

10th May 2016

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 16th May 2016 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.

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) Presentation to the outgoing Mayor's Cadet
- b) 3 Winners of Queen's 90th Birthday Card competition
 - i. Katie Saunders – 15-18 year old category
 - ii. Emma Dalton – 11-14 year old category
 - iii. Sophia Buchanan Appleford – 5-10 year old category
- c) Cheques to be awarded to the four charities supported during Mayor's term of office:
 - i. Demelza Hospice Care for Children
 - ii. Kidney Cancer UK
 - iii. Rockdale Housing Association Limited
 - iv. League of Friends of Sevenoaks Hospital
- d) Mayors Award

1 ELECTION OF MAYOR

To elect the Mayor for the ensuing Civic year.

2 DECLARATION OF ACCEPTANCE OF OFFICE

To receive the 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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- 3 ELECTION OF DEPUTY MAYOR
To elect the Deputy Mayor for the ensuing Civic year.
- 4 DECLARATION OF ACCEPTANCE OF OFFICE
To receive the Deputy Mayor's declaration of acceptance of office.
- 5 APOLOGIES FOR ABSENCE
To receive and note apologies.
- 6 COUNCIL MINUTES
To receive, adopt and sign the minutes of the meeting of the Town Council held on 22nd February 2016 (copy previously distributed and attached).
- 7 PLANNING COMMITTEE
To receive and adopt the minutes of the meetings of the Planning Committee held on:
 - a) 29th February 2016
 - b) 14th and 29th March 2016
 - c) 11th and 25th April 2016
 - d) 9th May 2016(Copies previously distributed and attached).
- 8 FINANCE AND GENERAL PURPOSES COMMITTEE
To receive and adopt the minutes of the Finance and General Purposes Committees held on:
 - a) 22nd February 2016
 - b) 18th April 2016(copies previously distributed and attached).
- 9 OPEN SPACES AND LEISURE COMMITTEE
To receive and adopt the minutes of the Open Spaces and Leisure Committee held on 07th March 2016 (copy previously distributed and attached).
- 10 PERSONNEL
To receive and adopt the minutes of the Personnel Committee held on 04th April 2016 (copy previously distributed and attached).
- 11 TOWN PARTNERSHIP
To receive and note the minutes of the Town Partnership Committees held on 09th March and 20th April 2016 (copies previously distributed and attached).
- 12 APPOINTMENT OF STANDING COMMITTEES/SUB COMMITTEES
To appoint Standing Committees and Sub Committees (copy report attached).
- 13 APPOINTMENT OF CHAIRMEN, VICE CHAIRMEN AND MEMBERS OF STANDING COMMITTEES/SUB COMMITTEES
To appoint Chairmen, Vice Chairmen and Members of Standing Committees/Sub Committees (copy report attached).
- 14 REPRESENTATION ON OTHER BODIES
To elect members to serve on various statutory bodies and other organisations (copy report attached).

- 15 APPROVAL OF TERMS OF REFERENCE - STANDING COMMITTEES/SUB COMMITTEES
To receive and adopt the Terms of Reference of Standing Committees and Sub Committees (copy report attached).
- 16 SCHEDULE OF MEETINGS
To receive and adopt the Schedule of meetings (copy attached).
- 17 STANDING ORDERS
To receive and adopt Standing Orders (copy attached).
- 18 ANNUAL SUBSCRIPTIONS
To authorise payment of subscriptions falling to be renewed annually (copy attached).
- 19 RESOLUTION FOR EXECUTION AND SEALING OF LEGAL DEEDS
Town Council Standing Orders require a Resolution for the Execution and Sealing of Legal Deeds. This is needed for the sale of the Cemetery Lodge.
- Recommended: That the Mayor and the Town Clerk be authorised to sign and seal the legal documents for the sale of the Cemetery Lodge.
- 20 MAYORS CADET
To appoint the Mayor's Cadet for the ensuing Civic year.
- 21 CIVIC EVENTS AND INFORMATION
a) Mayor's Engagements 2015/2016
To receive and note the functions attended by the Mayor, Deputy Mayor or representative (copy report attached).
b) Armed Forces Day Concert
To note a concert in aid of Armed Forces charities is being held on Saturday 18 June 2016 at 3pm to 5pm at the Vine Bandstand.
- 22 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 2016

1 ELECTION OF MAYOR

- i Cllr ARNOLD 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 Parry and seconded by Cllr Piper that Cllr Eyre be elected Mayor for the ensuing year.
- iv Cllr Arnold will say

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

To the Contrary if any"

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

2 DECLARATION OF ACCEPTANCE OF OFFICE

- i Cllr Eyre will read and sign the Declaration of Acceptance of Office – all Councillors remain standing.
- ii Cllr Arnold will invite Councillors to be seated.
- iii. Town Clerk **to release chain.**
- iv. Cllr Arnold will say :-
"Cllr Eyre 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 Arnold will then place chain of officer around Cllr Eyre's neck.
- vi Cllr Arnold 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 Arnold shakes the hand of Cllr Eyre and invites him to take his seat.
- viii Cllr Eyre will present Cllr Arnold with a memento of his year of office.
- ix Cllr Arnold will give a retiring speech prior to leaving the rostrum and taking his seat.
- x Cllr Piper will thank Cllr Arnold as the outgoing Mayor and welcome Cllr Eyre as the incoming Mayor.
- xi Cllr Hogarth will express thanks to the outgoing Mayoress and Consort for their support as Mayoress and Consort to Cllr Arnold during the past year.
- xii Cllr Eyre will express thanks for election to office.

3 ELECTION OF DEPUTY MAYOR

- i Cllr Eyre will invite nominations for the appointment of Deputy Mayor.
- ii It will be proposed by Cllr Eyre and seconded by Cllr Mrs Parry that Cllr Chakowa be elected Deputy Mayor for the ensuing year.
- iii Cllr Eyre will say :-
"Any other nominations. All those in favour that Cllr Chakowa be elected to the office of Deputy Mayor for the ensuing year, please show to the contrary if any."
- iv Cllr Eyre will rise and say "I declare Cllr Chakowa be elected Deputy Mayor for the ensuing year."

4 DECLARATION OF ACCEPTANCE OF OFFICE

- i Cllr Eyre will invite Cllr Chakowa to approach the rostrum and come forward and read and sign the Declaration of Acceptance of Office.
- ii Cllr Eyre will then invest the Deputy Mayor with the Badge of Office and invite her/him to take her/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 22ND FEBRUARY 2016 AT 8:46 P.M.**

Present: Cllr S L Arnold (Mayor), Cllr N J L Busvine OBE, Cllr J M Canet, Cllr M A Chakowa,
Cllr A S Clayton, Cllr A Eyre (Deputy Mayor), Cllr R M C Hogarth, Cllr R J Parry,
Cllr E Parson, Cllr R L Piper, Cllr S G Raikes, Cllr P E Towell, Cllr E T Waite and Cllr Mrs P C Walshe (14)

Apologies for Absence: Cllr Mrs R E Parry

Also Present: Chief Executive/Town Clerk, Responsible Finance Officer and Committee Clerk

PUBLIC QUESTION TIME: No members of the public were present.

404 DISPENSATION

There were no requests for Dispensation

405 DECLARATION OF INTEREST

There were no declarations of Interest.

**406 MINUTES OF THE TOWN COUNCIL MEETING HELD ON 11TH JANUARY 2016
AND MINUTES OF THE EXTRA ORDINARY MEETING HELD ON 18TH JANUARY 2016**

RESOLVED: To receive, adopt and sign these Minutes of the Meeting being true records of events.

**407 MINUTES OF THE PLANNING COMMITTEE MEETINGS HELD ON 18TH
JANUARY, 1ST AND 15TH FEBRUARY 2016**

RESOLVED: to receive and adopt the Minutes of these Meetings being true records of events.

**408 MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD ON 11TH JANUARY 2016**

RESOLVED: to receive and adopt the Minutes of this meeting.

**409 MINUTES OF THE COMMUNITY INFRASTRUCTURE COMMITTEE MEETING
HELD ON 8TH FEBRUARY 2016**

RESOLVED:

- a) to receive and adopt the Minutes of this meeting.
- b) that the recommendations put forward in this meeting to Town Council to take a long peppercorn lease on the Bat & Ball Station Building be ratified subject to the following:
 - i) Sevenoaks Town Council to proceed with the lease as outlined in the agenda papers for Community Investment Committee held on 8th February 2016. Southeastern would prepare the lease for review.
 - ii) The Town Council would need to investigate the works required by the Planning Authority to meet Listed Building status. It was recommended that a Heritage Survey be carried out to identify this work. Three quotations had been received for a Heritage Survey A) £5,000 B) £700 and C) £4,000. Contractor A was recommended by the Conservation Officer and Architect Consultant. Agreed that Contractor A be appointed.

- iii) Additional work would be required to refurbish the building into the community facility required (including café / shop, public toilets, halls to hire) and this would need to be designed and costed. A quotation for £19,000 had been received from the architectural team for the Bat & Ball Centre to carry out this work as addition to previously costed work.

The information would assist in the submission of funding applications.

The expenditure to be taken from the 2016 / 17 financial year.

- iv) It was noted that temporary borrowing may also be needed once the refurbishment budget was known. Reference was made to the Town Council's recently agreed Borrowing Policy.
- v) A Business Plan to be completed to demonstrate future revenue costs and projected income. Headline figures were reviewed by the Committee.
- vi) It was noted that for Business Rates reasons the Town Council may wish to move the operation of the station into a Community Interest Company or similar operation and the lease would need to reflect this.
- vii) The Town Council when moving from its current site to realise funding would have needed to rent a building to operate from it was therefore recommended that the funds that the Town Council would have used to rent a building be used to refurbish the Bat & Ball Station building and the Town Council use the building temporarily until the new Bat & Ball Centre was completed.

410 **STANDING ORDERS**

RESOLVED: to receive and adopt the amended Standing Order in accordance to Minute 361 of the Extra Ordinary Meeting held on 18th January as per the attached set of standing orders which merged the updates to 1m and 3bi into one document *[Appendix A attached]* and in accordance with the following recommendations:

Sevenoaks Town Council considers amending its Standing Orders at its meeting on 22nd February 2016 noting:

- 17.11.2014 Council adopts standing orders modifying 1m to reflect introduction of openness of local government bodies regulations
- 18.5.2015 Annual council meeting adopts standing orders with modification to 3bi to allow agendas to be emailed out, however this modification is made to a pre-17.11.2014 copy of the standing orders and therefore drops the amendment to 1m

411 **MEETING SCHEDULE**

RESOLVED: to adopt the meeting schedule for the Civic Year 2016/2017 *[Appendix B attached]*

412 **REPRESENTATIVES ON OUTSIDE BODIES**

RESOLVED: that Cllr A S Clayton, with Cllr S G Raikes as a reserve, be appointed as the Town Council's representatives to the Sevenoaks Fairtrade Committee.

413 **MINUTES OF THE SEVENOAKS TOWN PARTNERSHIP MEETING HELD ON 27TH JANUARY 2016**

RESOLVED: to accept and note these minutes, subject to the amendments made at the Finance & General Purposes Committee meeting held on 22nd February 2016 *[Minute No 399 refers]*

414 **SAHA COMPLAINT**

RESOLVED: to receive and adopt the decision of the Complains Hearing held on 14th January 2016 in accordance with Clause 6.2 of the Town Council's published Code of Practice for Handling Complaints.

415 CIVIC EVENTS AND INFORMATION

RESOLVED:

- a) the functions attended by the Mayor, Deputy Mayor or their representatives and the forthcoming Civic Events being organised by the Mayor during 2015/2016 [1st to 29th February 2016] plus compliments received by the Mayor be received and noted.
- b) The compliments received by the Mayor of Sevenoaks in February 2016 be received and noted.

416 PRESS RELEASE

RESOLVED: a press release be issued regarding the commencement of the Bat & Ball station building lease negotiation.

There being no further business the Mayor closed the Meeting at 8:52pm.

.....
Mayor of Sevenoaks

.....
Dated

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Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 29th February 2016 at 7pm

Present:

Committee Members

Cllr Arnold	Present	Cllr Parry	Apologies
Cllr Busvine OBE	Present	Cllr Parson	Present
Cllr Canet	Present	Cllr Piper	Present
Cllr Chakowa	Apologies	Chairman - Cllr Raikes	Present
Cllr Clayton	Apologies	Cllr Schneider	Apologies
Cllr Eyre	Present	Cllr Towell	Apologies
Cllr Hogarth – Vice Chairman	Present	Cllr Waite	Present
Cllr Mrs Parry	Left 7:20pm	Cllr Walshe	Present

Also in attendance:

Town Clerk
Assistant Town Clerk
2 members of the public

PUBLIC QUESTION TIME

None

417 REQUESTS FOR DISPENSATIONS

None

418 DECLARATIONS OF INTEREST

Cllrs Hogarth and Piper noted that they were both Sevenoaks District Council members.

419 MINUTES

It was **RESOLVED** that the minutes of the Planning Committee meeting held on Monday 15th February 2016 previously approved at Council be received and signed.

420 CONSULTATIONS

(a) The Committee received and noted a consultation on changes to parking arrangements in Lambarde Road.

(b) The Committee received and considered a technical consultation on changes to planning policy.

It was **RESOLVED** that a meeting be scheduled for 6pm on 14th March 2016 prior to the Planning Committee meeting to discuss the consultation, after which a draft response would be brought back to Committee for approval. Councillors unable to attend the meeting were asked to forward in their comments to the Assistant Town Clerk before the 14th March to enable them to be considered.

421 APPEALS

The Committee received and noted that the following appeals had been submitted:

i) 4 Vine Avenue

422 PLANNING APPLICATIONS

(a) The Committee received and approved the two schedules of comments forwarded to Sevenoaks District Council under Chairman's Action on the following dates:

- i. 22nd February 2016
- ii. 23rd February 2016

(b) The meeting was adjourned allow members of the public to speak on the following applications for 3 minutes at the Chairman's discretion:

- i) [3] 16/00152/FUL – Site of 21 Bethel Road - Against

(c) The meeting was reconvened and the Committee considered planning applications received from the Sevenoaks District Council during the two weeks ending 25th February 2016 and **it was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

423 RALEYS SITE PLANNING APPLICATION

The Committee received and considered an update on the planning application for the Raleys site.

A recorded vote was requested by Cllr Piper, on a motion to support the submission of an amendment to the existing application subject to design refinements requested by Knole.

For	Against
Arnold	Eyre
Busvine	Parson
Canet	Piper
Hogarth	
Raikes	
Waite	
Walshe	

It was **RESOLVED that** the Town Council support the submission of an amendment to the existing application subject to design refinements requested by Knole.

424 PRESS RELEASE

None

The meeting closed at 7:58pm

CHAIRMAN

Planning Applications Considered

Applications considered on 29-2-16

1	Plan Number	Planning officer	Town Councillor	Agent
	PAG/KCC/SE/0017/20	Mrs L Cook 14-03-2016	Cllr Clayton	H McCormack Young012
Applicant		House Name	Road	Locality
St Johns C Of E Primary School		St Johns C Of E Primary School	Bayham Road	Eastern
Town		County	Post Code	Application date
				16/02/16
Single storey extension to hall to provide new storage.				

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

2	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00113/FUL	J Overall 10-03-2016	Cllr Parson	Mr Sonnex 455066
Applicant		House Name	Road	Locality
Mr R Francis		Land South Of	13 Buckhurst Avenue	Town
Town		County	Post Code	Application date
				23/02/16
Demolition of existing detached garage and the erection of a new attached two storey dwelling.				

Sevenoaks Town Council recommended approval.

3	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00152/FUL	Mr A Byrne 09-03-2016	Cllr Mrs Walshe	Offset 753333
Applicant		House Name	Road	Locality
Mr A Lane		Site Of	21 Bethel Road	Eastern
Town		County	Post Code	Application date
				16/02/16
Demolition of five garages. Erection of a two storey dwelling with four dormer windows, two roof-lights, one integral garage, a driveway and private garden.				

Sevenoaks Town Council recommended refusal on the following grounds:

- The height of the proposal is only 1m less than that of the refused application 15/01221 and would thus harm the residential amenities of the residents of 73A and 79A Hartslands Road, close behind the application site
- The loss of so many garages and parking spaces would have a serious effect on the amenities of residents in this narrow Victorian street, for whom there is a notable shortage of both on and off street parking.

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00190/FUL	Mr M Holmes 15-03-2016	Cllr Eyre	Mr Goodhew779580
Applicant		House Name	Road	Locality
Mr & Mrs Boume			82 Brattle Wood	Kippington
Town		County	Post Code	Application date
				24/02/16
Demolition of existing dwelling. Construction of a two storey 5 bedroom house with detached garage. Alterations to vehicular access and landscaping.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 29-2-16

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00282/HOUSE	H Weston 11-03-2016	Cllr Raikes	Mr J Legon01435872850
Applicant		House Name	Road	Locality
Mr M Legon			55 Bradbourne Road	St Johns
Town		County	Post Code	Application date
				23/02/16
Alterations to previously approved scheme 15/03747/HOUSE for the erection of two storey side extension and two storey rear extension. Re-location of windows and doors. Creation of dormer. Alterations to garage.				

Sevenoaks Town Council recommended approval.

6	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00293/HOUSE	H Weston 09-03-2016	Cllr Arnold	Mr Cartwright0189253758
Applicant		House Name	Road	Locality
Mr C Gormley		Green Acre	Blackhall Lane	Wilderness
Town		County	Post Code	Application date
				16/02/16
Erection of a single storey rear extension, extension to front of garage, and first floor addition over.				

Sevenoaks Town Council recommended approval.

7	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00308/HOUSE	J Overall 09-03-2016	Cllr Parson	Mr Russell07813757871
Applicant		House Name	Road	Locality
Mr J Beddell			17 South Park	Town
Town		County	Post Code	Application date
				16/02/16
Demolition of existing conservatory. The erection of a single storey extension to front and rear, two storey side extension, a linked walkway to garage and conversion of garage to cinema room. Alteration to fenestration to front/rear/side of property.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 29-2-16

8	Plan Number SE/16/00338/MMA	Planning officer Mr M Holmes 09-03-2016	Town Councillor Cllr Arnold	Agent Ms Ross02070892121
Applicant Mr M Lee Dickson (Pegasus Lif		House Name Wilderness House	Road Wilderness Avenue	Locality Wilderness
Town		County	Post Code	Application date 16/02/16
Minor material amendments to planning permission SE/14/01562/OUT consenting re-development of site to provide an extra care facility for older people, three residential units, parking, a new vehicular access onto Park Lane and an access driveway and associated landscaping. The replacement of the approved wellness centre with the new restaurant pavilion and associated landscaping works, the re-location of the access onto Park Lane, amendments to Mews buildings and associated landscape (size and position of chimneys; treatment of windows; introduction of rainwater pipes; treatment of brick detailing; treatment of entrances and associated landscape).				

