Russell 15-04-2015	Cllr Mrs London	N/A
Applicant	House Name	Road	Locality	
Mr S Baber	Malabar Coffee House	81 High Street	Town	
Town	County	Post Code	Application date	
			27/03/15	
To install an air conditioning system including an inverter unit on the roof above the premises.				

Sevenoaks Town Council recommended approval, subject to the Environmental Health Officer being satisfied with noise levels.

Planning Applications Considered

Applications considered on 13-4-15

8	Plan Number SE/15/00762/FUL	Planning officer Mr M Holmes 15-04-2015	Town Councillor Cllr Hogarth	Agent Mr Carter 07769335993
Applicant	House Name	Road	Locality	
Mr M Stratten		121 St Johns Hill	St Johns	
Town	County	Post Code	Application date	
			27/03/15	
Alterations and extensions to convert lower ground floor to one 2 bedroom flat; extension to existing ground floor to add a bedroom to existing studio flat, conversion and extension to existing first floor to form one 1 bedroom flat and erection of two 2 bedroom dwellings to the rear; together with parking, bin store and bicycle store.				

Sevenoaks Town Council recommended approval.

9	Plan Number SE/15/00771/HOUSE	Planning officer P Dadswell 15-04-2015	Town Councillor Cllr Baker	Agent N/A
Applicant	House Name	Road	Locality	
Mr P Kutchera		10 Cavendish Avenue	Northern	
Town	County	Post Code	Application date	
			27/03/15	
The erection of a rear ground floor split level extension with balcony and enlarged dormer over rear extension				

Sevenoaks Town Council recommended approval, provided Sevenoaks District Council Planning Officer is satisfied that there is no loss of amenities.

10	Plan Number SE/15/00790/HOUSE	Planning officer H Weston 15-04-2015	Town Councillor Cllr Hogarth	Agent Mr Garland 01892 724542
Applicant	House Name	Road	Locality	
Mrs T Hutton		11 Woodside Road	St Johns	
Town	County	Post Code	Application date	
			27/03/15	
Erection of a two storey rear extension and a first floor side/front extension.				

Sevenoaks Town Council recommended approval, subject to future permitted development rights being curtailed.

11	Plan Number SE/15/00796/HOUSE	Planning officer P Dadswell 14-04-2015	Town Councillor Cllr Parry	Agent Mr D Burr 742200
Applicant	House Name	Road	Locality	
Mr G Bullock		130 Kippington Road	Kippington	
Town	County	Post Code	Application date	
			25/03/15	
Demolition of front porch, rear bay and projection canopy. Erection of a new front porch and side porch with porch canopies. Erection of a single storey side extension and covered area and a two storey rear extension with chimney and bay window. Loft conversion with 6 dormer windows and flat crown to the roof. Conversion of the garage into a habitable space.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 13-4-15

12	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00819/FUL	Mr M Holmes 15-04-2015	Cllr Hogarth	Mr J Osher 700476
Applicant		House Name	Road	Locality
Mr M Wakefield		Land Adjacent To	83-107 Bradbourne Road	St Johns
Town		County	Post Code	Application date
				27/03/15
The erection of 6 lock-up garages and creation of turning area.				

Sevenoaks Town Council recommended refusal on the following grounds:

- The proposal represents overdevelopment of the site
- While the applicant has asserted that the garages are to be provided to meet the needs of residents of the road, this has not been demonstrated. Any use by non-residents would increase traffic movements in the narrow road and through the junction with the main section of Bradbourne Road, resulting in a detrimental impact on highway safety in an area which is in close proximity to a number of primary schools. Such a use would also have a detrimental impact on the amenities of residential properties in the road.
- The proposed siting and access to individual garages is inappropriate and dangerous
- The proposal is contrary to guidance set out in the Residential Character Area Assessment SPD.

13	Plan Number SE/15/00844/MMA	Planning officer H Weston 16-04-2015	Town Councillor Cllr Busvine	Agent Mrs Tasker 01689 83633
Applicant	House Name	Road	Locality	
Mr & Mrs P Spraggs		1 Plymouth Drive	Town	
Town	County	Post Code	Application date 27/03/15	

Minor material amendment to application SE/14/02686/FUL for the erection of a single storey three bedroom bungalow with integral garage. To show widening of the front element of western wall, changes to internal layout incorporating a single integral garage instead of double, amendment to front elevation to change double garage door to single, removal of two windows to western flank elevation and one window on the eastern elevation, increase size of gable roof above garage and amendment to porch canopy.

Sevenoaks Town Council recommended refusal as the added increase in bulk and mass compared to the approved plan is unacceptable.

14	Plan Number SE/15/00862/LDCEX	Planning officer J Russell 23-04-2015	Town Councillor Cllr Mrs London	Agent N/A
Applicant	House Name	Road	Locality	
Mr B Pett	McCall, Cohen And Co	77 London Road	Town	
Town	County	Post Code	Application date 07/04/15	

Residential dwelling house

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 13-4-15

15	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00865/HOUSE	P Dadswell 17-04-2015	Cllr Piper	N/A
Applicant	House Name	Road	Locality	
Mr J Blackmore		5 Chichester Drive	Kippington	
Town	County	Post Code	Application date	
			30/03/15	
The erection of a two storey side extension.				

Sevenoaks Town Council recommended approval.

16	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00867/ADV	J Russell 17-04-2015	Cllr Busvine	Mr McMullan 0777001711
Applicant	House Name	Road	Locality	
Ms S Dawson		113-117 High Street	Town	
Town	County	Post Code	Application date	
			30/03/15	
Installation of 16 x internally illuminated A3 displays and 1 x vinyl manifestation.				

Sevenoaks Town Council recommended approval.

17	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00911/HOUSE	H Weston 22-04-2015	Cllr Mrs London	Mr B Best 455029
Applicant	House Name	Road	Locality	
Mrs R Bee		29 St Botolphs Road	Town	
Town	County	Post Code	Application date	
			02/04/15	
Erection of a rear ground floor single storey extension and extension to first floor. 3 new rooflights to existing ground floor extension.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 13-4-15

18	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00812/HOUSE	H Weston 22-04-2015	Cllr Mrs Walshe	Mr A Rigby 452200
Applicant	House Name	Road	Locality	
Mr & Mrs D Manning		12 Knole Road	Eastern	
Town	County	Post Code	Application date	
			02/04/15	
Demolition of existing garage and conservatory. Erection of a two storey front, side and rear extension (with one velux window to side elevation) and a single storey rear extension. Erection of a new porch.				

Sevenoaks Town Council notes that this proposal represents a changed version of the proposal refused under application SE/14/03118/HOUSE, including the addition of a two storey extension to the rear of the property.

Sevenoaks Town Council recommended refusal on the following grounds:

1. The proposed 2-storey side and rear extensions would create an unacceptably overbearing impact on the residential amenities of No.13, increased by its proximity on a very steep gradient.
2. The proposed 2 storey side extension would be too close to No.13 and would thus eliminate the important wide gap between the houses, noted as a positive feature in the street scene and illustrated in the Residential Character Area Assessment SPD.
3. The proposed gap between the proposed side extension and No.13 falls far short of what should be acceptable on a corner site in order to be in accordance with the Residential Extensions SPD.
4. The design proposed at the rear of the house does not blend with the rest of the host building, with two areas of flat roof at odds with the pitched roof which is a characteristic feature.

19	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00936/CONVAR	Mr M Holmes 23-04-2015	Cllr Mrs Walshe	Ms J Andrews 456888
Applicant	House Name	Road	Locality	
Maplewood Homes Ltd	Dawning House	Seal Hollow Road	Eastern	
Town	County	Post Code	Application date	
			07/04/15	
Minor material amendment to application SE/12/01980/FUL for the demolition of existing dwelling and erection of 2 x detached 4/5 bedroom dwellings, with integral garages and associated works to show a greater distance between conifers along northern boundary and northernmost proposed dwelling.				

Sevenoaks Town Council recommended approval, subject to Kent Highways being satisfied that this change will not cause any impact on the access agreed in 2013.

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Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 27th April 2015 at 7pm

Present:

Committee Members

Cllr S Arnold	Present	Cllr A Eyre	Present
Cllr C L L Baker	Present	Cllr R M C Hogarth - Chairman	Present
Cllr N J L Busvine OBE	Present	Cllr Mrs M A London	Present
Cllr J M Canet	Present	Cllr R J Parry	Left: 7:15pm
Cllr G R S Clack	Arrived 7:07pm	Cllr R L Piper	Present
Cllr A S Clayton	Present	Cllr S G Raikes	Present
Cllr Mrs M E Crabtree	Present	Cllr P E Towell - Vice Chairman	Present
Cllr Mrs A E Dawson	Apologies	Cllr Mrs P C Walshe	Present

Also in attendance:

Town Clerk

Assistant Town Clerk

PUBLIC QUESTION TIME

None

461 REQUESTS FOR DISPENSATIONS

None

462 DECLARATIONS OF INTEREST

None

463 DECLARATIONS OF LOBBYING

Cllr Raikes declared he had been lobbied in respect of planning application:
[10] 15/00874/FUL – 123 St Johns Hill

464 MINUTES

It was **RESOLVED** that the minutes of the meeting held on the on 13th April 2015 be approved and signed subject to the following amendments

- i) Note that both Cllrs Mrs Crabtree and Raikes were present for the duration of the meeting.

465 COMMUNICATIONS

The Committee received and noted the invitation to KCC's 7th Annual Rail Summit on the 18th May 2015.

It was noted that as this meeting clashed with the Town Council's Annual Meeting following the election no representative would be available.

It was further noted that representatives of the Sevenoaks Rail Traveller's Association would be present to represent the Town's interests, and it was requested that they press for a response to a series of queries the Town Council had made in respect of Bat and Ball station.

It was **RESOLVED** that the Clerk forward a list of the queries made with regards to Bat and Ball station to the Chairman of the Association, and requests a written report from the SRTA representatives attending the summit.

466 PLANNING APPEALS

The Committee noted the inspector had allowed the following appeal.

- i. 14/3001312 –Land w/o 9 Mount Harry

467 HIGHWAYS

The Committee receive and noted the following start of works notice

- i. Gracious Lane

468 REPRESENTATION ON PLANNING APPLICATIONS DURING THE ELECTION PERIOD

It was **RESOLVED** that delegated authority be granted to the Clerk, in liaison with the Mayor and a ward Councillor, to make representation in respect of Planning Applications and associated matters with a comment deadline prior to the 27th May 2015.

469 PLANNING APPLICATIONS

(a) The Committee received and noted the schedule of comments forwarded to Sevenoaks District Council under Chairman's Action.

(b) The Committee considered planning applications received from the Sevenoaks District Council during the two weeks ending 23rd April 2015 and it **was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

470 PRESS RELEASE

None

It was noted that this was the final meeting of the Planning Committee prior to the election. The Chairman extended his gratitude to Councillors and Officers for their work and support throughout the preceding year.

The meeting closed at 7:54pm

CHAIRMAN

Planning Applications Considered

Applications considered on 27-4-15

1	Plan Number	Planning officer	Town Councillor	Agent
	SE/14/01869/HOUSE	H Broughton 06-05-2015	Cllr Mrs London	Mr Watt 01892 614881
Applicant	House Name	Road	Locality	
Mrs T Martin		25 The Drive	Town	
Town	County	Post Code	Application date	
			17/04/15	

Erection of a single storey rear extension.

SE/14/01869/HOUSE - Amended plan

Amended Application Form and Plans, details of re-building of wall.

Amended proposal description:

Erection of a single storey rear extension and re-building of boundary wall.

28-04-15: Replacement drawings received from SDC. Treated as Information Only.

Sevenoaks Town Council recommended approval.

2	Plan Number	Planning officer	Town Councillor	Agent
	SE/14/03781/FUL	H Weston 28-04-2015	Cllr Mrs London	OPEN Architecture 77958
Applicant	House Name	Road	Locality	
Mr T Crawley	10 Sackville Place	5 Dartford Road	Town	
Town	County	Post Code	Application date	
			09/04/15	

Extension to roof terrace.

SE/14/03781/HOUSE - Amended plan

Certificate B and site plan have been amended.

Amended proposal description:

Erection of an extension to glazed family room on roof terrace to create sun room.

SE/14/03781/HOUSE - Amended plan

Notice (Certificate B) was re-issued.

Amended Consultation (Information Only) - Received from SDC 16-04-15:

The suffix of the application number has changed from HOUSE to FUL

Sevenoaks Town Council recommended approval subject to no windows being placed on the south side of the extension to protect the amenities of neighbouring properties.

Planning Applications Considered

Applications considered on 27-4-15

3	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00236/HOUSE	H Weston 28-04-2015	Cllr Hogarth	N/A
Applicant		House Name	Road	Locality
Mr M Legon			55 Bradbourne Road	St Johns
Town		County	Post Code	Application date
				08/04/15
Proposed extension & internal alterations and alterations to fenestration.				

Sevenoaks Town Council recommended approval.

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00485/HOUSE	H Weston 01-05-2015	Cllr Raikes	Offset Architects 753333
Applicant		House Name	Road	Locality
Mr & Mrs Tarasheva		Wellingtonia	Linden Chase	St Johns
Town		County	Post Code	Application date
				14/04/15
Conversion of existing garage into habitable accommodation including new window positions and construction of new detached double garage				
SE/15/00485/HOUSE - Amended plan				
Amended drawings.				

Sevenoaks Town Council had no objection to the proposed conversion of the internal garage to living space, but recommended refusal to the external garage on the following grounds:
 Detrimental to the street scene
 Contrary to guidance set out in the residential character area assessment
 The Town Council requested that Arboricultural officer be consulted to ensure the retention of the tree.

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00641/HOUSE	P Dadswell 04-05-2015	Cllr Eyre	Mr Lanham 01892785184
Applicant		House Name	Road	Locality
Mrs P Van de Putte		The Haven	33A Oakhill Road	Kippington
Town		County	Post Code	Application date
				15/04/15
Erection of double storey side and rear extensions including orangery. Erection of outbuilding to accommodate double garage and habitable space. Alterations of roof and fenestration. Addition of rooflights. New landscaping.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-4-15

6	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/15/00858/FUL	Mr M Holmes 07-05-2015	Cllr Baker	Mr Burr 742200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr J Stewart			18-20 Greatness Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				17/04/15
Change of use from office to single family dwelling; conversion to dwelling including extending first floor by raising ridge level by 1.0m with 12 roof lights, rear windows, internal alterations and alterations to fenestration.				

