

9th May 2017

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 15th May 2017 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

PUBLIC QUESTION TIME

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

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.

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

- a) Presentation to the outgoing Mayor's Cadet
- b) Mayors Award
- c) Cheque to be awarded to the charity supported during Mayor's term of office:
Diabetes UK

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.

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.

Town Council Offices
Bradbourne Vale Road
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577
email: council@sevenoakstown.gov.uk
web: sevenoakstown.gov.uk

- 5 APOLOGIES FOR ABSENCE
To receive and note apologies.
- 6 REQUESTS FOR DISPENSATIONS
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).
- 7 DECLARATIONS OF INTEREST
To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.
- 8 COUNCIL MINUTES
To receive, adopt and sign the minutes of the meeting of the Town Council held on 20th February 2017 (copy previously distributed and attached) and the Extra Ordinary meeting held on 8th May 2017 (copy to follow 10th May 2017).
- 9 PLANNING COMMITTEE
To receive and adopt the minutes of the meetings of the Planning Committee held on:
 - a) 27th February 2017
 - b) 13th and 27th March 2017
 - c) 10th and 24th April 2017(Copies previously distributed and attached).
 - d) 8th May 2017(Copy to follow 10th May 2017).
- 10 COMMUNITY INFRASTRUCTURE COMMITTEE
To receive and adopt the minutes of the meeting of the Community Infrastructure Committee held on 27th March 2017 (copy previously distributed and attached).
- 11 FINANCE AND GENERAL PURPOSES COMMITTEE
To receive and adopt the minutes of the Finance and General Purposes Committees held on:
 - a) 20th February 2017
 - b) 3rd April 2017(copies previously distributed and attached).
- 12 OPEN SPACES AND LEISURE COMMITTEE
To receive and adopt the minutes of the Open Spaces and Leisure Committee held on 6th March 2017 (copy previously distributed and attached).
- 13 TOWN PARTNERSHIP
To receive and note the minutes of the Town Partnership Committee held on 5th April 2017 (copies previously distributed and attached).
- 14 APPOINTMENT OF STANDING COMMITTEES/SUB COMMITTEES
To appoint Standing Committees and Sub Committees (copy attached).
- 15 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 attached).

- 16 REPRESENTATION ON OUTSIDE BODIES
To elect members to serve on various statutory bodies and other organisations (copy attached).
- 17 APPROVAL OF TERMS OF REFERENCE - STANDING COMMITTEES/SUB COMMITTEES
To receive and adopt the Terms of Reference of Standing Committees and Sub Committees, noting the additional terms of Reference for the Sevenoaks Community Centre User group (copy report attached).
- 18 SCHEDULE OF MEETINGS
To receive and adopt an updated Schedule of meetings (copy attached).
- 19 STANDING ORDERS
To receive and adopt the Standing Orders for 2017/2018 (copy attached).
- 20 ANNUAL SUBSCRIPTIONS
To authorise payment of subscriptions falling to be renewed annually (copy attached).
- 21 MAYORS CADET
To appoint the Mayor's Cadet for the ensuing Civic year.
- 22 CIVIC EVENTS AND INFORMATION MAYOR'S ENGAGEMENTS 2016/2017
To receive and note
(a) the functions attended by the Mayor, Deputy Mayor or representative during 2016/2017
(b) the compliments received by the Mayor during 2016/2017
(c) the Civic Events planned during the 2017/2018 Civic Year
(copy reports attached)
- 23 PRESS RELEASE
To consider any agenda item, which would be appropriate for a press release.

This page has been left blank intentionally.

PROCEDURAL NOTES FOR ANNUAL GENERAL MEETING 2017

1 ELECTION OF MAYOR

- i Cllr EYRE 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 Raikes that Cllr Chakowa be elected Mayor for the ensuing year.
- iv Cllr Eyre will say

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

To the Contrary if any"

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

2 DECLARATION OF ACCEPTANCE OF OFFICE

- i Cllr Chakowa will read and sign the Declaration of Acceptance of Office – all Councillors remain standing.
- ii Cllr Eyre will invite Councillors to be seated.
- iii. Town Clerk **to release chain.**
- iv. Cllr Eyre will say :-

"Cllr Chakowa 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 Eyre will then place chain of officer around Cllr Chakowa's neck.
- vi Cllr Eyre 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 Eyre shakes the hand of Cllr Chakowa and invites her to take her seat.
- viii Cllr Chakowa will present Cllr Eyre with a memento of his year of office.
- ix Cllr Eyre will give a retiring speech prior to leaving the rostrum and taking his seat.
- x Cllr Parry will thank Cllr Eyre as the outgoing Mayor and welcome Cllr Chakowa as the incoming Mayor.
- xi Cllr Raikes will express thanks to the outgoing Mayoress for her support as Mayoress during the past year.
- xii Cllr Chakowa will express thanks for election to office.

3 ELECTION OF DEPUTY MAYOR

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

4 DECLARATION OF ACCEPTANCE OF OFFICE

- i Cllr Chakowa will invite Cllr Hogarth to approach the rostrum and come forward and read and sign the Declaration of Acceptance of Office.
- ii Cllr Chakowa 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 20TH FEBRUARY 2017 AT 8:10 P.M.**

Present:

Cllrs: A Eyre (Mayor), S L Arnold, N J L Busvine OBE, J M Canet, R J Parry, S G Raikes, O Schneider, E T Waite and Mrs P C Walshe (9)

Also Present:

Chief Executive/Town Clerk
Responsible Finance Officer
Committee Clerk

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

439. APOLOGIES FOR ABSENCE

RESOLVED: apologies received from M A Chakowa (Deputy Mayor), Cllr A S Clayton, R M C Hogarth, Mrs R E Parry, E Parson, R L Piper, and P E Towell be noted and accepted.

440. DISPENSATION

There were no requests for Dispensation.

441. DECLARATION OF INTEREST

Cllr A Eyre declared a non pecuniary interest in Agenda Item 7 [Community Infrastructure Committee *[Minute No 415 (x) - 6th February 2017]*].

442. MINUTES - MEETINGS

a) **TOWN COUNCIL HELD ON 9TH JANUARY 2017**

RESOLVED: To receive, adopt and sign the Minutes as being a true record of events.

b) **EXTRA ORDINARY TOWN COUNCIL MEETING HELD ON 6TH FEBRUARY 2017**

RESOLVED: To receive, adopt and sign the Minutes as being a true record of events.

443. MINUTES - PLANNING COMMITTEE MEETINGS

RESOLVED: to receive and adopt the Minutes of the meetings held on 16th and 30th January 2017 and to note the minutes of the Meeting held on as being true records of events.

444. MINUTES – PERSONNEL COMMITTEE MEETING

RESOLVED: to receive and adopt the Minutes of the meetings held on 23rd January 2017 and to note the minutes of the Meeting held on as being a true record of events.

445. MINUTES – COMMUNITY INFRASTRUCTURE COMMITTEE MEETINGS

RESOLVED: to receive and adopt the Minutes of the meetings held on 3rd October 2016.

Cllr R J Parry in the Chair:

RESOLVED:

- a) to receive and adopt the Minutes of the meeting held on 6th February 2017 as being a true record of events. Committee Members reiterated **Resolution 415 (x) - 6th February 2017**
- b) to receive and adopt the Economic Impact Assessment of the Stag Community Arts Centre, which had been distributed to councillors.

The Town Clerk read out the Executive Summary:

"An independent economic impact assessment of The Stag shows:

- The Stag attracts around 250,000 to 300,000 visits per annum
- Total visitor spend is estimated at £9.2m per annum
- Some spend is captured by The Stag and supports 20 permanent FTE jobs at the venue
- The remaining visitor spend, an estimated £7.6m, is captured in the wider local economy, supporting approximately 140 FTE jobs
- The Stag is estimated to support a further 18 jobs through its purchasing power
- In total, this equates to 179 FTE jobs supported by The Stag
- After considering the effects of leakage, deadweight, displacement, substitution and multiplier effects, the total net impact of The Stag is 151 FTE jobs
- This equates to approximately £7m of GVA contribution to the local economy
- The Stag provides around 6,000 hours of volunteer opportunities for the people of Sevenoaks
- The Stag adds cultural value to Sevenoaks as a place to live and visit".

Cllr A Eyre in the Chair.

446. MINUTES – FINANCE & GENERAL PURPOSES COMMITTEE MEETING

RESOLVED: to receive and adopt the Minutes of the meetings held on 9th January 2017 as being a true record of events. It was NOTED that agenda item 8 should read: *held on 9th January 2017* instead of 9th February 2017.

447. SCHEDULE OF MEETINGS 2017/2018

RESOLVED: to receive and adopt the Schedule of Meetings for the year 2017/2018 [*Appendix A attached*].

448. MAYOR'S ENGAGEMENTS

RESOLVED: to receive and note the

- a) Functions attended by the Mayor or his representative(s) from May 2016 until February 2017.
- b) forthcoming Civic Events being organised by the Mayor during 2016/2017
- c) Free meeting with Diabetes UK "Putting Feet First – looking after your feet and legs", being held at the Stag Plaza on Tuesday 28th February 2017 14:30-16:00 for those suffering with diabetes to learn about the podiatry services available at the Age UK daycentre and how to book one of 20 free podiatry treatments.

449. PRESS RELEASE

RESOLVED: a press release be issued

- a) regarding the Economic Impact Assessment of the Stag Community Arts Centre
- b) the "*Putting Feet First – looking after your feet and legs*", being held at the Stag Plaza on Tuesday 28th February 2017 14:30-16:00.

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

Mayor of Sevenoaks

Dated

**MINUTES OF THE EXTRA ORDINARY TOWN COUNCIL MEETING HELD AT
SEVENOAKS TOWN COUNCIL OFFICES
ON MONDAY 8TH MAY 2017 AT 8.20 P.M.**

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

In Attendance: Town Clerk and Assistant Town Clerk

Apologies for Absence: Cllr Mrs R J Parry and Cllr Mrs P C Walshe.

Three representatives from the Sevenoaks Town Football Club were present at the meeting however did not raise any matters during the public session as there printed representation had been circulated with the agenda.

43. Requests for Dispensations

There were no requests for dispensations.

44. Declarations of Interest

There were no Declarations of Interest.

45. Sevenoaks Town Football Club 3G Provision

The Mayor congratulate the football club on winning three cups within three days.

Town Councillors considered the Town Clerk's report and representation from the Sevenoaks Town Football Club circulated with the agenda relating to progressing the 3G football pitch at Greatness Recreation Ground and the Town Council's contribution from the Sevenoaks Fund / Sports Strategy.

It was unanimously **RESOLVED:**

- i) To agree to the release of £200,000 from the Sevenoaks Fund / Sports Strategy to make phased payments between May – September 2017 for the provision of the 3G pitch for football at Greatness Recreation Ground. Sevenoaks Town Football Club would transfer the match funding to the Town Council prior to an order being placed. The Sevenoaks Fund continue for the additional fund raising required.
- ii) Sevenoaks Town Council to place the order and own the 3G pitch leasing Pitch 1 to Sevenoaks Town Football Club on a £1 peppercorn rent for 25 years.
- iii) To place on record appreciation for all the hard work of the Sevenoaks Town Football Club particularly the Chairman Paul Lansdale for their work on the project and the success of the development of the club and its provision in the community.

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

Signed
Chairman

Dated

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on 27th February 2017 at 7:05pm

Present:

Committee Members

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

Also in attendance:

Town Clerk

Assistant Town Clerk

6 members of the public

PUBLIC QUESTION TIME

None

450 REQUESTS FOR DISPENSATIONS

None received.

451 DECLARATIONS OF LOBBYING

All Councillors present except Cllrs Parry and Piper declared they had been lobbied in respect of application [12] Summerhill, Seal Hollow Road.

452 MINUTES

It was **RESOLVED** that the Minutes of the Sevenoaks Town Council Planning Committee meeting held on the 13th February 2017 be approved and signed as an accurate record.

453 NEIGHBOURHOOD DEVELOPMENT PLAN

(a) The Committee noted that the next Northern Sevenoaks stakeholder consultation session with consultants will be taking place at the Town Council Offices on the 15th March 2017 at 3pm and 7pm (duplicate sessions). A further presentation will be made at the Annual Town Meeting on the 20th March 2017 at 7pm at the Sevenoaks Community Centre.

(b) The Committee received and considered emerging draft policies of the neighbourhood plan, noting that items up to the Former Famers site had been considered by the Steering Committee.

454 PLANNING APPLICATIONS

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

(b) The meeting was adjourned to enable a member of the public to speak on the following application for 3 minutes, it was noted that another member of the

public had registered to speak in favour of the application but was not present at the meeting:

i. Summerhill, Seal Hollow Road - Against

(c) The Meeting was reconvened and the Committee considered the planning applications received from the Sevenoaks District Council during the two weeks ending 22nd February 2017 and **it was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

456 PRESS RELEASES

It was **RESOLVED that** a press release be issued on the Northern Sevenoaks Masterplan consultation events.

There being no further business the meeting was closed at 8:13pm

-

CHAIRMAN

Planning Applications Considered

Applications considered on 27-2-17

1	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/02562/ADV	S Mitchell 08/03/17	Schneider	N/A
Applicant	House Name	Road	Locality	
Mr Daley	Weald Heights	Bourchier Close	Town	
Town	County	Post Code	Application date	
			16/02/17	
1 illuminated sign, 5 totem style sign and 2 fence mounted signs.				

//Awaiting Chairman's Action//

2	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/03971/MMA	M Holmes 0/03/17	Canet	Robinson Escott 0168983
Applicant	House Name	Road	Locality	
Miss Hollie Hampton and Michael		224 Seal Hollow Road	Northern	
Town	County	Post Code	Application date	
			13/02/17	
Minor material amendment to SE/16/02101/CONVAR relating to demolition of existing dwelling and erection of 2 detached dwellinghouses with integral garages to show changing the location of garages, internal changes to the layout to Plot 1, the siting of Plot 2.				

Sevenoaks Town Council recommended approval.

3	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00025/ADV	P Dadswell 02/03/17	Schneider	N/A
Applicant	House Name	Road	Locality	
Mr Lambert 07895883741	Alan Streek Menswear	14 Bank Street	Town	
Town	County	Post Code	Application date	
			08/02/17	
Wall mounted vinyl banner attached to short poles top and bottom, protruding out from end wall of building.				

//Awaiting Chairman's Action//

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00150/ADV	R Fellows 01/03/17	Canet	Mrs Robinson 011792543
Applicant	House Name	Road	Locality	
Sainsburys Supermarkets	Sainsbury's	Oxford Road	Northern	
Town	County	Post Code	Application date	
			08/02/17	
1 no. illuminated fascia sign, 4 no. non-illuminated concession wall signs, 1 no. amended non-illuminated night pay hatch wall sign and 1 no. amended non-illuminated night pay hatch directional sign.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-2-17

5	<i>Plan Number</i> SE/17/00249/HOUSE	<i>Planning officer</i> R Fellows 06/03/17	<i>Town Councillor</i> Waite	<i>Agent</i> Mr Gaggerty 758337
<i>Applicant</i> Ms Hillman	<i>House Name</i>	<i>Road</i> 42 Hillingdon Rise	<i>Locality</i>	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 14/02/17	
Single storey rear extension				

Sevenoaks Town Council recommended approval.

6	<i>Plan Number</i> SE/17/00263/HOUSE	<i>Planning officer</i> N Armour 13/02/17	<i>Town Councillor</i> Cllr Piper	<i>Agent</i> Mr Knight 02084645147
<i>Applicant</i> Mrs Jiggins	<i>House Name</i>	<i>Road</i> 16 Croft Way	<i>Locality</i> Kippington	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 13/02/17	
Demolition of existing chimneys. Erection of a two storey side extension. Erection of a first floor side extension. Erection of a single storey rear extension with two roof lanterns. External steps to side elevations.				

Sevenoaks Town Council recommended approval.

7	<i>Plan Number</i> SE/17/00286/HOUSE	<i>Planning officer</i> N Armour	<i>Town Councillor</i> Cllr Parry	<i>Agent</i> Mr McKay 03301228903
<i>Applicant</i> Walter Global Holdings Ltd	<i>House Name</i> Aldington	<i>Road</i> 53 Oakhill Road	<i>Locality</i> Kippington	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 15/02/17	
Erection of a two storey front extension, a first floor rear extension and a two storey rear extension. Raising the roof height to facilitate a loft conversion with dormers and roof lights. Creation of a chimney stack. Internal and external alterations. Associated hard and soft landscaping.				

Sevenoaks Town Council recommended refusal as the proposal is unneighbourly, over development of the site, and would be injurious to the street scene.

8	<i>Plan Number</i> SE/17/00294/FUL	<i>Planning officer</i> S Mitchell 02/03/17	<i>Town Councillor</i> Schneider	<i>Agent</i> Mr Moore 897642
<i>Applicant</i> Mr Whiddett	<i>House Name</i> St Thomas RC Primary School	<i>Road</i> South Park	<i>Locality</i> Town	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i> 13/02/17	
Conversion of a classroom to office space, and the creation of a new main entrance and reception area.				

//Awaiting Chairman's Action//

Planning Applications Considered

Applications considered on 27-2-17

9	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00320/FUL	P Dadswell 07/03/17	Cllr Piper OOW	Mr Sharpe 01892518094
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Network Rail	Bat and Ball Station	Bat and Ball Road	Northern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			15/02/17	
Conversion of an existing disused grade II listed station into a new cafe and community facilities. New doorways to be formed between cafe, kitchen and WCs. Existing external courtyard to be covered to form new plant room and external wc.				

Sevenoaks Town Council declined to comment on this application as it is the applicant.

10	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00321/LBCALT	P Dadswell 07/03/17	Piper OOW	Theis and Khan
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Network Rail	Bat and Ball Railway Station	Bat and Ball Road	Northern	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			15/02/17	
Conversion of an existing disused grade II listed station into a new cafe and community facilities. New doorways to be formed between cafe, kitchen and WCs. Existing external courtyard to be covered to form new plant room and external wc.				

Sevenoaks Town Council declined to comment on this application as it is the applicant.

11	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00328/FUL	M Holmes 03/03/17	Chakowa	Mr Batchelor 0203122003
<i>Applicant</i>	<i>House Name</i>	<i>Road</i>	<i>Locality</i>	
Tranquill Homes		121 St Johns Hill	St Johns	
<i>Town</i>	<i>County</i>	<i>Post Code</i>	<i>Application date</i>	
			13/02/17	
Erection of a part 2, part 3 storey building to contain 3 two bedroom and 2 one bedroom flats together with refuse and cycle storage and hard and soft landscaping.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-2-17

12	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00330/FUL	M Holmes 02/03/17	Walshe	N/A
Applicant	House Name	Road	Locality	
Brentfield Homes	Summerhill	Seal Hollow Road	Eastern	
Town	County	Post Code	Application date	
			13/02/17	
Demolition of dwelling and garage. Erection of a replacement dwelling and garage.				

Sevenoaks Town Council recommended refusal on the following grounds:

1This proposal represents a gross overdevelopment of this modest site. The proposal is for a house 45% bigger than the previously approved plan SE/14/01632/FUL

2The impact of the size, bulk and height of the proposed development on this exposed hillside site would have a seriously overbearing effect on adjacent properties, especially down the hill to the west

3The proposed large garage building would fall within the Root Protection Area of an important listed oak tree.

4Concern the property does not comply with guidance set out in the Residential Character Area Assessment

5Loss of privacy to neighbouring properties, in particular the Spinney in Wildernesse Mount

//Informative: The Town Council expressed concern at the lack of topographical plans in a previous application for this site. This application also fails to include sufficient information on the topography of the site making it difficult to fully assess the impact on neighbouring properties.//

13	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00332/CONVAR	M Holme16/02/17	Eyre	Miss Harris 01227261453
Applicant	House Name	Road	Locality	
Mr Carpenter	Cross Keys Lodge	Ashgrove Road	Kippington	
Town	County	Post Code	Application date	
			16/02/17	

Variation of condition 4 of application SE/16/01728/FUL to demolition of existing dwelling. Erection of two detached dwellings with attached garages and associated parking and landscaping with amendment to amend wording 'and second floor flank dormer windows' to 'and second floor flank dormer windows up to a minimum height of 1.7m from the second internal floor level'.