Sevenoaks Town Council recommended approval.

9	Plan Number SE/16/00340/HOUSE	Planning officer P Dadswell 11-03-2016	Town Councillor Cllr Busvine	Agent Mrs Austin07866962268
Applicant Mr B David		House Name	Road 4 St Botolphs Road	Locality Town
Town		County	Post Code	Application date 23/02/16
Rear first floor extension above existing ground floor and alterations to fenestrations.				

Sevenoaks Town Council recommended approval.

10	Plan Number SE/16/00344/HOUSE	Planning officer J Overall 15-03-2016	Town Councillor Cllr Piper	Agent Mr R Redway (N/A)
Applicant Mr P Major		House Name	Road 4 Hurst Way	Locality Kippington
Town		County	Post Code	Application date 24/02/16
Single storey front extension.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied there is no breach of policy contained in the residential extensions SPD.

11	Plan Number SE/16/00353/HOUSE	Planning officer P Dadswell 14-03-2016	Town Councillor Cllr Piper	Agent Mrs Austin07866962268
Applicant Mr P Morgan		House Name	Road 18 Redlands Road	Locality Kippington
Town		County	Post Code	Application date 24/02/16
Erection of a new porch to existing house.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 29-2-16

12	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00354/FUL	J Russell 09-03-2016	Cllr Parry	Mr Andrews01483284028
Applicant		House Name	Road	Locality
Mr & Mrs A Locke		Stancote	65 Kippington Road	Kippington
Town		County	Post Code	Application date
				16/02/16
Construction of a single new-build private dwelling house and detached carport.				

Sevenoaks Town Council recommended approval.

13	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00359/HOUSE	R Fellows 09-03-2016	Cllr Eyre	Mr B Best 455029
Applicant		House Name	Road	Locality
Mr Wootton			7 Famaby Drive	Kippington
Town		County	Post Code	Application date
				16/02/16
Erection of a single storey rear extension.				

Sevenoaks Town Council recommended approval.

14	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00365/HOUSE	J Overall 10-03-2016	Cllr Chakowa	Mr Ransley-Hoare753333
Applicant		House Name	Road	Locality
Mr & Mrs A Manjrekar		Uplands	70 St James Road	St Johns
Town		County	Post Code	Application date
				23/02/16
Single storey rear extension, new larger dormer to rear, replacement front porch, change of roof covering and new roof and dormers over garage to create studio space.				

Sevenoaks Town Council recommended approval.

15	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00370/FUL	P Dadswell 15-03-2016	Cllr Busvine	Mr Paul 07753224220
Applicant		House Name	Road	Locality
Ms L Keating		Suffolk House	154 High Street	Town
Town		County	Post Code	Application date
				24/02/16
Installation of 3No. Velux style rooflights to the front (South) elevation to match existing size and materials. Conversion of existing storage space to office accommodation.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 29-2-16

16	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00398/HOUSE	R Fellows 15-03-2016	Cllr Hogarth	Mr D Burr 742200
Applicant		House Name	Road	Locality
Mr R Canning			16 Hitchen Hatch Lane	St Johns
Town		County	Post Code	Application date
				24/02/16
Construction of a single storey rear extension with a part glazed, part slate roof, extended over the existing rear projection, and re-roof the existing building with slates to match existing.				

Sevenoaks Town Council recommended approval subject to the Planning Officer placing a condition on the grant requiring the right of way to the rear gardens to be maintained without reduction

17	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00399/HOUSE	P Dadswell 11-03-2016	Cllr Piper	Offset 753333
Applicant		House Name	Road	Locality
Mr & Mrs Webster		Longspring	Oak Lane	Kippington
Town		County	Post Code	Application date
				23/02/16
Demolition of existing conservatory, creation of 2 storey rear extension, extension of single storey lean to, new veranda to the rear along with minor internal amendments, addition of roof lights and alterations to fenestration.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied it does not increase floor space by more than 50% due to the Green Belt location.

18	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00430/HOUSE	J Overall 14-03-2016	Cllr Parry	Mrs Austin07866962268
Applicant		House Name	Road	Locality
Mrs J Brassington		Garmonsway	28 Oakhill Road	Kippington
Town		County	Post Code	Application date
				24/02/16
Internal loft changes (no change to external elevations). Rear single storey ground floor extension. Lowering of existing boundary wall.				

Sevenoaks Town Council recommended approval.

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 14th March 2016 at 7pm

Present:

Committee Members

Cllr Arnold	Present	Cllr Parry	Present
Cllr Busvine OBE	Apologies	Cllr Parson	Present
Cllr Canet	Present	Cllr Piper	Apologies
Cllr Chakowa	Apologies	Chairman - Cllr Raikes	Present
Cllr Clayton	Left 7:28pm	Cllr Schneider	Apologies
Cllr Eyre	Arrived 7:09pm	Cllr Towell	Arrived 7:07pm
Cllr Hogarth – Vice Chairman	Apologies	Cllr Waite	Apologies
Cllr Mrs Parry	Present	Cllr Walshe	Apologies

Also in attendance:

Town Clerk
Assistant Town Clerk
4 members of the public

PUBLIC QUESTION TIME

A member of the public addressed the committee on a petition presented to the Joint Transportation Board calling for parking restrictions in The Rise to reduce the pressure from commuter parking and reduce safety concerns.

It was agreed that the petition be included as an agenda item for discussion at the next planning meeting on the 29th March 2016.

438 REQUESTS FOR DISPENSATIONS
None

439 DECLARATIONS OF INTEREST
Cllr Raikes declared a non pecuniary interest in planning application:
[6] 16/00406/FUL – 80 High Street

Cllr Eyre declared a non pecuniary interest in planning application:
[13] 16/00464/HOUSE – 5 Julians Way

440 MINUTES
(a) It was **RESOLVED that** the minutes of the Planning Committee meeting held on Monday 29th February 2016 be approved and signed.

(b) The minutes of the Neighbourhood Development Plan Steering Committee meeting held on the 29th February 2016 were received and noted.

441 PLANNING APPLICATIONS
The Committee considered planning applications received from the Sevenoaks District Council during the two weeks ending 10th March 2016 and **it was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

442 PRESS RELEASE
None

The meeting closed at 7:42pm

CHAIRMAN

Planning Applications Considered

Applications considered on 14-3-16

1	Plan Number	Planning officer	Town Councillor	Agent
	PAG/KCC/SE/0033/20	Miss Mary Green 30-03-2016	Cllr Raikes	Mrs R Young (N/A)
	Applicant	House Name	Road	Locality
	Mr I Skinmore (KCC)	Sevenoaks Primary School	Bradbourne Park Road	St Johns
	Town	County	Post Code	Application date
				04/03/16
Proposed retention of existing 1No. modular building (installed in 2011) until 31 July 2018.				

Sevenoaks Town Council recommended approval.

2	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/02967/MMA	J Russell 18-03-2016	Cllr Clayton	N/A
	Applicant	House Name	Road	Locality
	Mr T Lewis	The Old School Mews	Cobden Road	Eastern
	Town	County	Post Code	Application date
				01/03/16

Minor material amendment to SE/13/01633/FUL for (Demolition of ancillary buildings and erection of 9 No. two and three bedroom apartments with associated parking and amenity space with new build additions in the form of single storey extensions plus dormers and conservation rooflights to the main buildings) to show alterations to main entrance to include additional landscaping, parking arrangements and bin stores.

SE/15/02967/MMA - Amended plan

Amended proposal description:

Minor material amendment to SE/13/01633/FUL for (Demolition of ancillary buildings and erection of 9 No. two and three bedroom apartments with associated parking and amenity space with new build additions in the form of single storey extensions plus dormers and conservation rooflights to the main buildings) to show alterations to include additional landscaping at the main entrance, omit some boundary planting, altered parking arrangements and bin stores, and omission of sedum roof on single storey element.

SE/15/02967/MMA: Amended Plan (For Information Only) received by STC 08-02-2016:

Amended plans

SE/15/02967/MMA - Amended plan

Amended Landscaping Scheme.

Sevenoaks Town Council recommended approval of the positive changes which have been implemented to planting in and around the car park. However Sevenoaks Town Council recommended refusal of the complete loss of planting along the Cedar Terrace Road boundary which has left the bin store open to view with loss of visual amenity in the conservation area. Alternative planting or screening to the original plan for trees should be required.

Planning Applications Considered

Applications considered on 14-3-16

3	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00257/FUL	Mr M Holmes 22-03-2016	Cllr Hogarth	Mr Zamanpour020349021
Applicant		House Name	Road	Locality
Mr A Zyrkov		Prospect Cottage	43 St James Road	St Johns
Town		County	Post Code	Application date
				03/03/16
Erection of a 5 bedroom family home on the site of a demolished house.				

//Awaiting chairman's action//

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00349/HOUSE	P Dadswell 25-03-2016	Cllr Canet	Mr Caddy01342 844183
Applicant		House Name	Road	Locality
Mr & Mrs V Chester			158 Seal Road	Northern
Town		County	Post Code	Application date
				08/03/16
Demolition of rear conservatory and enclosed lean-to secure car parking and garage. Erection of a single storey side garage and staggered two storey rear extension to the house.				

Sevenoaks Town Council recommended approval.

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00356/HOUSE	R Fellows 28-03-2016	Cllr Mrs Parry	Mr R Townrow078415789
Applicant		House Name	Road	Locality
Mr B Gidley			92 Seal Road	Northern
Town		County	Post Code	Application date
				08/03/16
Single storey rear extension.				

Sevenoaks Town Council recommended approval.

6	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00406/FUL	Mr A Byrne 28-03-2016	Cllr Parson	Mr Chiu 02071251111
Applicant		House Name	Road	Locality
Barclays Bank Plc			80 High Street	Town
Town		County	Post Code	Application date
				08/03/16
Removal of one VRV Condenser unit. Replace one existing door with a louvred door and one existing window with a louvred window. Construction of a new plant room to include a new VRV Condenser unit.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 14-3-16

7	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00417/HOUSE	H Weston 23-03-2016	Cllr Waite	Mr Shackleton019595348
Applicant		House Name	Road	Locality
Mr E Jenkins			25 Hillingdon Avenue	Eastern
Town		County	Post Code	Application date
				04/03/16
Single storey rear extension and front porch. Raising of the roof to incorporate a first floor with four dormers to the elevations and two velux windows.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied that there will be:

- No loss of amenity to neighbouring properties through overlooking
- No overshadowing of number 27's garden

8	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00417/HOUSE	H Weston 28-03-2016	Cllr Waite	Mr Shackleton019595348
Applicant		House Name	Road	Locality
Mr E Jenkins			25 Hillingdon Avenue	Eastern
Town		County	Post Code	Application date
				08/03/16
Single storey rear extension and front porch. Raising of the roof to incorporate a first floor with four dormers to the elevations and two velux windows.				

SE/16/00417/HOUSE - Amended plan

The proposal has been amended for clarification:

Single storey rear extension and front porch. Raising of the roof to incorporate a first floor with two dormers and one velux roof light to each of the side elevations.

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied that there will be:

- No loss of amenity to neighbouring properties through overlooking
- No overshadowing of number 27's garden

9	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00436/HOUSE	J Overall 16-03-2016	Cllr Mrs Parry	Mr D Dennis 617033
Applicant		House Name	Road	Locality
Mr P Norman			1 Cavendish Avenue	Northern
Town		County	Post Code	Application date
				25/02/16
Demolish existing garage and replace with new larger garage and porch to join garage and house.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 14-3-16

10	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00439/CONVAR	Mr A Byrne 16-03-2016	Cllr Eyre	Mr Templeton 01435 8727
Applicant		House Name	Road	Locality
Mr Bowyer & Mr Pilbeam		Holyoake Room	Holyoake Terrace	Kippington
Town		County	Post Code	Application date
				25/02/16
Removal of condition 3 (sustainable homes) of SE/12/03255/FUL - Erection of a terrace of three dwellings and creation of three parking spaces, as revised by amended plans received on 18/02/13.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied that similar conditions can be implemented to require building to a high level of sustainability.

11	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00442/HOUSE	P Dadswell 16-03-2016	Cllr Eyre	Mr D Burr 742200
Applicant		House Name	Road	Locality
Mr M Surguy		Dove Tree House	Grassy Lane	Kippington
Town		County	Post Code	Application date
				26/02/16
Erection of a detached double garage to the front of the house, extending the drive and constructing a low level retaining wall.				

Sevenoaks Town Council recommended refusal as the proposal is contrary to guidance set out in the residential character area assessment and will have a detrimental impact on the street scene.

12	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00457/ADV	Mr A Byrne 21-03-2016	Cllr Parson	Mr Christou 07985171997
Applicant		House Name	Road	Locality
Mr P Glinn (Marks and Spencer PLC)			66 London Road	Town
Town		County	Post Code	Application date
				01/03/16
Partial changes to signage on all elevations & addition of graphic sign at ground floor level on east elevation.				

Sevenoaks Town Council recommended approval.

13	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00464/HOUSE	J Overall 17-03-2016	Cllr Parry	Mr M Bush 740778
Applicant		House Name	Road	Locality
Mr M Bush			5 Julians Way	Kippington
Town		County	Post Code	Application date
				29/02/16
Single storey rear extension; front porch extension.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 14-3-16

14	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00474/FUL	P Dadswell 23-03-2016	Cllr Eyre	N/A
Applicant		House Name	Road	Locality
Mr I Stockbridge			19 Shenden Way	Kippington
Town		County	Post Code	Application date
				04/03/16
To open the annex to trade as a bed and breakfast.				

Sevenoaks Town Council recommended refusal on the following grounds:

- Insufficient evidence on the impact on neighbours
- Lack of parking
- Loss of amenity to neighbouring properties.

15	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00515/HOUSE	P Dadswell 28-03-2016	Cllr Parry	Mr Dalton01473 833997
Applicant		House Name	Road	Locality
Mrs C Brown		Laurels	4A Cade Lane	Kippington
Town		County	Post Code	Application date
				08/03/16
Erection of a detached timber garden room.				

Sevenoaks Town Council recommended approval.

16	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00518/HOUSE	H Weston 23-03-2016	Cllr Towell	Mr Rigby07793836977
Applicant		House Name	Road	Locality
Mr & Mrs Nathan			20 Robyns Way	Northern
Town		County	Post Code	Application date
				03/03/16
Erection of a two storey side extension.				

Sevenoaks Town Council recommended approval subject to a condition requiring the downstairs bathroom window being obscure glazed.

17	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00536/HOUSE	H Weston 23-03-2016	Cllr Arnold	Offset 753333
Applicant		House Name	Road	Locality
Mrs F Iqbal		Winsford	Woodland Rise	Wilderness
Town		County	Post Code	Application date
				03/03/16
Demolition of conservatory and front porch, erection of a part single storey, part two storey rear extension with a gable roof. Erection of a single storey front porch with gable roof. Alterations to fenestration, internal alterations and the installation of four rooflights.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 14-3-16

18	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00570/HOUSE	H Weston 28-03-2016	Cllr Parry	Mr D Dennis 617033
Applicant		House Name	Road	Locality
Mr & Mrs Nicoll			5 Stafford Way	Kippington
Town		County	Post Code	Application date
				08/03/16
Erection of a single storey rear and side extension.				
Sevenoaks Town Council recommended approval.				

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Tuesday 29th March 2016 at 7pm

Present:

Committee Members

Cllr Arnold	Present	Cllr Parry	Apologies
Cllr Busvine OBE	Arrived 7:05pm	Cllr Parson	Present
Cllr Canet	Arrived 7:44pm	Cllr Piper	Present
Cllr Chakowa	Present	Chairman - Cllr Raikes	Present
Cllr Clayton	Apologies	Cllr Schneider	Apologies
Cllr Eyre	Present	Cllr Towell	Present
Cllr Hogarth – Vice Chairman	Present	Cllr Waite	Apologies
Cllr Mrs Parry	Arrived 7:01pm	Cllr Walshe	Present

Also in attendance:

Assistant Town Clerk
3 members of the public

PUBLIC QUESTION TIME

None

443 REQUESTS FOR DISPENSATIONS

None

444 DECLARATIONS OF INTEREST

Cllr Raikes declared a pecuniary interest in the following planning application, and abstained from discussion or voting:

[2] 15/03912/FUL – Entrance Gates at, Wildernesse Avenue

Cllr Hogarth was in the chair for the duration of debate on the above plan.

445 MINUTES

It was **RESOLVED** that the minutes of the Planning Committee meeting held on Monday 14th March 2016 be approved and signed.

446 CONSULTATIONS

(a) The Committee received and considered the draft response to the DCLG Technical Consultation on implementation of planning changes.

It was **RESOLVED** that subject to amendments requested at the meeting the document be approved and forwarded as the Town Council's response.

(b) The Committee received and noted the KCC consultation on funded bus routes.

It was **RESOLVED** that no comment be made.

447 PETITION FROM RESIDENTS OF THE RISE

The Committee received and considered a petition from residents of the Rise calling for new parking restrictions to alleviate commuter parking in the road.

It was **UNANIMOUSLY RESOLVED** that the Town Council supports the proposal set out by residents in the paper.

448 RAIL SUMMIT

The Committee received and noted the date of the next KCC rail summit.

It was **RESOLVED** that Cllrs Canet, Clayton, and Parry attend as the Town Council's representatives if available.

449 PLANNING APPLICATIONS

(a) The Committee received and approved the schedules of comments made under Chairman's Action.

(b) The Committee considered planning applications received from the Sevenoaks District Council during the two weeks ending 24th March 2016 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 7:54pm

CHAIRMAN

Planning Applications Considered

Applications considered on 29-3-16

1	Plan Number	Planning officer	Town Councillor	Agent
	PAG/KCC/SE/0007/20	Miss Mary Green 31-03-2016	Cllr Raikes	DPP Planning
Applicant	House Name	Road	Locality	
Bowmer Kirkland/Education Fu	Sevenoaks Primary School	Bradbourne Park Road	St Johns	
Town	County	Post Code	Application date	
			21/03/16	
Demolition of the existing main school building and construction of a replacement school building.				
PAG/KCC/SE/0007/2016 - Amended plan				
Amended details submitted (date filed 15-02-2016 on KCC website)				
PAG/KCC/SE/0007/2016 - Amended plan				
Additional supporting information submitted (date filed 17-03-2016 on KCC website)				

Sevenoaks Town Council made no comment on the amendment.