Sevenoaks Town Council recommended approval subject to there being satisfied there will be no loss of amenity to nos 16 – 22 Greatness Road and there being no conflict with advice set out in the residential extensions SPD.

7	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/15/00859/FUL	Mr M Holmes 07-05-2015	Cllr Baker	Mr Burr 742200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr J Stewart			18-20 Greatness Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				17/04/15
Change of use from office to single family dwelling; conversion to dwelling including extending first floor by raising ridge level by 1.55m with 12 roof lights, rear windows, internal alterations and alterations to fenestration.				

Sevenoaks Town Council recommended approval subject to there being satisfied there will be no loss of amenity to nos 16 – 22 Greatness Road and there being no conflict with advice set out in the residential extensions SPD.

8	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/15/00872/FUL	H Weston 04-05-2015	Cllr Busvine	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr R Porritt			86A High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/04/15
Change of use of offices on first and second floors to form 1 number 3 bedroom apartment. Construction of enclosed walkway at first floor. Formation of covered open parking space at ground floor. (RETROSPECTIVE).				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-4-15

9	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00873/LBCALT	H Weston 04-05-2015	Cllr Busvine	N/A
Applicant		House Name	Road	Locality
Mr R Porritt			86A High Street	Town
Town		County	Post Code	Application date
				14/04/15
Change of use of offices on first and second floors to form 1 number 3 bedroom apartment. Construction of enclosed walkway at first floor. Formation of covered open parking space at ground floor. (RETROSPECTIVE).				

Sevenoaks Town Council recommended approval.

10	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00874/FUL	Mr M Holmes 28-04-2015	Cllr Hogarth	Mr D Burr 742200
Applicant		House Name	Road	Locality
Mr W Terry			123 St Johns Hill	St Johns
Town		County	Post Code	Application date
				09/04/15
Change of Use from A1 (shops) to A3/A5 use for restaurant and/or takeaway. Internal alterations.				

Sevenoaks Town Council recommended refusal on the following grounds:
1The loss of a retail unit within a defined neighbourhood centre is contrary to policy TLC4 of the Allocations and Development Management DPD
2This application would further the proliferation of fast food services in the local area at the detriment of available retail space, negatively impacting the long term vitality of the area within the plan period
3The Town Council had concerns with regards to temporary stopping of cars on the road outside the unit for food collection

11	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00937/HOUSE	H Weston 01-05-2015	Cllr Canet	Mr M Bush 740778
Applicant		House Name	Road	Locality
Mr I Fleming			19 Filmer Lane	Northern
Town		County	Post Code	Application date
				13/04/15
Demolition of existing utility room and conservatory. Erection of a single storey rear and side extension with rooflights. Internal modifications.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-4-15

12	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00943/HOUSE	Mr A Byrne 28-04-2015	Cllr Piper	Mr Jarvis 01892 667488
Applicant		House Name	Road	Locality
Mr & Mrs D Winkett		Three Elms	142 Kippington Road	Kippington
Town		County	Post Code	Application date
				08/04/15
Conversion of plant room in roof to habitable space.				

Sevenoaks Town Council recommended approval.

13	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00944/LBCALT	Mr A Byrne 28-04-2015	Cllr Piper	Mr Jarvis 01892 667488
Applicant		House Name	Road	Locality
Mr & Mrs D Winkett		Three Elms	142 Kippington Road	Kippington
Town		County	Post Code	Application date
				08/04/15
Conversion of plant room in roof to habitable space.				

Sevenoaks Town Council recommended approval.

14	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00946/MMA	H Weston 28-04-2015	Cllr Mrs Crabtree	Mrs C Iqbal 753333
Applicant		House Name	Road	Locality
Mrs F Iqbal		Winsford	10 Woodland Rise	Wilderness
Town		County	Post Code	Application date
				08/04/15

Minor material amendment to application SE/14/02157/MMA for the demolition of Little Winsford & detached garage, demolition of part of Winsford including rear garden wall. Proposed single & two storey additions, & remodelling porch of Winsford. Erection of replacement detached dwelling & attached garage on the site of Little Winsford to show remodelling of front porch, removal of 1st floor rear extension to bedrooms 2 and 3 and continuation of rear ground floor bay.

Sevenoaks Town Council recommended approval subject to the Conservation Officer being satisfied the design and materials are in keeping with the original grant of permission.

Planning Applications Considered

Applications considered on 27-4-15

15	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00946/MMA	H Weston 30-04-2015	Cllr Mrs Crabtree	Mrs C Iqbal 753333
Applicant		House Name	Road	Locality
Mrs F Iqbal		Winsford	10 Woodland Rise	Wilderness
Town		County	Post Code	Application date
				08/04/15
Minor material amendment to application SE/14/02157/MMA for the demolition of Little Winsford & detached garage, demolition of part of Winsford including rear garden wall. Proposed single & two storey additions, & remodelling porch of Winsford. Erection of replacement detached dwelling & attached garage on the site of Little Winsford to show remodelling of front porch, removal of 1st floor rear extension to bedroom 2 and 3 and continuation of rear ground floor bay.				
SE/15/00946/MMA - Amended plan				
The address has been amended to Winsford instead of Fairmount. House number now also included.				

Sevenoaks Town Council recommended approval subject to the Conservation Officer being satisfied the design and materials are in keeping with the original grant of permission.

16	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00973/HOUSE	P Dadswell 04-05-2015	Cllr Eyre	Mr Wilson 01892654033
Applicant		House Name	Road	Locality
Mr & Mrs A Cox		Hardres Lodge	56 Oakhill Road	Kippington
Town		County	Post Code	Application date
				15/04/15
Erection of a two storey rear extension and single storey side extension.				

Sevenoaks Town Council recommended approval.

17	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00983/HOUSE	P Dadswell 08-05-2015	Cllr Busvine	Offset Architects 753333
Applicant		House Name	Road	Locality
Mr & Mrs Bouverie			13 Pound Lane	Town
Town		County	Post Code	Application date
				20/04/15
Two storey extension to the rear of the dwelling, along with the replacement of the roof to the existing property. New windows are proposed to the Pound Lane elevation. New boundary wall and new roof light to porch.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-4-15

18	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/00991/HOUSE	P Dadswell 07-05-2015	Cllr Eyre	Mr Alderman 0168983633
Applicant		House Name	Road	Locality
Ms S Burr			32 The Rise	Kippington
Town		County	Post Code	Application date
				20/04/15
Conversion of garage into living accommodation, the erection of first floor rear extension, raising of the roof height and front porch (approved). Loft conversion including rear dormer extension with Juliette balcony, raising of roof height, two rooflights in front roof slope (retrospective).				

Sevenoaks Town Council recommended refusal on the grounds of loss of amenity and privacy to neighboring properties.

19	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/01006/HOUSE	P Dadswell 08-05-2015	Cllr Piper	Mr Burr 742200
Applicant		House Name	Road	Locality
Mr J Wallace			3 Redlands Road	Kippington
Town		County	Post Code	Application date
				20/04/15
Conversion of garage to living accommodation and extending driveway with retaining wall.				

Sevenoaks Town Council recommended approval.

20	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/01035/FUL	P Dadswell 07-05-2015	Cllr Mrs London	G Doughty 01959562723
Applicant		House Name	Road	Locality
Mr R Shefik		6 Station Parade	London Road	Town
Town		County	Post Code	Application date
				20/04/15
Extraction system and flue details.				

Sevenoaks Town Council recommended approval subject to the environmental health officer being satisfied adequate noise attenuation measures will be put in place.

21	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/01078/FUL	H Weston 11-05-2015	Cllr Eyre	Ms J Bye 01932411022
Applicant		House Name	Road	Locality
CTIL and Vodafone Ltd		Shell Garage	London Road	Kippington
Town		County	Post Code	Application date
				21/04/15
Installation of 17m pole supporting two sets of antennas, to replace pole approved under SE/14/01704/TELNOT.				

Sevenoaks Town Council recommended approval.

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Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 23rd February 2015 at 7:15 pm.

PRESENT

Cllr R L Piper (Chairman)

Cllr S L Arnold	Cllr A Eyre
Cllr N J L Busvine OBE	Cllr S G Raikes <i>[ex officio]</i>
Cllr J M Canet	Cllr P E Towell
Cllr G R S Clack <i>[left the meeting after Minute No 392]</i>	Cllr Mrs P C Walshe
Cllr A S Clayton	

(10)

ALSO IN ATTENDANCE: Cllr C L L Baker *[left after Minute No 386]*, Cllr Mrs M A London, Chief Executive/Town Clerk, Responsible Finance Officer, Committee Clerk

APOLOGIES: Cllrs Mrs M E Crabtree and Cllr R J Parry (Vice Chairman)

PUBLIC QUESTION TIME: No members of the public posed any questions.

The Chairman stated that item 12 of the Agenda relating to the Vine Café *[Minute No 386]* would be discussed immediately after Item No 4 of the Agenda *[Minute No 387]* to enable Cllr Mrs London to contribute to the meeting.

382 DECLARATIONS OF INTEREST

Cllrs Canet and Raikes declared a non-pecuniary interest in Agenda Item 6 *[Minute No 388]* in relation to the grant application received from Pontoise Twinning Association and did not partake in the discussions.

383 DISPENSATION

No requests had been received or approved.

384 MINUTES

RESOLVED: the minutes of the meeting of the Finance & General Purposes Committee held on 12 January 2015 be received, noted and signed as a true record.

385 SUB COMMITTEES

a) Youth Council

RESOLVED: the minutes of the Meeting of the Youth Council held on 28 January 2015 be received and noted as a true record subject to the amendment that Cllr S G Raikes was in attendance.

b) Youth Services Sub Committee

RESOLVED: the minutes of the Meeting of the Youth Services Sub Committee held on 28 January 2015 be received and noted as a true record.

386 VINE CAFE

The Town Clerk answered questions in relation to the Vine Café Business Plan, which had been distributed with the Agenda. The Town Clerk reported that tenders were sent to three contractors. Two had responded, Company A and Company B as outlined in the circulated report.

It was noted that the Band Practice Room remained a Town Council responsibility.

Replacement of the roof had been quoted at £20,000.

RESOLVED: unanimously that Sevenoaks Town Council proceed with the project appointing Contractor A to a value of £82,000. £50,000 would be met by the CETB grant and £32,000 from the Town Council's Capital Reserves.

Cllrs Mrs Baker and Mrs London left the meeting

387 FINANCE REPORTS

The Finance reports were received and considered

RESOLVED: that

- a) Statement of Accounts
 - i) the statement of accounts together with the Finance Officer's report from 1 to 31 December 2014, be received and adopted.
 - ii) The Town Council funds of £200,000 be transferred into the Handelsbanken 35 day notice account from the existing Handelsbanken instant access account
 - iii) the Town Council authorises the opening of a new Business Instant Saver account with the Nationwide Building Society
- b) Suppliers' Accounts
the accounts listed in the schedules from 1 to 31 December 2014 (£96,442.63) having been inspected and compared with the schedules be authorised for payment.
- c) Payroll Account
the payments from the account listed in the schedules from 1 to 31 December 2014 having been compared with the schedules be confirmed.
- d) Petty Cash Account
the payments from the petty cash account from 1 to 31 December 2014 (£508.84) having been inspected and compared with the schedules, be confirmed.
- e) Hospitality and Gifts Register
no Hospitality or Gifts were received by the employees and Members of Sevenoaks Town Council up to 31 January 2015.

388 GRANTS

Grant applications were received and considered.

- a) **It was RESOLVED that** the following sums be awarded:
 - i) for the financial year 2014/2015 to:

Organisation	Sum
Sevenoaks Volunteer Transport Group	£500
Sevenoaks Literary Celebration	£300
Friends of Pontoise (Twinning Support)	£250
Friends of Rheinbach (Twinning Support)	£250
South East Open Studios	£250
Sevenoaks Art Club	£250
The Sevenoaks Society	£500
Sevenoaks Summer Festival Committee – Stage (Youth Outreach) Not Cllr Crabtree offered to contribute 50%.	£1,500
Kent Youth Jazz Orchestra "KYJO" (Youth Outreach)	£500

ii) for the financial year 2015/2016 to

Organisation	Sum
Sevenoaks Home Library Service	£200
Sevenoaks Summer Festival Committee	£5,000

Cllrs J M Canet and A S Clayton did not partake in the grant discussion relating to the Friends of Pontoise.

It was **AGREED** that conditions of the grant be outlined to the above organisations.

a) It was **RESOLVED** that the grant reports be received and noted.

389 POLICY & PROCEDURES

RESOLVED: the list circulated with the agenda be received and noted.

390 KCC LIBRARIES

RESOLVED: that the Town Clerk respond to the consultation with the following points:

- Sevenoaks Town Council considers the provision of the library to be a significant community service and it is very important that the service is retained
- Sevenoaks Town Council considers that within the new proposed trust, trustees are consulted on all significant changes in relation to the library provision
- It is not clear from the consultation document whether the buildings/assets are to be transferred to the trust. Sevenoaks Town Council believes this should happen.
- noting the Town Council's disappointment that KCC had not responded to the Town Council's previous proposal.