Sevenoaks Town Council recommended approval subject to a condition requiring the windows in question being fixed shut below 1.7m.

14	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00367/FUL	S Mitchell 06/03/17	Walshe	Darren Maddison
Applicant	House Name	Road	Locality	
	The Sevenoaks Vine Club All	Hollybush Close	Eastern	
Town	County	Post Code	Application date	
			14/02/17	

Relocation of section of existing perimeter fence adding side returns and creating a pitch side niche on the half way line.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-2-17

15	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00369/HOUSE	H Pockett 03/03/17	Canet	Mr Harman 0130323776
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Spencer			19 The Meadway	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/02/17
Ground floor rear extension. Ground floor front porch with W/C.				

Sevenoaks Town Council recommended approval.

16	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00373/HOUSE	P Dadswell 03/03/17	Arnold	Mr Cartright 07944479332
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Gormley		Green Acre	Blackhall Lane	Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/02/17
Proposed detached single storey garage to top of driveway				

Sevenoaks Town Council recommended approval.

17	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00379/HOUSE	P Dadswell 13/03/16	Busvine	Mr Hampton 0207613507
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Hogan			7 Granville Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				21/02/17
Demolition of the existing garage, refurbishment of the existing house, erection of a side extension with en-suite within its roof space and landscaping of the garden.				

Sevenoaks Town Council recommended approval subject to both the planning and conservation officers being satisfied that the proposed works are suitable and appropriate for a Grade II listed building within a conservation area.

18	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00380/LBCALT	P Dadswell 13/03/16	Busvine	Mr Hampton 0207613507
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				21/02/17
Demolition of the existing garage, refurbishment of the existing house, erection of a side extension with en-suite within its roof space and landscaping of the garden.				

Sevenoaks Town Council recommended approval subject to both the planning and conservation officers being satisfied that the proposed works are suitable and appropriate for a Grade II listed building within a conservation area.

Planning Applications Considered

Applications considered on 27-2-17

19	Plan Number SE/17/00382/HOUSE	Planning officer N Armour 21/02/17	Town Councillor Cllr Parry	Agent Mr Dennis 617033
Applicant	House Name	Road	Locality	
Mr & Mrs Williams	Keyworth	Hopgarden Lane	Kippington	
Town	County	Post Code	Application date	
			21/02/17	
Garage to be demolished and rebuild on footprint of existing garage, with side extension and new habitable area at the first floor. New porch between existing house and new garage, with rooflights.				

Sevenoaks Town Council recommended approval.

20	Plan Number SE/17/00423/HOUSE	Planning officer N Armour 10/03/17	Town Councillor Parry	Agent Mr Love 01892.510.111
Applicant	House Name	Road	Locality	
Dr & Mrs Garnett		33 White Hart Wood	Kippington	
Town	County	Post Code	Application date	
			20/02/17	
Proposed new car port.				

Sevenoaks Town Council recommended approval.

21	Plan Number SE/17/00431/HOUSE	Planning officer Holly Pocket 13/03/17	Town Councillor Raikes	Agent Carmen Austin 07866622
Applicant	House Name	Road	Locality	
Mr & Mrs Bruce		101 Bradbourne Vale Road		
Town	County	Post Code	Application date	
			20/02/17	
Demolition of rear conservatory. Erection of single storey rear extension.				

Sevenoaks Town Council recommended approval.

22	Plan Number SE/17/00433/HOUSE	Planning officer R Fellows 14/03/17	Town Councillor Schneider	Agent Carmen Austin 07866962
Applicant	House Name	Road	Locality	
Mr & Mrs Hogan		31 Eardley Road	Town	
Town	County	Post Code	Application date	
			22/02/17	
Erection of a single storey rear extension. Infill porch. Alterations to fenestration.				

//Awaiting Chairman's Action//

Planning Applications Considered

Applications considered on 27-2-17

23	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01289/ADV	R Fellows 28/02/17	Busvine	WS Planning 0173722571
Applicant		House Name	Road	Locality
Socius Projects		Perfetto	8 Blighs Walk	Town
Town	County	Post Code	Application date	
			08/02/17	
External advertisement of company logo and branding.				

Sevenoaks Town Council recommended approval subject to the proposals being in keeping with the bligh's signage guide.

This page has been left blank intentionally

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on 13th March 2017 at 7:34pm

Present:

Committee Members

Cllr Arnold – Vice Chairman	Present	Cllr Parry	Apologies
Cllr Busvine OBE	Present	Cllr Parson	Present
Cllr Canet	Apologies	Cllr Piper - Chairman	Present
Cllr Chakowa	Present	Cllr Raikes	Present
Cllr Clayton	Left 8:15pm	Cllr Schneider	Apologies
Cllr Eyre	Present	Cllr Towell	Apologies
Cllr Hogarth	Apologies	Cllr Waite	Present
Cllr Mrs Parry	Apologies	Cllr Walshe	Present

Also in attendance:

Town Clerk

Assistant Town Clerk

6 members of the public

PUBLIC QUESTION TIME

None

478 REQUESTS FOR DISPENSATIONS

None received.

479 DECLARATIONS OF LOBBYING

Cllrs Parson Waite and Walshe declared they had been lobbied in respect of application 17/00330/FUL - Summerhill, Seal Hollow Road.

480 MINUTES

(a) It was noted that the Planning Committee minutes of the 13th February rather than the 27th of February had been appended to the agenda, and it was agreed that the minutes of the 27th February would be considered at the next meeting.

(b) The minutes of the Neighbourhood Plan Steering Committee meeting held on the 27th February were received and approved.

481 DEVELOPMENT CONTROL COMMITTEE

The Committee considered sending a representative to the Sevenoaks District Council development control committee meeting on the 16th March 2017 at 7pm to speak on the following items:

(a) 19 Mount Close

It was **RESOLVED** that Cllr Towell be invited to speak in favour of the application, and Cllr Canet be asked if he could not attend.

(b) 19 Mount Harry Road

It was **RESOLVED** that Cllr Raikes speak against the application as the Town Council's representative.

482 CONSULTATIONS

(a) The Committee received and approved the draft Kent freight action plan consultation response.

It was **RESOLVED that** the response be submitted with minor amendments suggested at the meeting.

(b) The Committee received and noted the Government Housing White Paper.

It was **RESOVLED that** all Councillors forward their comments on the Housing White Paper to the Assistant Town Clerk, and that a collective response is drafted and brought back to a future planning meeting for consideration.

483 PLANNING APPLICATIONS

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

- i) Summerhill, Seal Hollow Road – Against
- ii) Summerhill, Seal Hollow Road – For

(b) The meeting was reconvened and the Committee considered the planning applications received from the Sevenoaks District Council during the two weeks ending 9th March 2017 and **it was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

484 PRESS RELEASES

It was **RESOLVED that** a press release be issued on Sevenoaks Town Council's comments with regards to the draft freight action plan.

There being no further business the meeting was closed at 8:17pm

CHAIRMAN

Planning Applications Considered

Applications considered on 13-3-17

1	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/02576/ADV	R Fellows 16/03/17	Schneider	Mr Kelly 01293823633
Applicant		House Name	Road	Locality
Mr Kelly		White Stuff Ltd	129 High Street	Town
Town		County	Post Code	Application date
				27/02/17
Existing non illuminated fascia sign letters to be removed. Erection of a new non illuminated fascia sign and hanging sign.				

//Awaiting Chairman's Action//

2	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/02866/FUL	J Russell 17-03-2017	Cllr Eyre	Mr Sparrow 01322 28650
Applicant		House Name	Road	Locality
Mr P Newman		Land North East Of	96 Weald Road	Kippington
Town		County	Post Code	Application date
				02/03/17
Erection of detached three bedroom dwelling with landscaping, parking and utilising existing improved access to 96 Weald Road.				
SE/16/02866/FUL - Amended plan				
Amended front boundary treatment and amendments to the siting of the front rooflights. Revised window fenestration, front bay gable level and window arch brick course banding.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 13-3-17

3	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00330/FUL	Mr M Mirams 24-03-2017	Cllr Mrs Walshe	N/A
Applicant	House Name	Road	Locality	
Brentfield Homes	Summerhill	Seal Hollow Road	Eastern	
Town	County	Post Code	Application date	
			06/03/17	
Demolition of dwelling and garage. Erection of a replacement dwelling and garage.				
SE/17/00330/FUL - Amended plan				
Revised site location plan with correct topographical information. Amended width of new dwelling and re-positioned on site. New topographical information for the current dwelling added to the existing elevations and floor plans.				

Sevenoaks Town Council recommended refusal on the following grounds:

1This proposal represents a gross overdevelopment of this modest site. The proposal is for a house very substantially (about one third) bigger than the previously approved plan SE/14/01632/FUL

2The impact of the size, bulk and height of the proposed development on this exposed hillside site would have a seriously overbearing effect on adjacent properties, especially down the hill to the east.

3The proposed large garage building would fall within the Root Protection Area of an important listed oak tree contrary to BS5837.

4The proposal fails to comply with guidance set out in the Residential Character Area Assessment

//The Town Council noted that topographical information had now been included within the amended planning documents//

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00447/HOUSE	N Armour 14/3/17	Schneider	Offset Arch 753333
Applicant	House Name	Road	Locality	
Mr & Mrs Adams		50 The Drive	Town	
Town	County	Post Code	Application date	
			23/02/17	
Single storey rear extension, conversion of loft with extension to the roof line to form a new gable end and side dormer window. Change existing window to new doors to ground floor study.				

//Awaiting Chairman's Action//

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00470/HOUSE	N Armour 16/03/17	Eyre	Mr Spencer 07590080855
Applicant	House Name	Road	Locality	
Mr Hoskins		5 Wellmeade Drive	Kippington	
Town	County	Post Code	Application date	
			24/02/17	
Erection of a garage extension. Erection of dormer window to front elevation. Demolition of existing chimney. Alterations to fenestration to include Juliet balcony.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 13-3-17

6	Plan Number SE/17/00471/MMA	Planning officer P Dadswell 15/03/17	Town Councillor Busvine	Agent Offset Arch 753333
Applicant	House Name	Road	Locality	
Ms Patrick		34 The Drive	Town	
Town	County	Post Code	Application date	
			24/02/17	
Minor material amendment to application SE/16/01496/HOUSE (Erection of a two storey bay extension to rear. Erection of single storey side extension. External alterations to the landscaping along with internal alterations) to show a larger window to bedroom 3 on the rear elevation.				

Sevenoaks Town Council recommended approval.

7	Plan Number SE/17/00477/HOUSE	Planning officer R Fellows 27-03-2017	Town Councillor Cllr Waite	Agent Mr Foyster 01603 892120
Applicant	House Name	Road	Locality	
Mr A Campbell		85 Seal Hollow Road	Eastern	
Town	County	Post Code	Application date	
			07/03/17	
Replacement conservatory.				

Sevenoaks Town Council recommended approval.

8	Plan Number SE/17/00492/HOUSE	Planning officer N Armour 27-03-2017	Town Councillor Cllr Parson	Agent Mrs Austin 07866962268
Applicant	House Name	Road	Locality	
Mr & Mrs Mikhailoff	The Mulberrys	140A London Road	Town	
Town	County	Post Code	Application date	
			07/03/17	
Demolition of the rear conservatory. Erection of a single storey rear extension. Alterations to fenestration. New chimney.				

Sevenoaks Town Council recommended approval.

9	Plan Number SE/17/00509/HOUSE	Planning officer N Armour 22-03-2017	Town Councillor Cllr Clayton	Agent Mr Rigby 07793836977
Applicant	House Name	Road	Locality	
Mr & Mrs P Tindal		11 Knole Road	Eastern	
Town	County	Post Code	Application date	
			02/03/17	
Erection of a two storey rear extension. Alterations to fenestration and internal alterations.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 13-3-17

10	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00570/HOUSE	H Pockett 24-03-2017	Cllr Chakowa	Mr Doughty 01959 56272
Applicant		House Name	Road	Locality
Mr & Mrs S Williams			2 Carrick Drive	St Johns
Town		County	Post Code	Application date
				06/03/17
Demolition of existing conservatory and erection of single storey rear and side extension on existing foundations.				

Sevenoaks Town Council recommended approval.

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on 27th March 2017 at 7:00pm

Present:

Committee Members

Cllr Arnold – Vice Chairman, in the Chair	Present	Cllr Parry	Arrived 7:01pm
Cllr Busvine OBE	Present	Cllr Parson	Present
Cllr Canet	Present	Cllr Piper - Chairman	Apologies
Cllr Chakowa	Present	Cllr Raikes	Apologies
Cllr Clayton	Present	Cllr Schneider	Present
Cllr Eyre	Present	Cllr Towell	Apologies
Cllr Hogarth	Present	Cllr Waite	Arrived 7:50pm
Cllr Mrs Parry	Present	Cllr Walshe	Present

Also in attendance:

Town Clerk

Assistant Town Clerk

No members of the public

PUBLIC QUESTION TIME

None

489 REQUESTS FOR DISPENSATIONS

None received.

490 DECLARATIONS OF INTEREST

Cllrs Canet, Clayton, and Parry declared a non pecuniary interest in item 5(b) South Eastern Franchise Consultation.

Cllr Canet declared an interest in planning application [2] 16/01926/MMA – Wilderness House, Wilderness Avenue.

491 MINUTES

It was **RESOLVED** that the minutes of the following meetings be approved and signed:

- a) Planning Committee 27th February 2017
- b) Planning Committee 13th March 2017

492 CONSULTATIONS

(a) The Committee noted that all comments on the Government's Housing White Paper – Fixing our broken housing market should be forwarded to the Assistant Town Clerk by the 3rd April 2017 to be included within the draft response.

(b) The Committee received and noted the South Eastern Franchise consultation document.

It was **RESOLVED** that the consultation be brought back to the next planning committee meeting for consideration, alongside the Kent Area Route Strategy.

493 PLANNING APPLICATIONS

The Committee considered the planning applications received from the Sevenoaks District Council during the two weeks ending 23rd March 2017 and it **was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

494 PRESS RELEASES

None

There being no further business the meeting was closed at 8:22pm

CHAIRMAN

Planning Applications Considered

Applications considered on 27-3-17

1	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/01711/LDCEX	P Dadswell 03-04-2017	Cllr Canet	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
S Nenescu			26 Swanzy Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				15/03/17
Erection of a single storey rear extension serving as a kitchen dining area.				

Sevenoaks Town Council recommended approval.

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/01926/MMA	Mr M Holmes 28-03-2017	Cllr Arnold	Ms Ross 02070892121
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr M Lee-Dickson		Wilderness House	Wilderness Avenue	Wilderness
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/03/17

Minor material amendments to planning permission SE/16/00338/MMA 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 to show redesign of the Sylvan Heritage elements.

SE/16/01926/MMA - Amended plan

Amended plans showing change to the design of the Sylvan Heritage element of the scheme to reduce the height of the proposed buildings.

Sevenoaks Town Council recommended approval.

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/16/03850/ADV	S Cottingham 10-04-2017	Cllr Busvine	National Trust
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
National Trust		Knole House	Knole Lane	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				21/03/17

Erection of new and replacement signage boards

SE/16/03850/ADV - Amended plan

Amended sign design to reflect National Trust design guidance.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-3-17

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/03891/HOUSE	P Dadswell 30-03-2017	Cllr Piper	Mrs A Bakunowicz 24050
Applicant		House Name	Road	Locality
Mrs A Bakunowicz		Chatsworth	Clenches Farm Lane	Kippington
Town		County	Post Code	Application date
				13/03/17
Erection of a two storey extension to the northern and southern elevations with new gable roofs on both new extensions and a gable roof over the existing southern part of the house. Erection of a rear single storey extension to the eastern elevation. New roof over the main house with ridge level being 1.5 m higher than the existing. Conversion of loft into a habitable space.				
SE/16/03891/HOUSE - Amended plan				
Amended site location plan received on 09/03/2017.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied there will be no overlooking of Clenches Farm.

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00231/HOUSE	N Armour 06-04-2017	Cllr Canet	N/A
Applicant		House Name	Road	Locality
Mr A Waller			7 Grove Road	Northern
Town		County	Post Code	Application date
				20/03/17
Erection of a shed.				

Sevenoaks Town Council recommended refusal on the following grounds:

- The proposal is unneighbourly
- The proposal will negatively impact the amenities of the property and neighbouring properties
- The proposal will pose an environmental health risk to neighbouring properties

6	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00316/HOUSE	H Pockett 30-03-2017	Cllr Chakowa	N/A
Applicant		House Name	Road	Locality
Mrs C Parkinson			14 Bradbourne Park Road	St Johns
Town		County	Post Code	Application date
				10/03/17
The erection of a first floor rear extension and loft conversion, with two side dormers and internal alterations.				

Sevenoaks Town Council recommended approval subject to the materials being in keeping with the surrounding area.

Planning Applications Considered

Applications considered on 27-3-17

7	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00381/HOUSE	N Armour 31-03-2017	Cllr Canet	J McGowan 07930274511
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Andrade			10 Offord Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				14/03/17
Demolition of existing porch, construction of new two storey side and rear extension, new infill extension at ground floor level and associated internal alterations.				

Sevenoaks Town Council recommended approval.

8	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00451/FUL	R Fellows 29-03-2017	Cllr Busvine	WS Planning 225711
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Socius Projects		Perfetto	8 Blighs Walk	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/03/17
Installation of seating and planting.				
Amended plan (For Information Only) received from SDC 21-03-2017:				
External furniture layout has been amended.				

Sevenoaks Town Council recommended approval subject to there being no extension to the existing seating area.

9	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00484/FUL	Mr M Mirams 29-03-2017	Cllr Parson	Mr S Rickards 779580
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Robbins		Granville House, 7 Station Par	London Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				09/03/17
Demolition of existing building and the erection of a replacement building comprising of 6 residential units with 1 commercial unit.				

Sevenoaks Town Council recommended approval but regrets that the shops in this parade will be developed in a piecemeal fashion, risking a detrimental impact on the street scene.

10	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00510/HOUSE	P Dadswell 29-03-2017	Cllr Piper	Mr D Burr 742200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr G Hunt		Chestnut Cottage	7 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				10/03/17
The erection of ground and first floor rear extensions with lantern lights and balconies, side extension, attached garage with dormer windows and link area, internal reconfiguration, external elevational alterations, new gates and piers and driveway resurfacing.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-3-17

11	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00543/HOUSE	Mr M Mirams 30-03-2017	Cllr Eyre	Mr Simmons 0208541411
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Gough-Cooper			22 Kippington Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				10/03/17
Demolition of ground floor and first floor extensions to facilitate the erection of a two storey extension to East elevation with 3 dormer windows. Demolition of existing ground floor and first floor extensions to facilitate a part single and part two storey extension to West elevation with balcony terrace. Conversion of loft to habitable space including 1 dormer window to West elevation with Juliet balcony. Installation of rooflights.				

Sevenoaks Town Council recommended approval.

12	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00552/MMA	P Dadswell 30-03-2017	Cllr Mrs Walshe	Offset Arch. 753333
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr A Lane		Site Of	21 Bethel Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				10/03/17
Minor material amendment to application SE/16/03389/FUL for the demolition of five garages. Erection of one-storey dwelling with six roof lights and two solar panels. Forecourt reconfigured to create a new private garden and driveway to alterations to pitch of roof and the front elevation shows a single gable roof with one central window (sic).				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied that raising of the ridge height will not have a detrimental impact on properties in Hollybush Rd, and the Conservation Officer being satisfied that proposals are acceptable in the context of the wider conservation area.