2	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/03912/FUL	H Weston 05-04-2016	Cllr Arnold	Mr R Sonnex 455066
Applicant	House Name	Road	Locality	
Trustees of Wildernes Avenue	Entrance Gates At	Wildernes Avenue	Wildernes	
Town	County	Post Code	Application date	
			17/03/16	
Provision of oak vehicular & pedestrian gates junctions of Wildernes Avenue with Seal Hollow Road, Park Lane & A25.				
SE/15/03912/FUL - Amended plan				
Amended site location plan.				
SE/15/03912/FUL Amended Consultation (Information Only) received from SDC 23-02-16:				
Amended plan received to show a reduced height for the proposed gates.				
SE/15/03912/FUL - Amended plan				
Amended plans.				

Sevenoaks Town Council recommended refusal unless:

- The planning officer is satisfied that the gates will be no higher than the existing barrier, and the design will be in keeping with the character of the area
- A condition is included in the grant of permission requiring unrestricted access for cyclists and pedestrians to be retained in perpetuity
- The planning officer is satisfied that suitable arrangements have been put in place for emergency vehicles.

//Informative: Sevenoaks Town Council noted that the most recent amendment conflicted with previous dimensions, and did not adequately address previous concerns//

Planning Applications Considered

Applications considered on 29-3-16

3	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00150/HOUSE	H Weston 30-03-2016	Cllr Chakowa	Mr Brunning07921211647
Applicant		House Name	Road	Locality
Mr J Styles			26 Vine Avenue	St Johns
Town		County	Post Code	Application date
				11/03/16
Demolition of existing rear single storey extension, construction of new rear and side single storey extension. 2 storey side garage extension and garage conversion, attic conversion and construction of stairway to front of dwelling.				
SE/16/00150/HOUSE - Amended plan				
Amended drawing demonstrating the original roof on western side elevation received on 02/03/16.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied that there will be no unacceptable loss of amenity or light to neighbouring property, and the two storey extension being more than 1m from the boundary.

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00336/MMA	H Weston 11-04-2016	Cllr Towell	Anderson North Ltd 5224
Applicant		House Name	Road	Locality
Mr R Williams			12 Weavers Lane	Northern
Town		County	Post Code	Application date
				23/03/16
Minor material amendment to SE/15/00727/HOUSE for part single/part two storey side extension, single storey front extension and first floor rear extension. To show the increase of floor level at first floor.				

Sevenoaks Town Council recommended approvals subject to there being no change in the external dimensions from the previously approved scheme.

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00339/HOUSE	J Overall 30-03-2016	Cllr Parry	Mr Miller07530266479
Applicant		House Name	Road	Locality
Mrs H Pop			26 Croft Way	Kippington
Town		County	Post Code	Application date
				10/03/16
New rear and 2 storey side extension, demolition of garage. Part single storey rear extension. Addition of roof light. Creation of new dropped curb.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 29-3-16

6	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00400/FUL	J Russell 05-04-2016	Cllr Canet	N/A
Applicant	House Name	Road	Locality	
Mr K Nicholson (Kent Wildlife T	Tadorna, Sevenoaks Wildlife R	Bradbourne Vale Road	Northern	
Town	County	Post Code	Application date	
			16/03/16	
Change of use of redundant warden's cottage to provide wildlife education facilities.				

Sevenoaks Town Council recommended approval.

7	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00457/ADV	Mr A Byrne 29-03-2016	Cllr Parson	Mr Christou07985171997
Applicant	House Name	Road	Locality	
Mr P Glinn (Marks and Spencer		66 London Road	Town	
Town	County	Post Code	Application date	
			10/03/16	
Partial changes to signage on all elevations & addition of graphic sign at ground floor level on east elevation.				
SE/16/00457/ADV - Amended plan				
Revised plans				

//Awaiting Chairman's Action//

8	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00489/HOUSE	P Dadswell 01-04-2016	Cllr Parry	Mr W Glass 832430
Applicant	House Name	Road	Locality	
Mr S Venza		11 The Middlings	Kippington	
Town	County	Post Code	Application date	
			14/03/16	
The erection of a two storey rear, front and side extension and double garage.				

Sevenoaks Town Council recommended approval.

9	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00498/HOUSE	R Fellows 06-04-2016	Cllr Parson	N/A
Applicant	House Name	Road	Locality	
Mrs E Smart		8 Beech Road	Town	
Town	County	Post Code	Application date	
			17/03/16	
Replacement windows.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 29-3-16

10	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/00503/HOUSE	Mr M Holmes 08-04-2016	Cllr Raikes	Mr Bish 01243 771166
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs E Zijdenbos			5 Vine Avenue	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				21/03/16
Demolition of a single storey east elevation extension, garages and outbuildings. The erection of single and two storey extensions to the east and west elevations, new porch, the erection of a single storey rear orangery extension, the conversion of the loft area into habitable space, the erection of a new single storey garage and bicycle store, new gates to the front entrance.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied there will be no loss of amenity to neighbouring properties.

11	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/00548/FUL	H Weston 11-04-2016	Cllr Busvine	Mr Bunce 01622691169
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr J Kitson			6C Gordon Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				22/03/16
Demolition of existing building containing two 2-bedroom flats and a double garage. Replace with two semi-detached 5 bedroom houses and an additional drive for 2 cars.				

Sevenoaks Town Council recommended approval subject to the conservation officer being satisfied the proposed design and materials are in keeping with the conservation area.

12	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/00575/HOUSE	J Overall 08-04-2016	Cllr Eyre	Mr Maxted 01217471943
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Gough-Cooper			22 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				21/03/16
Conversion of existing garage/lounge into playroom, the erection of new garage with room above, two storey extension to East elevation part single and part two storey extension to West elevation, conversion of loft space into habitable and replacement of a pool enclosure.				

Sevenoaks Town Council recommended refusal as the proposal garage would be a substantial and overbearing addition to the front of the plot.

//Informative: Sevenoaks Town Council would not object to an application for the proposed changes to the house and pool//

Planning Applications Considered

Applications considered on 29-3-16

13	Plan Number SE/16/00582/HOUSE	Planning officer P Dadswell 05-04-2016	Town Councillor Cllr Parry	Agent Mr B Best 455029
Applicant Mr T Kinghorn		House Name Wenlock	Road 16 Kippington Road	Locality Kippington
Town		County	Post Code	Application date 16/03/16
Erection of a detached double garage.				

Sevenoaks Town Council recommended refusal as the proposal would:
 Be contrary to guidance set out in the Residential Character Area assessment SPD
 Result in an unacceptable increase in built form
 Have a negative impact on the street scene due to the garage being sited in front of the build line.

14	Plan Number SE/16/00589/HOUSE	Planning officer H Weston 05-04-2016	Town Councillor Cllr Hogarth	Agent Ms Hem02087640703
Applicant Mr & Mrs Valentine House		House Name	Road 18 Amherst Road	Locality St Johns
Town		County	Post Code	Application date 16/03/16
The erection of a single storey side/rear extension and installation of two rooflights.				

Sevenoaks Town Council recommended approval.

15	Plan Number SE/16/00611/HOUSE	Planning officer H Weston 05-04-2016	Town Councillor Cllr Clayton	Agent N/A
Applicant Mr B Wakefield		House Name	Road 139 Hillingdon Rise	Locality Eastern
Town		County	Post Code	Application date 16/03/16

Erection of a wooden shed.

Amended plan (for information only) received from SDC 22.03.2016:

The postcode of the application site has been corrected along with the neighbour address postcodes.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 29-3-16

16	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00615/HOUSE	H Weston 08-04-2016	Cllr Towell	Mr D Dennis 617033
Applicant		House Name	Road	Locality
Mr & Mrs Winstanley			157 Bradbourne Vale Road	Northern
Town		County	Post Code	Application date
				21/03/16
Ground floor rear extension, garage & shed removal, new workshop at the rear, alterations to fenestration, new driveway at the front .				

Sevenoaks Town Council recommended approval subject to the side window being obscure glazed.

17	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00640/FUL	Mr M Holmes 12-04-2016	Cllr Busvine	N/A
Applicant		House Name	Road	Locality
Mr R Rummey			48A High Street	Town
Town		County	Post Code	Application date
				23/03/16
Change of use B1 (professional offices) to A1 (art gallery).				
SE/16/00640/FUL - Amended plan				
Revised drawings.				

Sevenoaks Town Council recommended approval.

18	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00649/HOUSE	J Overall 11-04-2016	Cllr Eyre	N/A
Applicant		House Name	Road	Locality
Mr C Scott		Arkendale	14 Turners Gardens	Kippington
Town		County	Post Code	Application date
				23/03/16
Erection of a first floor side extension. Part conversion of existing garage. Internal alterations and alterations to fenestration.				

Sevenoaks Town Council recommended approval.

19	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00692/HOUSE	H Broughton 04-04-2016	Cllr Mrs Parry	Mr A Rigby 452200
Applicant		House Name	Road	Locality
Mr & Mrs Bruyns			51 Betenson Avenue	Northern
Town		County	Post Code	Application date
				15/03/16
Demolition of garage & erection of 2 storey side & rear and single storey rear extensions. Changes to fenestration.				

Sevenoaks Town Council recommend approval subject to the drive surface being permeable.

Planning Applications Considered

Applications considered on 29-3-16

20	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/00720/FUL	Mr M Holmes 11-04-2016	Cllr Busvine	Mrs Tasker01689836334
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Kentmere Homes (Sevenoaks)		Land South Of Woodseaves, 5	Seal Hollow Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				22/03/16
Erection of a detached dwelling with integrated garage.				

Sevenoaks Town Council recommended approval.

21	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/00723/LBCALT	J Overall 07-04-2016	Cllr Busvine	Mr Simpkin01474703705
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr G Newman		Six Bells House	46 High Street	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				21/03/16
Replacement doors with oak finish and replacement moulded skirting boards.				

Sevenoaks Town Council recommended approval subject to the conservation officer being satisfied that the applicant's claim that changes have not resulted in the loss of significant heritage assets and all replacements are of a higher and more authentic quality are accurate.

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 11th April 2016 at 7pm

Present:

Committee Members

Cllr Arnold	Present	Cllr Parry	Left: 7:30pm
Cllr Busvine OBE	Present	Cllr Parson	Present
Cllr Canet	Present	Cllr Piper	Left 7:30pm
Cllr Chakowa	Present	Chairman - Cllr Raikes	Present
Cllr Clayton	Present	Cllr Schneider	Apologies
Cllr Eyre	Present	Cllr Towell	Apologies
Cllr Hogarth – Vice Chairman	Present	Cllr Waite	Present
Cllr Mrs Parry	Present	Cllr Waishe	Present

Also in attendance:

Town Clerk
Assistant Town Clerk
45 members of the public

PUBLIC QUESTION TIME

None

451 REQUESTS FOR DISPENSATIONS

It was noted that the following Councillors had requested a dispensation in accordance with Sevenoaks Town Council Standing Order 7(d) and under section 33 of the Localism Act 2011 to allow them to take part in discussion and voting on 16/00918/FUL - Bradbourne Car Park at the meeting:

- Cllr Canet
- Cllr Eyre
- Cllr Hogarth
- Cllr Parson
- Cllr Piper
- Cllr Raikes

It was **RESOLVED** that the requested dispensations be granted in line with advice received from the Sevenoaks District Council Monitoring Officer.

452 DECLARATIONS OF INTEREST

Cllrs Canet, Eyre, Hogarth, Parson, Piper, and Raikes being Members of Sevenoaks District Council, stated they would reconsider matters to be discussed at this meeting at district level, taking into account all relevant evidence.

453 DECLARATIONS OF LOBBYING

All Councillors present declared they had been lobbied in respect of the following planning application:

16/00918/FUL - Bradbourne Car Park, Bradbourne Park Road

454 MINUTES

It was **RESOLVED** that the minutes of the Planning Committee meeting held on Tuesday 29th March 2016 be approved and signed.

455 PLANNING APPLICATIONS

(a) The Committee received and approved the schedules of comments made under Chairman's Action.

(b) It was agreed that item [12] 16/00918/FUL - Bradbourne Car Park, Bradbourne Park Road would be brought forward for consideration. The meeting was adjourned to enable representatives to speak for 5 minutes on the following application:

- i. 16/00918/FUL - Bradbourne Car Park, Bradbourne Park Road – Against
- ii. 16/00918/FUL - Bradbourne Car Park, Bradbourne Park Road - For

(c) The meeting was reconvened and the Committee considered planning application [12]. It was **RESOLVED that** the comment listed on the attached schedule be forwarded to Sevenoaks District Council. The meeting was adjourned to enable members of the public to exit the chamber.

(d) The meeting was reconvened and the Committee considered the remaining planning applications received from the Sevenoaks District Council during the two weeks ending 7th April 2016 and it was **RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

456 PRESS RELEASE

None

The meeting closed at 7:59pm

CHAIRMAN

Planning Applications Considered

Applications considered on 11-4-16

1	Plan Number	Planning officer	Town Councillor	Agent
	PAG/KCC/SE/0007/20	Miss Mary Green 05-04-2016	Cllr Raikes	DPP Planning
Applicant	House Name	Road	Locality	
Bowmer Kirkland/Education Fu	Sevenoaks Primary School	Bradbourne Park Road	St Johns	
Town	County	Post Code	Application date	
			24/03/16	
Demolition of the existing main school building and construction of a replacement school building.				
PAG/KCC/SE/0007/2016 - Amended plan				
Amended details submitted (date filed 15-02-2016 on KCC website)				
PAG/KCC/SE/0007/2016 - Amended plan				
Additional supporting information submitted (date filed 17-03-2016 on KCC website)				
PAG/KCC/SE/0007/2016 - Amended plan				
Additional supporting information and amended Transport Statement (date filed 22-03-2016 on KCC website)				

Sevenoaks Town Council made no comment on this amendment.

2	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00178/HOUSE	J Overall 26-04-2016	Cllr Clayton	N/A
Applicant	House Name	Road	Locality	
Mrs M Weller		49 Quakers Hall Lane	Eastern	
Town	County	Post Code	Application date	
			06/04/16	
Drop kerb for parking access.				

Sevenoaks Town Council recommend approval provided:

- The Highway authority is content there will be no detrimental impact on road safety
- The Conservation Officer is satisfied with impact on the garden and road frontage in the Hartslands Conservation Area
- The Planning Officer is satisfied there will be no adverse impact on neighbouring gardens, including Mint Cottage in Prospect Road

Planning Applications Considered

Applications considered on 11-4-16

3	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00548/FUL	H Weston 19-04-2016	Cllr Busvine	Mr Bunce01622691169
Applicant		House Name	Road	Locality
Mr J Kitson			6C & 6D Gordon Road	Town
Town		County	Post Code	Application date
				30/03/16
Demolition of existing building containing two 2-bedroom flats and a double garage. Replace with two semi-detached 5 bedroom houses and an additional drive for 2 cars. SE/16/00548/FUL - Amended plan The address for this application has been amended to also include 6D Gordon Road.				

Sevenoaks Town Council recommended approval

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00597/HOUSE	J Overall 13-04-2016	Cllr Chakowa	N/A
Applicant		House Name	Road	Locality
Mrs A Buckland			6 Carrick Drive	St Johns
Town		County	Post Code	Application date
				29/03/16
Proposal is to convert part of the existing open porch, into the main dwelling, allowing for an extra cupboard and floorspace inside the house it also includes obscured glass to the side elevation.				

Sevenoaks Town Council recommended approval

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00615/HOUSE	H Weston 19-04-2016	Cllr Mrs Parry	Mr D Dennis 617033
Applicant		House Name	Road	Locality
Mr & Mrs Winstanley			157 Bradbourne Vale Road	Northern
Town		County	Post Code	Application date
				30/03/16
Ground floor rear extension, garage & shed removal, new workshop at the rear, alterations to fenestration, new driveway at the front . SE/16/00615/HOUSE - Amended plan Amended description and amended plan received Amended proposal description: Ground floor rear extension, garage and shed removal, new workshop at the rear, alterations to fenestration, new driveway and access at the front.				

Sevenoaks Town Council recommended approval subject to the side window being obscure glazed.

Planning Applications Considered

Applications considered on 11-4-16

6	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00728/HOUSE	H Weston 21-04-2016	Cllr Canet	Mr Bale 01689 836855
Applicant		House Name	Road	Locality
Mr & Mrs Spencer			9 Crawshay Close	Northern
Town		County	Post Code	Application date
				01/04/16
Demolition of garage, and creation of a two storey side and rear extension with alterations to fenestrations.				

Sevenoaks Town Council recommended approval

7	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00743/HOUSE	J Russell 13-04-2016	Cllr Clayton	Mr Knight 01642 712670
Applicant		House Name	Road	Locality
Mrs Knight			23 Vine Court Road	Eastern
Town		County	Post Code	Application date
				29/03/16

Erection of front boundary wall/fence/panels and gates.

Amended Plan (for information only) received from SDC 31-03-2016:

The suffix has been altered from FUL to HOUSE.

Sevenoaks Town Council recommended approval subject to the Conservation Officer being satisfied with the impact on the street scene and conservation area.

8	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00754/ADV	H Broughton 25-04-2016	Cllr Parson	Mr Gooch 01424 846670
Applicant		House Name	Road	Locality
Mr J Williams			109 High Street	Town
Town		County	Post Code	Application date
				05/04/16
1 No. Fascia and 1No. projecting sign.				

Sevenoaks Town Council recommended approval

9	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00795/HOUSE	H Broughton 21-04-2016	Cllr Piper	Level Architecture01622854010
Applicant		House Name	Road	Locality
Mr & Mrs Reaud		Tall Chimneys	49 Kippington Road	Kippington
Town		County	Post Code	Application date
				01/04/16
Erection of a single storey front/side extension, a two storey rear extension and a single storey front extension. Erection of a single storey front infill with the relocation of front entrance. Internal alterations, alterations to fenestration and the installation of rooflights.				

Sevenoaks Town Council recommended approval

Planning Applications Considered

Applications considered on 11-4-16

10	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00797/HOUSE	J Overall 26-04-2016	Cllr Mrs Parry	Mr Gay 07748778563
Applicant		House Name	Road	Locality
Mr P Stevens			25 Orchard Close	Northern
Town		County	Post Code	Application date
				06/04/16
2 storey rear extension to existing dwelling.				

Sevenoaks Town Council recommended approval

11	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00825/MMA	H Weston 19-04-2016	Cllr Arnold	Mr Bradbury02084671892
Applicant		House Name	Road	Locality
Mr & Mrs McDonnagh		Farthings	Parkfield	Wildemesse
Town		County	Post Code	Application date
				31/03/16
Minor material amendment to SE/15/02058/HOUSE for the erection of a 2 storey link extension with rooms in the roof and associated loft conversion with new rear facing dormer window, single storey rear extension with roof terrace and alterations to fenestration, new rear external balcony structure at first floor level, change of existing external wall facing materials to render to show removal of proposed balconies, changes of facing materials and fenestration, increase in depth of part of the single storey rear extension, reduction in projection of the 2 storey link extension at the front, amended design for the front porch and roof of the front bay window extension.				