391 SIGNIFICANT HISTORIC ANNIVERSARIES

RESOLVED: that the Town Council mark historic anniversaries in 2015 as follows:

Date	Time	Anniversary	Recommendation	Budget
9 March 2015 Monday	10.00	Commonwealth Day	Raise Commonwealth Flag at The Vine Raise Commonwealth Flag at Town Council Offices Commonwealth Affirmation to be read out at both locations Mayor and Councillors at Town Council Offices. Local Dignitaries and Service organisations to be invited	£140
9 March 2015 Monday	10.25	WW1 Single Commemorative event	4 candles to be lit at Town Council Offices Moment of reflection prior to candles being extinguished to represent the lights going out all over Europe 1 symbolic candle to be lit and remain alight [luminary candle] until the following year	£40
8 May		70 th Anniversary	Mayor to lay wreath at War Memorial	

Date	Time	Anniversary	Recommendation	Budget
2015 Friday		VE Day	at 10.00am Food Festival at The Vine during the day Evening event in partnership with Friday Night Live – similar to Ightham Moat Live in 2014. Details to be considered at STP Event Cttee. Vine not available. Investigating possibility of Knole Paddock/Raleys Field	tbc
15 June 2015 Monday		800 th Anniversary of signing of Magna Carta Commemorations run throughout the year	Sevenoaks Town Council to sponsor lecture or similar event being organised at the Stag	tbc
18 June 2015 Thursday		200 th Anniversary of Battle of Waterloo	Mayor's walk along Wildernesse Avenue to visit the 'Waterloo Limes' planted by Lord Camden Agreement of Wildernesse Estate Trustees to be sought	tbc
12 July 2015 Sunday		75 th Anniversary of start of Battle of Britain 10/7/1940	Fly Union Flag at The Vine Band playing on Vine to be asked to play appropriate music The Stag to show 'The Dambusters'	Tbc
15 August 2015 Saturday		70 th Anniversary of VJ Day	Mayor to lay wreath at War Memorial @ 10.00am	tbc

392 BLIGHS MARKET STALLS

RESOLVED: to enter into the Licence agreement with Sevenoaks District Council for the storage of the stalls for £1,000 per annum and that the new arrangement for moving of stalls to and from storage arrangement be reviewed in six months' time.

Cllr G R S Clack left the meeting

393 RIBA COMPETITION – BAT & BALL CENTRE**RESOLVED:**

- a) that the judging panel for the RIBA Competition for the new Bat & Ball be formed by the following:

1	Cllr Robert Piper	Sevenoaks Town Council
2	Cllr Marilyn Canet	Sevenoaks Town Council
3	Cllr Richard Parry	Sevenoaks Town Council
4	Cllr Simon Raikes	Sevenoaks Town Council
5	Cllr Paul Towell	Sevenoaks Town Council
6	Janet Davies	Sevenoaks Day Nursery
7	Sarah Williams	RIBA Advisor

- b) that the Town Clerk be given authority to inform Sevenoaks Day Nursery that its business if it could not be accommodated within the new build, would have its lease renewed for a period of 10 years to be accommodated within the grounds of the Community Centre's perimeters.
- c) A meeting be arranged for 6:15pm on Monday 16th March 2015 for all councillors to meet with the RIBA advisor and Quantity Surveyor to discuss the brief for the new centre

394 COMMUNITY RESILIENCE PLAN

RESOLVED: Sevenoaks Town Council would not create its own Community Resilience Plan but works with Sevenoaks District Council in order to actively participate in theirs.

395 CURRENT MATTERS AND PRIORITIES

RESOLVED: the list of current matters and priorities be received and noted.

396 PENSIONS

RESOLVED: that the Town Council takes advantage of the three month delay for the opt-in to the pension as identified in the staff pensions report.

397 PRESS RELEASE

RESOLVED: press releases be issued regarding the Grants, the Annual Town Meeting and the Vine Cafe.

IT WAS RESOLVED THAT under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item by reason of the confidential nature of the business.

398 TOWN COUNCIL OFFICES

RESOLVED: to arrange a meeting of the Town Council in the near future to consider the revised financial offers for the land.

399 CEMETERY LODGE

RESOLVED: the Town Council agrees to the sale of the Cemetery Lodge, declaring it surplus to requirements and consider details at a future meeting.

There being no further business the Chairman closed the meeting at 9:50pm

Signed by the Chairman Dated *****

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Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 20 April 2015 at 7:00 pm.

PRESENT

Cllr R L Piper (Chairman)

Cllr S L Arnold	Cllr A Eyre
Cllr N J L Busvine OBE	Cllr R J Parry (Vice Chairman) <i>[arrived 7:11pm]</i>
Cllr J M Canet <i>[left 8:49pm]</i>	Cllr S G Raikes <i>[ex officio]</i>
Cllr A S Clayton <i>[arrived 7:04pm]</i>	Cllr P E Towell
Cllr Mrs M E Crabtree	Cllr Mrs P C Walshe
	(11)

ALSO IN ATTENDANCE

Chief Executive/Town Clerk
Responsible Finance Officer
Committee Clerk

APOLOGIES

Cllr G R S Clack

PUBLIC QUESTION TIME

No members of the public were present for the duration of the meeting.

It was noted that the meeting was not able to be recorded.

451 DECLARATIONS OF INTEREST

Cllr S G Raikes declared a non-pecuniary interest in Agenda Item 5a *[Minute No 455a regarding a discussion on street lights and Woodside road]* and did not partake in the discussions.

452 DISPENSATION

No requests had been received or approved.

453 MINUTES

RESOLVED: the minutes of the meeting of the Finance & General Purposes Committee held on 23 February 2015 be received, noted and signed as a true record, subject to the following amendments:

- a) Minute No 388 - to read: Sevenoaks Summer Festival Committee Stage (Youth Outreach) **Note** Cllr Crabtree offered to contribute 50%.
- b) Minute No 391- to read: Agreement of Wildernes Avenue Trustees
- c) Minute No 391 – to read: The Stag to show “Battle of Britain”

454 SUB COMMITTEES

a) Youth Council

RESOLVED: the minutes of the Meeting of the Youth Council held on 11 March 2015 be received and noted as a true record, subject to the following amendment:

- i) Declaration of Interest to read: ...the hire of the Stag Community Arts Centre's Cinema
- ii) Chairmen to read Chairman

b) Youth Services Sub Committee

RESOLVED: the minutes of the Meeting of the Youth Services Sub Committee held on 11 March 2015 be received and noted as a true record.

455 FINANCE REPORTS

The Finance reports were received and considered

RESOLVED that:a) Statement of Accounts

the statement of accounts together with the Finance Officer's report for the year to 28th February 2015, be received and adopted with the following comments:

1. Committed Expenditure and provisions**RESOLVED to:**

- 1.1. Permit the Chairman of the Finance and General Purposes Committee together with the Town Clerk to approve the provision of a maximum of £10,000 additional costs for the Neighbourhood Development Plan
- 1.2. Transfer to Capital Receipts Reserve £20-30,000 re unbudgeted Vine Café capital costs
- 1.3. transfer to Rolling Capital Reserves:

Cemetery projects delayed from 2014/2015	£9,000
Mount close swings delayed from 2014/15	£4,000
Tree work identified in Quaife Woodlands report	£5,000
Tree work expected to be identified in summer 2015 tree report	£5,000
Additional maintenance work identified in 2015 insurance report (Groundsmans store £1K, Cemetery Lodge £4k)	£5,000
TOTAL	£28,000

- 1.4. allocate contribution to STP re Friends of Bat & Ball £3,000 (as previously authorised) from 2014/15 accounts.

2. Contingency

The anticipated contingency of £20,000 budgeted in 2014/15 to cover the unbudgeted expenditure identified under Agenda Item 5(a) page iv was noted.

RESOLVED to use the £20,000 contingency to cover the spend as follows:

- 2.1 £2,000 on presentation to staff regarding the pension move to the Legal & General *[Minute 455 (i) refers]*
£2,000 Towergate report re auto-enrolment scheme recommendation *[Minute 455 (i) refers]*
- 2.2 £3,000 to insure the Town Councils Walls on an All Risks basis *[Minute 455 (j) refers]*
- 2.3 £13,000 on the following other unbudgeted items:
 - £7,000 redundancy payments to Raleys Staff
 - £2,000 long service awarded retrospectively to Raleys casual staff
 - £3,000 5 year maintenance review/insurance valuation report
 - £1,000 other

- b) Suppliers' Accounts
the accounts listed in the schedules for the month of January 2015 (£58,530.66) and February 2015 (£85,434.31) be authorised for payment.
- c) Payroll Account
the payments from the account listed in the schedules 1 January 2015 to 28 February 2015 be confirmed.
- d) Petty Cash Account
the payments from the petty cash account for the months of January 2015 (£711.70) and February 2015 (£613.40) be confirmed.
- e) Internal Audit and Statement of Financial Controls
 - i) following the Internal Audit visits on 18 December 2014 and 12 March 2015, to ensure that invoice numbers once determined, were entered into the cash book to complete audit trails
 - ii) the effectiveness of the Council's internal audit system was satisfied
 - iii) KCC Internal audit's Statement on the System of Internal Control be approved
 - iv) the KCC internal audit be reappointed for the financial years 2014/15 and 2015/16 and that the fee of £290 per day for four internal audit visits per year and the scope of the internal audit for 2015/16 be approved.
- f) Statement of Risk Assessments
the Town Council's
 - i) Risk Management Assessments
 - ii) Risk Management Register
 be accepted and approved
- g) Financial Regulations
the revised Financial Regulations be approved for the period 2015/2016.
- h) Hospitality and Gifts Register
It was noted that no Hospitality or Gifts were received by the employees of Sevenoaks Town Council during the period 1 February to 31st March 2015.
- i) Stakeholder pension update
the pension report prepared by Townergate Financial and the Responsible Finance Officer's update on the stakeholder/auto-enrolment pension situation be noted and approved and that a presentation to all staff on the pension transfer to the Legal & General scheme be given at a cost of £2,000 [*Minute 455 a) 2.1 refers*].
- j) Five Year Maintenance review and Insurance Valuation update
RESOLVED:
 - i) a transfer to rolling capital reserve of £5,000 be made to fund unplanned maintenance identified in the five year Maintenance review and Insurance Valuation Report
 - ii) to purchase All Risks Insurance cover for the previously uninsured council walls, valued at £875,000, at a cost of £3,000 [*Minute No 455 a) 1.3 refers*]
 - iii) a report to be provided to the next Open Spaces & Leisure Committee identifying how the matters raised in the Five Year Maintenance Review would be incorporated into the Town Council's capital and maintenance programme.

Cllr Mrs M E Crabtree left at 8:47pm

Cllr J M Canet left @ 8:49pm

456 NATIONAL ASSOCIATION OF LOCAL COUNCILS' (NALC) BRIEFINGS AND POLICY CONSULTATION

The NALC's briefings and policies were received and discussed.

RESOLVED:

- a) that the Policy Consultation 02-15 – Local Government Ombudsman's consultation on extending the remit of the Local Government Ombudsman to larger parish and town councils - to respond that Sevenoaks Town Council supported this.
- b) NOTED – Councillors' Travel allowances.
- c) NOTED – code of recommendation practice on Local Authority Publicity (England).

457 SIGNIFICANT HISTORIC ANNIVERSARIES IN 2015

The Town Clerk's report was received and noted.

RESOLVED that the film 'Battle of Britain' will be shown at the Stag Community Arts Centre on 12 July 2015 and not 'The Dambusters'.

458 VINE CAFE

A progress report was provided. The Town Clerk confirmed that planning permission plus the Premises Licence have been granted by Sevenoaks District Authority. It was **NOTED** that:

- a) The Band Practice Room required Structural Engineer advice when work to the roof commenced. It was noted that the building would require additional structural work including underpinning. The Town Clerk would advise councillors as soon as possible.
- b) The Environmental Health Officers and the Town Council have agreed WC facilities.
- c) An extension of time for works to be carried out be requested from Ibstock Cory with the aim to open the Vine Café during the summer of 2015.

459 CURRENT MATTERS & PRIORITIES

A list of current matters and Priorities were received and noted.

460 PRESS RELEASE

RESOLVED: no item be considered worthy of a press release.

There being no further business the Chairman closed the meeting at 9:05pm

Signed by the Chairman Dated

Minutes of the meeting of the OPEN SPACES & LEISURE COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 9th March 2015 at 7pm

Present:

Committee Members

Cllr S Arnold	Present	Cllr Mrs M London – Vice Chairman	Present
Cllr C L L Baker	Apologies	Cllr R J Parry	Present
Cllr J M Canet	Present	Cllr S Raikes – Mayor	Present
Cllr A Eyre – Chairman	Present	Cllr P E Towell	Present
Cllr R M C Hogarth	Present	Cllr Mrs P C Walshe	Present

Also present:

Linda Larter, Town Clerk
 Bonnie Tarling, Committee Clerk
 Nicholas Cave, Open Spaces and Cemetery Manager
 Public 1

414 REQUESTS FOR DISPENSATIONS

No requests for Dispensation had been received from Members to enable participation in discussion on items on the agenda which the Member has a Disclosable Pecuniary Interest. [S 31 & 33 Localism Act 2011 refers].

415 DECLARATIONS OF INTEREST

None received.

416 MINUTES

It was **RESOLVED** that the minutes of the meeting of the Open Spaces & Leisure Committee held on Monday 15th December 2014 be received and signed.

417 STATEMENT OF ACCOUNTS

The statement of accounts from January 2015 were received and noted.

Discussions took place enquiring why the skate park maintenance had been so expensive. It was noted that this was due to age, weather and usage and there had been an under spend for the past two years. It was also noted that graffiti was not an issue.

It was stated that the cost of the alarm system at Knole Paddock was a new spend previously agreed and therefore was not in the original budget.

418 OPEN SPACES AND CEMETERY MANAGER'S REPORT

Staff:

An update was received from the Open Spaces Manager. Congratulations were given to staff that had passed their recent Tractor driving qualification.

Knole Paddock:

It was noted that there had been less cancellations at Knole Paddock and that there was now better communication between the Sevenoaks Rugby Football Club and Sevenoaks Town Council. It was hoped that the new over flow car park would be completed by the following week. The parking area would be fenced off to prevent people walking or parking on the new surface until the grass had established. It was anticipated that the new parking area would be in use by May/June 2015.

Equipment:

It was stated that the new Tractor was working well and current equipment could be used with the new equipment. The Tractor had been fitted with a tracker detector for extra security.

Litter Bins at Littlewood:

A report regarding Litter Bins at Littlewood was received. It was noted that the Greatness Resident Association had not offered to contribute any funding towards the costs of installing new litter bins.

It was stated that the cost per litter bin would be approximately £500. It was noted that Sevenoaks Town Council empty litter bins and were currently near capacity for current collection bin size. Therefore any extra bins provided would be likely to add an additional £800 more per year more in collection costs.

