

23rd October 2018



TOWN council

You are hereby summoned to a Meeting of the **Sevenoaks Town Council** to be held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 29th October 2018 starting at 7pm. Town Councillors are reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act 1998 s.17 when reaching a decision.

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


Town Clerk

To assist in the speedy and efficient dispatch of business, members wishing to obtain factual information on items included on the agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

AGENDA

PUBLIC QUESTION TIME

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

- 1 APOLOGIES FOR ABSENCE
To receive and note apologies for absence.
- 2 REQUESTS FOR DISPENSATIONS
To consider written requests from Members which have previously been submitted to the Town Clerk to enable participation in discussion and voting on items for which the Member has a Disclosable Pecuniary Interest. (s.31 & s.33 of the Localism Act 2011).
- 3 DECLARATIONS OF INTEREST
To receive any declarations of interest from members in respect of items of business included in the agenda for this meeting.
- 4 MINUTES
To receive, adopt and if correctly entered, to sign the minutes of the Sevenoaks Town Council meeting held on 9th July 2018 (copy previously distributed and attached).
- 5 PLANNING COMMITTEE
To receive and adopt the minutes of the planning committee meetings held on:
 - a) 16th and 30th July 2018
 - b) 13th and 28th August 2018
 - c) 10th and 24th September 2018
 - d) 8th October 2018
(copies previously distributed and attached)
 - e) 22nd October 2018 (copy to be distributed 24th October 2018)

- 6 OPEN SPACES AND LEISURE COMMITTEE
To receive and adopt the minutes of the Open Spaces and Leisure Committee meetings held on 23rd July 2018 and 3rd September 2018 (copies previously distributed and attached).
- 7 PERSONNEL COMMITTEE
To receive and adopt the minutes of the Personnel Committee meetings held on 6th August 2018 and 1st October 2018 (copies previously distributed and attached).
- 8 COMMUNITY INFRASTRUCTURE COMMITTEE
To receive and adopt the minutes of the Community Infrastructure Committee Meetings held on 20th August 2018 and 15th October 2018 (copies previously distributed and attached).
- 9 FINANCE AND GENERAL PURPOSES COMMITTEE
To receive and adopt the minutes of the Finance and General Purposes Committee Meetings held on 9th July 2018 and 17th September 2019 (copies previously distributed and attached).
- 10 CHANGES TO OFFICER BANK SIGNATORIES
To remove the outgoing Responsible Finance Officer.
- 11 REPRESENTATIVES ON OUTSIDE BODIES
To note that Cllr Piper has stepped down from the Sevenoaks Community Centre's User Group and to consider a replacement Town Council representative (copy attached).
- 12 MAYOR'S ENGAGEMENTS
To receive and note
a) the functions attended by the Mayor or her representative from July 2018 to the current date
b) the forthcoming Civic Events being organised by the Mayor during 2018/2019
(copies attached)
- 13 PRESS RELEASE
To consider any agenda item, which would be appropriate for a press release.

**MINUTES OF THE TOWN COUNCIL MEETING HELD AT
SEVENOAKS TOWN COUNCIL OFFICES
ON MONDAY 9TH JULY 2018 AT 7:51 PM**

Meeting Commenced: 7:51 pm

Meeting Concluded: 8:13 p.m.

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

[10]

Also Present:

Chief Executive/Town Clerk
Responsible Finance Officer
Committee Clerk

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

149 APOLOGIES FOR ABSENCE

RESOLVED: that apologies received from Cllr S L Arnold, Cllr M A Chakowa, Cllr E Parson, Cllr O Schneider, Cllr P E Towell, Cllr E T Waite and Cllr Mrs P C Walshe be accepted.

150 REQUESTS FOR DISPENSATION

There were no requests for Dispensation.

151 DECLARATIONS OF INTEREST

There were none.

152 MINUTES - TOWN COUNCIL MEETING 11TH JUNE 2018

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

153 PLANNING COMMITTEE MEETINGS

RESOLVED: to receive and adopt the Minutes of the meetings held on 18th June 2018 and 2nd July 2018 as being true records of events.

154 CHANGES TO OFFICERS BANK SIGNATORIES

RESOLVED: to receive and adopt the Finance and General Purposes Resolution discussed at the previous meeting of the Finance and General Purposes Committee [Minute No 145 refers] to immediately replace the outgoing with the new Responsible Finance Officer as signatory to the Town Councils' investment mandates.

155 2 OLD TIMBERTOP COTTAGES

RESOLVED: that the Mayor and Town Clerk be permitted to sign and seal the Deed of Grant covering the access rights in accordance with Standing Order 14 (b).

156 FRIENDSHIP ARRANGEMENT WITH A TOWN IN CHINA

RESOLVED: to further research the idea of forming a pioneering Friendship Arrangement for the Town Council with a town in China and to report to a future meeting of the Town Council.

157 MAYOR'S ENGAGEMENTS

RESOLVED: to receive and note the

- a) functions attended by the Mayor or his representative(s) from May until the current date
- b) forthcoming Civic Events being organised by the Mayor during 2018/2019
- c) Mayor's Cocktail event being held on Friday 13th July 2018 to which all Members are invited to attend. Tickets may be purchased from:
knolecocktail2018.eventbrite.com

158 PRESS RELEASE

RESOLVED: to issue another press release of the Mayor's Cocktail Party.

There being no further business, the Mayor closed the Meeting at 8:13pm.

.....
Mayor of Sevenoaks

.....
Dated

7/16/18
7:00pm
5/18

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on 16th July 2018 at 7:00pm

Present:

Committee Members

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

Also in attendance:

Town Clerk
Assistant Town Clerk
No members of the public

PUBLIC QUESTION TIME

None

- 159 **REQUESTS FOR DISPENSATIONS**
No requests for dispensations had been received.

- 160 **DECLARATIONS OF INTEREST**
None

- 161 **MINUTES**
The Committee received and considered the minutes of the Planning Committee meeting held on the 2nd July 2018

RESOLVED: that the minutes be approved and signed as an accurate record.

- 162 **LOCAL PLAN REVIEW**
The Committee received and noted that consultation on the Sevenoaks District Local Plan had commenced on the 16th July 2018.

RESOLVED: That a working party be formed to assist in the creation of a draft response to the consultation, comprised of Cllrs Busvine, Parry, Mrs Parry, Schneider and Towell.

- 163 **APPEALS**
(a) The Committee received and noted the following appeals have been submitted:
- i. 30 South Park
 - ii. 5 Hawkes Place

(b) The committee received and noted that the inspector had allowed the following appeals:

i. 18 Wickenden Road

164 PLANNING APPLICATIONS

(a) The Committee noted applications submitted under Chairman's Action.

(b) The Committee considered the planning applications received from Sevenoaks District Council during the two weeks ending 11th July 2018 and **it was RESOLVED** that the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

165 PRESS RELEASES

None

Finished 8:02pm

Planning Applications Considered

Applications considered on 16-7-18

1	Plan Number	Planning officer	Town Councillor	Agent
	18/00850/HOUSE	Louise Cane 24-07-2018	Cllr Piper	Mr D Dennis 240140
Applicant		House Name	Road	Locality
Mr & Mrs Heath			8 Chichester Drive	Kippington
Town	County	Post Code	Application date	
			04/07/18	
Demolition of garage and rear bay window. Erection of a two storey extension; single storey ground floor extension at rear with roof-lights; two storey extension at front and a new open porch at front. Roof alterations. 18/00850/HOUSE - Amended plan The proposed development has been amended. 18/00850/HOUSE - Amended plan The proposed plans have been amended.				

Sevenoaks Town Council recommended approval.

2	Plan Number	Planning officer	Town Councillor	Agent
	18/01020/FUL	Sean Mitchell 28-07-2018	Cllr Busvine	Mr Terry 02086655252
Applicant		House Name	Road	Locality
Mr R Patel		J H Lorimer	78-78A High Street	Town
Town	County	Post Code	Application date	
			06/07/18	
Roof extension providing 1no. 1 bedroom flat, 4no. 2 bedroom flats, creation of a residential entrance, a new staircase, a lift shaft and a bin store within the existing retail unit; reorganisation of retail unit. 18/01020/FUL - Amended plan No encroachment on the adjoining neighbours, so Certificate B not need to be signed (sic) or notice served.				

Sevenoaks Town Council recommended refusal unless the planning officer being satisfied there is adequate natural lighting for future residents and that all concerns raised at the pre application stage have been adequately addressed.

Planning Applications Considered

Applications considered on 16-7-18

3	Plan Number	Planning officer	Town Councillor	Agent
	18/01465/HOUSE	H Donnellan 17-07-2018	Cllr Parson	N/A
Applicant		House Name	Road	Locality
Mrs O. Maddison			6 St Botolphs Road	Town
Town		County	Post Code	Application date
				27/06/18
Construction of a new vehicle crossover.				
18/01465/HOUSE - Amended plan				
Amended red outline and Certificate B.				
Amended proposal description:				
Construction of a vehicular crossover, reduction of levels and retaining walls.				

Sevenoaks Town Council recommended refusal unless the planning officer is satisfied that the elements of the building which are locally listed are not adversely affected by the proposal.

4	Plan Number	Planning officer	Town Councillor	Agent
	18/01527/HOUSE	Holly Pockett 19-07-2018	Cllr Waite	N/A
Applicant		House Name	Road	Locality
Mrs R Huppach			41 Hillingdon Rise	Eastern
Town		County	Post Code	Application date
				02/07/18
Erection of first floor extension and loft conversion with dormers.				

Sevenoaks Town Council recommended refusal unless the planning officer is satisfied that there will be no:

- overlooking of neighbouring properties to the side and rear, especially due to the inclusion of a Juliette balcony
- overshadowing to neighbouring properties to the side

5	Plan Number	Planning officer	Town Councillor	Agent
	18/01582/HOUSE	Natalie Rowland 27-07-2018	Cllr Arnold	N/A
Applicant		House Name	Road	Locality
Mr K Laing-Williams		Wildershaw Cottage	Parkfield	Wilderness
Town		County	Post Code	Application date
				09/07/18
Replacement of existing wooden five bar gate and posts at front of property with pair of metal gates.				

//Chairman's Action//

Sevenoaks Town Council recommended approval

Planning Applications Considered

Applications considered on 16-7-18

6	Plan Number	Planning officer	Town Councillor	Agent
	18/01831/LBCALT	Louise Cane 18-07-2018	Cllr Parson	Mr W Glass 832430
Applicant	House Name	Road	Locality	
Mrs T Draper-Stumm		8 Lime Tree Walk	Town	
Town	County	Post Code	Application date	
			28/06/18	
Replacement window and omit the repair works and alteration.				

Sevenoaks Town Council recommended approval subject to materials used being in keeping with the existing property.

7	Plan Number	Planning officer	Town Councillor	Agent
	18/01950/HOUSE	H Donnellan 17-07-2018	Cllr Waite	Mr Johnson 07989770930
Applicant	House Name	Road	Locality	
Mr D John		2 Wickenden Road	Eastern	
Town	County	Post Code	Application date	
			27/06/18	
Removal of existing porch. New awning to front elevation. New altered fenestration openings to side and rear elevations.				

Sevenoaks Town Council recommended approval

8	Plan Number	Planning officer	Town Councillor	Agent
	18/01983/HOUSE	Louise Cane 18-07-2018	Cllr Arnold	Mrs Bakunowicz 240507
Applicant	House Name	Road	Locality	
Mr & Mrs Bakunowicz	Tanglewood	Parkfield	Wilderness	
Town	County	Post Code	Application date	
			28/06/18	
Single storey side and rear extension. Conversion of garage into habitable space.				

//Chairman's Action//

Sevenoaks Town Council recommended approval

9	Plan Number	Planning officer	Town Councillor	Agent
	18/01986/HOUSE	H Donnellan 18-07-2018	Cllr Busvine	Mr Trute 07540651867
Applicant	House Name	Road	Locality	
Mr S Bamsey		25 Gordon Road	Town	
Town	County	Post Code	Application date	
			28/06/18	
Single storey side extension to form porch.				

Sevenoaks Town Council recommended approval subject to the planning officer being satisfied that there is sufficient room for porch without encroaching on the amenities of the neighbouring property, and subject to the conservation officer being satisfied the design and materials are in keeping with character of the area.

Planning Applications Considered

Applications considered on 16-7-18

10	Plan Number	Planning officer	Town Councillor	Agent
	18/02037/ADV	Natalie Rowland 20-07-2018	Cllr Schneider	N/A
Applicant		House Name	Road	Locality
Mr R Franks			98-116 London Road	Town
Town		County	Post Code	Application date
				02/07/18
Erection of hoarding with signage.				

Sevenoaks Town Council recommended approval.

11	Plan Number	Planning officer	Town Councillor	Agent
	18/02053/CONVAR	Natalie Rowland 30-07-2018	Cllr Piper	Mr Barrett 02031211056
Applicant		House Name	Road	Locality
Mr & Mrs Marriot		Winter Ride	2 Rosefield	Kippington
Town	County	Post Code	Application date	
			10/07/18	

Removal of condition 1 (ensuite windows shall be obscured glazing and non openable) of 17/02759/MMA to a minor material amendment of application 15/03778/MMA relating to demolition of existing house and erection of detached dwelling. Proposed amendments consist of fenestration alteration and inclusion of external materials.

Sevenoaks Town Council recommended refusal to protect the amenities of properties to the east and west.

12	Plan Number	Planning officer	Town Councillor	Agent
	18/02055/HOUSE	Natalie Rowland 24-07-2018	Cllr Waite	Mr D Burr 742200
Applicant		House Name	Road	Locality
Mr Dickenson-Standing			17 Cobden Road	Eastern
Town	County	Post Code	Application date	
			04/07/18	
Erection of a first floor side/rear extension.				

Sevenoaks Town Council recommended approval subject to the materials used being in keeping with the existing property.

13	Plan Number	Planning officer	Town Councillor	Agent
	18/02097/HOUSE	Holly Pockett 25-07-2018	Cllr Hogarth	Ms Bignell 07759229222
Applicant		House Name	Road	Locality
Mr & Mrs Somjee			24 Woodside Road	St Johns
Town	County	Post Code	Application date	
			05/07/18	

Erection of double storey front corner infill extension and single storey rear extension with modification to roof structure to accommodate the works. Alterations to fenestration and replacement of existing garden wall incorporating gate to the side.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 16-7-18

14	Plan Number	Planning officer	Town Councillor	Agent
	18/02105/MMA	Holly Pockett 25-07-2018	Cllr Waite	Mr Dennis 240140
Applicant	House Name	Road	Locality	
Mr Dennis		14 Wickenden Road	Eastern	
Town	County	Post Code	Application date	
			05/07/18	
Minor material amendment to 17/01305/FUL (Demolition of existing double garage. Erection of 1 no. two bedroom dwelling and associated works) to add an obscured window to the side.				

Sevenoaks Town Council recommended approval

15	Plan Number	Planning officer	Town Councillor	Agent
	18/02113/CONVAR	Natalie Rowland 27-07-2018	Cllr Mrs Parry	Mr Adcock 01789 414202
Applicant	House Name	Road	Locality	
Motor Fuel Group	Shell Select	128 Seal Road	Northern	
Town	County	Post Code	Application date	
			09/07/18	
Variation of condition 1 of 17/02189/FUL for 24 hours opening restricted to the shop and forecourt pumps with amendment to time restrictions to allow the petrol filling station to permanently operate 24 hours x 7 days a week.				

Sevenoaks Town Council recommended refusal but may be more sympathetic towards an application which sought consent for solely the fuel pumps to operate 24/7 rather than the shop facility and subject to a condition restricting the hours of all deliveries (both stock and fuel, and waste collection) to 7am - 7pm to protect the amenities of neighbouring properties.

16	Plan Number	Planning officer	Town Councillor	Agent
	18/02150/HOUSE	Alexis Stanyer 30-07-2018	Cllr Raikes	Mr Young 0784140841
Applicant	House Name	Road	Locality	
Mr & Mrs Leslie		7 Amherst Road	St Johns	
Town	County	Post Code	Application date	
			10/07/18	
Demolition of existing conservatory, garage and shed to facilitate the erection of a single storey rear and side wrap around extension. Alterations to fenestration.				

Sevenoaks Town Council recommended subject to the conservation officer being satisfied there will be no detrimental impact to this locally listed building.

Planning Applications Considered

Applications considered on 16-7-18

17	Plan Number	Planning officer	Town Councillor	Agent
	KCC/SE/0089/2018	Miss Mary Green 25-07-2018	Cllr Raikes	Mr Dodson 01227 767770
Applicant		House Name	Road	Locality
Ms E Lamer		Sevenoaks Primary School	Bradbourne Park Road	St Johns
Town		County	Post Code	Application date
				27/06/18
Permanent retention of three modular buildings and the alteration of their appearance through the installation of coloured panels onto their existing facades.				

Sevenoaks Town Council recommended approval.

Informative: Sevenoaks Town Council request that KCC ensure that the panels are non-combustable and will not create a fire risk.

T. Council
30.07.18
G. 20

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices,
Bradbourne Vale Road, Sevenoaks on 30th July 2018 at 7:00pm

Present:

Committee Members

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

Also in attendance:

Assistant Town Clerk
Planning Assistant
3 members of the public

PUBLIC QUESTION TIME

None

- 179 **REQUESTS FOR DISPENSATIONS**
No requests for dispensations had been received.

- 180 **DECLARATIONS OF INTEREST**
None

- 181 **DECLARATIONS OF LOBBYING**
All Councillors present declared they had been lobbied on applications concerning 38 High Street.

Cllrs Clayton, Parson and Walshe declared they had been lobbied on applications concerning Summerhill, Seal Hollow Road.

- 182 **MINUTES**
The Committee received and considered the minutes of the Planning Committee meeting held on the 16th July 2018

RESOLVED: that the minutes be approved and signed as an accurate record.

- 183 **LOCAL LIST**
An update was received regarding the status of the local list.

- 184 **APPEALS**
(a) The Committee received and noted the following appeals have been determined:
- i. 32 Granville Road – Allowed
 - ii. 118A London Road – Allowed

iii. 118A London Road – Costs

185 NATIONAL PLANNING POLICY FRAMEWORK

The Committee received and noted a copy of the new National Planning Policy Framework.

186 PLANNING APPLICATIONS

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

- 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 Sevenoaks District Council during the two weeks ending 25th July 2018 and **it was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

187 PRESS RELEASES

None

Finished 8:25pm

Planning Applications Considered

Applications considered on 30-7-18

1	Plan Number	Planning officer	Town Councillor	Agent
	18/00850/HOUSE	Louise Cane 02-08-2018	Cllr Piper	Mr D Dennis 240140
Applicant	House Name	Road	Locality	
Mr & Mrs Heath		8 Chichester Drive	Kippington	
Town	County	Post Code	Application date	
			13/07/18	

Demolition of garage and rear bay window. Erection of a two storey extension; single storey ground floor extension at rear with roof-lights; two storey extension at front and a new open porch at front. Roof alterations.

18/00850/HOUSE - Amended plan

The proposed development has been amended.

18/00850/HOUSE - Amended plan

The proposed plans have been amended.

18/00850/HOUSE - Amended plan

The proposed plans have been amended.

Sevenoaks Town Council recommended approval.

2	Plan Number	Planning officer	Town Councillor	Agent
	18/02052/HOUSE	Emma Gore 07-08-2018	Cllr Mrs Walshe	Mrs Austin 07866962268
Applicant	House Name	Road	Locality	
J Rabe & S Tamkaew		44 Pinewood Avenue	Eastern	
Town	County	Post Code	Application date	
			19/07/18	

Demolition of existing rear conservatory and chimney located on the East elevation. Erection of single storey rear extension with partially glassed panelled roof. Removal of two rooflights to facilitate the enlargement of the roof and chimney located on West elevation. Loft conversion to include two new velux rooflights and the construction of dormer window to the rear with a glass balustrade. Alterations to fenestration. Landscaping works to the rear.

Sevenoaks Town Council recommended approval, provided the Planning Officer is satisfied that there are no detrimental effects, including loss of privacy, on neighbouring properties.

3	Plan Number	Planning officer	Town Councillor	Agent
	18/02092/FUL	Mr M Mirams 03-08-2018	Cllr Eyre	Offset Arch. 753333
Applicant	House Name	Road	Locality	
Mr & Mrs Putnam		28 Burntwood Road	Kippington	
Town	County	Post Code	Application date	
			17/07/18	

Erection of a new detached dwelling and garage with new entrance access and pavement crossover. Erection of new detached garage for no 28.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 30-7-18

4	Plan Number	Planning officer	Town Councillor	Agent
	18/02105/MMA	Holly Pockett 31-07-2018	Cllr Waite	Mr Dennis 240140
Applicant		House Name	Road	Locality
Mr Dennis			14 Wickenden Road	Eastern
Town		County	Post Code	Application date
				12/07/18
Minor material amendment to 17/01305/FUL (Demolition of existing double garage. Erection of 1 no. two bedroom dwelling and associated works) to add an obscured window to the side. 18/02105/MMA - Amended plan Non-obscured glazing to rear bedroom window.				

Sevenoaks Town Council recommended refusal, unless the Planning Officer is satisfied that there is no overlooking of neighbouring properties.

5	Plan Number	Planning officer	Town Councillor	Agent
	18/02130/HOUSE	Natalie Rowland 07-08-2018	Cllr Chakowa	N/A
Applicant		House Name	Road	Locality
Mr M Giles			41 Bradbourne Road	St Johns
Town		County	Post Code	Application date
				18/07/18
Removal of existing garage and erection of replacement garage.				

Sevenoaks Town Council recommended approval.

6	Plan Number	Planning officer	Town Councillor	Agent
	18/02147/HOUSE	Holly Pockett 01-08-2018	Cllr Waite	Mr Weston 753333
Applicant		House Name	Road	Locality
Mr & Mrs Walker			1 Serpentine Road	Eastern
Town		County	Post Code	Application date
				12/07/18
New dormer window to front elevation.				