13	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00565/MMA	Mr M Mirams 30-03-2017	Cllr Mrs Walshe	Mr A Boakes 356972
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr J Fleming			4A Vine Court Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				10/03/17
Minor material amendment to application 16/01289/FUL for the Demolition of existing dwelling and construction of a replacement dwelling. In order to add interest to detailing of front North West Elevation with brick end panels added.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-3-17

14	Plan Number SE/17/00596/HOUSE	Planning officer P Dadswell 30-03-2017	Town Councillor Cllr Waite	Agent Mr Grant 01883 740245
Applicant	House Name	Road	Locality	
Mr J Mcmeilly		14 Knole Road	Eastern	
Town	County	Post Code	Application date	
			10/03/17	
Erection of a two storey side extension. Alterations to front porch.				

Sevenoaks Town Council recommended approval subject to the side dormers being fixed shut and obscure glaze level 5

15	Plan Number SE/17/00598/ADV	Planning officer Mr M Mirams 07-04-2017	Town Councillor Cllr Busvine	Agent Miss J Marsh 772200
Applicant	House Name	Road	Locality	
Mr D Lawrence		4 Bligh's Walk	Town	
Town	County	Post Code	Application date	
			20/03/17	
Rebranding of EE Store's external signage.				

Sevenoaks Town Council recommended approval.

16	Plan Number SE/17/00603/HOUSE	Planning officer P Dadswell 10-04-2017	Town Councillor Cllr Canet	Agent N/A
Applicant	House Name	Road	Locality	
Mr B Bonar		20 Weavers Lane	Northern	
Town	County	Post Code	Application date	
			21/03/17	
Erection of a single storey rear extension, and conversion of existing garage to habitable space. Alterations to front fenestration and additions to side.				

Sevenoaks Town Council recommended approval.

17	Plan Number SE/17/00638/HOUSE	Planning officer R Fellows 29-03-2017	Town Councillor Cllr Clayton	Agent A Robinson 07900564987
Applicant	House Name	Road	Locality	
Mr & Mrs Freedman		38 Cobden Road	Eastern	
Town	County	Post Code	Application date	
			09/03/17	
Raise the bathroom roof height, internal alterations, changing two external doors to one foldback door.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 27-3-17

18	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00669/HOUSE	R Fellows 31-03-2017	Cllr Raikes	Mr J Bacon 455831
Applicant	House Name	Road	Locality	
Mr Gorman	Sandlands	51 St James Road	St Johns	
Town	County	Post Code	Application date	
			13/03/17	
Construction of single storey side extension at front lower ground floor level and alterations to fenestration and subdivision of internal room space.				

Sevenoaks Town Council recommended approval.

19	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00680/HOUSE	Mr M Mirams 03-04-2017	Cllr Towell	Mr Spencer 07590080855
Applicant	House Name	Road	Locality	
Mrs D Lee		72 Betenson Avenue	Northern	
Town	County	Post Code	Application date	
			14/03/17	
Ground floor rear extension, and garage conversion with extension.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied that there will be no loss of light due to the increase in height of the brick wall.

20	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00683/FUL	Mr M Mirams 04-04-2017	Cllr Canet	Mr Thompson 01689 836
Applicant	House Name	Road	Locality	
IGC Construction	St Johns Ambulance Brigade	Chatham Hill Road	Northern	
Town	County	Post Code	Application date	
			15/03/17	
Demolition of existing buildings; erection of 8no. residential apartments and associated works including car parking, cycle and refuse stores and landscaping scheme.				

Sevenoaks Town Council recommended approval.

21	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00710/HOUSE	P Dadswell 05-04-2017	Cllr Raikes	Mr Simmons 0776049511
Applicant	House Name	Road	Locality	
Mr & Mrs Zelenov	Wellingtonia	Linden Chase	St Johns	
Town	County	Post Code	Application date	
			16/03/17	
Erection of a 6 x 6m oak framed double garage with a 4 x 1.7M side store.				

Sevenoaks Town Council recommended refusal on the following grounds:

- Adverse impact on the street scene
- Contrary to the guidance set out on page 359 of the Residential Character Area Assessment SPD which states that garages should be of a scale, form, materials, and location that fits unobtrusively with the house, surrounding garden, and the character of the street.

Planning Applications Considered

Applications considered on 27-3-17

22	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00738/HOUSE	S Mitchell 07-04-2017	Cllr Hogarth	Mr D Burr 742200
Applicant	House Name	Road	Locality	
Mr F Collins		105 Bradbourne Road	St Johns	
Town	County	Post Code	Application date	
			20/03/17	
Demolish external store building and erect a single storey rear extension with a roof light.				

Sevenoaks Town Council recommended approval.

23	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00775/OUT	S Mitchell 10-04-2017	Cllr Piper (Chairman OOW)	N/A
Applicant	House Name	Road	Locality	
Mr Hugh D'Alton	Sevenoaks Town Council Office	Bradbourne Vale Road	St Johns	
Town	County	Post Code	Application date	
			21/03/17	
Outline application for Demolition of existing office accommodation and construction of 10 2 bed flats with all matters reserved.				

Sevenoaks Town Council declined to comment as it is the applicant.

This page has been left blank intentionally

**MINUTES OF THE PLANNING COMMITTEE HELD IN THE COUNCIL CHAMBER,
SEVENOAKS TOWN COUNCIL OFFICES ON 10TH APRIL 2017**

Present:

Committee Members			
Cllr Arnold, Vice Chairman in the Chair	Present	Cllr Parry	Present, Left 7.10 p.m.
Cllr Busvine OBE	Apologies	Cllr Parson	Present
Cllr Canet	Present	Cllr Piper, Chairman	Apologies
Cllr Chakowa	Present	Cllr Raikes	Apologies
Cllr Clayton	Present	Cllr Schneider	Apologies
Cllr Eyre	Apologies	Cllr Towell	Apologies
Cllr Hogarth	Present	Cllr Waite	Present
Cllr Mrs Parry	Present, Left 7.30 p.m.	Cllr Walshe	Present

Also in attendance:

Town Clerk

1 member of the public

It was noted that the meeting was not recorded.

Public Question Time

None

11. Requests for Dispensations

None Received

12. Declarations of Interest

Cllr Clayton, Cllr Parson and Cllr Waite declared that they had been lobbied in relation to planning applications 4 and 8.

13. Minutes of the Meeting held on 27th March 2017

RESOLVED: That the Minutes of the Meeting held on 27th March 2017 be agreed and signed as a true record.

14. Northern Sevenoaks Masterplan

The following timetable for the consultation process was noted.

24th April 2017 final version of Draft Masterplan for consultation to be agreed by NDP Steering Committee and Planning Committee.

4th May 2017 printed advert in Sevenoaks Chronicle.

12th May – 4th June 2017 consultation period.

Manned drop in sessions at the Community Centre

Friday 12th May 12 noon – 8 p.m.

Saturday 13th May 10 a.m. – 3 p.m.

Leaflets were being distributed to residents in Northern Ward. Officers would verify that this also included other Wards which were included in the Masterplan.

Posters would be displayed in high footfall areas and an advert placed in the local paper.

Councillors were asked to assist in promoting the consultation.

RESOLVED: To note and agree the consultation for the Northern Sevenoaks Masterplan.

15. Consultations

a) Government's Housing White Paper

The Committee members reviewed a draft response attached to the agenda. Cllr Parson was thanked for his contribution to the response.

RESOLVED: To agree to send the response to the White Paper subject to reference to the following being included:

- i) Query the need to carry out reassessment every 5 years
- ii) Welcome new method of assessing need
- iii) Recommend inclusion of using brown field sites
- iv) Recognise the complexity of regeneration of an area where ownership is a mixture of rented and owned properties.
- v) Include reference to co-housing projects
- vi) Not always possible to meet targets due to national planning policies e.g. green belt
- vii) Land banking should be addressed with suggestion of requirement to pay council tax after a determined number of years following planning approval.

b) South Eastern Rail Franchise and Kent Route Strategy

It was noted that the consultation paper would be considered at the next Planning Committee.

16. Planning Applications

The Chairman adjourned the meeting to enable a member of the public to make representations to the Committee relating to Planning Applications 4 and 8. The meeting was then reconvened.

The Committee considered the planning applications received from Sevenoaks District Council during the two weeks ending 5th April 2017.

RESOLVED: That the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

17. Press Release

RESOLVED: To issue a Press Release relating to the consultation for the Northern Sevenoaks Masterplan.

There being no further business the Chairman closed the meeting at 8.05 p.m.

Signed
Chairman

Dated

Planning Applications Considered

Applications considered on 10-4-17

1	Plan Number SE/17/00656/FUL	Planning officer R Fellows 19-04-2017	Town Councillor Cllr Eyre	Agent Ms J Loizou 779580
Applicant Mr & Mrs Wagstaff		House Name Wildbriar	Road Solefields Road	Locality Kippington
Town		County	Post Code	Application date 30/03/17
To divide rear garden of existing dwelling to create a new 5 bedroom dwelling house.				

Sevenoaks Town Council recommended approval.

2	Plan Number SE/17/00706/HOUSE	Planning officer Mr M Holmes 19-04-2017	Town Councillor Cllr Mrs Parry	Agent N/A
Applicant Mr Swain		House Name	Road 226 Seal Road	Locality Northern
Town		County	Post Code	Application date 30/03/17
Alterations to driveway.				

Sevenoaks Town Council recommended approval.

3	Plan Number SE/17/00751/HOUSE	Planning officer N Armour 17-04-2017	Town Councillor Cllr Parry	Agent Mr M Bush 740778
Applicant Mr G Gretlund		House Name	Road 20 Redlands Road	Locality Kippington
Town		County	Post Code	Application date 29/03/17
Demolition of attached garage, rear kitchen and conservatory and 2 chimney stacks; erection of two-storey side extension and single storey rear extension with lantern rooflight; conversion of loft space to habitable room with erection of new access staircase; 1 rooflight to front elevation, 2 rooflights on side elevation, 2 flat rooflights on main roof and rear-facing dormer window with Juliette balcony.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 10-4-17

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00802/HOUSE	R Fellows 13-04-2017	Cllr Clayton	Mr Jones 07736589002
Applicant	House Name	Road	Locality	
Mr B Gadd		14 Prospect Road	Eastern	
Town	County	Post Code	Application date	
			27/03/17	
Removal of dormer and replace with an enlarged dormer. Alterations to fenestration.				

Sevenoaks Town Council recommended refusal on the following grounds:

- The proposed dormers are so large as to make the eastern elevations of the houses four stories high, when the predominant character of the Conservation Area is two storey dwellings
- This would have a significant impact on the character of the Conservation Area because the site is prominent and would impact on rooflines
- The development would overlook and dominate cottages in Cobden Road which are two storeys lower down the hill, and would face effectively a four storey facade well above them, separated only by short gardens
- The development would overshadow the gardens and rear windows of 34-41 Cobden Road and would adversely affect the overall roofscape of the Conservation Area.

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00805/HOUSE	P Dadswell 17-04-2017	Cllr Waite	N/A
Applicant	House Name	Road	Locality	
G Simmons		79 Kennedy Gardens	Eastern	
Town	County	Post Code	Application date	
			28/03/17	
Demolition of existing garage and the erection of a two storey side extension with loft room.				

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

6	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00810/MMA	Mr M Mirams 17-04-2017	Cllr Parry	Mr P Hobbs 760023
Applicant	House Name	Road	Locality	
Mr M A Wright		17 Brattle Wood	Kippington	
Town	County	Post Code	Application date	
			29/03/17	

Minor material amendment to SE/14/03171/FUL for demolition of existing detached dwelling and garage, and the construction of two new detached dwellings with integral garages to show revised layout, position & minor increase of height of the retaining walls to the rear and alterations to perimeter fencing.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 10-4-17

7	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00822/ADV	R Fellows 14-04-2017	Cllr Canet	Mrs Robinson 011792543
Applicant	House Name	Road	Locality	
Sainsburys Supermarkets Ltd	Sainsburys	Otford Road	Northern	
Town	County	Post Code	Application date	
			27/03/17	
2 no. illuminated fascia signs, 8 no. non-illuminated concession wall signs and 1 no. amended non-illuminated night pay hatch directional sign.				

Sevenoaks Town Council recommended approval.
Note: Councillors expressed concern about the proliferation of signs.

8	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00826/HOUSE	N Armour 12-04-2017	Cllr Clayton	Mr Burn 07815133732
Applicant	House Name	Road	Locality	
Ms K Cox		16 Prospect Road	Eastern	
Town	County	Post Code	Application date	
			24/03/17	
Construction of rear dormer roof addition and changes to existing rear fenestration. ,				

Sevenoaks Town Council recommended refusal on the following grounds:

- The proposed dormers are so large as to make the eastern elevations of the houses four stories high, when the predominant character of the Conservation Area is two storey dwellings
- This would have a significant impact on the character of the Conservation Area because the site is prominent and would impact on rooflines
- The development would overlook and dominate cottages in Cobden Road which are two storeys lower down the hill, and would face effectively a four storey facade well above them, separated only by short gardens
- The development would overshadow the gardens and rear windows of 34-41 Cobden Road and adversely affect the overall roofscape of the Conservation Area.
- It would also overshadow gardens of 18 and 20 Prospect Road, removing direct sunlight and harming residential amenity.

9	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00837/HOUSE	R Fellows 13-04-2017	Cllr Schneider	Mr Hardwick 0796484056
Applicant	House Name	Road	Locality	
Mr R Thomson		73 Clarendon Road	Town	
Town	County	Post Code	Application date	
			27/03/17	
Raise existing gable wall and extend pitched roof ridge line. Convert loft to form habitable space providing rear dormer.				

\\ Awaiting Chairman's Action \\

Planning Applications Considered

Applications considered on 10-4-17

10	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00839/LBCALT	Mr M Mirams 20-04-2017	Cllr Parson	Mr Thackeray 01628 532
Applicant		House Name	Road	Locality
Liberty (City) Pub Company Ltd		The Oak Tree	135 High Street	Town
Town		County	Post Code	Application date
				03/04/17
Internal alterations comprising of the installation of a micro-brewery, removal of an internal wall and the opening up of an internal door.				

Sevenoaks Town Council recommended approval subject to the Planning Officer being satisfied the plans are in the spirit that Listed Building status is designed to achieve and due consideration being given to the Environmental Health of the flats above.

11	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00846/HOUSE	S Mitchell 13-04-2017	Cllr Chakowa	Offset Architects 753333
Applicant		House Name	Road	Locality
Mr & Mrs Cunningham			56 Hitchen Hatch Lane	St Johns
Town		County	Post Code	Application date
				27/03/17
Extension of existing garage to form new living space including Velux type rooflight and large feature roof glazing. A first floor extension over the existing porch for an en-suite to bed 2. Alteration to front fenestration to remove door and add window. Removal of one of the existing chimneys and alteration of the access drive and widening of boundary wall opening forming site entrance.				

Sevenoaks Town Council recommended approval.

12	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00848/HOUSE	R Fellows 19-04-2017	Cllr Clayton	N/A
Applicant		House Name	Road	Locality
Mr & Mrs Gemmell			1 Hillingdon Rise	Eastern
Town		County	Post Code	Application date
				30/03/17
Demolition of rear conservatory and erection of a replacement single-storey rear extension with roof windows together with the construction of a double-storey side extension with obscured glass windows to the first floor.				

Sevenoaks Town Council recommended approval as before, i.e. provided that:

- The Planning Officer is satisfied that there is at least 1 metre gap to the nearest boundary with no 1 Littlewood
- A condition is imposed for obscure glazing on the upstairs windows overlooking the front gardens of Littlewood
- Matching bricks and windows to the existing are used to maintain consistency with other houses in this 'gateway' to Hillingdon estate.

Planning Applications Considered

Applications considered on 10-4-17

13	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00873/ADV	Mr M Mirams 21-04-2017	Cllr Parson	Mr McDonagh 020761322
Applicant	House Name	Road	Locality	
Mr B French	HSBC	69 - 71 High Street	Town	
Town	County	Post Code	Application date	
			03/04/17	

4no Fascia Signs, 2no Projecting Signs.

Sevenoaks Town Council recommended approval

14	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00882/HOUSE	R Fellows 17-04-2017	Cllr Arnold (Adjoining Parish)	Mr D Burr 742200
Applicant	House Name	Road	Locality	
Ms S Ashdown	Roseneath	Parkfield	Seal Parish (Adjoining Pa	
Town	County	Post Code	Application date	
			28/03/17	

Erection of a single storey rear extension with a roof light and a single storey rear/side extension and alterations to fenestration.

Sevenoaks Town Council recommended approval.

15	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00884/HOUSE	N Armour 13-04-2017	Cllr Hogarth	Mr D Burr 742200
Applicant	House Name	Road	Locality	
Mr T Lissenden		34 Bradbourne Park Road	St Johns	
Town	County	Post Code	Application date	
			27/03/17	

Convert the garage to living accommodation and construct a single storey rear extension with two roof lights.

Sevenoaks Town Council recommended approval.

16	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00916/HOUSE	N Armour 17-04-2017	Cllr Eyre	Mr M Gould 384039
Applicant	House Name	Road	Locality	
Mr M Weeks	The Boundary	Oak Avenue	Kippington	
Town	County	Post Code	Application date	
			28/03/17	

Re-positioning of vehicular access. Installation of automated gates. Removal of hedging and replaced with security fencing.

Sevenoaks Town Council recommended approval subject to the replacement (and improved) new hedging being a native hedging species.

Planning Applications Considered

Applications considered on 10-4-17

17	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00924/FUL	Mr M Holmes 18-04-2017	Cllr Piper	Mr Thompson 01689 836
Applicant		House Name	Road	Locality
Croudace Portland		Land South Of Sevenoaks Sch	Hopgarden Lane	Kippington
Town		County	Post Code	Application date
				29/03/17
Erection of 4.no detached dwellings and associated works.				

Sevenoaks Town Council recommended approval.

18	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00926/FUL	P Dadswell 17-04-2017	Cllr Piper	Mr Reedman 0776226014
Applicant		House Name	Road	Locality
Mr & Mrs Willems		Land Adj To Parkstone	Clenches Farm Road	Kippington
Town		County	Post Code	Application date
				29/03/17
Erection of a two storey dwelling.				

Sevenoaks Town Council recommended approval.

19	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00949/CONVAR	P Dadswell 19-04-2017	Cllr Schneider	Mr Pain 07734439223
Applicant		House Name	Road	Locality
Mr C Thompson			49 Granville Road	Town
Town	County	Post Code	Application date	
			31/03/17	
Variation of condition 2 of application reference SE/14/00367/FUL and SE/16/01416/MMA for a proposed extension to existing property to form four one bedroomed apartments over two floors with parking on the ground floor level. In order to change the window frames and bargeboards from timber to PVC.				

**\\ Awaiting Chairman's Action **

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on 24th April 2017 at 7:05pm

Present:

Committee Members

Cllr Arnold – Vice Chairman	Present	Cllr Parry	Left 7:55pm
Cllr Busvine OBE	Present	Cllr Parson	Present
Cllr Canet	Apologies	Cllr Piper - Chairman	Present
Cllr Chakowa	Apologies	Cllr Raikes	Apologies
Cllr Clayton	Present	Cllr Schneider	Present
Cllr Eyre	Present	Cllr Towell	Present
Cllr Hogarth	Present	Cllr Waite	Present
Cllr Mrs Parry	Left 7:55pm	Cllr Walshe	Apologies

Also in attendance:

Town Clerk

Assistant Town Clerk

No members of the public

PUBLIC QUESTION TIME

None

18 REQUESTS FOR DISPENSATIONS

None received.

19 DECLARATIONS OF INTEREST

Cllr Clayton declared a non pecuniary interest in item 6 as a member of the Sevenoaks Rail Travellers Association.

20 NORTHERN SEVENOAKS MASTERPLAN

The Committee received a presentation on the final consultation draft of the Northern Sevenoaks Masterplan from the Town Council's consultants, Urban Initiatives Studio.

It was **UNANIMOUSLY RESOLVED** that the draft Masterplan be endorsed for public consultation commencing on the 12th May 2017.

21 MINUTES

It was **RESOLVED** that the minutes of the planning committee meeting held on the 10th April 2017 be approved and signed as an accurate record of the meeting.