A discussion took place stating that there was not a current budget for more litter bins and felt the Town Council should not be providing extra litter bins at the present time.

It was noted that to install the amount of litter bins as per Greatness Resident Association report the cost would be approximately £4,000. There was a general concern regarding resources and the knock on effect to other resources in the area. It was stated that the life expectancy of litter bins was currently around 10 years.

It was felt that the report received was more anticipation of issues in the future rather than present issues.

The Open Spaces Manager stated that in his opinion position No. 2 on the map was a dangerous area for rubbish collection, position No.4 was satisfactory and position No.6 was not needed.

It was **RESOLVED** that the issue be reviewed once the new schools in the area were built, to monitor the situation and reserve judgement at the present time.

419 VINE PAVILION DISABLED RAMP

An update was received from the Town Clerk. The estimated cost of the project would be £50,000 and funding would be sought to cover this.

A query was raised as to whether there would be any contribution from the Vine Cricket Club towards costs. None had been offered.

RESOLVED That the plans continue provided that external funding was obtained.

420 FOOD FAIR

A report regarding the Food Fair at the Vine Gardens was received and noted.

421 SOUTH EAST IN BLOOM COMPETITION 2015

A report was received and noted. It was stated that the area for judging would be the same as 2014.

422 PROPOSAL FOR THE VINE CAFÉ IN THE BAND PRACTICE ROOM

A report was received and noted. It was stated that the work was currently one month behind plan due to various issues. It was noted that a premises licence was needed in order to sell food and drink at the new café.

423 SEVENOAKS TOWN SPORT STRATEGY

The minutes from the meeting held on 13th January were received and noted.

424 NEW PLAY AREA AT ENVIRONMENTAL PARK

A report was received and noted.

It was requested that areas of shade be provided within the new play area and hoped the new facility would be better maintained than by previous operators.

It was noted that Sevenoaks Town Council would be responsible for the play area only and the surrounding area would remain under Knole Estate's responsibility.

425 CURRENT MATTERS

A report was received and noted.

426 PRESS RELEASE

The new play area at the Environmental Park was suggested as a press release item.

At a later date a press release on the drainage work at Knole Paddock.

With no further issues to discuss the Chairman closed the meeting at 8:05pm

Chairman

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Minutes of Sevenoaks Town Partnership meeting held at the Sevenoaks Town Council Offices, Bradbourne Vale Road, Sevenoaks, Kent, TN13 3QG at 6:30pm on 16 April 2014

Present:

Executive board:

Clive Andrews	Bligh's	Present
Cllr Stephen Arnold Chairman	Sevenoaks Town Council	Apologies
Elizabeth Dolding	Chamber of Commerce	Present
Maxine Chakowa	Specsavers	Apologies
Cllr Tony Clayton Vice Chairman	Sevenoaks Town Council	Present
Steven Dedman	Knole	Present
Cllr Avril Hunter	Sevenoaks District Council	Present
Neil Jackson	Coolings	Apologies
Gabriel Shepherd	Sevenoaks Chronicle	Present
Linda Larter	Sevenoaks Town Council	Apologies
Pauline Burrow	Sevenoaks Society	Present
Jane Parish	Sencio	Apologies
Andrew Eyre	Stag Community Arts Centre	Present

Also in Attendance:

Lorraine Stack	- Purrcreative
Oliver Boatwright-Smith	- Sennocke Int Insurance
Robert Brown	- Brand Brown
Chris Claridge	- Consultant Chamber of Commerce
Mark Tuvey	- Chamber of Commerce
Cllr Canet	- Sevenoaks Town Council
Cllr Parry	- Sevenoaks Town Council / KCC
Cllr Piper	- Sevenoaks Town Council/SDC
Ann White	- Sevenoaks Town Council

Apologies for absence:

Apologies for absence were received from:

- The Rt Hon Michael Fallon MP
- Cllr Mrs London

Cllr Clayton in the Chair

Declarations of interest:

The following disclosures of interest from board members were received:
None

1 Minutes of the previous meeting:

The minutes of the previous executive board meeting held on the 12th February 2014 were received and approved.

2 Business Awards 2014

The Board received a verbal summary on the preparations for the 2014 Business Awards from Cllr Avril Hunter

- Awards launched at Chamber of Commerce meeting on 25 February 2014
- Date: Business Awards ceremony 26 September at 7.00pm for 7.30pm
- Venue: Coolings Garden Centre
- Judging panel as per last year
- Last year's category winners to present prizes
- Vintage bus to transport guests to ceremony
- Guest of honour TBC – suggestions welcomed
- Sevenoaks Chronicle happy to be involved again this year
- 3 categories still available for sponsorship

Discussion followed as to how categories might be expanded in future to involve more professional services.

It was **RESOLVED that**

Details of Business Awards to be forwarded to Sennocke International Insurance Services who may be interested in sponsoring a category

3 Vintage Bus 2014

The Board received a verbal update on the 2014 Vintage Bus service which is running over the Easter weekend, the May Bank Holidays in addition to the summer service

4 Home based business support

A leaflet concerning support for home based business was circulated with the agenda.

It was **AGREED that**

Lorraine Stack would attend the session on 10th June at Sevenoaks Library and report back to next meeting.

Further details can be found at <http://www.thecentreformicrobusiness.co.uk/west-kent/>

5 Any other business

i. Funding for Businesses

Cllr Piper raised the difficulties experienced by small businesses trying to raise modest capital finance for purchase of business 'goodwill', expansion funding etc where there are no tangible assets. Banks generally tending to be risk adverse.

It was **RESOLVED that**

'Crowd Funding', how to build local funding networks and sharing ideas on access to finance between local businesses be discussed at the next meeting. A link to a report compiled by Cllr Tony Clayton on how to improve the use of

Intellectual Property in raising business finance is included below.

<http://www.ipa.gov.uk/ipresearch-bankingip-2014.pdf>

A press release from SDC has also been received regarding 'Escalate'. Businesses who want to take advantage of Escalate interest-free loans can find out more at a free business breakfast at the Eden Centre in Edenbridge on Friday 9 May from 7.45am. e-mail business@sevenoaks.gov.uk or call 01732 227000. Alternatively visit www.bsk-cic.co.uk/events/escalate-business-breakfast-9-may

ii). Loyalty Card

The Sevenoaks Loyalty Card is to finish shortly with a final cash draw. A new 'Sevenoaks Mums Card' is being introduced and It was **RESOLVED** that a representative from Mums Card be invited to give a presentation at a future meeting.

iii). Sevenoaks In Bloom

It was confirmed that Sevenoaks Town Centre had been entered in the 'In Bloom' competition.

It was noted that SDC were supporting individual entries.

6 Date of next Meeting

It was **RESOLVED** that the date of the next meeting be rescheduled to 5.30pm on Monday 2 June as the original date of Wednesday 5 June coincided with a networking event that many Board Members were due to attend.

7 Press Release

None

The meeting closed 7:45pm

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SEVENOAKS TOWN COUNCIL

Standing Committees / Sub Committees

Community Infrastructure Committee
Finance & General Purposes Committee
Open Spaces & Leisure Committee
Personnel Committee
Planning Committee
Community Centre User Group
Raleys User Group
Youth Services Sub Committee
Sevenoaks Town Partnership

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LIST OF APPOINTMENTS	2014/2015	Recommended 2015/2016
MAYOR	Cllr S Raikes	Cllr S L Arnold
DEPUTY MAYOR	Cllr S L Arnold	Cllr A Eyre
Please note the Mayor is ex-Officio on all Committees STANDING COMMITTEES (All Councillors are members of the Planning Committee)		
<u>OPEN SPACES & LEISURE COMMITTEE</u> CHAIRMAN VICE CHAIRMAN	<u>9 MEMBERS 2014/15</u> Cllr A W Eyre Cllr M A London Cllr S L Arnold Cllr C L L Baker Cllr J M Canet Cllr P E Towell [*Alternate for Cllr Towell Cllr Mrs A E Dawson*] Cllr R J Parry Cllr R Hogarth Cllr Mrs P C Walshe	<u>9 MEMBERS 2015/16</u> Cllr A Eyre Cllr N J L Busvine Cllr J M Canet Cllr R J Parry Cllr S G Raikes Cllr O Schneider Cllr P E Towell Cllr E Waite Cllr Mrs P C Walshe
<u>FINANCE AND GENERAL PURPOSES COMMITTEE</u> CHAIRMAN VICE CHAIRMAN	<u>11 MEMBERS 2014/15</u> Cllr R L Piper Cllr R J Parry Cllr N J L Busvine Cllr J M Canet Cllr G R S Clack Cllr A S Clayton Cllr Mrs M E Crabtree Cllr A W Eyre Cllr S L Arnold Cllr P E Towell Cllr Mrs P C Walshe	<u>11 MEMBERS 2015/16</u> Cllr R L Piper Cllr R J Parry Cllr N J L Busvine Cllr J M Canet Cllr M Chakowa Cllr A S Clayton Cllr A Eyre Cllr R M C Hogarth Cllr E Parson Cllr S G Raikes Cllr Mrs P C Walshe
<u>PLANNING COMMITTEE</u> CHAIRMAN VICE CHAIRMAN	<u>ALL TOWN COUNCILLORS</u> Cllr R M C Hogarth Cllr P E Towell All Councillors	Cllr S G Raikes Cllr R M C Hogarth

<u>COMMUNITY INFRASTRUCTURE COMMITTEE</u> CHAIRMAN VICE CHAIRMAN		<u>5 MEMBERS 2015/16</u> Cllr R M C Hogarth Cllr R L Piper Cllr R J Parry Cllr A S Clayton Cllr S G Raikes
<u>PERSONNEL COMMITTEE</u> CHAIRMAN VICE CHAIRMAN	<u>8 MEMBERS 2014/15</u> Cllr S L Arnold Cllr R J Parry Cllr A S Clayton Cllr Mrs M E Crabtree Cllr Mrs M A London Cllr R L Piper Cllr P E Towell Cllr Mrs P C Walshe	<u>8 MEMBERS 2015/16</u> Cllr S L Arnold Cllr R J Parry Cllr A S Clayton Cllr M Chakowa Cllr A Eyre Cllr R L Piper Cllr P E Towell Cllr Mrs P C Walshe

LIST OF APPOINTMENTS	2014/2015	2015/2016
SUB COMMITTEES Note: The following Sub Committees will report to the Finance and General Purposes Committee. The following Sub Committees (membership as shown below) will include the Chairman or Vice Chairman of the F & G P Committee where indicated (unless they signify that they do not wish to serve).		
<u>YOUTH SERVICES SUB COMMITTEE</u> Town Council Representatives:- CHAIRMAN VICE CHAIRMAN	8 Cllrs plus Chairman or Vice Chairman F& GP (ex-officio) Cllr Mrs P C Walshe Cllr N J L Busvine Cllr S L Arnold Cllr C L L Baker Cllr R M C Hogarth Cllr A S Clayton Cllr A W Eyre Cllr R J Parry [Chairman F&GP or Vice Chairman F&GP]	8 Cllrs plus Chairman or Vice Chairman F& GP (ex-officio) Cllr N J L Busvine Cllr Mrs R E Parry Cllr J M Canet Cllr A Eyre Cllr E Parson Cllr S G Raikes Cllr E Waite Cllr Mrs P C Walshe [Chairman F&GP or Vice Chairman F&GP – Cllr R L Piper/Cllr R J Parry]
Community Centre User Group Town Council Representatives:- CHAIRMAN	Community Centre User Group 2 Members 2014/2015 Cllr R M C Hogarth Cllr R L Piper	2 Members 2015/2016 Cllr R M C Hogarth Cllr R L Piper

<u>RALEYS USER GROUP</u> CHAIRMAN	2014/2015 Chair of Open Spaces & Leisure Committee - Cllr A W Eyre Open all Cllrs	Chair of Open Spaces & Leisure Committee - Cllr A W Eyre Open all Cllrs
<u>SEVENOAKS TOWN PARTNERSHIP</u> CHAIRMAN VICE CHAIRMAN	Cllr S L Arnold Maxine Chakowa	Cllr M Chakowa Cllr S Arnold

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REPRESENTATION ON OTHER BODIES

Organisation	2014/2015	2015/2016
Age UK (Council & Exec)	Cllr Mrs M London	Cllr S L Arnold/Mayor
Citizens Advice Bureau	Cllr Clack	Cllr S G Raikes
Dorothy Parrott Trust	Mayor Deputy Mayor	Mayor Deputy Mayor
Friends of Pontoise	Cllr S G Raikes	Cllr S G Raikes
Friends of Rheinbach	Cllr Mrs M E Crabtree	Cllr R M C Hogarth
KALC (Area & County)	Cllr R J Parry Cllr S Raikes	Cllr R J Parry Cllr S G Raikes.
Cricket School Management Committee	Chairman – OS & L Cttee	Chairman – OS & L Cttee
Kentish Opera - Patron	Mayor	Mayor
League of Friends of Sevenoaks Hospital	Cllr Mrs M London	Mayor
Lady Margaret Boswell's Church of England Educational Charity ----- <i>period of four years wef 2013</i>	Cllr S G Raikes	Cllr S G Raikes
Sevenoaks Almshouse Charity	Cllr Mrs M London	Cllr R L Piper
Sevenoaks Churches Group for Social Concern	Cllr S G Raikes	Cllr S G Raikes
Sevenoaks Conservation Council	Chairman or Vice Chairman – Planning Cttee Cllr J M Canet Cllr S G Raikes Cllr Mrs P Walshe	Chairman or Vice Chairman – Planning Cttee Cllr M Chakowa Cllr O Schneider Cllr R M C Hogarth
Sevenoaks Fair Trade Steering Committee	Cllr C L L Baker Cllr S G Raikes	Suspended
Sevenoaks Summer Festival	Cllr Mrs M E Crabtree Cllr R L Piper	Cllr E Parson Cllr R L Piper
Sevenoaks District Arts Council	Cllr S G Raikes	Cllr S G Raikes
SRFC Liaison Group & Raleys User Group	Chairman OS&L Chairman F&GP	Chairman OS&L Chairman F&GP
SRTA	Cllr J M Canet Cllr A S Clayton Cllr R J Parry	Cllr A S Clayton Cllr R J Parry Cllr O Schneider
Tarmac & KCC Liaison Group	Cllr J M Canet Cllr A W Eyre Cllr P E Towell	Chairman – OS & L Cttee Cllr A S Clayton Cllr R M C Hogarth
Tourism South East Visit Kent	Cllr Mrs P C Walshe Cllr S L Arnold	Cllr Mrs P C Walshe Cllr M Chakowa
Woodside Private Road Ltd	Cllr R M C Hogarth	Cllr R M C Hogarth

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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) Sevenoaks Community Centre Administration
- (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 Clock
- (o) Public Lavatories
- (p) Raleys Gymnasium Administration
- (q) 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

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:-

- (c) 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:-

- i) Approval of tenders
- ii) Approval of contractors
- iii) Expenditure to budget agreed by Council and Finance & General Purposes Committee.
- iv) Research and make recommendations to Council for new projects.
- v) To create the list for and approve the expenditure of the Community Infrastructure Levy income on projects.
- vi) Submit Planning Applications for projects as identified.
- vii) Submit Funding Applications for projects as identified.