Sevenoaks Town Council recommended approval

12	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00918/FUL	Mr A Byrne 20-04-2016	Cllr Chakowa	Mr Blythin 01622776226
Applicant		House Name	Road	Locality
Sevenoaks District Council		Bradbourne Car Park	Bradbourne Park Road	St Johns
Town		County	Post Code	Application date
				30/03/16
Construction of a multi storey car park on surface of existing car park to provide three levels (ground, first & second) of decked parking.				

Sevenoaks Town Council recommended refusal on the following grounds:

1. The proposal would have a detrimental impact on the street scene, character of the area, and on the residential amenities of surrounding properties.
2. The proposal will result in increased congestion in the surrounding roads, in particular at the already congested Bradbourne Park Road / Mount Harry Road Junction. In addition, it will draw traffic through the residential Bradbourne Lakes area.
3. The proposal will have a detrimental impact on the schools in Bradbourne Park Road, by limiting their ability to expand in the future due to the additional congestion in Bradbourne Park Road.
4. There is no assessment of the proposal's impact on air quality over an adequate area.

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 25th April 2016 at 7.00 p.m.

Present:

Cllr Arnold	Present	Cllr Parry	Arrived 7.10 left 7.35 p.m.
Cllr Busvine OBE	Present	Cllr Parson	Present
Cllr Canet	Present	Cllr Piper	Present
Cllr Chakowa	Present	Chairman Cllr Raikes	Present
Cllr Clayton	Present	Cllr Schneider	Present (left 7.55 p.m.)
Cllr Eyre	Present	Cllr Towell	Present (arrived 7.20 p.m.)
Vice Chairman Cllr Hogarth	Present	Cllr Waite	Present (arrived 7.25 p.m.)
Cllr Mrs Parry	Present (left 7.20 p.m.)	Cllr Walshe	Present

Also in attendance: Town Clerk

PUBLIC QUESTION TIME

None

It was noted that the meeting was not recorded.

26. REQUESTS FOR DISPENSATIONS

In accordance with Sevenoaks Town Council Standing Order 7(d) and under the Section 33 of the Localism Act 2011 the following Town Councillors had requested a Dispensation as a dual hatted Councillor to allow them to discuss and vote on planning applications where the only reason they would otherwise be prevented from taking part in discussion and voting was due to their membership of Sevenoaks District Council i.e. it does not permit councillors to take part in discussion and voting automatically if they have a declaration of pecuniary unrelated to their membership of Sevenoaks District Council. The dispensation would be valid until the next Town Council Local Election in May 2019.

- Councillor Canet
- Councillor Eyre
- Councillor Piper
- Councillor Raikes

RESOLVED: To accept the requests for dispensations from the Councillors listed above.

27. DECLARATION OF INTERESTS

Cllr Raikes declared an interest in the planning application for gates at Wildernesse and would not participate in the discussion.

Cllr Hogarth declared an interest in the planning application relating to Seal School.

28. DECLARATION OF LOBBYING
Cllr Raikes stated that he had been lobbied in relation to the planning application for Seal School.
29. MINUTES OF THE PLANNING COMMITTEE HELD ON 11TH APRIL 2016
It was noted that the Minute numbers and page numbers had been amended.

RESOLVED: that the Minutes of the Planning Committee held on 11th April 2016 be approved and signed.
30. MINUTES OF THE NEIGHBOURHOOD PLAN STEERING COMMITTEE HELD ON 11TH APRIL 2016

RESOLVED: that the Minutes of the Neighbourhood Plan Steering Committee held on 11th April 2016 be accepted.
31. ROAD CLOSURE
RESOLVED: To note the road closure notice for Cobden Road.
32. PLANNING APPLICATIONS
(a) The Committee received and approved the schedules of comments made under Chairman's Action.
(b) The Committee considered the planning applications received from Sevenoaks District Council during the two weeks ending 21st April 2016 and it was
RESOLVED: that the comments on the attached schedule be forwarded to Sevenoaks District Council.
33. MCCULLOCHS PLANNING APPLICATION FOR THE RALEYS SITE
The Committee received and considered a revised submission for the redevelopment of the Raleys site.

RESOLVED: To provide the Town Council's approval for the plans to be submitted by McCullochs for planning permission in line with the contract of sale.
34. PRESS RELEASE
None
35. PLANNING APPLICATION DECISION IN VARIANCE TO TOWN COUNCIL'S RECOMMENDATIONS
The Committee requested that consideration be given to reintroducing the report providing details of planning applications decisions which were in variance to the Town Council's recommendations.

1. The first step in the process of identifying a problem is to define the problem clearly. This involves identifying the symptoms of the problem and the context in which it is occurring.	1
2. The second step is to gather information about the problem. This involves talking to people who are involved in the problem and looking at any data or evidence that is available.	2
3. The third step is to analyze the information that has been gathered. This involves looking for patterns and trends in the data and identifying the causes of the problem.	3
4. The fourth step is to develop a plan of action. This involves identifying the steps that need to be taken to solve the problem and assigning responsibility for each step.	4
5. The fifth step is to implement the plan. This involves putting the plan into action and monitoring the progress of the solution.	5
6. The sixth step is to evaluate the results. This involves looking at the data and evidence that has been gathered and assessing the effectiveness of the solution.	6
7. The seventh step is to communicate the results. This involves sharing the findings of the evaluation with the relevant stakeholders.	7
8. The eighth step is to learn from the experience. This involves reflecting on the process and identifying any lessons learned.	8
9. The ninth step is to apply the lessons learned. This involves using the insights gained from the experience to inform future problem-solving efforts.	9
10. The tenth step is to review the process. This involves looking at the overall process and identifying any areas for improvement.	10
11. The eleventh step is to document the process. This involves creating a record of the steps that were taken and the results that were achieved.	11
12. The twelfth step is to share the process. This involves making the process available to others so that they can learn from it.	12
13. The thirteenth step is to evaluate the impact. This involves looking at the long-term effects of the solution and assessing its sustainability.	13
14. The fourteenth step is to celebrate success. This involves acknowledging the achievements of the team and the success of the solution.	14

36. TOWN COUNCIL EVENTS

The Committee requested that the Minutes record the Town Councillors appreciation to the staff for arranging three successful events during the past week (1. Lighting of the Beacon for HM Queen 90th Birthday 2) 2016 Business Show 3) First Farmers Market).

There being no further business the Chairman closed the Meeting at 8.00 p.m.

Signed
Chairman

Dated

Planning Applications Considered

Applications considered on 25-4-16

1	Plan Number	Planning officer	Town Councillor	Agent
	PAG/KCC/SE/0055/20	Mrs H Edwards 04-05-2016	Cllr Raikes (oow)	Ms Hiscutt 02078514923
Applicant	House Name	Road	Locality	
Kent County Council	Seal C of E Primary School	Zambra Way	Seal (adjoining parish)	
Town	County	Post Code	Application date	
			07/04/16	
Internal alteration and refurbishment of existing Seal CE Primary and the provision of a single storey extension to provide additional teaching and circulation space, car park extension and landscape improvements to enable the school to expand from 1 form of entry to 2 forms of entry.				

Recommend approval subject to satisfactory solution for parking and traffic issues being provided and a reduction to the speed limit section of the A25 currently 40 mph to 30 mph.

2	Plan Number	Planning officer	Town Councillor	Agent
	SE/15/03912/FUL	H Weston 04-05-2016	Cllr Arnold	Mr R Sonnex 455066
Applicant	House Name	Road	Locality	
Trustees of Wildernes Avenue	Entrance Gates At	Wildernes Avenue	Wildernes	
Town	County	Post Code	Application date	
			14/04/16	

Provision of oak vehicular & pedestrian gates at junctions of Wildernes Avenue with Seal Hollow Road, Park Lane & A25.

SE/15/03912/FUL - Amended plan

Amended site location plan.

SE/15/03912/FUL Amended Consultation (Information Only) received from SDC 23-02-16:

Amended plan received to show a reduced height for the proposed gates.

SE/15/03912/FUL - Amended plan

Amended plans.

SE/15/03912/FUL - Amended plan

The gate elevations are now showing on the Public Access website.

Recommendation for refusal due to height of gates, restriction for access for cyclists and emergency vehicles.

Planning Applications Considered

Applications considered on 25-4-16

3	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00635/HOUSE	J Overall 02-05-2016	Cllr Hogarth	N/A
Applicant	House Name	Road	Locality	
Mr C Kern	Cherry Tree Lodge	Linden Chase	St Johns	
Town	County	Post Code	Application date	
			12/04/16	
Unfrosted frosted windows to 3 bathrooms and one guest toilet plus insert new, unfrosted window in guest bathroom.				

Recommend refusal with a note that obscured glass would be better than frosted glass.

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00772/FUL	P Dadswell 02-05-2016	Cllr Piper	Mr B Best 455029
Applicant	House Name	Road	Locality	
Ms Thornborrow		27 Burntwood Road	Kippington	
Town	County	Post Code	Application date	
			12/04/16	
Demolition of existing dwelling. Construction of 2 No. dwellings. Removal of existing site access plus formation of a 2nd access point.				

Recommend approval subject to agreement of s.106.

Cllr Parry did not participate in the discussions.

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00782/HOUSE	H Broughton 09-05-2016	Cllr Piper	Mr Ransley-Hoare753333
Applicant	House Name	Road	Locality	
Mr & Mrs C Williams		15 Braeside Avenue	Kippington	
Town	County	Post Code	Application date	
			19/04/16	
Demolition of side extension and existing conservatory to allow for the erection of single storey rear extension including wine cellar and stove. Erection of a lean-to porch canopy over the front door, roof light serving loft to rear of roof and 2 sun pipes to the side of the roof.				

Recommend approval subject to the Planning Officer being satisfied that there is no impact on amenities to neighbours.

6	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00875/FUL	Mr A Byrne 29-04-2016	Cllr Raikes (Chairman)	Offset Architects 753333
Applicant	House Name	Road	Locality	
Mrs Linda Larter MBE	Greatness Playing Fields	Mill Lane	Northern	
Town	County	Post Code	Application date	
			11/04/16	
Replacement of the flood lighting lamps. Replacement of the main grass pitch with a 3G synthetic all weather pitch. Construction of a new boundary fence to the pitch.				

No comment.

Planning Applications Considered

Applications considered on 25-4-16

7	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00886/HOUSE	J Overall 04-05-2016	Cllr Hogarth	Mr Dowie 01689 619068
Applicant	House Name	Road	Locality	
Mr M Parker		26 Bradbourne Park Road	St Johns	
Town	County	Post Code	Application date	
			20/04/16	
Removal of conservatory and replace with single storey rear extension. Erection of detached garage.				

Recommend approval.

8	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00903/HOUSE	J Overall 29-04-2016	Cllr Waite	N/A
Applicant	House Name	Road	Locality	
Mr T Cornwell		83 Seal Hollow Road	Eastern	
Town	County	Post Code	Application date	
			11/04/16	
Erection of a part two storey/part single storey rear extension.				

Recommend approval subject to the Planning Officer being satisfied that:

- 1) does not cause loss of light / overshadowing of no. 81 & 85 and that
- 2) there is no loss of privacy to the neighbours
- 3) that the materials used are in keeping with the current property.

9	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00909/MMA	P Dadswell 03-05-2016	Cllr Eyre	Mr Gerken 01424 871120
Applicant	House Name	Road	Locality	
Mr & Mrs J Mitchell		74 Kippington Road	Kippington	
Town	County	Post Code	Application date	
			13/04/16	
Minor material amendment to application SE/14/00069/FUL for demolition of existing detached property and construction of replacement dwelling to show removal of basement.				

Recommend approval.

10	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00928/HOUSE	H Broughton 03-05-2016	Cllr Clayton	Mr D Dennis 617033
Applicant	House Name	Road	Locality	
Mr J Ball		22B Dartford Road	Eastern	
Town	County	Post Code	Application date	
			14/04/16	
Raising of the roof to incorporate a new gable end and loft conversion. Installation of rooflights at rear. Alterations to fenestration.				

Recommend approval provided planning officers are satisfied with impact in neighbouring homes and on the nearby conservation area.

Planning Applications Considered

Applications considered on 25-4-16

11	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00929/CONVAR	Mr M Holmes 03-05-2016	Cllr Busvine	Mr P Morrish 779580
Applicant		House Name	Road	Locality
Buxton Building Contractors Ltd		Tube Hill House	London Road	Town
Town		County	Post Code	Application date
				13/04/16
Variation of conditions 2 (approved plans) and 3 (materials) of SE/15/01507/FUL to infilling of existing under-croft for the creation of 4 residential units. Modifications to the existing facade including associated landscaping works with amendment to window fenestration and increase in parking spaces.				

Recommend approval subject to the Planning Officer being satisfied that the materials enable the appearance of the building to be maintained.

12	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00940/FUL	H Broughton 29-04-2016	Cllr Chakowa	Mr Chambers0184385344
Applicant		House Name	Road	Locality
Mr Croucher (WKHA)			7 & 12 Harrison Way	St Johns
Town		County	Post Code	Application date
				12/04/16

Installation of PVCU replacement windows.

Recommend Approval.

13	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00943/FUL	H Broughton 02-05-2016	Cllr Canet	Mr Chambers0184385344
Applicant		House Name	Road	Locality
Mr Croucher (WKHA)			14, 16 & 48 Watercress Drive	Northern
Town		County	Post Code	Application date
				12/04/16

Installation of PVCU replacement windows.

Recommend Approval.

14	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00963/HOUSE	J Overall 02-05-2016	Cllr Mrs Walshe	Mr Rayner01622 851218
Applicant		House Name	Road	Locality
Mr J Harris			9 North View Road	Eastern
Town		County	Post Code	Application date
				13/04/16

Erection of a single storey flat roof extension to left flank. Internal alterations and alterations to fenestration.

Recommend Approval.

Planning Applications Considered

Applications considered on 25-4-16

15	Plan Number SE/16/00974/FUL	Planning officer P Dadswell 06-05-2016	Town Councillor Cllr Parson	Agent Surveyors Partnership364
Applicant		House Name	Road	Locality
Town Medical Centre		Town Medical Centre	25 London Road	Town
Town		County	Post Code	Application date
				19/04/16
Proposed installation of external air conditioning condensing unit.				

Recommend Approval subject to the Planning Officer being satisfied with the sound attenuation.

Cllr Raikes Declared an Interest in the planning application.

16	Plan Number SE/16/00975/LBCALT	Planning officer P Dadswell 06-05-2016	Town Councillor Cllr Parson	Agent Surveyors Partnership364
Applicant		House Name	Road	Locality
Town Medical Centre		Town Medical Centre	25 London Road	Town
Town		County	Post Code	Application date
				19/04/16
Proposed installation of external air conditioning condensing unit				

Recommend Approval subject to the Planning Officer being satisfied with the sound attenuation.

Cllr Raikes Declared an Interest in the planning application.

17	Plan Number SE/16/00983/HOUSE	Planning officer P Dadswell 05-05-2016	Town Councillor Cllr Busvine	Agent Mr D Burr 742200
Applicant		House Name	Road	Locality
Mrs M Horsburgh			32 Gordon Road	Town
Town		County	Post Code	Application date
				20/04/16
Conversion of loft space to living accommodation with rear dormer and alterations to fenestrations.				

Recommend Approval.

18	Plan Number SE/16/00987/HOUSE	Planning officer P Dadswell 29-04-2016	Town Councillor Cllr Arnold	Agent Mr D Burr 742200
Applicant		House Name	Road	Locality
Mr G Coll		Baobab	Wilderness Avenue	Wilderness
Town		County	Post Code	Application date
				11/04/16
Erection of a CCTV camera on timber post to the front of the property.				

Recommend Refusal due to not being in keeping with or enhancing a conservation area.

Planning Applications Considered

Applications considered on 25-4-16

19	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/00988/CONVAR	Mr A Byrne 29-04-2016	Cllr Parry	Mrs Gapper02920668662
Applicant		House Name	Road	Locality
Mr J Gratton		Lidl UK	80 London Road	Kippington
Town		County	Post Code	Application date
				11/04/16
Variation of condition 4 (delivery hours) of application reference SE/15/02944/CONVAR with amendment to extend the delivery hours on Sundays and Bank Holidays - 07.00am to 10.00pm.				

Recommend Refusal due to loss of amenity, noise and disturbance due to extension of Sunday opening hours.

20	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/01003/MMA	J Russell 02-05-2016	Cllr Eyre	Ms J Andrews 456888
Applicant		House Name	Road	Locality
Mr T Gotts		Land South East Of	4 Hawkes Place	Kippington
Town		County	Post Code	Application date
				12/04/16
Minor material amendment to application SE/14/00123/FUL and APP/G2245/A/14/2221886 for the erection of a single storey two bedroom dwelling with associated parking and vehicular access to show amendments to proposed layout.				

Recommend Approval with a comment that any permitted development rights be removed and no further modifications to the 2014 plans be allowed.

21	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/01006/HOUSE	R Fellows 02-05-2016	Cllr Chakowa	Mr Hutchinson 424047
Applicant		House Name	Road	Locality
Mr & Mrs Nahab			25 Bradbourne Vale Road	St Johns
Town		County	Post Code	Application date
				12/04/16
Replacement front porch.				

Recommend Approval.

22	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/01017/FUL	Mr M Holmes 04-05-2016	Cllr Parson	Offset Architects753333
Applicant		House Name	Road	Locality
Mr & Mrs Bouverie			11 Pound Lane	Town
Town		County	Post Code	Application date
				14/04/16
Erection of a single storey rear kitchen extension.				

Recommend Approval.

Planning Applications Considered

Applications considered on 25-4-16

23	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/01022/LBCALT	J Russell 03-05-2016	Cllr Busvine	Mr Rayner 461806
Applicant	House Name	Road	Locality	
The Managing Trustees of The	The Retreat	The Drive	Town	
Town	County	Post Code	Application date	
			13/04/16	
Lead capping to former Party Wall parapet copings.				

Recommend Approval.

24	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/01023/FUL	Mr M Holmes 27-04-2016	Cllr Parry	Mr Blythin01622 776226
Applicant	House Name	Road	Locality	
Sevenoaks District Council	Land North East of Magistrate	Morewood Close	Kippington	
Town	County	Post Code	Application date	
			08/04/16	

The temporary change of use and formation of a car park (up to 12 months) with access and associated arboricultural works.

Amended consultation (Information Only) received from SDC 13-04-2016:

Additional tree report received.

RESOLVED: Chairman, Ward Councillor and Town Clerk delegated decision.