22 CONSULTATIONS

- i. South Eastern Franchise
- ii. Kent Rail Strategy

It was **RESOLVED** that a draft response is brought back to a future meeting for approval based upon comments made at the meeting and supplied via email.

23 PLANNING APPLICATIONS

The Committee considered the planning applications received from the Sevenoaks District Council during the two weeks ending 19th April 2017 and it **was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

24 PRESS RELEASES

None

There being no further business the meeting was closed at 8:37pm

CHAIRMAN

Planning Applications Considered

Applications considered on 24-4-17

1	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00263/HOUSE	N Armour 03/05/2017	Cllr Piper	Mr Knight 02084645147
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs Jiggins			16 Croft Way	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				18/04/17
Demolition of existing chimneys. Erection of a two storey side extension. Erection of a first floor side extension. Erection of a single storey rear extension with two roof lanterns. External steps to side elevations. SE/17/00263/HOUSE - Amended plan Amended drawing received 03-04-2017				

Sevenoaks Town Council recommended approval.

2	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00650/HOUSE	R Fellows 04-05-2017	Cllr Waite	Mr B Best 455029
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr B Humphreys			2 Cedar Terrace Road	Eastern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				18/04/17
Demolition of single storey rear extension. Erection of a two storey rear extension. SE/17/00650/HOUSE - Amended plan Elevation drawing has been amended to reflect the floor plans.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied there will be no loss of amenity or light to neighbouring properties, and that materials and design are in-keeping with the existing house.

3	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/00669/HOUSE	N Armour 28-04-2017	Cllr Parry	Mr Redway 07789740380
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr C Bright			33 Grange Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				12/04/17
Erection of a single storey rear extension. Enlarged window to the front elevation.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 24-4-17

4	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00839/LBCALT	Mr M Mirams 28-04-2017	Cllr Parson	Mr Thackeray 01628 532
	Applicant	House Name	Road	Locality
	Liberty (City) Pub Company Ltd	The Oak Tree	135 High Street	Town
	Town	County	Post Code	Application date
				12/04/17

Internal alterations comprising of the installation of a micro-brewery, removal of an internal wall and the opening up of an internal door.

SE/17/00839/LBCALT - Amended plan

Updated plans with changes as follows:

- add new fixed seating to recess by gents' toilets
- add fixed seating to bottom of plan by panelled room
- adapt fixed seating by glass to wash area
- change small section of wall to microbrewery by glass wash area
- change small section of wall to microbrewery by counter flap.

Sevenoaks Town Council recommended approval.

5	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00911/HOUSE	N Armour 01-05-2017	Cllr Eyre	Mr W Glass 832430
	Applicant	House Name	Road	Locality
	Mrs S Beevors		6B White Hart Wood	Kippington
	Town	County	Post Code	Application date
				11/04/17

Erection of a first floor side extension. Demolition of existing conservatory. Erection of a single storey rear and side extension. Entrance porch and raised patio with screen.

Sevenoaks Town Council recommended approval.

6	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00924/FUL	Mr M Holmes 26-04-2017	Cllr Piper	Mr Thompson 01689 836
	Applicant	House Name	Road	Locality
	Croudace Portland	Land South Of Sevenoaks Sch	Hopgarden Lane	Kippington
	Town	County	Post Code	Application date
				10/04/17

Erection of 4.no detached dwellings and associated works.

SE/17/00924/FUL - Amended plan

Amended plans showing slight increase in ridge heights of the proposed dwellings have been provided in addition to an updated Tree Report.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 24-4-17

7	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00925/HOUSE	R Fellows 28-04-2017	Cllr Mrs Walshe	N/A
Applicant	House Name	Road	Locality	
Mr W Underwood		31 Hillingdon Rise	Eastern	
Town	County	Post Code	Application date	
			12/04/17	
Erection of entrance porch & creation of parking to front garden. Loft conversion to rear with dormer and Juliette balcony and window & 3 number Velux windows to front. Removal of chimney.				

Sevenoaks Town Council recommended refusal on the grounds of loss of amenity to neighbouring properties through overlooking from the Juliette balcony, and materials being out of keeping with the main house and area.

8	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00987/HOUSE	R Fellows 04-05-2017	Cllr Mrs Parry	Mr Moss 01892 533321
Applicant	House Name	Road	Locality	
Mr & Mrs Willis + Mr & Mrs Harr		2 And 3 Crawshay Close	Northern	
Town	County	Post Code	Application date	
			18/04/17	
Joint application for two storey side extensions with garages.				

Sevenoaks Town Council recommended approval.

9	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01008/VAR106	Mr M Mirams 24-04-2017	Cllr Piper (Chairman OOW)	N/A
Applicant	House Name	Road	Locality	
Sevenoaks Town Council	Raleys Centre	Plymouth Drive	Town	
Town	County	Post Code	Application date	
			05/04/17	
Variation of S106 agreement relating to demolition of Rayleys Gym and erection of 5 dwellings approved under reference SE/15/03187/FUL dated 16th July 2015 to submit a scheme for delivering replacement provision for Rayleys Gym prior to demolition.				

Sevenoaks Town Council declined to comment as it is the applicant.

10	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01031/FUL	P Dadswell 26-04-2017	Cllr Busvine	Mr J Bacon 455831
Applicant	House Name	Road	Locality	
St Nicholas PCC	St Nicholas Church	Rectory Lane	Town	
Town	County	Post Code	Application date	
			06/04/17	
Improvements to existing garden of remembrance. Remove existing post & chain boundary marker and lay new paths to match existing. Site new bench seats with connecting low level hedge.				

Sevenoaks Town Council recommended approval subject to the Arboricultural Officer being satisfied that the measures will be sufficient to safeguard the trees.

Planning Applications Considered

Applications considered on 24-4-17

11	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01037/LBCALT	Mr M Mirams 03-05-2017	Cllr Parson	Mr C Rayner 461806
Applicant	House Name	Road	Locality	
Trustees of Sevenoaks Almshouses	Sevenoaks Place	High Street	Town	
Town	County	Post Code	Application date	
			13/04/17	
To replace the east/rear side apartment external entrance doors - 8 no. new doors in total (4 no. in the South and 4 no. in the North wings of the Almshouses).				

Sevenoaks Town Council recommended approval.

12	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01048/HOUSE	N Armour 02-05-2017	Cllr Mrs Walshe	Mr Eames 01580 230413
Applicant	House Name	Road	Locality	
Mr & Mrs McHenry		102 Hillingdon Avenue	Eastern	
Town	County	Post Code	Application date	
			12/04/17	
Demolition of existing rear extension and conservatory. Erection of a single storey rear extension. Loft conversion with dormer window. Reconfiguration of existing porch. External material changes and existing windows replaced. Alterations to existing driveway wall. Erection of a detached garden studio room.				

Sevenoaks Town Council recommended approval provided (a) the planning officer is satisfied there will be no detrimental impact to the amenities of neighbours (b) The garden room being enured to main property.

13	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01071/ADV	Mr M Holmes 01-05-2017	Cllr Busvine	Emma Gregson
Applicant	House Name	Road	Locality	
Sevenoaks (THH) LLP	Tubs Hill House	London Road	Town	
Town	County	Post Code	Application date	
			11/04/17	
13 signs in total, 1 fascia sign, 2 totem signs, 2 small railing signs, 2 large railing signs and 6 signs to stand behind the hedge/planter. All aluminium signs. Railing and planter signs full colour digital print to face and matt seal. fascia and totem aluminium signs powdercoated white with tensioned PVC flex face and illuminated by LED's. Signs are to advertise the apartments available.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 24-4-17

14	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01082/CONVAR	Mr M Mirams 02-05-2017	Cllr Busvine	Miss Harvey 01227 45754
Applicant	House Name	Road	Locality	
Mr N Latter		139 London Road	Town	
Town	County	Post Code	Application date	
			12/04/17	
Variation of conditions 3 (approved plans) and 7 (Vehicular access, parking and turning areas) of SE/15/03472/CONVAR for 'Demolition of existing mixed use building and development of 8 no. residential apartments with undercroft parking and associated landscaping' with amendments to the structural retaining wall design which requires alterations to the rear parking area and minor alterations to the floor plans and elevations.				

Sevenoaks Town Council recommended refusal due to the reduction in car parking spaces and on street parking pressures in the area, it recommended that the applicant seek further engineering advice to find a method which does not require the loss of vital car parking spaces.

15	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01095/HOUSE	N Armour 02-05-2017	Cllr Hogarth	Mr D Burr 01732 742200
Applicant	House Name	Road	Locality	
Mr J Foale		30 Woodside Road	St Johns	
Town	County	Post Code	Application date	
			12/04/17	
Erection of a part two storey part single side extension with roof light and canopy, a single storey rear extension with roof light and log store, first floor side dormer extension, eaves extensions, alterations to elevational treatments and new windows and porch.				

Sevenoaks Town Council recommended approval.

This page has been left blank intentionally

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on 8th May 2017 at 7:00pm

Present:

Committee Members

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

Also in attendance:

Town Clerk

Assistant Town Clerk

One member of the public

PUBLIC QUESTION TIME

None

36 REQUESTS FOR DISPENSATIONS

None received.

37 DECLARATIONS OF INTEREST

Cllr Clayton declared a non pecuniary interest in item 6 as a member of the Sevenoaks Rail Travellers Association.

38 MINUTES

It was **RESOLVED** that the minutes of the planning committee meeting held on the 24th April 2017 be approved and signed as an accurate record of the meeting.

Councillors were encouraged to attend the Northern Sevenoaks Masterplan Consultation launch at Sevenoaks Community Centre on Friday the 12th May 2017 12noon – 8pm, and Saturday 13th May 2017 10am – 3pm.

39 COMMUNICATIONS

The Committee received and considered a letter from Sevenoaks District Council concerning the physical distribution of planning application paperwork.

It was **RESOLVED** that the Town Council respond asking to receive full plans and documents for all applications submitted within the Town Council area.

It was noted that Cllr Eyre had requested not to receive any paper plans or documents and that any other Town Councillors wishing to opt out of receiving paper based plans could do so by contacting the Clerk.

40 CONSULTATIONS

The Committee received and considered the draft response to the South Eastern Franchise Consultation.

It was **RESOLVED that** the response be submitted incorporating modifications made at the meeting.

41 PLANNING APPLICATIONS

(a) The Committee received and noted Planning Comments made under Chairman's Action.

(b) The Committee considered the planning applications received from the Sevenoaks District Council during the two weeks ending 3rd May 2017 and it **was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

42 PRESS RELEASES

It was **RESOLVED that** the Town Council issues a press release on the South Eastern Franchise Consultation.

There being no further business the meeting was closed at 8:19pm

CHAIRMAN

Planning Applications Considered

Applications considered on 8-5-17

1	Plan Number	Planning officer	Town Councillor	Agent
	SE/16/03498/MMA	J Russell 16/05/17	Cllr Busvine	Mrs E Gregson 666446
Applicant		House Name	Road	Locality
BD Ragstones Ltd		Ragstones	1 The Vine	Town
Town		County	Post Code	Application date
				27/04/17
Minor material amendment to application SE/15/02253/FUL (demolition of existing building and erection of 6 new build apartments with undercroft parking and associated landscaping and visitor parking) to accommodate undated (sic) plans.				
SE/16/03498/MMA - Amended plan				
Side facing dormer window removed from plans.				
SE/16/03498/MMA - Amended plan				
Amended plans showing an alteration to the height of the building have been provided				

Sevenoaks Town Council recommended approval.

2	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00969/FUL	P Dadswell 120517	Cllr Parson	Mrs De Luca
Applicant		House Name	Road	Locality
Mrs Sharpe		Chapel House	31B London Road	Town
Town		County	Post Code	Application date
				27/04/17
Change of use from B1 to D1				

Sevenoaks Town Council recommended approval.

3	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/00998/FUL	P Dadswell 11/05/17	Cllr Eyre	Robinson Escott 0168983
Applicant		House Name	Road	Locality
Mr & Mrs Roberts			79 Weald Road	Kippington
Town		County	Post Code	Application date
				26/04/17
Detached dwelling and a new access. Demolition of 4 outbuildings.				

Sevenoaks Town Council recommended approval subject to the Arboricultural officer being satisfied that the specimen trees will be adequately protected.

Planning Applications Considered

Applications considered on 8-5-17

4	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/01001/HOUSE	P Dadswell 11/05/17	Cllr Eyre	Robinson Escott 01689 8 88884
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr and Mrs Roberts			79 Weald Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				26/04/17
Demolition of existing garage and erection of a two storey rear extension and an attached single storey garage to the side.				

Sevenoaks Town Council recommended approval subject to the Arboricultural officer being satisfied that the specimen trees will be adequately protected.

5	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/01070/HOUSE	R Fellows 09-05-2017	Cllr Parson	Mr M Bush 740778
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr P Abbott			2 Plymouth Park	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				19/04/17
New part-pitched roof over existing garage; extension to porch with part-pitched roof; two-storey side extension; new projecting bay window to rear.				

Sevenoaks Town Council recommended approval.

6	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/01089/FUL	R Fellows 10-05-2017	Cllr Hogarth	Mr Hadley 01689 836334
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Ms S Beale		Land West Of Court Falaise	9 Mount Harry Road	St Johns
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				20/04/17
Erection of 4 bedroom detached dwelling with associated parking, landscaping and amenity space.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 8-5-17

7	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/01108/FUL	Mr M Holmes 11-05-2017	Cllr Busvine	Miss McGeever 0203657
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
CHH Build Solutions			31 Granville Road	Town
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				21/04/17
Erection of a 10 unit apartment block, with associated landscaping, external amenity space and parking facilities (comprising one private parking space per unit and two visitor spaces) to the rear of the existing property at 31 Granville Road.				

Sevenoaks Town Council recommended refusal on the following grounds:

1. The unacceptable impact on parking on the surrounding road network
2. Detrimental impact on the amenities of neighbouring properties
3. The development fails to preserve or enhance, and has a detrimental impact on, the character of the conservation area (The Conservation Area Management Plan makes explicit reference to the contribution of mature trees to the character of the area which would be lost as a result of this proposal)
4. Overdevelopment of site.
5. Poor quality design which does not attempt to fit within the high quality of the conservation area.

8	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/01111/HOUSE	R Fellows 11-05-2017	Cllr Parry	N/A
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr S Farrow			12 Redlands Road	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				21/04/17
Demolition of existing garage and shed to facilitate the erection of a two storey side extension including new garage. Demolition of existing kitchen and living room to facilitate the erection of a part single storey part two storey rear extension to include external stairs. Changes to roof. Creation of habitable rooms within roof space to include rooflights and inset dormer. Changes to external fenestration.				

Sevenoaks Town Council recommended approval.

9	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/01117/HOUSE	P Dadswell 10-05-2017	Cllr Towell	Mr D Dennis 617033
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr Palermo		2 Bottle Cottages	Bradbourne Vale Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				20/04/17
Proposed ground and first floor side extension, new entrance at the front with an open porch, dormers and rooflight at the rear.				

Sevenoaks Town Council recommended refusal on the following grounds:

1. Insufficient amenity space and overdevelopment of the remaining sub divided plot which is indicated on the plans.
2. The extension would have a detrimental impact on the character of the property and street scene.

Planning Applications Considered

Applications considered on 8-5-17

10	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01120/HOUSE	N Armour 10-05-2017	Cllr Schneider	Mr Bale 01689 836855
Applicant		House Name	Road	Locality
Mr & Mrs Murray		Lynchets	Clarendon Road	Town
Town		County	Post Code	Application date
				20/04/17
Single storey rear extension, single storey side with front side infill extension with porch. Elevational/roof alterations and alterations to fenestration and new decking. Parking bay with driveway.				

Sevenoaks Town Council recommended approval.

11	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01134/HOUSE	N Armour 17/05/17	Cllr Clayton	Mr Lewis 02088598000
Applicant		House Name	Road	Locality
Mr & Mrs Prescott			68 Bayham Road	Eastern
Town		County	Post Code	Application date
				27/04/17
Conversion of the existing roof void to incorporate an additional shower room/toilet, including forming a new rear dormer extension.				

Sevenoaks Town Council recommended approval provided the planning officer is satisfied there will be no overlooking from the proposed dormer.

12	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01168/HOUSE	R Fellows 10-05-2017	Cllr Eyre	Ms J Loizou 779580
Applicant		House Name	Road	Locality
Mr & Mrs Wagstaff		Wildbriar	Solefields Road	Kippington
Town		County	Post Code	Application date
				21/04/17
Erection of a two storey side extension. Demolition of existing conservatory and replaced with new garden room.				

Sevenoaks Town Council recommended approval.

13	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01189/CONVAR	R Fellows 11/05/17	Cllr Eyre	Mr Lanham 01892 785 18
Applicant		House Name	Road	Locality
Mrs Van De Putte		The Haven	33A Oakhill Road	Kippington
Town		County	Post Code	Application date
				26/04/17
Removal of condition 5 (three windows on the northern elevation) of planning permission 16/03477/HOUSE to erection of side and rear extensions and the erection of a double garage with basement.				

Sevenoaks Town Council recommended refusal as it saw insufficient justification for the variation of the condition.

Planning Applications Considered

Applications considered on 8-5-17

14	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01192/FUL	Mr M Mirams 12-05-2017	Cllr Schneider	Mr Teixeira 02070140444
Applicant		House Name	Road	Locality
Barclays Bank Plc		Barclays Bank Plc	80 High Street	Town
Town		County	Post Code	Application date
				25/04/17
Installation of 1no A/C condenser unit at second floor flat roof.				

Sevenoaks Town Council recommended approval.

15	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01194/LBCALT	R Fellows 15-05-2017	Cllr Parson	Mr C Rayner 461806
Applicant		House Name	Road	Locality
Ms J Harrison			79 London Road	Town
Town		County	Post Code	Application date
				25/04/17
Reroof the property, reusing sound tiles and replacing defective and non-clay tiles with new clay tiles.				

Sevenoaks Town Council recommended approval.

16	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01196/HOUSE	N Armour 15-05-2017	Cllr Clayton	Mr D Dennis 617033
Applicant		House Name	Road	Locality
Ms S Critchley			28 Lansdowne Road	Eastern
Town		County	Post Code	Application date
				25/04/17
Proposed new porch; ground floor rear extension with lantern; loft conversion with rear dormer and rooflights at front.				

Sevenoaks Town Council recommended approval for the proposed porch and extension, but refusal of the Juliette balcony unless the planning officer is satisfied there will be no loss of amenity to neighbouring properties due to overlooking.

17	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01229/FUL	P Dadswell 19/05/17	Waite	Offset 753333
Applicant		House Name	Road	Locality
QW development 1 Ltd			2 Garden Road	Eastern
Town		County	Post Code	Application date
				02/05/17
Alterations to no. 2 with the demolition of an existing side extension. Subdivision of the plot and erection of a new dwelling. New vehicle car parking space and extended dropped kerb to the rear to serve the new property.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied the layout of properties does not result in an inappropriately high density, and that the design and materials are in keeping with the existing house and character of the area

Planning Applications Considered

Applications considered on 8-5-17

18	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01238/CONVAR	R Fellows 16/05/17	Cllr Piper	Mr McKay 07738003049
Applicant		House Name	Road	Locality
Mr & Mrs Hochman		Hurst	Clanches Farm Lane	Kippington
Town		County	Post Code	Application date
				27/04/17
Removal of condition 9 (requirement for obscure-glazed window to the south-facing bedroom window) of SE/15/03204/FUL to allow clear glazing, but for it to remain fixed shut and non-opening.				

Sevenoaks Town Council made no comment as it does not feel able to validate the arguments put forward by the application with regards to the separation distances.

19	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01242/HOUSE	N Armour 16/05/17	Cllr Canet	Mr Breach 01474852781
Applicant		House Name	Road	Locality
Mr Solly			38A Robyns Way	Northern
Town		County	Post Code	Application date
				27/04/17
Loft conversion to habitable space with front dormer.				

Sevenoaks Town Council recommended approval.