SUB COMMITTEES

6 YOUTH SERVICES SUB COMMITTEE

- (a) Management
Management Body of the Youth Café
- (b) Name
The name of the committee shall be the Youth Services Sub Committee.
- (c) Object
The object of the organisation is to work with other groups to assess needs and to encourage and support activities with the aim of fostering the personal development of young people.
- (d) Youth Services Sub Committee – Constitution
The Youth Services Sub Committee shall be constructed as follows:-

A minimum of six Town Councillors one of whom shall be the Chairman to be appointed at the Annual Meeting of the Town Council, plus the Chairman or Vice-Chairman of the Finance & General Purposes Committee and the Town Mayor (both ex-officio). The Youth Sub Committee is to increase its youth membership from members of the Youth Council and other organisations.
- (e) Co-opted members
Members to be invited from other youth groups i.e.
 - (i) Hillingdon & Greatness Youth Forum
 - (ii) Junior Sports Clubs
 - (iii) Scouts
 - (iv) Police
 - (v) KCC Youth Service
 - (vi) Sevenoaks District Council Youth Service
- (f) Members aged 17 or below may be selected and agreed by the Youth Services Sub Committee.
- (g) All members of the Sub Committee would be voting members making recommendations to the Finance & General Purposes Committee and will serve for a period of one year but can be re-elected.
- (h) A Town Councillor who ceases to hold that office will no longer be eligible to represent the Town Council on the Youth Services Sub Committee.
- (i) A Sub Committee Member who fails to attend Youth Services Sub Committee meetings on three successive occasions without the Sub Committee's leave will cease to be a member.
- (j) Youth Services Sub Committee Meetings
 - (i) Meetings of the Youth Services Sub Committee will take place following Youth Council meetings.
 - (ii) A quorum at Youth Services Sub Committee Meetings shall be three voting members.
 - (iii) In the event of an equality of votes the Chairman shall have a second or casting vote. Minutes shall be taken of all the proceedings of the Youth Services Sub Committee and shall be available to any member of the organisation or the public on application to the Town Council offices.

(k) Youth Services Sub Committee Responsibilities

- (i) The Youth Services Sub Committee will work in partnership with a number of organisations to identify and help fund facilities to meet the needs of young people.
- (ii) The Youth Services Sub Committee will make recommendations on the aims, objectives and policy for its function to the Town Council's Finance & General Purposes Committee.

(l) Finance

- (i) The Youth Services Sub Committee shall submit recommendations for the support of any youth services to the Town Council for a decision through the Finance & General Purposes Committee.
- (ii) Where an applicant can demonstrate a need for urgent consideration, the Youth Services Sub Committee shall have executive authority to determine small grant awards up to £250 provided the amount is within the overall annual budget.
- (iii) The Sub 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 applications from individuals without the demonstrated support of a recognised group, club or organisation.

May 2015		
Mon 04	Bank Holiday	
Mon 11	~~~No meeting~~~	
Tues 12	Trustee Induction - Stag Plaza Suite	
Wed 13	Community User Group	
Thurs 14	STAG Trustee Board – Stag Plaza Suite	
Mon 18	Annual Council Meeting	
Mon 25	Bank Holiday	
Tues 26	Planning	Council
Wed 27	Town Partnership	
Thurs 28	Raleys User Group	
June 2015		
Mon 01	Personnel	STAG Personnel
Wed 03	Youth Council	YSSC
Mon 08	Planning	
Mon 15	F&GP	
Mon 22	Planning	
Wed 24	Community User Group	
Mon 29	Council	Community Infrastructure
July 2015		
Mon 06	Planning	
Wed 08	Town Partnership	
Mon 13	OS&L	
Wed 15	Youth Council	YSSC
Mon 20	Planning	
Thurs 23	Stag Trustee - Stag Bar	
Mon 27	Community Infrastructure	
August 2015		
Mon 03	Planning	
Mon 10	~~~No meeting~~~	
Wed 12	Community User Group	
Mon 17	Planning	
Wed 19	Town Partnership	
Mon 31	Bank Holiday	
September 2015		
Tues 01	Planning	
Mon 07	F&GP Grants	
Wed 09	Youth Council	YSSC
Mon 14	Planning	
Wed 16	Community User Group	
Mon 21	OS&L [Estimates]	
Mon 28	Planning	
Wed 30	Town Partnership	Stag Trustee AGM Stag bar
October 2015		
Mon 05	Council	Community Infrastructure
Sat 10	Your Stag Your Forum (public meeting) Stag Plaza Suite	
Mon 12	Planning	
Wed 14	Community User Group	
Mon 19	Personnel	STAG Personnel
Mon 26	Planning	
November 2015		
Mon 02	F&GP Estimates 1	
Wed 04	Youth Council	YSSC
Mon 09	Planning	
Mon 16	OS&L	
Wed 18	Town Partnership	
Mon 23	Planning	
Tues 24	Stag Trustees – Stag Bar	
Mon 30	F&GP (Estimates 2)	

December 2015		
Mon 07	Planning	
Wed 09	Community User Group	
Mon 14	Christmas Council	
Wed 16	Town Partnership	
Mon 21	Planning	
Mon 29	~~~~No meeting~~~~	
January 2016		
Mon 04	Planning	
Mon 11	F&GP	Council Precept
Mon 18	Planning	
Wed 20	Youth Council	YSSC
Thurs 21	STAG Trustee – Stag Bar	
Mon 25	Personnel	
Wed 27	Town Partnership	
February 2016		
Mon 01	Planning	
Wed 03	Community User Group	
Mon 08	Community Infrastructure	
Mon 15	Planning	
Mon 22	F&GP	Council
Mon 29	Planning	
Tues 30	STAG Trustee – Stag Bar	
March 2016		
Mon 07	OS&L	
Wed 09	Town Partnership	
Mon 14	Planning	
Wed 16	Youth Council	YSSC
Mon 21	Annual Town Meeting [Community Centre 6:30pm]	
Wed 23	Community User Group	
Mon 28	Easter Monday Bank Holiday	
Tues 29	Planning	
April 2016		
Mon 04	Personnel	
Mon 11	Planning	
Mon 18	F&GP	
Wed 20	Town Partnership	
Mon 25	Planning	
May 2016		
Mon 02	Bank Holiday	
Wed 04	Youth Council	YSSC
Mon 09	Planning	
Mon 16	Annual Council Meeting	
Mon 23	Planning	
Tues 24	STAG Trustee – Stag Bar	
Mon 30	Bank Holiday	
June 2016		
Mon 06	Planning	
F&GP	Finance and General Purposes Committee	
YSSC	Youth Services Sub Committee	
OS&L	Open Spaces & leisure	
1.	STC Meetings, unless otherwise stated:	
	• are held in Sevenoaks Town Council Chamber	
	• Start at 7pm	
2.	Community User Group are held in the Community Centre Bar Room 2015	
3.	Youth Council meetings are held in Sevenoaks Town Council Chamber and start at 6pm	
4.	Stag Trustee meetings are held in the Plaza Suite	
5.	Stag Personnel meetings are held in Sevenoaks Council Chamber	

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Sevenoaks Town Council

Standing Orders

18.05.2015

1 Meetings

Mandatory for full Council meetings	●
Mandatory for committee meetings	●
Mandatory for 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 **When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.**
- c **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.**
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- e The period of time which is at the Chairman's discretion for public participation in accordance with standing order 1(d) above] shall not exceed 30 minutes.
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.
- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- h In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for a oral response or to an employee for a written or oral response.
- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j 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 may at any time permit an individual to be seated when speaking.

- k Any person speaking at a meeting shall address his comments to the Chairman.
- l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- m **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.**
- n **In accordance with standing order 1(c) above, the press shall be provided 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 Mayor may in his absence be done by, to or before the Deputy Mayor**
- p **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- q **Subject to standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**
- r **The Chairman 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 also standing orders 2 (i) and (j) below.*)**
- s **Voting on any 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 prior to the vote. A Member dissenting from a Committee decision may, at his request, have his name recorded as dissenting therefrom
- t **The minutes of a meeting shall record the names of councillors present and absent.**

- u If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
- v **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- w **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes. (See also standing orders 7 and 8 below.)**
- x **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 3. In the case of the Planning Committee and the Finance & General Purposes Committee the quorum shall be six members**
- y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. 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.
- z Meetings 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 time to 11.00pm on the same day

2 Ordinary Council meetings

See also standing order 1 above

- 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 new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**
- c **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 directs.**
- e Other ordinary meetings may be held in each year on such dates and times as the Council may direct.**
- f The election of the Mayor and Deputy Mayor of the Council shall be the first business completed at the annual meeting of the Council.**
- g The Mayor of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- h The Deputy Mayor of the Council, if any, unless he resigns 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.**
- i In an election year, if the current Mayor of the Council has not been re-elected as a member of the Council, he shall preside at the 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 must give a casting vote in the case of an equality of votes.**
- j In an election year, if the current Mayor of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Mayor of the Council has been elected. He may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of votes.**
- k Following the election of the Mayor of the Council and Deputy Mayor of the Council at the annual meeting of the Council, the order of business shall be as follows.**
 - i. In an election year, delivery by councillors of their declarations of acceptance of office.**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.**
 - iii. Review of delegation arrangements to committees, sub-committees, employees**

and other local authorities.

- iv. Review of the terms of references for committees.
- v. Receipt of nominations to existing committees.
- vi. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
- vii. Review and adoption of appropriate standing orders and financial regulations.
- viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- ix. Review of representation on or work with external bodies and arrangements for reporting back.
- x. In a year of elections, if a Council's period of eligibility to exercise the power of General Power of Competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
- xi. Review of inventory of land and assets including buildings and office equipment to be reviewed at first Finance & General Purposes meeting following the annual meeting of the Council
- xii. Review and confirmation of arrangements for insurance cover in respect of all insured risks to be reviewed at first Finance & General Purposes meeting following the annual meeting of the Council
- xiii. Review of the Council's and/or employees' memberships of other bodies.
- xiv. Establishing or reviewing the Council's complaints procedure to be reviewed at first Finance & General Purposes meeting following the annual meeting of the Council
- xv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 to be reviewed at first Finance & General Purposes meeting following the annual meeting of the Council
- xvi. Establishing or reviewing the Council's policy for dealing with the press/media to be reviewed at first Finance & General Purposes meeting following the annual meeting of the Council
- xvii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Proper Officer

- a The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
 - i. **Sign and serve on councillors by email to their notified email address, delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.**
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - iii. Subject to standing orders 4(a)–(e) below, include in the agenda all motions in the order received unless a councillor has given written notice before the meeting confirming his withdrawal of it.
 - iv. **Convene a meeting of full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office, in accordance with standing order [3(b)i] OR [3(b)ii] above.**
 - v. Make available for inspection the minutes of meetings.
 - vi. **Receive and retain copies of byelaws made by other local authorities.**
 - vii. **Receive and retain declarations of acceptance of office from councillors.**
 - viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
 - ix. Keep proper records required before and after meetings;
 - x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
 - xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
 - xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.

- xiii. Arrange for legal deeds to be sealed using the Council's common seal and witnessed (*See also standing orders 14(a) and (b).*)
- xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xv. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- 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 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.
- xvii. Retain custody of the seal of the Council which shall not be used without a resolution to that effect.
- xviii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 Motions requiring written notice

- a In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 5 clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or 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 or rejected in the agenda.
- e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.

- f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
 - x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
 - xi. To receive nominations to a committee or sub-committee.
 - xii. To dissolve a committee or sub-committee.
 - xiii. To note the minutes of a meeting of a committee or sub-committee.
 - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
 - xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - xvi. To authorise legal deeds to be sealed by the Council's common seal
(*See standing orders 14(a) and (b) below.*)
 - xvii. To authorise the payment of monies
 - xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.

- xix. To extend the time limit for speeches.
- xx. To exclude the press and public for all or part of a meeting.
- xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xxii. To give the consent of the Council if such consent is required by standing orders.
- xxiii. To suspend any standing order except those which are mandatory by law.**
- xxiv. To adjourn the meeting.

- xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxvi. 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.

6 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b Subject to standing orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 3(b) (iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;

- ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
- j [Deliberately left blank]
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- 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 at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- p During the debate of 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 irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chairman and his decision shall be final.

- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 6(o) above, when a councillor's 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 silent or for the person 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;
 - ix. to suspend any standing order, except those which are mandatory.
- t In respect of standing order 6(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7 Code of conduct (England)

See also standing orders 1(d)–(i) above

- a Pursuant to section 27 of the Localism Act 2011, Sevenoaks Town Council had adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of 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 Where a matter arises at a meeting which relates to a pecuniary interest the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her Interest is If It is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

d **Dispensations**

On a written request made to the Council's Proper Officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has a pecuniary interest if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

8 Questions

- a 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.
- b 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.
- c Every question shall be put and answered without discussion.

9 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, 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 Deliberately left blank.
- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forth with and without discussion.
- c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

11 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 4 councillors of the Council, or by a motion moved in pursuance of the report or

recommendation of a committee.

- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

- a Where more than 2 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. Any tie may be settled by the Chairman's casting vote.