Sevenoaks Town Council recommended approval, subject to:
 The materials used being in keeping with the rest of the property
 The Planning Officer being satisfied there will be no detrimental impact on the Street Scene
 There being no impact on nearby locally listed buildings.

Planning Applications Considered

Applications considered on 30-7-18

7	Plan Number	Planning officer	Town Councillor	Agent
	18/02166/HOUSE	Holly Pockett 02-08-2018	Cllr Parson	N/A
Applicant		House Name	Road	Locality
Mr & Mrs Lingreen			69 Clarendon Road	Town
Town		County	Post Code	Application date
				13/07/18
Loft Conversion.				

Sevenoaks Town Council recommended approval, subject to a Loss of Light Assessment being carried out and the Planning Officer being satisfied that the alterations to the gable roof will not result in a terracing effect, detrimental to the character of the area.

8	Plan Number	Planning officer	Town Councillor	Agent
	18/02167/HOUSE	Emma Gore 31-07-2018	Cllr Raikes	Mrs Austin 07866962268
Applicant		House Name	Road	Locality
Mr & Mrs Silver		Kinsdale	9A Vine Avenue	St Johns
Town		County	Post Code	Application date
				12/07/18
Loft conversion with new rooflight and alterations to fenestrations.				

Sevenoaks Town Council recommended approval.

9	Plan Number	Planning officer	Town Councillor	Agent
	18/02171/HOUSE	Holly Pockett 10-08-2018	Cllr Chakowa	N/A
Applicant		House Name	Road	Locality
Mr P Leahy			3 St Johns Road	St Johns
Town		County	Post Code	Application date
				23/07/18
Demolition of shed. Erection of two storey rear extension.				

Sevenoaks Town Council recommended approval.

10	Plan Number	Planning officer	Town Councillor	Agent
	18/02177/HOUSE	Alexis Stanyer 03-08-2018	Cllr Hogarth	Mr B Best 455029
Applicant		House Name	Road	Locality
Mr S Clark			24 Vine Avenue	St Johns
Town		County	Post Code	Application date
				16/07/18
Demolition of existing conservatory and store room. Erection of single storey rear extension. Conversion of roof void into living accommodation with three dormers to rear.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 30-7-18

11	Plan Number	Planning officer	Town Councillor	Agent
	18/02181/HOUSE	Natalie Rowland 02-08-2018	Cllr Schneider	Miss Yianni 02074907704
Applicant		House Name	Road	Locality
Mrs G Jones			38 High Street	Town
Town		County	Post Code	Application date
				16/07/18
Refurbishment of property with internal alterations and alterations to the fenestration.				

Sevenoaks Town Council unanimously recommended refusal on the grounds that the heritage information supplied with the application appears to be inconsistent with conflicting information supplied by a member of the public.

//Informative: The Town Council would encourage the applicant to conduct a further, more in-depth, heritage assessment. Tailoring their proposals more carefully to respect the heritage fabric, in particular the staircase//

12	Plan Number	Planning officer	Town Councillor	Agent
	18/02182/LBCALT	Natalie Rowland 02-08-2018	Cllr Schneider	Miss Yianni 02074907704
Applicant		House Name	Road	Locality
Mrs G Jones			38 High Street	Town
Town		County	Post Code	Application date
				16/07/18
Refurbishment of property with internal alterations and alterations to the fenestration.				

Sevenoaks Town Council unanimously recommended refusal on the grounds that the heritage information supplied with the application appears to be inconsistent with conflicting information supplied by a member of the public.

//Informative: The Town Council would encourage the applicant to conduct a further, more in-depth, heritage assessment. Tailoring their proposals more carefully to respect the heritage fabric, in particular the staircase//

13	Plan Number	Planning officer	Town Councillor	Agent
	18/02198/CONVAR	Emma Gore 06-08-2018	Cllr Parson	Mr Thompson 01689 836
Applicant		House Name	Road	Locality
Ms R Hyde			54 High Street	Town
Town		County	Post Code	Application date
				17/07/18

Variation of condition 2 (operating hours) of SE/16/03502/FUL with amendment to operating hours to: Monday to Saturday from 08:00 to 21:00, Sunday from 10:00 to 17:00, Bank and Public Holidays from 09:00 to 16:00.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 30-7-18

14	Plan Number	Planning officer	Town Councillor	Agent
	18/02242/HOUSE	Natalie Rowland 09-08-2018	Cllr Piper	Mr De Pascalis 760712
Applicant	House Name	Road	Locality	
Mr Matson	Timbers	65 Oakhill Road	Kippington	
Town	County	Post Code	Application date	
			20/07/18	
Erection of a summer house, decking and brise soleil to rear garden.				

Sevenoaks Town Council recommended approval.

15	Plan Number	Planning officer	Town Councillor	Agent
	18/02260/HOUSE	Alexis Stanyer 09-08-2018	Cllr Mrs Parry	Mr Gay 07748778563
Applicant	House Name	Road	Locality	
Mr & Mrs Garner		46 Robyns Way	Northern	
Town	County	Post Code	Application date	
			20/07/18	
Demolition of existing conservatory to accommodate the erection of a two storey rear extension and raising the roof height to create a two storey dwelling.				

Sevenoaks Town Council recommended approval.

16	Plan Number	Planning officer	Town Councillor	Agent
	18/02267/HOUSE	Holly Pockett 10-08-2018	Cllr Parry	Mrs Austin 07866962268
Applicant	House Name	Road	Locality	
Mr Durant	The Oaks	62A Oakhill Road	Kippington	
Town	County	Post Code	Application date	
			24/07/18	
Demolition of rear conservatory. Erection of a rear orangery, new dormers and rooflights.				

Sevenoaks Town Council recommended approval

Planning Applications Considered

Applications considered on 30-7-18

17	Plan Number	Planning officer	Town Councillor	Agent
	18/02277/CONVAR	Mr M Mirams 10-08-2018	Cllr Waite	N/A
Applicant		House Name	Road	Locality
Brentfield Homes Ltd		Summerhill	Seal Hollow Road	Eastern
Town		County	Post Code	Application date
				24/07/18
Removal of condition 5 (scale parameters) and variation of condition 13 (approved plans) of 18/00158/OUT for demolition two detached dwellings and garaging facilities; erection of 4 detached dwellings, garages and associated works with amendment to the requirement that development shall be carried out in accordance with the following approved plans: 4658-PD4-03, 4658-PD4-06 and 4658-PD4-07.				

Sevenoaks Town Council recommended refusal due to the detrimental impact of the bulk, mass and siting of the proposed dwellings on the residential amenities of surrounding properties. The revised plans represent an overdevelopment of the site, particularly due to the increase in bulk and mass, and the removal of internal garages.

The Town Council noted that plans submitted appear to be very similar to those refused under 18/01569/FUL.

//Informative: Sevenoaks Town Council requests that the Planning Officer reviews the paper trail with regard both to this proposal and related applications 18/00158/OUT and 18/01569/FUL, as there appear to be discrepancies in the proposal descriptions//

18	Plan Number	Planning officer	Town Councillor	Agent
	18/02278/HOUSE	Natalie Rowland 10-08-2018	Cllr Piper	Mr Barrett 02031211056
Applicant		House Name	Road	Locality
Mr & Mrs Marriott		Winter Ride	2 Rosefield	Kippington
Town		County	Post Code	Application date
				23/07/18
Proposed front entrance gates, piers and railings.				

Sevenoaks Town Council recommended approval.

//Informative: Sevenoaks Town Council noted that the proposed front entrance gates exceed two metres in height//

19	Plan Number	Planning officer	Town Councillor	Agent
	18/02280/HOUSE	Alexis Stanyer 10-08-2018	Cllr Canet	Mr D Dennis 240140
Applicant		House Name	Road	Locality
Mr Leonard			37 Betenson Avenue	Northern
Town		County	Post Code	Application date
				24/07/18
Garage conversion and extension to front and rear of garage.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 30-7-18

Applications considered on 30-7-18

20	Plan Number	Planning officer	Town Councillor	Agent
	18/02285/HOUSE	Emma Gore 10-08-2018	Cllr Mrs Walshe	Mr D Dennis 240140
Applicant		House Name	Road	Locality
Mr & Mrs Woo			26 Wickenden Road	Eastern
Town		County	Post Code	Application date
				23/07/18
Demolition of existing side and rear ground floor extension to facilitate erection of single storey rear extension with rooflights and two storey side extension. Construction of front extension to include porch. Landscaping works to include enlargement of parking area to accommodate two vehicles.				

Sevenoaks Town Council recommended approval.

21	Plan Number	Planning officer	Town Councillor	Agent
	SE/17/03425/FUL	S Mitchell 06-08-2018	Cllr Raikes	Mr James 004420740380
Applicant		House Name	Road	Locality
Regal Care Homes Ltd		Alpine Residential Home	10 Bradbourne Park Road	St Johns
Town	County	Post Code	Application date	
			17/07/18	
Demolition of the existing 24 person care home and the erection of 16 care flats together with associated communal facilities, matters of access and car parking on this site.				
SE/17/03425/FUL - Amended plan				
Revised off-street parking layout to include ambulance parking bay.				
SE/17/03425/FUL - Amended plan				
Revised elevations/use of external materials and planning statement.				
SE/17/03425/FUL - Amended plan				
Amended plans.				

Sevenoaks Town Council recommended refusal on the following grounds:

- The proposal would be out of keeping with neighbouring properties and excessively bulky, resulting in the development being injurious to the street scene.
- Overdevelopment of the site.
- Proposals are contrary to guidance set out in the Residential Area Character Assessment SPD.
- Under-provision of car parking spaces in a particularly congested area of town, especially during the morning and evening school run.

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on 13th August 2018 at 7:00pm

Present:

Committee Members

Cllr Arnold
Cllr Busvine OBE
Cllr Canet
Cllr Chakowa
Cllr Clayton
Cllr Eyre – Vice Chairman
Cllr Hogarth
Cllr Mrs Parry

Apologies
Present
Apologies
Apologies
Present
Present
Apologies
Present

Cllr Parry
Cllr Parson
Cllr Piper - Chairman
Cllr Raikes
Cllr Schneider
Cllr Towell
Cllr Waite
Cllr Walshe

Present
Apologies
Present
Apologies
Apologies
Present
Present
Arrived 7.06pm

Also in attendance:

Deputy Town Clerk
Planning Assistant
3 members of the public

PUBLIC QUESTION TIME

None

195 **REQUESTS FOR DISPENSATIONS**
No requests for dispensations had been received.

196 **DECLARATIONS OF INTEREST**
None

197 **DECLARATIONS OF LOBBYING**
Cllrs Waite and Walshe declared that they had been lobbied concerning Summerhill, Seal Hollow Road.

198 **MINUTES**
The Committee received and considered the minutes of the Planning Committee meeting held on 30th July 2018.

RESOLVED: that the minutes be approved and signed as an accurate record.

199 **DRAFT LOCAL PLAN CONSULTATION JULY 2018**

RESOLVED: that an additional meeting be arranged prior to the next Planning Committee Meeting to consider and prepare Sevenoaks Town Council's response.

200 **BRADBOURNE LAKES CONSULTATION JULY 2018**

RESOLVED:

- a) Councillors to submit comments to the Deputy Town Clerk, who will forward them to Northern Ward Councillors.

- b) Northern Ward Councillors to prepare Sevenoaks Town Council's response, also taking into consideration:
 - i. Comments from Bradbourne Residents' Association (BRA)
 - ii. The impact of and need for, regular maintenance
- c) Delegation of the finalisation and submission of the response to the Deputy Town Clerk.

201 PLANNING APPLICATIONS

- a) The meeting was adjourned to enable members of the public to speak for 3 minutes on the following application by prior arrangement:
 - i. Summerhill, Seal Hollow Road – Against

The member of the public who had registered to speak in favour of Summerhill, Seal Hollow Road declined the opportunity to speak.

- b) The meeting was reconvened and the Committee considered the planning applications received from Sevenoaks District Council during the two weeks ending 8th August 2018. **It was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

202 PRESS RELEASES

RESOLVED: That authority be granted for a future press release with regards to Sevenoaks Town Council's response to the Bradbourne Lakes Consultation.

Finished 8:04pm

Planning Applications Considered

Applications considered on 13-8-18

1	Plan Number	Planning officer	Town Councillor	Agent
	18/01794/FUL	Mr M Mirams 28-08-2018	Cllr Schneider	Mr R Sonnex 455066
Applicant	House Name	Road	Locality	
Mr G Wilson		48 High Street	Town	
Town	County	Post Code	Application date	
			08/08/18	
Conversion of cellar to habitable accommodation and conversion of barn to two storey residential unit.				

//Awaiting Chairman's Action//

2	Plan Number	Planning officer	Town Councillor	Agent
	18/01795/LBCALT	Mr M Mirams 28-08-2018	Cllr Schneider	Mr R Sonnex 455066
Applicant	House Name	Road	Locality	
Mr G Wilson		48 High Street	Town	
Town	County	Post Code	Application date	
			08/08/18	
Conversion of cellar to habitable accommodation and conversion of barn to two storey residential unit.				

//Awaiting Chairman's Action//

3	Plan Number	Planning officer	Town Councillor	Agent
	18/01820/HOUSE	Louise Cane 23-08-2018	Cllr Piper	Mr D Dennis 240140
Applicant	House Name	Road	Locality	
Mr & Mrs Palin		4 Croft Way	Kippington	
Town	County	Post Code	Application date	
			03/08/18	
Demolition of the conservatory and chimney. Erection of ground floor rear extension with rooflights and ground & first floor side extension; proposed roof conversion with rear dormer; alteration to fenestration; new retaining wall at side; enlarging car parking area.				
18/01820/HOUSE - Amended Plan				
Amended plans have been submitted.				

Sevenoaks Town Council recommended refusal unless the Planning Officer is satisfied that there will be no overlooking of neighbouring properties, particularly No. 60 Britains Lane.

Planning Applications Considered

Applications considered on 13-8-18

4	Plan Number	Planning officer	Town Councillor	Agent
	18/01985/HOUSE	Natalie Rowland 24-08-2018	Cllr Busvine	Mr Kaczmarczyk 864459
Applicant		House Name	Road	Locality
Mr P Chandler		Ivy Lodge	Hitchen Hatch Lane	Town
Town		County	Post Code	Application date
				06/08/18
Demolition of outbuilding to facilitate erection of timber framed studio with rooflights in the rear garden.				

Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied that the materials used are in keeping with the Conservation Area and that there will be no detrimental impact to the locally listed status of the main dwelling.

5	Plan Number	Planning officer	Town Councillor	Agent
	18/02148/HOUSE	Natalie Rowland 27-08-2018	Cllr Parry	Mr Knight 07966484610
Applicant		House Name	Road	Locality
Mr Jiggins			7 Downsvie Road	Kippington
Town		County	Post Code	Application date
				07/08/18
Demolition of existing garage and the erection of a part two storey and single storey side and rear extension, first floor rear extension and single storey front extension.				

Sevenoaks Town Council recommended approval.

6	Plan Number	Planning officer	Town Councillor	Agent
	18/02270/HOUSE	Alexis Stanyer 20-08-2018	Cllr Mrs Parry	N/A
Applicant		House Name	Road	Locality
Mrs S Lotherington			192A Seal Road	Northern
Town		County	Post Code	Application date
				31/07/18
Single storey brick extension to the front of the house. Installation of two sun tunnels.				

Sevenoaks Town Council recommended approval.

7	Plan Number	Planning officer	Town Councillor	Agent
	18/02283/LDCPR	Alexis Stanyer 20-08-2018	Cllr Towell	N/A
Applicant		House Name	Road	Locality
Mr J Gilman			26 Bosville Drive	Northern
Town		County	Post Code	Application date
				31/07/18
Erection of a dropped kerb and hardstanding to the front.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 13-8-18

8	Plan Number	Planning officer	Town Councillor	Agent
	18/02306/FUL	Mr M Mirams 14-08-2018	Cllr Waite	N/A
Applicant	House Name	Road	Locality	
Brentfield Homes Ltd	Summerhill	Seal Hollow Road	Eastern	
Town	County	Post Code	Application date	
			25/07/18	

Demolition of existing dwelling and garage. Erection of two replacement two storey with roof accommodation dwellings (sic) with garage facilities and associated works.

Amended Plan (for information only) received from SDC 25-07-2018:

The demolition of existing garage has been removed.

Amended proposal description:

Demolition of existing dwelling. Erection of two replacement two storey with roof accommodation dwellings (sic) with garage facilities and associated works.

Sevenoaks Town Council recommended refusal on the grounds of:

Overdevelopment of the overall site, in particular, the addition of a new external garage for Plot 1.

The detrimental impact of the bulk, mass and siting of the proposed dwellings on the residential amenity of neighbouring/surrounding properties.

Issues with access to and from Seal Hollow Road and highway safety.

9	Plan Number	Planning officer	Town Councillor	Agent
	18/02321/FUL	Natalie Rowland 16-08-2018	Cllr Piper	Mr Wells 01634 786728
Applicant	House Name	Road	Locality	
Molecombe Investments	Wildbriar	Solefields Road	Kippington	
Town	County	Post Code	Application date	
			27/07/18	

Erection of a new 5 bedroom detached residential dwelling with attached garage and store room and associated access and amenity area.

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

The remaining garden for Wildbriar is sufficient in size to provide adequate amenity space for future occupants

There are no legal or engineering issues with regards to building over the railway tunnel, which has a history of flooding.

Planning Applications Considered

Applications considered on 13-8-18

10	Plan Number	Planning officer	Town Councillor	Agent
	18/02322/FUL	Mr M Mirams 22-08-2018	Cllr Hogarth	Mr Alderman 01689 8363
Applicant	House Name	Road	Locality	
Kent House Partnership	Pine Ridge	97 Hitchen Hatch Lane	St Johns	
Town	County	Post Code	Application date	
			02/08/18	
Demolition of existing hotel buildings and change of use and the construction of a four storey residential building comprising 7 x 2 bedroom apartments and 1 x 3 bedroom apartment, part retention of existing single storey building to rear to provide 1 x 2 bedroom apartment (9 flats in total) with 11 off-street parking spaces and communal amenity space.				

Sevenoaks Town Council recommended approval.

11	Plan Number	Planning officer	Town Councillor	Agent
	18/02324/HOUSE	Holly Pockett 15-08-2018	Cllr Chakowa	Mr D Dennis 240140
Applicant	House Name	Road	Locality	
Mr & Mrs Jones		145 Bradbourne Park Road	St Johns	
Town	County	Post Code	Application date	
			27/07/18	
Demolition of rear conservatory. Erection of ground floor rear extension with rooflights. Alterations to fenestration.				

//Awaiting Chairman's Action//

12	Plan Number	Planning officer	Town Councillor	Agent
	18/02335/CONVAR	Emma Gore 27-08-2018	Cllr Towell	Mr Williams 01656 64445
Applicant	House Name	Road	Locality	
Toolstation	Unit 1, Bat & Ball Enterprise	Bat And Ball Road	Northern	
Town	County	Post Code	Application date	
			07/08/18	
Variation of condition 4 of 17/02387/FUL to change of use from Class B1 to Class B8 (Storage & Distribution) with Ancillary Trade Counter with amendment to the hours to 07:00 to 20:00 Monday to Saturday (including Bank Holidays) and 09:00 to 17:00 on Sundays. No deliveries shall be taken at or dispatched from the site outside the hours of 05:00 to 22:00 Monday to Sunday.				

Sevenoaks Town Council unanimously recommended refusal on the following grounds:

The proposal is unneighbourly and detrimental to the amenities of surrounding residential properties.

The proposal fails to comply with Planning Policy EN2.

Planning Applications Considered

Applications considered on 13-8-18

13	Plan Number	Planning officer	Town Councillor	Agent
	18/02380/HOUSE	Alexis Stanyer 20-08-2018	Cllr Parry	Mr Bunce 01622 691169
Applicant		House Name	Road	Locality
Mr A Hogg			16 Hurst Way	Kippington
Town		County	Post Code	Application date
				31/07/18
Erection of a new garage with attic storage.				

Sevenoaks Town Council recommended approval.

14	Plan Number	Planning officer	Town Councillor	Agent
	18/02416/HOUSE	Holly Pockett 22-08-2018	Cllr Busvine	Mr Tomsett 01303 65600
Applicant		House Name	Road	Locality
Mr B Wilkinson		2 Red House Cottages	High Street	Town
Town		County	Post Code	Application date
				03/08/18
Replacement of windows and a new satellite dish.				

Sevenoaks Town Council recommended refusal, unless the Conservation Officer is satisfied that it would be acceptable to install a satellite dish and UPVC windows in the place of timbered frames in a locally listed dwelling within a Conservation Area.

15	Plan Number	Planning officer	Town Councillor	Agent
	18/02437/HOUSE	Alexis Stanyer 23-08-2018	Cllr Parry	Mr Blackford 0793819083
Applicant		House Name	Road	Locality
Mr R Lloyd		The Larkins	107 Solefields Road	Kippington
Town		County	Post Code	Application date
				03/08/18
Erection of a new porch with fenestration constructed inline with an existing front projection with new roof and inclusion of rooflight within existing roof.				

Sevenoaks Town Council recommended approval.

Sevenoaks Town Council
28th August 2018
5.6

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks on 28th August 2018 at 7:10pm

Present:

Committee Members

Cllr Arnold
Cllr Busvine OBE
Cllr Canet
Cllr Chakowa
Cllr Clayton
Cllr Eyre – Vice Chairman
Cllr Hogarth
Cllr Mrs Parry

Apologies
Present
Present
Apologies
Present
Present
Present
Present

Cllr Parry
Cllr Parson
Cllr Piper - Chairman
Cllr Raikes
Cllr Schneider
Cllr Towell
Cllr Waite
Cllr Walshe

Present
Present
Present
Apologies
Present
Apologies
Apologies

Also in attendance:

Deputy Town Clerk
Planning Assistant

PUBLIC QUESTION TIME

None

211 REQUESTS FOR DISPENSATIONS

No requests for dispensations had been received.