20	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01249/HOUSE	R Fellows 18/05/17	Towell	N/A
Applicant		House Name	Road	Locality
Mr Wood			24 Lambarden Road	Northern
Town		County	Post Code	Application date
				02/05/17
Converting existing window opening into a flat-roofed bay window.				

Sevenoaks Town Council recommended approval.

21	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/01251/FUL	P Dadswell 19/05/17	Busvine	Mr Gokcek 07832198523
Applicant		House Name	Road	Locality
Mr Karatay			115 London Road	Town
Town		County	Post Code	Application date
				02/05/17
Provision a separate access to 2nd floor flat through rear elevation with a staircase. Enlargement the existing shed and replacement of existing extraction flue.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 8-5-17

22	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/01274/HOUSE	N Armour 18/05/17	Mrs Parry	David Burr 742200
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mrs Ingram			2 Bosville Road	Northern
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				02/05/17
Erection of a single storey side extension with two roof lights. Alterations to fenestration.				

Sevenoaks Town Council recommended approval.

23	<i>Plan Number</i>	<i>Planning officer</i>	<i>Town Councillor</i>	<i>Agent</i>
	SE/17/02136/HOUSE	N Armour 16/05/17	Cllr Parry	Sevenoaks Plans 617033
<i>Applicant</i>		<i>House Name</i>	<i>Road</i>	<i>Locality</i>
Mr & Mrs Williams		Keyworth	Hopgarden Lane	Kippington
<i>Town</i>		<i>County</i>	<i>Post Code</i>	<i>Application date</i>
				26/04/17
Garage to be demolished and rebuild on footprint of existing garage, with side extension and new habitable area at the first floor. New porch between existing house and new garage, with rooflights.				

Sevenoaks Town Council recommended approval.

**Minutes of the Community Infrastructure Committee held on 27th March 2017
at Sevenoaks Town Council Offices.**

Meeting Commenced: 8.25 p.m.
p.m.

Meeting Concluded: 9.30

Present: Cllr Chakowa, Cllr Clayton, Cllr Eyre, Cllr Hogarth Chairman, Cllr Parry, Cllr Schneider (Cllr Piper substitute).

In Attendance: Cllr Arnold, Cllr Canet, Cllr Parson, Cllr Waite, Cllr Mrs Walshe, Town Clerk and Assistant Town Clerk.

There were no members of the public present.

495 Apologies for Absence

Apologies for absence were received from Cllr Piper and Cllr Raikes.

496 Requests for Dispensations

There were no requests for Dispensations.

497 Declaration of Interests

Cllr Eyre reminded the Committee of his Disclosable Interest relating to the Stag and the Sevenoaks Fund and would not vote on related matters.

498 Minutes of the Community Infrastructure Committee held on 6th February 2017

RESOLVED: That the Minutes of the Meeting held on 6th February 2017 be accepted and signed as a true record.

499 Asset Disposal

i) Sale of Raleys Land

It was noted that the completion of the sale of Raleys Land was completed on 16th February 2017.

ii) Sale of STC Offices

The Town Council has submitted plans to renew its residential planning permission for the site. Following a successful planning application for the new community centre it would review the most appropriate time to put the land back on the market.

iii) Sale of Cemetery Lodge

The property continues to be marketed.

500 Community Investment Plan

i) Bat & Ball Centre

The Town Council formally appointed the architectural team for the development of the project in November 2016. Plans are being reviewed and worked on in relation to obtaining the best possible facility within resources.

Working plans were made available at the meeting for Councillors to consider.

Delays in the planning approval and other factors have increased the cost of the proposed centre. The project team continued to consider ways to value engineer the costs downwards. A separate pack had been provided to Councillors to provide financial information relating to this and its overall impact on the Community Investment Fund.

Cllr Schneider wished it to be recorded that he was of the opinion that the Town Council was moving towards providing a high quality facility for the community which was currently rare for local authorities.

It was agreed that following the receipt of pre planning advice Town Council officers would make arrangements to meet with Sevenoaks District Ward Councillors for the area.

RESOLVED: To note the financial information provided and move forward with the project with the intention of submitting a planning application in June 2017.

ii) Replacement of Raleys Gym

As part of the Town Council's s106 agreement for the sale of the Raleys land there is an agreement to provide £95,000 for the replacement of gymnasium facilities. The Town Council had previously reviewed Sencio plans for providing these facilities and had expressed some concerns with replacement of gymnasium with gym equipment. Sencio had addressed these concerns in a further communication.

The Sencio documents had been forwarded with a covering communication from the Town Council to Sevenoaks District Council enquiring whether the proposals met the requirements of the s106 planning obligation.

The Committee reviewed the following terms for providing the funds:

Sencio Leisure Centre, Sevenoaks**Proposed Agreement with Sevenoaks Town Council****Draft Terms - ??? 2017****1. Proposal / Description**

Sencio Leisure Centre and Sevenoaks Town Council to enter into an Agreement in respect of the provision of a capital sum to be invested in the proposed refurbishment of the above Sports Centre, to provide enhanced facilities for gymnastic use within the Centre.

2. Consideration

£95,000 (ninety five thousand pounds), payable by the Town Council upon demand from the Sencio Leisure Centre.

3. Timescale for Receipt of Consideration

Upon agreement of all terms, Sencio Leisure Centre to issue an invoice to the Town Council for the Consideration, to be paid by no later than ??? 2017.

4. Other Terms and Conditions

Sencio Leisure Centre shall:-

- (a) obtain all necessary consents and permissions necessary to ensure that the desired gymnasium facilities can be provided within its proposed refurbishment of the Centre,
- (b) supply to the Town Council, if requested, copies of its plans for the proposals for the Centre to show how the desired gymnasium facilities are to be incorporated within the refurbishment of the Centre,
- (c) arrange for the refurbishment works to the Centre to commence by no later than ?? 2017
- (d) ensure the desired gymnasium are implemented in a good workmanlike manner and completed to the Town Council's reasonable satisfaction. For the avoidance of doubt, the facilities and associated equipment shall be deemed to be the Sencio Leisure Centre's property upon completion of the works.
- (e) allow the Town Council to periodically inspect the refurbishment works, subject to no less than 48 hours' notice being supplied to Sencio Leisure Centre and/or its contractors. The Town Council to comply with any express requirements issued by Sencio Leisure Centre and/or its contractors during any inspections of the proposed refurbishment works.

(f) make all reasonable efforts to ensure that the Sports Centre and the desired indoor gymnasium facilities are completed and ready for use by no later than ??? 2017.

(g) the facilities should remain in place for the provision of gymnastics for ??? number of years.

5. Costs

Each party to bear their own costs upon completion of the Agreement.

RESOLVED: To add the following to the terms for the donation

- 4g to be extended to include provision for evidence to indicate ongoing appropriate use of funds and provide a claw back of funds if this was not the case.
- Sencio to display publically an appropriate plaque provided by Sevenoaks Town Council indicating its contribution.

iii) **Replacement of Internal Cricket School**

As part of the Town Council's s106 agreement to facilitate the sale of Raleys land there is an agreement to provide £150,000 for replacement of the Indoor Cricket School. At the previous meeting the Heads of Terms for an agreement with KCC to include this provision within the new Grammar School were agreed. Negotiations were continuing with KCC.

iv) **Environmental Park**

Sevenoaks Town Council has agreed to a 10 year peppercorn lease for the management of the Environmental Park. It was hoped that lease matters would be addressed for this to commence on 1st April 2017. However this matter had become complicated due to the proposed decking of the adjacent car park and Knole Trustees have deferred the commencement of the lease.

Sevenoaks Town Council had requested a sketch plan providing details of its ambitions for the park, these had kindly been provided by Cllr Schneider and were reviewed at the meeting.

RESOLVED: The Committee records its gratitude to Cllr Schneider for producing the plan and that it be forwarded to Knole Trustees.

v) **Community Facilities at Greatness Recreation Ground.**

Sevenoaks Town Council is working with Sevenoaks Town Football Club as part of the Sevenoaks Fund to raise funds for a new 3G pitch.

A Master planning exercise is being undertaken for Northern Sevenoaks and it is hoped that this will include the football club's ambitious plans for the grounds including a £1.8m new pavilion.

At a previous meeting it was agreed subject to funding that the Town Council progress with the provision of a public toilet and youth shelter. It was noted that the Town Council had been successful in obtaining funding towards the youth shelter.

The Committee considered recent representation from members of the GRA relating to the proposed facilities for a) Public Toilets and b) Youth Shelter

Public Toilet

It was noted that members of GRA were now in favour of a public toilet either incorporated or adjoined to the current pavilion until such time as a new pavilion could be created.

Youth Shelter

Representatives of GRA continued to make strong representation against the provision of a youth shelter.

The Committee was mindful that public open spaces were for all townspeople regardless of the proximity to where they lived. The Committee were also mindful of the previous GRA campaign against the installation of the skateboard park and the predictions relating to its provision. For many years the skateboard park has provided a well-used fun and healthy past time for many young people.

RESOLVED: To continue as planned with the installation of public toilets and a youth shelter, noting that the facilities would be added to the Council's maintenance and cleaning schedules.

vi) Multi Use Games Area

It was noted that there would not be space for a replacement Multi Use Games Area on the current community centre site when developed and therefore a replacement site needed to be considered potentially with a partner organisation. At the previous meeting it was agreed to include the provision of the facility within the Master planning for Northern Ward.

vii) Free Recreational Facilities

The Town Council had made a commitment to provide free recreational facilities including play areas and outdoor gym equipment in various locations throughout the town. Public consultation has taken place relating to the proposal for installation of this at Kippington Meadow.

The Finance & General Purposes Committee agreed to proceeding with the installation of equipment in Kippington Meadow.

viii) Sports Strategy

The Town Council was awaiting capital receipts before committing to distribution of the funds which were subject to match funding. The Town Council has agreed in principle to launch a fundraising initiative (Sevenoaks

Fund) in 2017 to match fund major investments in sporting facilities, namely two 3G pitches.

Sevenoaks Hockey Club has also made a request that the Town Council consider a request from them to draw down from this fund. The Open Spaces & Leisure Committee considered the request at its meeting held on 6th March 2017 and Recommended to the Community Infrastructure Committee to allocate £50,000 funding from the Sevenoaks Sports Strategy Fund once capital funds had been received.

RESOLVED: to allocate up to £50,000 match funding from the Sevenoaks Sports Strategy Fund for a hockey 3G pitch once capital funds had been received.

ix) Neighbourhood Development Plan

A revised project plan has been prepared and had been agreed by the NDP Steering Committee and Planning Committee. The Masterplan for Northern Sevenoaks was progressing and initial consultation was reported to the Annual Town Meeting on 20th March 2017.

x) Stag Community Arts Centre

The Town Council had allocated £150,000 within the Community Investment Plan for improvements for the Stag. The Committee previously allocated a provision of up to £65,000 for the purposes of an air handling system at the Stag.

The Stag had also been included as one of the four charities to benefit during 2017 from the Sevenoaks Fund.

501 Bat & Ball Station Building

i) Lease

The Town Council had agreed the Heads of Terms for the 25 year peppercorn lease. The draft full lease had been received and was being reviewed by lawyers.

South-eastern had not confirmed a completion date for their works to the building.

ii) Funding

The Town Council had been successful in its first round bid to the Heritage Lottery Fund. Town Council Officers had started to work on the preparation for the round two submission. The Heritage Lottery Fund provided a two year timescale for the second round submission currently the aim was to submit in August 2017.

The Railway Heritage Trust have expressed an interest in providing funding for repair / replacement sash windows.

iii) Planning Application

The planning application was submitted at the end of January 2017. A decision date on the planning application for the station building had been deferred awaiting a bat survey which cannot take place until the appropriate season. The Town Council project team were aware of this matter however had expected the planning decision to be conditional on the survey taking place rather than expecting it to happen first.

Sevenoaks Fund

It had been previously agreed that the Town Council would launch a fund previously known as Cash for the Community since rebranded as the Sevenoaks Fund to raise funds for four local projects.

It had been hoped to launch this at the beginning of the New Year however the banking and technical aspect of the project had been more difficult than expected.

The banking matters had been addressed and the legal documentation was in its final draft.

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.*

502 Red Cross

The Committee received and considered a report circulated with the agenda.

RESOLVED:

- (a) That delegated authority be granted to the Town Clerk in liaison with the Chair of Community Infrastructure Committee and Chair of Finance and General Purposes Committee to facilitate the surrender of the lease of the Red Cross building to the Town Council, subject to reviewing the commissioned structural report, to aid with the delivery of the Town Council's planned asset management operations.
- (b) To begin investigating possible short term hire opportunities to offset the payment of non-domestic rates on the premises.
- (c) To consider the possibility of carrying out structural repairs to the building subject to identified uses of the space and an economic rationale.
- (d) To consider if appropriate the demolition of the building.
- (e) To bear in mind that the premises could assist the transitional phases of moving forward with other capital projects.
- (f) To report back to a future Community Infrastructure Committee.

503 Press Release

RESOLVED: Not to issue a Press Release.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

Sevenoaks Town Council
Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held
at the Town Council Offices, Bradbourne Vale Road, Sevenoaks
on Monday 20th February 2017

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8:08 p.m.

Cllr S G Raikes (Chairman)	Present	Cllr R J Parry	Present
Cllr N J L Busvine OBE	Present	Cllr E T Waite registered <i>substitute for Cllr A S Clayton.</i>	Present
Cllr J M Canet	Present	Cllr Mrs P C Walshe	Present
Cllr A Eyre, Mayor (ex officio)	Present	Cllr O Schneider registered <i>substitute for Cllr E Parson</i>	Present
			(8)

ALSO IN ATTENDANCE:

Cllr SL Arnold

PUBLIC QUESTION TIME

No members of the public were present.

425. APOLOGIES FOR ABSENCE

RESOLVED: to agree and accept apologies for absence received from
Cllr A S Clayton, Cllr E Parson, Cllr R L Piper and Cllr P E Towell.

426. DECLARATIONS OF INTEREST

Cllr J M Canet stated that she had a pecuniary interest in matters relating to Agenda Item number 6 [Grants – Friends of Pontoise].

Cllr S G Raikes stated he had a pecuniary interest in matters relating to Agenda Item No 5 (e) [Street lighting].

427. REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

428. MINUTES OF THE MEETING HELD ON 9TH JANUARY 2017

RESOLVED: to receive, adopt and sign the minutes.

429. FINANCE REPORTS

RESOLVED: It was unanimously agreed to accept the following financial reports

- a) Statement of Accounts
1st to 31st December 2016 and the Responsible Financial Officer's report relating to Variance Analysis.
- b) Suppliers Accounts
1st to 31st December 2016 – £124,274.03
- c) Payroll Account
Payments listed in the schedule 1st to 31st December 2016 – totalling £59,988.41

- d) Petty Cash Account
Payments from the account listed in the schedule 1st to 31st December 2016 – totalling £867.98.

- e) Street Lighting

Cllr A Eyre in the Chair:

To continue with the process of removal of lights in the non-funding roads as required.

Cllr S G Raikes in the Chair:

- f) Hospitality and Gifts Register

Hospitality or gifts received by employees during the period 1st to 31st January 2017.

430. **GRANTS**

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

RESOLVED that:

- a) Grant Requests

the following sums be awarded under the General Power of Competence [Localism Act 2011 sections 1-8 refers]:

Grant Ref No	Organisation	Application Sum Requested
02	Sevenoaks Volunteer Transport Group	£200
03	Sevenoaks Literary Festival [Festival Sept/Oct]	£200
05	Friends of Pontoise [Twinning France]	£200
06	Sevenoaks Three Arts Festival [piano]	£200
07	Sevenoaks Home Library Service	£25
09	Friends of Rheinbach [Twinning Germany] – <i>Cllr Mrs P C Walshe did not vote.</i>	£25
12	South East open Studios worn banners to be replaced	£20
13	Sevenoaks Art Cub worn banners to be replaced	£20
43	D'Vine Singers	£50
45	Hi Kent	£50
49	Kent Painters Group	£20
TOTAL requested from the Town Council		£3700

It was **AGREED** that conditions of the grant be outlined to the above organisations including concerns about repeated annual grant requests for the same revenue purposes.

- b) Grant Reports

the grant reports be received and noted

- c) Grant History Sheet:

The grant request history sheet be received and noted.

431. **SUB COMMITTEE MEETINGS HELD ON 25TH JANUARY 2017**

RESOLVED:

- a) Youth Council

To receive and note the minutes of the Meeting of Sevenoaks Youth Council. It was also noted that the Youth Council had a successful trip to Westminster and meeting with the Rt Hon. Sir Michael Fallon MP.

b) Youth Services Sub-Committee

- i. To receive and note the minutes of the Meeting of the Youth Services Sub Committee.
- ii. Members expressed concern regarding the direction of Youth Provision of young people in Sevenoaks and the 6 modules presented at the recent Youth Advisory Group meeting. That the Mayor write to the Chairman of West Kent Communities to express the significant concerns of the council.

432. SEVENOAKS TOWN PARTNERSHIP MEETING HELD ON 21ST JANUARY 2017

RESOLVED: to receive and note the minutes of the Sevenoaks Town Partnership Meeting held.

434. PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT & PARISH PRECEPTS

RESOLVED: to receive and note the letter from Marcus Jones MP and supporting information

435. SEVENOAKS DAY NURSERY

The Committee received and considered the agenda report relating to the future of Sevenoaks Day Nursery.

RESOLVED: that Sevenoaks Town Council:

- a) notes the considerable investment from the Sevenoaks Day Nursery and in principle agree to offer a 25 year lease on the new build once determination of site and location agreed, subject to appropriate Head of Terms including break clauses
- b) All future legal documents to be in the name of the Charitable Incorporated Organisation
- c) The Town Council consider a preferential rate for the hire of the small hall which is beneficial to both organisations if needed for a "Club Room".

436. KCC WARDEN SCHEME

RESOLVED: that the Town Council note the potential benefits of the scheme and review for implementing in the 2018/2019 financial year.

437. CURRENT MATTERS AND PRIORITIES

It was noted that current changes were shown in italics in the report

It was noted that the completion of the Raleys Sale had taken place on 16th February 2017. An updated report relating to received funds was distributed at the meeting, details of which would be contained in future financial reports.

RESOLVED: to note the report relating to updates of current matters and priorities as distributed with the agenda and to extend gratitude and thanks to the Town Clerk and team for all the hard work put in over the years to bring the sale of Raleys to its conclusion.

438. PRESS RELEASE

RESOLVED: to issue a press release relating to the allocation of Sevenoaks Town Council Grants.

There being no further business the Chairman closed the meeting at 8:08.

Signed(Chairman) Dated

This page has been left blank intentionally.

Sevenoaks Town Council
Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held
at the Town Council Offices, Bradbourne Vale Road, Sevenoaks
on Monday 3rd April 2017

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8:04 p.m.

Cllr S G Raikes (Chairman)	Present	Cllr R M C Hogarth	Present
Cllr N J L Busvine OBE	Present	Cllr R J Parry <i>[arrived 7:02pm]</i>	Present
Cllr J M Canet	Present	Cllr E Parson	Present
Cllr A S Clayton	Present	Cllr R L Piper (Vice Chairman)	Present
Cllr A Eyre, Mayor (ex officio)	Present	Cllr P E Towell	Present
(10)			

ALSO IN ATTENDANCE:

Town Clerk – Linda Larter, MBE
 Responsible Finance Officer – Ade Ogun
 Committee Clerk – Michèle MacDonald

PUBLIC QUESTION TIME

No members of the public were present.

01 APOLOGIES FOR ABSENCE

RESOLVED: to agree and accept an apology for absence received from
 Cllr Mrs P C Walshe

02. DECLARATIONS OF INTEREST

Cllr S G Raikes stated he had a pecuniary interest in matters relating to Agenda and Minute No 8 [Street Lighting Update]. He stepped down as Chairman and did not partake in these discussions.

03. REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

04. MINUTES OF THE MEETING HELD ON 20TH FEBRUARY 2017

RESOLVED: to receive, adopt and sign the minutes.