Recommended Approval subject to all viable trees being adequately protected and the land being suitably restored after the 12 months temporary use.

Appendix 1: Summary of findings

Table 1: Summary of findings

Study	Design	Setting	Sample size	Intervention	Comparison	Outcome
1	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome
2	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome
3	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome
4	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome
5	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome

Table 2: Summary of findings

Study	Design	Setting	Sample size	Intervention	Comparison	Outcome
6	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome
7	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome
8	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome
9	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome
10	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome

Table 3: Summary of findings

Study	Design	Setting	Sample size	Intervention	Comparison	Outcome
11	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome
12	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome
13	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome
14	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome
15	Randomised controlled trial	Primary care	100	Intervention	Control	Significant improvement in outcome

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 9th May 2016 at 7pm

Present:

Committee Members

Cllr Arnold	Present	Cllr Parry	Present
Cllr Busvine OBE	Apologies	Cllr Parson	Present
Cllr Canet	Present	Cllr Piper	Present
Cllr Chakowa	Present	Chairman - Cllr Raikes	Present
Cllr Clayton	Apologies	Cllr Schneider	Present
Cllr Eyre	Present	Cllr Towell	Apologies
Cllr Hogarth – Vice Chairman	Present	Cllr Waite	Arrived 7:03pm
Cllr Mrs Parry	Left 7:35pm	Cllr Walshe	Present

Also in attendance:

Town Clerk
Assistant Town Clerk
6 members of the public

PUBLIC QUESTION TIME

None

37 REQUESTS FOR DISPENSATIONS

In accordance with Sevenoaks Town Council Standing order 7(d) and under the Section 33 of the Localism Act 2011 the following Town Councillor requested a Dispensation as a dual hatted Councillor to allow them to discuss and vote on planning applications where the only reason they would otherwise be prevented from taking part in discussion and voting is due to their membership of Sevenoaks District Council i.e. it does not permit the councillor to take part in discussion and voting automatically if they have a declaration of pecuniary unrelated to their membership of Sevenoaks District Council. This dispensation will be valid until the next Town Council Local Election in May 2019.

- Councillor Parson

38 DECLARATIONS OF INTEREST

Councillors Arnold, Canet, Eyre, Hogarth, Parry, Parson, Piper, and Raikes declared a non pecuniary interest in Planning Application:
[2] 16/01027/FUL – 1 Knole Paddock, Seal Hollow Road

Councillor Waite declared a non pecuniary interest in Planning Application:
[10] 16/01156/FUL – Caxton House, 20 – 22 St Johns Hill

39 DECLARATIONS OF LOBBYING

All Councillors present declared they had been lobbied in respect of the following planning application:
[2] 16/01027/FUL – 1 Knole Paddock, Seal Hollow Road

40 MINUTES

It was **RESOLVED** that the minutes of the Planning Committee meeting held on Monday 25th April March 2016 be approved and signed subject to the following amendments:

- Councillor Hogarth was among the Councillors who requested and were granted a dispensation under item 26.
- Councillor Towell arrived at 7:02pm

41 PLANNING APPEALS

(a) The Committee received and noted that the inspector had allowed the following appeal:

i) 3142289 – 3 Mount Harry Road

(b) The Committee received and noted the following appeal had been withdrawn:

i) 3139803 – 4 Vine Avenue

42 TREE PRESERVATION ORDERS

The Committee received and noted the making of the following tree preservation order:

i) 5 Woodside Road

43 PLANNING APPLICATIONS

(a) The Committee received and approved the schedules of comments made under Chairman's Action.

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

[2] 16/01027/FUL – 1 Knole Paddock, Seal Hollow Road – Against

[2] 16/01027/FUL – 1 Knole Paddock, Seal Hollow Road – For

(C) The meeting was reconvened and the Committee considered the planning applications received from the Sevenoaks District Council during the two weeks ending 5th May 2016 and it was **RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

44 PRESS RELEASE

None

The meeting closed at 7:46pm

CHAIRMAN

Planning Applications Considered

Applications considered on 9-5-16

1	<i>Plan Number</i> SE/16/00926/HOUSE	<i>Planning officer</i> P Dadswell 18-05-2016	<i>Town Councillor</i> Cllr Piper	<i>Agent</i> Mr Selden 01892440393
<i>Applicant</i> Mr S Ghosh	<i>House Name</i>	<i>Road</i> 2 Parkland Close	<i>Locality</i> Kippington	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 28/04/16	
Demolition of existing garage, kitchen and utility. Erection of two storey side extension to the west elevation and two storey side extension to the east elevation and open front porch.				

Sevenoaks Town Council recommended approval.

//Informative: The Town Council noted that the Existing and Proposed drawings were set to different scales, and requested that the District Council validation team request that in the future they are set to the same scale//

2	<i>Plan Number</i> SE/16/01027/FUL	<i>Planning officer</i> Mr M Holmes 18-05-2016	<i>Town Councillor</i> Cllr Parson	<i>Agent</i> Mrs Gregson 666446
<i>Applicant</i> Mr S Nicholson	<i>House Name</i> 1 Knole Paddock	<i>Road</i> Seal Hollow Road	<i>Locality</i> Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 28/04/16	
Erection of detached single dwellinghouse, parking, swimming pool and associated landscaping.				

Sevenoaks Town Council recommended refusal on the following grounds:

- 1The proposal would not preserve or enhance the character of the conservation area**
- 2The proposal will result in an increase in population density in the immediate area**
- 3The proposal will result in the loss of a section of garden which makes a contribution to both private amenity and also to the character of the wider conservation area**
- 4There are still concerns that the proposal would result in unacceptable overlooking of neighboring properties.**

3	<i>Plan Number</i> SE/16/01081/HOUSE	<i>Planning officer</i> R Fellows 20-05-2016	<i>Town Councillor</i> Cllr Parson	<i>Agent</i> Mr B Best 455029
<i>Applicant</i> Mrs F Gliubich	<i>House Name</i>	<i>Road</i> 30 Lime Tree Walk	<i>Locality</i> Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 03/05/16	
Erection of a ground floor rear extension.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 9-5-16

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/01082/LBCALT	R Fellows 20-05-2016	Cllr Parson	Mr B Best 455029
Applicant		House Name	Road	Locality
Mrs F Gliubach			30 Lime Tree Walk	Town
Town		County	Post Code	Application date
				03/05/16
Erection of a ground floor rear extension.				

Sevenoaks Town Council recommended approval.

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/01083/HOUSE	H Weston 16-05-2016	Cllr Towell	Mr B Best 455029
Applicant		House Name	Road	Locality
Mr J Thompson			22 Bosville Road	Northern
Town		County	Post Code	Application date
				27/04/16
Demolition of existing two storey extension. Erection of a two storey side and single storey rear extension. Replacement porch.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied there will be no loss of amenity to neighbours.

6	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/01089/HOUSE	J Overall 24-05-2016	Cllr Eyre	Mr Lanham 01892785184
Applicant		House Name	Road	Locality
Mr & Mrs Penney		Morham Bank	Hopgarden Lane	Kippington
Town		County	Post Code	Application date
				04/05/16
New garage with ancillary accommodation over.				

Sevenoaks Town Council recommended refusal as the proposals would be contrary to both the Street Scene and guidance set out within the Residential Character Area Assessment.

7	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/01125/HOUSE	H Broughton 17-05-2016	Cllr Arnold	Mr Wells 01634 786728
Applicant		House Name	Road	Locality
Mr M Canham		Pinewood	Blackhall Lane	Wilderness
Town		County	Post Code	Application date
				27/04/16
Erection of single storey garden equipment store.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 9-5-16

8	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/01127/HOUSE	H Broughton 19-05-2016	Cllr Mrs Walshe	Mr D Burr 742200
Applicant		House Name	Road	Locality
Mr J Clucas			8 Westfield	Eastern
Town		County	Post Code	Application date
				29/04/16
Demolition of detached garage to allow for the construction of a two storey side extension, inclusive of access to rear garden.				

Sevenoaks Town Council noted that the proposed extension is planned to be tight up to the boundary of the property and thus contrary to policy for a 2 storey extension. However, this policy is intended to avoid a terracing effect in the street scene; in this case the boundary is to the back gardens of houses in St Johns Hill, so there can be no terracing effect. Therefore the Town Council recommended approval.

9	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/01137/FUL	Mr M Holmes 13-05-2016	Cllr Parson	Miss Dadswell 01892610
Applicant		House Name	Road	Locality
Mr S Brummit		Serendipity	140 High Street	Town
Town		County	Post Code	Application date
				26/04/16
Change of use from Class A2 (financial and professional services) to a mixed use of Class A1 (shop) and Class A3 (restaurant).				

Sevenoaks Town Council recommended approval subject to sufficient noise attenuation measures.

10	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/01156/FUL	J Russell 16-05-2016	Cllr Waite	Mr Richardson 016226799
Applicant		House Name	Road	Locality
Mr T Harris		Caxton House	20-22 St Johns Hill	Eastern
Town		County	Post Code	Application date
				26/04/16
Change of use of existing ground and lower floors from office use (B1a) to public worship/Religious Instruction (D1) - (existing first floor to be retained as B1a).				

Sevenoaks Town Council recommended approval subject to:
 1The Planning Officer being satisfied there will be sufficient parking provision to serve the proposed use
 2Sufficient sound insulation being installed to safeguard the amenities of neighbouring properties.

It was noted that the applicants were current hirers of the Sevenoaks Town Council Chamber, but had served notice that they would be ceasing bookings in the near future.

Planning Applications Considered

Applications considered on 9-5-16

11	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/01164/HOUSE	H Weston 18-05-2016	Cllr Arnold	Offset Architects753333
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Mackenzie		Greensleeves	Seal Hollow Road	Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				28/04/16
Demolition of existing detached double garage. Partial demolition of the existing kitchen, ancillary store rooms, conservatory, bedroom above and chimney. Erection of a part single/part two storey front/side extension with new roof lights and new porch. Roof alterations including a replacement gable roof above the staircase with four new roof lights, and four dormer windows. Internal alterations and alterations to fenestration. Construction of a new detached double garage with an extended driveway. New patio adjacent to the proposed extension.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied that the east elevation's windows will not overlook the neighbouring property.

12	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/01187/HOUSE	J Overall 19-05-2016	Cllr Parry	Mr Goodhew 779580
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs James			49 Brattle Wood	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				29/04/16
Erection of a single storey side extension to accommodate a garage, gym and changing room with a link to existing house.				

Sevenoaks Town Council recommended approval.

Prior to the meeting of the Finance & General Purposes Committee, the Mayor of Sevenoaks, Cllr Stephen Arnold, welcomed:

- Mr James Lang, Vice Chairman of the Sevenoaks Royal British Legion
- Mr Neil Crabtree, Divisional Secretary of Sevenoaks Soldiers Sailors and Airmen's Family Association [SSAFA]
- Mr Matthew Ball, author of "Sevenoaks War memorial - The Men Remembered".

Mr Matthew Ball thanked the Town Council for supporting his book which remembered the ordinary men and women of Sevenoaks who gave so much during World War I and forever remembered on the Sevenoaks War Memorial.

Mr Matthew Ball was delighted and thanked the Mayor for this opportunity to present the Vice Chairman of the British Legion and the Divisional Secretary of SSAFA each with a cheque for £400 representing £800 royalties received from the sale of this book.

Minutes of the Meeting of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 22nd February 2016 at 7:12 pm.

PRESENT

Cllr R L Piper (Chairman)

Cllr S L Arnold *[ex officio]*
 Cllr N J L Busvine OBE
 Cllr J M Canet
 Cllr M Chakowa
 Cllr A S Clayton
 Cllr A Eyre

Cllr R M C Hogarth
 Cllr R J Parry (Vice Chairman)
 Cllr E Parson
 Cllr S G Raikes
 Cllr Mrs P C Walshe
(12)

ALSO IN ATTENDANCE

Chief Executive/Town Clerk
 Responsible Finance Officer
 Committee Clerk

APOLOGIES

There were none

PUBLIC QUESTION TIME

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

392 DECLARATIONS OF INTEREST

Cllr A Eyre declared an interest in:

- Agenda Item No 6, Grant applications and did not partake in any discussions relating to Grant No 23 Kent Youth Jazz Orchestra
- Agenda Item No 9, Stag Rent Review and did not partake in any discussions

Cllr S G Raikes declared an interest in Agenda Item No 12, Street Lighting.

Cllrs S G Raikes and A S Clayton declared an interest in Agenda Item No 6, relating to Grant No 5 Friends of Pontoise and did not partake in any discussions

393 DISPENSATION

No requests had been received or approved.

394 **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 11th JANUARY 2016**

RESOLVED: the minutes be received and signed as a true record. The Committee commended the Town Clerk and Officers for achieving Quality Gold in the Local Gold Award Scheme one of eleven local councils (approximately 9,000 in the country) to receive this level of award.

395 **SUB COMMITTEES**

RESOLVED:

- (a) Youth Council to note the minutes of the meeting held on 20th January 2016
- (b) Youth Services Sub Committee
 - i. to note the minutes of the meeting held on 20th January 2016
 - ii. to note an amendment to the proposed date of KCC Commissioning to publish the advert and invitation to tender as amended by KCC and currently planned for 2nd March 2016
 - iii. the Town Clerk forward to Councillors the response from the District Authority regarding the apology given to West Kent Extra and the reasons why the Town Council was not invited to the meeting on Thursday 21st January 2016 to discuss Anti-social behaviour found taking place at the Bat & Ball Station and on the Town Council's land at Greatness Recreation Ground.

396 **FINANCE REPORTS**

The Finance reports were received and considered. The Chairman thanked the Responsible Finance Officer for her time with the Town Council, this being her last attendance.

(a) **Statement of Accounts**

- i. **RESOLVED:** the statement of accounts together with the Responsible Finance Officer's report relating to the management accounts to 31st December 2015 be received and adopted.

NOTED:

- that if the proceeds of the sale of Raleys and or Cemetery Lodge have not been received by March 2016, then the Capital Reserves deficit will need to be recovered by a transfer from Revenue Reserves [Minute No 396 e refers].

b) **Suppliers Accounts**

RESOLVED: to authorise the accounts listed in the schedules to 31st December 2015 (£92,596.85), having been inspected and compared with the schedules, for payment.

c) **Payroll Account**

RESOLVED: to confirm the payments from the account having been compared with the schedules to 31st December 2015 (£57,642.23) be accepted.

d) **Petty Cash Account**

RESOLVED: to confirm the payments from the petty cash account listed and having been inspected and compared with the schedule to 31st December 2015 (£451.41) be accepted.

e) **Reserves Policy**

The Responsible Finance Officer's update regarding the forecast to 31 March 2016 shows that based on current forecasts the expected negative Capital Reserves balance (excluding the receipt of proceeds from the sale of Raleys properties and Cemetery Lodge) was predicted to be £204,056.

RESOLVED: if the Capital Receipts proceeds have not been received by 31st March 2016 the entire deficit to be transferred from Revenue Reserves.

f) **Cash Flow/Investment Opportunity**

RESOLVED: the updated report from the Responsible Finance Officer be received and noted.

g) **Hospitality and Gifts Register**

RESOLVED: to note that there were no Hospitality or Gifts received by the employees and by Members of Sevenoaks Town Council for the period ending 31st January 2016.

h) **Rota for Councillors to sign Invoices**

The Chairman reminded Councillors of the need for them to sign invoices. A copy of the rota would be circulated separately.

397 **GRANTS**

The Committee received, considered and noted the Grant Aid Schedule History, requests and reports received.

RESOLVED

(1) that the generic Town Council Grant application forms be updated with a map showing the Sevenoaks District, highlighting the Sevenoaks parish with additional questions:

- Does your project cover a geographical area beyond the parish of Sevenoaks Town Council? See map attached. Yes / No
- If yes have you also contacted the respective parish councils for grant funding? Yes / No
- Please provide details of which other parish councils you have contacted.

(2) That the

a) **Grant Aid Schedule History**

current finances be received and noted

b) **Grant Aid Requests:**

following sums be awarded under the General Power of Competence [Localism Act 2011 sections 1-8 refers] for the financial year 2015/2016 to:

Organisation	Sum Awarded £
Relate West & Mid Kent	750.00
Sevenoaks Volunteer Transport Group	500.00
Sevenoaks Literary Celebration	200.00
Sevenoaks & Swanley CAB	750.00 Plus approx. £700 in kind in 2015 for free hire of the Council Chamber
Friends of Pontoise	250.00
Friends of Rheinbach	250.00
Kent Youth Jazz Orchestra	500.00
Circle Support	458.46
Divine Singers	500.00
South East Open Studios	200.00
TOTAL	£4,358.46

for the financial year 2016/2017 to:

Organisation	Sum Awarded £
Sevenoaks Three Arts Festival	600
Sevenoaks Home Library	400
TOTAL	£1,000

It was noted that Cllr A Eyre did not partake in any discussions relating to the Grant Application relating to Kent Youth Jazz Orchestra.

c) Grant Reports

the grant reports be received and noted.

398 SUMMER PLAY DAYS & FUNDING

RESOLVED: to allocate £1,400 from the Youth Outreach Budget to increase summer play days budget.

399 SEVENOAKS TOWN PARTNERSHIP – MINUTES OF THE MEETING HELD ON 27 JANUARY 2016

RESOLVED: the minutes be noted subject to the following changes, noting that:

- Cllr R L Piper be included in the list of attendees
Oyster cards would be accepted at Sevenoaks Station *by 2018, perhaps earlier* [ie replace word *shortly*]
- Go-Coach – the business was *working hard* to find more staff and space for parking of buses overnight.

400 STAG RENT REVIEW

The tabled report from the Town Clerk was received:

Sevenoaks Town Council has a 25 year lease from Sevenoaks District Council for the Stag. Within the lease are five yearly rent reviews the first of which is due in 2016.

Sevenoaks Town Council and Sevenoaks District Council agreed to jointly commission an independent rent review assessment. This was carried out by Andrew Crease & Co, Leisure Property Experts for an agreed fixed fee of £5,000 to be paid between both councils.

Andrew Crease & Co had provided a report relating to the rent review which was circulated to all Councillors. The report included the following conclusions:

Bearing in mind the user is restricted to a community arts centre the likely tenants will be Local Authorities or theatre trusts. At 450 seat capacity the theatre is too small for the likes of HQ or ATG. The large provincial theatres that are occupied by ATG and HQ are almost all done so on the basis of nil rents and quite large subsidy levels. The head lessee themselves pay a large subsidy to the subtenant to assist in the running of the operation without which there would be no profit. On the basis that no profits are being made despite the fact that income has increased to stable levels and in the absence of any evidence of theatres commanding rents especially when there is no subsidy payable I conclude that the rental as at the review date of January 2016 should remain at nil.