212 DECLARATIONS OF INTEREST

Cllr Piper declared a non-pecuniary interest in application:

[11] 1 Beacon Rise

213 MINUTES

The Committee received and considered the minutes of the Planning Committee meeting held on 13th August 2018.

RESOLVED: That the minutes be approved and signed as an accurate record.

[199] – DRAFT LOCAL PLAN CONSULTATION JULY 2018

It was noted that a Working Party had been held prior to the meeting on 28th August to discuss Sevenoaks Town Council's response and that:

- i. A draft response be circulated by Friday 31st August
- ii. Councillors would provide feedback and requests for clarification by Tuesday 4th September
- iii. The final version of the response would be submitted by Friday 7th September

214 SOUTH EAST WATER: PROPOSED NEW WATER MAIN IN SEVENOAKS

The Committee received and considered the letter "Improving the water supply network in Sevenoaks" received from South East Water on 16th August 2018.

RESOLVED:

- a) That Sevenoaks Town Council would prepare a response
 - i. To state that members unanimously supported Proposal Two (laying the reinforcement main principally in private land to the east of the A225, including a section of Knole Park).
 - ii. To emphasize the extreme disruption that would be caused by Proposal One (laying the reinforcement main along the High Street and Tonbridge Road (A225) between Dartford Road and Solefields Road).
- b) That clarification be sought with regards to:
 - i. The duration of works for both proposals
 - ii. The exact route through the Seal Hollow Road area and potential need for pumping.

215 PLANNING APPLICATIONS

- a) The Committee noted applications submitted under Chairman's Action.
- b) The Committee considered planning applications received during the two weeks ending 21st August 2018. **It was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

216 PRESS RELEASES

None

Finished 7.38pm

Planning Applications Considered

Applications considered on 28-8-18

1	Plan Number	Planning officer	Town Councillor	Agent
	18/01675/ADV	H Donnellan 29-08-2018	Cllr Busvine	N/A
Applicant	House Name	Road	Locality	
Mrs P McMullan	Card Factory	5B Blighs Road	Town	
Town	County	Post Code	Application date	
			09/08/18	
Erection of a fascia and hanging sign.				
18/01675/ADV - Amended plan				
Site location plan and red hatching outlines have been amended. The correct property is situated within 5 Blighs Walk (sic), the application form has now been amended.				

Sevenoaks Town Council recommended approval.

2	Plan Number	Planning officer	Town Councillor	Agent
	18/01878/FUL	Louise Cane 29-08-2018	Cllr Towell	Mr B Best 455029
Applicant	House Name	Road	Locality	
Mr R Best		4 Westwood Way	Northern	
Town	County	Post Code	Application date	
			09/08/18	
Demolition of existing garage and outbuildings and rear chimney. Construction of a 2 storey side extension to form a 2 bedroom dwelling. Creating a new access.				
18/01878/FUL - Amended plan				
Amended plans have been submitted indicating the approved works on no.4 in relation to the proposed dwelling.				

Sevenoaks Town Council recommended approval subject to the Planning Officer being satisfied that this subsequent planning application is not an attempt to obtain consent for the previously refused scheme, and subject to the Planning Officer being satisfied that this application is an improvement upon the previously granted scheme.

Planning Applications Considered

Applications considered on 28-8-18

3	Plan Number	Planning officer	Town Councillor	Agent
	18/01878/FUL	Louise Cane 03-09-2018	Cllr Towell	Mr B Best 455029
Applicant		House Name	Road	Locality
Mr R Best			4 Westwood Way	Northern
Town		County	Post Code	Application date
				14/08/18

Demolition of existing garage and outbuildings and rear chimney. Construction of a 2 storey side extension to form a 2 bedroom dwelling. Creating a new access.

18/01878/FUL - Amended plan

Amended plans have been submitted indicating the approved works on no.4 in relation to the proposed dwelling.

18/01878/FUL - Amended plan

The proposal description has been amended. The existing plans have also been amended to reflect the demolition of the existing garage, which has already taken place.

Amended proposal description:

Subdivision of plot and erection of a new dwelling.

Sevenoaks Town Council recommended approval subject to the Planning Officer being satisfied that this subsequent planning application is not an attempt to obtain consent for the previously refused scheme, and subject to the Planning Officer being satisfied that this application is an improvement upon the previously granted scheme.

4	Plan Number	Planning officer	Town Councillor	Agent
	18/02113/CONVAR	Natalie Rowland 05-09-2018	Cllr Mrs Parry	Mr Adcock 01789 414202
Applicant		House Name	Road	Locality
Motor Fuel Group		Shell Select	128 Seal Road	Northern
Town		County	Post Code	Application date
				16/08/18

Variation of condition 1 of 17/02189/FUL for 24 hours opening restricted to the shop and forecourt pumps with amendment to time restrictions to allow the petrol filling station to permanently operate 24 hours x 7 days a week.

18/02113/CONVAR - Amended plan

Proposal description amended:

Variation of condition 1 and 3 of 17/02189/FUL for 24 hours opening restricted to the shop and forecourt pumps with amendment to time restrictions to allow the petrol filling station to permanently operate 24 hours x 7 days a week.

Sevenoaks Town Council recommended refusal but may be more sympathetic towards an application which sought consent for solely the fuel pumps to operate 24/7 rather than the shop facility and subject to a condition restricting the hours of all deliveries (both stock and fuel, and waste collection) to 7am - 7pm to protect the amenities of neighbouring properties.

Planning Applications Considered

Applications considered on 28-8-18

5	Plan Number	Planning officer	Town Councillor	Agent
	18/02129/FUL	Holly Pockett 30-08-2018	Cllr Busvine	N/A
Applicant	House Name	Road	Locality	
Mr I White	Heaven	6 The Shambles	Town	
Town	County	Post Code	Application date	
			10/08/18	

Change of use from a shop (A1) to D1.

Sevenoaks Town Council recommended approval.

6	Plan Number	Planning officer	Town Councillor	Agent
	18/02143/ADV	Alexis Stanyer 31-08-2018	Cllr Busvine	N/A
Applicant	House Name	Road	Locality	
Mrs F Sinclair	Sevenoaks Bookshop	147 High Street	Town	
Town	County	Post Code	Application date	
			13/08/18	

Hanging sign.

Sevenoaks Town Council unanimously recommended approval.

7	Plan Number	Planning officer	Town Councillor	Agent
	18/02372/HOUSE	Alexis Stanyer 29-08-2018	Cllr Clayton	N/A
Applicant	House Name	Road	Locality	
Mr S Copp		109 Seal Hollow Road	Eastern	
Town	County	Post Code	Application date	
			09/08/18	

Demolition of existing single storey rear extension, utility room to rear of garage and adjacent shed. Erection of single storey rear extension incorporating rooflights.

Sevenoaks Town Council recommended approval, provided that the Planning Officer is satisfied that there is enough clearance to the high boundary hedge to avoid damaging the screening to No. 111 Seal Hollow Road.

8	Plan Number	Planning officer	Town Councillor	Agent
	18/02423/FUL	Emma Gore 31-08-2018	Cllr Mrs Parry	Mr B Best 455029
Applicant	House Name	Road	Locality	
Mr I McLaughlin	Land North West Of	34 Oakdene Road	Northern	
Town	County	Post Code	Application date	
			13/08/18	

Erection of a 2 bed detached dwelling, including 2 no. parking spaces and formation of vehicular access.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 28-8-18

9	Plan Number	Planning officer	Town Councillor	Agent
	18/02456/FUL	Holly Pockett 31-08-2018	Cllr Busvine	N/A
Applicant		House Name	Road	Locality
Mr P Clarke		The Former Mulberry Day Ther	Emily Jackson Close	Town
Town		County	Post Code	Application date
				13/08/18
Installation of 1.8m fence surrounding perimeter of garden area. This is to provide privacy and security for the garden area and is of similar height and design to existing fences in neighbouring properties.				

Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied that the fence will not be detrimental to the character of the local area.

10	Plan Number	Planning officer	Town Councillor	Agent
	18/02494/HOUSE	Alexis Stanyer 29-08-2018	Cllr Arnold	Mr B Best 455029
Applicant		House Name	Road	Locality
Mr M Ford		Garden House	Blackhall Lane	Wildemesse
Town		County	Post Code	Application date
				09/08/18
Single storey side extension.				

Sevenoaks Town Council recommended refusal, owing to insufficient information.

11	Plan Number	Planning officer	Town Councillor	Agent
	18/02514/HOUSE	Emma Gore 29-08-2018	Cllr Parry	Mrs Austin 07866 962268
Applicant		House Name	Road	Locality
N Nomikos & K Nalba			1 Beacon Rise	Kippington
Town		County	Post Code	Application date
				10/08/18
Construction of new side single storey utility room between garage and house. First floor extension to north. Roof alterations.				

Sevenoaks Town Council recommended approval.

Informative: Cllr Piper abstained from voting on this application.

12	Plan Number	Planning officer	Town Councillor	Agent
	18/02545/HOUSE	Alexis Stanyer 05-09-2018	Cllr Canet	Mr D Burr 742200
Applicant		House Name	Road	Locality
Mr McMenemy			15 Filmer Lane	Northern
Town		County	Post Code	Application date
				16/08/18
To demolish the garage, carport, porch and conservatory and erect a single storey front extension, porch, two storey rear extension and replace the tile hanging with painted render to front elevation.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 28-8-18

13	Plan Number	Planning officer	Town Councillor	Agent
	18/02583/FUL	Natalie Rowland 05-09-2018	Cllr Chakowa	Mr D Dennis 240140
Applicant	House Name	Road	Locality	
Mr R Lippington	Unit 1, Wealden Place	Bradbourne Vale Road	St Johns	
Town	County	Post Code	Application date	
			17/08/18	
Commercial unit from replacement of windows and door to shutter door. (sic)				
Sevenoaks Town Council recommended approval.				

Town Council
10-18
10

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices,
Bradbourne Vale Road, Sevenoaks, on 10th September 2018 at 7:00pm

Present:

Committee Members

Cllr Arnold	Apologies	Cllr Parry	Present
Cllr Busvine OBE	Present	Cllr Parson	Present
Cllr Canet	Present	Cllr Piper - Chairman	Present
Cllr Chakowa		Cllr Raikes	Apologies
Cllr Clayton	Present	Cllr Schneider	Apologies
Cllr Eyre - Vice Chairman	Present	Cllr Towell	Apologies
Cllr Hogarth	Present - Arrived 7.03pm	Cllr Waite	Apologies
Cllr Mrs Parry	Present - Departed 7.20pm	Cllr Walshe	Present

Also in attendance:

Town Clerk
Planning Assistant

PUBLIC QUESTION TIME

None

- 229 **REQUESTS FOR DISPENSATIONS**
No requests for dispensations had been received.

- 230 **DECLARATIONS OF INTEREST**

Councillors Canet and Raikes declared a non-pecuniary interest in:
[6] - REVISED GAMBLING POLICY: CONSULTATION

Councillors Piper, Parry, Eyre, Raikes and Hogarth declared a non-pecuniary interest in:
[Plan no. 8] - 16 Oak Warren

- 231 **MINUTES**
The Committee received and considered the minutes of the Planning Committee meeting held on 28th August 2018.

RESOLVED: That the minutes be approved and signed as an accurate record.

- [213] [iii] - **DRAFT LOCAL PLAN CONSULTATION JULY 2018**

It was noted that the final version of Sevenoaks Town Council's response had been submitted to Sevenoaks District Council on 5 September 2018.

Informative: It was agreed that a copy of the response would be circulated with the Minutes.

232 DEVELOPMENT CONTROL COMMITTEE

The Committee received and noted the Development Control notice for:

SE/17/03508/FUL – 3 Webbs Court, Buckhurst Lane

It was noted that Councillor Parson represented Sevenoaks Town Council at Development Control Committee on 6th September 2018 and spoke against the application, which was subsequently refused by Sevenoaks District Council.

233 REVISED GAMBLING POLICY CONSULTATION

The Committee received and noted Sevenoaks District Council's consultation document "Draft Gambling Policy 2019".

The Committee noted that, while there are currently very few gambling outlets in the Town, the document was nonetheless important for clarifying and updating regulations.

RESOLVED: That Sevenoaks Town Council would respond positively to the Consultation.

234 PLANNING APPLICATIONS

a) The Committee noted applications submitted under Chairman's Action.

b) The Committee considered planning applications received during the two weeks ending 4th September 2018. **It was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

235 PRESS RELEASES

It was RESOLVED that Sevenoaks Town Council's response to the DRAFT LOCAL PLAN CONSULTATION JULY 2018 be released to the Press.

Finished 7.35pm

Planning Applications Considered

Applications considered on 10-9-18

1	Plan Number 18/02379/CONVAR	Planning officer Sean Mitchell 12-09-2018	Town Councillor Cllr Hogarth	Agent Mr Wise 07901 667735
Applicant	House Name	Road	Locality	
Mr Tremaine		148-152 St Johns Hill	St Johns	
Town	County	Post Code	Application date	
			23/08/18	
Variation of condition nos. 11 & 13 of 17/01706/OUT (Outline application for proposed construction of a new building on car sales site, to provide a new single shop unit with 6 No. residential apartments and associated alterations to the fenestration of No. 154 with some matters reserved) to show amendment to the windows of the side elevation of 154 St Johns Road.				

Sevenoaks Town Council recommended approval.

2	Plan Number 18/02515/HOUSE	Planning officer Alexis Stanyer 12-09-2018	Town Councillor Cllr Eyre	Agent Mrs Austin 07866962268
Applicant	House Name	Road	Locality	
Mr & Mrs Van der Merwe		30 White Hart Wood	Kippington	
Town	County	Post Code	Application date	
			23/08/18	
Demolition of existing garage, conservatory, and a portion of the ground and first floor. New two-storey rear and side extension, loft accommodation and alteration to fenestration. Erection of a new garage.				

Sevenoaks Town Council recommended approval.

3	Plan Number 18/02522/HOUSE	Planning officer Emma Gore 10-09-2018	Town Councillor Cllr Parson	Agent Mr D Burr 742200
Applicant	House Name	Road	Locality	
Mr D Humphries		9 Knode Way	Town	
Town	County	Post Code	Application date	
			22/08/18	
Single storey rear extension with rooflights. Landscaping works to include new retaining walls and reduce ground levels to the rear.				

Sevenoaks Town Council recommended approval.

4	Plan Number 18/02566/ADV	Planning officer Natalie Rowland 11-09-2018	Town Councillor Cllr Busvine	Agent Mr Jarvis 01618 300600
Applicant	House Name	Road	Locality	
Mr Jarvis	A And J Kitchen Designs	14-18 London Road	Town	
Town	County	Post Code	Application date	
			23/08/18	
Non-illuminated shop front Fascia and non-illuminated Hanging Sign.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 10-9-18

5	Plan Number	Planning officer	Town Councillor	Agent
	18/02581/HOUSE	Emma Gore 14-09-2018	Cllr Piper	Mr R Reid 741417
Applicant		House Name	Road	Locality
Ms Redgate		Loxwood	Grassy Lane	Kippington
Town		County	Post Code	Application date
				28/08/18
Conversion and extensions to the existing house and garage, together with landscape works to include location of an open air swimming pool.				

Sevenoaks Town Council recommended approval.

6	Plan Number	Planning officer	Town Councillor	Agent
	18/02584/HOUSE	Holly Pockett 18-09-2018	Cllr Clayton	N/A
Applicant		House Name	Road	Locality
Mr S Tomkins			1 Pinewood Avenue	Eastern
Town		County	Post Code	Application date
				29/08/18
Side extension set back from original dwelling, single storey side aspect with skylights removed entirely, lowered and pitched extension roof-line to the principal elevation and reduction in width of two storey rear extension.				

Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that the materials will be in keeping with the existing property and surrounding area.

7	Plan Number	Planning officer	Town Councillor	Agent
	18/02584/HOUSE	Holly Pockett 20-09-2018	Cllr Clayton	N/A
Applicant		House Name	Road	Locality
Mr S Tomkins			1 Pinewood Avenue	Eastern
Town		County	Post Code	Application date
				31/08/18
Side extension set back from original dwelling, single storey side aspect with skylights removed entirely, lowered and pitched extension roof-line to the principal elevation and reduction in width of two storey rear extension.				

18/02584/HOUSE - Amended plan

The proposal has been amended for clarification:

Part single/part two storey side and rear extensions.

Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that the materials will be in keeping with the existing property and surrounding area.

Informative: Sevenoaks Town Council noted the clarified proposal description

Planning Applications Considered

Applications considered on 10-9-18

8	Plan Number 18/02611/HOUSE	Planning officer Holly Pockett 18-09-2018	Town Councillor Cllr Parry	Agent Miss Davies 0771753368
Applicant	House Name	Road	Locality	
Mrs P Furse		16 Oak Warren	Kippington	
Town	County	Post Code	Application date	
			29/08/18	
Demolition of rear conservatory. Erection of single storey side extension and two storey rear extension with a glazed balustrade to balcony and juliet balcony at rear. Modifications to roof structure to facilitate the loft conversion to habitable space. Alterations to fenestration.				

Sevenoaks Town Council recommended refusal, on the following grounds:

The property is situated on Metropolitan Green Belt Land.
The proposal is overbearing and of excessive bulk.
The proposal would have an unacceptably adverse impact on the amenity of neighbouring properties.
The proposal could potentially set a precedent for the conversion of bungalows into two-storey houses in this area.

Informative:

Sevenoaks Town Council believes that the conservatory which is to be demolished was added after the original build. With regards to this, Sevenoaks Town Council queries how great an increase in overall mass would be permissible.

Sevenoaks Town Council believes that there may be historic conditions attached to development on this land and would ask the Planning Officer to take any such conditions into consideration.

9	Plan Number 18/02639/LBCALT	Planning officer Natalie Rowland 19-09-2018	Town Councillor Cllr Parson	Agent Miss C Proto 462100
Applicant	House Name	Road	Locality	
National Trust	Knole House	Knole Lane	Town	
Town	County	Post Code	Application date	
			31/08/18	
Install a new roof access system to the Chapel roof.				

Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied.

10	Plan Number 18/02676/ADV	Planning officer S Mitchell 19-09-2018	Town Councillor Cllr Canet	Agent Mr Walcott 01189 507700
Applicant	House Name	Road	Locality	
Aldi Stores Ltd	Haywards	Otford Road	Northern	
Town	County	Post Code	Application date	
			30/08/18	
Installation of signs.				

Sevenoaks Town Council recommended approval

Planning Applications Considered

Applications considered on 10-9-18

11	Plan Number	Planning officer	Town Councillor	Agent
	18/02699/HOUSE	Emma Gore 21-09-2018	Cllr Mrs Walshe	Mr Hardwick 0796484056
Applicant		House Name	Road	Locality
Mr R Otto			23 Hillingdon Avenue	Eastern
Town		County	Post Code	Application date
				04/09/18
Single storey rear extension with rooflights. Alterations to fenestration.				

Sevenoaks Town Council recommended approval.

Sevenoaks Town Council (STC) considered the Draft Local Plan on 28th August 2018 and has prepared the following response:

Sevenoaks Town Council notes that current provision of transport and infrastructure in Sevenoaks is already inadequate and is concerned that the document fails to clearly define existing problems, which will only be exacerbated by proposed development on such a large scale.

Sevenoaks Town Council recommends that the document should clearly set out:

- Potential solutions for providing transport and infrastructure that will be fit for purpose for future generations
- Barriers to the implementation of such solutions (e.g. funding) and how these might be overcome

Sevenoaks Town Council considers it paramount that, where necessary infrastructure improvements are proposed to make larger development schemes viable, infrastructure delivery should be placed at the beginning of the build programme, rather than occurring after housing development, to avoid under-delivery by developers.

In terms of rail services into London, Sevenoaks Town Council expresses concern that the document does not address the need to increase capacity substantially, given that the local working population is expected to rise by around 25% during the plan period.

Faced with the continued expansion of secondary school provision in Sevenoaks, STC wishes to emphasise the need to improve transport capacity in respect of this and to address traffic congestion and poor air quality. The Council also notes that many pupils are forced to travel into Sevenoaks from surrounding settlements and Towns and suggests that secondary school provision across the District be increased to avoid this.

Sevenoaks Town Council expresses concern that staff working at schools in Sevenoaks are forced to commute into the town from outside the area, owing to a lack of affordable housing. In periods of heavy snow, schools are often forced to remain closed to pupils through lack of staff. Sevenoaks Town Council would be sympathetic to on-site delivery of Key Worker housing, suggesting that it should qualify as 'exceptional circumstances'.

Sevenoaks Town Council also wishes to underline a general lack of school provision: Both primary and secondary schools in Sevenoaks are already oversubscribed and overstretched.

Sevenoaks Town Council notes that current GP and Health provision in Sevenoaks is inadequate. Existing services are overstretched and struggling to cope with demand. STC insists that capacity be drastically increased, in anticipation of the increase in population which would arise from the housing delivery targets set out in the Local Plan. STC also urges SDC to address the problem of GPs and other NHS personnel being unable to afford to live in Sevenoaks (and resultant recruitment issues) through provision of affordable housing for Key Workers.

Sevenoaks Town Council believes that a 40% affordable housing target must be adhered to, but also wishes to raise the issue of a tendency for housing developments in Sevenoaks Town to be comprised of a small number of units. Small developments such as these are not required to make on-site provision in line with targets and financial contributions are collected by Sevenoaks District Council which, historically, have remained unspent. STC would welcome more powers enabling Local Authorities to directly deliver and manage affordable housing, believing that Local Authorities are

better placed than Housing Associations to meet the longer term needs of the area and ensure effective allocation of homes.

With regards to various affordable housing options, Sevenoaks Town Council is firmly of the opinion that socially rented housing should be prioritised, especially where Essential Workers are concerned. STC also wishes to assert that such housing should be located where the need is greatest (i.e. within Sevenoaks Town) even though other areas of the district are more attractive to Housing Associations due to their significantly lower land values.