05. SUB COMMITTEE MEETINGS

RESOLVED:

a) Youth Council

To receive and note the minutes of the meeting held on 8th March 2017.

b) Youth Services Sub-Committee

The Committee noted that the Mayor had written to the portfolio holder at KCC and a reply received. Councillors stated they did not understand the reply. Agreed the Mayor would write again.

To receive and approve the minutes of the meeting of the meeting held on 8th March 2017.

c) Sevenoaks Community Centre User Group

To receive and adopt the minutes of the meeting held on 22nd March 2017.

Members of the Committee noted that the Bat Survey is scheduled to take place in April 2017. Planning permission would be subject to a bat survey taking place.

06. FINANCE REPORTS

RESOLVED: It was unanimously agreed to accept the following financial reports

a) Statement of Accounts

- i. 1st to 31st January 2017
- ii. 1st to 28th February 2017

and the Responsible Financial Officer's reports relating to Variance Analyses.

It was noted that the Fund balances [page 51, Agenda Item 6 (a) (ii)] did not include the £245,000 held in escrow with the Town Council's solicitors:

- iii. £95,000 set aside for gym facilities
- iv. £150,000 set aside for indoor cricket facilities.

b) Suppliers Accounts

- i. 1st to 31st January 2017 – £122,666.34
- ii. 1st to 28th February 2017 – £102,465.53

c) Payroll Account

Payments listed in the schedules

- i. 1st to 31st January 2017 – £57,222.60
- ii. 1st to 28th February 2017 – £60,083.73

d) Petty Cash Account

Payments from the account listed in the schedules

- i. 1st to 31st January 2017 – £768.29
- ii. 1st to 28th February 2017 - £542.45

It was noted that the Town Council's internal audit control system for Petty Cash be robust with a number of checks in place involving Officers and Members. It was also noted that minimal sums of cash be kept across the Town Council's various cost centres.

e) Renewal of Insurance

RESOLVED: to receive and note the three year insurance renewal premium with effect from 1st April 2017 be £11,807.84 per year resulting in a reduction of £5,5368.11 per annum. The Responsible Finance Officer and her team were congratulated by the committee on the annual saving.

f) Internal Audit and Statement of Financial Controls

RESOLVED: to receive and note

- i. the letter from KCC internal audit covering the last audit visit. The committee congratulated the Finance team on a successful audit.
- ii. the recommendation to re-appoint the KCC internal auditors for the year 2017/2018 be accepted:
 - agreeing the proposed fees of £480 + VAT per visit (being 1.5 days each visit charged at £320 per day) for 4 internal audit visits per year.
 - noting that the proposed charge per day represents an approximate 2% increase on 2016/17.

It is noted that the work duration per visit remains 1.5 days.

- iii. the proposed Internal Audit Plan for 2017/2018
- iv. that the proposed Risk Management Assessment for approval in accordance with Financial Regulation 19 be reviewed at the next meeting of this committee

g) Annual Return 2016/2017

RESOLVED: to receive and note the proposed timetable for the year-end audit for 2016/2017.

h) Stakeholder Pension Update

RESOLVED: to receive and note:

- i. the Responsible Finance Officer's updated report following a meeting with on 23rd February 2017 with the KCC Officer
- ii. that a further secondary contribution to the KCC pension fund from the earmarked pension reserve fund, which holds a balance of £69,866, be made to enable the Council reduce the current deficit.

i) Hospitality and Gifts Register

RESOLVED: to receive and note that no Hospitality or gifts were received by employees during the period ending 28th March 2017.

07. SEVENOAKS TOWN PARTNERSHIP MEETING HELD ON 22nd FEBRUARY 2017

RESOLVED: to receive and note the minutes of the meeting.

Cllr Raikes stepped down as Chairman and did not partake in the conversation. Cllr Piper stood as Chairman:

08. STREET LIGHTING UPDATE

RESOLVED: to receive and note the Responsible Finance Officer's report. It was noted that lights would be removed/upgraded as stated and that the estimated cost of the LED Upgrade and removal (where appropriate) be in the region of £30,000. It was agreed that a financial costing report be submitted to a future meeting of the committee.

Cllr Raikes continued as Chairman.

09. CURRENT MATTERS AND PRIORITIES

RESOLVED: to note the report relating to update of current matters and priorities as distributed with the agenda.

It was:

- noted and hoped that the Sevenoaks Fund be launched in April 2017
- agreed to review the production of a compact Sevenoaks Guide Book introducing Sevenoaks for visitors

10. PRESS RELEASE

RESOLVED: no item be worthy of a press release

There being no further business the Chairman closed the meeting at 8:04.

Signed(Chairman) Dated

This Page has been left blank intentionally.

Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee held on 6th March 2017
In the Council Chamber commencing at 7.00 p.m.

Committee Members Present:

Cllr S Arnold Cllr E Parson substituted for Cllr Arnold	Apologies		Cllr O Schneider	Apologies
Cllr N Busvine, OBE, Vice Chairman	Present		Cllr P E Towell	Present
Cllr J M Canet	Present		Cllr E Waite	Apologies
Cllr A Eyre (Mayor) Ex Oficio	Present		Cllr Mrs P C Walshe	Present
Cllr R J Parry, Chairman	Present		Cllr S G Raikes	Present

In Attendance: Chief Executive/Town Clerk, Committee Clerk, Open Spaces Manager, Ian Pearson, Darren Maddison, Christine Parvin representing Sevenoaks Hockey Club and one member of the public.

Prior to the meeting commencing a presentation was received from Andrew Willmore from the Kent Wildlife Trust regarding the Greensand Common Project (copy of presentation attached).

457. Apologies for Absence

Received from Cllr Arnold, Cllr Schneider & Cllr Waite.

458. Requests for Dispensations

There had been no requests for Dispensations.

459. Declaration of Interests

There were no Declaration of Interests.

460. Minutes of the Open Spaces & Leisure Committee held on 17th October 2016.

A copy of the minutes from the meeting held on the 17th October 2016 were received.

RESOLVED: That the Minutes of the Open Spaces & Leisure Committee held on 17th October 2016 be received and signed as a true record.

It was requested by the Chairman and agreed by the Committee that Agenda Item 7 – Sevenoaks Hockey Club be discussed first. The meeting was suspended for a short time to enable Councillors to ask questions of the representations of the Sevenoaks Hockey Club.

461. Sevenoaks Hockey Club

A report was received requesting funding from the Sevenoaks Sports Strategy Fund towards a replacement artificial surface in the Hollybush Park. It was noted that the land in question is owned by Sevenoaks District Council and leased on a peppercorn

rent to Sevenoaks Hockey Club. Any refurbishment of the area was the responsibility of the Hockey Club.

It was agreed that the facility was a great community asset.

RECOMMENDATION: To the Community Infrastructure Committee to allocate £50,000 funding from the Sevenoaks Sports Strategy once capital funds had been received.

462. Open Spaces & Cemetery Manager's Report

Staff:

Last month Mr Ben Day and Mr Kevin Jenner were both successful in completing the training to drive the mini excavator and dumper truck at Greatness Cemetery. This cross department training will provide greater assistance in covering work when there are staff shortages.

Advertisements have recently been placed to fill the post of Town Warden and the new post of Assistant Town Warden. The Town Warden post has become vacant with the announcement that Mr Guy Yea who has been part of the team for ten years intends to retire in April. We all wish him well in the future and know that his significant contribution during this time will be missed.

It was suggested that the Open Spaces Manager communicate with local schools about future Apprenticeships for Open Spaces staff.

Vine Pavilion:

The replacement flat roof has now been completed to a high standard in EPDM rubber which has a life of around 40 years. In October further asbestos was identified in the end store boiler room. Its subsequent removal involved the further removal of plasterboard from two internal walls. Its replacement to ensure fire proofing around the boiler has been completed by our own staff and is representative of the many horticultural and non horticultural tasks undertaken in the last few months. Some are listed below:

Winter Works:

Vine Gardens – Remove redundant practice net bases, fill, level and seal then install reinforcing matting to allow light vehicles turning and parking. Aerate and overseed Vine Lawn.

Bethal Road – Plant young Amelanchier tree to replace dead Willow.

Mill Pond Wood – Complete the replacement of the boundary fence along Seal Road.

Greatness Cemetery – Reduce the front boundary hedge back to a manageable 5 foot height to allow quicker and more regular trimming in subsequent years. Install new soakaway alongside front drive to prevent excessive puddling after heavy rain.

Bradbourne Vale Road Allotments – Prune back encroaching vegetation alongside several plots and tidy walkways.

Pontoise Close Woodland – Prune back encroaching vegetation along footpaths.

Brittains Common – Install new bollards, removable posts and signs. Then plant selection of small trees close to Gas Regulator to disguise and enhance it.

It was noted that one of the Mayor's planted trees had been replaced twice in the past but was now growing well. It was noted that a new site would need to be identified for future Mayoral planting projects.

Sevenoaks Common – This Winter our own team have completed widening and enhancing the paths and glades in the Ashgrove Road triangle. This was started last Winter. We have also employed contractors to do similar work on the Windmill Cottage triangle which also includes the weedkilling of Rhododendron which has started to reappear in this area recently. All brush wood is chipped back onto paths to improve the condition. The contractor has also attended to several trees highlighted in the recent safety report. Although these are more phased for next years budget.

Littlewoods – Drainage – In November we attended to the problem of flooding at the front of the Woodland. We excavated and found a section of storm drain damaged by tree roots, this has been replaced and the tree most affecting the drain will be killed to prevent further damage.

Coppicing – Recently contractors undertook one of our biggest woodland projects in recent years. To Coppice around 40 trunks of Alder tree that grow in this wet woodland. They were becoming over mature with a risk of failure and falling onto neighbouring properties. Coppicing will allow them to regrow with multiple stems and perpetuate the trees for many more generations. With these gone there will be a huge increase in light reaching the woodland floor with a possible increase in wildflowers over the new few years. The trees will regrow quickly, 2-3 feet per year and it will be interesting to watch their development. We intend to kill the one stump already mentioned and do a small amount of planting with Hazel in some very open areas.

The committee requested that their gratitude be recorded to the Open Spaces team for the work on the Alder trees. It was agreed to see what wild flowers grow this year with a view to planting more in the coming years. Several Hazel trees would be planted in the area shortly.

Great British Spring Clean at the Environmental Park:

The committee requested that their gratitude be recorded to all involved in the clear up day. 16 bags of rubbish were collected over the 3 hours. Positive feedback had been received from members of the public on the day.

Bradbourne Vale Road Allotments:

Work on two plots at the far end of the allotments would happen in the Autumn ready for re-letting in September/October. It was requested that the soil be tested in the car parking area to ascertain if this area could be turned into useable plot space.

RESOLVED: That the Open Spaces Managers report be received and agreed.

463. Statement of Accounts to 31st December 2017

RESOLVED: That the Statement of Accounts were received and agreed as a true record.

464. In Bloom 2017

A copy of the minutes from the meeting held on 7th February were received and considered. It was noted that three quotes had been received for hanging baskets. A decision would be made regarding the contractors used for 2017 by the end of the week. Bedding plants would be red, white and blue and hanging baskets would be red, white and pink.

It was noted that the Post Office area was still cordoned off. The area is owned by the Post Office and an update would be received by them during the week regarding repair works with a timetable.

465. KCC Grass Cutting

KCC were offering parishes the opportunity to carry out the grass cutting contracts in their areas. Initially a payment would be made of 2 pence per square metre. It was hoped that neighbouring parishes might work together on the delivery of this.

RESOLVED: It had been agreed at the Finance and General Purposes meeting that Sevenoaks Town Council would not be taking on the contract.

466. 3G Pitch at Knole Paddock

A report was received and noted. The project had been submitted for planning permission. It was agreed that Sevenoaks Town Council would await the results of pre planning meeting before developing a business plan further.

467. Vine Strategy (Application for Green Flag status)

A report was received and noted and the Deputy Town Clerk congratulated on production of the document.

Two queries arose from the discussion regarding:

- I. Cricket Club ceremony regarding exchanging of a cricket ball
- II. It was noted that the number of members of the Brass Band has decreased over the last few years.

It was requested that if the document was used again that it describe more events and give more detail to each topic.

468. Current Matters

The report regarding Current Matters was received relating to:

3G Pitch at Knole Paddock	- To prepare and submit planning application - Town Council to allocate £250,00 from the Sports Strategy fund towards the project subject to Committee approval of Business Plan - Sevenoaks Fun initiative to start in 2017
Volunteer Litter Picks	Take place weekly at the Vine. The Great British Spring Clean at the Environmental Park will take place on Saturday 4 th March from 10am till 1pm
Greatness Recreation Ground	Install a 'Universal Keyed Lock' – awaiting finish of Mill Lane contractors use of car park.
Hanging Baskets	Quotes obtained. Contract given to Nicholas Cave to update.
Kippington Meadow Play Equipment	Progress with the installation of play equipment when funding becomes available – to be reviewed
Summer Play Provision 2017	Relocate the Julian's Meadow Play Day to Buckhurst Lane Play Area
Brittains Common	Install 35 posts along the kerbs with two drop down posts at the footpath – now completed

RESOLVED: That the Current Matter report be received and agreed as a true record.

469. Press Release

RESOLVED: To issue a Press Release relating to the Great British Spring Clean and In Bloom Competition.

There being no further business the Chairman closed the meeting at 8.25 p.m.

Chairman

Dated

Minutes of Sevenoaks Town Partnership meeting held at the Sevenoaks Town Council Offices at 6.30pm on Wednesday 5th April 2017

Present:

Executive board:

Clive Andrews	Bligh's	Present
Cllr Stephen Arnold	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	Apologies
Jennifer Whiteoak	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	Apologies
Jane Parish	Sencio	Apologies
Andrew Eyre Vice Chairman	Stag Community Arts Centre	Present
Fergal Parkinson	Sevenoaks Round Table	Apologies
Austin Blackburn	Go Coach	Present
Roberta Ware	Francis Jones Jewellers	Present

Before the meeting commenced a presentation was received from Hakon Dammen from Mendo. All present agreed it would be a useful tool for Sevenoaks retail businesses and to discuss at the next meeting,

In the absence of the Chairman the meeting was Chaired by Vice Chairman, Cllr Andrew Eyre.

Also in Attendance:

Bonnie Tarling – Committee Clerk
Cllr Robert Piper – Sevenoaks Town Council
Cllr Richard Parry – Sevenoaks Town Council
Dr Geoff Brown – SJRA/SAHA
James Dickins – Creative Production
Steph Harrison – Breast Cancer Care

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 meeting held on 22nd February 2017 were received and accepted as a true record.

4. Business Improvement District (BID)

It was noted that there would be a workshop at the Business Show on Friday 28th April, 10.30am in the House in the Basement Youth Café. The workshop would discuss the proposed projects that the BID money could be used for. Those present received the workshop paperwork and some adjustments were agreed. It was noted that although information had been passed to SDC Economic Development Team the feedback was of not wanting to be involved. It was agreed to formally write to SDC and request their involvement in the early BID discussion.

5. Business Show Friday 28th April 2017

An update was received from the Committee Clerk. Stand spaces and talks were now fully booked. There would be a free prize draw at the event and 100 goody bags to give away. Free tickets for the event can be booked using the below link.

<https://www.eventbrite.co.uk/e/sevenoaks-business-show-2017-tickets-31748039240>

There is also a dedicated website for the event:

<https://sevenoaksbusinessshow.wordpress.com>

Businesses exhibiting and all STP members are encouraged to attend and help promote the event to their contacts.

6. Wellbeing Show Friday 19th May 2017

An update was received from the Committee Clerk. Stand spaces and talks were now fully booked with a waiting list of businesses and charities wishing to have a stall or give a demonstration. Entry to the event is free and there would be 100 goody bags to give away. Businesses exhibiting and all STP members are encouraged to attend and help promote the event to their contacts.

There is also a dedicated website for the event:

<https://sevenoakswellbeingshow.wordpress.com>

7. Member Organisations

Go Coach – An event was held on the Vintage Bus with the Mayor and school children for Red Nose Day with a great time had by all.

Go Coach would now be competing with Arriva for the 452 route with Go Coaches buses running two minutes earlier.

A new homework bus, 421 had started to accommodate children from Knole

Academy and Trinity.

Go Coach now have 10 school buses running to Tunbridge Wells.

Francis Jones Jewellers – Business was going well. The Linen Shop had now been sold and would re-open as Acorn Estate Agents.

Sevenoaks Rail Travellers Association – Ongoing talks regarding the rail franchises, further information to be brought to a future meeting.

Creative Production – Business going well. Thanks were given by the Committee Clerk to Creative Production for their recent training given to the Events and Social Media Apprentice.

Breast Cancer Care – Pink Week 7th to 14th October. Events for the week were still in the planning stages with further information to be brought to a future meeting.

Bat & Ball Station – STC had successfully completed the first stages of the HLF funding application process. An information leaflet regarding the project was available from the Town Council Offices.

Business Awards Friday 15th September, Knole Academy. Nominations for the awards would be launched at the Business Show on Friday 28th April. Voting for the Customer Choice Award would be via the Town Partnership website.

Information screen at the Mainline Station – a new information screen would be installed at the Mainline Station in the next couple of weeks. A 'switch on' ceremony would take place with date to be confirmed.

Roberta Ware mentioned that SDC/Chamber of Commerce were planning a public meeting to discuss car parking.

8. Dates of next meetings

The next meeting would take place on Wednesday 17th May at the Town Council Chamber.

9. Press Release

None.

With no further business to discuss the Chairman closed the meeting at 8.10pm.

This page has been left blank intentionally.

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

Youth Services Sub Committee

Sevenoaks Town Partnership

This page has been left blank intentionally.

LIST OF APPOINTMENTS	2016/17	2017/2018 Amendments in red font
MAYOR	Cllr A Eyre	Cllr M Chakowa
DEPUTY MAYOR	Cllr M Chakowa	Cllr R M C Hogarth
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 <i>Mayor ex officio</i>	<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>10 MEMBERS 2017/8</u> Cllr R J Parry Cllr N J L Busvine Cllr S L Arnold Cllr J M Canet Cllr A Eyre 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 <i>Mayor ex officio</i>	<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>11 MEMBERS 2017/18</u> Cllr S G Raikes Cllr A Eyre Cllr N J L Busvine Cllr J M Canet Cllr R L Piper 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 <i>Mayor ex officio</i>	<u>ALL TOWN COUNCILLORS</u> Cllr R L Piper Cllr S L Arnold All Councillors	2017/18 Cllr R L Piper Cllr S L Arnold All Councillors

<u>COMMUNITY INFRASTRUCTURE COMMITTEE</u> CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	<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>6 MEMBERS 2017/18</u> Cllr R M C Hogarth Cllr R L Piper Cllr R J Parry Cllr A S Clayton Cllr S G Raikes Cllr A Eyre
<u>PERSONNEL COMMITTEE</u> CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	<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	<u>8 MEMBERS 2017/18</u> Cllr S L Arnold Cllr R J Parry Cllr N Busvine Cllr A S Clayton Cllr Mrs R E Parry Cllr R L Piper Cllr E T Waite Cllr Mrs P C Walshe

LIST OF APPOINTMENTS	2016/17	2017/18
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 <i>Mayor ex officio</i>	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 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]	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 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 A Eyre]
Community Centre User Group Town Council Representatives:- CHAIRMAN <i>Mayor ex officio</i>	Community Centre User Group 3 Members 2016/17 Cllr R M C Hogarth Cllr R L Piper Cllr S G Raikes	Community Centre User Group 3 Members 2017/18 Cllr R M C Hogarth Cllr R L Piper Cllr S G Raikes

<u>SEVENOAKS TOWN PARTNERSHIP</u> CHAIRMAN VICE CHAIRMAN	2016/2017 – May ACM Cllr S Arnold Cllr M Chakowa	2016/2017 October STP AGM Cllr M Chakowa Cllr S Arnold	2017/2018 May ACM Cllr A Eyre Cllr S Arnold
--	--	--	---

REPRESENTATION ON OTHER BODIES

Organisation	2016/17	2017/2018
Age UK (Council & Exec)	Cllr A Eyre/Mayor	Cllr M Chakowa
Citizens Advice Bureau	Cllr S G Raikes	Cllr S G Raikes
Dorothy Parrott Trust	Mayor [Cllr A Eyre] Deputy Mayor [Cllr M Chakowa)	Mayor Cllr M Chakowa Deputy Mayor Cllr R M C Hogarth
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 R J Parry]	Chairman – OS & L Cttee [Cllr R J Parry]
Kentish Opera - Patron	Mayor [Cllr A Eyre]	Mayor Cllr M Chakowa
League of Friends of Sevenoaks Hospital	Mayor [Cllr A Eyre]	Mayor Cllr M Chakowa
Lady Margaret Boswell's Church of England Educational Charity ----- <i>period of four years wef 2013</i>	Cllr S G Raikes	To be nominated
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 L Arnold] Minute 119 27.06.2016 Cllr M Chakowa Cllr O Schneider Cllr Mrs P C Walshe	Chairman or Vice Chairman – Planning Cttee [Cllr S L Arnold] Minute 119 27.06.2016 Cllr A Eyre Cllr O Schneider Cllr Mrs P C Walshe
Sevenoaks Fair Trade Steering Committee	Cllr S G Raikes Cllr A S Clayton	Cllr S G Raikes Cllr A S Clayton
Sevenoaks Summer Festival	Cllr E Parson Cllr R L Piper	Cllr E Parson Cllr A Eyre
Sevenoaks District Arts Council	Cllr S G Raikes	Cllr S G Raikes
SRFC Liaison Group & Raleys/Knoles Paddock User Group	Chairman OS&L [Cllr R J Parry] Chairman F&GP [Cllr S G Raikes]	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 R J Parry] Cllr Mrs R E Parry Cllr R M C Hogarth	Chairman – OS & L [Cllr R J Parry] Cllr Mrs R E Parry Cllr R L Piper
Tourism South East	Cllr Mrs P C Walshe	Cllr Mrs P C Walshe
Visit Kent	Cllr M Chakowa	Cllr R M C Hogarth
Woodside Private Road Ltd	Cllr R M C Hogarth	Cllr R M C Hogarth

This page has been left blank intentionally

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:-

- (a) Approval of tenders
- (b) Approval of contractors
- (c) Expenditure to budget agreed by Council and Finance & General Purposes Committee.