13 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b **The Council's financial regulations shall be reviewed once a year.**
- c **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.**

14 Execution and sealing of legal deeds

See also standing order 5(a)(xvi) above

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **[In accordance with a resolution made under standing order 14(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It**

shall be applied by the Proper Officer in the presence of the Mayor, Deputy Mayor or one other member who shall sign the deed as witnesses.

15 Committees

See also standing order 1 above

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;
 - iii. shall appoint and determine the term of office of councillor or non-councillor 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;
 - iv. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer by noon on the day of the meeting that they are unable to attend;
 - v. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) 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. may in accordance with standing orders, dissolve a committee at any time.

16 Sub-committees

See also standing order 1 above

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

17 Extraordinary meetings

See also standing order 1 above

- a The Mayor may convene an extraordinary meeting of the Council at any time.

- b **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must 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 sub-committee at any time.
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by no less than a quarter of the members of the committee, those councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

18 Advisory committees

See also standing order 1 above

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b [Deliberately left blank]

19 Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual

governance statement, shall be presented to Council for formal approval before 30 June.

20 Estimates/precepts

- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any 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.

21 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.

22 Inspection of documents

- a 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.

23 Unauthorised activities

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

24 Confidential business

- a Councillors and employees shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

25 The General Power of Competence

- a 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.

26 Matters affecting council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the Personnel Committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Deliberately left blank.
- c Deliberately left
- d The Personnel Committee shall deal with any personnel matters concerning absence, performance, grievance and disciplinary matters as contained within the Employee Handbook agreed by the Personnel Committee
- e [Deliberately left blank]
- f [Deliberately left blank]
- 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 Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified.
- j Deliberately left blank.

27 Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the

Council's policy in respect of handling requests under the Freedom of Information Act 2000.

- b Deliberately left blank.

28 Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed 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.

29 Liaison with District & County Councillors

- a An invitation to attend a meeting of the Council shall be sent via email, together with the agenda, to the councillor of the District and County Council representing its electoral ward unless declined
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent to the District or County Council councillor representing its electoral ward.

30 Financial matters

- 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 accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor 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;
 - v. Procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £50,000.
- b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.**
- c Any formal tender process shall comprise the following steps:
- i. a public notice of intention to place a contract to be placed in a appropriate publication;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- e **Where the value of a contract is likely to exceed £173,934 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

31 Allegations of breaches of the code of conduct

- a On receipt of an alleged breach of the code of conduct, the Monitoring Officer at the

District Council be advised

- b [Deliberately left blank]
- c [Deliberately left blank]
- d [Deliberately left blank]
- e [Deliberately left blank]
- f [Deliberately left blank]
- g [Deliberately left blank]

32 Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b 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.

33 Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's 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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STC Subscriptions for 2015

	Body	Due Date	2012/13	2013/14	2014/15	2015/16
a	Institute of Groundsmanship	April	97.67	97.67	97.67	140.87
b	Open Spaces Society	August	40.00	45.00	45.00	★
c	Institute of Cemetery and Crematorium Management	April	90.00	90.00	90.00	90.00
d	Kent Association of Local Councils	April	1,140.00	1,140.00	1,140.00	1,140.00
e	South East Employers	April	311.00	311.00	311.00	315.50
f	British Youth Council	April	54.00	54.00	54.00	54.00
g	Parish Online	June	n/a	n/a	300.00	★
h	Information Commissioner's Office	August	35.00	35.00	35.00	★
i	Local World - Sevenoaks Chronicle	September		41.52	49.44	★
j	LCR	October	46.50		51.00	★
k	NALC - Direct Information Service	October	85.50	85.50	171.00	#
l	Institute of Chartered Accountants in England and Wales	December	n/a	n/a	170.00	★
m	Sevenoaks Chamber of Commerce	January	145.00	145.00	145.00	175.00
n	Town and Country Planning Association	December	n/a	91.67	95.45	★
o	Young Kent - Connect Kent	May	n/a	n/a	59.00	★
p	Kent Farmer's Market Association	February	n/a	n/a	52.00	52.00
q	Society of Local Council Clerks	March	* 482.00	* 494.00	* 500.00	* 480.00
			** 197.00	** 203.00		
r	Sevenoaks Conservation Society	April	125.00	125.00	125.00	150.00
s	Haymarket - Planning magazine	April	143.00	143.00	143.00	149.00

★ Not yet received

Paid 2 year subscription in previous year

* Linda Larter

** Ann White

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Invitations Accepted – 2014/2015

Day & Time	Date	Organisation & Event/Venue	Attending
Tue 7.00	20 May	Mayor of Bromley – Charity Appeal Dinner	Mayor & Mayoress
Fri 4.00	23 May	Fixers – Short film screening at House in the Basement	Mayor
Fri 7.30	23 May	Kentish Opera – Bartered Bride at the Stag Theatre	Mayor & Mayoress
Sat 12.30	24 May	Mayor of Margate – Anniversary Dedication Margate Jubilee Clock Tower & Evening Concert	Mayor & Mayoress
Tues 7.30	27 May	Mayor of East Grinstead – Charity Race Night	Mayor & Mayoress
Wed 9.00	28 May	Love Your Local Market	Mayor
Thu 9.30	29 May	SERCAF meeting in the Town Council Chamber	Mayor
Thu 5.00	29 May	Meet & Greet Friends of Pontoise in Council Chamber	Mayor & Mayoress
Fri 12.30	30 May	Mayor of Ashford – The Big Cat Foundation	Mayor & Mayoress
7.30	30 May	Friends of Pontoise 50 th Anniversary Dinner at St Julians	Mayor & Mayoress
Sat 11.00	31 May	Accompany Friends of Pontoise on a walk from Ightham Mote	Mayor
Sun 9.00	1 June	Farewell to Friends of Pontoise – Community Centre	Mayor & Mayoress
Mon 3.30	2 June	Rockdale Housing Assoc. – AGM & Tea, Beatrice Wilson Common Room	Mayor & Mayoress
Mon 6.30	2 June	Mayor of Croydon – Screening of Great Gatsby	Mayor & Mayoress
Thurs 8 am	5 June	Mayor of Tonbridge & Malling – Commonwealth Baton Event	Mayor & Mayoress
Thurs 10.00	5 June	South of England Show Parish Fayre at Ardingly	Mayor & Mayoress
Thurs 6.00	5 June	Sevenoaks & District Chamber of Commerce – Business Summer Reception at St Julian's	Mayor & Mayoress
Fri 7.30	6 June	D-Day 70 th Anniversary Concert in the Music Room, Royal Pavilion, Brighton	Mayor & Mayoress
10.00	7 June	Thomas Cook – Bermuda Day	Cllr Hogarth
Sat 10.45	7 June	Mayor-Elect of Maidstone, Cllr Richard Thick – Civic Parade & Service	Mayor & Mayoress
Sun 12.00	8 June	Sevenoaks Living Landscape Project – Open Farm Sunday at Romshed Farm	Mayor & Mayoress
Tues 7.00	10 June	Chairman KCC – Civic Dinner at County Hall	Mayor & Mayoress
Thu 12.00	12 June	Grand Opening of Burlanes shop in Sevenoaks	Mayor & Mayoress
Fri 6.00	13 June	Cubs Silver Awards – Town Council Chamber	Mayor & Mayoress
Sat 7.00	14 June	Cantate Choir Concert at St Martin's Church Brasted	Cllr Parry and Mrs Parry
Sat	14 June	Anne-Marie Ashenden – Wedding Reception	Mayor & Mayoress
Sun 2.30	15 June	Mayor of Havering – Summer Concert	Mayor & Mayoress
Mon 12.00	16 June	Meeting with Father Robin concerning Civic Service	Mayor & Mayoress
Tue 7.30	17 June	Sevenoaks District Scout Council – AGM	Mayor & Mayoress
Wed 9.45	18 June	Mayoral Breakfast at the Vine Restaurant	Mayor
Wed 6.30	18 June	Mayor of Brighton – Charities Dinner	Mayor

Invitations Accepted – 2014/2015

Day & Time	Date	Organisation & Event/Venue	Attending
Thur 6.30	19 June	Chairman Wealden District Council – Civic Reception	Mayor & Mayoress
Fri 11.30	20 June	Emily Jackson House – National Care Home Open Day	Mayor & Mayoress
Sat 11.00	21 June	Opening Ceremony Sevenoaks Summer Festival	Mayor & Mayoress
Sat 7.30	21 June	Sir Henry Cooper Junior Masters Golf Championship Dinner at Nizels Golf Club	Mayor & Mayoress
Sun 12	22 June	Mayor Elect of Medway – Dedication Service at Rochester Cathedral	Mayor
Sun 7.30	22 June	Sevenoaks Philharmonic Society at the Stag Theatre	Mayor
Mon 10.15	23 June	Sevenoaks District Council – Armed Forces Day Fly a Flag Ceremony	Mayor & Mayoress
Tues 2.00	24 June	Demelza Hospice Care for Children – Tea Party 5 Wensley Close, SE9 5AB	Mayor & Mayoress
Tues 5.00	24 June	Knole Academy – Summer Exhibition 2014	Councillor Parry & Mrs Parry
Tues 6.00	24 June	Sevenoaks Area Mind 2014 Altered Art Exhibition	Mayor & Mayoress
Tues 7.30	24 June	League of Friends of Sevenoaks Hospital – Annual General Meeting	Councillor Parry & Mrs Parry
Fri 7.00	27 June	Blue Flamingo Music – Dancing Through the Years	Mayor & Mayoress
Sat 11.00	28 June	Walthamstow Hall – Prize Giving	Mayor
Sat 7.00	28 June	Sevenoaks Three Arts Festival – Prizewinners' Concert	Councillor Mrs Crabtree & Mr Neil Crabtree
Sat 7.00	28 June	Help for Heroes Concert at the Community Centre	Mayor & Mayoress
Sun 4.00	29 June	Civic Service at St John the Baptist Church	Mayor & Mayoress
Mon 7.30	30 June	Chance to Dance – Stag Theatre	Mayor & Mayoress
Thurs 2.00	3 July	West Kent Extra 25 th Birthday Event	Mayor & Mayoress
Thurs 7.30	3 July	Mrs Alison Cooke – Tales from Our Past production	Mayor & Mayoress
Thurs 7.00	3 July	Knole Academy – The Academy's Summer Concert	Councillor Parry
Fri 7.00	4 July	Mayor of Ashford – Mega Charity Quiz	Mayor & Mayoress
Fri 9.00	4 July	Meet and Greet Britain in Bloom Judges in the Plaza Suite	Mayor
Sun 2.00	6 July	Mayor of Tonbridge & Malling – Jazz Afternoon	Councillor Hogarth & Mrs Hogarth
Mon 10.00	7 July	Meeting in the Chamber with Athene Fenn of Mencap	Mayor
Mon 11.00	7 July	Meeting in the Chamber with representatives of Royal British Legion	
Mon 6.45	7 July	TRY Angle Awards Presentation Evening at the Orchard Theatre, Dartford	Mayor & Mayoress
Tues 6.30	8 July	Knole Academy – "Gotta Dance"	Mayor & Mayoress
Wed 12.00	9 July	Vine Cricket Week – Peppercorn Ceremony & Lunch	Mayor, Deputy Mayor & Town Clerk
Wed 3.00	9 July	House in the Basement – ICET Annual General Meeting	Mayor

Invitations Accepted – 2014/2015

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 7.30	9 July	Combe Bank School – Prize Giving	Mayor & Mayoress
Thurs 11.00	10 July	Knole Academy Time Capsule Burial Ceremony	Mayor & Mayoress
Thurs 3.00	10 July	The High Sheriff of Kent, Mr Hugo Fenwick – Garden Party	Mayor & Mayoress
Thurs 6.30	10 July	Sevenoaks Camera Club – 2014 Annual Exhibition	Councillor Hogarth
Thurs 16.45	10 July	Westerham Sea Cadets – biannual Royal Naval Parade and Inspection	Mayor & Mayoress
Fri 9.30	11 July	Home Instead Senior Care – Dementia Friendly Communities workshop	Mayor
Sun 7.30	13 July	The Lydian Orchestra – Summer Concert	Councillor Hogarth & Mrs Hogarth
Sat/Mon	12/15 July	Visit to Pontoise	Mayor & Mayoress
Fri 9.30	16 July	Mayoral Breakfast – Olivia's Café, St John's Hill	Mayor
Wed 3.00	16 July	Mayor Elect of Maidstone – Garden Party	Mayor & Mayoress
Thurs 7.00	17 July	Knole Academy – English National Ballet Creative Pathways Finale	Mayor
Fri/Mon	18/21 July	Visit to Rheinbach	Mayor & Mayoress
Sat 2.00	19 July	Otford Society Garden Party at Russell House School, Otford	Deputy Mayor & Nicholas Arnold
Wed 2.30	23 July	Mayor of Tonbridge & Malling – Garden Party at Hadlow College	Councillor Hogarth & Mrs Hogarth
Wed 7.00	23 July	Chairman Kent County Council – West Kent Area Reception at Bradbourne House, East Malling	Councillor Hogarth & Mrs Hogarth
Thurs 7.30	24 July	Sevenoaks Area Mind – Annual General Meeting	Councillor Hogarth
Thurs 7.30	24 July	Mayor of Ramsgate – Barbecue evening at the Pegwell Bay Hotel.	Deputy Mayor & Louise Arnold
Fri 2.00	26 July	Mayor of Broadstairs & St Peter's – Garden Party	Deputy Mayor & Louise Arnold
Tues 2.00	29 July	Mayor of Greenwich – Tour of Eltham Palace	Deputy Mayor & Nicholas Arnold
Sat 7.30	2 Aug	Mayor of Ashford – Summer Civic Charity Dinner at the London Beach Golf and Spa Hotel, Tenterden	Mayor & Mayoress
Sun 11.00	3 Aug	WW1 Remembrance Day Service & Parade followed by the Poppy Picnic	Mayor & Mayoress
Mon 6.30	4 Aug	Mayor of Swale – A Chinese Summer Buffet Dinner	Mayor & Mayoress
Wed 10.00	6 Aug	Rockdale Housing Association – Tour and Coffee with residents	Mayor & Mayoress
Thur	14 Aug	Steve Plater - Installation of Defibrillator at Lloyds Bank, Sevenoaks	Mayor & Mayoress
Fri 7.00	15 Aug	Cocktail Party at Knole	Mayor & Mayoress
Mon 6.00	18 Aug	Mayor of Ramsgate – Croquet Evening	Mayor & Mayoress