Sevenoaks Town Council is aware that the District lacks a clear path of housing progression for an increasingly ageing population. STC would welcome increased provision within Sevenoaks Town, i.e. close to facilities, but would advise against the creation of a retirement village, emphasising the need to retain a diverse mix. STC agrees that downsizing should be encouraged, as this would free up larger homes for younger families, but equally notes that around 80% of older people currently live in owner-occupied properties, which could impede this process.

Where the development of new smaller (1-2 bedroom) homes is concerned, Sevenoaks Town Council recommends that maximum plot sizes be restricted to ensure that such smaller properties are retained in perpetuity. This would limit the possibility of subsequent extension into 3/4/5 bedroom homes, as currently often occurs due to high land values in Sevenoaks making it financially attractive. Sevenoaks Town Council strongly supports the delivery of small 1-2 bedroom homes on small plots.

STC wishes to underline the need for mixed housing developments, which offer a variety of options with regards to tenure. STC also cautions against the "commuter village" effect, especially in the light of the current trend of outward migration from London.

Given that many people living in Sevenoaks work in London, Sevenoaks Town Council considers it all the more important that the town's economy should be able to thrive, with vibrant Town (and Local) Centres able to face the challenges posed by online shopping. STC would aim to retain 70% of frontages as retail. STC notes the potential closure of banks in Sevenoaks Town Centre: imposing buildings that would need to be put to appropriate use. To help maintain a thriving town centre, STC believes that residential development on the first floor (and above) in the Town Centre should be encouraged. STC suggests that it might be possible to deck over Town Centre car parks to create additional housing, given that these are empty at night.

Regarding local business development, STC believes that it is vital to provide a favourable environment for high-tech and high-value service industries, which would in turn facilitate improvements in infrastructure. This would include the upgrading of the Vestry Estate as outdated industries move out.

However, with regards to all the points outlined in this response, Sevenoaks Town Council acknowledges the difficulties in maintaining coordination between local authorities and multiple Central Government agencies (and their providers), in order to achieve common goals. Sevenoaks Town Council recognises that the remoteness and inflexibility of Central Government, whose predictions and imposed targets are generally based on crude calculations at a national level, present an ongoing challenge in preparing a Local Plan.

Sevenoaks Town Council

5th September 2018

Town Council
20.10.18
7.00pm

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices, Bradbourne Vale Road, Sevenoaks, on 24th September 2018 at 7:00pm

Present:

Committee Members

Cllr Arnold	Apologies	Cllr Parry	Apologies
Cllr Busvine OBE	Present – Arrived 7.33pm	Cllr Parson	Present – Arrived 7.10pm
Cllr Canet	Present	Cllr Piper - Chairman	Present
Cllr Chakowa	Apologies	Cllr Raikes	Present
Cllr Clayton	Apologies	Cllr Schneider	Apologies
Cllr Eyre – Vice Chairman	Present	Cllr Towell	Present
Cllr Hogarth	Apologies	Cllr Waite	Present
Cllr Mrs Parry	Present – Departed 7.20pm	Cllr Walshe	Present

Also in attendance:

Deputy Town Clerk
Planning Assistant

PUBLIC QUESTION TIME

None

255 **REQUESTS FOR DISPENSATIONS**

No requests for dispensations had been received.

256 **DECLARATIONS OF INTEREST**

None

257 **MINUTES**

The Committee received and considered the minutes of the Planning Committee meeting held on 10th September 2018.

RESOLVED: That the minutes be approved and signed as an accurate record.

258 **DRAFT LOCAL PLAN CONSULTATION JULY 2018 – DEVELOPERS' FORUM**

a) The Committee received and noted a copy of the presentation made by Sevenoaks District Council at the Developers' Forum Meeting on 30th August 2018.

b) The Committee received and noted the following:

i. Letter from Rt Hon Sir Michael Fallon MP to Rt Hon James Brokenshire MP, regarding homebuilding targets in Sevenoaks

ii. Response from Rt Hon Jake Berry MP

259 **PLANNING APPEALS**

The Committee received and noted the following appeal decision:

- APP/G2245/W/18/3198430: SE/17/01857/FUL – 30 South Park (Appeal Dismissed)

260 PLANNING APPLICATIONS

- a) The Committee noted applications submitted under Chairman's Action.
- b) The Committee considered planning applications received during the two weeks ending 19th September 2018. **It was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

261 PRESS RELEASES

None

Finished: 8.07pm

Signed
Chairman

Dated

Planning Applications Considered

Applications considered on 24-9-18

1	Plan Number 18/02260/HOUSE	Planning officer Alexis Stanyer 04-10-2018	Town Councillor Cllr Mrs Parry	Agent Mr Gay 07748778563
Applicant Mr & Mrs Garner		House Name	Road 46 Robyns Way	Locality Northern
Town		County	Post Code	Application date 14/09/18
Demolition of existing conservatory to accommodate the erection of a two storey rear extension and raising the roof height to create a two storey dwelling. 18/02260/HOUSE - Amended plan Revised plans received showing amended appearance on elevations.				

Sevenoaks Town Council recommended approval.

2	Plan Number 18/02380/HOUSE	Planning officer Alexis Stanyer 04-10-2018	Town Councillor Cllr Parry	Agent Mr Bunce 01622 691169
Applicant Mr A Hogg		House Name	Road 16 Hurst Way	Locality Kippington
Town		County	Post Code	Application date 14/09/18
Erection of a new garage with attic storage. 18/02380/HOUSE - Amended plan The roof pitch has been amended, revised plans submitted.				

Sevenoaks Town Council recommended approval.

3	Plan Number 18/02649/HOUSE	Planning officer Holly Pockett 04-10-2018	Town Councillor Cllr Busvine	Agent Mr Davis 07971398989
Applicant Mr Hawkins		House Name	Road 35 Argyle Road	Locality Town
Town		County	Post Code	Application date 14/09/18
Single storey rear extension with rooflights. Associated landscaping works.				

Sevenoaks Town Council recommended approval, subject to the Planning Officer being satisfied that there will be no significant loss of amenity to the neighbouring property to the West.

Planning Applications Considered

Applications considered on 24-9-18

4	Plan Number	Planning officer	Town Councillor	Agent
	18/02672/FUL	Holly Pockett 27-09-2018	Cllr Busvine	Ms O Le 07587091010
Applicant		House Name	Road	Locality
Ms N T Pham		Sarah Brown	157 High Street	Town
Town		County	Post Code	Application date
				10/09/18

Change of use from an A1 shop to a Nail bar.

Sevenoaks Town Council recommended approval.

5	Plan Number	Planning officer	Town Councillor	Agent
	18/02685/FUL	Natalie Rowland 01-10-2018	Cllr Eyre	Offset Arch. 753333
Applicant		House Name	Road	Locality
Mr & Mrs Savidge		Craggan House	58 Oakhill Road	Kippington
Town		County	Post Code	Application date
				11/09/18

Proposed demolition of existing dwelling and the erection of replacement dwelling and external garage.

Sevenoaks Town Council recommended approval.

6	Plan Number	Planning officer	Town Councillor	Agent
	18/02708/HOUSE	Natalie Rowland 25-09-2018	Cllr Parson	Mr Trifiletti 01892 537124
Applicant		House Name	Road	Locality
Mr J Turnkaya			1 Chestnut Lane	Town
Town		County	Post Code	Application date
				05/09/18

Demolition of existing chimney to facilitate erection of two storey side and a single storey rear extension. Alterations to fenestration and construction of new front porch.

Sevenoaks Town Council recommended approval.

7	Plan Number	Planning officer	Town Councillor	Agent
	18/02736/HOUSE	Emma Gore 27-09-2018	Cllr Raikes	Offset Arch. 753333
Applicant		House Name	Road	Locality
Mr & Mrs Cedervall			5 Lyle Park	St Johns
Town		County	Post Code	Application date
				07/09/18

Two storey side extension, single storey orangery and front gable extension. Alterations to fenestration and external refurbishments including new front porch, garage roof and external finishes.

Sevenoaks Town Council recommended approval, provided that the Planning Officer is satisfied that there will be no adverse impact on neighbouring properties, including those in Bradbourne Road.

Planning Applications Considered

Applications considered on 24-9-18

8	Plan Number	Planning officer	Town Councillor	Agent
	18/02751/LBCALT	Mr M Mirams 04-10-2018	Cllr Schneider	Mr R Sonnex 455066
Applicant		House Name	Road	Locality
RHF Developments Ltd			48 High Street	Town
Town		County	Post Code	Application date
				14/09/18
Remedial works to defective structure.				

Sevenoaks Town Council recommended approval, subject to input from the Conservation Officer.

9	Plan Number	Planning officer	Town Councillor	Agent
	18/02778/HOUSE	Alexis Stanyer 01-10-2018	Cllr Piper	Mr Gerken 01424 871120
Applicant		House Name	Road	Locality
Mr & Mrs Brindle		Westover	59 Oakhill Road	Kippington
Town		County	Post Code	Application date
				11/09/18

Demolition of single storey rear extension to facilitate part single, part two storey rear extension with rooflight. Alterations to fenestration and a new canopy to side.

Sevenoaks Town Council recommended approval.

10	Plan Number	Planning officer	Town Councillor	Agent
	18/02780/HOUSE	Emma Gore 01-10-2018	Cllr Clayton	N Thompson 01689 8363
Applicant		House Name	Road	Locality
Mr & Mrs D Dennis		Plot 1	14 Wickenden Road	Eastern
Town		County	Post Code	Application date
				11/09/18

Alterations to fenestration including amendment to specification of rear facing first floor (study) window. Landscaping works to include new steps to the side of the dwelling.

Sevenoaks Town Council unanimously recommended refusal, on the grounds that the obscure glazing is required to protect the amenity of neighbouring properties and that to remove it would adversely affect the privacy of their gardens.

11	Plan Number	Planning officer	Town Councillor	Agent
	18/02788/MMA	Emma Gore 02-10-2018	Cllr Canet	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
				12/09/18
Minor material amendment to 18/01547/FUL.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 24-9-18

12	Plan Number	Planning officer	Town Councillor	Agent
	18/02810/FUL	Aaron Hill 08-10-2018	Cllr Eyre (Vice Chairman OOW)	Mr Sharpe 01892 518094
Applicant		House Name	Road	Locality
Sevenoaks Town Council		Sevenoaks Community Centre	Oxford Road	Northern
Town		County	Post Code	Application date
				19/09/18
Front and side extension, link extension to the rear and external alterations of existing community centre. Erection of a cycle shed and bin store.				

Sevenoaks Town Council made no comment, as it is the applicant.

13	Plan Number	Planning officer	Town Councillor	Agent
	18/02814/HOUSE	Emma Gore 03-10-2018	Cllr Mrs Walshe	Mrs Melody 01278 76442
Applicant		House Name	Road	Locality
Mr & Mrs Barkhan		Ramsay House	14 Vine Court Road	Eastern
Town		County	Post Code	Application date
				14/09/18
Single storey timber orangery.				

Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied with the materials used.

14	Plan Number	Planning officer	Town Councillor	Agent
	18/02863/HOUSE	Emma Gore 08-10-2018	Cllr Towell	Mr B Best 455029
Applicant		House Name	Road	Locality
Mr K Kasimi-Hassan			42 Robyns Way	Northern
Town		County	Post Code	Application date
				19/09/18
Construction of additional dormer windows at first floor level to the side of the property.				

Sevenoaks Town Council recommended refusal on the grounds of increased overlooking and loss of privacy to No. 44 Robyns Way.

15	Plan Number	Planning officer	Town Councillor	Agent
	18/02883/HOUSE	Alexis Stanyer 08-10-2018	Cllr Busvine	Mrs Dixon 01227 456699
Applicant		House Name	Road	Locality
CCH Build Solutions Ltd			31 Granville Road	Town
Town		County	Post Code	Application date
				19/09/18
Lower ground floor extension and alterations to rear and side elevation.				

Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied as to the materials being used and that the character of this locally listed property will be preserved.

Minutes of the PLANNING COMMITTEE held in the Council Chamber, Town Council Offices,
Bradbourne Vale Road, Sevenoaks, on 8th October 2018 at 7:00pm

Present:

Committee Members

Cllr Arnold	Present	Cllr Parry	Present
Cllr Busvine OBE	Present	Cllr Parson	Apologies
Cllr Canet	Apologies	Cllr Piper - Chairman	Present
Cllr Chakowa	Apologies	Cllr Raikes	Present
Cllr Clayton	Present	Cllr Schneider	Present: Arrived 7.01pm
			Departed 8.10pm
Cllr Eyre - Vice Chairman	Present	Cllr Towell	Apologies
Cllr Hogarth	Apologies	Cllr Waite	Apologies
Cllr Mrs Parry	Present: Arrived 7.05pm	Cllr Walshe	Present: Departed 8.34pm
	Departed 7.35pm		

Also in attendance:

Deputy Town Clerk
Planning Assistant
6 Members of the Public

PUBLIC QUESTION TIME

None

- 270 **REQUESTS FOR DISPENSATIONS**
No requests for dispensations had been received.

- 271 **DECLARATIONS OF INTEREST**
All Councillors declared that they had been lobbied with regards to:
Crabbs Hill, 55 Mount Harry Road

Councillor Clayton declared that he had been lobbied with regards to:
Summerhill, Seal Hollow Road

Councillor Parry declared a non-pecuniary interest in:
10 Burntwood Road

- 272 **MINUTES**
The Committee received and considered the minutes of the Planning Committee meeting held on 24th September 2018.

RESOLVED: That the minutes be approved and signed as an accurate record.

- 273 **PLANNING APPEALS**
The Committee received and noted the submission of the following appeals:

- i. APP/G2245/D/18/3209370: 18/01078/HOUSE - Keyworth, Hopgarden Lane
- ii. APP/G2245/W/18/3208932: 18/01280/FUL - 11 Bouchier Close

274 LICENSING APPLICATION – BAT AND BALL STATION

The Committee noted the submission of the following Premises Licence Application:

- 18/03504/LAPRE: Bat And Ball Station Building

275 DETERMINING PLANNING APPLICATIONS: CHANGE OF PROCEDURE

The Committee received and noted the change to the Neighbourhood Planning Act 2017, whereby, from 1st October 2017, applicants must be notified of any pre-commencement conditions 11 working days before a decision is issued.

276 KENT COUNTY COUNCIL (HIGHWAYS, TRANSPORTATION AND WASTE): PARISH SEMINAR ON 5TH NOVEMBER 2018

a) The Committee received and noted the invitation to the above.

b) **It was RESOLVED that:**

Councillors Raikes and Schneider would attend as Sevenoaks Town Council's representatives and would report back to the Committee.

In advance of the seminar, Sevenoaks Town Council would request that Kent County Council add the No. 8 Bus route to the snow clearing rota.

277 DISCOVER GATWICK 2018/19

a) The Committee received and noted the invitation from Community Engagement at Gatwick Airport to attend a "behind the scenes" event.

b) **It was RESOLVED that** the following Councillors would attend as Sevenoaks Town Council's representatives:

- Councillor Clayton (Tuesday 27 November 2018)
- Councillor Parry (Date TBC)

278 PLANNING APPLICATIONS

a) The meeting was adjourned to enable members of the public to speak for 3 minutes on the following applications, by prior arrangement:

- i. Crabbs Hill, 55 Mount Harry Road - Against
- ii. Summerhill, Seal Hollow Road - Against
- iii. Summerhill, Seal Hollow Road - For

b) The meeting was reconvened and the Committee considered planning applications received during the two weeks ending 3rd October 2018. **It was RESOLVED that** the comments listed on the attached schedule be forwarded to Sevenoaks District Council.

279 PRESS RELEASES

None

Finished: 8.40pm

Signed
Chairman

Dated

Planning Applications Considered

Applications considered on 8-10-18

1	Plan Number	Planning officer	Town Councillor	Agent
	18/02403/FUL	Mr M Mirams 15-10-2018	Cllr Raikes	Miss Harvey 01227 45754
Applicant		House Name	Road	Locality
Mr Latter		Crabbs Hill	55 Mount Harry Road	St Johns
Town		County	Post Code	Application date
				25/09/18
Demolition of the existing dwelling and outbuildings and construct an apartment building containing 10 new flats with associated parking and amenities.				

Sevenoaks Town Council recommended refusal, on the following grounds:

Overdevelopment of the site.

The proposal is out of keeping with guidance contained in the Residential Character Area Assessment SPD.

Overlooking of neighbouring properties, with resultant loss of privacy and amenity.

Informative: Sevenoaks Town Council noted with disappointment that the proposal does not include any on site provision for affordable housing.

2	Plan Number	Planning officer	Town Councillor	Agent
	18/02686/HOUSE	Holly Pockett 10-10-2018	Cllr Schneider	N/A
Applicant		House Name	Road	Locality
Mr & Mrs Rogers		Bucklehurst	24 Gordon Road	Town
Town		County	Post Code	Application date
				20/09/18
Installation of 9 solar panels on the roof of an existing garden building, and ancillary electrics internal to the building.				

Sevenoaks Town Council recommended approval.

3	Plan Number	Planning officer	Town Councillor	Agent
	18/02753/FUL	Natalie Rowland 11-10-2018	Cllr Busvine	Mr Asson 07825046785
Applicant		House Name	Road	Locality
Portman Homes			18 St Botolphs Road	Town
Town		County	Post Code	Application date
				21/09/18
Demolition of the existing building on site, and the erection of two buildings providing 2x4 bed semi detached, and 3x3 bed terraced houses with associated parking and waste storage.				

Sevenoaks Town Council recommended approval, provided that:

The Planning Officer is satisfied that the proposal does not amount to overdevelopment of the site, with particular concern being expressed as to the size of the garden area.

There will be no loss of amenity to neighbouring properties.

The proposal is in keeping with guidance contained in the Residential Character Area Assessment SPD.

Planning Applications Considered

Applications considered on 8-10-18

4	Plan Number	Planning officer	Town Councillor	Agent
	18/02755/HOUSE	Emma Gore 10-10-2018	Cllr Eyre	Mr B Maxwell 458772
Applicant	House Name	Road	Locality	
Mr B Maxwell		13 Grassy Lane	Kippington	
Town	County	Post Code	Application date	
			20/09/18	
Two storey side/front extension, dormer window to left flank, porch extension and conversion of existing garage to living accommodation.				

Sevenoaks Town Council recommended approval.

5	Plan Number	Planning officer	Town Councillor	Agent
	18/02776/HOUSE	Alexis Stanyer 11-10-2018	Cllr Hogarth	Mrs Austin 07866962268
Applicant	House Name	Road	Locality	
Mr & Mrs Wright		74 Mount Harry Road	St Johns	
Town	County	Post Code	Application date	
			21/09/18	
Single storey extension to front, side and rear, extensions of the first floor to incorporate new dormers; alterations to fenestration; driveway and vehicular access.				

Sevenoaks Town Council recommended approval.

6	Plan Number	Planning officer	Town Councillor	Agent
	18/02828/FUL	Aaron Hill 10-10-2018	Cllr Parson	Offset Arch. 753333
Applicant	House Name	Road	Locality	
Mr M Dias		156 High Street	Town	
Town	County	Post Code	Application date	
			20/09/18	
Demolition of existing office building and the construction of a new mixed use development, comprising office space and three residential flats.				

Sevenoaks Town Council recommended refusal, on the grounds of:

Overlooking of gardens of properties in Warren Court from proposed balconies at the rear.
Problems of access, given the close proximity of the site to a busy and important junction.

Planning Applications Considered

Applications considered on 8-10-18

7	Plan Number	Planning officer	Town Councillor	Agent
	18/02903/CONVAR	Mr M Mirams 09-10-2018	Cllr Waite	Ms J Andrews 456888
Applicant	House Name	Road	Locality	
Mr A Adeleye (Brentfield Home	Summerhill	Seal Hollow Road	Eastern	
Town	County	Post Code	Application date	
			20/09/18	
Variation of condition 5 (scale parameters) and 13 (approved plans) of 18/00158/OUT for demolition of existing dwelling and construction of 2 replacement dwellings with some matters reserved.				

Sevenoaks Town Council recommended refusal, on the following grounds:

Insufficient details: The new plans do not contain the necessary information (they contain less than the Outline Application) to form a proper opinion as to the impact on neighbouring properties, or any access issues that may arise.

The detrimental impact of the bulk, mass and siting of the proposed dwellings on the residential amenity of surrounding properties, which appears greater than in the Outline Application.

The revised plans represent overdevelopment of the site, due in particular to the increase in bulk and mass, as well as the (probable) removal of internal garages.

The failure of the plans to meet KCC standards of access, in terms of parking and turning provision.

Informative: Sevenoaks Town Council would ask Sevenoaks District Council to find a way, without cost to the applicant, to correct the error (made by the Local Planning Authority) in the earlier Outline Permission. This would remove confusion for the applicant and uncertainty for all the neighbours, which has affected the site since May 2008.

8	Plan Number	Planning officer	Town Councillor	Agent
	18/02939/FUL	Emma Gore 11-10-2018	Cllr Parson	Mrs Gregory 01892 82419
Applicant	House Name	Road	Locality	
Stephanie Cotterill	69-121 Beatrice Wilson Flats	Rockdale Road	Town	
Town	County	Post Code	Application date	
			24/09/18	
Construction of new three-storey lift tower and link on south-west elevation and alterations to bay window on west elevation to form new door into new scooter store.				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 8-10-18

9	Plan Number	Planning officer	Town Councillor	Agent
	18/02949/FUL	Alexis Stanyer 15-10-2018	Cllr Piper	Mr Carey 01892 534455
Applicant		House Name	Road	Locality
Mr M Faulkner		West Heath School	Ashgrove Road	Kippington
Town		County	Post Code	Application date
				25/09/18

Construction of bin store.

Sevenoaks Town Council recommended approval, provided that the existing bin store area is restored to grass.

10	Plan Number	Planning officer	Town Councillor	Agent
	18/02954/HOUSE	Natalie Rowland 11-10-2018	Cllr Mrs Walshe	Mr Tumer 07836219050
Applicant		House Name	Road	Locality
Mr S van der Berg			4 Wildemesse Mount	Eastern
Town		County	Post Code	Application date
				24/09/18

Single storey rear infill extension and internal alterations.