I have reached the above conclusions based on materials that have been put before me and presented these findings to representatives of both the landlord and the tenant at a meeting on 22 January where I invited comments upon my initial findings. This memo incorporates those comments. I understand that the parties will now document this rent review at nil increase and additionally have agreed a schedule of all capital expenditure over the first 5 years of the lease split between whether it is repair or tenant's improvements. I understand that this document will be attached to the rent review memo.

Sevenoaks District Council has confirmed acceptance of the conclusion and that the Stag rent will remain at nil.

The Town Clerk believed that the rent review process had also identified provisions to ensure that future rent reviews until the end of the tenancy would also remain at nil.

RESOLVED: to note the report.

It was noted that Cllr A Eyre did not partake in any discussions relating hereto.

401 CURRENT MATTERS & PRIORITIES

RESOLVED: to receive and note the list of current matters and priorities.

402 STREET LIGHTING REPORT

RESOLVED: to arrange for a meeting of the street lighting working party early March to report back to the next meeting of the Finance & General Purposes Committee on 18th April 2016.

It was noted that Cllr S G Raikes did not partake in these discussions.

403 PRESS RELEASE

RESOLVED: There were no matters agreed for a press release.

There being no further business the Chairman closed the meeting at 8:45pm

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 18th April 2016 at 7pm.

PRESENT

Cllr R L Piper (Chairman)

Cllr S L Arnold [*ex officio*]
Cllr N J L Busvine OBE
Cllr M Chakowa
Cllr A S Clayton
Cllr A Eyre

Cllr R M C Hogarth [*left 8pm*]
Cllr R J Parry (Vice Chairman)[*left 7:22pm*]
Cllr S G Raikes
Cllr Mrs P C Walshe

(10)

ALSO IN ATTENDANCE

Chief Executive/Town Clerk
Responsible Finance Officer
Committee Clerk

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.

The Chairman welcomed the new Responsible Finance Officer to the Town Council.

13 APOLOGIES

RESOLVED: Apologies received from Cllr J M Canet and Cllr E Parson be noted and accepted.

14 DECLARATIONS OF INTEREST

Cllrs S Arnold and A S Clayton declared an interest in Agenda Item No 7 (b) (ii) Grant applications and did not partake in any discussions relating to Grant No 44 Kent Painters Group.

15 DISPENSATION

No requests had been received or approved.

16 MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON 22nd FEBRUARY 2016

RESOLVED: the minutes be received and signed as a true record.

17 SUB COMMITTEES

RESOLVED:

- (a) Youth Council to note the minutes of the meeting held on 16th March 2016
- (b) Youth Services Sub Committee to note the minutes of the meeting held on 16th March 2016 and that the survey for a Youth Shelter was currently being promoted.

18

FINANCE REPORTS

The Finance reports were received and considered.

(a) **Statement of Accounts**

RESOLVED: the statement of accounts together with the Responsible Finance Officer's report relating to the Year to Date Variance analysis to 31st January 2016 be received and adopted.

Noted:

- i. From 1st April 2016 the Café on the Vine would have a separate cost code in the accounts
- ii. Report relating to capital projects initiated by the Community Infrastructure Committee on Capital Projects would be reported separately.

(b) **Suppliers Accounts**

RESOLVED: to authorise the accounts listed in the schedules to 31st January 2016 (£42,105.02), having been inspected and compared with the schedules, for payment.

(c) **Payroll Account**

RESOLVED: to confirm the payments from the account having been compared with the schedules to 31st January 2016 (£58,088.38) be accepted.

(d) **Petty Cash Account**

RESOLVED: to confirm the payments from the petty cash account listed and having been inspected and compared with the schedule to 31st January 2016 (£624.91) be accepted.

(e) **Capital Reserves**

A report was received from the Town Clerk referring to legal advice from NALC. It was noted that the advice had been endorsed by the Internal Auditor.

RESOLVED: the Town Council restate its capital reserves to distinguish clearly as follows:

1. Revenue Reserves
2. Capital Receipts Reserves
3. Earmarked Reserves

Noted: a further report noting a small historic capital income be brought to the next meeting of the Finance & General Purposes Committee.

(f) **Renewal of Insurances**

RESOLVED: the insurance renewal for the term 2016/2017 be received, noted and agreed.

(g) **Internal Audit and Statement of Financial Controls**

RESOLVED: to receive and note the letter from KCC Internal Audit covering their recent visit.

Noted: by the Chairman that the Section 137 Payments is not used by the Town Council as it was accredited with General Power of Competence.

(h) **Hospitality and Gifts Register**

RESOLVED: to note the Hospitality or Gifts received by the employees of Sevenoaks Town Council for the period ending 31st January 2016.

19 GRANT APPLICATIONS

The Committee received, considered and noted the Grant Aid Schedule History, requests and reports received.

RESOLVED

- a) Grant Aid Schedule History
The 2016/2017 finances be received and Noted
- b) Grant Aid Requests:
following sums be awarded under the General Power of Competence
[Localism Act 2011 sections 1-8 refers]
for the financial year 2016/2017 to the four grant applicants as follows:

Organisation	Sum Awarded £
Sevenoaks Art Club	200.00
Kent Painters Group	200.00
Hi Kent	1,000.00
Westerham Sea Cadets	1,757.35
TOTAL	£3,157.35

It was noted that Cllrs S L Arnold and A S Clayton did not partake in any discussions relating to the Grant Application relating to Hi Kent.

20 SEVENOAKS ALLOTMENT HOLDERS ASSOCIATION [SAHA] LEASE & RENT

The Committee received and considered the report from the Town Clerk. It was noted that if the current annual rent of £90 had been indexed linked, it would be equivalent to £1,506. It was hoped that the setting up of the 'peppercorn' rent, the lease discussions would be brought to a conclusion and signed in the near future.

Noted: with regards to the **Allotment Tenants Rights**, Sevenoaks Town Council also want to make it clear that if for some reason the lease cannot be renewed this will not change the allotment tenants' rights to working their allotments. They will pay rent to Sevenoaks Town Council rather than SAHA.

UNANIMOUSLY RESOLVED: that the rent to SAHA for the management of the Quakers Hall Allotment Site be set at a fixed 'peppercorn' sum of £260 per annum for the duration of the 10 year lease.

21 LOCAL COUNCILS AWARD SCHEME

RESOLVED: to note and act upon the observations made by the Regional Accreditation Panel:

- a) Standing Orders – the Panel observed that the law on filming meetings has changed and recommends that the Council should review paragraph (m) in light of this
Noted: addressed.
- b) Complaints Procedure – the Panel suggest that the Council should consider including a timeline for acknowledging a complaint e.g. within 5 working days.
RESOLVED: to amend Complaints Procedure accordingly.
- c) Employment Handbook – the Panel suggests that the Council should consider reviewing the Handbook on a regular basis as, based on page 4, it appeared that some sections had not been reviewed since 2009.
RESOLVED: to note that the Employee Handbook is reviewed annually by the Town Council's HR consultants.
- d) Training – the Panel was surprised to see from the Training Record that 9 of the 16 councillors had not undertaken any training during the financial year. The Panel recommends that all councillors should attend some form of training.
RESOLVED: to refer the matter to the Personnel Committee.

22 CURRENT MATTERS & PRIORITIES

| **RESOLVED:** to receive and note the list of current matters and priorities.

| **Noted:**

- a) Head of Terms had been received from KCC to replace the Indoor Cricket Facility in the new Weald of Kent Sevenoaks Grammar School annexe. Plans were expected soon.
- b) Bat & Ball station buildings - negotiations have commenced re the lease
- c) And **RESOLVED** that the new Buckhurst Lane Play Area surface be upgraded to the Safamulch at a cost of £10,000.

23 HM QUEEN 90TH BIRTHDAY CELEBRATIONS

| **RESOLVED:** that the event starts at 6:30pm in accordance with published material.

24 PRESS RELEASE

| **RESOLVED:** a press release be issued in relation to the picnic at Knole to celebrate the HM Queen 90th Birthday.

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.

25 KCC COMMISSIONING YOUTH SERVICES

The Town Council submit a bid for the KCC Commissioning process for Youth Services in Sevenoaks.

There being no further business the Chairman closed the meeting at 8:29pm

Signed by the Chairman **Dated**

Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee held on 7th March 2016
In the Council Chamber commencing at 7.00 p.m.

Committee Members Present

Cllr S Arnold, Mayor	Present	Cllr O Schneider	Present
Cllr N J Busvine OBE, Vice Chairman	Apologies	Cllr P E Towell	Present
Cllr J M Canet	Present	Cllr E Waite	Present – Arrived 7.35pm
Cllr A Eyre, Chairman	Present	Cllr Mrs P C Walshe	Present
Cllr R J Parry	Present		
Cllr S G Raikes	Present		

In Attendance: Town Clerk, Cllr R Piper, Committee Clerk and Open Spaces Manager.
 One member of the public present.

Public Question Time

Mr John Phipps requested that the Council consider installing and emptying a dog litter bin in Blackhall Lane in the area opposite Parkfield. The Chairman reminded the Councillors and member of the public that this area was not owned by the Town Council and therefore it was not the Town Council's policy to install dog bins on private property. The Town Council would respond to Mr Phipps' letter and provide contact details for Sevenoaks District Council and Kent County Council.

425 Requests for Dispensations

No Requests for Dispensations had been received from Members to enable participation in discussions on items on the agenda where the Member has a Disclosable Pecuniary Interest (s 31 & 33 Localism Act 2011).

426 Declaration of Interest

None received.

427 Minutes of the Meeting held on 16th November 2015

RESOLVED: that the Minutes of the meeting of the Open Spaces & Leisure Committee held on 16th November 2016 be received and signed as a true record.

It was noted that a further volunteer day would take place in the future at the Buckhurst Lane Play Area. This would need to take place after the installation of the new equipment.

428 Open Spaces & Cemetery Managers Report

Greatness Skatepark – It was noted that the work to be carried out would be done after 1st April and from the 2016/2017 budget. It was requested that the issue with puddles at the entrance to the Skatepark be dealt with as soon as possible.

75 Hillingdon Avenue & Littlewood - The Alder trees would be coppiced to approximately 1 meter high to encourage new growth. Work in this area would start mid Summer with the public being kept informed of the work at all times.

Thames Water have stated they will not carry out the second repair to the land drain and the first repair was only done in good faith. A shallow trench had been dug as a temporary measure. A new land drain would need to be installed in the near future.

Tea Kiosk – the price provided in the report was an estimate based on previous quotes. The work would include replace and repair of the wood and decoration.

Knole Paddock Pavilion – Some guttering had already been replaced with further areas to be replaced shortly. The blockage had now been cleared.

Cemetery Lodge – It was reported that a considerable amount of moss was noticed on the roof. A professional contractor would be appointed shortly to remove this.

RESOLVED: to note the report from the Open Spaces & Cemetery Manager

429 Statement of Accounts to 31st January 2016

It was noted that there was a current underspend on the Open Spaces budget. This total was unlikely to be spent before the end of the Financial Year.

5060 – Over spend was possible due to amount of tree work carried out by external contractors.

Thanks were given to the Open Spaces team for the work currently carried out at Sevenoaks Common. It was requested that further bulb planting be carried out in this area during the Autumn.

6931 – It was confirmed that the CCTV in operation was an up to date system and currently in good working order.

6976 – It was confirmed that these charges were for the use of the credit card machine for the Café on the Vine not charges due to late payments.

RESOLVED: to note the statement of accounts to 31st January 2016.

430 3G Pitch at Knole Paddock

It was noted that the plans for installing a 3G pitch were still in the consultation process and no final decisions had been made to date. Further information would be brought to a future meeting as the plans progress.

It was noted that a draft business plan had been received from the Rugby Club and would now be considered as part of the consultation process.

RESOLVED: To note the report received regarding the proposed 3G Pitch at Knole Paddock

431 Revised Legal Topic Notes on NALC website

Two reports were received and noted. It was suggested that plastic dog waste bags be provided to the Café on the Vine for the public to use.

It was requested that a report be brought to the next meeting regarding the Town Council's current Bylaws regarding Control of Dogs.

RESOLVED: Cllr Canet would discuss the Control of Dogs issue with the Dog Warden and request information for printing within the Town Crier.

432 South & South East in Bloom

The minutes of the meeting held on 26th January were received and noted.

RESOLVED: Cllr Canet to discuss with West Kent Housing their possible involvement with the project. Cllr Canet to discuss with Sevenoaks District Council the possibility of the local knitting group carrying out Yarn Bombing at the St James Road planters and report back to the next Open Spaces & Leisure Committee meeting.

433 Monthly Sunday Farmers Market on the Vine Gardens

It was confirmed that there would be space for 32 stalls at the market and currently 23 stalls had been booked. Further entertainment would be sought over the coming weeks. Thanks were given to Cllr Schneider for his help with the logo and website.

RESOLVED: to note a report regarding the new monthly Sunday Farmers Market on the Vine Gardens

434 Vine Pavilion

A report was received and agreed. It was requested that a timetable of works and costings be brought to the next meeting if possible

RESOLVED: To provide a timeline and costing of works at the next meeting if possible.

435 Buckhurst Lane Play Area

An update report was received and noted. The new play area would be opened on 7th April at 10am by the Mayor. Thanks were given to Sevenoaks District Council parking department and Sencio for their help with access to the site.

RESLOVED: To note the report regarding Buckhurst Lane Play Area

436 Current Matters

RESOLVED: To note a report relating to current matters.

437 Press Release

RESOLVED: To issue a press release relating to the new Farmers Market and the opening of the Buckhurst Lane Play Area.

There being no further business the Chairman closed the meeting at 8.15 p.m.

Chairman

Dated

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**Minutes of the Personnel Committee Meeting held at Sevenoaks Town Council Offices
on Monday 4th April 2016**

Meeting Started: 7.00 p.m.

Meeting Concluded: 8.00 p.m.

Present: Cllr S L Arnold (Chairman), Cllr R J Parry (Vice Chairman), Cllr A S Clayton, Cllr A Eyre, Cllr R L Piper.

Apologies for Absence: Cllr P Towell, Cllr Mrs P C Walshe

In Attendance: Town Clerk

The meeting was not recorded.

1. Requests for Dispensations

There were no requests for dispensations.

2. Declaration of Interests

No Declarations of Interest were made at the meeting.

3. Minutes of the Meeting held on 25th January 2016

RESOLVED: The Minutes were agreed as a true record and signed by the Chairman.

4. Notes of the Staff Meeting held on 26th January 2016.

The following comments and amendments were made in relation to the notes of the staff meeting:-

4. Department Updates / Chief Executive

The Town Council would consider its decision whether to proceed with lease negotiations for the Bat & Ball Station building within the next two weeks...

Stag Rent Review – SDC had agreed to zero rent for the next 5 years.

3G Pitch ...land will not be leased out and remain a Town Council operation.

RESOLVED: To commend the Cemetery Staff on their donation to the Mayor's Charity.

5. Sevenoaks Town Council Staff

- i) Changes in staff since previous Personnel Committee
(FTE staff = 24.83)
- ii) Staff Pensions Report
- iii) Staff Sickness Report

RESOLVED: To note the reports.

6. Chief Executive / Town Clerk's Report**i) Staff References**

RESOLVED: Sevenoaks Town Council to have a policy of issuing standard written staff references referring to details of employment only e.g. start and end date of employment and job position.

ii) Delays in Salary Payments

RESOLVED: To note the report and review at the next Personnel Committee meeting.

iii) Holiday Pay for Part Time and Casual Staff

RESOLVED: That a report relating to holiday pay for part time and casual staff be submitted to the next Personnel Committee.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

Minutes of Sevenoaks Town Partnership meeting held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks at 6.30pm on Wednesday 20th April 2016

Present:

Executive board:

Clive Andrews	Bligh's	Apologies
Cllr Stephen Arnold Vice Chairman	Sevenoaks Town Council	Present
Elizabeth Dolding	Chamber of Commerce	Apologies
Cllr Tony Clayton	Sevenoaks Town Council	Present
Cllr Maxine Chakowa Chairman	Sevenoaks Town Council/Specsavers	Present
Knole Representative	Knole	Apologies
Cllr Avril Hunter	Sevenoaks District Council	Present
Neil Jackson	Coolings	Apologies
Gabriel Shepard	Sevenoaks Chronicle	Apologies
Linda Larter	Sevenoaks Town Council	Present
Roger Walshe	Sevenoaks Society	Present
Jane Parish	Sencio	Apologies
Andrew Eyre	Stag Community Arts Centre	Present
Fergal Parkinson	Sevenoaks Round Table	Apologies

Also in Attendance:

Bonnie Tarling – Committee Clerk
 Austin Blackburn – Go Coach
 Roberta Ware – Francis Jones Jewellers
 Cllr Richard Parry – Sevenoaks Town Council
 Cllr Mrs Pam Walshe – Sevenoaks Town Council
 Caroline George – Sevenoaks Chamber of Commerce

1. Apologies for absence:

In addition to those noted above apologies for absence were received from:
 The Rt Hon Michael Fallon MP.

2. Declarations of interest:

None Received.

3. Minutes.

The minutes from the Town Partnership meeting held on 9th March 2016 were received and noted.

4. Finance Matters

A current finance report was received and noted.

5. Friends of Bat & Ball Station

A copy of the minutes from the Bat & Ball Station meeting held on 23rd March were received and noted. An update was received from the Town Clerk stating that progress was being made regarding the new lease of the building. Architectural drawings were currently underway. Draft plans and costs would be available from May/June.

6. South East in Bloom Competition

A copy of the minutes from the meeting held on 1st March were received and noted. £1150 had been donated from local businesses to date. The new owners of Bligh's, Standard Life had purchased a large amount of hanging basket for the Bligh's shopping area. Carpet bedding with a Roald Dahl theme had been purchased for the raised bed outside the Stag Plaza entrance.

7. Business Show – Friday 22nd April

An update was received from the Committee Clerk. The show was now fully booked with the Rt Hon Michael Fallon MP confirmed to open the event. The Chamber of Commerce expressed an interest in hosting the Business Breakfast for next year's show.

8. Wellbeing Show – Saturday 14th May

An update was received from the committee clerk. The event was now fully booked with a waiting list for exhibitors. Discussions were ongoing regarding a celebrity to open the event.

9. Bat & Ball Centre Survey

A report was received and noted. The Town Clerk requested that members complete the online survey as the results would be used in the Business Plan for the new centre. It was noted that the success of bookings for the Business Show and Wellbeing Show would help to prove that with a larger venue the Town Partnership/Town Council could create more income and have more businesses exhibits at these type of shows.

<http://goo.gl/forms/BxJIoRGlQi>

10. Member Organisations.

Stag – Stag Café was doing well with plans to expand the menu in the near future.