Invitations Accepted – 2014/2015

Day & Time	Date	Organisation & Event/Venue	Attending
Tues 7.00	19 Aug	Mayor of Croydon – Dinner and Entertainment at the Khyber Restaurant	Mayor & Mayoress
Wed 3.00	20 Aug	Mayor of Brighton – Tea at Pavilion Gardens	Mayor & Mayoress
Fri 6.00	22 Aug	Mayor of Brighton – Reception in the Mayors Parlour	Mayor & Mayoress
Sat 10.00	23 Aug	Mayor of Brighton – Breakfast with the Mayor	Mayor & Mayoress
Mon 1.00	25 Aug	Mayor of Havering – Havering Show	Mayor & Mayoress
Sat 2.00	30 Aug	Mencap Art Day	Mayor & Mayoress
Wed 9.45	3 Sept	Mayoral Breakfast at the Sennockian	Mayor & Deputy Mayor
Thur 10.00	4 Sept	The Market at St Luke's Church Hall – Five year celebration	Mayor & Mayoress
Thur 2.30	4 Sept	Visit SAHA Allotments	Mayor & Mayoress
Thurs 9.45	4 Sept	West Kent Extra Annual General Meeting	Deputy Mayor
Sat 3.00	6 Sept	Sevenoaks Allotment Holders' Association – Annual Autumn Show	Mayor & Mayoress
Mon 10.30	8 Sept	Mayor of Croydon – Coffee Morning	Mayor & Mayoress
Tues 1.00	9 Sept	Mayor of Hythe – Charity Bowls Match	Mayor & Mayoress
Thurs 10.30	11 Sept	Chairman Lewisham Council – Tour of the Horniman Museum	Mayor & Mayoress
Thurs 6.30	11 Sept	Mayor of Brighton – An Evening at the Carousel Restaurant	Mayor & Mayoress
Thurs 7.00	11 Sept	Mayor of Dartford – Blockbusters Musical	Deputy Mayor
Fri 1.00	12 Sept	Mayor of Maidstone – Charity Golf Day Buffet Lunch	Mayor & Mayoress
Sat 10.00	13 Sept	Britain in Bloom – Coolings Nursery, Knockholt	Mayor & Mayoress
Sat 7.15	13 Sept	Tuesday Nite Productions Ltd – The Princeford Pals	Mayor & Mayoress
Sun 10.30	14 Sept	Mayor of Broadstairs – Annual Civic Service	Mayor & Mayoress
Tues 7.30	16 Sept	Mayor of Dartford – Chinese Night	Mayor & Mayoress
Wed 10.00	17 Sept	South and South in Bloom Awards Ceremony	Mayor & Guest
Wed 11.30	17 Sept	Mayor of Swanscombe & Greenhithe – An Arm Chair Talk	Deputy Mayor
Wed 7.30	17 Sept	Mayor of Medway – Laying the Ghost	Mayor
Wed 7.30	17 Sept	Mayor of Bexley – Charity Appeal Launch	Deputy Mayor & Mrs Ann Kirby
Thurs 5.30	18 Sept	Official opening of Handelsbanken in Sevenoaks	Mayor & Mayoress Deputy Mayor
Fri 7.30	19 Sept	Mayor of Dartford – Cocktail Masterclass	Mayor & Mayoress
Sat 2.00	20 Sept	Sevenoaks U3A – 20 th Anniversary Birthday Party	Mayor & Mayoress
Sat 9.00	20 Sept	Mayor of Havering – Tour of Historic Havering	Deputy Mayor & Escort
Mon 12.15	22 Sept	The Parochial Church Council of St Botolph's Chevening – Buffet Lunch to meet Bishop of Tonbridge	Deputy Mayor
Thurs 12.30	25 Sept	South East Coast Ambulance Service – Annual Members' Meeting	Mayor & Mayoress

Invitations Accepted – 2014/2015

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 11.00	26 Sept	Macmillan Coffee Morning in Town Council Chamber	Mayor & Mayoress
Fri 7.00	26 Sept	Sevenoaks Business Awards	Mayor & Mayoress
Sun 10.00	28 Sept	Mayor of Tenterden – Tour of Chapel Down Vineyard	Deputy Mayor & Escort
Thurs 7.15	2 Oct	Sevenoaks Literary Celebration – The Disinherited	Mayor & Mayoress
Fri 10.40	3 Oct	High Sheriff of Kent – Justice Service for Kent	Mayor & Mayoress
Sat 6.00	4 Oct	Opening of Pink Week	Mayor & Mayoress
Mon 6.30	6 Oct	Duke of Edinburgh's Awards Presentation Evening at Knole Academy	Mayor & Mayoress
Wed 9.30	8 Oct	Mayor of Tunbridge Wells – Clay Shoot	Deputy Mayor
Wed 10.00	8 Oct	Opening of Marks & Spencer	Mayor & Mayoress
Wed 5.30	8 Oct	Chairman KCC – Charity Dinner at Allington Castle	Mayor & Mayoress
Fri 7.30	10 Oct	Marks & Spencer Evening Reception	Deputy Mayor
12.00	10 Oct	Tour of Chartwell House, Westerham	Mayor & Mayoress & Deputy Mayor
Fri 7.30	10 Oct	Sevenoaks Area Mind – Mini Masterpieces Event	Mayor & Mayoress
Sat 11 am	11 Oct	Judging of Pink Week Windows	Mayor & Mayoress
Sat 6.30	11 Oct	Mayor of Croydon – Fundraising Dinner	Mayor & Mayoress
Mon 3.30	13 Oct	Mayor of Deal – Charter Day Civic Service	Mayor & Mayoress
Wed 7.30	15 Oct	Sevenoaks Rail Travellers Association AGM	Mayor
Fri 11.30	17 Oct	Chairman Lewisham Council – Goldsmiths Hall Tour and Lunch	Deputy Mayor and Escort
Fri 6.15	17 Oct	Sevenoaks Beaver Scouts – Bronze Awards Ceremony	Mayor & Mayoress
Fri 1.30	17 Oct	Grand Opening of Knole Academy New Buildings	Mayor & Mayoress
Fri 7.00	17 Oct	Westerham Sea Cadets Trafalgar Dinner	Mayor & Mayoress
Sat 10.00	18 Oct	Stag Public Meeting in the Plaza Suite	Mayor & Mayoress
Sat 2.00	18 Oct	Halliwick Association Swimming Therapy National Championships	Mayor & Mayoress
12.30	18 Oct	Mayor of Tunbridge Wells – Civic Dinner	Mayor & Mayoress
Sun 6.45	19 Oct	Saint Hill Manor Gala Charity Concert	Deputy Mayor and Nicholas Arnold
Sun 7.00	19 Oct	SSAFA – Grenadier Guards Concert Band	Mayor & Mayoress
Mon 8.00	20 Oct	Mencap – Annual General Meeting	Mayor & Mayoress
Tues 10.00	21 Oct	Mayor of Hillingdon – Tour of RAF Uxbridge & Northolt	Mayor & Mayoress
Wed 11.00	22 Oct	Chairman KCC – Kent Poppy Appeal Launch	Mayor & Mayoress
Wed 6.45	22 Oct	Probus Club of Sevenoaks – Annual Members Dinner	Mayor
Thurs 2.00	23 Oct	Founders' Day Service at Bennett Memorial Diocesan School	Mayor & Mayoress
Thurs 7.00	23 Oct	Curry Evening at Raj Bari	Mayor & Mayoress
Sat 12.00	25 Oct	Royal British Legion Annual Poppy Appeal Launch	Mayor & Mayoress
Wed 1.30	29 Oct	Mayors Curry Challenge with Gabrien Shepard of the Chronicle at the Raj Bari	Mayor & Mayoress
Wed 7.00	29 Oct	Mayor of Swale – Brewery Tour and Supper	Mayor & Mayoress

Invitations Accepted – 2014/2015

Day & Time	Date	Organisation & Event/Venue	Attending
Thurs 6.30	30 Oct	Sevenoaks & Swanley Citizens Advice Bureau AGM	Mayor & Mayoress
Fri 6.30	31 Oct	Kent Painters Group 24 th Annual Exhibition	Mayor & Mayoress
Fri 7.00	31 Oct	Mencap Halloween Party	Mayor & Mayoress
Sun 12.30	2 Nov	Mayor of Ashford – Lunch & Musical Interlude	Mayor & Mayoress
Mon 4.00	3 Nov	Dorothy Parrott Memorial Trust Fund Meeting in the Town Council Chamber	Mayor
Tues 10.30	4 Nov	Photo Call at Sevenoaks Bookshop with Matt Ball	Mayor & Mayoress
Tues 6.00	4 Nov	Reception at Chevening House – Board of Trustees	Mayor & Mayoress Deputy Mayor
Wed 9.30	5 Nov	Sevenoaks Chamber of Commerce – AGM	Deputy Mayor
Wed 7.00	5 Nov	Rochester Cathedral – Textus Roffensis	Mayor
Sat 7.00	8 Nov	Sevenoaks Round Table Torchlight Parade	Mayor & Mayoress
Sun 10.45	9 Nov	Remembrance Day Service & Parade – The Vine War Memorial	Mayor & Mayoress
Mon 7.00	10 Nov	Jean Bentley Band – Remembrance Event at the Woodman	Mayor & Mayoress
Tues 10.45	11 Nov	Pay Tribute to the War Graves at Greatness Cemetery	Mayor & Mayoress
Tues 7.00	11 Nov	Wine and Cheese Tasting Evening in the Town Council Chamber	Mayor & Mayoress
Thurs 6.00	13 Nov	Athena Wealth Planning Ltd – Launch Party	Mayor & Mayoress
Fri 7.00	14 Nov	Mayor of Swale – Performance of “Love and Courage” at The Avenue Theatre, Sittingbourne	Mayor & Mayoress
Sat 10.30	15 Nov	The New School at West Heath – Christmas Fayre	Mayor & Mayoress
Sat 7.00	15 Nov	Mayor of Redbridge – Race Night at Sir James Hawkey Hall, Woodford Green	Mayor & Mayoress
Tues 7.00	18 Nov	Walthamstow Hall – Performance of Coram Boy in the Ship Theatre	Mayor & Mayoress
Wed 7.30	19 Nov	Mencap Drama Open Night – Plaza Suite	Mayor & Mayoress
Wed 9.45	19 Nov	Mayoral Breakfast at the Knole Academy	Mayor & Mayoress
Thurs 6.00	20 Nov	Sevenoaks Art Club Annual Exhibition – Kaleidoscope Gallery	Mayor & Mayoress
Fri 8.00	21 Nov	Kentish Opera Galat at the Stag	Mayor & Mayoress
Sat 7.00	22 Nov	Lions Club of Sevenoaks – Charter Anniversary at the Wilderness Golf Club	Mayor & Mayoress
Sat 7.30	22 Nov	Sevenoaks & Tonbridge Concert Band – Concert at St Nicholas Church	Cllr Arnold & Nicholas
Wed 7.30	26 Nov	24 th Anniverary Party at Tandoori Nights Restaurant, Seal	Mayor & Mayoress
Thurs 3.00	27 Nov	Panto Cast Afternoon Tea with Mencap Drama Group in the Youth Café	Mayor & Mayoress
Fri 7.00	28 Nov	Christmas Lights Switch On	Mayor & Mayoress
Sat 7.30	29 Nov	Sevenoaks Philharmonic Society – Concert at St Nicholas Church	Cllr Arnold & Nicholas

Invitations Accepted – 2014/2015

Day & Time	Date	Organisation & Event/Venue	Attending
Tues 2.45	2 Dec	Mayoress of Ashford – Afternoon Tea at Eastwell Manor	Mayoress & Mrs Hogarth
Wed 4.30	3 Dec	Mayor of Brighton – Mince Pies and Mulled Wine Evening	Deputy Mayor
Thurs 10.00	4 Dec	Planting of sixth Oak Tree on Brittain's Common	Mayor & Mayoress
Thurs 3.30	4 Dec	The Abbeyfield Kent Society – Annual Lantern Parade	Mayor & Mayoress
Thurs 6.00	4 Dec	Knole Academy – Annual Presentation Evening	Mayor & Mayoress
Thurs 7.00	4 Dec	Guide Dogs for the Blind – Social Evening	Mayor & Mayoress
Fri 10.00	5 Dec	Judging Best Dressed Window with Avril Ferguson of Chamber of Commerce.	Mayor & Mayoress Deputy Mayor
Fri 6.15	5 Dec	Sevenoaks Cub Scouts – Silver Awards in the Council Chamber	Mayor & Mayoress
Sat 2.00	6 Dec	Open the St John the Baptist Church Christmas Fair	Mayor & Mayoress
10.15	7 Dec	Dedication of 'Bertie the Bus' – Chevening Sunday Club at St Botolph's Church, Chevening	Mayor & Mayoress
Sun 2.00	7 Dec	Blue Flamingo Music Tea Dance in the Plaza Suite	Mayor & Mayoress
Sun 4.00	7 Dec	Bradbourne Residents Association Committee – Santa's Visit to Bradbourne Lakes	Mayor & Mayoress
Mon 6.50	8 Dec	VAWK Sevenoaks Community Carol Service at St Luke's Church	Mayor & Mayoress
Wed 1.45	10 Dec	Parkinson's UK Christmas Party in St Luke's Hall	Mayor & Mayoress
Wed 3.00	10 Dec	Sevenoaks Area Mind – Carol Service at United Reformed Church	Mayor & Mayoress
Thurs 12.30	11 Dec	Sevenoaks Chamber of Commerce – Christmas Party	Mayor & Mayoress
Thurs 6.00	11 Dec	Knole Academy – Christmas Concert	Mayor & Mayoress Deputy Mayor
Thurs 8.00	11 Dec	Sevenoaks Players – Rehearsal/Open Evening incorporating a Presentation in Otford Hall	Mayor & Mayoress
Fri 11.30	12 Dec	Age UK Christmas Party at Hollybush Court	Mayor & Mayoress
Fri 7.00	12 Dec	Mencap Christmas Party in the Mencap Hall	Mayor & Mayoress
Fri 7.00	12 Dec	Mayor of Croydon – Christmas Dinner in the Town Hall	Deputy Mayor & Nicholas Arnold
Sat 7.15	13 Dec	Cantate Choir Christmas Gala Concert in St Nicholas Church	Mayor & Mayoress
Sun 12.15	14 Dec	Sevenoaks Hockey Club – Presidents Cocktail Party at the Vine Pavilion	Mayor & Mayoress
Sun 6.00	14 Dec	Mencap annual Carols and Mince Pies evening at the Mencap Hall	Mayor & Mayoress
Tues 6.15	16 Dec	Tonbridge Grammar School – Annual Prize Giving	Mayor & Mayoress
Wed 7.00	17 Dec	Mayor of Swale – Christmas Concert at Mount Ephraim House.	Mayor & Mayoress
Fri 11.30	19 Dec	Tonbridge Grammar School – Senior Carol Service in St Augustine's Chapel, Tonbridge School	Mayor & Mayoress