Sevenoaks Town Council recommended approval.

11	Plan Number	Planning officer	Town Councillor	Agent
	18/02957/HOUSE	A Stanyer 18/10/18	Parson	J Simmons 07760495115
Applicant		House Name	Road	Locality
Plowman		Belmont	The Vine	Town
Town		County	Post Code	Application date
				01/10/18

Construction of a swimming pool and a pool house, associated hard and soft landscaping.

Sevenoaks Town Council recommended approval.

12	Plan Number	Planning officer	Town Councillor	Agent
	18/02963/HOUSE	Emma Gore 15-10-2018	Cllr Piper	Offset Arch. 753333
Applicant		House Name	Road	Locality
Mr & Mrs Webster		Longspring	Oak Lane	Kippington
Town		County	Post Code	Application date
				25/09/18

Demolition of existing conservatory, and erection of part single and part two storey rear extension, extension of single storey lean-to, new veranda to the rear along with minor internal amendments and alterations to fenestration.

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 8-10-18

13	Plan Number	Planning officer	Town Councillor	Agent
	18/02974/HOUSE	Alexis Stanyer 16-10-2018	Cllr Eyre	Mrs Marta 07762771020
Applicant		House Name	Road	Locality
Mr & Mrs Boyle			86 Kippington Road	Kippington
Town		County	Post Code	Application date
				26/09/18
Single storey rear extension.				

Sevenoaks Town Council recommended approval.

14	Plan Number	Planning officer	Town Councillor	Agent
	18/02980/FUL	M Mirams 19/10/18	Busvine	R Sonnex 455068
Applicant		House Name	Road	Locality
Upsher		Land to the Rear	26 High Street	Town
Town		County	Post Code	Application date
				02/10/18
Removal of flat roof areas to existing workshops, a first floor rear extension and re-instatement of roof to a pitched.				

Sevenoaks Town Council recommended approval, subject to the Conservation Officer being satisfied as to the materials used and that there will be no detrimental impact on the character of the Conservation Area.

15	Plan Number	Planning officer	Town Councillor	Agent
	18/02989/HOUSE	Holly Pockett 16-10-2018	Cllr Busvine	Mr Doughty 01959 56272
Applicant		House Name	Road	Locality
Mr & Mrs Carr			21 The Dene	Town
Town		County	Post Code	Application date
				28/09/18
Erection of single storey side extension with raised landing to provide access.				

Sevenoaks Town Council recommended approval.

16	Plan Number	Planning officer	Town Councillor	Agent
	18/02996/HOUSE	Holly Pockett 18-10-2018	Cllr Piper	Mr D Dennis 240140
Applicant		House Name	Road	Locality
Mr & Mrs Read			7 Braeside Close	Kippington
Town		County	Post Code	Application date
				28/09/18
Proposed demolition existing porch at front and build an open porch, enlarging parking area at front, proposed demolition existing ground floor at side, proposed demolish and rebuild the garage, proposed new rear extension with rooflight, proposed loft conversion and new roof, with rooflight and solar panels. (sic)				

Sevenoaks Town Council recommended approval.

Planning Applications Considered

Applications considered on 8-10-18

17	Plan Number	Planning officer	Town Councillor	Agent
	18/03008/HOUSE	H Pockett 18/10/18	Piper	I Prince 01613428272
Applicant	House Name	Road	Locality	
Chambers		10 Burntwood Road	Kippington	
Town	County	Post Code	Application date	
			01/10/18	
Single storey orangery to rear.				

Sevenoaks Town Council recommended approval.

Informative: Councillor Parry abstained from discussion and voting on this application.

18	Plan Number	Planning officer	Town Councillor	Agent
	18/03014/HOUSE	E Gore 22/10/18	Parry	M Jarvis 01892667488
Applicant	House Name	Road	Locality	
Copple		6 Rosefield	Kippington	
Town	County	Post Code	Application date	
			03/10/18	
Detached garage and addition of 3 dormer windows to main house.				

Sevenoaks Town Council recommended approval.

Town Clerk
20.10.18
6

Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee held on 23rd July 2018
In the Council Chamber commencing at 7.00 p.m.

Committee Members present:

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

In Attendance: Town Clerk, Open Spaces Manager, Committee Clerk, Cllr Robert Piper and one member of the Public

167. Apologies for Absence

As noted above.

168. Requests for Dispensations

There were no requests for dispensations.

169. Declaration of Interests

There was one declaration of interest from Cllr Canet as a plot holder at Quaker's Hall Allotments.

170. Minutes of the Open Spaces & Leisure Committee held on 19th February 2018

RESOLVED: That the Minutes be accepted and signed as a true record.

Sevenoaks Common

It was noted that the volunteer day at Sevenoaks Common by Sevenoaks District Council did not take place due to bad weather.

Contaminated land at Woodside Road

Minutes of the de-brief meeting to be circulated to Councillors separately.

171. Open Spaces & Cemetery Manager's report

A report was received and discussed.

The Vine

It was noted that the eye style Heron decoy had been stolen. Staff will monitor the number and size of the goldfish to see if a replacement is needed.

CCTV at Greatness Recreation Ground

It was noted that the current CCTV system was not as advanced as it needed to be and would need upgrading in the near future.

RESOLVED: For the Open Spaces Manager to research different options regarding CCTV at Greatness Recreation Ground and report back to the next meeting for discussion and inclusion in the next budget.

Dog Attacks at Greatness Recreation Ground

It was noted that the court case was ongoing and no further information could be released at this time.

RESOLVED: Cllr Eyre and the Town Clerk to prepare an appropriate statement to be placed on the noticeboard at Greatness Recreation Ground to reassure the public about the safety of the open space.

Upper High Street Gardens

It was noted that several complaints had been received regarding proposals for Otto's to use the area for events.

RESOLVED: The proposals for the use of Upper High Street Gardens by Ottos be put on hold until such time as it can be demonstrated that the public concerns have been addressed.

172. Statement of Accounts for May 2018

RESOLVED: To note the report.

173. Allotments

The Committee received and agreed the management reports for both Quaker Hall Allotments and Bradbourne Vale Road Allotments.

It was noted that the pothole at Quakers Hall had been filled and water butts would be ordered this week for installation within a month.

174. South East in Bloom

A report was received and noted. Thanks were given by the Chairman to the Open Spaces Manager, Deputy Town Clerk and Committee Clerk for their hard work with the project. Thanks were given to all the volunteer groups and schools that were involved with the project and for helping the town to look at its best for judging day and beyond.

It was agreed that the standard of planting was much higher this year compared to last and the Open Spaces team would use additional resources to continue to work to this high standard going forward.

It was suggested that further floral planting be added in the Town during Winter. This would be dependent on funds available.

175. Summer Play Dates

RESOLVED: Report was received and noted.

176. Parking issues at Greatness Recreation Ground

The Town Clerk provided an update. A complaint had been received from a local resident and the Greatness Resident Association regarding the amount of parking at Greatness Recreation Ground by members and spectators of the Football Club.

It was noted that the Football Club had put in place measures to help with parking such as extra marshals and use of parking sites away from the Football Club.

RESOLVED: Open Spaces Manager to investigate using grass areas for parking or potential use of bollards to control parking in the area. A report would be brought to the next meeting.

177. Current Matters

The Committee received and noted a report detailing the following matters:

Minute number	Subject	Update
127	Kippington Meadow Play Equipment	New play equipment was installed with an opening event held on 29 th May. Due to bad weather on the day a further play day will take place on Friday 3 rd August 11am till 1pm
228	Julian's Meadow	Bollards completed using local contractors.
233	Summer Play Dates	3 Summer Play Dates will take place during August. 8 th August 2-5pm at the Vine Gardens 15 th August 2-5pm at Greatness Recreation Ground 22 nd August 2-5pm at Pontoise Close Play Area
236	Warren Clock	For the Town Clerk to discuss the proposal with the current owner and to obtain a legal agreement regarding ownership and building owner permission.

		It was also requested that the Town Clerk investigate the possibility of listing the clock or registering it as a community asset. Currently awaiting communication from family.
366VI	Vine & Cycle racks	It was noted that the current cycle racks might be better used in a new location. It is also intended to install some additional cycle racks with site to be agreed.
368	Quaker's Hall Allotments Capital Projects	As noted in report
369	Greatness Recreation Ground Public Toilet	Toilet had been installed along with a public noticeboard on the side of the Pavilion
372	Vine Pavilion Ramp	Funding received, work to begin after the Cricket Season
	BT Telephone Box to house defibrillator at the Vine Gardens	BT telephone box and defibrillator installed.
489	Knole Paddock Rugby Club	Sevenoaks Town Council staff had started the work and would complete before the season starts.
490	Sevenoaks Common Management Plan	1. Accepted the document as a working document and noted to be reviewed annually. 2. Initial research had been carried out regarding re introduction of Red Squirrels and it was noted that Kent had not been selected as a potential area at the present time.
494	Contaminated land at Woodside Road	Minutes of the de-brief meeting to be circulated to Councillors.
	Pavement Plaque outside Sevenoaks School	Loose plaque had been removed and would be reinstalled shortly.

178. Press Release

RESOLVED: To issue a press release regarding Ribbon of Poppies crossing into Europe by a member of the public (subject to their agreement) taking a knitted poppy to place on the War Grave of their family member.

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

.....

Dated

Chairman

Town Council
20.9.18
6

Sevenoaks Town Council
Minutes of the Open Spaces & Leisure Committee held on 3rd September 2018
In the Council Chamber commencing at 7.00 p.m.

Committee Members present:

Clr S Arnold	Present	Clr O Schneider	Present
Clr N Busvine OBE, Vice Chairman	Apologies	Clr P E Towell	Present
Clr J M Canet	Present	Clr E Waite	Present Arrived 7.25pm
Clr A Eyre	Present	Clr Mrs P C Walshe	Present
Clr R J Parry, Chairman	Present	Clr S G Raikes	Present

In Attendance: Town Clerk, Open Spaces Manager, Committee Clerk and Clr Robert Piper

217. Apologies for Absence

As noted above.

218. Requests for Dispensations

There were no requests for dispensations.

219. Declaration of Interests

There were no declarations of interest.

220. Minutes of the Open Spaces & Leisure Committee held on 23rd July 2018

RESOLVED: That the Minutes be accepted and signed as a true record.

The Vine

It was noted that fish numbers in the pond had slowly increased.

221. Open Spaces & Cemetery Manager's report

A report was received and discussed.

Upper High Street Gardens

The report was received and discussed.

RESOLVED: To install new black metal railings to the retaining wall before the In Bloom entry for 2019.

CCTV at Greatness Recreation Ground

It was noted that costings for a further CCTV at Greatness were still to be obtained.

RESOLVED: For the Open Spaces Manager to continue to research different options regarding CCTV at Greatness Recreation Ground and report back to the next meeting for approval.

Vine Waste

The report was received and discussed.

RESOLVED: Open Spaces team to install additional logs to the edge of the Vine Waste and to carry out recommended repairs.

In Bloom Competition

It was noted that the competition increased the Open Spaces staff's workload. This year two extra part time staff were employed to cover the Vine area. A review of the 2018 entry and plans for 2019 would be discussed in the new year. Results for 2018 would be announced at the awards ceremony on Friday 14th September.

Lamppost outside Lloyds Bank

The condition of the lamppost was discussed.

RESOLVED:

Committee Clerk to ascertain who owns the lamppost and request that it be repainted as soon as possible.

222. Statement of Accounts for June 2018

RESOLVED: To note the report.

5025 – St John's Public Toilets - The increased cost was due to repair, decorating and deep clean.

Letting and Hire Income – incorrect phasing by Finance Department.

Street Lighting – request income from Finance Department for the last quarter.

223. Draft Revenue Estimates 2019/2020 & Rolling Capital Programme

Open Spaces Rolling Capital Programme:

RESOLVED:

To agree the recommended Rolling Capital Programme as attached.

War Memorial in St Nicholas Churchyard:

The condition of the historic War Memorial was discussed.

RESOLVED:

It was requested that the Committee Clerk and Open Spaces Manager research cost for renovation of the current War Memorial plinth.

Property Maintenance Schedule 2019/2020

The report was received and agreed

General Charges, Cemetery Charges & Sports Facilities Charges
Reports received and agreed

Resolved:

To agree and implement proposed increases as per attached.

224. Summer Play Dates

The report was received and noted.

225. Parking Issues at Greatness Recreation Ground

The report was received and discussed.

RESOLVED:

Continue to let the Football Club allocate parking on the grass.

Install new ground surface and white lines to allow further 20 parking spaces to the inner car park.

Not to install bollards along the Mill Lane pavement at this point.

226. Anti Litter Campaign for Sevenoaks

The report was received and discussed.

RESOLVED:

To devise an anti-litter campaign for Sevenoaks lead by the Mayor involving local secondary schools and the Sevenoaks Youth Council.

Ideas suggested were: 45 second video campaign, posters and assemblies in participating schools.

To contact Kent County Council to see what their current campaigns in the area include.

227. Current Matters

The Committee received and noted a report detailing the following matters:

Minute number	Subject	Update
127	Kippington Meadow Play Equipment	New play equipment was installed with an opening event held on 29 th May. Due to bad weather on the day a further

		play day took take place on Friday 3 rd August 11am till 1pm
233	Summer Play Dates	3 Summer Play Dates took take place during August. 8th August 2-5pm at the Vine Gardens 15th August 2-5pm at Greatness Recreation Ground 22nd August 2-5pm at Pontoise Close Play Area
236	Warren Clock	For the Town Clerk to discuss the proposal with the current owner and to obtain a legal agreement regarding ownership and building owner permission. It was also requested that the Town Clerk investigate the possibility of listing the clock or registering it as a community asset. Currently awaiting communication from family.
366VI	Vine & Cycle racks	It was noted that the current cycle racks might be better used in a new location. It is also intended to install some additional cycle racks with site to be agreed once the project to extend the chair store area was underway.
372	Vine Pavilion Ramp	Funding received, work to begin after the Cricket Season
489	Knole Paddock Rugby Club new pathway	Sevenoaks Town Council staff had started the work and would complete before the season starts.
490	Sevenoaks Common Management Plan	1. Accepted the document as a working document and noted to be reviewed annually.
	Pavement Plaque outside Sevenoaks School	Now reinstalled

228. Press Release

RESOLVED: To issue a press release regarding the anti-litter campaign

There being no further business the Chairman closed the meeting at 8.22 p.m.

.....
Chairman

Dated

Rolling Capital Program 19/20

	18-19	19-20	20-21	21-22
Machinery				
Replace tractor mounted flail (1991)	6,000			
Achieved from 17/18 £2,300		11,000		
Replace large Tractor Mounted Mower (2008)	20,000	12,000	12,000	
Replace Van GL05XVU			16,000	
Replace Van GL55YAD				
Replace Van LS55CKL				14,000
Replace Grave digging excavator JCB (2006)				
Replace Dumper Truck 2010				
Property Maintenance				
Greatness Cemetery				
Chapel Gutters and soffits repaint	4,000	1,000 (Partial RCP 27))		
Cemetery Additional path repairs section 9/10		1,500 (CIL)		
Chapel re stain existing woodwork		25,000		
New Workshop mess room complex	2,000 (5410)		2,000	
Garage roof replace			5,000	
Gates & Railings, Repaint			8,000	
Memorial Safety Testing	5,000 (RCP 88+ CIL)	8,000		4,000
Road repairs			3,000	
Mausoleum, Stone cleaning				

O/S			
Knole Paddock,			
Replace water heaters	5,000		
External paint & stain	1,718 (RCP 47)		
Replace barn doors	2,000 (RCP 117+CIL)		
Car Park root damage repair			3,000
" remark white lines			1,000
Vine			
Pavilion external paint		20,000	
Insulate pitched roof			4,000
CCTV replace			5,000
Bandstand, repaint		5,000	
Café, internal redecorate			2,000
Café, external repaint		13,000	
Defibrillator, repaint		300	
Paths resurface			15,000
Vine Gardens Paint railings ½ completed in house June 18,	2000 (CIL)		
Tea kiosk, repaint		1,000	
Crazy paving, repoint		10,000	
Judds Piece, resurface			2,500
War Memorial stone repair repointing	500		
Pontoise close			
Replace safety surface under slide & frame	6,000		
Post and rail fence partial replacement	500		
Quarry face fence	2,500		
Metal Gates Betenson ave			
Perimeter wall, patch pointing	2,000 (CIL)		
		2,000	

Mount Close					
Additional play item	grant possible			10,000	3,000
Kippington Meadow, repaint railings					
St Nicholas Church,					2,000
Repointing front wall					
Path repairs by south door		2,500 (RCP 68)		3,000	
Path repairs West					4,000
Path repairs East					
Bethel Rd Cemetery					
Re-stitch crack in front wall		500 (CIL)		500	
Rear wall, replace loose copings					8,000
Hillingdon Rise play area	partial replace safety surfaces				
Littlewood	Replace rotten fence adj No75	4000 (CIL)			
Julians meadow					8,000
Partial replacement of safety surface				1,200	
Fence to Public right of way partial replacement					
Greatness Rec		4,600 (Grant)			
Car park low fence replace to full height				1,000 (RCP 78)	
Inner car park resurface				6,000	
Playground safety surfaces, partial replacement				3,000	
CCTV Replace		9,000 (RCP)			3,000
Skatelite partial replacement					

Upper High St Gdns			
Side wall to six bells lane, patch repointing		800	
Railings, repaint	1,000		
Shelter, repaint & Stain			500
Lower St Johns toilets			
Replace water heater	1,200		
Refit men's stainless eqp and tiles		1,000 (RCP 123)	5,000
Re-stain external woodwork			
Timber Bus Shelters, Replace x 2 £4,000 Grant available	8,000		

SEVENOAKS TOWN COUNCIL
GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2019
(All prices are inclusive of VAT)

TARIFF CATEGORIES

Proposed changes

	Non Resident (£)	Resident (£)
EXCLUSIVE RIGHTS OF BURIAL		
In a grave previously used for a limited period burial:		
The fees will be determined by deducting the fees paid at the time of such limited period burial from the full fees for the purchase of exclusive rights of burial currently in force.		
In a New Grave (For 75 years):		
Includes Certificate of Grant, entry in Register (all sites)	2025.00 2090.00	675.00 695.00
Earth (Lawn section) Grave Site A	1620.00 1675.00	540.00 560.00
Earth (Lawn section) Grave Site B	1200.00 1240.00	400.00 415.00
Earth (Lawn section) Grave Site C	60.00 65.00	20.00 21.00
Infants (non-viable foetuses, still born children, and under 5 years)		
Outside spaces are surcharged 25%	55.00 60.00	55.00 60.00
Pre-purchase of Gravemarker		
INTERMENT FEES (Including grave digging)		
Infant's Grave (single depth grave in infant's section)	420.00 435.00	140.00 145.00
Single depth in an adult grave (all ages)	1425.00 1470.00	475.00 490.00
Double depth in an adult grave (all ages)	1860.00 1910.00	620.00 640.00
<i>Surcharge for casket burials is double the above fees</i>		
Burials with coffins & caskets outside of normal dimensions	POA	POA
Interment of cremated remains within a Grave	225.00 235.00	75.00 80.00
OTHER FEES		
Transfer of Exclusive Rights of Burial Grant (per document)	60.00 65.00	60.00 65.00
To search Register of Burials per name (same family)	25.00 30.00	25.00 30.00
Annual Grave Maintenance-Grass Grave	90.00 95.00	90.00 95.00
Annual Grave Maintenance-Full Memorial	130.00 135.00	130.00 135.00
Turfing of old graves (at client's request)	60.00 65.00	60.00 65.00
Out-of-time burials (dependent upon availability & man-hours involved) Minimum fee	135.00 150.00	135.00 150.00
Weekend surcharge-cremated remains burial	135.00 150.00	135.00 150.00
Headstone removal prior to re-opening (standard sized memorials only, others sizes-price on request)	45.00 50.00	45.00 50.00
Headstone replacement after re-opening (standard sized memorials only, others sizes-price on request)	75.00 80.00	75.00 80.00

SEVENOAKS TOWN COUNCIL
GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2019

(All prices are inclusive of VAT)

	Non Resident (£)	Resident (£)
CHAPEL SERVICE		
Use of chapel (includes provision of music if required)	140.00 145.00	140.00 145.00
MEMORIAL PERMITS (EXCLUDING WALL OF REMEMBRANCE)		
Approval and placement of headstones, books, tablets, figures, crosses and stone vases up to the max height of 3 ft.	150.00 155.00	150.00 155.00
Double headstones	300.00 310.00	300.00 310.00
Additional inscriptions after first interment	105.00 110.00	105.00 110.00
Tablets, scrolls, bird baths and books up to 15 inches in height	105.00 110.00	105.00 110.00
To replace a memorial with similar or smaller memorial	35.00 40.00	35.00 40.00
Memorial removal and disposal fee	90.00 95.00	90.00 95.00
Notes to Memorial permits		
1. Kerbstones and border stones are NOT permitted on grave sites: (a) for which exclusive burial rights were purchased on or after 1.11.80 (b) in Lawn Areas (whenever exclusive burial rights were purchased). 2. Where Memorials comprise more than one item, e.g. headstone, body and footstone, the fees for each will be charged under the respective headings above. 3. Memorial prices will rise above inflation to cover additional costs for inspection. 4. All new memorials and those removed and re-fixed will be required to have an approved anchor system fitted.		
WALL OF REMEMBRANCE		
For the right to fix a tablet to the Wall of Remembrance. Dimension of tablets to be 25.4 cm x 15.2 x 3 cm	120.00 125.00	120.00 125.00
Where there has been no interment of cremated remains but the fixing of a memorial plaque is required	690.00 715.00	230.00 240.00
Additional inscription to existing plaque	40.00 45.00	40.00 45.00

SEVENOAKS TOWN COUNCIL
GREATNESS PARK CEMETERY

FEES & CHARGES FROM 1 APRIL 2019
(All prices are inclusive of VAT)

	Non Resident (£)	Resident (£)
LAWN OF REMEMBRANCE		
Exclusive Rights for 75 years of one interment of cremated human remains in a plot 30.5 cm x 30.5 cm (with a depth of 90.0 cm x 35.6 cm) within the Lawn of Remembrance. (to include Certificate of Grant; entry in register)	510.00 530.00	170.00 175.00
Internment of ashes (digging charge)	225.00 235.00	75.00 80.00
BOOK OF REMEMBRANCE		
Memorial Roses (details entered in a Book of Remembrance)	145.00 150.00	145.00 150.00

NOTE:

Sevenoaks town residents will be entitled to pay the reduced fee upon production of proof of residency presented to the Town Clerk prior to any reduced fee being approved.