Chamber of Commerce – The regular Curry Club night on the last Tuesday of the month at Raj Bari was going well.

EU debate would take place at Sevenoaks School on 28th April, with a guest panel and free entry.

Dinner with Susanna Schofield would take place at the Vine Restaurant on 19th May.

The Charity Golf Day would take place at Nizels Golf Club on 9th June with proceeds being split between The Lewis Project, The Bridge Trust and Sevenoaks Day Nursery. Sponsorship and raffle prizes were still needed for the event.

The annual Summer Party would take place at Chevening on 14th July.

Kent County Council – It was noted that a significant amount of funding would soon become available for the use of repairing potholes in the District.

Francis Jones – Business going well.

Fairtrade – Membership for the Town had now been renewed with a presentation ceremony with the Mayor being arranged shortly.

Rail Travellers Association – The Group would be having a meeting with South Eastern next week and report any news to the next meeting. A new ticket machine had now been installed at the Sevenoaks Mainline Station.

Go Coach – It was noted that the company was still struggling to obtain nice maps for the bus station area.

Route 8 was going well, however evening journey passenger numbers were still low.

Vintage Bus – figures were low for the Easter Weekend due to poor weather conditions.

It was noted that the issues with parking buses overnight was still ongoing with different location options being sought. New drivers and a new Operations Manager had now been appointed.

Sevenoaks Town Council – The new Sunday Farmers Market on the Vine Gardens starts this Sunday at 9.30am. The market would be opened by the Mayor, Gloria Hunniford and JB Gill. 26 stalls had been booked to date. Members were encouraged to attend the event and help promote to other businesses and members of the public.

Mayor – The next Mayoral Breakfast would take place on 28th April, 9.45 at the Stag Café.

11. Dates of next meeting

- Wednesday 1st June
- Wednesday 13th July
- Wednesday 24th August
- Wednesday 5th October – AGM
- Wednesday 23rd November

12. Press Release

It was requested that a press release be issued regarding the new Farmers Market. With no further issues to discuss the Chairman closed the meeting at 8:00 pm.

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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	2015/16	2016/17
MAYOR	Cllr S L Arnold	Cllr A Eyre
DEPUTY MAYOR	Cllr A Eyre	Cllr M Chakowa
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 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>9 MEMBERS 2016/7</u> Cllr R J Parry Cllr N J L Busvine Cllr S L Arnold Cllr J M Canet 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 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>11 MEMBERS 2016/17</u> Cllr S G Raikes Cllr R L Piper Cllr N J L Busvine Cllr J M Canet Cllr M Chakowa Cllr A S Clayton Cllr R M C Hogarth Cllr R J Parry Cllr E Parson Cllr P E Towell Cllr Mrs P C Walshe
<u>PLANNING COMMITTEE</u> CHAIRMAN VICE CHAIRMAN	<u>ALL TOWN COUNCILLORS</u> Cllr S G Raikes Cllr R M C Hogarth All Councillors	2016/17 Cllr R L Piper Cllr S L Arnold All Councillors

<u>COMMUNITY INFRASTRUCTURE COMMITTEE</u> CHAIRMAN VICE CHAIRMAN	<u>6 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 Cllr M A Chakowa	<u>6 MEMBERS 2016/17</u> Cllr R M C Hogarth Cllr R L Piper Cllr R J Parry Cllr A S Clayton Cllr S G Raikes Cllr M A Chakowa
<u>PERSONNEL</u> CHAIRMAN VICE CHAIRMAN	<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	<u>8 MEMBERS 2016/17</u> Cllr S L Arnold Cllr R J Parry Cllr N Busvine Cllr A S Clayton Cllr M Chakowa Cllr Mrs R E Parry Cllr R L Piper Cllr Mrs P C Walshe

LIST OF APPOINTMENTS	2015/2016	2016/17
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 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]	Cllr N J L Busvine Cllr Mrs R E Parry Cllr J M Canet Cllr R J Parry Cllr E Parson Cllr S G Raikes Cllr E Waite Cllr Mrs P C Walshe [Chairman F&GP or Vice Chairman F&GP – Cllr S G Raikes/Cllr R L Piper]
Community Centre User Group Town Council Representatives:- CHAIRMAN	Community Centre User Group 2 Members 2015/2016 Cllr R M C Hogarth Cllr R L Piper	Community Centre User Group 3 Members 2016/17 Cllr R M C Hogarth Cllr R L Piper Cllr S G Raikes

<u>RALEYS/KNOLE PADDOCK USER GROUP</u> CHAIRMAN	2015/2016 Chair of Open Spaces & Leisure Committee - Cllr A W Eyre Open all Cllrs	2016/2017 Chair of Open Spaces & Leisure Committee Cllr R J Parry Open all Cllrs
<u>SEVENOAKS TOWN PARTNERSHIP</u> CHAIRMAN VICE CHAIRMAN	2015/2016 Cllr M Chakowa Cllr S Arnold	2016/2017 Cllr S Arnold Cllr M Chakowa

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REPRESENTATION ON OTHER BODIES

Organisation	2015/2016	2016/17
Age UK (Council & Exec)	Cllr S L Arnold/Mayor	Cllr A Eyre/Mayor
Citizens Advice Bureau	Cllr S G Raikes	Cllr S G Raikes
Dorothy Parrott Trust	Mayor [Cllr S L Arnold] Deputy Mayor [Cllr A Eyre]	Mayor [Cllr A Eyre] Deputy Mayor [Cllr M Chakowa]
Friends of Pontoise	Cllr S G Raikes	Cllr S G Raikes
Friends of Rheinbach	Cllr R M C Hogarth	Cllr R M C Hogarth
KALC (Area & County)	Cllr R J Parry Cllr S G Raikes.	Cllr R J Parry Cllr S G Raikes
Cricket School Management Committee	Chairman – OS & L Cttee [Cllr A Eyre]	Chairman – OS & L Cttee [Cllr R J Parry]
Kentish Opera - Patron	Mayor [Cllr S L Arnold]	Mayor [Cllr A Eyre]
League of Friends of Sevenoaks Hospital	Mayor [Cllr S L Arnold]	Mayor [Cllr A Eyre]
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 R L Piper	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 /S G Raikes/Cllr R M C Hogarth] Cllr M Chakowa Cllr O Schneider Cllr R M C Hogarth	Chairman or Vice Chairman – Planning Cttee [Cllr R L Piper/Cllr S L Arnold] Cllr M Chakowa Cllr O Schneider Cllr Mrs P C Walshe
Sevenoaks Fair Trade Steering Committee	vacant	To be confirmed
Sevenoaks Summer Festival	Cllr E Parson 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/Knole Paddock User Group	Chairman OS&L [Cllr A Eyre] Chairman F&GP [Cllr R L Piper]	Chairman OS&L [Cllr R J Parry] Chairman F&GP [Cllr S G Raikes]
SRTA	Cllr A S Clayton Cllr R J Parry Cllr O Schneider	Cllr A S Clayton Cllr R J Parry Cllr O Schneider
Tarmac & KCC Liaison Group	Chairman – OS & L [Cllr A Eyre] Cllr Mrs R E Parry Cllr R M C Hogarth	Chairman – OS & L [Cllr R J Parry] Cllr Mrs R E Parry Cllr R M C Hogarth
Tourism South East Visit Kent	Cllr Mrs P C Walshe Cllr M Chakowa	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:-

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

6 COMMUNITY INFRASTRUCTURE COMMITTEE

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

These to include:-

- 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 2016		
Mon 02	Bank Holiday	
Wed 04	YC	YSSC
Mon 09	Planning	
Mon 16	Annual Council Meeting	
Mon 23	Planning	
Tues 24	Meeting of Stag Trustees – Stag Bar	
Mon 30	Bank Holiday	
June 2016		
Wed 01	Sevenoaks Town Partnership	
Mon 06	Planning	Personnel
Wed 08	YC	YSSC
Mon 13	~~~~no meeting ~~~~	
Mon 20	Planning	
Mon 27	F&GP	Council
Wed 29	Community Centre User Group	
July 2016		
Mon 04	Planning ★	
Mon 11	OS&L	
Wed 13 +	Sevenoaks Town Partnership	
Mon 18	Planning	CIC ★
Wed 20 ***	YC	YSSC
Mon 25	F&GP	
Tues 26	Meeting of Stag Trustees	
August 2016		
Mon 01	Planning	
Mon 08	~~~~no meeting ~~~~	
Wed 10	Community Centre User Group	
Mon 15	Planning	
Mon 22	~~~~no meeting ~~~~	
Wed 24	Sevenoaks Town Partnership	
Mon 29	BANK HOLIDAY	
Tuesday 30	Planning	
September 2016		
Mon 05	F&GP - Grants	
Mon 12	Planning	
Mon 19	OS&L Estimates	
Wed 21	YC	YSSC
Mon 26	Planning	
Wed 28	Community Centre User Group	
Thurs 29	Meeting of Stag Trustees	
October 2016		
Mon 03	Council	CIC
Wed 05 +	Sevenoaks Town Partnership	
Mon 10	Planning	
Sat 15	Stag Annual Public Meeting	
Mon 17	OS&L	
Mon 24	Planning	
Mon 31	F&GP Estimates 1	
November 2016		
Wed 02	YC	ELECTION YSSC
Mon 07	Planning	
Wed 09	Community Centre User Group	
Mon 14	Personnel	
Mon 21	Planning	
Tues 22	Meeting of Stag Trustees	
Wed 23 +	Sevenoaks Town Partnership	
Mon 28	F&GP	
YC/YSSC – Bar Room Community Centre on Wed 20/07/2016 ***		
Sevenoaks Town Partnership 24.08.2016/05.10.2016 & 23.11.2016		
in the Bar Room Sevenoaks Community Centre +		

December 2016	
Mon 05	Planning
Mon 12	Christmas Council
Wed 14	YC YSSC
Mon 19	Planning
Mon 26	BANK HOLIDAY
January 2017	
Mon 02	no meeting
Mon 09	F&GP Council Precept
Wed 11	Sevenoaks Town Partnership
Mon 16	Planning
Wed 18	Community Centre User Group
Mon 23	Personnel
Tues 24	Meeting of Stag Trustees
Wed 25	YC YSSC
Mon 30	Planning
February 2017	
Mon 06	CIC
Mon 13	Planning
Mon 20	F&GP Council
Wed 22	Sevenoaks Town Partnership
Mon 27	Planning
March 2017	
Mon 06	OS&L
Wed 08	YC YSSC
Mon 13	Planning
Mon 20	Annual Town Meeting
Wed 22	Community Centre User Group
Mon 27	BANK HOLIDAY
Tues 28	Planning
Thurs 30	Meeting of Stag Trustees
April 2017	
Mon 03	F&GP
Wed 05	Sevenoaks Town Partnership
Mon 10	Planning
Mon 17	CIC Personnel
Mon 24	Planning
Wed 26	YC YSSC
May 2017	
Mon 01	BANK HOLIDAY
Mon 08	Planning
Mon 15	Annual Council Meeting
Mon 22	Planning
Thurs 25	Meeting of Stag Trustees
Mon 29	BANK HOLIDAY
June 2017	
Mon 05	Planning
F&GP	Finance and General Purposes Committee
YSSC	Youth Services Sub Committee
OS&L	Open Spaces & leisure
CIC	Community Infrastructure Committee
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 2016/2017	
3. Youth Council meetings are held in Sevenoaks Town Council Chamber and start at 6pm	
4. Stag meetings are held in the Stag Plaza	
5.	

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Sevenoaks Town Council

Standing Orders

11.01.2016

22.02.2016

ADOPTED RESOLUTION 410

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 Reporting the proceedings of a meeting as defined by the Openness of Local Government Bodies Regulations 2014 is permitted subject to members of the public and press having not been excluded under Standing Order 1 (c) and that reporting is carried out in a manner which does not disrupt the transaction of business at the meeting. For the avoidance of doubt, the right to report on the proceedings of meetings does not override standing orders 10 (a,b,c). those exercising their right to report on the proceedings of a meeting are requested to comply with Sevenoaks Town Council's Protocol for the recording of meetings

[Minute 213 (i) refers - 06.10.2014]

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 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 blank
- 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.

	Body	Due Date	2012/13	2013/14	2014/15	2015/16	2016/2017
a	Institute of Groundsmanship	April	97.67	97.67	97.67	140.87	£ 150.00
b	Open Spaces Society	August	40.00	45.00	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	£ 1,368.00
e	South East Employers	April	311.00	311.00	311.00	315.50	£ 378.60
f	British Youth Council	April	54.00	54.00	54.00	54.00	£ 54.00
g	Parish Online	June	n/a	n/a	300.00	£ 336.00	«
h	Information Commissioner's Office	August	35.00	35.00	35.00	«	«
i	Local World - Sevenoaks Chronicle	September		41.52	49.44	£ 51.96	«
j	LCR	October	46.50		51.00	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	£ 275.00
n	Town and Country Planning Association	December	n/a	91.67	95.45	«	£ 105.00
o	Young Kent - Connect Kent	May	n/a	n/a	59.00	«	£ 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	«
r	Sevenoaks Conservation Society	April	** 197.00	** 203.00			
s	Haymarket - Planning magazine	April	125.00	125.00	125.00	150.00	£ 150.00
t	Campaign for Protection of Rural England	April	143.00	143.00	143.00	149.00	«
«	F&GP 15.06.2016 - MINUTE No 62 CAMPAIGN FOR THE PROTECTION OF RURAL ENGLAND [CPRE] RESOLVED: the Town Council reviews its membership of the CPRE.						
#							

Not yet received

Paid 2 year subscription in previous year

Linda Larter

Ann White

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Invitations Accepted – 2015/2016

Day & Time	Date	Organisation & Event/Venue	Attending
Tues 4.30	19 May	Garden Party at Ightham Mote - Celebrating 30 Years with the National Trust	Mayor & Mrs Barbara Bailey
Thur 8.00	21 May	ATC Sevenoaks Squadron Open Evening	Mayor
Wed 11.00	27 May	Love your Local Market Campaign in Buckhurst Car Park	Mayor & Deputy Mayor
Sun 2.00	31 May	Sevenoaks Area Mind - Tribute to Chris McCarron	Deputy Mayor
Mon 3.30	1 June	Rockdale Housing Association - Annual General Meeting	Deputy Mayor
Sun 6.00	7 June	Cantate Choir Concert at St Martin's Church, Brasted	Mayor & Mrs Joy Raikes
Tues 3.30	9 June	Healthwatch Kent - Big Red Bus Tour	Mayor
Tues 7.30	9 June	Sevenoaks District Scout Council - Annual General Meeting	Mayor
Fri 10.30	12 June	Go-Coach - Launch of new bus for route 401	Mayor
Fri 6.30	12 June	Mike Harrison KCC Chairman - Civic Dinner at County Hall	Mayor & Mrs Hogarth
Sat 9.00	13 June	Councillor Information Day - Town Council Chamber	Mayor
Sun 11.00	14 June	Civic Service at St Nicholas Church	Mayor & Nicholas Arnold
Sun 12.30	14 June	Riverhill Himalayan Gardens - Drinks in memory of Henry Buckley	Mayor & Nicholas Arnold
Sun 3.00	14 June	Saint Hill Manor Open Air Theatre - The Tempest	Mayor & Nicholas Arnold
Fri 6.00	19 June	Cubs Silver Awards - Town Council Chamber	Mayor
Sat 11.00	20 June	Official Opening of the Sevenoaks Festival	Mayor & Deputy Mayor
Sat 2.00	20 June	Flower Festival and Flower Show at Kippington Church and Church Hall	Mayor, Deputy Mayor & Mayoress
Sun 7.30	21 June	Sevenoaks Philharmonic Society - Concert at the Stag Theatre	Mayor & Mrs Joy Raikes
Mon 10.30	22 June	Chairman SDC - Fly a Flag for Armed Forces Day	Mayor & Deputy Mayor
Thurs 3.30	25 June	Meet and greet friends of Rheinbach in the Town Council Chamber	Mayor
Thurs 5.30	25 June	New School at West Heath - GCSE Art and Design Exhibition	Mayor
Fri 7.00	26 June	Blue Flamingo Music - Dancing Through the Years	Mayor
Sat 6.30	27 June	Sevenoaks Three Arts Festival - Prizewinners' Concert at the Ship Theatre, Walthamstow Hall	Deputy Mayor & Mayoress

Invitations Accepted – 2015/2016

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 1.30	27 June	Squerreys - Celebration of Food and Drink	Mayor
Sat 7.00	27 June	Help for Heroes Concert	Mayor
Sun 6.45	28 June	Chance to Dance - 20 th Anniversary of their Summer Performances	Mayor & Consort
Tues 7.30	30 June	League of Friends of Sevenoaks Hospital - AGM	Mayor
Thurs 6.00	2 July	Chamber of Commerce Sevenoaks Business Summer Drinks Reception	Deputy Mayor
Fri 7.30	3 July	West Kent Mind - 7'Oaks Sling Summer Cocktail and Fashion Party	Mayor & Mrs Ann Kirby
Sat 11.00	4 July	Walthamstow Hall Prize Giving	Deputy Mayor
Tues 2.00	7 July	Judging South and South East in Bloom	Mayor
Wed 3.00	8 July	High Sheriff of Kent - Afternoon Tea in the Lavender Fields	Mayor & Mrs Ann Kirby
Wed 7.30	8 July	Combe Bank School - Prize Giving	Mayor & Mayoress
Mon 12.30	13 July	Rockdale Supporters Lunch	Mayor
Thurs 6.30	16 July	Sevenoaks Camera Club 2015 Annual Exhibition	Mayor
Fri 7.00	17 July	Cocktail Party at Knole House	Mayor & Mayoress
Sat 6.00	18 July	Otford Village Society - Summer Garden Party	Deputy Mayor & Mayoress
Sun 3.00	19 July	Magna Carta Talk in the Plaza Suite	Cllr Hogarth
Wed 2.30	22 July	Mayor and Mayoress of Tonbridge - Garden Party at the Design Studio adjacent to Broadview Gardens at Hadlow College.	Mayor & Mrs Hogarth
Fri 11.00	24 July	Chairman Shepway District Council - War and Peace revival	Mayor & Cllr Raikes
Tues 12.00	28 July	Mayor of Maidstone - Charity day out to Hush Heath Winery	Mayor & Leanne McCabe
Fri 11.40	31 July	Launch ceremony of the new sponsorship by London Biggin Hill Airport and Sevenoaks Town Football Club U-16 team	Mayor
Sat 2.00	1 Aug	Mayor of Broadstairs - Garden Party at Silverthorne, 37 Callis Court Road, Broadstairs	Mayor & Mayoress
Mon 10.00	3 Aug	Judging of Sevenoaks Business Awards in the Town Council Chamber	Mayor
Tues 2.00	4 Aug	Mayor of Croydon - Garden Party	Mayor & Nicholas Arnold
Wed 2.30	12 Aug	Summer Family Funday at Greatness Recreation Ground	Mayor
Fri 3.00	14 Aug	Mayor of Margate - Afternoon Tea at Taddy's Tea Rooms	Mayor & Consort