Invitations Accepted – 2014/2015

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 7.30	19 Dec	Mayor of Maidstone – Christmas Party in the Town Hall	Mayor & Mayoress
Sat 10.00	20 Dec	Mayor of Medway – The Dickens Country Experience	Mayor & Mayoress
Thurs 11.15	25 Dec	Visit to Sevenoaks Hospital	Mayor & Mayoress
Thurs 12.00	25 Dec	Sevenoaks Tonbridge & District AGE UK – Open Christmas	Mayor & Mayoress
2015			
Sun 10.00	4 Jan	Mayor of Ramsgate – Winter Wonder Walkies	Mayor & Mayoress
Thurs 7.00	8 Jan	Maff Brown & Comedy Team attempting the Mayor's Challenge at Raj Bari	Mayor & Mayoress
Sun 9.00	11 Jan	Margate Charter Trustees – Blessing of the Seas Ceremony	Mayor & Mayoress
Sat 7.00	17 Jan	Mayor of Tunbridge Wells – Quiz Night	Mayor & Mayoress
Sun 3.15	18 Jan	The Dean of Rochester – Plough Sunday Service	Mayor & Mayoress
Wed 1.00	21 Jan	Sevenoaks Summer Festival Sponsors' Lunch	Deputy Mayor
Fri 7.00	23 Jan	Mayor of Ashford – Traditional Piped Burns Night Celebration.	Mayor & Mayoress
Sat 7.00	24 Jan	Mayor of Brighton – Burns Night Supper Cancelled due to lack of support	Mayor & Mayoress
Mon 12.00	26 Jan	Staff Fundraising Buffet Lunch in the Town Council Chamber	Mayor & Mayoress
Fri 5.30	30 Jan	A2d Architecture – Celebrating new office space and 10 year company anniversary.	Mayor & Mayoress
Fri 7.00	30 Jan	Knole Academy – Burns Night Supper	Mayor & Mayoress
Sun 4.45	1 Feb	Chance to Dance – First performance of their 20 th Anniversary Year	Mayor & Mayoress
Tues 1.00	3 Feb	Meeting in Town Council Chamber with Rochester City Councillors	Mayor & Deputy Mayor
Fri 12.00	6 Feb	Chairman Tandridge District Council – Charity Luncheon	Mayor & Mayoress
Sat 7.00	7 Feb	Quiz Night at Sevenoaks Community Centre	Mayor & Mayoress
Wed 6.50	11 Feb	Sevenoaks Area Mind – Quiz Night	Mayor & Deputy Mayor
Thur 7.30	12 Feb	Mayor of Bromley – BYMT Concert	Mayor & Mayoress
Fri 7.30	13 Feb	Mayor of Tunbridge Wells – Valentine's Eve Ball	Mayor & Mayoress
Sat 7.00	14 Feb	Mayor of Medway – Charity Concert	Mayor & Mayoress
Sunday 1.00	15 Feb	Mayor of Gravesham – Sunday Lunch at Cobham Hall	Mayor & Mayoress
Mon 8.00	16 Feb	Club 41 Meeting at St Julians	Mayor
Tues 7.00	17 Feb	Mayor of Redbridge – Dine at the White Swan Restaurant	Mayor & Mayoress
Thurs 7.00	19 Feb	Mayor of Tunbridge Wells – Charity Film Gala Night	Mayor & Mayoress
Fri 7.00	20 Feb	Mayor of Swale – Poppy Ball	Mayor & Mayoress
Sat 7.00	21 Feb	Mayor of Medway – Quiz Night	Mayor & Mayoress

Invitations Accepted – 2014/2015

Day & Time	Date	Organisation & Event/Venue	Attending
Sun 6.50	22 Feb	Kent International Piano Courses – Final Concert at Tonbridge School	Mayor & Mayoress
Thurs	26 Feb	Mayor of Medway – Visit to Oliver Fisher Unit, Medway Maritime Hospital	Mayor & Mayoress
Fri 3.00	27 Feb	Chair of Lewisham Council – Tea at the House of Lords	Mayor & Mayoress
Fri 7.15	27 Feb	Mayor of Maidstone – Quiz Night	Mayor & Mayoress
Sat 7.00	28 Feb	Mayor of Tonbridge & Malling – RABI Charity Dinner	Deputy Mayor & Escort
Sat 7.00	28 Feb	Cantate Choir's Concert at St Mary's Church	Mayor & Mayoress
Sun 3.00	1 March	Sevenoaks Symphony Orchestra's concert at the Stag Theatre	Mayor & Mayoress
Tues 10.30	3 March	Mayor of Hammersmith & Fulham – Tour of Chelsea and Fulham Football Clubs	Mayor & Mayoress
5.45	6 March	Mayor of Bexley – Charity Ball	Mayor & Mayoress
Sun 10.00	8 March	Sevenoaks Three Arts Festival – Young Musician of the Year Competition	Mayor & Mayoress
Mon 10.30	9 March	Commonwealth Flag Raising Ceremony/Commemoration of the Centenary of World War 1	Mayor & Mayoress Deputy Mayor
Tues 11.00	10 Mar	Lord Lieutenant of Kent's Annual Civic Service at Rochester Cathedral	Mayor & Mayoress
Wed 10.15	11 Mar	Mayor of Ashford – Tour of Givaudan	Mayor & Mayoress
Wed 6.30	11 Mar	Knole Academy – Buggy Malone	Mayor & Mayoress
Thurs 7.15	12 Mar	Mayor of Maidstone – Curry Night	Deputy Mayor
Fri 6.00	13 Mar	Mayor of Bromley – Tour and Dinner at House of Commons	Mayor & Mayoress
Sat 10.00	14 Mar	Mayor's Green Walk	Mayor & Mayoress Deputy Mayor
6.30	14 Mar	Mayor of Medway – Big Band Dinner Dance	Mayor & Mayoress
Tues 10.15	17 Mar	Mayor's Blindfold Walk – meeting at Waitrose	Mayor & Mayoress
Thurs 7.00	19 Mar	Mayor of Croydon – Golf Day (Dinner only)	Mayor & Mayoress
Fri 6.30	20 Mar	Mayor of Faversham – Banquet & Ball	Mayor & Mayoress
Sat 12.30	21 Mar	Sevenoaks Rugby Club – Grand opening of the Bradshaw-Pearl Balcony	Mayor & Mayoress
Sat 7.00	21 Mar	Mayor of Folkestone – Golden Ball	Mayor & Mayoress
Sun 10.45	22 Mar	Mayor of Swale – Civic Service	Mayor & Mayoress
Mon 8.30	23 Mar	Chair of Lewisham Council – Tour of Deptford	Mayor & Mayoress
Wed 6.30	25 Mar	Sevenoaks Charity Fashion Show at The New School at West Heath	Mayor & Mayoress
Thurs 4.30	26 Mar	Knole Academy – Senior Singing Scholar's Recital	Mayor & Mayoress
Thurs 7.00	26 Mar	Sevenoaks Players performance of Sweeney Todd at the Stag Theatre	Mayor & Mayoress
Fri 6.30	27 Mar	Sevenoaks Beavers Bronze Awards in the Town Council Chamber	Mayor & Mayoress

Invitations Accepted – 2014/2015

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 7.00	28 Mar	Sevenoaks Philharmonic Society – Concert at the Pamoja Hall, Sevenoaks School	Deputy Mayor & Escort
Sat 7.00	28 Mar	Mayor of Gravesham – Charity Dinner Dance at The Woodville	Mayor & Mayoress
Sat 7.30	28 Mar	Sevenoaks & Tonbridge Concert Band – Concert at St Nicholas Church, Sevenoaks	Cllr Hogarth & Mrs Hogarth
Sun 3.00	29 Mar	Installation of High Sheriff of Kent at St Botolph's Church, Lullingstone	Mayor & Mayoress
Sun 7.30	29 Mar	Mayor of Dartford – A Professional Cabaret Evening at Wilmington Grammar School for Girls	Mayor & Mayoress
Mon 9.15	30 Mar	Mayor of Medway – Tour of Chatham Dockyard and Rochester Cathedral	Mayor & Mayoress
Mon 5.30	30 Mar	Knole Academy – Fancy Footwork	Mayor & Mayoress
Wed 2.00	1 April	Chairman SDC – Visit to Chiddingstone Castle	Mayor & Mayoress
Wed 11.45	8 April	Luncheon at Chevening House	Mayor & Mayoress
Fri 3.30	10 April	Afternoon Tea at Hollybush Day Centre, Hollybush Close	Mayor & Mayoress
Sat 7.00	11 Apr	Guide Dogs for the Blind – Cockney Night at the Community Centre	Mayor & Mayoress
Wed 7.00	15 April	Mayor of Ashford – ABBA Tribute Night	Mayor & Deputy Mayor
Thurs 7.30	16 April	Avenues Group – Who Do You Think You are at Sevenoaks Library	Mayor & Mayoress
Fri 10.00	17 April	Business Show in the Plaza Suite, Stag Theatre	Mayor & Mayoress
Fri 3.00	17 Apr	Celebrate aware of BEM to Rosalynde Ward, Home Manager, Pinehurst House Nursing Home	Mayor & Mayoress
Fri 7.30	17 April	Mayor of Greenwich – Mayor's Annual Civic Dinner in the Painted Hall of the Old Royal Naval College, Greenwich.	Mayor Mayoress Deputy Mayor
Sun 12.30	19 April	Mayor of Maidstone – Sunday Lunch at Hawkenbury Country Inn	Mayor & Mayoress
Sun 3.30	19 April	Contact the Elderly group monthly tea party	Mayor & Mayoress
Sun 7.30	19 Apr	The Lydian Orchestra – Easter Concert at the Drive Methodist Church	Mayor & Mayoress
Wed 9.30	21 April	Tour of Knole House followed by lunch	Mayor & Mayoress
Thurs 9.45	23 April	Relaunch of Boots Opticians Sevenoaks Store	Mayor & Mayoress
Thurs 3.00	23 April	Mayor of Croydon – Cream Tea	Mayor & Mayoress
Fri 6.30	24 April	The Leadership Team, Knole Academy – Annual Dance Show	Mayor & Mayoress
Sat 4.00	25 April	Westerham Sea Cadets – English Garden Tea Party	Deputy Mayor
Sat 2.30	25 April	Deal Town Council – Service to commemorate Gallipoli Landings	Mayor & Mayoress
Sat 7.00	25 April	Mayor of Ramsgate – Civic Retirement Dinner	Mayor & Mayoress

Invitations Accepted – 2014/2015

Day & Time	Date	Organisation & Event/Venue	Attending
Sun 2.45	26 April	District Scout Council St George's Day Parade and Service at St Nicholas Church	Mayor & Mayoress
Mon 10.00	27 April	Mayor of Ashford – Last Hurrah	Mayor & Mayoress
Sat 7.00	2 May	Mayor of Broadstairs & St Peter's – May Ball	Mayor & Mayoress
Tues 3.00	5 May	Mayor's Tea Party in Chamber with Silent Auction Winner	Mayor & Mayoress
Fri 11.00	8 May	Sevenoaks Food Festival on the Vine Gardens	Mayor & Mayoress
Fri 9.30	8 May	Lay wreath at the Vine War Memorial – VE Day	Mayor & Mayoress
Fri 9.45	8 May	Mayoral Breakfast at the Vine Restaurant	Mayor & Mayoress
Mon 10.00	11 May	Mayor of Maidstone – Day Out in Maidstone	Mayor & Mayoress
Wed 12.30	13 May	Knole Academy – Grand opening of the Mange Tout Restaurant	Mayor & Mayoress
Wed 7.30	13 May	Mencap Show in the Plaza Suite	Mayor
Th 7.30	13 May	Sevenoaks Counselling – Annual Open Meeting at St Mary's Church Centre, Kippington Road.	Deputy Mayor
Fri 2.00	15 May	Mayor of Tunbridge Wells – Visit to Salomons Estate	Mayor & Mayoress
Fri 7.00	15 May	Mayor of Croydon – Charity Ball	Mayor & Mayoress
Fri 7.30	15 May	Kentish Opera – Production of The Merry Widow at the Stag Theatre	Deputy Mayor & Mrs Raikes
Sun 7.30	17 May	Sevenoaks Symphony Orchestra – Midsummer Classics Concert in Pajoma Hall	Mayor

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2015 - 2016

Provisional Dates for Mayoral Events

June 2015 Mayoral Breakfast Civic Service – 14 June 2015	July 2015 Mayoral Breakfast Cocktail Party at Knole House 17th July 2015	August 2015 Mayoral Breakfast
September 2015 Mayoral Breakfast	October 2015 Mayoral Breakfast	November 2015 Mayoral Breakfast Wine Tasting Evening
December 2015 Mayoral Breakfast Planting 7th Oak Tree on Brittains Common – 2 December	January 2016 Mayoral Breakfast	February 2016 Mayoral Breakfast Quiz Night – 6 February
March 2016 Mayoral Breakfast	April 2016 Mayoral Breakfast Visit to Knole House	May 2016 Mayoral Breakfast Luncheon at Chevening

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