RESIDENT

A parishioner (or ex-parishioner) of Sevenoaks Town who originally resided within the Town area for 15 years or more and who at the time of his/her death had not been resident outside that area for more than 10 years).

NON RESIDENT

Any non parishioner

The Council reserves the right to levy a surcharge on any of the tariff items under special circumstances. All invoicing must be settled in full prior to permission being given by the Council for any work to be carried out in the Cemetery.

SEVENOAKS TOWN COUNCIL

GENERAL OPEN SPACES CHARGES FROM 1 APRIL 2019

CHARGES CATEGORIES

Proposed Changes

ALLOTMENTS AND LOGS (prices are inclusive of VAT)	
Bradbourne Vale Road Allotments:	£3.00 per rod wef 29-09-17
Normal size – 10 rods	£3.50 per rod wef 29-09-18 4.00 wef 29.09.2019
Quakers Hall Allotments:	£2.00 per rod wef 29-09-17
Normal size – 10 rods	£3.50 per rod wef 29-09-18 4.00 wef 29.09.2019
Logs:	£110.00 115.00
Full Load	£65.00 70.00
Half Load	
GROUND RENTS/LEASES	
Sevenoaks Rugby Football Club (Commenced 2012 for 7 years. Lease expires December 2019)	£3,750.00
Sevenoaks Clarendon LTC (reviewed March 2014 for next 7 years. Main lease expires March 2042)	£412.00 per annum Review March 2021
Vine Cricket Pavilion & Tea Kiosk (RPI, not compounded. 5 year reviews. Lease expires 23 September 2028)	£3,090 per annum Review 2018/2019
Vine Cricket Ground (licence commenced September 2003)	One peppercorn per annum
Sevenoaks Town Junior Football Club:	
Pitch 1(Lease expires 27 April 2021)	£1 per annum
Pitch 2 & Pavilion (Lease commenced 1 April 2005 and expires 27 April 2021). Last reviewed 2015	£520 per annum

SEVENOAKS TOWN COUNCIL

SPORTS FEES

FEES & CHARGES FROM 1 APRIL 2019

Proposed Changes

	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m. (£)
CRICKET (Summer Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults	95.00 100.00	80.00 85.00	65.00 70.00
Weekday games - Juniors	60.00 55.00	55.00 57.00	45.00 47.00
Weekend games - Adults	110.00 120.00	100.00 105.00	75.00 80.00
Weekend games - Juniors	72.00 75.00	60.00 62.00	50.00 52.00
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults	60.00 65.00	50.00 55.00	40.00 45.00
Weekday games - Juniors	40.00 45.00	35.00 40.00	25.00 27.00
Weekend games - Adults	85.00 90.00	65.00 70.00	50.00 55.00
Weekend games - Juniors	55.00 60.00	45.00 47.00	35.00 37.00
SOCCER (Winter Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults		70.00 75.00	
Weekday games - Juniors		40.00 42.00	
Weekend games - Adults		90.00 95.00	
Weekend games - Juniors		50.00 52.00	
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults		45.00 50.00	
Weekday games - Juniors		25.00 30.00	
Weekend games - Adults		65.00 70.00	
Weekend games - Juniors		35.00 36.00	
RUGBY (Winter Sport)			
Pitch hire per game inclusive of use of pavilion facilities			
Weekday games - Adults		100.00 105.00	
Weekday games - Juniors		55.00 60.00	
Weekend games - Adults		125.00 130.00	
Weekend games - Juniors		75.00 80.00	
Pitch hire per game exclusive of use of pavilion facilities			
Weekday games - Adults		65.00 70.00	
Weekday games - Juniors		40.00 42.00	
Weekend games - Adults		85.00 90.00	
Weekend games - Juniors		58.00 60.00	
Mini Tournaments		135.00 140.00	
Junior Training Areas		35.00 37.00	
Mens Training per hour		30.00 35.00	
Ladies Training per hour		25.00 26.00	
Outside Rugby clubs-normal fee plus		30.00 31.00	

All fees subject to VAT other than block bookings of 10 or more games which are paid in advance

SEVENOAKS TOWN COUNCIL
SPORTS FEES

FEES & CHARGES FROM 1 APRIL 2019

Proposed Changes

	All Day (£)	Afternoon from 1.30 p.m. (£)	Evening from 5.30 p.m (£)
Other Uses: Use of Pavilion for Social Purposes			
including showers (minimum charge 2 hours)			
Per hour - Adults		30.00 31.00	
Per hour - Juniors		20.00 21.00	
excluding showers (minimum charge 2 hours)			
Per hour - Adults		20.00 21.00	
Per hour - Juniors		15.00 16.00	
Daily rates (7 hours)			
For Sevenoaks organisations		90.00 110.00	
For non-Sevenoaks organisations		115.00 135.00	
Fetes, Sports Meetings etc (one field plus pavilion) whole day		380.00 395.00	
Fetes, Sports Meetings etc (one field plus pavilion) afternoon and evening only		200.00 210.00	
Junior Sports Meetings (7 hours)			
Restricted Area		100.00 105.00	
One field and Pavilion		195.00 200.00	
One field		160.00 165.00	
Athletics Track by arrangement			

Sevenoaks Town Council
Agenda - 6.8.2018
21

Sevenoaks Town Council
Minutes of the Personnel Committee Meeting held on Monday 6th August 2018
In the Council Chamber.

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.33 p.m.

Present: Cllr S Arnold Chairman, Cllr R J Parry Vice Chairman, Cllr N Busvine OBE, Cllr A Eyre, Cllr Mrs R Parry, Cllr R L Piper, Cllr Mrs P Walshe.

There were no members of the public present. The meeting was not recorded.

188. Apologies for Absence

RESOLVED: To accept the following apologies for absence from Cllr E T Waite.

189. Requests for Dispensations

There were no requests for dispensations.

190. Declaration of Interests

There were no Declarations of Interest

191. Minutes of the Personnel Committee Meeting held on 26th March 2018.

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

192. Notes of Staff Meetings held on 13th March, 1st May and 11th July 2018.

RESOLVED:

- i) To receive the notes of the meetings.
- ii) To arrange an Emergency Planning training event prior to a meeting for Councillors using the Town Council's new emergency resource.
- iii) Circulate to Councillors information from the Kent Resilience Forum relating to the Death of a Senior Member of the Royal Family.

193. Sevenoaks Town Council Staff

The following documents were received and considered by the Committee

- i) Changes in staff since previous Personnel Committee
- ii) Staff Pensions Report & Policies
- iii) Staff Sickness Report

RESOLVED: To review the presentation of the report taking into account presentation of separate information relating to casual staff which distorted statistics. All data also to be presented with reference to 'departments'.

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.

194. Town Clerk's Report

The Committee received and considered the Town Clerk's Report.

RESOLVED:

- i) To accept the Town Clerk's report.
- ii) The current Assistant Town Clerk be promoted to the joint position of Deputy Town Clerk enabling the Town Clerk to concentrate more of her time on current and future strategic capital projects. Salary would be increased to reflect this and be determined by the Town Clerk, Chairman of Personnel and Chairman of Finance & General Purposes Committee.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

Sevenoaks Council
25-10-18
7

Sevenoaks Town Council
Minutes of the Personnel Committee Meeting held on Monday 1st October 2018
in the Council Chamber.

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.12 p.m.

Present: Cllr S Arnold Chairman, Cllr A S Clayton (substitute for Cllr Mrs Walshe), Cllr R J Parry Vice Chairman, Cllr A Eyre, Cllr Mrs R Parry, Cllr R L Piper, Cllr E Waite (arrived 7.20 p.m.)

There were no members of the public present. The meeting was not recorded.

262. Apologies for Absence

RESOLVED: To accept the following apologies for absence from Cllr Busvine OBE, Cllr Mrs Walshe,

263. Requests for Dispensations

There were no requests for dispensations.

264. Declaration of Interests

There were no Declarations of Interest

265. Minutes of the Personnel Committee Meeting held on 6th August 2018.

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

266. Notes of Staff Meetings held on 11th September 2018.

RESOLVED: To receive the notes of the meetings.

267. Sevenoaks Town Council Staff

The following documents had been revised and a draft presentation provided which was considered by the Committee

- i) Changes in staff since previous Personnel Committee
- ii) Staff Pensions Report & Policies
- iii) Staff Sickness Report

RESOLVED: To thank the Responsible Financial Officer for reviewing the presentation of the documentation and request revised versions be distributed to the Committee within a month taking into account the following points:

- a) All reports to indicated FTE and casual staff numbers
- b) Clarification of terminology of short term, long term, zero day's absence.
- c) Reports to indicate reference to start to end dates covered.
- d) Remove cost of absence reference.

268. Christmas Arrangements

RESOLVED: To accept the Town Clerk's report and recommendations and to note the following arrangements for Closure of Offices for the Christmas / New Year Period:

The Town Council Offices and Departments be closed from 16.00 on Monday 24 December 2018 until 08.45 on Tuesday 2 January 2019 inclusive, and that two days be deducted from the leave entitlement of all staff.

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.

269. Town Clerk's Report

The Committee received and considered the Town Clerk's Report.

RESOLVED:

- i) To note and accept the contents of the Town Clerk's report.
- ii) To congratulate the Town Clerk on being nominated for SLCC President Elect and indicate the Town Council's support if successful at the election in October.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

Town Council
20.8.2018
#

**Minutes of the Community Infrastructure Committee
Held on 20th August 2018 at Sevenoaks Town Council**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 8.00 p.m.

Committee Members Present: Cllr R J Parry (Chairman) Cllr R Hogarth (Vice Chairman),
Cllr J M Canet, Cllr A Eyre, Cllr R L Piper, Cllr S G Raikes.

In Attendance: Cllr A Clayton and Town Clerk

1 member of the public present.

203. Apologies for Absence

Received from Cllr Schneider.

204. Requests for Dispensation

There were no requests for dispensations.

205. Declaration of Interests

Cllr Eyre reminded the Committee of his Declarations of Interest relating to the Stag.

206. Community Infrastructure Committee Minutes of the Meeting held on 25th June 2018.

RESOLVED: To agree that the Minutes were true records of the meetings and to be signed by the Chairman.

207. 2014 – 2018 Community Investment Plan

i) Bat & Ball Centre

The Town Council had previously resolved to refurbish and extend the current facility (named Plan B) retaining the original architect and similar design.

Pre planning advice awaited. Planning Application hoped to be submitted before end of September 2018.

Plans would then be worked up to seek tenders.

Sevenoaks Town Council pursuing Option B has enabled the Sevenoaks Day Nursery with more flexibility to move forward with its plans. If the nursery are able to retain their current facility until the Town Council completes the new Centre this will enable the Town Council to facilitate some hirers in alternate accommodation e.g. play group.

RESOLVED: For the 25 year peppercorn lease to Sevenoaks Day Nursery to be on the land identified on the document circulated which would encompass the building known as 'The Club Room' subject to Sevenoaks Day Nursery enabling the facility to be used by similar nursery / playgroup organisation (all security measures to be met) during term time and ownership of the current nursery building to be transferred to Sevenoaks Town Council. Lease details and negotiations to be delegated to the Chairman, Vice Chairman and Town Clerk.

- ii) Replacement of Raleys Gym
Sevenoaks Town Council had contributed £95,000 to Sencio's gym refurbishment project. An opening event is being arranged in the near future by Sencio and there will be a plaque to acknowledge Sevenoaks Town Council's contribution.
- iii) Replacement of Internal Cricket School
Local cricket providers had been requesting a change of provision to that originally intended and included within the s.106 agreement. It was noted that the timescale for Sevenoaks Town Council to provide the facilities had finished and that this would move to Sevenoaks District Council.
- iv) Café on the Vine
The old band practice room had been refurbished and converted into a community café to encourage people to use the Vine.
- v) Environmental Park
The new £100,000 play area had been completed. Discussion are ongoing with Sevenoaks District Council regarding the amphitheatre operation.
- vi) Community Facilities at Greatness Recreation Ground
The following facilities had been provided – youth shelter, new fencing and benches, additional play equipment and new public toilet.
- vii) Multi Use Games Area
To be reviewed once designs and planning completed for Bat & Ball Centre.
- viii) Free Recreational Facilities
Play Equipment had been installed at Kippington Meadow. An additional event was held on 3rd August due to the poor weather on launch day. A further piece of equipment will be installed in the near future with funding from KCC Cllr Crabtree.

ix) Sports Strategy

The following commitments had been agreed:

Project	Partner	£	Status
Replacement gymnasium	Sencio	£95,000	Completed
Replacement indoor cricket school	KCC	£150,000	Escrow account
3G Rugby Pitch / Knole Paddock*	SRFC	£250,000	
3G Football Pitch / Greatness*	STFC	£200,000	Completed
3G Hockey Pitch / Hollybush	Hockey Club	£50,000	Completed
Total		£745,000	

x) Neighbourhood Development Plan

Public consultation has been delayed due to waiting for the Economic Assessment being commissioned by Sevenoaks District Council.

xi) Stag Community Arts Centre

The Town Council had provided £150,000 which had been used to improve the air handling system.

xii) Sevenoaks Fund

The Fund had been rebranded to the Sevenoaks Mayors Fund for all future Mayors to use. During Cllr Hogarth's year of office he would be raising funds for the following four charities:

- Sevenoaks Powerchair Football
- Sevenoaks Rugby Football Club (3G pitch)
- Sevenoaks Day Nursery
- Stag

208. Bat & Ball Station Building

In addition to the main HLF project for the refurbishment of the station building the Town Council had been successful in obtaining additional funds for ancillary projects, a precis of draft figures shown below.

	Project	Budget Cost	Funding obtained	Budgeted Net cost to STC
1	Station Building -Development costs (tbc)	£158,886	0	£158,886
2	Station Building - Capital Costs (inc. professional fees).	£1,013,150		

	Heritage Lottery Fund SDC CIL STC CIL (Oct. 2017) STC CIL (April 2018)		£755,600 £130,000 £78,810 £110,000 <u>£1,074,410</u>	-£61,260
3	New Access & Ramp to Platform 1 SDC CIL	£54,582	£39,000	£15,582
4	30 Cycle Racks adjacent to station building SDC CIL	£28,728	£28,728	£0
5	56 Cycle Racks (inc. 6 electric charging) Community Centre land SDC CIL	£44,964	£32,000	£12,964
6	New Access to Otford Road SDC CIL	£34,865	£28,546	£6,319
7	Waste Bin Store & Store Room STC CIL	£55,000	£37,000	£18,000
8	Railings & Gates Railway Heritage Trust	£5,000	£2,000	£3,000
9	Station Signs Railway Heritage Trust	£3,500	£1,400	£2,100
10	Waiting Room Seat Railway Heritage Trust	£2,000	£800	£1,200
11	Vintage Railway Clocks Railway Heritage Trust	£2,000	£800	£1,200
12	Heritage External Lighting Railway Heritage Trust	£9,000	£3,600	£5,400
	Totals	£1,411,675	£1,248,284	£163,391

Liaison was currently taking place with Southeastern and the Railway Heritage Trust for them to fund some additional works in the station environs to include the following. The works may take place after the completion of the main project:

- i) Restoration to canopy roadside
- ii) Restoration to canopy Platform 2 – connected to building
- iii) Restoration to shelter Platform 1
- iv) Cleaning of external brickwork
- v) Repair to exterior tiles
- vi) Removal and relocation of exterior cable trunking on the building

Refurbishment Project

The final approval of permit was completed on 8th June 2018. Construction work commenced on 18th June 2018 and was on target for 24 weeks completion.

There had been two items of increased expenditure. First the requirement to install a pumping system due to the main building not being connected to the mains but to a historic disused cesspit. The second was the higher than expected connection cost from UKPN. Both of the items were identified within the original Risk Analysis of the project. HLF had confirmed that the costs could be taken from the Contingency within the HLF project funds.

Ref	Variation	Omissions £	Additions £	Variation £
1.02	New Electricity Connection – UKPN	8,175	39,826	31,651
5.01	Revised drainage proposals including Provisional Sum for temporary works	6,450	37,597	31,147
				62,798

The Heritage Engagement Officer with support from other Town Council officers was progressing with the HLF Activity Plan.

RESOLVED: To commend the Town Clerk and her team for obtaining external funding to enable the investment to take place at the station to the benefit of Northern Ward and the town.

209. Business Hub (former Red Cross building)

The Town Council has previously resolved to convert the former Red Cross building into a Business Hub and has set aside £25,000 of CIL funding towards the refurbishment.

It was hoped that the £25,000 could be used towards match funding for a larger grant, however the roof does now need some immediate repairs even if they are temporary.

The feasibility plan for the project is being worked up and the Town Council's summer intern Holly Wilkinson has been a considerable help with this project.

Presentations have been made to local business contacts and the feedback has been very positive to date.

Research is continuing in relation to obtaining grant funding for the project.

Resolved under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item of the confidential nature of the business.

210. Raleys Development

RESOLVED: To note the report relating to overage.

There being no further business the Chairman closed the meeting.

Signed
Chairman

Dated

Town Council
20-10-18
2

**Minutes of the Community Infrastructure Committee
Held on 15th October 2018 at Sevenoaks Town Council**

Meeting Commenced: 7.00 p.m.

Meeting Concluded: 7.45 p.m.

Committee Members Present: Cllr R Hogarth (Vice Chairman), Cllr J M Canet, Cllr A Eyre, Cllr R L Piper, Cllr S G Raikes.

In Attendance: Cllr S. Arnold, Cllr A Clayton Town Clerk and Deputy Town Clerk

1 member of the public present.

280. Apologies for Absence

Received from Cllr R. J. Parry (Chairman).

281. Requests for Dispensation

There were no requests for dispensations.

282. Declaration of Interests

There were no Declarations of Interest.

283. Community Infrastructure Committee Amended Minutes of the Meeting held on 20th August 2018.

RESOLVED: That the Minutes were true records of the meetings and to be signed by the Vice Chairman.

284. 2014 – 2018 Community Investment Plan

ii)	Bat & Ball Centre	Town Council had resolved to refurbish and extend current facility using same architect and similar design. In May 2018 the Town Council was advised in writing from SDC Planning Officer that the refurbished building would not require BREEAM. A pre-application advice request was submitted and paid for in May and a meeting held in June 2018 where again verbally it was confirmed that BREEAM was not required.
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	In September 2018 the written pre-application advice had not been received, and despite several requests there was no information available as to when it would arrive. To avoid delays in the project and due to very positive feedback the Town Council took the decision to submit the Planning Application which was validated on 13th September 2018 and a decision date for 8th November 2018. On the 28th September 2018 pre-application advice was received, four months after the pre-application meeting and included the statement that the community centre would be expected to achieve BREEAM "Very Good" and "this should be accounted for in the design stage..." The Town Council would try to establish how it could feasibly meet this request at this stage in the project. As SDC stated this needed to be included in the design stage, which would have been several months ago. It would be virtually impossible to apply retrospectively and would mean reviewing all design work. The time delays and additional costs would be considerable. The Town Council had submitted a document to accompany its planning application to state that it was not possible to address this for reasons identified in the Planning Core Strategy. The Town Council was in the process of completing an application to SDC CIL Board for funding towards the project. RESOLVED: Cllr Canet would provide a letter of support as Ward Councillor for the CIL application.
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ii)	Replacement of Raleys Gym Sevenoaks Town Council and Sencio have agreed and signed the appropriate legal agreement. Sevenoaks Town Council has paid the £95,000 to Sencio.	Completed
iii)	Replacement of Internal Cricket School	Local cricket school have requested review of replacement facilities. Ongoing discussions will be required particularly in relation to planning permission for Raleys. Timescale now expired for STC to provide facilities.
iv)	Café on the Vine Refurbish old band practice room and convert into community café and encourage people to use the Vine.	Completed
v)	Environmental Park £100,000 new play area Following the success of the installation of the play area and public feedback Sevenoaks Town Council had agreed a 10 year peppercorn lease for the management of the Environmental Park. It was hoped that lease matters would be addressed 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 entered into a lease with Sevenoaks District Council for the land. Sevenoaks Town Council had produced a sketch plan providing details of its ambitions for the park, which have been forwarded to Knole Trustees and Sevenoaks District Council. The proposal has been included within the District	Completed SDC providing amphitheatre.