- (d) Research and make recommendations to Council for new projects
- (e) To create the list for and approve the expenditure of the Community Infrastructure Levy income on projects.
- (f) Submit Planning Applications for projects as identified.
- (g) Submit Funding Applications for projects as identified.

SUB COMMITTEES

7 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.

8. Community Centre User Group

The aim of the Users Group is to assist the operation of the Sevenoaks Community Centre. The Group may suggest, where applicable, improvements or ideas. The management and day to day operation of the Centre are not matters for the User Group.

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

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

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

(b) The Councillors will invite organisations who use the centre to nominate representatives to the Group to ensure community input to the Sevenoaks Community Centre

(c) A Councillor is to be elected annually as Chairman of the User Group, together with one other Councillor. Should the Chairman step down during the term of office, the other Councillor will assume the role until the end of the term.

(d) Agendas for meetings will be compiled by the Town Council

(e) The Group will meet three times per year

(f) The Town Council may consult the User Group, as appropriate, about any projects relating to the Sevenoaks Community Centre.

(g) A quorum will be the Chairman, or in his absence, his representative, together with 3 other representatives.

(h) Membership of the Group is voluntary and no expenses or remuneration are paid.

(i) Suggestions and / or ideas formulated by the Group for presentation to the Town Council, must be supported by a majority vote at the Groups' meeting. The Chairman if necessary will have a casting vote.

(j) Notes of meetings to be reported to the Finance & General Purposes Committee

This page has been left blank intentionally.

MAY 2017		
Mon 01	BANK HOLIDAY	
Mon 08	Planning	
Mon 15	Annual Town Council	
Wed 17	STP	
Mon 22	NDP	Planning
Thur 25	Meeting of Stag Trustees	
Mon 29	BANK HOLIDAY	
June 2017		
Mon 05	Planning	
Mon 12	F&GP	
Wed 14	Youth Council	YSSC
Mon 19	Planning	
Mon 26	OSL	
Wed 28	STP [Sevenoaks Community Centre Bar Room]	
July 2017		
Mon 3	Planning	
Mon 10	CIC	
Mon 17	Town Council	Planning
Wed 19	Youth Council	YSSC [Sevenoaks Community Centre Bar Room]
Mon 24	Personnel	
Tues 25	Meeting of Stag Trustees	
Mon 31	NDP	Planning
August 2017		
Wed 02	Community Centre User Group	
Mon 07	CIC	
Wed 09	STP	
Mon 14	Planning	
Mon 21	~~~No meetings~~~	
Mon 28	BANK HOLIDAY	
Tues 29	Planning	
September 2017		
Mon 04	OSL Estimates 1	
Wed 06	Youth Council	YSSC
Mon 11	Planning	
Mon 18	F&GP Grants	
Mon 25	NDP	Planning
Wed 27	Community Centre User Group	
Thur 28	Meeting of Stag Trustees	
October 2017		
Mon 02	Town Council	
Wed 04	STP AGM	
Mon 09	Planning	
Sat 14	Stag Annual Public Meeting	
Mon 16	CIC	
Wed 18	Youth Council AGM	YSSC
Mon 23	Planning	
Mon 30	OSL Estimates	
November 2017		
Mon 6	Planning	
Wed 08	Community Centre User Group	
Mon 13	F&GP Estimates	
Mon 20	NDP	Planning
Mon 27	Personnel	
Tues 28	Meeting of Stag Trustees	
Wed 29	STP	

December 2017		
Mon 04	Planning	
Mon 11	Town Council Christmas	
Wed 13	Youth Council	YSSC
Mon 18	Planning	
Mon 25	BANK HOLIDAY	
Tues 28	Meeting of Stag Trustees	
2018		
January 2018		
Mon 1	BANK HOLIDAY	
Tues 2	Planning Chairman's actions	
Mon 8	CIC	
Mon 15	NDP	Planning
Mon 22	F&GP	Council Precept
Tues 23	Meeting of Stag Trustees	
Mon 29	Planning	
Wed 31	YSSC	YSSC
February 2018		
Mon 05	Personnel	
Wed 07	Community Centre User Group	
Mon 12	Planning	
Mon 19	OS&L	
Mon 26	Planning	
March 2018		
Mon 05	F&GP Grants	
Mon 12	Planning	
Mon 19	Annual Town Meeting – SCC	
Mon 26	NDP	Planning
Wed 28	YSSC	YSSC
Thur 29	Meeting of Stag Trustees	
April 2018		
Mon 2	BANK HOLIDAY	
Mon 9	Planning	
Mon 16	Town Council	
Mon 23	Planning	CIC
Wed 25	Community Centre User Group	
Mon 30	F&GP	
May 2018		
Mon 07	BANK HOLIDAY	
Tues 08	Planning	
Mon 14	Annual Town Council	
Mon 21	Planning	
Mon 28	BANK HOLIDAY	
Tues 29	Meeting of Stag Trustees	
June 2018		
Mon 04	NDP	Planning

* **Community Centre User Group** - Bar Room, Sevenoaks community Centre TN14 5DN
Annual Town Meeting – large hall Sevenoaks Community Centre TN14 5DN

Stag meetings - The meetings will start at 7pm and will be in the Stag Bar - except as marked in the Stag Plaza. The Annual Public Meetings are held in the Stag Plaza starting at 10am.

This page has been left blank intentionally.

Sevenoaks Town Council

Standing Orders

Historic

11.01.2016

22.02.2016

Adopted Resolution 410

16 05 2016

Adopted Resolution 61

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 by to do so by no less than a quarter of the members of the committee, those councillors may convene an extraordinary meeting of a

committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

18 Advisory committees

See also standing order 1 above

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

19 Accounts and Financial Statement

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

20 Estimates/precepts

- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

21 Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

22 Inspection of documents

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

23 Unauthorised activities

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

24 Confidential business

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

25 The General Power of Competence

- a On 19 November 2012 [Minute271] Sevenoaks Town Council passed a resolution that It had fulfilled the criteria in order to become an eligible town council as set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012/965 which came into force in April 2012 to use the General Power of Competence.

The resolution must be re-affirmed at the annual meeting of the council after the ordinary election every four years.

26 Matters affecting council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council or the Personnel Committee has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.
- b Deliberately left blank.
- c Deliberately left 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	2015/16	2016/2017
a	Institute of Groundsmanship	April	140.87	£ 150.00
b	Open Spaces Society	August	«	45.00
c	Institute of Cemetery and Crematorium Management	April	90.00	«
d	Kent Association of Local Councils	April	1,140.00	£ 1,500.00
e	South East Employers	April	315.50	£ 378.60
f	British Youth Council	April	54.00	£ 54.00
g	Parish Online	June	£ 336.00	«
h	Information Commissioner's Office	August	«	35.00
i	Local World - Sevenoaks Chronicle	September	£ 51.96	«
j	LCR	October	51.00	51.00
k	NALC - Direct Information Service	October	#	«
l	Institute of Chartered Accountants in England and Wales	December	«	«
m	Sevenoaks Chamber of Commerce	January	175.00	£ 275.00
n	Town and Country Planning Association	December	«	£ 105.00
o	Young Kent - Connect Kent	May	«	£ 59.00
p	Kent Farmer's Market Association	February	52.00	100.00
q	Society of Local Council Clerks	March	* 480.00	*480.00
r	Sevenoaks Conservation Society	April	150.00	£ 150.00
s	Haymarket - Planning magazine	April	149.00	«
t	Campaign for Protection of Rural England	April	12.00	50.00
«	Not yet received			
#	Paid 2 year subscription in previous year			
*	Linda Larter			