Invitations Accepted – 2015/2016

Day & Time	Date	Organisation & Event/Venue	Attending
Sun 10.00	16 Aug	Mayor of East Grinstead - Civic Service at St Swithun's Church	Mayor
Tues 2.30	18 Aug	Christmas Lights Switch On Planning Meeting in the Council Chamber	Mayor
Wed 2.30	19 Aug	Summer Family Funday at Hillingdon Rise Play Area	Mayor
Wed 3.00	2 Sept	Mayor of Dartford - Afternoon Tea	Mayor & Consort
Fri 5.30	4 Sept	Knocker 7 Foscett - Summer Garden Party	Mayor
Sat 3.00	5 Sept	Sevenoaks Allotment Holders - Autumn Show	Deputy Mayor & Mayoress
Sun 10.20	6 Sept	St John's Hill United Reformed Church - 150 th Anniversary of the Laying of the Foundation Stone	Mayor
Tues 1.30	8 Sept	Home Instead Senior Care - Family and Carer Workshop at Sevenoaks Community Centre	Mayor
Thurs 10.30	10 Sept	Chair of Lewisham - Tour and Lunch at the Horniman Museum	Mayor and Leanne McCabe
Fri 10.00	11 Sept	South & South East in Bloom Awards at Brighton and Hove Albion Football Club	Mayor & Adrian Cheeseman and Ann White
Fri 7.00	11 Sept	Sevenoaks Business Awards at Knole Academy	Mayor
Sun 3.00	13 Sept	Mayor of Havering - Civic Service	Mayor
Tues 2.30	15 Sept	Press photographer attending Raleys Site	Mayor
Thurs 8.45	17 Sept	Opening of the New Sports Centre at Walthamstow Hall	Deputy Mayor
Fri 7.30	18 Sept	Battle of Britain Screening at the Stag Theatre	Mayor
Sun 11.30	20 Sept	Portico Art Gallery - Launch of new brand, website and products	Mayor
Wed 5.00	23 Sept	Kent Police Awards Ceremony at the Kent Police Training School, Maidstone	Mayor & Mayoress
Thurs 6.30	24 Sept	Relaunch of Sevenoaks Medical Centre	Mayor & Mayoress
Fri 11.00	25 Sept	Café on the Vine - Preview	Mayor
Sat 11.00	26 Sept	Café on the Vine - Open to the General Public	Mayor
Sat 6.00	26 Sept	Halliwick Association of Swimming Therapy - Annual Regional Disabled Swimming Championships	Mayor & Mayoress
Wed 5.00	30 Sept	Opening Day at Donnington Manor Hotel	Mayor
Fri 7.15	2 Oct	Sevenoaks Literary Celebration - Andrew Lownie "The Life of Guy Burgess"	Mayor & Nicholas Arnold
Sat 10.30	3 Oct	Sevenoaks Community First Responders - Launch of their new 4 x 4 "Ingrid"	Deputy Mayor
Sun 2.45	11 Oct	Girlguiding Knole Division - Service of Dedication for their new Standard	Mayor
Sun 3.00	11 Oct	High Sheriff of Kent Justice Service at Rochester Cathedral	Deputy Mayor & Mayoress

Invitations Accepted – 2015/2016

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 5.30	17 Oct	Sevenoaks Area Youth Trust - Celebration of Good News	Deputy Mayor
Sat 6.30	17 Oct	Mayor of Tunbridge Wells - Civic Dinner & Dance	Mayor & Mrs Ann Kirby
Sun 10.15	18 Oct	St Luke's Church - Patronal Festival Service	Mayor
Wed 11.00	21 Oct	Chairman KCC - Royal British Legion Poppy Appeal Launch for Kent	Mayor
Thurs 6.30	22 Oct	Bridge Trust Annual General Meeting	Deputy Mayor
Fri 7.30	23 Oct	Mayor of Dartford - Quiz Night	Mayor
Sat 12.00	24 Oct	Royal British Legion - Annual Poppy Appeal Luncheon	Mayor & Nicholas
Sat 7.00	24 Oct	Mayor of Tonbridge & Malling - Big Band Bash	Mayor, Nicholas & Mr & Mrs Hogarth
Tues 10.00	27 Oct	Mayor Hillingdon - Tour of RAF Uxbridge and Northolt	Mayor & Nicholas Arnold
Wed 9.45	28 Oct	Mayoral Breakfast - Café on the Vine	Mayor
Thurs 4.15	29 Oct	West Kent Extra - 8-12's Project of a 'Play in a Day'	Mayor
Thurs 7.30	29 Oct	Choral Concert at the Stag Theatre	Mayor & Nicholas
Fri 6.30	30 Oct	Kent Painters Group - Artists Reception	Mayor
Mon 10.00	2 Nov	Launch of No.8 Bus	Mayor
Sat 10.30	7 Nov	Knockholt Village Tree Society Trust - Tree Planting	Mayor, Deputy Mayor & Mayoress
Sat 6.40	7 Nov	Sevenoaks Round Table - Firework Procession	Mayor
Sat 7.30	7 Nov	Kentish Opera - Performance of Faust	Deputy Mayor & Mrs J Raikes
Sun 11.00	8 Nov	Remembrance Day Service & Parade - Vine War Memorial	Mayor
Wed 10.45	11 Nov	Greatness Cemetery - Laying Crosses for Armistice Day	Mayor
Wed 7.00	11 Nov	Mayor of Maidstone - Curry Night	Mayor
Thurs 6.30	12 Nov	Relate - Annual General Meeting	Mayor
Sat 10.15	14 Nov	West Heath School - Open their Christmas Fayre	Mayor
Sat 7.15	14 Nov	Temenos Chamber Choir - Concert at St Nicholas Church, Sevenoaks.	Mayor & Mrs J Raikes
Mon 11.30	16 Nov	Select Winners of Drawing Competition	Mayor
Tues 9.50	17 Nov	Sevenoaks Kwik Fit - Grand re-opening	Mayor
Tues 6.45	17 Nov	Wine and Cheese Tasting evening in the Town Council Chamber	Mayor
Thurs 6.00	19 Nov	Kaleidoscope Gallery, Sevenoaks - Opening annual Exhibition	Mayor
Fri 7.00	20 Nov	Westerham Sea Cadets - Mess Dinner at the Grasshopper on the Green	Mayor

Invitations Accepted – 2015/2016

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 7.00	20 Nov	Walthamstow Hall - Theatre Production Peter Pan	Deputy Mayor
Fri 7.00	20 Nov	Guide Dogs for the Blind - Cheese and Wine Evening	Mr & Mrs Hogarth
Sat 7.00	21 Nov	The Lions Club of Sevenoaks - 46 th Charter Anniversary Dinner	Mayor
Sun 3.00	22 Nov	Sevenoaks Symphony Orchestra - Autumn Classics Concert in the Stag Theatre	Mayor
Sun 6.45	22 Nov	SSAFA - Concert in the Pamoja Hall	Mayor & Mrs Joy Raikes
Wed 5.00	25 Nov	St John's Hill Christmas Lights Switch-on	Mayor
Thurs 7.45	26 Nov	Dinner and Wine Tasting Squerries at St Nicholas Church	Mayor
Fri 3.00	27 Nov	Afternoon Tea in the Youth Café with the Pantomime Cast and Mencap Drama Group	Mayor
Fri 7.00	27 Nov	Christmas Lights Switch On	Mayor
Sat 7.15	28 Nov	Concert by the Sevenoaks Philharmonic Society in the Stag Theatre	Mayor & Mrs Joy Raikes
Wed 10.30	2 Dec	Planting of the 7 th Oak Tree on Brittain's Common	Mayor
Wed 4.00	2 Dec	Athena Wealth Planning - Christmas Drinks	Mayor
Thurs 6.00	3 Dec	Knole Academy - Annual Presentation Evening	Mayor
Fri 6.20	4 Dec	Cubs Silver Awards in the Town Council Chamber	Mayor
Sat 7.00	5 Dec	VIP Launch of the Panto at the Stag Theatre	Mayor & Nicholas Leonard
Mon 10.30	7 Dec	Judging of the Best Shop Window accompanied by Julie Phillips of the Chamber of Commerce	Mayor
Mon 7.00	7 Dec	Imago, Sevenoaks Community Carol Service at St Lukes Church, Eardley Road.	Mayor
Wed 1.45	9 Dec	Parkinson's UK Christmas Party in St Luke's Hall.	Mayor
Wed 7.15	9 Dec	Saint Hill Manor Christmas Party	Mayor
Thurs 1.00	10 Dec	Sevenoaks Chamber of Commerce Christmas Party at the Sun Do Restaurant	Mayor
Thurs 6.00	10 Dec	Knole Academy Christmas Concert	Mayor
Fri/Sun 10.00	11/13 Dec	Christmas Fair on the Vine	Mayor
Fri 2.30	11 Dec	The Trinity School Project Team - Topping out Ceremony	Mayor
Sun 12.15	13 Dec	Sevenoaks Hockey Club - The President's Cocktail Party	Mayor
Sun 6.00	13 Dec	Mencap - Carols, Mulled Wine and Mince Pies evening	Mayor

Invitations Accepted – 2015/2016

Day & Time	Date	Organisation & Event/Venue	Attending
Mon 10.30	14 Dec	Best Dressed Window - Presentation of Prizes to winners, accompanied by Julie Phillips	Mayor
Mon 12.00	14 Dec	Meeting with Sarah Ridge of the James Whale Fund (Mayor's charity)	Mayor
Mon 7.00	14 Dec	Christmas Council follow by reception	Mayor
Thurs 2.00	24 Dec	Visit to Sevenoaks Hospital	Mayor
Thurs 11.15	24 Dec	Midnight Mass at St Nicholas Church	Mayor
Fri 12.00	25 Dec	Age UK Sevenoaks & Tonbridge Christmas Lunch at Hollybush Court	Mayor
2016			
Thurs 7.00	14 Jan	Mayor of Medway - A Night at the Opera	Mayor
Wed 6.00	20 Jan	Opening of the newly refurbished Youth Hut at West Kingsdown	Mayor
Fri 10.30	22 Jan	Open the re-furbished Stag Cinema	Mayor
Sat 6.45	23 Jan	The Cantate Choir - Handel's Messiah at the Pamoja Hall	Mayor & Consort
Sat 7.00	23 Jan	Air Training Corps (Sevenoaks) - Burns Night Dinner at Hever Castle Golf Club	Deputy Mayor & Mayoress
Sun 4.45	24 Jan	Chance to Dance - First Performance of 2016	Mayor & Consort
Fri 7.00	29 Jan	Knole Academy - Burns Night Celebration	Deputy Mayor & Mayoress
Tues 7.00	2 Feb	Mayor of Medway - Dinner at the Confucius Restaurant	Mayor & Mrs Hogarth
Sat 3.30	6 Feb	The Dance Act Variety Show '16 at the Stag	Mayor
Sat 7.00	6 Feb	Quiz Night at the Community Centre	Mayor
Wed 6.30	10 Feb	Opening of Specsavers refurbished premises	Mayor
Sat 7.30	13 Feb	Mayor of Sandwich - Songs from the Shows	Deputy Mayor & Mayoress
Sun 2.00	14 Feb	Blue Flamingo Music - Dance at the Plaza Suite	Mayor
Fri 7.00	19 Feb	Chairman KCC - Charity Black Tie Evening	Mayor & Consort
Sat 6.30	20 Feb	Kent International Piano Courses Final Concert at Tonbridge School	Mayor
Fri 2.00	26 Feb	Chair of Lewisham Council - Afternoon Tea at the House of Lords	Deputy Mayor & Mayoress
Sat 7.15	27 Feb	D'Vine Singers concert at the Vine Baptist Church	Deputy Mayor & Mayoress

Invitations Accepted – 2015/2016

Day & Time	Date	Organisation & Event/Venue	Attending
Tues 9.00	1 Mar	Visit of HRH The Duke of York to Sevenoaks School	Mayor
Thurs 2.30	3 Mar	Planting Catapla at Bradbourne Lakes	Mayor
Fri 7.00	4 Mar	Deputy Mayor of Medway - Grand Fun Quiz	Deputy Mayor & Mayoress
Sun 2.30	6 Mar	Mayor of Hillingdon - Civic Service	Mayor
Mon 1.30	7 Mar	Mayor of Greenwich - Tour of Royal Observatory	Mayor
Tues 9.45	8 Mar	Mayoral Fairtrade Breakfast at Mange Tout Restaurant at Knole Academy	Mayor
Tues 8.00	8 Mar	National Celebration of Ladies Singing at Badgers Mount Memorial Hall	Deputy Mayor & Mayoress
Wed 7.00	9 Mar	Knole Academy - Production of the Tempest	Deputy Mayor & Mayoress
Fri 7.00	11 Mar	Knole Academy - Production of the Tempest	Mayor
Sat 11.00	12 Mar	Launch of Vintage Bus from Knole and Opening the new Bus Shelter	Mayor
Sat 7.30	12 Mar	Mayor of Dartford - An Evening with SLOG & Friends	Mayor
Sun 2.15	13 Mar	Sevenoaks Symphony Orchestra - Dreams & Visions Concert	Mayor & Mrs Joy Raikes
Mon	14 Mar	Fly a Flag for the Commonwealth	Mayor
Tues 11.00	15 Mar	Lord Lieutenant of Kent - Annual Civic Service, All Saints Church, Maidstone	Deputy Mayor & Mayoress
Tues 7.30	15 Mar	Mayor of Medway - Performance of Hay Fever	Mayor & Mrs Joy Raikes
Thurs 6.00	17 Mar	Knole Academy - Performance of Love 2 Dance at the Stag Theatre	Mayor & Consort
Thurs 6.00	17 Mar	Mayor of Tonbridge & Malling - Karting Evening at Buckmore Park	Deputy Mayor
Sat 12.00	19 Mar	Soroptimist International of Sevenoaks - Lunch at St Julian's.	Mayor & Mayoress
Sat 7.30	19 Mar	Sevenoaks Philharmonic Society - Concert at St Nicholas Church	Mayor & Mrs Joy Raikes
Sun 10.00	20 Mar	Sevenoaks Young Musician of the year Competition at the Stag Theatre	Mayor
Wed 10.00	23 Mar	Mayor's Blindfold Walk - Organised by Guide Dogs for the Blind	Mayor
Thurs 9.00	24 Mar	Shoreham Village School - Judge the short-listed inventions	Mayor
Sat 7.30	2 Apr	The Lydian Orchestra - Easter Concert at St Nicholas Church	Mayor & Mrs Joy Raikes

Invitations Accepted – 2015/2016

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 7.00	2 Apr	Mayor of Gravesham - Dinner Dance At The Woodville, Gravesend.	Deputy Mayor & Mayoress
Tues 10.30	5 Apr	Day Out at White Oak Indoor Bowls Club	Mayor
Wed 10.00	6 Apr	Mayor of Tonbridge & Malling - Archery Day	Mayor & Consort
Thurs 10.00	7 Apr	Opening of Buckhurst Lane Play Area	Mayor
Thurs 3.00	7 Apr	Visit to Sevenoaks Refuge Centre	Mayor & Linda Larter
Sat 6.30	9 Apr	Mayor of Hillingdon - Annual Civic Dinner	Deputy Mayor & Mayoress
Wed 10.15	13 Apr	Tour of Knole House followed by Lunch at the Cote Brasserie	Mayor
Thurs 6.45	14 Apr	Westerham Sea Cadets - Presentation of the Roddie Casement Award to CO Jan Dean	Mayor
Sat 7.00	16 Apr	Mayor of Margate - Celebration of the Mayoral Year	Deputy Mayor & Mayoress
Sun 7.00	17 Apr	Mayor of Croydon - Comedy Night at the Fairfield Halls	Mayor & Nicholas Arnold
Thurs 6.30	21 Apr	Lighting Ceremony - Queens Beacon	Mayor
Fri 10.00	22 Apr	Town Partnership Business Show	Mayor
Sat 7.00	23 Apr	Guide Dogs for the Blind St George's Day Dinner & Dance	Mayor & Mayoress
Sun 9.15	24 Apr	Open the Sevenoaks Sunday Farmers Market	Mayor
Sun 10.30	24 Apr	Service of Celebration and Re-dedication at the Drive Methodist Church	Mayor
Sun 2.00	24 Apr	Sevenoaks District Scout Council - St George's Day Parade and Service at St Nicholas Church	Mayor
Thurs 9.45	28 Apr	Mayoral Breakfast at the Stag Café	Mayor
Fri 7.30	29 Apr	Mayor of Medway - Charity Concert at St Margaret's Church, Rainham	Mayor
Sat 3.00	30 Apr	Tea Dance & Medal Presentation in Dunton Green Village Hall	Mayor
Tues 2.00	3 May	Opening of the Teal Café (south of Morleys Roundabout	Mayor
Tues 7.00	3 May	Mayor's End of Term Reception	Mayor
Wed 7.30	4 May	Sevenoaks Counselling Open Public Meeting	Deputy Mayor & Mayoress
Thurs 6.00	5 May	Meet and Greet Friends of Pontoise at the Community Centre	Mayor
Fri 9.15	6 May	Judging Queens Birthday Card Competition in the Town Council Chamber	Mayor
Fri 11.00	6 May	Open Food Fair in the Vine Gardens	Mayor
Fri 3.00	6 May	Official launch of Prime Place, Tubs Hill, Sevenoaks	Mayor

Invitations Accepted – 2015/2016

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 7.30	6 May	Westerham Sea Cadets - Quiz Night	Mayor & Mayoress, Leanne & Deputy Mayor & Mayoress
Sat 7.00	7 May	Mayor of Ashford - Dinner Dance with the Counterfeit Beatles.	Mayor & Nicholas Arnold
Sat 7.00	7 May	The Friends of Pontoise - Gala Dinner at Nizels Golf and Country Club	Deputy Mayor & Mayoress
Mon 2.45	9 May	West Heath School - Official unveiling of West Heath School Timeline	Mayor
Wed 11.15	11 May	Luncheon at Chevening House	Mayor
Thurs 2.00	12 May	Opening of new facilities at the Leonard Cheshire Disability home	Mayor
Sat 10.00	14 May	Town Partnership Wellbeing Show	Mayor
Sat 7.30	14 May	Mayor of Hawkinge - Concert by the Band of the Brigade of Gurkhas	Mayor & Mrs Joy Raikes

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