	Council's planning application for the adjacent car park.	
vi)	Community Facilities at Greatness Recreation Ground Additional facilities including the following installed: • Youth shelter • New fencing • Additional play equipment • New Public toilet	Completed
vii)	Multi Use Games Area Once the new Bat & Ball Centre is completed a Multi-Use Games Area can be installed to upgrade the current tennis courts.	
viii)	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. It was also noted that a grant of £18,349 had been obtained from Enover (formally ICET) for the refurbishment of Pontoise Play Area to include the following items: • Replacement of Swing Set • Repainting all other equipment	Completed

	Installation of new disabled/all-inclusive piece of equipment with additional fencing and safety surface.	
ix)	Sports Strategy The Town Council was awaiting capital receipts before committing to distribution of the funds which were subject to match funding. To date the Town Council has agreed the following funding from the Sport Strategy fund: Sevenoaks Fund*	Completed

Project	Partner	£
Replacement gymnasium	Sencio	£95,000
Replacement indoor cricket school	KCC	£150,000
3G Rugby Pitch / Knole Paddock*	SRFC	£250,000
3G Football Pitch / Greatness*	STFC	£200,000
3G Hockey Pitch / Hollybush	Hockey Club	£50,000
		£745,000
Total		

Total	
x)	Neighbourhood Development Plan The Masterplan for Northern Sevenoaks initial consultation has been completed with positive feedback. Draft final NDP policies and document to be reviewed by SDC Planning prior to public consultation and referendum. In December 2017 STC requested SDC's assistance in commissioning an Economic Study to enable to be incorporated into the draft NDP prior to consultation. It is understood a draft report has been completed and SDC are meeting with the consultant.
	Original Draft Timetable Draft Plan present to NDP Cttee Feb 2018 Public consultation on draft plan July 2018 Amendments Aug 2018 Submission to SDC examination Sept 2018 Pre examination consultation Oct 2018 Amendments Dec 2018 Referendum Feb 2019 Plan is made Early / mid 2019

xi)	Stag Community Arts Centre The Town Council allocated £150,000 within the Community Investment Plan for improvements for the Stag.	Completed
xii)	Sevenoaks Fund* The success of the fund enabled the new £450,000 3G Football Pitch to be built for and used by the Sevenoaks Town Football Club. Initially the intention was to have the Fund operational for one year. However the Mayor thought that the initiative and the community benefits were too important not to continue. Therefore it has been agreed to continue with the Fund and rebrand it the Sevenoaks Mayors Fund for all future Mayors to use. During Cllr Hogarth's year of office he will be raising funds for the following four charities: Sevenoaks Powerchair Football Sevenoaks Rugby Football Club (3G pitch) Sevenoaks Day Nursery Stag	

285. Capital Projects Cash Flow Forecasts

A copy of the report had been circulated electronically after the agenda distribution. Printed copies of the report were available at the meeting.

RESOLVED: To note the report.

286. Bat & Ball Station Building

The Railway Heritage Trust had agreed to fund some additional works totalling £70,000. Normally the grant would be for 40% and the grant applicant e.g. Sevenoaks Town Council would be required to fund remaining 60%. In this instance

Southeastern Ltd have agreed to fund the 60%. Sevenoaks Town Council will be required to pay the £268. These works may be completed after the completion of the main project:

i)	Refurbishment of canopy roadside	£4,024
ii)	Refurbishment of canopy Platform 2	£4,220
iii)	Brickwork – additional cleaning	£8,760
iv)	Restoration of exterior tiles	£4,851
v)	Scaffolding for works	£28,113
vi)	New cast iron guttering	£12,000
vii)	Removal of building external trunking and wiring	£8,300
	Total	£70,268

Refurbishment Project

The final approval of permit was completed on 8th June 2018. Construction work commenced on 18th June 2018 and is on target for 24 weeks completion.

The Town Council have requested possession of the building for a Preview Event on 27th November 2018. The building contract will not have completed as the scheduled completion date is 2nd December 2018.

The works are progressing well, bearing in mind the additional works, for example see above that have been added. There are still some delays relating to the supply of utilities which is currently being worked on.

The Heritage Engagement Officer with support from other Town Council officers is progressing with the HLF Activity Plan.

Ancillary Works

Waste Store, Café Store and Cycle Racks part of the project would be commencing shortly. Cycle Racks had been ordered (see image on next page). In order to enable the substructure to be created some trees on the boundary line had to be removed. The trees were not subject to a Tree Preservation Order and had some low level disease. This also fitted in with the original Environmental Visual Audit in which it was requested that foliage including trees were removed to enable more visibility between the platform and the road.



Drawings for the ramp have been finalised and are currently being reviewed by Southeastern and Network Rail. It is hoped that work will commence on this shortly.

Cycle Racks on Community Centre site will be reviewed when planning permission is received for the new building.

Access to Otford Road. Details to be drawn up.

287. Business Hub (former Red Cross building)

The Town Council has previously resolved to convert the former Red Cross building into a Business Hub and has set aside £25,000 of CIL funding towards the refurbishment.

It was hoped that the £25,000 could be used towards match funding and feasibility and development work for a larger grant. The roof does now need some immediate repairs and this work has been arranged.

To date the Town Council has

1. Submitted an Expression of Interest to the SELEP (South Eastern Local Enterprise Partnership) for a grant of £265,400. The Expression of Interest has been accepted and the Town Council is completing a full application to be submitted for the end of October.
2. Created online questionnaire to obtain data from local businesses.
3. Produced a Feasibility Report. Awaiting data from online questionnaire.
4. Commissioned an Independent Economic Assessment – extracts included within the Feasibility Report.
5. Commissioned a consultant to assist with the technical aspects of the SELEP grant application.
6. Arranged for roof repairs.
7. Submitted application for Permitted Development Rights to Planning Authority.
8. Appointed Architect and Structural Engineer to prepare tender documents.

Resolved under the Public Bodies (Admission of Meetings) Act 1960 to exclude the public and press for the following item of the confidential nature of the business.

288. Raleys Development

RESOLVED:

1. Sevenoaks Town Council notes that due to extremely minimal chance that the overage clause could be triggered at such a late stage to accept financial compensation in return for postponing its charge over the land.
2. That consent is given to the Mayor and Town Clerk to sign and seal the deed of variation.

There being no further business the Chairman closed the meeting.

Signed

.....
Chairman

Dated

Town Council
 2018-19
 9

Sevenoaks Town Council

Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 9th July 2018

Meeting Commenced: 7.00 pm

Meeting Concluded: 7:52 pm

Cllr S G Raikes, Chairman	Present	Cllr R M C Hogarth	Present
Cllr N J L Busvine OBE	Present	Cllr R J Parry	Present
Cllr J M Canet	Present	Cllr E Parson	Apologies
Cllr M A Chakowa	Apologies	Cllr R L Piper	Present
Cllr A S Clayton	Present	Cllr P E Towell	Apologies
Cllr A Eyre, Vice Chairman	Present	Cllr Mrs P C Walshe	Apologies

[8]

Also in attendance:

Cllr Mrs R E Parry

Linda Larter MBE, Town Clerk

Satish Mathur, Responsible Finance Officer

Michèle MacDonald, Committee Clerk

Public Question Time

One member of the public was present to present the grant application for the Stag Community Arts Centre.

The Chairman welcomed the new responsible Financial Officer to the Council.

139 APOLOGIES FOR ABSENCE

RESOLVED to accept the apologies for absence as received from Cllr M A Chakowa, Cllr E Parson, Cllr Towell and Cllr Mrs Walshe.

140 DECLARATIONS OF INTEREST

Cllr Eyre declared an interest in the Stag Grant Application [Agenda Item No 7 and Minute No 142 refers] and took no part in the discussion or voting.

141 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

The Chairman brought forward Agenda Item No 7, Grant Application from the Stag Community Arts Centre, before proceeding.

142 GRANT APPLICATION – STAG COMMUNITY ARTS CENTRE

Ms Lisa Whitbread, Business Development Manager, advised that the Stag would like to run an annual Autumn event, the first one entitled “Sevenoaks Remembers” comprising of six events across the Remembrance weekend in November with youth involvement.

RESOLVED to award a grant £6,700 under the General Power of Competence [Localism Act 2011 Sections 1-8 refers] from the Youth Outreach budget.

143 MINUTES OF THE MEETING HELD ON 11TH JUNE 2018

RESOLVED: to receive, accept and sign the Minutes as a true record of the meeting.

144 FINANCE REPORTS

At the request of the Chairman, the new Responsible Finance Officer introduced himself and discussed the new format of reports to be presented to future meetings:

- a covering report highlighting:
 - a summary
 - the key issues noting if the variance (+/- £5000) be favourable or unfavourable
- Appendices showing:
 - Income and Expenditure by cost centre
 - Variance analysis
 - Cashflow
 - Working Capital
 - Statement of funds

Reports will be developed to also include a focus on financial planning on the Town Council’s current and planned projects in order that they are not seen in isolation and include risk management of their finances.

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

- a) Management Accounts for the period 1st to 31st May 2018
- b) Supplier’s Accounts for the period 1st to 31st May 2018 - £ 84,748.37 (net)
- c) Payroll Account for the period 1st to 31st May 2018 - £ 70,043.57
- d) Petty Cash Account for the period 1st to 31st May 2018 - £ 920.00

RESOLVED: to receive and note the

- e) Internal Audit Report dated 25th June 2018. The Finance and General Purposes Committee congratulated the Finance Team for their hard work in achieving another successful report.
- f) Hospitality and Gifts Register for the period of 1st to 31st May 2018, subject to the amendment to include Cllr Canet to whom the hospitality on 11.06.2018 had also been extended.

145 CHANGES TO OFFICER BANK SIGNATORIES

CHANGES TO OFFICER BANK SIGNATORIES
RESOLVED: to remove the outgoing Responsible Finance Officer and immediately replace with the new Responsible Finance Officer as signatory to the Town Council's bank and investment mandates.

146 SUBSCRIPTION TOURISM SOUTH EAST

RESOLVED: To commit for one year and after eight months of membership, the Officers should present a report of their findings as to how the Town Council benefits of such membership in order to decide whether or not to continue the subscription in future years.

147 CURRENT MATTERS AND PRIORITIES

RESOLVED to receive and note the

- a) current matters as below:

[illegible]

Item	Minute No		Status	Latest update
	122- ii)		Refurbishment	Sevenoaks District Council Community Infrastructure Levy Spending Board - £258,247 Construction work commenced 18th June with build schedule 24 weeks.
4	203 - CIC 7.8.2017 123 – CIC 25.06.2018	Red Cross Business Hub Business Hub	Reverts to STC 17.09.2017	Tenders requested for repairs to review compared to demolition. To be reviewed in relation to development of other STC Capital Assets. Long term as Business Hub. Short term as temporary accommodation if needed for Community Centre users. RESOLVED i) Sevenoaks Town Council 'Opt to Tax' the building to enable VAT to be reclaimed on the refurbishment work. ii) The Town Council seeks external funding to provide an improved facility. iii) A feasibility study be brought to the next meeting which would include reference to car parking and planning requirements.
5	416 (ii) - CIC 8.1.2018 536 - CIC 12.3.2018 121 i) CIC 25.06.2018 33(i) – CIC 23.4.2018	Bat & Ball Centre Seven-oaks Day Nursery		Design to be placed to tender prior to applying for planning permission Feasibility of options taking place. Agreed to proceed with refurbishment and extension of current facility – one storey. First draft plans prepared and consultation taken place for Community Centre User. Pre-planning advice was being sought. Response due 28.06.2018 Sevenoaks Day Nursery were proceeding with their plans for a new facility.
6	414 (ii) - CIC 8.1.2018 32 - CIC 23.4.2018 120 CIC 25.06.2018	Cemetery Lodge	On going Contracts Exchanged Sale Price	On the market for sale. Contracts for sale had been completed Exchanged 22.05.2018 Completion 30.05.2018 30.05.2018 sold for £485,000.

Item	Minute No		Status	Latest update
7		Vine Waste	On going	2017 12 13 - SDC wrote to the Secretary of State seeking permission under Commons Act 2006 – Section 38 For permission to use as temporary car park.
8		Sevenoaks Fund		The first year of the Sevenoaks Fund had ended. It had been successful in achieving its aim of creating an internal on line 'crowdfunding' system and the building of the £450,000 Football 3G Pitch, at Greatness. The Sevenoaks Fund would be renamed The Sevenoaks Mayor's Fund, which this year will support: • Sevenoaks Powerchair Football • Sevenoaks Day Nursery • Stag Community Arts Centre • Sevenoaks Rugby Football Club 3G pitch.

- b) to receive and note the priorities of the Town Council. It was **noted** that
- i. a pre- planning meeting to discuss the Sevenoaks Community Centre was scheduled with the Sevenoaks District Council.
 - ii. the Sevenoaks District Council were in the process of commissioning an Economic Development Study regarding the Neighbourhood Development Plan for Sevenoaks Town.

148 PRESS RELEASE

It was **RESOLVED** that a press release be issued of the Grant awarded to the Stag Community Arts Centre for the autumn drama festival.

There being no further business the Chairman closed the meeting at 7:49 pm.

Signed

.....
Chairman

Dated

Town Council
24-10-18
9

Sevenoaks Town Council

Minutes of the FINANCE & GENERAL PURPOSES COMMITTEE held at the Town Council Offices, Bradbourne Vale Road, Sevenoaks on Monday 17th September 2018

Meeting Commenced: 7.00 pm

Meeting Concluded: 8:02 pm

Cllr S G Raikes, Chairman	Present	Cllr R J Parry	Present
Cllr N J L Busvine OBE	Present	Cllr E Parson	Present [arrived 7:52]
Cllr J M Canet	Present	Cllr R L Piper	Present
Cllr M A Chakowa	Absent	Cllr P E Towell	Present
Cllr A S Clayton	Apologies	Cllr E T Waite	Present as substitute for Cllr A S Clayton
Cllr A Eyre, Vice Chairman	Present	Cllr Mrs P C Walshe	Apologies
Cllr R M C Hogarth	Apologies		

[8]

Also in attendance:

Linda Larter MBE, Town Clerk

Michèle MacDonald, Committee Clerk

Public Question Time

No members of the public were present.

236 APOLOGIES FOR ABSENCE

RESOLVED to accept the apologies for absence as received from Cllr A S Clayton, Cllr R M C Hogarth, Cllr Mrs Walshe and the Responsible Finance Officer.

237 DECLARATIONS OF INTEREST

Cllr Eyre declared an interest in the Grant Application from Sevenoaks Three Arts Festival [Agenda Item No 7a) and Minute No 223 refers] and took no part in the discussion or voting.

238 REQUESTS FOR DISPENSATIONS

There had been no requests for dispensations.

239 MINUTES OF THE MEETING HELD ON 9TH JULY 2018

RESOLVED: to receive, accept and sign the Minutes as a true record of the meeting.

240 SUB COMMITTEES**RESOLVED:** to receive and

- a) note that the meeting of Youth Council due to have been held on 4th July 2018 was inquorate and therefore did not take place
- b) adopt the minutes of the meeting of Youth Services Sub Committee held on 4th July 2018.

241 FINANCE REPORTS**RESOLVED:** It was unanimously agreed to accept the following reports: -

- a) Management Accounts for the period 1st to 30th June 2018
- b) Supplier's Accounts for the period 1st to 30th June 2018 - £ 73,574.85 (net)
- c) Payroll Account for the period 1st to 30th June 2018 - £ 72,541.00
- d) Petty Cash Account for the period 1st to 30th June 2018 - £739
- e) Budget Timetable for the financial year 2019/2020
- f) Hospitality and Gifts Register for the period of 1st to 30th June 2018, noting that none had been received by the members or employees.

Some minor queries were raised regarding the reports. Responses would be circulated to all Councillors.

242 GRANTS

The Grant Aid requests and the Grant Aid Balance were received, considered and noted.

RESOLVED:

- a) Grant Requests be awarded under the General Power of Competence [Localism Act 2011 Sections 1-8 refers] as follows

Grant Ref No	Organisation Name & Charity Reg No If Applicable	2017/2018 Grant Application £	Grant Approved
04	Citizens Advice Bureau	£650.79	£650 To purchase a desk and filing cabinet for their Sevenoaks Town office and to organise 2 future events in the wards of Sevenoaks Town

Clfr Parson arrived 7.52pm

06	Sevenoaks Three Arts Festival	£600	£600 for the Young Musician of the Year award "Sevenoaks Town Council Prize".
11	Sevenoaks Counselling Service	£1,500	£1,500 for Sevenoaks Town clients who cannot afford the recommended amount of £60 counselling sessions. £10 to be paid and bursary available. £25 to be paid with use of grant to cover the £45 cost per session.
49	Kent Painters Group	£500	£0 Grant decision delegated to Chairman and Town Clerk.
Total Awarded			£2,7250

It was agreed that terms and conditions of the grant be outlined to the above organisations.

- b) Grant reports be received and noted. The Committee valued the reports, which show a reflection of participation in the local people involved in Community Engagement.

243 COMMUNITY INFRASTRUCTURE LEVY [CIL]

The details of the distribution of CIL payments to be made to Sevenoaks District Council and distribution to Sevenoaks Town Council as shown below were received and noted:

Most developments require a CIL payment to be made to SDC. This is then distributed as follows:

25% to parish (STC CIL) divided into two elements, see below A & B*

5% to SDC for Admin

70% to SDC for pot for infrastructure projects (SDC) for which we have in the past bid for e.g.

B&B Station. (Ref C)

Definition	Type of Payment
A	Proportion of CIL receipts as laid out in Section 59A of the CIL Regulations where SDC has a duty to pay the town and parish council. The money received under A can only be spent on the following: i) The provision, improvement, replacement, operation or maintenance of infrastructure. ii) Anything else that is concerned with addressing the demands that development places on the area.
B	The equalisation of CIL receipts paid at the discretion of the Sevenoaks District Council Cabinet, to ensure the town and parish council receives 25% of all the CIL monies secured in the parish at the highest rate set out in the CIL charging schedule. i) The provision, improvement, replacement, operation or maintenance of infrastructure <u>only</u> .

RESOLVED:

- i) to use £21,000 of the October 2018 CIL payment to the Town Council on the following projects as mentioned in the 2018/2019 budget:

No	Expenditure	CIL Reference A
1	Bus Shelters 50%	5,000
2	Pontoise Gates	2,000
3	Skateboard Park Surface	3,000
4	Littlewood Fencing	4,000
5	Cemetery Path Repairs	5,000

No	Expenditure	CIL Reference A
6	Knole Paddock new doors	2,000
	Total	£21,000

ii) to note the report detailing CIL Income and expenditure to date

244 SEVENOASK TOWN PARTNERSHIP [STP] MEETING HELD ON 8TH AUGUST 2018

RESOLVED: to receive and note the minutes as a true record of events. Sevenoaks Rail Travellers update [*STP Minute 9 v) refers*] attached, as was omitted from the agenda documentation, as APPENDIX A.

245 CHRISTMAS LIGHTS SWITCH ON EVENT 2018

RESOLVED: to receive and note the arrangements to date for 30th November 2018.

246 CURRENT MATTERS AND PRIORITIES

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

247 PRESS RELEASE

It was RESOLVED: that press releases be issued of the Grants awarded to the local community and progress to date on the Community Investment Plan.

There being no further business the Chairman closed the meeting at 8:02 pm.

Signed

.....
Chairman

Dated

Sevenoaks & District Train Services Today & Tomorrow

Roger Johnson

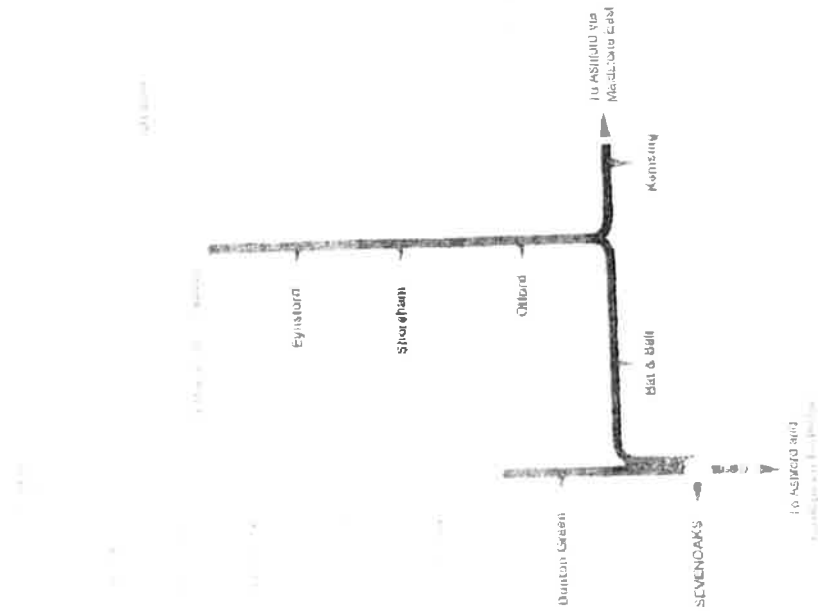
Vice-Chair

Sevenoaks Rail Travellers Association

APPENDIX
A
F+GP
Minutes
17.9.18

Sevenoaks Rail Travellers Association

- Representing Sevenoaks and nearby stations
- Annual footfall almost 5 million



Station Footfall in Kent

Kent Stations	Footfall
With footfall >3M per year	2016-17
Tonbridge	4,414,394
Sevenoaks	4,160,110
Tunbridge Wells	3,820,560
Dartford	3,908,158
Ashford International	3,798,486
Gravesend	2,984,420



Key Issues

Short term

- GTR performance via Darent Valley

Longer term

- Oyster to Sevenoaks
- Kent Franchise – ITT issues
- Lack of Growth Options - NR Kent Study

GTR performance on Darent Valley line

GTR abandoned communities of Shoreham and Eynsford causing severe inconvenience and distress

Villages have no other public transport apart from four off-peak buses per day

GTR run a few replacement buses with no timetable or even announcements at stations (most unmanned)

CIS information often misleading or just wrong

SER declined to stop selected fast peak services following

MPs request

SER finally responded to DfT by stopping some PM peak services but none in AM peak

GTR and SER share a common parent company

Kent ITT Service Specification

DfT should have been based it on pre-2015 timetable not LB rebuilding temporary one – start from what works and then improve!