This page has been left blank intentionally

Events Accepted/Attended – 2016/2017

Day & Time	Date	Organisation & Event/Venue	Attending
Thurs 11.00	19 May	Alzheimer's Group pop up shop in Specsavers	Mayor
Fri 7.30	20 May	English Youth Ballet at the Stag Theatre	Mayor & Mayoress
Sat 7.30	21 May	Cantate Choir - Concert at St Mary Kippington	Mayor & Mayoress
Sun 7.30	22 May	Sevenoaks Symphony Orchestra - Last of their annual Concerts in the Pamoja Hall	Mayor & Mayoress
Mon 3.30	23 May	Rockdale Housing Assoc - AGM and Tea in the Beatrice Wilson Common Room	Mayor
Tues 8.00	24 May	Sevenoaks Air Training Corp - Presentation Night	Mayor
Wed 9.30	25 May	Love Your Local Market - Meet and Greet Stallholders	Mayor & Deputy Mayor
Fri 7.00	27 May	Kentish Opera - Production of Macbeth at the Stag Theatre	Mayor & Mayoress
Sun 10.00	29 May	Mayor of Dartford - Thanksgiving Service	Mayor
Sat 7.00	4 June	Hospice in the Weald - Moonlight Walk around Sevenoaks	Mayor & Mayoress
Tues 10.00	7 June	National Trust Knote - Opening of Gatehouse Tower	Mayor & Mayoress
Tues 7.30	7 June	League of Friends of Sevenoaks hospital - AGM	Cllr Arnold
Tues 7.00	7 June	Chairman-Elect KCC - Civic Dinner	Mayor & Mayoress
Wed 4.00	8 June	Mayor of Maidstone - Queen's 90 th Birthday Celebrations at Leeds Castle.	Mayor & Mayoress
Fri 10.00	10 June	Hi Kent - Hearing Aid and Aftercare Clinic at Hollybush Court Day Centre	Mayor
Sun 12.30	12 June	Picnic at Knote to Celebrate Queen's 90 th Birthday	Mayor & Mayoress
Sun 2.00	12 June	Celebration of Queen's 90 th Birthday - Church of St Mary Kippington	Mayor & Mayoress
Tues 7.30	14 June	Diabetes UK - Eating Well with Diabetes at Tunbridge Wells Hospital	Mayor & Mayoress
Wed 1.00	15 June	Mayor of Sandwich - The Jewels of Sandwich	Deputy Mayor & Consort
Thurs 6.00	16 June	Opening of Grierson Gallery and Private View of NB Gurung's work	Mayor & Mayoress
Fri 6.15	17 June	Sevenoaks Cubs Silver Awards in the Town Council Chamber	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 10.00	18 June	Opening of the Sevenoaks Festival	Mayor & Mayoress + Cadet
Sat 2.30	18 June	Yarnbombing at Alice's Tea Rooms	Mayor & Mayoress + Cadet
Sat 6.30	18 June	Knole Academy - Concert Put on Your Sunday Clothes	Deputy Mayor & Consort
Sat 5.30	18 June	Bradbourne RDA - Summer BBQ	Mayor & Mayoress + Cadet
Sun 2.00	19 June	Blue Flamingo Music - Dance in the Plaza Suite	Mayor & Mayoress
Mon 10.15	20 June	Sevenoaks DC - Fly the Armed Forces Day Flag	Mayor & Mayoress
Tues 7.30	21 June	Sevenoaks District Scout Council - AGM	Mayor & Mayoress + Cadet
Wed 12.00	22 June	Knole Academy - Lunchtime recital at St Luke's Church	Mayor
Thurs 7.00	23 June	Sevenoaks Camera Club - Exhibition at the Kaleidoscope Gallery	Mayor & Mayoress
Sat 3.00	25 June	Armed Forces Day Concert in the Vine Gardens	Mayor & Mayoress + Cadet
Sat 6.30	25 June	Sevenoaks Three Art Festival - Prizewinners' Concert at the Ship Theatre	Mayor & Mayoress
Sun 10.00	26 June	Civic Service at The Church of St Mary Kippington	Mayor & Mayoress + Cadet
Sun 4.00	26 June	St John the Baptist - Patronal Festival	Mayor & Mayoress
Sun 7.00	26 June	Chance to Dance - Performance at the Stag	Mayor & Mayoress
Tues 6.00	28 June	Knole Academy - Summer Concert	Mayor & Mayoress Deputy Mayor & Consort
Fri 11.00	1 July	Vine War Memorial - Commemoration of the Battle of the Somme	Mayor
Sat 11.00	2 July	Walthamstow Hall Prize Giving	Mayor & Mayoress
Sat 1.00	2 July	SEOS Art Exhibition at the Vine Gardens	Mayor & Mayoress
Wed 3.00	6 July	The High Sheriff of Kent, Mr Matthew Smallwood - Garden Party	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Thurs am Sun pm	7 - 10 July	Friends of Rheinbach Visit 2016	Mayor & Mayoress
Wed 2.30	13 July	Mayor of Tonbridge & Malling - Garden Party	Mayor & Mayoress
Thurs 6.00	14 July	Sevenoaks Chamber of Commerce - Annual Summer Reception at The Brewhouse, Chevening House.	Mayor & Mayoress
Thurs 6.45	14 July	Westerham Sea Cadets 2016 Royal Naval Parade	Deputy Mayor & Consort
Fri 7.00	15 July	Annual Cocktail Party at Knole House	Mayor & Mayoress
Sun 7.15	17 July	The Lydian Orchestra - 40 th Anniversary Concert in the Pamoja Hall	Mayor & Mayoress
Wed 10.30	20 July	Chairman of Sevenoaks District Council - A Morning of Lavender at The Hop Shop, Shoreham.	Mayor & Mayoress
Wed 7.25	20 July	West Kent Mind - Annual General Meeting in the Town Council Chamber	Mayor & Mayoress
Sat 10.00	23 July	Open the Roald Dahl event on the Vine Gardens and judge the Fancy Dress Competition	Mayor & Mayoress
Wed 3.00	27 July	Mayor of Maidstone - Garden Party at The Orangery, Turkey Mill.	Councillor Hogarth & Mrs Hogarth
Fri 10.00	29 July	Care UK - Topping Out ceremony at the new care home in Bouchier Close.	Mayor
Sat 2.00	30 July	Mayor of Dartford - Garden Party at the Outdoor Theatre, Central Park, Dartford	Mayor & Mayoress
Sun 3.00	31 July	The Redeemed Christian Church of God - 2 nd Anniversary and Thanksgiving Service at Sevenoaks Community Centre	Deputy Mayor & Consort
Mon 7.30	1 Aug	The Old Stagers present The Government Inspector	Mayor & Mayoress
Sun 1.30	7 Aug	Mayor of Ramsgate - Charity Fun Bowls Afternoon	Mayor & Mayoress
Tues 12.00	9 Aug	Mayor of Maidstone - Day out at Hush Heath Winery	Mayor & Mayoress
Wed 2.30	10 Aug	Summer Play Day - Hillingdon Rise Play Area	Mayor
Wed 4.00	10 Aug	Visit of 30 Chinese Children - Afternoon Tea at Knole	Mayor
Fri 4.15	12 Aug	Chairman of Sevenoaks District Council - Private tour of Hever Castle	Mayor & Mayoress
Wed 2.30	17 Aug	Summer Play Day - Vine Gardens	Mayor
Wed 2.30	24 Aug	Summer Play Day - Greatnes Recreation Ground	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 2.00	27 Aug	Mayor of Broadstairs & St Peter's - Garden Party at the Rectory	Councillor R Parry & Councillor Mrs R Parry
Wed 2.30	31 Aug	Summer Play Day - Julians Meadow Play Area	Deputy Mayor
Thurs 1.00	1 Sept	Knole Academy - Recital entitled Hearts and Heads	Deputy Mayor & Consort
Fri 9.50	2 Sept	Chairman SDC - Fly the Red Ensign for Merchant Navy Day	Deputy Mayor
Fri 7.30	2 Sept	Sports Council Presentation Evening at Hollybush Indoor Bowls Centre, Hollybush Close	Deputy Mayor & Consort
Sat 10.30	3 Sept	Mayor of Faversham - Faversham International Hop Festival	Mayor & Mayoress
Sun 7.30	4 Sept	Circuit of Kent Cycle Sportif - Start at Sevenoaks Preparatory School, Godden Green.	Mayor
Fri 11.00	9 Sept	Open Food Fair in Vine Gardens	Mayor & Mayoress
Fri 7.00	9 Sept	Business Awards at Knole Academy	Mayor & Mayoress
Tues 9.00	13 Sept	Opening of the Soft Play Café	Mayor & Mayoress
Tues 1.45	13 Sept	Mayor of Tonbridge and Malling - Tour of Tonbridge Castle and Afternoon Tea at the Bakehouse	Mayor & Mayoress
Wed TBA	14 Sept	South & South East In Bloom awards at Ferneham Hall, Fareham	Mayor Nicholas Cave & Adrian Cheeseman
Wed 12.30	14 Sept	Mayor of Tenterden - Vineyard Tour	Deputy Mayor & Consort
Thurs 10.15	15 Sept	Mayor of Hawkinge - Battle of Britain Day Visit	Councillor R Parry & Councillor Mrs R Parry
Fri AM	16 Sept	Official opening of Drakes Plumbers new premises in Sevenoaks	Mayor
Sat 10.00	17 Sept	Diabetes UK - Collection stand at Tesco Riverhead	Mayor & Mayoress
Sat 6.30	17 Sept	Halliwick Annual Regional Swimming Championships - Sevenoaks Leisure Centre	Mayor & Mayoress Deputy Mayor & Consort
Sun 11.00	18 Sept	Mayor of Broadstairs - Civic Service	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Mon 3.30	19 Sept	Remembrance Day Organisational Meeting	Mayor
Wed 9.30	21 Sept	Mayor of Tunbridge Wells – Clay Shoot	Councillor R Parry & Councillor Mrs R Parry
Wed 6.30	21 Sept	Chairman of Kent County Council - West Kent Area Reception	Mayor & Mayoress
Mon 2.00	26 Sept	Knole U3A - Open Day and AGM	Deputy Mayor
Tues 7.30	27 Sept	Diabetes UK - Meeting at the Angel Centre Tonbridge entitled All About Research	Mayor & Mayoress
Wed 7.30	28 Sept	Sevenoaks Literary Festival - Michael Smith - Ernest Shackleton	Mayor & Mayoress
Sat 8.45	1 Oct	Official Opening of Seasalt Cornwall	Mayor & Mayoress
Sat 10.30	1 Oct	Pink Race - Photographs with Winners	Mayor & Mayoress
Sat 2.00	1 Oct	Pink Party - Vine Gardens	Mayor & Mayoress
Sun	2 Oct	Sevenoaks Family 5K	Mayor & Mayoress
Mon 1.30	3 Oct	Mayor of Greenwich - Tour of Cutty Sark	Deputy Mayor & Consort
Tues 2.00	4 Oct	Chairman Sevenoaks District Council - Visit to Sevenoaks Wildlife Reserve	Mayor
Thurs 2.00	6 Oct	Age UK - Older People's Day Service at St Mark's Church, Tunbridge Wells	Deputy Mayor
Thurs 2.30	6 Oct	Singleton Environment Centre – Knole Park Tree Trail	Mayor
Fri 10.45	7 Oct	The High Sheriff of Kent - Justice Service for Kent	Mayor & Mayoress
Sat 5.30	8 Oct	SAYT Annual General Meeting in the Undercroft at St Nicholas Church	Deputy Mayor
Sat 6.30	8 Oct	Mayor of Tunbridge Wells - Civic Dinner and Dance	Mayor & Mayoress
Tues 10.00	11 Oct	Mayor of Hillingdon - Tour of RAF Uxbridge and RAF Northolt	Mayor & Mayoress
Fri 3.30	14 Oct	Grand Opening of the Childrens Workshop	Mayor
Fri 7.30	14 Oct	Mayor of Dartford - Quiz Night	Mayor & Mayoress
Sun 10.15	16 Oct	Patronal Festival Eucharist at St Lukes Church	Mayor & Mayoress
Thurs 11.30	20 Oct	Sevenoaks Chamber of Commerce - AGM & Lunch at Donnington Manor	Mayor
Wed 11.00	26 Oct	Chairman KCC - Kent poppy Appeal Launch	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 6.30	28 Oct	Kent Painters Group- Annual Exhibition and Sale	Mayor & Mayoress Deputy Mayor & Consort
Sat 12.00	29 Oct	Royal British Legion Annual Poppy Appeal Luncheon	Mayor & Mayoress
Sun 2.00	30 Oct	Blue Flamingo Music - Dance in the Plaza Suite	Mayor & Mayoress
Thurs 5.30	3 Nov	Knole Academy - Annual Presentation Evening	Deputy Mayor & Consort
Fri 10.20	4 Nov	Lady Boswells School - Presentation of winners certificate for the Wheelbarrow Competition	Mayor
Fri 7.00	4 Nov	Hi Kent - Celebrity Fireworks with Ann Widdecombe	Mayor & Mayoress
Sat 6.30	5 Nov	Sevenoaks Round Table Torchlight Parade	Mayor & Mayoress
Fri 10.45	11 Nov	Armistice Day - Laying Crosses on War Graves at Greatness Cemetery	Mayor
Sat 7.00	12 Nov	Age UK - Quiz Night at Hollybush Court Day Centre	Deputy Mayor & Consort
Sat 7.00	12 Nov	Mayor of Medway - Murder Mystery Evening	Mayor & Mayoress
Sun 10.50	13 Nov	Remembrance Day Service & Parade at the Vine War Memorial	Mayor & Mayoress
Mon 12.00	14 Nov	Staff Fundraising Lunch	Mayor & Mayoress
Mon 5.45	14 Nov	7 th Tonbridge Beavers - Stag Theatre as part of their Community Badge	Mayor
Thurs 6.15	17 Nov	Sevenoaks Art Club - Annual Exhibition	Mayor & Mayoress
Fri 7.00	18 Nov	TS Gallant Westerham Sea Cadets Trafalgar Dinner	Mayor & Mayoress
Fri 4.15	18 Nov	Tonbridge Grammar School - Annual Prizegiving	Deputy Mayor & Consort
Sat TBA	19 Nov	West Heath Centre - Open Christmas Fayre Cancelled	Mayor & Mayoress
Sat 7.00	19 Nov	Mayor of Ashford - Cabaret Evening at London Beach Hotel, Tenterden	Mayor & Mayoress
Tues 7.00	22 Nov	Fr David Gibbons - Induction Mass at St Thomas's Church	Mayor
Wed 3.00	23 Nov	Mencap Drama Group - Tea Party with the Pantomime Cast	Mayor
Wed 7.00	23 Nov	Walthamstow Hall - Performance of Oliver in The Ship Theatre	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Thurs 4.00	24 Nov	Christmas Lights Switch-on at Hollybush Lane	Mayor & Mayoress
Thurs 7.30	24 Nov	Diabetes UK Meeting - Angel Centre, Tonbridge	Mayoress
Fri 7.30	25 Nov	Sevenoaks Town Christmas Lights Switch-on	Mayor & Mayoress
Fri 7.30	25 Nov	Guide Dogs for the Blind - Cheese and Wine Evening	Deputy Mayor & Consort
Sat 7.00	26 Nov	Sevenoaks Lions Charter Night at Wildernesse Golf Club	Mayor & Mayoress
Thur 7.45	1 Dec	Dinner plus Squerries Wine Tasting in the Undercroft at St Nicholas Church	Mayor & Mayoress
Sat 12.00	3 Dec	Grand Opening of the new Model Me Clinic in London Road	Mayor
Sat 7.00	3 Dec	Opening Night of the Panto at the Stag Theatre	Mayor & Mayoress
Wed 10.30	7 Dec	Chamber of Commerce - Breakfast Meeting	Mayor & Deputy Mayor
Thur 7.00	8 Dec	Westerham Sea Cadets - Annual Presentation Evening	Mayor & Mayoress
Fri 11.00	9 Dec	Open Christmas Fair on the Vine	Mayor & Mayoress
Fri 7.00	9 Dec	Present the Certificate of Excellence to the House in the Basement Youth Café	Mayor
Sat 10.00	10 Dec	Official Opening of Darcey's Coffee Shop	Mayor
Sat 2.00	10 Dec	Official Opening of Model Me Beauty Salon	Mayor
Sat 7.00	10 Dec	Mayor of Tenterden - Glitter Ball at Little Silver Country Hotel	Mayor & Mayoress
Sat 7.00	10 Dec	Cantate Choir - Christmas Concert at St Nicholas Church	Deputy Mayor & Consort
Sun 2.00	11 Dec	Blue Flamingo Music - Tea Dance in the Plaza Suite	Deputy Mayor & Consort
Sun 1.00	11 Dec	Mayor of Ramsgate - Christmas Dinner at Pegwell Bay Hotel	Mayor & Mayoress
Sun 12.00	11 Dec	President of Sevenoaks Hockey Club's Cocktail Party	Deputy Mayor and Consort
Sun 6.00	11 Dec	Mencap - Carols and Mince Pies Evening at Mencap Hall	Mayor & Mayoress
Sun 7.00	11 Dec	Celebration Event at Tandoori Nights Seal	Deputy Mayor & Consort
Mon 10.00	12 Dec	Judging the Best Shop Window	Mayor
Mon 7.00	12 Dec	Christmas Council Meeting in the Chamber	Mayor & Mayoress
Thurs 12.30	15 Dec	Chamber of Commerce Christmas Lunch at Squerries	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 6.00	16 Dec	Sevenoaks District Cubs - 100 Years Promise Renewal at Sevenoaks School	Mayor & Mayoress
Mon 10:00	19 Dec	Presenting Certificate for Best Shop Window	Mayor
Mon 12.30	19 Dec	Sevenoaks Place and Lambarde Cottages Christmas Lunch	Mayor
Wed 6.15	21 Dec	Burlanes Interiors - Christmas Reception	Mayor & Mayoress
Thurs 7.00	22 Dec	Lydian Orchestra - Young Musician of the Year Concert in the Pamoja Hall	Mayor & Mayoress
Sat 11.00	24 Dec	Midnight Service at St Nicholas Church - Scripture Reading	Mayor & Mayoress
Sun 12.00	25 Dec	Age UK Sevenoaks and Tonbridge Christmas Lunch	Mayor & Mayoress
2017			
Sun 9.00	8 Jan	Mayor & Charter Trustees of Margate - Blessing of the Seas Ceremony	Mayor & Mayoress
Sun 5.00	15 Jan	Chance to Dance - First performance of 2017	Mayor & Mayoress
Sat 7.00	21 Jan	Air Training Corps - Burns Night Supper at Hever Castle Golf Club	Mayor & Mayoress
Thurs TBA	26 Jan	Mayor of Tonbridge - Dinner at the Old Fire Station Cancelled	Mayor & Mayoress
Fri 6.30	27 Jan	Knole Academy - Burns Night	Mayor & Mayoress
Thurs 6.30	2 Feb	Mayor of Faversham - Brewery Tour and Dinner	Mayor & Mayoress
Sat 6.30	4 Feb	Quiz Night in the Community Centre	Mayor & Mayoress
Sun 3.00	5 Feb	Knole Academy - Piano Recital	Mayor & Mayoress
Wed 7.00	8 Feb	Mayor of Tonbridge - Dinner at the Old Fire Station	Mayor & Mayoress
Fri 7.00	10 Feb	Chairman of Tandridge District Council - Wine Tasting Evening	Mayor & Mayoress
Sun 7.00	12 Feb	Cascade Dance - Wizard of Oz performance at the Stag Theatre	Mayor & Mayoress
Sat	18 Feb	Kent International Piano Courses Prizegiving at Tonbridge School	Mayor & Mayoress
Sat 7.00	25 Feb	The Lord Mayor of Canterbury - Charity Dinner Dance at Cathedral Lodge	Mayor & Mayoress
Sun 1.45	26 Feb	Mayor of Margate - Civic Service	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Sun 2.00	26 Feb	Girlguiding Knole Division Thinking Day Celebration at St Mary's Church, Riverhead	Mayor & Mayoress
Tues 2.30	28Feb	Diabetes UK Open meeting and afternoon tea at the Stag Plaza	Mayor & Mayoress
Thurs 2.00	2 Mar	Receive Fat Face Donation at the House in the Basement	Mayor
Thurs 7.00	2 Mar	Cheese and Wine Tasting Evening at Weald Heights	Mayor & Mayoress
Sat 10:00	4 Mar	The Great British Spring Clean at the Environmental Park	Mayor & Mayoress
Sat 7.15	4 Mar	The D'Vine Singers - Fundraising Concert	Mayor & Mayoress
Sun 10.30	5 Mar	Young Musician of the Year Competition	Mayor & Mayoress
Sun 7.30	5 Mar	Mayor of Dartford - Cabaret Evening	Mayor & Mayoress
Wed 7.30	8 Mar	Mayor of Tonbridge - Charity Performance of 'A Country Wife' at the Oast Theatre	Mayor & Mayoress
Fri 4.00	10 Mar	Cryojuvenate UK Launch Party	Mayor
Fri 7.00	10 Mar	Friends of Pontoise Spring Meeting in Town Council Chamber	Mayor & Mayoress
Sun 3.00	12 Mar	Sevenoaks Symphony Orchestra's Spring Classics Concert at the Stag Theatre	Mayor & Mayoress
Tues 11.00	14 Mar	Lord-Lieutenant's Civic Service at Rochester Cathedral	Mayor & Mayoress
Thurs 12.00	16 Mar	Tour of the Knole Conservation Studio	Mayor & Mayoress
Fri 6.30	17 Mar	Mayor of Tandridge - St Patrick's Day Charity Ball	Mayor & Mayoress
Tues 7.00	21 Mar	Mayor of East Grinstead's Charity Music Quiz	Mayor & Mayoress
Thurs 6.00	23 Mar	Otford Primary School - Exhibition of Children's artwork at the Kaleidoscope Gallery	Mayor & Mayoress
Fri 3.20	24 Mar	Go-Coach - Red Nose Day Event at Knole Academy	Mayor
Sat 12.30	25 Mar	Soroptimist International Sevenoaks Annual Luncheon at St Julian's Club	Mayor & Mayoress
Mon 5.00	27 Mar	Knole Academy - Advanced Musicians' Recital	Mayor
Tues 10.00	28 Mar	Guide Dogs for the Blind - Blindfold Walk	Mayor & Mayoress
Wed 6.00	29 Mar	Knole Sports Partnership Annual Dance Show at the Stag Theatre	Mayor & Mayoress
Sat 2.00	1 Apr	Boori Furniture Open Day at Little Poppets, St John's Hill, Sevenoaks	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Thurs 8.30	6 Apr	Opening of the refurbished McDonalds	Mayor
Thurs 7.00	6 Apr	Sevenoaks Players production of Hairspray at the Stag Theatre	Mayor & Mayoress
Fri 7.00	7 Apr	Sevenoaks District Council Chairman's Charity Gala Dinner at Penshurst Place.	Mayor & Mayoress
Sat 6.45	8 Apr	Mayor of Broadstairs Spring Ball in The Pavilion.	Mayor & Mayoress
Wed 10.00	19 Apr	Tour of Knole House followed by Lunch in Sevenoaks	Mayor & Mayoress
Fri 7.00	21 Apr	Mayor of Croydon's St George's Day Dinner & Dance at the Hilton Croydon	Mayor & Mayoress
Sun 3.00	23 Apr	Sevenoaks District Scout Council - St George's Day Parade and Service at St Nicholas Church	Mayor & Mayoress
Mon 9.45	24 Apr	Mayor of Royal Borough of Greenwich - Guided Tour of the Royal Observatory	Mayor & Mayoress
Sat 12.45	29 Apr	Opening of Premium Party Supplies in Holly Bush Lane	Mayor
Tues 5.30	2 May	Cricket Club Sponsors Drinks Reception at the Vine Restaurant	Mayor & Mayoress
Wed 7.00	3 May	End of Term Reception in the Town Council Chamber	Mayor & Mayoress
Thurs 5.30	4 May	Launch of the refurbished Oak Tavern & Tap House, 135 High Street, Sevenoaks	Mayor
Wed 11.00	10 May	Mayors Luncheon at Chevening House	Mayor & Mayoress
Fri 7.00	12 May	Mayor of Reigate - Sixties Night Dinner Dance	Mayor & Mayoress
Sat 7.30	13 May	Mayor of Tonbridge - Dance Evening in Hildenborough Village Hall	Mayor & Mayoress

Compliments received by the Mayor of Sevenoaks 2016/2017

No.	Date	From	Event	Compliment
1	10.05.2016	Ms Evy Drew	Visit Pontoise	Compliment at time Deputy Mayor and Mayoress – good company at the Gala Dinner and speech well received by both French and Brits.
2	12.05.2016	Ms Rosemary Creed	Annual Council Mayor Making Cllr Eyre	Thank you for invite. Regret very much unable to attend due to former engagement. Having known Andrew and Amanda for many years, through Church at St Mary Kippington and their involvement in fund raising for Hospice in the Weald, I am delighted to see that his superb qualities are to be recognised in his new role. A great asset to Sevenoaks Town.
3	01.07.2016	Cllr Toni E Letts OBE, deputy Mayor of Croydon	Civic Service	My consort and I enjoyed visiting the beautiful Church of St Mary for the Civic Service, the whole service in such a wonderful setting was most uplifting. Thank you for the kind invitation.
4	26.06.2016	Cllr B Maidstone, Town Mayor East Grinstead	Civic Service	It was a very enjoyable morning with the opportunity to meet all those who supported this event.
5	27.06.2016	Douglas Horner Dep. Lt.	Civic Service	A great occasion. The Service was beautifully judged and expressed in such kind and welcoming terms. I felt it was a privilege to attend and I am so grateful for your invitations to the Lieutenancy.
6	18.07.2016	Mayor of Bromley	Cocktail Party	Thank you for an excellent event at Knole House on Friday evening. It was a pleasure to meet with you and Amanda again.
7	26.07.2016	Peter Lewis	Cocktail Party	We thought the event at Knole was splendid. Many thanks for the photographs.

No.	Date	From	Event	Compliment
8	22.07.2016	Cllr Chris Hardy	Cocktail Party	Thank you for inviting me to the event. IT was good to see you and Amanda and a great opportunity to meet and talk with some of your other guests. Sue and I were quite taken with Knole House, what a beautiful setting for the evening; we were grateful for the nice weather so we could fully enjoy the grounds as well. I hope you raised plenty for Diabetes UK, I thought the silent auction was a very good idea and great success. Thankyou again for making us so welcome and thank you and the other members of your team for organising a really super event.
9	19.09.2016	Tom Taylor	Drakes Plumbing	To pass on my thanks to the Mayor for his attendance on Friday at out opening day. Everyone was very keen with his manner and keenness to be part of it, he ended up arranging quite a few of his own photographs which was very helpful. He looked great as well, our Chairman David Aisher was very impressed.
10	23.11.2016	Hayley Hobbs	Kent Painters Group Art Show	Thank you to the Mayor and Mayoress and of course the Deputy Mayor and Mr Chakowa for coming along to the show. We were delighted to have them with us and they are all great company too. The show raised approximately £12,000 to be distributed between our chosen local mental health charities.
11	28.11.2016	Carolyn Davies	Christmas Lights Switch On Hollybush 2016	Thank you to you and your team for your help yesterday. Also thankyou to the mayor and his wife too for attending.

No.	Date	From	Event	Compliment
12	06.02.2017	Cllr Ian Payne, Mayor London borough of Bromley	Quiz night	Thank you for a great evening. Great to meet up again with fellow chain gang members. Congratulation on a very successful outcome for your charity.
13	13.03.2017	Lieutenant Colonel (ret'd) R C B Dixon	Flag for Commonwealth Day	I very much enjoyed taking part in the Fly a Flag for Commonwealth Day in sevenoaks. It was a new experience for me as I had never flown the Commonwealth Flag on the day, only a Union Flag. The cadets and school children performed their roles exceptionally well and it was great to talk to them about their hopes and aspirations. The Cadets looked very smart, as they always do. Many thanks for the Sevenoaks War Memorial book by Matthew Bell. Most interesting. I must get in touch with Matthew Ball.
14	10.04.2017	Marie McVey, Manager	McDonalds Otford	A big thank you for opening our restaurant. You are the nicest and kindest Mayor I have ever met and you made the day special.
15	20.04.2017	Cllr Chris Hardy, Chairman of Wealden District Council	Visit to Knole House	Sue and I thoroughly enjoyed our visit today I must congratulate you on the marshalling of the troops and thank you for the tour of the House; we never tire of visiting Knole..... It was such a great turnout and I have no doubt your fundraising was successful for Diabetes UK which was great to see. Thank you for making us so welcome.

No.	Date	From	Event	Compliment
16	21.04.2017	Cllr Ian Payne, Mayor London borough of Bromley	Tour of Knole House	Thank you for the amazing day with the tour of Knole House. It was inspirational and the guide was perfect. It was good to meet with other Mayors from around the area and to share an excellent lunch. Well done for all the work to make such an enjoyable occasion. It has been a great year. Thanks for being part of the journey. Judith joins me in sending greetings to you and Amanda.



2017 - 2018

The Mayor of Sevenoaks Councillor Maxine Chakowa

Provisional Dates for Mayoral Events

May/June 2017 18 May – Coffee Morning at Grierson Gallery	July 2017 Cocktail Party at Knole House 14th July 2017	August 2017
September 2017	October 2017 7 October – Pink Party Vine Gardens 10 October - Film Night at Stag 11 October – Late Night Shopping 13 October – Quiz Night at Stag 14 October – Anniversary of the Big Storm on the Vine	November 2017 Cheese and Wine Evening
December 2017	January 2018 Staff Fundraising Lunch	February 2018 Quiz Night at the Community Centre 3/10 February 2018
March 2018 Fashion Show at the Stag Plaza Suite	April 2018 Tour of Knole House	May 2018 Luncheon at Chevening Celebration of Women at the Vine Cricket Club

Events being arranged for Breast Cancer Care by Pink Week Committee

Follow the Mayor on Twitter
Like Mayor on Facebook

@sevenoaksmayor

This page has been left blank intentionally