Damaging to commuters in rapidly growing communities in Dunton Green and Knockholt (Zone 6) if current

Chelsfield semi-fasts are lost

Proposal for Orpington stops appears not feasible since no path is available and trains already full and standing from Chelsfield. Consider more semi-fast services to Victoria

Seat occupancy must “trump” journey time considerations

Seat occupancy must “trump” journey time considerations

SRTA do not believe ITT service specification is feasible

How are DfT Service Specifications verified for feasibility with current infrastructure? (cf GTR problems)



Oyster to Sevenoaks

- SRTA long term supporter for extending Oyster to all SER Metro services
- Locally both Mainline and Darent Valley services to Sevenoaks
- TfL told SRTA that it was “simple to do”
- Similar to Watford Junction with mainline TOC setting Sevenoaks fare

Lack of Growth Options - NR Kent Study

NR Study finds no capacity growth option for Sevenoaks area (except possible reinstatement of one lost service to Cannon St) despite SDC planning for 14,000 new homes

Mainline peak services have always been maximum length London termini are “full” in the peaks

Only option for capacity growth for Sevenoaks area and

west Kent is Maidstone East Thameslink service

Essential that future housing growth is matched by public transport expansion eg Bromley, Orpington, Bexleyheath

transport expansion eg Bromley, Orpington, Bexleyheath

Strategic vision needed from Network Rail to avoid further

short term decisions eg sale of land adjacent to

Metropolitan Curve

Thank you

LIST OF APPOINTMENTS	2017/2018	2018/2019
MAYOR	Cllr M Chakowa	Cllr R M C Hogarth
DEPUTY MAYOR	Cllr R M C Hogarth	Cllr N J L Busvine OBE
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>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>10 MEMBERS 2018/2019</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 2017/18</u> Cllr S G Raikes Cllr A Eyre Cllr N J L Busvine Cllr J M Canet Cllr A S Clayton Cllr R M C Hogarth Cllr R J Parry Cllr E Parson Cllr R L Piper Cllr P E Towell Cllr Mrs P C Walshe	<u>11 MEMBERS 2018/2019</u> Cllr S G Raikes Cllr A Eyre Cllr N J L Busvine Cllr J M Canet Cllr M A Chakowa Cllr A S Clayton Cllr R J Parry Cllr E Parson Cllr R L Piper Cllr P E Towell Cllr Mrs P C Walshe
<u>PLANNING COMMITTEE</u> CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	2017/18 Cllr R L Piper Cllr S L Arnold All Councillors	2018/2019 Cllr R L Piper Cllr A Eyre All Councillors
<u>COMMUNITY INFRASTRUCTURE COMMITTEE</u> CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	<u>6 MEMBERS 2017/18</u> Cllr R M C Hogarth Cllr R L Piper Cllr A S Clayton Cllr A Eyre Cllr R J Parry Cllr S G Raikes	<u>6 MEMBERS 2018/2019</u> Cllr R J Parry Cllr R M C Hogarth <i>[ex officio]</i> Cllr J M Canet Cllr A Eyre Cllr R L Piper Cllr S G Raikes Cllr O Schneider

<u>PERSONNEL COMMITTEE</u>	<u>8 MEMBERS 2017/18</u>	<u>8 MEMBERS 2018/2019</u>
CHAIRMAN VICE CHAIRMAN <i>Mayor ex officio</i>	Cllr S L Arnold Cllr R J Parry Cllr N Busvine Cllr A Eyre Cllr Mrs R E Parry Cllr R L Piper Cllr E T Waite Cllr Mrs P C Walshe	Cllr S L Arnold Cllr R J Parry Cllr N Busvine Cllr A Eyre Cllr Mrs R E Parry Cllr R L Piper Cllr E T Waite Cllr Mrs P C Walshe

<u>LIST OF APPOINTMENTS</u>	<u>2017/18</u>	<u>2018/2019</u>
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 A Eyre]	8 Cllrs plus Chairman or Vice Chairman F& GP (ex-officio) Cllr Mrs Parry Cllr Parson Cllr J M Canet Cllr R J Parry Cllr S G Raikes Cllr O Schneider 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 2017/18 Cllr R M C Hogarth Cllr R L Piper Cllr S G Raikes	Community Centre User Group 3 Members 2018/2019 Cllr M A Chakowa Cllr R L Piper Cllr S G Raikes

<u>SEVENOAKS TOWN PARTNERSHIP</u>	2016/2017 – May ACM	2016/2017 October STP AGM	2017/2018 May ACM	2018/2019 May ACM
CHAIRMAN VICE CHAIRMAN	Cllr S Arnold Cllr M Chakowa	Cllr M Chakowa Cllr S Arnold	Cllr S Arnold Cllr A Eyre	Cllr S Arnold Cllr A Eyre

Events Accepted/Attended – 2018/2019

Mayor: Councillor Roderick Hogarth

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 12.00	16 May	Women of Kent Luncheon - Mercure Maidstone Great Danes Hotel	Mayoress
Thurs ??	17 May	Wedding Bench photoshoot dedicated to Harry and Meghan	Mayor
Thurs 5.30	17 May	West Kent Min - Exhibition of Work	Mayor & Mayoress
Fri 9.45	18 May	Sevenoaks Town Partnership - Wellbeing Show in the Stag Plaza Suite	Mayor
Sat 7.30	19 May	The Absolute Gospel Company - "The King is Coming" At St John's URC Church Sevenoaks	Mayor
Wed 10.00	23 May	Love Your Local Market - Meet the New Mayor at the Wednesday Market	Mayor
Sat 10.15	26 May	Printfest7Oaks at Kaleidoscope Gallery	Mayor & Mayoress
Sun 4.45	27 May	Go-Coach - 10 th Anniversary Celebration	Mayor & Mayoress
Tues 11.45	29 May	Grand Opening of the Play Area at Kippington Meadow	Mayor & Mayoress
Sun 6.00	3 June	Film Premiere at the Stag - Meteor Molly	Mayor
Mon 12.00	4 June	Annual General Meeting at Rockdale	Mayor
Tues 6.00	5 June	University of Kent's Employability Points Rewards Evening	Mayor & Linda Larter
Thurs 2.30	7 June	Kent Association for the Blind - Thank you to Volunteers	Mayor
Sat 12.00	9 June	Emily Jackson House - Open Day	Councillor Simon Raikes and Mrs Christine Raikes
Sat 6.30	9 June	Hospice in the Weald - Cut the Ribbon to start the Moonlight Walk	Mayor
Sun	10 June	Civic Service at St Nicholas Church	Mayor & Mayoress
Mon 3.00	11 June	Ribbon of Poppies - Vine Gardens	Mayor & Mayoress
Mon 7.30	11 June	SASRA Annual Meeting/Service at St Nicholas Church. Speaker - General Lord Dannett and invited by Rev. Angus MacLeay	Mayor & Mayoress
Tues 7.00	12 June	Social History talk on Bat and Ball Station in the Council Chamber	Deputy Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Tues 7.00	12 June	Chairman of KCC - Civic Dinner	Mayor & Mayoress
Sun 3.00	17 June	Sevenoaks Hockey Club - Presentation of cheque at the Hollybush Lane Pitch	Mayor
Tues 9.00	19 June	Tour of Quaker Hall Allotments accompanied by Ruth King	Mayor
Tues 7.30	19 June	League of Friends of Sevenoaks Hospital - AGM	Mayor
Wed 1.30	20 June	Spadework's AGM Celebration Day	Mayor
Thurs 6.00	21 June	Sevenoaks and District Chamber of Commerce - Annual Summer Reception at the Mount Vineyard	Cllr.Chakowa & Mr Bryan Chakowa
Thurs 6.30	21 June	Sevenoaks Camera Club - Annual Exhibition	Mayor & Mayoress
Thurs 7.00	21 June	Chairman SDC - The Big Community Sing	Mayor & Mayoress
Sat 11.00	23 June	Open the Sevenoaks Festival	Mayor & Mayoress
Sat 6.30	23 June	Sevenoaks Three Arts Festival - Prizewinners' Concert in the Ship Theatre, Walthamstow Hall Senior School	Mayor & Mayoress
Sun 2.00	24 June	Mayor Elect of Surrey Heath - Civic Service at Royal Memorial Chapel, Royal Military Academy, Sandhurst	Mayor & Mayoress
Sun 7.30	24 June	Sevenoaks Philharmonic Society - Big Festival Event - Belshazzsr's Feast	Mayor & Mayoress
Mon 10.15	25 June	Chairman SDC - Fly the Flag for Armed Forces Day	Mayor & Mayoress
Tues 7.30	26 June	Sevenoaks District Scout Council - Annual General Meeting	Deputy Mayor
Wed 10.00	27 June	Soroptimist International - Sevenoaks in Bloom Photo Shoot	Mayor & Mayoress
Thurs 6.00	28 June	SCHMDT - Grand Opening of new showroom	Mayor & Mayoress
Fri 8.00	29 June	Sevenoaks Welcomes Refugees Syrian Guitarist Fundraising Event	Mayor & Mayoress
Sat 9.45	30 June	Armed Forces Day event at the Vine Gardens	Mayor & Mayoress
Sat 11.00	30 June	Walthamstow Hall - Prize Giving	Mayor & Mayoress
Sat 6.15	30 June	Halliwick Association of Swimming - Annual National Swimming Championships	Mayor & Mayoress
Sun 7.00	1 July	Chance to Dance - Summer Performance at the Stag	Mayor & Mayoress
Mon 6.00	2 July	St Michael's Prep School - Summer Concert	Mayor & Mayoress
Wed 10.00	4 July	Sevenoaks in Bloom judging	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Thurs 9.00 ??	5 July	Part of Ribbons & Poppies - Hiding pebbles around the Greatness Play Area and photo shoot opportunity prior to New Beacon invitation on the same morning	Mayor
Thurs 10.00	5 July	The New Beacon - Ribbon of Red Installation	Mayor
Thurs 2.00	5 July	NHS 70 th Celebration Tea Party at Sevenoaks Hospital	Mayor
Thurs 6.00	5 July	Sevenoaks Art Club - Annual Exhibition at Kaleidoscope Gallery	Mayor & Mayoress
Fri ??	6 July	Trinity School for National Democratic Week	Mayor
Sun 2.00	8 July	Sevenoaks Day Nursery - Hog Roast	Mayor & Mayoress
Tues 7.30	10 July	Mayor of Medway - Theatre Night - The Merry Widower	Mayor & Mayoress
Thurs 3.30	12 July	High Sheriff of Kent - Garden Party at The Old Farm House	Mayor & Mayoress
Thurs 6.45	12 July	Westerham Sea Cadets - Biannual Royal Naval Parade and Inspection	Mayor & Mayoress
Fri 7.00	13 July	Cocktail Party at Knole House	Mayor & Mayoress
Fri 6.30	15 July	Lydian Orchestra - Summer Concert in the Pamoja Hall	Mayor & Mayoress
Wed 12.30	18 July	FOOTFALL the SVAF 2018 Community Art Project - Photoshoot	Mayor
Wed 1.30	18 July	West Heath School - Prize Giving	Mayor
Thurs 2.30	19 July	Mayor of Tonbridge - Garden Party at the Design Studio, Hadlow College	Mayor & Mayoress
Fri 5.00	20 July	Live on the Vine - Youth Council	Mayor
Sat 2.00	21 July	Mayor of Broadstairs - Garden Party	Mayor & Mayoress
Sun 2.00	22 July	Mayor of Ramsgate - Ramsgate Carnival	Mayor & Mayoress
Mon 7.00	23 July	Chairman Sevenoaks District Council - Curry Evening The Tamarind Kensing	Mayor
Wed 10.30	25 July	Minister of Sport, Tracey Crouch MP -Visit to Sevenoaks Town Football Club	Mayor
Wed 3.00	25 July	Mayor of Maidstone - Garden Party at the Orangery, Turkey Mill	Mayor & Mayoress
Wed 7.30	25 July	West Kent Mind - Annual General Meeting in the Town Council Chamber	Mayor & Mayoress
Sat 7.00	28 July	In Bloom Awards Night at Coolings Nursery	Mayor & Mayoress
Sun 12.00	29 July	Sevenoaks Powerchair Football Club - End of Season Get Together at Valence School	Mayor & Mayoress
Fri 11.00	3 Aug	Kippington Meadow Play Date	Mayor & Mayoress
Fri 5.45	3 Aug	Peppercorn Rent Ceremony at Vine Cricket Club	Mayor & Mayoress
Wed 2.00	8 Aug	Summer Play Day - The Vine	Mayor

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 6.30	10 Aug	First Year Anniversary of the Sevenoaks Sports Magazine - an evening of Presecco and canapes	Mayor
Sat 11.30	11 Aug	VIP Opening of Rivermere Residential Home	Mayor & Mayoress
Wed 10.00	15 Aug	Summer Reading Challenge at Sevenoaks Library	Mayor
Wed 2.00	15 Aug	Summer Play Day - Greatness Recreation Ground	Mayor
Wed 5.30	15 Aug	Ightham Mote - Garden Party	Mayor & Mayoress
Thurs 2.00	16 Aug	Kippington Care Home - 103 rd Birthday of Edna May Oubridge	Mayor
Wed 2.00	22 Aug	Summer Play Day - Pontoise Play Area	Mayor
Wed 3.00	22 Aug	Afternoon Tea in the Café on the Vine - Silent Auction prize	Mayor & Mayoress
Thurs 10.00	23 Aug	Rockdale Housing Association - Meeting with members of the Rockdale Gardening Club	Mayor & Councillor Parry
Fri 2.00	24 Aug	Powerchair Football Demonstration at Sennocke Sports Centre, Sevenoaks School	Mayor
Fri 4.00	24 Aug	Swanley Town Council - 1812 Charity Festival	Deputy Mayor & Mayoress
Mon 10.00	27 Aug	Dragon Boat Race at Chipstead Lake in conjunction with Westerham Sea Cadets	Mayor
Tues 8.00	28 Aug	Rivermere Professional Networking Breakfast	Mayor
Fri 7.30	31 Aug	Sports Council presentation evening at Hollybush Indoor Bowls Centre	Mayor
Mon 13.20	3 Sept	Chairman SDC - Fly the Flag for Merchant Navy Day	Mayor & Mayoress
Thurs 10.30	6 Sept	Burying the Time Capsule at Bat & Ball Station	Mayor & Mayoress
Sat 9.45	8 Sept	Festival for All on the Vine Gardens	Mayor & Mayoress
Sun 12.30	9 Sept	ABF The Soldiers' Charity Big School Curry	Mayor
Mon 3.30	10 Sept	Poppy Post Box Photoshoot at the Stag	Mayor
Tues 11.30	11 Sept	VIP Opening of the Rivermere Residential Home	Mayor & Mayoress
Tues 7.00	11 Sept	The Provincial Grand Master's Presentation Evening at Giacomo's Italian Restaurant, Weald	Mayor & Mayoress
Thurs 9.00	13 Sept	Photoshoot at the Archway, The Vine Gardens	Mayor
Fri 8.45	14 Sept	South and South East in Bloom Awards Ceremony at American Express Community Stadium, Village Way, Brighton	Mayor
Fri 6.15	14 Sept	Sevenoaks Town Partnership Business Awards at Knole Academy	Mayor & Mayoress
Sat 10.00	15 Sept	Mayor of Sandwich - Civic Service	Deputy Mayor
Sat 7.00	15 Sept	Sevenoaks Air Cadets Annual Dinner & Disco	Mayor & Mayoress
Sun 12.30	23 Sept	Lord Lieutenant's Drumhead Service	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Wed 2.30	26 Sept	Official Opening of Sencio new health and fitness facilities	Mayor
Wed 7.30	26 Sept	Sevenoaks Counselling Open Public Meeting	Deputy Mayor
Fri 7.30	28 Sept	Sevenoaks Literary Festival - Gina Miller Rise: Life Lessons in Speaking Out	Mayor & Mayoress
Sun 5.45	30 Sept	Stag Youth Theatre - Film in a Week	Mayor
Mon 10:00	1 Oct	Sevenoaks District Seniors Action Forum - International Day of Older persons	Councillor Eyre
Tues 10.45	2 Oct	Mayor of Ashford - Tour of Great Dixter House and Gardens	Mayor and Mayoress
Thurs 9.45	4 Oct	Mayor of Hillingdon - Tour of RAF Northolt and Battle of Britain Bunker	Mayor & Mayoress
Thurs 2.00	4 Oct	Rockdale Housing Association - Reception and afternoon tea	Cllr Chakowa
Thurs 6.00	4 Oct	Thackray Williams Red Carpet Reception to celebrate the opening of their Sevenoaks Office	Mayor & Mayoress
Fri 7.30	5 Oct	Sevenoaks Literary Festival - Luke Harding Collusion How Russia helped Trump	Mayor & Mayoress
Sat 8.45	6 Oct	Introduce and Start Breast Cancer Care Pink Race	Mayor
Sat 4.00	6 Oct	Sevenoaks Welcomes Refugees - 80 th Anniversary of the Kindertransport	Mayor & Mayoress
Sun 11.00	7 Oct	Harvest Service at St Nicholas Church, Sevenoaks	Mayor & Mayoress
Sun 2.30	7 Oct	High Sheriff of Kent - Justice Service for Kent at Rochester Cathedral	Mayor & Mayoress
Tues 10.00	9 Oct	Pink Week Coffee Morning at Youth Café	Mayor
Sat 3.00	13 Oct	Stronger Kent Communities Fair	Mayor
Sat 7.00	13 Oct	Pink Week Quiz Night at the Community Centre	Mayor & Mayoress
Tues 12.00	16 Oct	Chairman SDC - Event at Brands Hatch Racing Circuit	Mayor & Mayoress
Thurs 10.00	18 Oct	Mayor of Hawkinge - Visit to the Kent Battle of Britain Museum	Mayor & Mayoress
Fri 2.00	19 Oct	Kent Veterans Support Group	Mayor
Fri 7.00	19 Oct	Lord Mayor & Lady Mayoress of Canterbury - Dinner & Entertainment	Mayor & Mayoress
Sat 6.15	20 Oct	Halliwick Association of Swimming - Regional Swimming Championships	Mayor & Mayoress
Sun 2.30	21 Oct	Westerham Sea Cadets Trafalgar Day Parade	Mayor & Mayoress
Mon	22 Oct	Meeting with Linda and the Lord Lieutenant	Mayor
Thurs 12.45	25 Oct	Demelza Hospice Care for Children - Pumpkin Hunt	Mayor
Fri 10.00	26 Oct	Matthew Ball - Service at St Nicholas Church to remember Herbert Alfred Sears	Mayor
Fri 7.00	26 Oct	Chairman Tandridge DC - Halloween Dinner	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Sat 7.00	27 Oct	Mayor of Bromley - Charity Appeal Ball	Mayor & Mayoress
Mon 11.00	29 Oct	Royal British Legion Civic Presentation, County Hall	Mayor & Mayoress
Tues 8.00	30 Nov	Rivermere Business Networking Breakfast	Mayor
Fri 7.00	2 Nov	Hi Kent - Dinner at the London Beach Hotel	Mayor & Mayoress
Sat 12.00	3 Nov	Royal British Legion - Annual County Luncheon Cancelled	Mayor & Mayoress
Sat 4.00	3 Nov	You, Me & Dementia - Theatre Production at the Stag	Mayor
Sat 6.40	3 Nov	Sevenoaks Round Table Firework Event	Mayor & Mayoress
Tues 6pm	7 Nov	Youth Council AGM new 2year term 2018-2020	Mayor
Thurs 10.00	8 Nov	Opening of the Science and Technology Centre at Sevenoaks School	Mayor
Thurs 8.00	8 Nov	Remembrance Event at St Nicholas Church, Sevenoaks	Mayor & Mayoress
Fri 7.00	9 Nov	Sevenoaks Players - Gala Night at the Stag Theatre	Mayor & Mayoress
Sat 5.15	10 Nov	Children in Need Big Learner Relay	Mayor
Sun 10.50	11 Nov	Remembrance Day Service and Parade at the Vine War Memorial	Mayor & Mayoress
Sun 1.30	11 Nov	Greatness Cemetery - Laying Crosses on War Graves	Mayor & Mayoress
Sun 6.30	11 Nov	The Drive Methodist Church - Come and Sing	Deputy Mayor
Sun 7.30	11 Nov	Beacon Lighting at the Vine	Mayor & Mayoress
Mon TBA	12 Nov	Sennockian Charity Quiz Night	Mayor & Mayoress
Fri 11.30	16 Nov	Grand Opening of the Lavender Fields Residential Care Home in Seal	Mayor
Sun 3.00	18 Nov	Sevenoaks Symphony Orchestra - First concert of New Season at the Stag Theatre	Mayor & Mayoress
Fri 3.00	23 Nov	Mayor of Tenterden - Christmas Lights Switch-on	Mayor & Mayoress
Sat 5.00	24 Nov	Hockey Match against East Grinstead - Mayoral Challenge	Mayor
Sat 7.00	24 Nov	Sevenoaks Lions Annual Charter Dinner Dance	Mayor & Mayoress
Tues PM	27 Nov	Preview Event - Bat and Ball Station	Mayor
Wed 4.30	28 Nov	Christmas Lights Switch-on at St John's	Mayor & Mayoress
Fri 7.00	30 Nov	Christmas Lights Switch-on - Sevenoaks Town	Mayor & Mayoress
Mon 11.15	24 Dec	Christmas Eve Service at St Nicholas Church, Sevenoaks	Mayor & Mayoress

Day & Time	Date	Organisation & Event/Venue	Attending
Fri 12:00	25 Jan	Staff Charity Lunch for Mayor	Mayor & Mayoress
Sat 6.45	9 Feb	Quiz Night at the Community Centre	Mayor & Mayoress
Wed 10.00	24 Apr	Tour of Knole House followed by Lunch in Sevenoaks	Mayor & Mayoress
Wed 11.00	1 May	Luncheon at Chevening House	Mayor & Mayoress



2018 - 2019

The Mayor of Sevenoaks Councillor Roderick Hogarth

Provisional Dates for Mayoral Events

May/June 2018 10th June 2018 Civic Service at St Nicholas Church 30th June 2018 Raise the Flag for Armed Forces Day	July 2018 Cocktail Party at Knole House 13 th July 2018	August 2018
September 2018	October 2018	November 2018 Cheese and Wine Evening Wednesday 21st November
December 2018	January 2019 Staff Fundraising Lunch 25 th January 2019	February 2019 9 th February 2019 Quiz Night at the Community Centre
March 2019	April 2019 Friday 12 th April End of Term Reception Wednesday 24 th April Tour of Knole House	May 2019 Wednesday 1st May Luncheon at Chevening

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